

**PALMDALE AVENUE Q FEASIBILITY STUDY
KICK-OFF MEETING**

**Wednesday, August 13, 2014, 9:00 am – 10:30 am
Development Services Building, 1st Floor Conference Room
and via teleconference
38250 Sierra Highway
Palmdale, CA 93550**

AGENDA

- 1. Introduction of Consulting Team and Staff**
- 2. Project Objectives and Major Issues**
- 3. Work Program, Deliverables, and Schedule (Attachment 1)**
- 4. Relationship to Other Planning Efforts**
 - 4a. Coordination with TOD Overlay meetings, products, and public outreach
- 5. Public Outreach and Participation**
 - 5a. Community Workshops
 - 5b. Planning Commission and City Council Meetings
- 6. Review of Available Data (Attachment 2)**
- 7. Grant Requirements and Invoicing**
- 8. Other Items**
- 9. Next Steps**
 - 9a. Meeting Minutes
 - 9b. Existing Conditions and Site Analysis
 - 9c. Next Meeting/Regular Meeting Schedule

Attachment I: Work Program, Deliverables and Schedule

Scope of Services

The Scope of Services presented below incorporates the tasks outlined in the RFP. The task-by-task descriptions that follow present our approach to data collection and existing conditions analysis, development of recommendations and standards, and preparation of the documents. Wherever possible, the tasks outlined below will be coordinated with the Team's current contract for the Palmdale TOD Overlay Zone Project in order to capitalize on similarities between the two study areas and allow for a more extensive review and consideration.

Initials in parentheses following the sub-section heading identify the lead firm for each sub-task:

- **D&B:** Dyett & Bhatia
- **NN:** Nelson\Nygaard (Transportation Planners)
- **MLA:** Mia Lehrer + Associates (Landscape Architects)

“Team” refers to the entire consulting team

TASK I – PROJECT PLANNING AND COORDINATION

Task I.1 – Project Kick-off Meeting (Team)

Participate in a kick-off meeting with the Technical Advisory Committee (TAC) made up of City staff and other stakeholders to discuss project details, including the following:

- Work program objectives, tasks, products, and preliminary schedule
- Recent or current studies, plans, or planning-related efforts by agencies and departments that may influence or support the work program
- Roles of team members/key contacts
- Public outreach methods
- Potential stakeholders
- Grant reporting requirements

Deliverables: Agenda and Meeting Summary including write up on general approach to the project's scope of work, and identification of roles and responsibilities

TASK I.2 – Project Coordination (D&B)

Monthly TAC conference call meetings for project communication and coordination

Deliverables: Monthly meeting notes

TASK 2 – PROJECT ASSESSMENT

TASK 2.1 – Data Collection/Existing Conditions and Site Analysis (Team)

- A. Coordinate with the City and review existing planning and transportation documents, studies, analyses, and other recent and ongoing planning efforts that influence the outcome of the feasibility study, including but not limited to, the City’s existing Zoning Ordinance, General Plan, Palmdale Trade and Commerce Center Specific Plan, Palmdale Transit Village Specific Plan, Palmdale Energy Action Plan, Palmdale Strategic Plan, and other pertinent documents as identified by City Staff. Review aerial imagery and other project specific maps, documents, and plans.
- B. Prepare a report detailing existing conditions of the project area. The report will consist of maps and diagrams with supporting narrative. Key findings will be summarized to inform the subsequent planning process. Local, regional, state, and federal legislation will be considered and incorporated, as applicable. The following subjects will be covered:

- **Vacant and Built Land (D&B).** Analysis and mapping of vacant and built land will include identification of existing land use in the project area based on information from the City, County Assessor’s office, and focused fieldwork.
- **Infrastructure (D&B).** The infrastructure assessment will include review of existing infrastructure capacity and anticipated additional demand necessary to support future development.
- **Circulation/Access (NN).** The circulation assessment will identify opportunities and constraints for mobility and access. This will include evaluating the effects that existing parking and transportation standards have on the City’s ability to achieve its overall goals for the study area (e.g., evaluating the effects of current parking requirements on development feasibility).

This effort will include reviewing and assessing circulation and trail elements included in the General Circulation Plan, PTCCSP and AVACSP; city policies, codes and standards governing the remainder of the study area; and plans, studies and data describing the significant transportation infrastructure improvements proposed for the area, such as the California High Speed Rail, XpressWest High-Speed Rail, and Metrolink improvement projects, AVTA planning documents, potential Palmdale Regional Airport improvements, the High Desert Corridor freeway, and additional station area parking.

This task will be coordinated with the existing conditions work for the Palmdale TOD Overlay Zone Project, allowing up to 4 intersections in the Avenue Q study area to be included in the traffic analysis that will be undertaken for the Palmdale TOD Overlay Zone Project. The traffic analysis will include peak hour level of service (LOS) at the selected intersections. In addition, NN will conduct intersection turning movement and bicycle/pedestrian volume counts at up to 4 intersections within the Avenue Q study area.

- **Sustainability (D&B).** This section will include an assessment of how the current transportation network and overall land use pattern affect sustainability and how regional policies can be implemented at the local level to implement sustainability and the Sustainable Communities Strategy.
- **Livability (D&B).** The livability assessment will identify opportunities and constraints related to way-finding, recreation, pedestrian access, access to services and infrastructure, as well as other livability issues.

- **Development Constraints (D&B).** D&B will identify constraints to future development having to do with fractured ownership, parcel size and shape, access issues, and other aspects of the existing pattern of development.
- **Overall Character (D&B).** D&B will summarize the structure of the neighborhood as defined by its edges, major streets, landmarks, activity nodes, gateways, block and lot patterns, and building types.

Deliverables: Written and electronic report (including maps and photographs), detailing existing conditions of the project area). Maps provided in GIS and/or AutoCAD format

TASK 2.2 – Community Workshop #1 (D&B and City Staff)

Host Community Workshop #1 with City staff to present the project’s scope and goals. D&B will draft press and media releases which can be distributed to local media and used in promotion materials to publicize the workshop and prepare sign-in sheets, nametags, and comment cards.

Deliverables: Meeting Materials such as PowerPoint presentation, display boards, photographs, maps, concept drawings for display and interactive uses
Audio recording of the workshop
Meeting notes and summary of all public testimony

Milestone: Community Workshop No. 1

TASK 3 – LAND USE/ZONING, TRANSPORTATION ANALYSIS

TASK 3.1 – Land Use and Zoning Modifications (D&B)

Together with City staff, evaluate the project area’s built environment and “future” plans and develop recommendations for land use and zoning changes, including the creation and/or refinement of policies that are more in alignment with the City’s current ideologies for TOD development and multi-modalism. Based on the research and analysis and community input, D&B will prepare a Land Use and Zoning Report detailing findings, constraints, opportunities and recommendations for revisions, changes, or additions to the General Plan, Zoning Ordinance, and affected Specific Plans, as necessary. The Report will document acreage changes by land use and zoning type in a matrix and include a summary of how the ultimate development of the Avenue Q corridor will assist the City of Palmdale in meeting its air quality, land use, and transportation goals.

Deliverables: Land Use and Zoning Report (written and electronic, maps in GIS and/or AutoCAD format)

Milestone: Land Use and Zoning Report

TASK 3.2 – Transportation Analysis (NN)

NN will conduct a transportation analysis of the project area. The transportation analysis will build on analysis conducted as part of the Palmdale TOD Overlay Zone Project. This will include analyzing and making recommendations regarding all modes of transportation within the project area, addressing elements such as:

- a coherent and effective street, trail and greenway network for the project area design and performance standards for streets, intersections, greenways and trails that will result in the

creation of “Complete Streets”, which meet the needs of all users, including pedestrians, bicyclists, transit users, and motorists

- an effective parking plan, including both proposed public parking facilities, and design and performance standards for private parking
- an integrated transit network, encompassing bus and shuttle service (e.g. Antelope Valley Transit Authority routes), as well as access to existing Metrolink and future high-speed rail services (California High Speed Rail and XpressWest)
- Palmdale Regional Airport access
- taxis, carsharing, bicycle sharing, and other shared transportation modes
- a coherent set of transportation demand management strategies

The recommended regulations and policies will be designed to be more in alignment with the City’s current ideologies for TOD development and multi-modal development such as:

- providing “complete streets”, greenways, transit and shuttle services, and a variety of other transportation services, giving residents a wide range of transportation choices
- providing parking that is efficiently located and shared, in order to minimize parking construction costs and allow better urban design
- ensuring the feasibility of desired types of development in the project area
- provide effective and efficient connectivity and integration among all modes of transportation
- minimizing motor vehicle trips, congestion, and pollution
- maximizing transit ridership, in order to maximize the public’s return on its investment in public transit

The report will include recommendations for revisions, changes, or additions to the General Plan, Zoning Ordinance and affected Specific Plans, as necessary, detailed cross-sections of streets and trails, and recommendations for parking solutions.

Deliverables: Transportation Report (written and electronic, maps in GIS and/or AutoCAD format)

Milestone: Transportation Report

TASK 3.3 – Street and Streetscape Standards (D&B, MLA, NN)

- A. D&B will prepare preliminary urban design standards that reinforce the relationship between existing and future development to the street and pedestrian scale. Design standards could include street level transparency, ground floor uses, massing height, character, and setbacks. MLA will identify streetscape standards involving street furniture (street lights, garbage bins, benches, bollards, art, etc.), and sidewalks and landscaping (planting, water features, etc.).
- B. NN will provide input and recommend concepts for street modifications along the Avenue Q Corridor. The modified street-sections will consider AB32, SB 375, sustainability and complete streets policies. NN will work closely with MLA to prepare street and trail standards, including basic dimensions, lane configurations, and other transportation-related standards for the project area’s streets and trails. The Street and Streetscape Recommendations Report will provide recommendations for revisions, changes, or additions to the General Plan, Zoning Ordinance and affected Specific Plans, as necessary.

Deliverables: Street and Streetscape Recommendations Report (written and electronic, maps in GIS and/or AutoCAD format)

Milestone: Street and Streetscape Recommendations Report

TASK 3.4 – Community Workshop #2 (D&B and City Staff)

Host Community Workshop #2 with City staff. This meeting is expected to re-introduce the project's scope and goals, and report on the status of the various analyses and outreach efforts. The workshop will include reporting on project-specific findings, constraints, opportunities and recommendations. D&B will draft press and media releases which can be distributed to local media and used in promotion materials to publicize the workshop.

Deliverables: Meeting Materials such as PowerPoint presentation, display boards, photographs, maps, concept drawings for display and interactive uses
Audio recording of the workshop
Meeting notes and summary of all public testimony

Milestone: Community Workshop #2

TASK 4 – PRESENTATION TO PLANNING COMMISSION AND CITY COUNCIL

TASK 4.1 – Planning Commission (D&B)

Attend, prepare materials for, and make formal presentation of the Avenue Q Feasibility Study outcomes and recommendations before the Planning Commission for review and approval.

Deliverables: Presentation at Planning Commission

Milestone: Planning Commission consideration for approval

TASK 4.2 – City Council (D&B)

Attend, prepare materials for, and make formal presentation of the Avenue Q Feasibility Study outcomes and recommendations before the City Council for review and approval.

Deliverables: Presentation at City Council

Milestone: City Council consideration and adoption

TASK 4.3 – Final production/distribution (D&B)

Based on City Council action and final text changes provided by City staff, D&B will prepare the documents.

Deliverables: Final Avenue Q Feasibility Study (report, maps, exhibits, table, figures, etc), including revised and/or new sections of the General Plan, Zoning Ordinance, and Specific Plans (10 hard and one electronic copy; all maps will be in GIS and/or AutoCAD format)

Milestone: Project completion

Deliverables

The following table provides a complete list of deliverables by Task.

Palmdale TOD Overlay Zone Project: Summary of Deliverables

<i>Task</i>	<i>Deliverable</i>	<i>Responsibility</i>
TASK 1: PROJECT PLANNING AND COORDINATION		
I-1 Project Kick-off Meeting	Agenda	D&B
	Meeting Summary	D&B
	Summary table of relevant planning documents	D&B, City
I-2 Project Coordination	Monthly meeting notes	D&B
TASK 2: PROJECT ASSESSMENT		
2-1 Data Collection/Existing Conditions and Site Analysis	Existing Conditions and Site Analysis Report	Team
	Maps	Team
2-2 Community Workshop #1	Meeting materials	D&B
	Audio recording	D&B
	Meeting notes and summary	D&B
TASK 3: LAND USE/ZONING, TRANSPORTATION ANALYSIS		
3-1 Land Use and Zoning Modifications	Land Use and Zoning Report	D&B
	Maps	D&B
3-2 Transportation Analysis	Transportation Report	NN
	Maps	NN
3-3 Street and Streetscape Standards	Street and Streetscape Recommendations Report	D&B, MLA, NN
	Maps	D&B, MLA, NN
3-4 Community Workshop #2	Meeting materials	D&B
	Audio recording	D&B
	Meeting notes and summary	D&B
TASK 4: PRESENTATION TO PLANNING COMMISSION AND CITY COUNCIL		
4-1 Planning Commission	Presentation to Planning Commission	D&B
4-2 City Council	Presentation to City Council	D&B
4-3 Final Production/Distribution	Final Avenue Q Feasibility Study, including revised and/or new sections of the General Plan, Zoning Ordinance, and Specific Plans (hard and electronic copies)	D&B

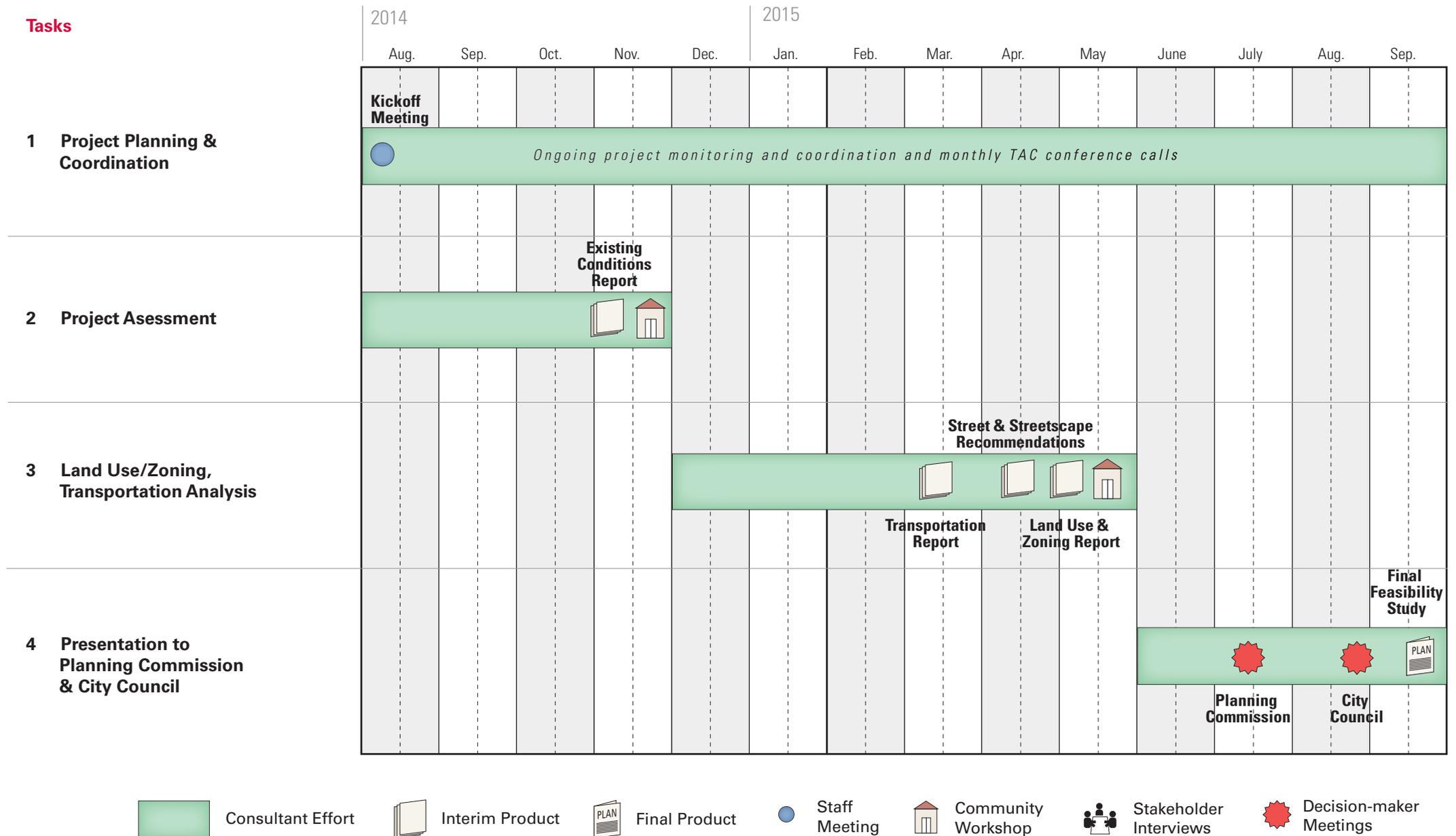
Schedule

The proposed schedule is presented on the following page in a flow chart showing milestones, key products, and meetings. The schedule is updated to reflect an August 2014 start. We propose a schedule leading project completion by September 2015, or in 14 months after project initiation. We believe this schedule will be sufficient to accomplish the goals and maintain community interest in the project, while meeting funding requirements.

Schedule

Palmdale Avenue Q Feasibility Study

Tasks



Attachment 2: Document Checklist

Palmdale Avenue Q Feasibility Study Document Checklist

August 7, 2014

<i>Document</i>	<i>Sponsor</i>	<i>Date</i>	<i>Source</i>
Land Use			
General Plan, Specific Plans			
City of Palmdale General Plan	City of Palmdale	1993	E
Palmdale Transit Village Specific Plan	City of Palmdale	2007	E
Palmdale Trade and Commerce Center Specific Plan	City of Palmdale	1990 (- 2006)	E
Antelope Valley Auto Center Specific Plan	City of Palmdale	1989 (-2005)	E
City of Palmdale Downtown Revitalization Plan	City of Palmdale	1995	E
Ritter Ranch Specific Plan	City of Palmdale	1992	E
LA County 2035 General Plan	LA County	2014	E
Zoning			
City of Palmdale Zoning Ordinance	City of Palmdale	1994	online
City of Palmdale Zoning Map	City of Palmdale	1994	E
GIS Interactive Mapguide	City of Palmdale	2014	online
Lancaster TOD Zones	City of Lancaster	2014	E
EIRs			
Housing Element Update EIR	City of Palmdale	2012	E
Transit Village EIR	City of Palmdale	2007	E
Palmdale Regional Hospital EIR	City of Palmdale	2004	E
General Plan EIR	City of Palmdale	1993	E
Ritter Ranch Specific Plan (and Associated Annexation Areas) EIR	City of Palmdale	1992	E
PT&CC SP EIR	City of Palmdale	1990	E
Current Development Projects			
Development Summary, April 2013 – March 2014	City of Palmdale		E
Demographics			
2010 Census	U.S. Census Bureau	2010	E
Strategic Plans			
City of Palmdale Strategic Plan 2013	City of Palmdale	2013	E
City of Palmdale Strategic Plan 2008-2013	City of Palmdale	2008	E
Circulation			

Palmdale Avenue Q Feasibility Study

Regional Transportation			
2012-2035 Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS)	Southern CA Association of Governments (SCAG)	2012	E
Metro Short-Range Transportation Plan	Metro	2014	E
Metro Long-Range Transportation Plan	Metro	2009	E
High Desert Corridor Draft EIS Alternatives Analysis	CA DOT, Metro	2011	E
North County Combined Highway Corridors Study	Metro	2004	E
Subregional Mobility Matrix - North LA County	Metro	Not yet available	
Palmdale CIP			
Ten Year Capital Improvement Plan	City of Palmdale	2013	E
High Speed Rail			
Draft 2014 Business Plan	CA High Speed Rail Authority	2014	E
California High Speed Train: Benefits, Costs, and Risks Associated with the Choice of Alignment Between Bakersfield and Sylmar	City of Palmdale (HLB)	2001	E
Transit			
AVTA Master Plan	City of Palmdale	2010	E
Bicycle and Pedestrian			
Palmdale Bicycle Transportation Plan	City of Palmdale	2006	E
LA County Bicycle Master Plan	LA County	2012	E

Source Information

E Electronic copy available on FTP site