



**REGULAR MEETING of the  
San Mateo County Bicycle and Pedestrian Advisory Committee (SMCBPAC)  
Thursday, February 15, 2018**

San Mateo City Hall  
330 West 20<sup>th</sup> Street, Conference Room C  
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. Review and Approve December 13, 2017 Meeting Minutes (Action)**
- 6. BPAC Member Announcements and Discussion (Information)**

**7. Update on San Mateo County Bikeways Web Map** (Information)

**8. Presentation on Unincorporated San Mateo County Bicycle and Pedestrian Master Plan Grant Application** (Information)

- Consideration of a Letter of Support for the Unincorporated San Mateo County Bicycle and Pedestrian Master Plan Grant Application (Action)

**9. County Update** (Information)

**10. 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 Kaley Lyons, Sustainability Coordinator, at least two working days before the meeting at (650) 363-4745 and/or [klyons@smcgov.org](mailto:klyons@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.*



## Meeting Minutes

### Special Meeting of the San Mateo County Bicycle and Pedestrian Advisory Committee (SMCBPAC) Wednesday, December 13, 2017

San Mateo County Center  
455 County Center, Conference Room 405, 4<sup>th</sup> Floor  
Redwood City, California 94063  
6:00 p.m.

#### 1. WELCOME

Chair Colman called the meeting to order at 6:04pm.

#### 2. ROLL CALL

Kaley Lyons conducted the roll call. A quorum was present.

BPAC Members Present: Gary Colman (Chair), Bill Kelly, Susan Doherty, Natalie Gore (Alternate)

BPAC Members Absent: Dianna Butcher, Carrie Doyle (Alternate)

#### 3. PUBLIC COMMENT

There was no public comment.

#### 4. ACTION TO SET AGENDA

Chair Colman requested a motion to set the agenda.

*Motion: Member Kelly moved to approve/Member Gore seconded. The motion carried unanimously.*

### REGULAR AGENDA

#### 5. Review and Approve October 19, 2017 Meeting Minutes (Action)

Chair Colman requested a motion to approve the minutes.

*Motion: Member Kelly moved to approve/Member Gore seconded. The motion carried unanimously.*

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

Member Kelly announced that he participated in a Silicon Valley Bicycle Coalition (SVBC) ridealong event including public officials, around Palo Alto and Menlo Park to look at completed and proposed project locations. He found it very useful to learn about projects from this perspective. He suggested that the County organize a ridealong event in 2018 that is focused on San Mateo County, with community members and public officials, to get them on bikes. Chair Colman suggested that the Dumbarton connection to downtown, Santa Cruz Ave, and Complete the Gap trail could all be potential ridealong tours.

Member Gore announced that South San Francisco now has bikeshare programs – SPIN and LimeBike. The bike share programs are a three month pilot in the third month.

## **7. Update on Progress Summary for BPAC Work Plan 2016-2017 (Information)**

Ms. Buckley updated the BPAC on their progress over the last year and provided a handout. This topic came out of discussions around the work plan for 2018 and progress achieved. Ms. Buckley reviewed projects that the BPAC wrote letters of support for, and discussed the funding outcome for these projects. She also reviewed the presentations and unresolved public comments from the past year.

Ms. Buckley provided an update on Sand Hill Road. The Department of Public Works (DPW) said that Caltrans installed some temporary lane delineation although there isn't great contrast. They are contacting Caltrans weekly and waiting for cost proposal. Member Kelly said he rode it last week and it's dangerous, the delineators aren't visible during the day and there isn't striping.

Chair Colman asked if there isn't something the BPAC could do to help expedite the process, maybe call about it individually. Ms. Buckley will provide Mr. Lo Coco's contact information.

Member Doherty said that Woodside Road safety is a larger issue and that Redwood City should be pulled into discussion on this topic as well. She asked if the BPAC will be updated on the Woodside Road planning in Redwood city and how BPAC can support it. It would be great if the BPAC could get a presentation on this at the next meeting.

Ms. Lyons reviewed the revised work plan and meeting schedule based on feedback from last meeting. She also presented information about funding sources available in San Mateo County for pedestrian and bicycle-related projects, which was requested at the previous meeting.

Regarding the work plan, Member Kelly would like to focus on more projects in North County.

Member Doherty would like additional updates from DPW and requested a tour of County operations. Member Kelly suggested individual meetings with folks to report

back to BPAC rather than all going to one.

Member Doherty noted that Santa Cruz Ave was discussed last month and would like to reiterate that the BPAC should stay involved in the project.

## **8. Election of a Committee Chair and Vice-Chair for Calendar Year 2018 (Action)**

Ms. Lyons announced that the BPAC Resolution states that the Committee shall annually select, by majority vote, a Chair and a Vice Chair.

Committee members may nominate any of the Committee members for the Chair and Vice Chair positions. A nominee may decline the nomination. The Chair and Vice Chair are elected by a majority vote of the members present. The term of office for the Chair and Vice Chair shall start January 1 and terminate December 31, 2018.

Ms. Lyons reviewed the roles of the Chair outlined in the *San Mateo County Boards and Commissions Handbook*. The Vice Chair fills this role in the absence of the Chair.

Ms. Lyons said that Member Prather Person has stepped down from the BPAC. Since alternates have already been appointed, the first alternate member Carrie Doyle steps in to replace her as a regular member. [Update: The first alternate does not step in to replace a vacant seat. This information was emailed to BPAC members after the meeting. County staff has released a notice of vacancy and is accepting applications through February 9, 2018.] Natalie Gore, the second alternate, is eligible to vote in the election even though there is otherwise a quorum.

Chair Colman requested a motion to nominate Member Kelly for Chair position.

*Motion: Member Gore moved to approve/Member Doherty seconded. The motion carried unanimously.*

Chair Colman requested a motion to nominate himself for Vice Chair position.

*Motion: Member Kelly moved to approve/Member Doherty seconded. The motion carried unanimously.*

## **9. County Updates (Information)**

The County Office of Sustainability is planning to apply for Caltrans Sustainable Transportation Planning funds next February for a Bicycle and Pedestrian Master Plan for unincorporated San Mateo County. The plan will help develop projects and programs in the county to support walking and biking, providing a prioritized list already vetted by the community and ready for grant applications. County staff will be asking for a letter of support at the February meeting and will be involving the BPAC in meetings and outreach throughout the process, if awarded grant funding.

## **10. Adjournment**

Chair Colman requested a motion to adjourn.

*Motion: Member Kelly moved to approve/Member Gore seconded. The motion carried unanimously.*

The meeting was adjourned at 7:09pm.