



“The City With a Heart”

Randy Brase (Chair)
David Nigel (Vice Chair)
Walter Bird
Henry Mar
Cecile Riborozo
Jeffrey Tong
Vacant
Laura Russell (City Staff)
Joseph Cervantes (City Staff)

AGENDA
Bicycle & Pedestrian Advisory Committee
January 8, 2014
6:15 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 Matters not on the Agenda.

- 1. Call to Order/Roll Call**
- 2. Approval of November 13, 2013 Minutes**
- 3. Public Comment on Matters Not on the Agenda**
Individuals allowed three minutes, groups in attendance, five minutes. It is the Committee's policy to refer matters raised in this forum to staff for investigation and/or action where appropriate. The Brown Act prohibits the Committee from discussing or acting upon any matter not agendized pursuant to State Law
- 4. Conduct of Business**
 - a. San Mateo County Transportation Authority Measure A Pedestrian and Bicycle Program Grant (Staff)
 1. El Camino Real/Angus Avenue Intersection Improvements
 2. Alternative Analysis of Tanforan
 3. Alternative Feasibility Assessment of Bayshore Circle Median
 - b. Proposed Meeting Schedule (Staff and All)
 - c. Type of Outreach by Committee (RB)
 - d. Consider Updates to Mission Statement (RB)
 - e. Subcommittee Updates (All)
 - f. Future Agenda Items (All)
 - g. Calendar Check & Announcements
- 5. Adjournment**

January 3, 2014



“The City With a Heart”

Randy Brase (Chair)
David Nigel (Vice Chair)
Walter Bird
Henry Mar
Cecile Riborozo
Jeffrey Tong
Laura Russell (City Staff)
Joseph Cervantes (City Staff)

MINUTES
Bicycle & Pedestrian Advisory Committee
November 11, 2013
6:15 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:

Randy Brase (Chair)
David Nigel (Vice Chair)
Walter Bird
Henry Mar
Jeffrey Tong
Laura Russell (City Staff)
Joseph Cervantes (City Staff)

Absent:

Cecile Riborozo

2. APPROVAL OF SEPTEMBER 11, 2013 MINUTES

Motion RB, 2nd DN to approve minutes. Motion Passes 5-0.

3. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Member of the public, no name given, stated he is interested in the Committee vacancy. He asked if there are plans to change pedestrian/bicycle access with the new Caltrain station coming in and the existing BART station. There are very large potholes on San Antonio Avenue, which is an official bikeway that parallels the Caltrain tracks.

LR stated a Committee application can be submitted to the City Clerk's office and then it will go before the City Council for approval.

4. CONDUCT OF BUSINESS

- a. TDA Article 3 Grant: LR announced the City has received funding for the Bicycle and Pedestrian Master Plan. At the last meeting, the Committee reviewed two different applications that staff was going to put forward; one was for a planning grant and one was for a capital project. The grant awarded to the City was the planning grant, which is funding that has taken five years to obtain. The City requested \$100,000 and we were awarded the full amount.

JT stated C/CAG picked the top three cities with the highest votes. Millbrae was in third place, San Carlos was in second, and San Bruno placed first. San Bruno was the only city to receive the full funding.

WB asked about page 3 of the application, which lists Tina Tseng's name as the contact. That should be changed to Joseph Cervantes. LR responded that this should not be a concern, as they know how to reach us.

DN asked where the funding was coming from under Item 4 regarding the local match to the grant. LR responded that it is accounted for but she is not sure where it is coming from.

DN asked for clarification on what this plan is for. LR responded that this is the plan to consolidate the information we have, identify and gather the information we do not have and come up with a plan that includes our existing resources and priorities. This would create a comprehensive Bicycle and Pedestrian plan for San Bruno.

DN asked what the timeline is. LR stated there is not a firm timeline yet, but the Public Services Department will be the lead on this with support from Planning.

JT wanted to know how much of this work can be done in-house versus hiring consultants. LR responded that there will be a consultant hired to do the plan. The County Master Plan and our own General Plan, Transit Corridor Plan, and the Community Based Transportation Plan will be utilized. City staff will work with the consultant to avoid duplication of work to streamline the process.

DN asked if the Grand Boulevard Initiative application is part of this. LR responded that this is the other application submitted that we were not awarded funding for.

JT stated the Transportation Authority is going to have funding for \$5 million dollars so San Bruno should apply for funding.

LR stated the City sees this Committee as a very important force for this project in reference to guiding the consultant and staff. DN asked how this would be presented. LR responded that it will be presented to the Committee in pieces over 6-9 months.

DN asked if there will be public outreach to receive their feedback on this. LR responded that has not been solidified yet, but the consultant will address this. It will probably be placed on the web and in a FOCUS article.

RB asked if there is a process to request funds from the Crestmoor Reconstruction Project monies received. LR responded she has not been informed as to how those funds are to be distributed, but it is not going to be used for routine City business.

- b. Committee Goals and Objectives: DN stated he reviewed the goals from 2004 and asked if some of the Committee members would like to review the previous list and come back with recommendations.

WB stated the Committee should be meeting more frequently than every other month.

LR responded that the bylaws were re-done two years ago. The City is required to have a Bicycle and Pedestrian Committee to receive grant funding for many projects. The City has adopted a Complete Streets Policy, which was required in order to apply for big transportation grants, and has put the BPAC in the role of reviewing the CIP to ensure that the Complete Streets Policy is implemented. The BPAC also has a role in the day-to-day decisions by recommending an item to the City Council. The community outreach function of the Committee is not required, but has been valuable. When the City reviewed the BPAC Committee, it was discussed to reduce the meetings to quarterly and reduce the members to five, but staff recommended seven members to give more support for outreach, and to meet every other months instead of quarterly. The Committee should think about what they want to achieve and focus the available resources on their top priorities among the optional items. Meeting monthly does not mean more efficiency.

DN stated Parks and Rec also does not meet every month. Can we set a master calendar to decide on dates? Maybe more than 6 meetings a year, but not 12.

RB stated if we had a yearly calendar with general ideas of future meeting agendas so we can plan what to discuss.

DN stated we could list both regular and long term agenda items.

WB stated outreach is very important to get feedback from the public and could be managed better if we met more frequently.

RB stated outreach is important to the community.

DN feels developing the calendar is a high priority. We do not have to have regular meetings to be productive. We can schedule special meetings as needed.

JT feels that if the BPAC's existence is necessary to receive funding, the Committee should meet as often as required to submit applications. It has to be flexible.

DN asked if LR would like to develop to calendar or if the Committee should do it. LR stated staff can develop a draft calendar and present it.

RB confirmed there is a meeting history that can assist with the calendar development. LR confirmed this.

DN stated the Committee knows many of the existing subcommittee outreach events, such as the Posy Parade, so it may not need to be placed on the schedule.

WB stated he does not agree, as too many subcommittees will divide the Committee. We need everyone to go forward with any outreach.

LR stated staff will start the calendar and then present it to the Committee.

RB asked if subcommittee working meetings include staff. LR responded that it depends on the meeting. Staff does not necessarily have to attend.

RB stated for “Committee Goals and Objectives”, the Committee members should review the handout with their comments and then bring it to the meeting.

DN stated he can type it up and send it to LR for the January meeting. It can be added to the agenda.

- c. Farmer’s Market Outreach: RB stated he and WB attended the Farmer’s Market for outreach the weekend before Halloween. The date was chosen because a large part of the Committee stated that date worked for them, but only 2 members came. It helps to have more members present. RB would like to ask the public more questions instead of just handing “give-aways” out.

WB likes the idea of asking the public for information via a questionnaire that can be emailed in.

JT recommended having a unique bicycle to attract attention to the booth, as well as having the attendants riding their bikes to the event. This will also attract attention.

RB stated he will work on a short questionnaire with subcommittee members DN and WB. LR stated the subcommittee should discuss the approach and add it to the next agenda.

- d. Outreach to Junipero Serra County Park: RB stated he has not contacted the County. DN stated he can talk to the head ranger if the request is emailed to him.

- e. Subcommittee Updates:

Crestmoor Canyon Trails: RB stated more work is needed to develop the groundwork on this item. LR stated a subcommittee meeting with Project Manager Harry Burrowes would be beneficial to review the neighborhood reconstruction plans and see if it overlaps with this plan. LR could arrange the meeting as long as the subcommittee is ready with their ideas.

RB stated he would like to meet with the subcommittee first.

DN stated PG&E should be approached to develop a trail at this location. It would have to go through LR.

Children’s Bicycle Safety: DN stated there is no report.

Community Bike Ride: LR asked if there is interest in maintaining this as a subcommittee item.

JT stated he has not been able to ride his bike recently.

WB stated this item should be shelved until springtime when the weather is better.

RB stated this item will be tabled until spring, and then the Committee can decide what trails and streets they would like to ride on.

LR stated the plan must be presented to the City Attorney to confirm there are no liability issues.

WB stated the City could present a waiver to be signed by participants.

Street Conditions: JT stated the weather has not been conducive to riding, so there are no updated repair reports.

JT stated public events should be promoted as something festive to attract residents to participate.

WB stated the number of crosswalks lacking ADA ramps, such as the junction at Crestmoor and San Bruno Avenue at the west end. There are no ramps at the northeast corner. On College Drive at Berkshire, there were supposed to have ADA ramps installed.

JC stated there is a sidewalk being installed at the pump station on College Drive, but there may not be a connection across Skyline Blvd. in regards to signal timing, this is Caltrans maintained.

JT stated the sidewalk is on the south side of Berkshire crossing Skyline, so you need to cross College Drive and walk on the sidewalk on the north side.

JC stated he will investigate these issues and follow up.

JT stated he contacted a Bicycle and Pedestrian representative for Caltrans and will forward the information to LR for distribution to the Committee.

PSA's: RB stated PSA's could be part of the community outreach program.

WB likes the concept; we just need distribution on additional cable channels.

JT stated a youtube presentation could be a possibility. He will email RB.

- f. Future Agenda Items: LR stated we will review the agenda calendar and meeting schedule; review the mission statement and come to the January meeting with feedback; changes to the type of outreach the Committee is providing, such as development of a questionnaire; potential inclusion of PSA's.
- g. Calendar Check: Next meeting will be January 8, 2014 at 6:15 pm.

5. ADJOURNMENT