



**REGULAR MEETING of the
San Mateo County Bicycle and Pedestrian Advisory Committee (SMCBPAC)
Thursday, September 29, 2016**

San Mateo City Hall
330 West 20th Street, Conference Room A
City of San Mateo, California 94403
7:00 p.m.

If you wish to speak to the Committee, please fill out a speaker's slip located on the tables as you enter the meeting room. If you have anything that you wish to be distributed to the Committee and included in the official record, please hand it to a member of SMCBPAC staff who will distribute the information to the Committee members and other staff.

- 1. WELCOME**
- 2. ROLL CALL**
- 3. PUBLIC COMMENT**

This item is reserved for persons wishing to address the Committee on any SMCBPAC-related matters that are as follows: 1) Not otherwise on this meeting agenda; 2) Staff Report on the Regular Agenda; or 3) Committee Members' Reports on the Regular Agenda. Public comments on matters not listed above shall be heard at the time the matter is called.

As with all public comment, members of the public who wish to address the Committee are requested to complete a speaker's slip and provide it to SMCBPAC staff. Speakers are customarily limited to two minutes, but an extension can be provided to you at the discretion of the Committee Chair.

- 4. ACTION TO SET AGENDA**

This item is to set the final regular agenda.

REGULAR AGENDA

- 5. Develop 2016/2017 Work Plan (Action)**
- 6. County Update (Information)**

7. Upcoming Meetings (Information)

The meeting schedule for the 2016-2017 fiscal year is:

- September 29, 2016
- October 20, 2016
- February 16, 2017
- April 20, 2017
- June 15, 2017

8. Announcements (Information)

- Draft 2016 San Mateo Countywide Transportation Plan
- Plan Bay Area 2040

9. Adjournment

Public records that relate to any item on the open session agenda for a regular Committee meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Committee. The Office of Sustainability, located at 455 County Center, 4th Floor, Redwood City, CA 94063, has been designated for the purpose of making those public records available for inspection. The documents are also available on the SMCBPAC's Internet Web site. The website is located at: http://green.smcgov.org/active_transportation.

Meetings are accessible to people with disabilities. Individuals who need special assistance or a disability-related modification or accommodation (including auxiliary aids or services) to participate in this meeting, or who have a disability and wish to request an alternative format for the agenda, meeting notice, agenda packet or other writings that may be distributed at the meeting, should contact Dave Jaeckel, Sustainability Management Fellow, at least two working days before the meeting at (650) 363-4178 and/or DJaeckel@smcgov.org. Notification in advance of the meeting will enable the SMCBPAC to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it. Attendees to this meeting are reminded that other attendees may be sensitive to various chemical based products.



San Mateo County Bicycle and Pedestrian Advisory Committee (SMCBPAC)

MEETING MINUTES

San Mateo City Hall, Conference Room A

City of San Mateo, California

Thursday, July 14, 2016

7:00-9:00pm

1. OATH OF OFFICE

Supervisor Horsley called the meeting to order at 7:05 pm. Committee members introduced themselves and described their background and interests in walking and bicycling.

Supervisor Horsley administered the oath of office for all members present.

2. ROLL CALL

Present:

Dianna Butcher

Gary Colman

William Kelly

Cristina Prather

Susan Doherty

Carrie Doyle (alternate)

Absent:

Natalie Gore (alternate)

Members of the Public:

Bob Page

Andrew Boone

E. Barton conducted the roll call. A quorum was present.

3. PUBLIC COMMENT

Bob Page, a resident of the Town of Woodside, encouraged the committee to improve conditions for people bicycling on County roads. He noted that the conditions vary significantly between rural areas such as Pescadero and urbanized areas such as North Fair Oaks. Mr. Page served on a bicycle committee during the 1980s advisory to the County planning department. He encouraged the committee to foster communication across jurisdictions and to implement projects identified in planning documents such as

the north-south bicycle route. Issues related to walking will require a local, smaller scale focus while issues related to bicycling require both a local and a regional approach. Valparaiso Avenue is an example of a corridor where the County could install bicycle facilities consistent with the striping installed by neighboring jurisdictions.

4. ACTION TO SET AGENDA

Supervisor Horsley requested a motion to set the agenda.

Motion: William Kelly moved to approve/Gary Colman seconded. The motion carried unanimously.

5. BROWN ACT TRAINING

Nirit Erickson, representing the office of the San Mateo County Counsel in place of David Silberman, conducted training about the California Open Meeting Law for local agencies known as the Ralph M. Brown Act. The law promotes transparency and promotes public involvement in local government decision making.

The provisions of the act apply to the County and all its committees and commissions. Sub-committees created by the SMCBPAC will also be subject to the Brown Act except for ad hoc committees made up solely of governing board members and constituting less than a quorum. The SMCBPAC is a five-person body, and a quorum consists of three members.

Committee members are encouraged to be cautious about communication between members outside of meetings, whether in person, through e-mail, or other means. Members are encouraged to avoid communicating through social media on topics relevant to committee work. Discussion between more than two committee members of subject matter that would come under the committee's jurisdiction should only be done at a publicly noticed meeting.

The training described various types scenarios in which communication outside a meeting could risk violating the Brown Act. Members may attend events and be present at conferences together provided that they do not discuss topics relevant to the SMCBPAC's work.

Meeting agendas must be posted 72 hours prior to the meeting and must include an opportunity for public comment. Committee members' votes must be reported at the time of voting.

6. COMMITTEE ADMINISTRATION AND PURPOSE

Public Comment: Andrew Boone, a former member of the City/County Association of Governments Bicycle and Pedestrian Advisory Committee, encouraged the committee to be pro-active and make recommendations that result in significant infrastructural and policy improvements for the safety of people walking and bicycling. He expressed the hope that the committee would assist jurisdictions to improve conditions, and that the County can lead by example.

Ellen Barton described the process of establishment of the committee. The Resolution establishing the committee delineates responsibilities to advise the Board of Supervisors on priorities, projects, policies, and funding. The committee does not have decision-making power. The Boards and Commissions

handbook describes how the committee will conduct business. The new member binder includes a description of simplified parliamentary procedure.

The County's Shared Vision Goals for 2025 guide the priorities of the committee's work. A task of the SMCBPAC will be to recommend a method for regular data collection by which to measure progress toward walking and bicycling goals.

Meeting materials are available at the County websites identified in the New Member Binder. Contact information for staff support for the committee is included in the binder. The County Active Transportation Coordinator acts as support staff to the committee.

7. OFFICE OF SUSTAINABILITY BACKGROUND

E. Barton summarized the timeline of the establishment of the Office of Sustainability and the variety of projects included in the department. The Office of Sustainability has two divisions. The Natural Resources division encompasses energy conservation, waste reduction, sea level rise, and other focus areas. The Livable Communities division encompasses work to rectify the jobs/housing imbalance, North Fair Oaks Forward, and Active Transportation.

8. ACTIVE TRANSPORTATION OVERVIEW

E. Barton provided introductory background information about the topic of Active Transportation. The term "Active Transportation" includes several types of transportation that add physical activity to daily transportation: skateboards, scooters, along with walking, bicycling. Active Transportation addresses issues relevant to transportation, health, and the environment.

The Active Transportation program vision is that everyone in San Mateo County makes some of their daily trips by walking or bicycling. Focus of Active Transportation work has been in evaluating current conditions and establishing baseline data from which to measure progress. Transit ridership is correlated with increased rates of physical activity. Transit ridership data is one of few data sets available to show trends related to Active Transportation in San Mateo County.

Focus areas for committee work could include improving or expanding awareness and policy related to walking and bicycling, as well as improving traffic safety and infrastructure. County standards for roadways vary for each of the unincorporated neighborhoods. The committee may develop recommendations on updates to standards to comply with Complete Streets goals. Members were encouraged to review the Complete Streets resolutions, definitions and examples included in the new member binder.

Development of an annual work plan to determine initial focus areas is suggested as a topic for the September meeting.

9. ELECTION OF CHAIR AND VICE CHAIR

Supervisor Horsley requested the nomination of a Chair. The duties of the chair are to conduct meetings, to confer with staff to develop an agenda. The Vice Chair runs the meeting when chair is absent.

Gary Colman nominated himself to serve as Chair.

Motion: William Kelly moved to approve/Susan Doherty seconded. The motion carried unanimously.

Cristina Prather Persson nominated herself to serve as Vice Chair.

Motion: Gary Colman moved to approve/William Kelly seconded. The motion carried unanimously.

10. MEMBER TERMS OF OFFICE AND ROLES

Staggered terms: Members of the committee volunteered to serve staggered terms of office. Members agreed to the following term assignments in order to ensure that the Chair and Vice Chair serve four-year terms:

Four-year terms: Gary Colman, Cristina Prather Persson, William Kelly, Carrie Doyle (alternate)

Two-year terms: Susan Doherty, Dianna Butcher, Natalie Gore (alternate)

Interest-area Representation: Members were assigned representation of interest areas identified in the Board of Supervisors Resolution as follows:

Safe Routes to Schools: Susan Doherty

Older Adults: William Kelly

Bicycling: Gary Colman

At-large: Cristina Prather Persson, Dianna Butcher

Role of Alternates: Alternates are appointed with the expectation they will attend all meetings and, in the case of absence of a regular member, alternates ensure a quorum and may vote.

11. MEETING SCHEDULE

The Committee approved an annual meeting schedule to meet on the third Thursday evening of alternate months beginning in October, with a month off in December and a special meeting added in September 2016. The meeting schedule is as follows:

2016: September 29

October 20

2017: February 16

April 20

June 15

As needed, the committee may vote to convene ad hoc committees or special meetings for the months without regular meetings. The location of the meeting will be San Mateo City Hall, Conference Room A, subject to confirmation with City Hall staff.

Chair Colman requested a motion to approve the calendar and the location.

Motion: Cristina Prather Persson moved to approve/Susan Doherty seconded. The motion carried unanimously.

12. ANNOUNCEMENTS

Staff announced the following information of interest to the committee:

- Silicon Valley Bicycle Summit will be held on August 11. Registration information will be sent by e-mail
- California Department of Transportation (Caltrans) is developing a bicycle and pedestrian plan for the state. A survey of public interests and needs is underway. The survey link is in the binder, members are encouraged to participate in the survey and may recommend participation to members of the public.

ADJOURNMENTS

The meeting was adjourned at 8:46 pm.



DATE: September 26, 2016
COMMITTEE MEETING DATE: September 29, 2016

TO: Bicycle and Pedestrian Advisory Committee (BPAC)
FROM: David Jaeckel, Sustainability Management Fellow
SUBJECT: 2016/2017 Annual BPAC Work Plan

RECOMMENDATION

Review and approve the 2016/2017 Annual BPAC Work Plan.

BACKGROUND

Each year staff prepares, and the Committee reviews and accepts, an annual work plan to share major focus areas, projects and events that are planned for the calendar year. The Work Plan is intended to be a guide for the Committee and staff.

DISCUSSION

The San Mateo County BPAC Work Plan outlines the BPAC's mission, goals, actions, and focal topics. The Work Plan is updated every year and guides the BPAC meetings and workload.

The 2016/2017 BPAC Work Plan is outlined below.

Mission: The BPAC works toward making the County of San Mateo a bicycle and pedestrian-friendly community where cyclists, pedestrians, and motorists thrive.

Principles of the BPAC:

- **Education:** Child, Adult, Skills, Rules, Awareness, Classes, Activities
- **Encouragement:** Events, Publicity, Campaigns, Groups
- **Enforcement:** Crosswalks, Speeding, Crash Prevention, Diversion
- **Engineering:** Sidewalks, Trails, Cycletracks, Curb-Ramps, Maintenance
- **Equity:** Investment in Disadvantaged Communities, Removing Barriers to Participation (Language, Access, etc.)
- **Evaluation:** Measure Project Effectiveness, Publish Data

Goals of the BPAC:

- Advise the Board of Supervisors regarding funding priorities for bicycle and pedestrian projects and programs in the unincorporated County, including the Transportation Development Act Article 3 grant program.
- Make recommendations to the Board of Supervisors regarding the County's annual priority list of bicycle and pedestrian projects for the capital improvement program.
- Make recommendations to the Board of Supervisors regarding the County's annual road resurfacing, maintenance, and operations program.
- Make recommendations to the Board of Supervisors regarding encouragement and education programs to increase walking and bicycling for active transportation.
- Coordinate with jurisdictions, partners, and bicycle and pedestrian advisory committees of other agencies on multi-jurisdictional issues.
- Provide recommendations to committees, commissions, and departments on issues related to bicycling, walking, and complete streets.
- Review and provide recommendations to County staff on best practices and models related to walking and bicycling.
- Report and make recommendations to the Board of Supervisors no less than once in every 12 month period.

Actions for the BPAC:

- **Funding:** provide guidance to staff seeking funding for pedestrian and bicycle projects and programs from federal, state, and regional sources as well as private foundations and other organizations. Look specifically into the Transportation Development Act Article 3 grant program.
- **Funding:** recommend funding priorities for bicycle and pedestrian projects, including infrastructure, education, and promotion. Provide recommendations to the Board of Supervisors for action.
- **Planning:** monitor and advise on the updating and implementation of the County's new transportation plan. Review and provide recommendations to County staff regarding plans, policies, routes, Safe Routes to Schools, transit, traffic enforcement, and guidelines related to walking and bicycling.
- **Infrastructure:** review a) proposed bicycle and pedestrian infrastructure projects from the County's capital improvement program; b) the County's annual road resurfacing, maintenance, and operations program; c) the County's updated 2016 Bicycle Map; and d) Spatial Analysis of Bicycle and Pedestrian Collision and Factors research from the San Mateo County Department of Public Health. Provide recommendations to the Board of Supervisors for action.
- **Coordination:** Work to coordinate pedestrian and bicycle planning with other jurisdictions. Meet with City / County Association of Governments (C/CAG) to provide input on the County's updated transportation plan.
- **Advocacy and Outreach:** Receive input from the public during BPAC meetings related to bicycle and pedestrian transportation, recreation, and education

issues. Provide recommendations to committees, commissions, and departments on issues related to bicycling, walking, and complete streets.

- **Education and Encouragement Programs:** Review education and encouragement programs to increase walking and bicycling from other cities and counties. Provide recommendations to the Board of Supervisors for action.

Topics for the BPAC:

- 2016 County Bicycle Map Update
- 2016 County Bicycle and Pedestrian Count
- Safe Routes to Schools Grant
- Spatial Analysis of Bicycle and Pedestrian Collisions and Factors research from the County's Public Health Department
- Redwood City 2020 Community Partnership

Schedule:

Staff will provide a list of planned events and quarterly reports at the next Committee meeting.

Commission Meetings:

Meetings of the BPAC are held regularly on the third Thursday of the even numbered months (excluding December and August). The meetings begin at 7:00 pm at San Mateo City Hall, Conference Room A. San Mateo City Hall is located at 330 West 20th Street, City of San Mateo, California. The Committee meeting room is wheelchair accessible. Additional meetings may be set by the Committee as needs arise.

The meeting schedule for the 2016-2017 fiscal year is:

- September 29, 2016
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- April 20, 2017
- June 15, 2017

Conclusion:

Please consider approving this proposed 2016/2017 Annual BPAC Work Plan.