



**REGULAR MEETING of the  
San Mateo County Bicycle and Pedestrian Advisory Committee (SMCBPAC)  
Thursday, August 18, 2022  
7:00 P.M.**

**\*\*\*BY VIDEOCONFERENCE ONLY\*\*\***

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local bodies to conduct their meetings telephonically or by other means. On June 11, 2021, the Governor issued Executive Order N-08-21 extending the suspension of those provisions to September 2021. On September 16, 2021, the Governor signed AB361, that allows local bodies to continue to conduct meetings through teleconferencing when it has determined by majority vote that as a result of a proclaimed state of emergency, meeting in person would present imminent risks to the health or safety of attendees. No physical location will be available for the SMCBPAC meeting.

Public Participation

- \* Written public comments may be emailed to [jslavit@smcgov.org](mailto:jslavit@smcgov.org) and should include the specific agenda item on which you are commenting, or note that your comment concerns an item that is not on the agenda or is on the consent agenda.
- \* Spoken public comments will also be accepted during the meeting through Zoom.
- \* Please see instructions for written and spoken public comments at the end of this agenda

**1. WELCOME**

**2. ROLL CALL**

**3. TELECONFERENCE MEETING REQUIREMENTS UNDER THE BROWN ACT (Action)**

#### **4. 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 Meeting Agenda; or 3) Committee Members' Reports on the Regular Meeting Agenda. Public comments on matters not listed above shall be heard at the time the matter is called.

Speakers are customarily limited to two minutes, but an extension can be provided to you at the discretion of the Committee Chair.

#### **5. ACTION TO SET AGENDA**

This item is to set the final regular agenda.

#### **REGULAR AGENDA**

- 6. Review and Approve May 19, 2022 Meeting Minutes (Action)**
- 7. BPAC Member Announcements and Discussion (Information)**
- 8. Unincorporated San Mateo County Local Road Safety Plan Update (Information)**
- 9. Pescadero Road Federal Highway Administration (FHWA) Safety Audit (Information)**
- 10. North Fair Oaks Bicycle and Pedestrian Railroad Crossing and Community Connections Study Update (Information)**
- 11. County Updates (Information)**
- 12. Adjournment**

#### Instructions for Public Comment During Videoconference Meetings

During videoconference meetings of the SMCBPAC, members of the public may address the SMCBPAC members as follows:

\*Written Comments:

Written public comments may be emailed in advance of the meeting. Please read the following instructions carefully:

1. Your written comment should be emailed to [jslavit@smcgov.org](mailto:jslavit@smcgov.org).

2. Your email should include the specific agenda item on which you are commenting, or note that your comment concerns an item that is not on the agenda or is on the consent agenda.
3. Members of the public are limited to one comment per agenda item.
4. The length of the emailed comment should be commensurate with the two minutes customarily allowed for verbal comments, which is approximately 250-300 words.
5. If your emailed comment is received at least 24 hours in advance of the meeting, it will be provided to the SMCBPAC members and made publicly available on the SMCBPAC website along with the agenda. We cannot guarantee that e-mails received less than 24 hours in advance of the meeting will be read during the meeting, but such e-mails will still be included in the administrative record of the meeting.

\*Spoken Comments:

Spoken public comments will be accepted during the meeting through Zoom. Please read the following instructions carefully:

1. The August 18, 2022 SMCBPAC meeting may be accessed through Zoom online at: <https://smcgov.zoom.us/j/98215054624>.

The meeting ID is: 982 1505 4624. The August 18, 2022 SMCBPAC meeting may also be accessed via telephone by dialing US: +1 (669) 900-6833 (Local). Enter the meeting ID: 982 1505 4624, then press #.

2. You may download the Zoom client or connect to the meeting using an internet browser. If using your browser, make sure you are using a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer.
3. You will be asked to enter an email address and name. We request that you identify yourself by name as this will be visible online and will be used to notify you that it is your turn to speak.
4. When the SMCBPAC Chair calls on the item you wish to speak, click on "raise hand." The SMCBPAC Chair will activate and unmute speakers in turn. Speakers will be notified shortly before they are called to speak.
5. When called, please limit your remarks to the time limit allotted.

Public records that relate to any item on the open session agenda for the Committee meeting are available for public inspection. Those records that are distributed less than 24 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 SMCBPAC's website has been designated for the purpose of making those public records available for inspection. The website is located at: <http://www.smcsustainability.org/livable-communities/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 Joel Slavit, Acting Program Manager – Active Transportation, at least 24 hours before the meeting at [jslavit@smcgov.org](mailto:jslavit@smcgov.org) . Notification in advance of the meeting will enable the County to make reasonable arrangements to ensure accessibility to this meeting and the materials related to it*



## San Mateo County Bicycle and Pedestrian Advisory Committee (SMCBPAC)

### MEETING MINUTES

\*\*\*BY VIDEOCONFERENCE\*\*\*

Thursday, May 19, 2022

7:00 P.M.

#### 1. WELCOME

Chair Zyda called the meeting to order at 7:03 P.M. He noted that BPAC members and staff would be connecting to this meeting either by video or audio. Chair Zyda then stated the process for public comment, noted the challenges of holding a BPAC meeting online and thanked everyone for their patience during this time.

#### 2. ROLL CALL

##### Members Present:

Susan Doherty  
Frederick Zyda  
John Langbein  
Elaine Salinger  
William Kelly  
Annie Tsai

##### Members Absent:

Cristina Aquino

**County Staff:** Joel Slavitt, Carrie Dallman, Hanieh Houshmandi

Joel Slavitt conducted a roll call. A quorum was present.

#### 3. NEW TELECONFERENCE MEETING REQUIREMENTS UNDER THE BROWN ACT (Action)

Chair Zyda provided background on the new teleconference meeting requirements under the Brown Act.

*Motion: Chair Zyda moved to approve/Member Kelly seconded. The motion carried 5-0.*

#### 4. PUBLIC COMMENT

Before the public comment period proceeded, Mr. Slavitt briefly explained procedural logistics for receiving public comment for virtual Zoom meetings.

Drew, member of the public, wanted to make sure there would be an opportunity to comment prior to the approval of the meeting minutes. Chair Zyda noted that he would have the opportunity to provide comment for that agenda item.

## **5. ACTION TO SET AGENDA**

Chair Zyda introduced the item.

*Motion: Chair Zyda moved to approve/Member Langbein seconded. The motion carried 5-0.*

## **REGULAR AGENDA**

### **6. Review and Approve February 17, 2022 Meeting Minutes (Action)**

Drew noted a minor change should be made for Agenda Item 8, Middlefield Road Improvements Project, in reference to a comment he made regarding the ownership of the Dumbarton rail crossing at Middlefield Road. He said he thought the owner was either SamTrans or Caltrain. Mr. Slavitt said he would make the adjustment.

*Motion: Chair Zyda moved to approve with the recommended edit/ Member Kelly seconded. The motion carried 6-0.*

### **7. BPAC Member Announcements and Discussion (Information)**

Member Salinger announced that on May 10, 2022, she and Craig Davis from CyclistVideoEvidence.com had a productive meeting with the following people: Supervisor Dave Pine, San Mateo County Sheriff Carlos Bolanos, Chief of Staff Dave Burruto, two other Sheriff Deputies, Assistant District Attorney Marie McLaughlin, and Mr Slavitt. She said the meeting was about cycling safety, issues with different law enforcement agencies on the Peninsula, and the need for investigations regarding cyclists in danger from intentionally dangerous motorist driving. Member Salinger noted that no cases of this type were being investigated or brought to the District Attorney.

She said that Sheriff Bolanos mentioned there is a system where the public has access to police reports and wasn't aware of the lack of cycling cases in the database or that near misses weren't being tracked. Member Salinger said they had a discussion around the importance of investigating near misses. She said there was discussion regarding a cyclist who was hit with a rear-view mirror, but because there was no injury or damage, only a 3-foot violation could be issued. As a result of this meeting, she said she and Mr. Davis would be presenting on cycling safety using the six cycling safety recommendations from CyclistVideoEvidence.com for all of the law enforcement chiefs on the Peninsula with a tentative date of August 1<sup>st</sup>.

Member Langbein asked about near misses. He said they can happen anywhere and that the California Highway Patrol (CHP) is the traffic enforcer for many county roads. He asked if the County Sheriff's Office could be a one-stop place to record these near misses or if we need to determine which law enforcement agency is the responsible agency and work through them. Member Salinger said she believed that one would need to contact the law enforcement agency that has jurisdiction of the specific area where the incident occurred. Member Langbein asked if law enforcement will be reporting these

incidents into a database to share information. Member Salinger said that this is something that Member Salinger and Mr. Davis will be suggesting to the different law enforcement agencies.

Member Doherty announced a ride to promote survivors of stroke that launched May 14, 2020 called [strokeonward.com](https://strokeonward.com). She said they will ride across country to create awareness and it ends August 26, 2022 in Boston. She said members of the public can join the virtual ride by going to the following website: <https://strokeonward.org/stroke-across-america-saam/>.

## **8. San Mateo County Safe Routes to School High Injury Network Presentation (Information)**

Eva Gaye, Transportation Program Specialist with the City and County Association of Governments of San Mateo County (C/CAG) stated that the Safe Routes to School Youth-based High Injury Network Report was completed as part of C/CAG's Safe Routes to School Program, which is managed by the County Office of Education. She noted that the Report details roadway segments where bicycle and pedestrian collisions have occurred with a focus near schools. Ms. Gaye then introduced C/CAG's consultant, Hannah Day-Kapell, Planner with Alta Planning and Design, who gave a presentation on the Report.

Ms. Day-Kapell noted there were three safe routes to school elements that her firm was working on that that included, 1) an evaluation of prior year County Office of Education Safe Routes to School Programs, 2) development of a 5-year strategic plan for Safe Routes to Schools for the County and 3) the performance of a youth-based high injury network analysis of roadways near San Mateo County schools. She noted that the focus of her presentation was on the high injury network analysis. Ms. Day-Kapell walked through the steps that were taken to develop the High Injury Network (HIN) as noted on the presentation PowerPoint slide deck. She cited HIN statistics noting that 325.8 miles of roads were covered in the Report, with the majority concentrated in population centers. She stated that 96% of the roads in the network from the Report were within one mile of a school, and 28% were within one mile of a high school with a free or reduced lunch program, which indicates family income level. She said they learned that the primary causes for all reported collisions in the network were unsafe speeds, vehicle failure to yield right-of-way, and improper turning.

Ms. Day-Kapell noted that most pedestrian collisions in the County were occurring at an intersection and that more youth pedestrians were much more likely to be hit while crossing outside of a crosswalk. Member Langbein asked if collisions were happening at marked crosswalks. He noted that not all intersections have marked crosswalks and that it is not a violation of the motor vehicle code to cross at an intersection. Ms. Day-Kapell confirmed that not all crosswalks at intersections are marked and that it was up to the reporting officer to know and apply that knowledge in their reports. She said that she believed it was usually a marked crosswalk.

Ms. Day-Kapell also shared top caregiver/parent concerns with students walking and bicycling to school from the County Office of Education's Safe Routes to School Program. She noted, consistent with reported causes of collisions, that motor vehicle speeding was the top concern followed by unsafe intersections and too much traffic along routes among other key concerns. Ms. Day -Kapell Hannah shared an example of a resource that was developed for jurisdictions to use with maps identifying top safety priority corridors and collision statistics and noted it could be useful for seeking funding. She also shared other resources they developed that included the identification of collision countermeasures, speeding analysis maps using Streetlight data, and she pointed out that they have worked with jurisdictions to prepare Safe Routes to Schools Plans and noted work they did for the City of San Bruno.

Member Salinger asked about the San Bruno example at an elementary school and asked if there was a difference in collision data between elementary, middle and high schools (Ms. Day -Kapell followed up in a subsequent e-mail and said that such an analysis wasn't conducted as part of the Report). Member Salinger asked if a protocol was established for students to document near misses. Ms. Day-Kapell said they did not use near miss data for this Report and that they used collision data from the Statewide Integrated Traffic Records System (SWITRS). She said when they do a more comprehensive based planning effort, such as San Bruno's Safe Route to School Plan, that as part of a walk audit or safety assessment, community members are asked if there are locations where near misses are occurring.

Member Salinger said that very few cyclists will contact the police to report a collision and asked if there was a protocol in place for this. Ms. Day-Kapell suggested one of the best ways to gathering this type of information could be through a public engagement mapping process or open house to ask people about their experiences. She said this is a bigger question that involves reporting with law enforcement. She noted that some communities use hospital intake reports as an additional data source, but that was not considered for this project. Member Salinger noted that by focusing on the most severe collisions, we are missing data on the majority of collisions, and suggested that teachers ask students once a week if anyone had difficulty walking or bicycling to school and to start collecting data. Hannah mentioned that the Vision Zero approach focuses on fatality and severe injury collisions to move towards zero deaths.

Member Langbein recalled a presentation from the UC Berkeley, Safe Transportation Research and Education Center (SafeTREC) at the December 2021 BPAC meeting. He noted their goal was to collect anecdotal information about transportation infrastructure problems to identify where issues need to be addressed. He suggested consulting with this group and noted that when you are only collecting reported collision data that it is only the tip of the iceberg.

Member Kelly noted his concern using only a limited amount of data to conduct the report. Member Tsai said when community engagement sessions are conducted, it's important to note that English is not the primary language in many of these impacted communities and that people from these areas are less likely to engage with law enforcement. She said that it would be really meaningful to capture data in a more holistic way and that it's important to consider those who may be harder to reach.

Member Salinger asked Ms. Day-Kapell how she has reached out to the community. Ms. Day-Kapell noted that the HIN was a county level planning exercise intended to identify priority locations that have had many collisions. However she also noted that for the community level planning efforts they conduct, such as the San Bruno Safe Routes to School Plan, they conducted walk audits during school bell times and invite community members, and school and city staff to join. She said they also present at PTA meetings and hold open houses. Member Salinger said when you think about the parents that go to these meetings, it won't be those who are working two jobs in the impacted communities. She said that teachers could play a more proactive role asking students directly if they had difficulty getting to school during the week and that this can help provide more comprehensive data.

Eva Gaye explained the County Office of Education is assisting with outreach that is outside of Alta Planning Scope.

Drew, member of the public, said he would like to add emphasis on the question related to unmarked crosswalks/unmarked intersections where people cross. Drew mentioned he would appreciate clarification around this in the Report, how it is presented, and how the police reports are completed so that assumptions are not being made. Drew asked if the reported collisions were during the day or if some at night where additional lighting may have helped. He said he's had close calls during the evening



due to the lack of street lighting. Ms. Day-Kapell mentioned the individual city maps do include time of day when collisions occurred. However she said that lighting wasn't a major factor. She also said the Berkeley has a Transportation Injury Mapping System (TIMS) that has a wealth of data where one can research collisions near schools.

#### **9. Santa Cruz/Alameda de las Pulgas Complete Streets Project Presentation and Consideration to Provide a Letter of Support for Construction (Action)**

Hanieh Houshmandi, from the San Mateo County Department of Public Works, presented this item. Ms. Houshmandi provided an overview of the project history, existing conditions, the preferred alternative for the three roadway segments of this project, implementation phases and funding. She noted that this project started in 2017, when a task force was formed and public meetings were held. She noted a subsequent public survey to set priorities, selection criteria and needs, and that three different alternatives were proposed. She also stated that in 2020, a preferred alternative was approved by the task force and Board of Supervisors and during the past year, the County was awarded grant funding from the San Mateo County Transportation Authority for the environmental and design phases of work. Ms. Houshmandi said that the County was now actively seeking funds for the construction phase and hopes that construction of the project can start in 2023.

Ms. Houshmandi stated that this project is located in unincorporated West Menlo Park and that it connects to many community destinations. She said the project consists of a road diet and noted that currently there are either narrow or no sidewalks along this segment of roadway, that some crosswalks do not have ADA ramps, are very long and don't have medians. She said there is only one section of a striped bikeway within the project and that most of it only has shared road signs or sharrows.

Ms. Houshmandi walked through each segment of the preferred alternative explained the project features. She said the planning phase cost was \$350,000, the environmental and design phase cost was \$900,000 and that construction was estimated at \$5,600,000.

Member Kelly asked why construction would take three years to complete. Ms. Houshmandi mentioned that design was at the 60 percent stage and that the construction timeline was just an estimate. She said once the design is complete and it goes out to bid, there will be more clarity on the schedule. She also said the schedule could be driven in part by conditions of grant funding for the project, as some have strict timelines that need to be followed. Member Kelly expressed a desire to complete construction in less than three years. Ms. Houshmandi said it was possible that it could be completed sooner and that three years was a planning estimate. Member Langbein said it could take more time if you are trying to minimize impacts to existing traffic as opposed to shutting down the complete roadway to complete it sooner, but many would object. Ms. Houshmandi said there will be some phasing during construction and there are several ways to implementing the project.

Member Langbein mentioned that the 60% plans are available for the public to view on the County's website. Member Kelly asked Member Langbein if he was in favor of approving a letter of support. Member Langbein expressed support of the concept and said that it aligns with what the task force laid out. Member Langbein recommended revisions to the second paragraph that consisted of language that identifies this is a short segment in a much longer network running from San Carlos and Belmont to Los Altos and that it should be emphasized this is a missing gap. Member Kelly agreed and recommended that this language be incorporated in the letter.

*Motion: Member Kelly moved to approve with Member Langbein's recommended changes/ Chair Zyda seconded. The motion carried 5-0.*

#### **10. Coleman and Ringwood Avenues Transportation Study Presentation and Re-nomination of a BPAC member to Serve on the Study Community Advisory Committee (Action)**

Ms. Dallman provided context and noted that when this project was presented to the BPAC at its August 2021 meeting, the BPAC nominated a representative to serve on the Study Community Advisory Committee (CAC) but that due to unforeseen circumstances there was a need to nominate a new BPAC member on the CAC.

Ms. Dallman spoke to the purpose and need for this Study emphasizing a focus on safety and access to local schools, and she explained the Study goals, provided an overview of existing conditions that included speed and collision data, and she spoke to the Study tasks, overall schedule as well as planned community engagement activities. She noted that the County and the City of Menlo Park were jointly funding this study and that the County was contracting directly with W-Trans to lead the development of the Study. She also pointed out that the County was contracting with two community-based organizations to help engage with residents from Belle Haven and East Palo Alto, as students from these areas attend Menlo Atherton High School and travel on Coleman and Ringwood Avenues to go to school.

Member Langbein noted that the paved width of Coleman Avenue was pretty narrow and asked if the County had a wider right of way. Ms. Houshmandi said County right of way was approximately 60 feet wide in the unincorporated portion of the roadway but that there were encroachments that include fencing as well as vegetation and landscaping. Member Langbein noted there could be some resistance to widening the roadway from adjacent property owners.

Member Langbein also noted the different land use character on the unincorporated portion of Coleman from the portion of Coleman in Menlo Park and asked for confirmation that the unincorporated portion mainly consisted of single family residential homes adjacent to it while the Menlo Park portion contained a fair number of apartments. Ms. Dallman confirmed that was the case.

Member Langbein also asked if parking was only allowed in the Menlo Park section and if parking was allowed on the unincorporated portion of Coleman. Ms. Houshmandi said on-street parking varies with some parts marked as no parking and others as no parking during school pick up and drop off times. However she said the majority of the unincorporated portion of Coleman does not have on-street parking due to the lack of paved roadway width. Ms. Houshmandi also noted there is a bike lane on Ringwood and there are signs that prohibit parking in the bike lane but during school bell times it is packed with cars. Member Langbein noted that the restriction isn't being enforced.

Francesca Segre, member of the public, was very appreciative of the presentation and was supportive of the Study outreach efforts. She thanked all the partners that were participating in the Study and noted that this is a corridor that connects schools, including Menlo Atherton High School, which brings students from the Ravenswood area into Menlo Park. She noted that there was a lack of space for pedestrians and bicyclists and that during school bell times, it is very chaotic. Ms. Segre said there is an opportunity for these streets to be more functional and to serve as a model for San Mateo County.

Member Kelly mentioned that while he was interested in participating in this Study, he is involved with the Town of Portola Valley' General Plan Housing Element Update and while he didn't have the capacity to serve on the Study CAC, he could serve as a back-up.

Member Langbein noted that he had worked in the area, had familiarity with the issues, that this was his neighborhood responsibility area and that he supported Bill serving as a back-up.

*Chair Zyda moved to nominate Member Langbein, Member Doherty seconded. The motion carried 5-0.*

### **11. County Updates**

Mr. Slavit provided updates from the County of San Mateo. He started with an update on the North Fair Oaks Bicycle and Pedestrian Railroad Crossing and Community Connections Study, which was a presentation item from the February BPAC meeting. He said the County executed a contract with Kimley Horn and Associates and that there were several subconsultants, including two community-based organizations to assist with community engagement. He noted a number of activities that had taken place including an initial joint Community and Technical Advisory Committee meeting. Mr. Slavit noted that community engagement is planned around informal pop-ups, and that meeting people at places they go is a great way to get in touch with harder to reach communities. He stated that the first phase of community outreach would occur from June to July 2022 and that a survey would be open during this time. Mr Slavit also noted that a Study web page would go live toward the end of May 2022.

On other updates, Mr Slavit noted that there would be a groundbreaking for the construction of the Midcoast Multi-Modal Trail between Mirada Road and Coronado Street on June 2nd at 11:00 am.

### **12. Adjournment**

*Motion to adjourn: Member Kelly moved to approve/Member Salinger seconded. The motion carried 5-0.*

The meeting adjourned at 8:51 P.M.