



## TRAFFIC SAFETY AND PARKING COMMITTEE MINUTES

Wednesday, December 4, 2013 - 7:00 pm

San Bruno City Hall  
567 El Camino Real  
San Bruno, CA 94066

## MINUTES

### 1. ADMINISTRATIVE ACTIONS -

#### A. ROLL CALL

##### TSPC Members:

	<u>Present</u>	<u>Absent</u>
Jessica Barnes-Lopez (Chair)	X	
Mark Howard (Vice-Chair)	X	
Eric Wood	X	
Tom Hamilton	X	
Tim Ross	X	

##### Staff in Attendance:

Klara Fabry, Public Services Department  
Joseph Cervantes, Public Services Department  
Tim Mahon, Police Department

Public in Attendance Total: 0

### 2. REVIEW OF AGENDA

Approved as submitted.

### 3. APPROVAL OF MINUTES

Tom Hamilton stated under Item 5A, the motion listed was seconded by "Mark Hamilton" instead of "Tom Hamilton". Correction noted. Approval of the November 6, 2013 meeting minutes made by Tom Hamilton, second by Eric Wood. (M/Hamilton, S/Wood: 5-0-0) Approved.

### 4. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

None

### 5. REGULAR BUSINESS

#### A. Review of Annual Committee Presentation to the City Council for 2013

Joseph Cervantes reviewed the draft annual presentation to the City Council based on the accomplishments noted from the TSPC meetings of the last 12 months. The format for the presentation was duplicated from the 2012 City Council presentation. There are existing photos that

will be inserted into the presentation, and additional photos can be taken if needed. This will be presented at the December 10<sup>th</sup> Council meeting.

Jessica Barnes-Lopez stated she is unable to give the presentation to the City Council due to work commitments.

Tom Hamilton stated he will be able present it to the Council. Eric Wood stated he will also attend the meeting.

Jessica Barnes-Lopez asked about the installation of the stop sign and pedestrian yield and paddle signs on both of the islands on Cherry Avenue that was discussed previously near Walmart.com. Mark Howard confirmed it has not been installed.

Klara Fabry asked Joseph Cervantes to follow up on the completion of this work.

The Committee reviewed the draft with City staff and made suggestions.

Klara Fabry confirmed that Joseph Cervantes reviewed the meeting minutes to gather the data for the presentation. Joseph Cervantes concurred.

Jessica Barnes-Lopez asked about the San Bruno Post Office entrance/exit changes. Klara Fabry responded that the Post Office is working to get funding to make the recommended changes.

Klara Fabry stated that the discussions to improve pedestrian safety at John Muir, El Crystal and Parkside Schools should be mentioned.

Eric Wood asked if we have a count of the number of residents that have filled out a special parking request application since its implementation. It might be a good thing to present how many residents are utilizing the program. Klara Fabry responded that it is a great idea.

Tim Ross asked if the presentation could include a comment about citizen's awareness that the Committee is here for all residents that have any traffic issues they would like reviewed.

Eric Wood stated he has always announced this at past Council presentations. He has included the ongoing traffic request list of items that the Committee is currently working on.

Klara Fabry stated there could be a number of items presented that are currently in progress from the list, but the actual list does not need to be included in the presentation.

Jessica Barnes-Lopez asked if the process of making a request to the TSPC was placed on the City website. Klara Fabry confirmed that it is on the website.

Tim Ross clarified that items are reviewed by the Committee in the order they are received from the public. Klara Fabry confirmed this, except with certain issues that are a safety concern and must be addressed promptly or for long term projects like the Grade Separation. City staff also reviews items and they are grouped according to efficiency, such as speed studies.

Klara Fabry reviewed the items on the outstanding traffic items list with the Committee. One of the outstanding items is the parking issues on San Mateo Avenue north of the lumber yard.

Mark Howard stated an easy answer would be to make it 6 hour parking as long as it is enforceable with the Police Department.

Klara Fabry also noted she would like the Bicycle and Pedestrian Master Plan included in the presentation. Previously the City has applied for grants and this year it was approved, so there is now funding to develop this for the City. The Bicycle and Pedestrian Committee will be involved, but there are safety issues that should involve the TSPC. This should be included in next year's work plan if the Committee wants to take a part in that.

Tom Hamilton agreed that it should be included in the goals for next year.

Tim Ross agreed. Looking at the beginning of the draft presentation, it seems we might want to streamline our choice to two items.

Mark Howard stated it is important to list all the items from the public's and the Council's perspective, as they want to hear about items that were addressed on or near their street.

Klara Fabry stated City staff can compare the items on the presentation to the TSPC meeting agendas and minutes.

Tim Ross asked if we should separate the items that have already gone to the City Council versus the items that are still pending.

Eric Wood stated there was a list of items in last year's presentation that the Council had acted on. Klara Fabry responded that this could be included.

Tom Hamilton confirmed that the draft presentation will be sent to the Committee. Joseph Cervantes stated it will be sent to the Committee by the end of the week.

B. Election of Officers for 2014

Eric Wood made a motion to nominate Jessica Barnes-Lopez as Chair and Mark Howard as Vice-Chair. Second by Tom Hamilton. (M/Wood, S/Hamilton): 5-0-0 - Approved.

C. Meeting Calendar for 2014

The January 1, 2014 has been moved to January 8, 2014 for the New Year's holiday. All other months are to be kept the same.

Tom Hamilton made a motion to accept the proposed meeting scheduled as submitted. Second by Eric Wood. (M/Hamilton, S/Wood): 5-0-0 - Approved.

6. **REPORT OF COMMISSIONS, BOARDS AND COMMITTEES**

None

7. **COMMENTS FROM COMMITTEE MEMBERS**

Tom Hamilton stated he would like to add the Public Services phone number to the last slide of the City Council annual TSPC presentation as a reference for the public attending the meeting. Klara Fabry confirmed this is a good idea.

8. COMMENTS FROM STAFF

Klara Fabry stated a traffic consultant has been hired to assist Joseph Cervantes with a safety analysis at three schools in San Bruno. They will be attending three meetings with the schools and Joseph will bring his findings from these meetings to share at the next TSPC meeting.

Klara Fabry stated the final date for the completion of the Grade Separation Project is April 16, 2014, so by February there will be a switch to the new station and an upcoming opening ceremony.

Klara Fabry stated that the City's Street Rehabilitation Project and the Sidewalk Repair Program are taking place on various streets in the City right now.

9. ADJOURNMENT

Motion: To adjourn the Traffic Safety and Parking Committee (TSPC) meeting until its next regular scheduled meeting on January 8, 2013 at 7 p.m. (M/Hamilton, S/Ross): 5-0-0 - Approved. Meeting Adjourned, 7:55 pm.