



**SPECIAL MEETING of the
San Mateo County Bicycle and Pedestrian Advisory Committee (SMCBPAC)
Wednesday, September 25, 2019**

Millbrae Community Center Classroom
623 Magnolia Ave, Millbrae
Millbrae, California 94030
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. Review and Approve August 15, 2019 Meeting Minutes (Action)

- 6. BPAC Member Announcements and Discussion** (Information)
- 7. Presentation on the San Mateo County Grand Jury Process** (Information)
- 8. Presentation on Summary of Crystal Springs Regional Trail Grand Jury Report Findings** (Information)
- 9. Consideration of Crystal Springs Regional Trail Grand Jury Report Support Letter** (Action)
- 10. County Updates** (Information)
- 11. 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 website. 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 Julia Malmo-Laycock, Sustainability Specialist, at least two working days before the meeting at (650) 363-4685 and/or jmalmolaycock@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 C

City of San Mateo, California

Thursday, August 15, 2019

7:00pm

1. WELCOME

Chair Gore called the meeting to order at 7:00pm.

2. ROLL CALL

Members Present:

Dianna Butcher

Natalie Gore

William Kelly

John Langbein (alternate)

Elaine Salinger (alternate)

Susan Doherty

Members Absent:

(Vacant seat)

County Staff: Julia Malmo-Laycock

Julia Malmo-Laycock conducted the roll call. A quorum was present.

3. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

No public comments were received.

4. ACTION TO SET AGENDA

Chair Gore requested a motion to set the agenda.

Motion: Vice Chair Kelly moved to approve/Member Kelly seconded. The motion carried unanimously.

REGULAR AGENDA

5. **Review and Approve June 20, 2019 Meeting Minutes**

Chair Gore requested a motion to adopt the June 20, 2019 Meeting Minutes.

Motion: Vice Chair Kelly moved to approve/Alternate Member Langbein seconded. The motion carried unanimously.

6. BPAC Member Announcements and Discussion

Alternate Member Langbein raised Santa Cruz Avenue in West Menlo Park, detailing that in early July the intersection was reconfigured as a trial/pilot. Where in the northbound direction there were originally three lanes, the slip lane was removed, and the new right turn lane became a right turn only lane, and the left lane accommodates flow through traffic onto Santa Cruz Avenue. This project is intended to gauge the feasibility of a potential road diet project. Alternate Member Langbein commented that there is no right turn on red at the intersection, and that he was unsure as to whether this was helping to calm traffic or not. Alternate Member Langbein also indicated that a member of the public, Ron Snow, wishes to introduce bike lanes in the intersection. A road diet on Sandhill in the commercial area of West Menlo Park was also discussed by Alternate Member Langbein. Specifically, the road diet is to be discussed along with the Santa Cruz Avenue pilot at the Community Task Force meeting to occur next week. Vice Chair Kelly asked whether the community was supportive of these projects, and Alternate Member Langbein indicated there was public support.

Member Doherty said she took a field trip to Crystal Springs bridge, and commented that if you're going south on the bridge, it seems like the BPAC could request access for cyclists on the east side of the reservoir where a trail appears to already exist. Member Doherty asked whether we could put this on the agenda, and speak with Parks/ DPW about it at a subsequent BPAC Meeting. She added that bicyclists don't set off the left turn light from Skyline south to 92 East, and must therefore break the law to cross. Additionally, the route is utilized by large dump trucks and there is a lot of debris, including broken glass. Member Doherty suggested the BPAC put this item on the agenda. Alternate Members Langbein and Salinger indicated it was the topic of a communication sent by Member Salinger previously that had been circulated to the BPAC.

7. Presentation on Unincorporated San Mateo County Bicycle and Pedestrian Master Plan

Lucas Woodward of Toole Design Group, the consulting firm that is leading the preparation of the County's Unincorporated County Bicycle and Pedestrian Master Plan, delivered a presentation on the progress of the Plan. This is the second time Mr. Woodward has delivered a presentation to the BPAC on the Plan, and he indicated that it is anticipated he will return in April once a draft Plan has been developed. Mr. Woodward recapped the project objectives and schedule, and presented the work conducted thus far.

Work completed has included an analysis of existing conditions, including travel patterns, existing facilities, travel counts, and intersection and collision analyses, as well as public outreach activities.

There was some discussion around the collision analysis. Member Doherty asked what kind of collisions were being studied, and Mr. Woodward clarified that they were collisions involving bicycles or pedestrians. Alternate Member Langbein asked whether a five year period was long enough to obtain enough relevant data for decision-making. Mr. Woodward pointed out that it's a fairly common window, and Member Butcher suggested that further back than five years the conditions may have been

different, which make comparisons difficult. Vice Chair Kelly added that collision data is often unreliable given that many collisions are not recorded, and Mr. Woodward concurred. Alternate Member Salinger suggested that some roads are so dangerous people don't go there, and no collisions occur. Mr. Woodward stated that the consultant team would be looking at whether there are clusters of collisions to see if improvements are needed.

Member Butcher wanted to know whether the team was going to look at the extent to which neighborhoods are isolate from one another, referencing some Coastside communities (El Granada, Moss Beach, Montara) whose only connection to one another was the highway as an example. Mr. Woodward said they could look at barriers.

Mr. Woodward presented the Federal Highway Administration Selection Guide, and indicated that an overarching question was how to make it safe for everyone. Member Butcher stated that she walked with a lot of groups of disables individuals and that mixing with cyclists along those routes was often dangerous with cyclists flying by, for instance along the Bay Trail or Crystal Springs trail. She highlighted that the BPAC is meant to advocate for pedestrians in addition to cyclists. Vice Chair Kelly added that he himself might feel safe walking in the street, but that he wouldn't want his children doing the same.

Vice Chair Kelly raised a question about how many projects are expected to be included in the Plan. Mr. Woodward specified that usually a list of around 100 projects is included, but that not everything will be a top priority, and that it is important to identify the top projects that would be eligible for grant funding. Vice Chair Kelly expressed approval at Mr. Woodward's proposal to provide a tentative list of projects at the September meeting.

Chair Gore expressed concern over the Plan's apparent lack of consideration of equity and variation in topography across unincorporated areas. She noted a disparity between the outreach activities in Northern and Southern unincorporated areas, with specific reference to lack of attention to the Broadmoor neighborhood as compared to that of North Fair Oaks. Mr. Woodward responded that the roadshows piggybacked off of existing community events, and the lack of events in Broadmoor made outreach there difficult, but that future outreach will be focused there.

Member Doherty suggested that the County put Theresa Vallez-Kelly, the County Office of Education Safe Routes to School coordinator, in touch with the consultant team to look at gaps surrounding schools. Ms. Malmo-Laycock agreed to do so. Vice Chair Kelly suggested the team also get in touch with Jen Wolosin, a Safe Routes to School advocate in the Menlo Oaks area, and offered to send her contact info to Ms. Malmo-Laycock.

Alternate member John Langbein proposes that the Plan take inventory and respond to existing issues, especially that of "unusable" bike lanes due to safety concerns such as narrow lanes and trash bins obstructing lanes, suggesting that measures including parking enforcement and speed reduction be considered in the Plan as potential implementation tools. He also proposed that accessibility, safety, and or connectivity be improved at the following sites: the intersections along Alameda de las Pulgas and Ringwood Avenue, railroad crossings in North Fair Oaks, the Dumbarton Corridor, and unincorporated areas of Redwood City that border the Stanford campus.

Chair Gore expressed that it would be hard to imagine the plan addressing every neighborhood with the same policies and standards. Discussion followed with comments from Vice Chair Kelly and Mr.

Woodward on the nature of the land use lending itself to different project opportunities. Mr Woodward noted that the Plan's will lean on outreach to identify specific areas for improvement within each community, and on policies regarding potential typologies for bicycle and pedestrian improvements that may be similar or different across communities depending on context and community priorities.

Alternate member Elaine Salinger suggested that the Plan include a policy that would allocate a percentage of new construction project funding toward connectivity or improvements to adjacent bike and pedestrian networks. Member Butcher noted that feasibility of implementation is limited by regulations that require impact fees and related a capital improvement plans to be approved. Mr. Woodward indicated that the County Planning Department would be best suited to respond to this question. In response to comments by member Salinger and Chair Gore, Member Butcher shared her view of the Plan as a tool to be used foremost for Planning purposes, and emphasized focusing on holistic policy elements, with individual improvement projects to follow.

Alternate members Salinger and Langbein asked questions regarding grant funding for the Plan projects. The former asked about how the County Plans to acquire grants and the latter expressed urgency over having strong advocates to assist the grant writing process.

8. Periodic Closures of Kings Mountain Road for Fire Fuel Reduction

Mrs. Carla Schoof, Communication Specialist from the County Parks Department, informed members of upcoming projects on Kings Mountain Road and Quarry Park to reduce risk of wildfire in those areas which would result in road closures in both cases. She stated the objectives and benefits of the projects, including improving safety, ease of evacuation in surrounding residential areas, and increasing strength of the natural habitat, and explained that the primary reason for road closures had to do with safety concerns over noise, dust, and projectiles caused by operating heavy machinery. She requested that members share information about the closures across their networks and encouraged them to sign up for notifications on the Parks website. She noted that they have also posted on Nextdoor website and sent out mailers to nearby residents to warn them.

She highlighted that 70 acres on Kings Mountain Road has been identified by the California Governor as a top-priority project for fire safety and that it will be carried out in partnership with CalFire and is projected to be carried out by contractors over up to two months starting August 19th. She noted that lighted signs will go up on the 19th and the closure will affect 15 residencies it borders and cyclists that wish to use the road weekdays from approximately 8am to 5pm, with the time window open to change through various stages of the project.

Vice Chair Kelly clarified that the road will be barricaded to both cars and bikes. A discussion about signage followed, wherein alternate member Langbein commented that signs inaccurately indicating closures have previously been displayed at Kings road. Member Butcher commented on the importance of covering signs when warnings are not applicable and stated the need for placing signs at junctions leading up to the closed portion to effectively reroute cyclists. Alternate member Langbein addressed the need for signage at roads that connect to Kings Mountain Road from the park to warn cyclists attempting to use the park as a thoroughfare, to which Mrs. Schoof noted that there will be signs at the park entrance as well.

Vice-chair Kelly expressed concern over increased bicycle traffic on Highway 84 and questioned the safety of it being used as an alternate route. Mrs. Schoof noted that signage will be posted at the park entrance, at the intersection of Highway 84 and Kings Mountain Road, and at the intersection of Kings Mountain Road and Tunitas Creek Road? She added that they have informed Silicon Valley Bike Coalition and other cycling groups so as to encourage them to avoid this route on ride days. Member Doherty proposed a potential alternate route through Greer Rd. via Archery Fire Road to 84, at which point Mrs. Schoof explained that the Parks Department is not explicitly proposing alternate routes, but rather notifying the public of the closures, and that signage parameters are the responsibility of CalFire.

Alternate Member Salinger asked about the impact of the project on King's Road on endangered or sensitive species, to which Mrs. Schoof responded that the Parks Department is aware of birds' nesting cycles, and is conducting work at this time so as to minimize disturbance to nesting birds in the area. Mrs. Schoof added that the site is required to be examined by biologists prior to work being carried out.

Member Butcher asked if the Office of Emergency Services will send notifications about closures, to which Mrs. Schoof indicated that this will not be the case, and that main announcements will be through their website notifications.

Alternate Member Langbein asked about signs posted on Old La Honda Road regarding tree trimming, and the associated controlled traffic to accommodate trimming, wondering whether a similar approach could be used for these projects. Mrs. Schoof responded that the machinery being used is different, and requires full closure of the roads for safety reasons.

9. Status Update: Crystal Springs and Skyline Boulevard Bicyclist and Pedestrian Safety

Ms. Malmo-Laycock updated members on the Crystal Springs and Skyline Boulevard comment letter written by the BPAC to the San Mateo County Department of Public Works and Parks Department. She explained she had been in contact with the Director of the Office of Sustainability and the County Counsel to determine how best to share the contents of the letter with the respective departments, and relayed the recommendation from County Counsel to invite the Department of Public Works and the Parks Department to a BPAC meeting for a collaborative dialogue on the topic, and informed members that both departments had tentatively agreed to attend in September. Members supported a joint meeting.

Ms. Malmo-Laycock also addressed the status of an email communication sent from Alternate Member Salinger intended for the Board of Supervisors regarding a portion of lower skyline. She noted that a grand jury report was recently published on the topic to which the County must respond, and that she had contacted County Counsel regarding how to best to proceed with providing members' input in this situation. She agreed to distribute the grand jury report to members.

Alternate Member Salinger commented that most of the land she is referring to is the jurisdiction of the San Francisco Public Utilities Commission (SFPUC) and not the County Parks Department, and requested that the PUC be invited to a meeting. Member Butcher proposed discussing internally with County Departments first. Alternate Member Langbein concurred, stating that the letter refers to the portion of road South of the Bunker Hill Drive and Highway 92 intersection, where the County departments are the main stakeholders.

Vice Chair Kelly expressed concern over fragmentation and disrepair on roads west of Highway 280 and south of Millbrae and expressed desire to pursue short-term improvements in addition to coordinated efforts among County and Parks staff. Ms. Malmo-Laycock informed that the same groups would likely be involved in coordinating both efforts. Member Doherty stated that there was some kind of County committee, perhaps the Blue Ribbon Committee, who was working on bringing the trail from the path south of the Highway 92 and Skyline intersection to Edgewood, and Alternate Member Salinger commented on the need for the County to advocate for the SFPUC to open the SFPUC-owned roads to the public. Alternate Member Langbein agreed.

10. Presentation on Annual Countywide Bicycle and Pedestrian Count Project

Ms. Malmo-Laycock presented information on the national count taking place this year from September 10th-15th and explained its importance for use in planning, to influence decision-makers, and as data for funding and grant money. She reviewed past years' counts and locations, and requested that members share the call for volunteers to their network. Alternate Member Salinger asked about timing of shifts, and Ms. Malmo-Laycock explained they are two hours long and correspond to peak commute hours and days including Tuesday through Thursday and the weekend.

11. County Updates

Ms. Malmo-Laycock informed BPAC members that applications for the vacancy will close September 6th, 2019. She also informed members of the County Arts Commission Strategic Plan's request for community input through an online survey, and offered to send a link to the survey to BPAC members.

12. Adjournment

Chair Gore requested a motion to adjourn.

Motion: Vice Chair Kelly moved to approve/Alternate Member Salinger seconded. The motion carried unanimously.

The meeting was adjourned at 8:48pm.