



“The City With a Heart”

David Nigel (Chair)
Henry Mar (Vice Chair)
Randy Brase
Cecile Riborozo
Jeffrey Tong
Matt Jones
Gus Sinks
Paula Bradley (City Staff)
William Li (City Staff)

MINUTES

Bicycle & Pedestrian Advisory Committee

March 11, 2015

6:00 p.m.

Meeting location: 567 El Camino Real, Conference Room 101, San Bruno

Welcome members of the public. If you would like to speak on an item that is listed on the agenda, you may do so upon receiving recognition from the Committee Chair. If you would like to speak on an item that is not on the agenda, you may do so during item 3, Public Comment on Items not on the Agenda. As required by State Law, the Committee cannot take action on issues raised under item 3. Any such issues will be referred to staff or scheduled for a future meeting. Thank you for your interest.

1. **CALL to ORDER / ROLL CALL**

Present:

Henry Mar (Vice Chair)
Matt Jones
Jeffrey Tong
Randy Brase
Cecile Riborozo
Gus Sinks
Paula Bradley (City Staff)
David Woltering (City Staff)
William Li (City Staff)

Absent:

David Nigel (Chair)

2. **APPROVAL OF JANUARY 14, 2015 MEETING MINUTES**

HM stated the approval of the meeting minutes listed the abstaining vote as (5-1-0) but it should be listed as (5-0-1). Correction noted. Motion to approve the minutes made by HM, second by RB. Motion passed (6-0-0).

3. **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**

Dana Weissman, representative from Fehr and Peers Transportation Consultants, is attending to hear about San Bruno's progress in bicycle and pedestrian projects.

Al Mettler, South San Francisco Bicycle and Pedestrian Committee, is attending to open communication between the two BPAC Committees. Jeffrey Tong invited him to attend.

4. CONDUCT OF BUSINESS

- a. BPAC Annual Report - HM stated this will be presented to the City Council on 4/14/15. DW stated this is an annual check-in with the City Council that informs them about BPAC's accomplishments for this past year and goals for the coming year, of which the Bicycle and Pedestrian Master Plan will be a key part of. PB and WL have provided a draft of the power point presentation for the Committee's review.

PB presented the draft power point presentation to the Committee. Recommended changes were noted by PB.

PB stated DN offered to give the presentation. It would be great for other committee members to attend.

- b. MTC Commission TDA, Article 3, Measure A Pedestrian and Bicycle Program Grant for the Bicycle Pedestrian Master Plan – WL presented a final draft copy of the request for proposals (RFP) that will be issued to vendors. This document was reviewed by the City Attorney and City staff reviewed other City scope of services for similar projects. Staff confirmed that the MTC funding is available until August 2016. The document will also be posted on the City website when approved. Proposals should be received by April 20, 2015 and the contract would be awarded with City Council approval in June 2015.

MJ asked how vendors are selected for notification. WL responded that vendors the City has utilized on similar projects in the past are notified and vendors can request to be added to our existing notification list. The RFP was posted on the City's website.

GS asked why there are no deliverables listed under Task 4. PB stated she will review the wording to see if this is needed.

JT asked if there is a time frame for the meetings proposed in the RFP. PB responded that the entire plan needs to be completed by June 2016.

RB asked if the proposed meetings will take place during the BPAC Committee meetings. PB confirmed this. Special meetings can also be scheduled as needed.

JT asked if there is an agreement that the vendor must be local. PB responded that the contract states that local knowledge of the location is valuable and included in the RFP selection criteria, but it is not a requirement. WL stated we ask for references and compare vendors' work in similarly sized cities.

MJ asked if the vendor will be responsible for community outreach as part of their contract or if the City staff will be handling it. WL responded it will be a coordinated effort, but the content of the meetings will be the consultant's responsibility.

JT asked what the proposed dates are for the community meetings. WL stated this is dependent on confirmation with the consultant, but most likely there would be one meeting in the early phase to get community feedback and another close to completion to get additional input.

HM asked how many proposal responses are expected. WL stated it can vary from 2 to 10 vendors. The City can also re-advertise if they are not satisfied with the

proposals.

MJ asked for an update on the applications received at the next BPAC meeting. WL stated this will be done.

JT asked if this plan is considered one project or if it will be completed in phases. WL responded it is listed in the Capital Improvement Project budget as one project.

Motion to approve the draft RFP for the MTC Commission TDA, Article 3, Measure A Pedestrian and Bicycle Program Grant for the BPAC Master Plan grant made by RB, second by HM. Motion passed (6-0-0).

- c. San Mateo County Transportation Measure A, Pedestrian and Bicycle Program Grant for the construction of improvements to the El Camino Real/Angus intersection – WL stated the funding for \$300,000 was awarded with a \$30,000 local grant match for improvements to the intersection at Angus at El Camino Real. This will include the addition of a second crosswalk, ADA accessible ramps, a median refuge, ramp improvements and corner bulb-outs. The RFP is currently being finalized by City staff for this project and the focus will be strictly on pedestrian improvements for this scope of work to stay within the funding budget allowance. Bicycle improvements may be added at a later date. The City has until June 2016 to complete the design and June 2019 to complete construction. No changes can be made to the proposed work once the funding has been approved.

JT asked if the RFP is for construction. WL responded it is for the final design of the project.

JT asked if San Bruno has analyzed the potential changes to the Caltrans standards before requesting design on upcoming projects to avoid having to re-do construction. WL stated he is not sure if Public Services has reviewed the potential cost changes but Planning may be aware of them. The County did review the City's submittal and approved it for funding.

GS stated he is unclear of the differences between pedestrian only improvements versus bike and pedestrian improvements, but it seems it would save time and money to include the design for bike improvements in the plan now. WL stated the City must work within the allowable plan for the funding to be applicable.

JT stated he is concerned about bulb outs creating the assumption that there will be automobile parking as part of the design. This restricts the other options in the design. WL stated he would forward the concern to the Public Services Director.

- d. Adhoc subcommittees formation for 2015-

PB reviewed the subcommittee list from the previous year and asked for a definition of the tasks they complete. There is a limit of three committee members per subcommittee.

1. Outreach- Survey and other tools – HM stated this was established to solicit input from the residents on bicycle and pedestrians issues or ideas. MJ, GS and RB volunteered.
2. Bicycle Safety – HM stated DN used to volunteer for this subcommittee. This involves promoting bike safety at schools and in the community. JT stated he would volunteer for this and work with DN. JT recommended each committee

member commit to one year during the four year term to learn school outreach programs. CR also volunteered.

3. Crestmoor Canyon Trails – HM stated they would like to meet with Harry Burrowes to get an update on the development. HM, JT and CR volunteered.
4. Street Conditions - JT stated he was riding around City streets to report any hazards – eliminate – committee not necessary as everyone should submit any problems to Public Services staff directly. Tina Tseng/Public Services kept a spreadsheet.
5. PSAs – HM stated these are public service announcements shown on San Bruno Cable and public handouts – eliminate, should be part of outreach.

DW recommended showing the existing PSAs to the Committee to see if they need updating.

PB asked if each subcommittee can meet before the next meeting to share goals and ideas for 2015.

MJ asked Al Mettler if the City of South San Francisco has a safe routes to school program. He responded they do not. The County of San Mateo has a program.

DW stated there should be a smaller number of subcommittees with set volunteers that communicate with each other in separate meetings and with the Committee about the objectives of each group. There should be follow up of the objectives at the end of the year to make sure they are completed.

GS stated the street conditions subcommittee and the PSAs subcommittee could be eliminated to focus on school and safety subcommittees.

DW stated the Committee members should select the subcommittees they want to maintain and then obtain volunteers for each subcommittee and come prepared at the next meeting to discuss objectives.

RB stated the Street Conditions subcommittee and the PSAs subcommittee can be eliminated.

MJ stated the group can start with the three subcommittees of Community Outreach, Crestmoor Canyon and Bicycle Safety and review the objectives from there.

DW recommended developing ad-hoc committees on an as-needed basis for special events to help keep the events on track.

e. Discussion of possible bicycle and pedestrian routes for field visits

DW stated the objective is to identify a couple of pedestrian and bicycle routes in San Bruno for staff and the Committee members to go out and view these areas and give feedback on conditions. Informal assessment forms to track conditions will be developed by PB and WL for the Committee's use.

JT stated he is working on C/CAG's Bicycle and Pedestrian Committee and they are reviewing two potential bike paths that would connect to San Bruno: in South San Francisco, a possible new bike route project that would connect from Linden Avenue to Herman Avenue in San Bruno and in Daly City, a Mission Road connection to the Centennial Trail, which ends at BART. A bike trail on Tanforan Avenue could run to

BART. A bike trail from San Francisco to Sawyer Camp Trail that crosses through Crestmoor Canyon into San Bruno is also being reviewed. JT proposed riding down San Mateo Avenue towards Millbrae and down Huntington Avenue towards Millbrae. For a pedestrian route, JT recommended walking Crestmoor Canyon with Harry Burrowes.

HM stated the Huntington route proposed is already a bike route. MJ confirmed this but there is no signage.

HM asked if the objective was to appeal to recreational users or commuters. MJ stated it should appeal to a variety of uses.

DW stated staff will check with Harry Burrowes to arrange the walk. The Committee may want to identify one other pedestrian route, as well as two bicycle routes, one for commuter use and one for recreational use. Each visit should take about an hour and a half and City staff can organize the dates.

HM asked for the Committee members to volunteer for a route and organize the date and time with City staff. DW stated two volunteers and a leader can coordinate with PB. This should be done before the next meeting.

MJ stated he will volunteer for the pedestrian route. He recently met a policy manager for California Walks that would walk with the Committee members and do a thorough audit of each location. DW asked MJ to forward the forms and contact information to PB for review. It is a great idea. They should be uniform for all the volunteer groups.

GS stated he will volunteer for the 2nd pedestrian route. DW asked for a map of the proposed route be forwarded to PB. The walk will be Tuesday night around 6:30 pm. He can notify DW of the route. The meeting place is St. Robert's parking lot. CR volunteered.

JT stated he would volunteer for the Huntington Avenue towards Millbrae bike route.

HM volunteered for the Crestmoor Canyon walking route. DW asked for submittal of a planned route and staff will coordinate a date and time with Harry Burrowes.

HM volunteered for a bike route from Bayhill Shopping Center starting at 8 am on a Saturday. GS and MJ volunteered to attend.

HM stated Sunday morning at 8 am on 3/22 would work for the Crestmoor Canyon walk. CR and RB volunteered.

MJ will walk downtown and GS will walk in the hills. MJ stated Saturday morning at 9 am would work. JT volunteered.

JT will start his bike route at El Camino Real and connect to the Baytrail on a Saturday at 8 am. MJ and GS volunteered.

DW stated staff will create a table to share with the field visit leaders to firm up the date and time and then a final version will be sent to all members.

f. Bike to Work Day planning

CR stated the event is May 14th and Walmart is going to sponsor the event with an energizer station at BART with promotional bags to give out to participants. Another volunteer would be helpful. GS and JT stated they would assist.

g. Future Agenda Items (All)

JT asked how the City Council is informed of the activities of the Bicycle and Pedestrian Advisory Committee. DW responded they receive communication through City staff and through meeting minutes.

JT asked if City staff could review the possibility of a bike “fix-it” station near BART. DW stated it is a great idea. He will discuss it with the City Manager’s office. Funding may be available from grants or other sources.

JT stated he will email the link for “fix-it” stations to PB.

JT asked if outreach can include retail centers and apartments, as Bayhill Shopping Center does not allow bike racks on their property. DW stated City staff can review the City’s zoning code to review the requirement for bike racks as part of the zoning code updates for San Bruno. This would be an opportunity to expand bike infrastructure in development. PB can research this and give feedback to the Committee.

PB stated there are grants for bike racks available, so it can be researched.

h. Calendar Check: Next meeting will be May 13, 2015.

i. Good and Welfare

DW stated he looks forward to getting out to bike and walk with the Committee.

5. ADJOURNMENT