NOTICE AND AGENDA

SUNNYVALE BICYCLE AND PEDESTRIAN ADVISORY COMMISSION
July 18, 2013
6:30 P.M./West Conference Room

CALL TO ORDER

ROLL CALL

SCHEDULED PRESENTATIONS

None.

PUBLIC ANNOUNCEMENTS
(Speakers are limited to 3 minutes for announcements of related board/commission events, programs, resignations, recognitions, acknowledgments)

CONSENT CALENDAR

1.A) Approval of the Draft Minutes of June 20, 2013 Meeting
1.B) Updated 2013 BPAC Calendar

PUBLIC COMMENTS
This category is limited to 15 minutes, with a maximum of three minutes per speaker. If you wish to address the board or commission, please complete a speaker card and give it to the Recording Secretary or you may orally make a request to speak. If your subject is not on the agenda, you will be recognized at this time; but the Brown Act (Open Meeting Law) does not allow action by board or commission members. If you wish to speak to a subject listed on the agenda, you will be recognized at the time the item is being considered by the board or commission.

PUBLIC HEARINGS/GENERAL BUSINESS

2. Review and Make a Recommendation on a Duane Avenue Street Space Allocation Study

3. Review and Make a Recommendation on a Mary Avenue Street Space Allocation Study

4. Election of Officers

NON-AGENDA ITEMS AND COMMENTS

- COMMISSIONERS ORAL COMMENTS
- STAFF ORAL COMMENTS

INFORMATION ONLY ITEMS

1. BPAC E-mail messages and/or letters since circulation of the agenda packet of the June 20, 2013 meeting.

2. BPAC Active Items List.

ADJOURNMENT

Notice to the Public:

Any agenda related writings or documents distributed to members of the Bicycle and Pedestrian Advisory Commission regarding any open session item on this agenda will be made available for public inspection in the Department of Public Works located at 456 West Olive Avenue, Sunnyvale, CA. during normal business hours and in the West Conference Room of City Hall on the evening of the Bicycle and Pedestrian Advisory Commission meeting, pursuant to Government Code §54957.5.

Agenda information is available by contacting Jack Witthaus at (408) 730-7415. Agendas and associated reports are also available on the City's web site at http://www.ci.sunnyvale.ca.us or at the Sunnyvale Public Library, 665 W. Olive Ave., Sunnyvale, 72 hours before the meeting.

Pursuant to the Americans with Disabilities Act, if you need special assistance in this meeting, please contact Jack Witthaus at (408) 730-7415.. Notification of 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (29 CFR 35.106 ADA Title II)

GUIDELINES FOR ADDRESSING THE BOARD OR COMMISSION

Public Announcements – Beginning of Meeting

- 3 minutes or less per speaker.
- Speakers are requested to give their name (address is optional).
- Recognition of a special achievement.
- Announcement of public event with definite time and date.
- Public events that are of board/commission interest that occur in the City annually. (Only announce one time for the year).

Public Hearings – Order of Hearing as Follows:

- Opening remarks by the applicant (if applicable).
- Speakers are requested to give their name (address is optional).
- Anyone interested in addressing the Council (may only speak one time).
- Closing remarks by the applicant (if applicable).
- Time limit of 3 minutes per person (to be extended at discretion of Chair). Please make comments brief and be prepared to provide new input.

Public Comments

- Any item relevant to the Board and/or Commission
- Speakers are requested to give their name (address is optional).
- Speakers are to turn in a Speaker Card to the Recording Secretary.
- Items not on the agenda.
- Items that do not fall within the scope of the Public Announcement section.
- Time limit of 3 minutes, 15 minutes total for this category (to be extended or continued to end of Board/Commission business, at the discretion of the Chair). Limit to one appearance during this section.

Planning to present materials to the board/commission?

If you wish to provide the board/commission with copies of your presentation materials, please provide sufficient copies for each member, the recording secretary, and other staff present.

DRAFT

SUNNYVALE BICYCLE AND PEDESTRIAN ADVISORY COMMISSION
Meeting Minutes – June 20, 2013

The Sunnyvale Bicycle and Pedestrian Advisory Commission met at 6:32 p.m. on June 20, 2013 with Commission Chair James Manitakos presiding. The meeting was held in the West Conference Room, City Hall, 456 West Olive Avenue, Sunnyvale.

ROLL CALL/CONSIDERATION OF ABSENCES

Members Present: James Manitakos
Kevin Jackson
Richard Kolber
David Jones
Angela Rausch
Kyle Welch
Cathy Switzer

Members Absent: None.

Council Liaison Present: Jim Griffith, Vice-Mayor.

Staff Present: Jack Witthaus, Transportation and Traffic Manager, Department of Public Works

Visitors: David Simons, Valley Transportation Authority (VTA) Bicycle and Pedestrian Advisory Committee (BPAC)

SCHEDULED PRESENTATIONS

Vice-Mayor Griffith thanked the BPAC membership for their input to the Council and for their service to the City. His comments were echoed by Chair Manitakos.

PUBLIC ANNOUNCEMENTS

Commissioner Jackson announced Fun Nite at Ellis Elementary School, Bike Rodeo at Bishop Elementary School, and a helmet giveaway at Sunnyvale Middle School. Commissioner Jackson also announced that there have been many inquiries about school improvements, and encourages getting the word out. Commissioner Jackson also announced that Lawrence Expressway grade separation project meeting would be held on June 26th at 6:30 PM at Ponderosa Parl.

Commissioner Kolber commented on the Lawrence Station Area Plan being reliant on County expressway decision-making.

Commissioner Jackson cited Section 21 of the California Vehicle Code (CVC) and stated that the code has precedent unless delegated to cities. He also stated that Senate Bill 949 changes the loophole, and discussed a car-sharing article that presents information on a service that is airport-related and promising based airport administration interest.

CONSENT CALENDAR

1.A) Approval of the Draft Minutes of May 16, 2013 Meeting
1.B) Updated 2013 BPAC Calendar

The consent calendar was approved, 7-0.

PUBLIC COMMENTS

Mr. Simons summarized a workshop on county issues such as bike shoulders to the right of right turn lanes and the overuse of solid bike lane lines.

PUBLIC HEARINGS/GENERAL BUSINESS

2. ACTION: Review and Make a Recommendation on an El Camino Real Street Space Allocation Study

Chair Manitakos stated that he supports the staff recommendation.

Commissioner Jackson stated that the recommendation is justified based on low parking demand along the rest of El Camino Real but that start-and-stop bike lanes are not really a viable alternative.

Commissioner Kolber inquired about the possibility of a future project on additional segments of El Camino Real in one or two years.

Commissioner Jackson inquired about the potential interaction with Bus Rapid Transit (BRT) and Staff stated that there had been VTA pushback from the BRT staff

Commissioner Switzer proposed reformatting the tables.

Commissioner Welch clarified the construction technique and budget.

Motion by Chair Manitakos, seconded by Commissioner Kolber to support the staff recommendation. Friendly amendment by Jackson accepted to encourage staff to pursue additional bike lanes on other segments of El Camino Real. Motion approved 7-0.

Commissioners asked additional clarifying questions.

3. DISCUSSION: Bicycle Support Facilities for City Employees

Commissioner Switzer stated that the City should encourage employees to ride bicycles or use alternative transportation, and inquired about how to approach the idea.

Staff, and Vice-Mayor Griffith suggested a budget or study issue. Staff presented the status of current TDM efforts for employees.

Commissioner Switzer inquired about the status of consideration of a new City Hall. Vice-Mayor Griffith provided a status update.

Commissioner Jackson suggested a survey of employees prior to constructing a new City Hall to determine specific alternative transportation support facility needs.

Commissioner Jones stated that there should be lockers for City employees. He noted that often provision of showers is associated with job duties.

Commissioner Jackson stated that green building considerations should include provisions for alternative transportation.

4. ACTION: Utility Bill Stuffer Concept Approval

Chair Manitakos summarized the staff report.

Commissioner Jackson expressed disappointment that art could not be produced.

Staff clarified that the art was not within the budgetary constraints.

Commissioner Welch inquired about what the Los Angeles version looks like, and presented a Hawaii bike league example of a informational pamphlet about bicyclist's rights and responsibilities.

Commissioner Jackson stated that the stuffer needs to be eye-catching.

Commissioners Switzer and Welch suggest the stuffer be based on Hawaii's model.

Commissioner Jones expressed concern about the effectiveness of bill stuffers, and encourages consideration of other media. He stated that staff can work with the media relations officer.

Motion to endorse use of the Hawaii Bicycle League stuffer as a model with modifications to account for California laws and rules. Motion approved, 7-0.

5. ACTION: Sunnyvale Library Bicycle Lockers

Chair Manitakos summarized the staff report.

The BPAC liaison added that City staff will support moving the bike locker to the parking lot if BPAC supports. There is an inability to provide active administration of parking and removal of non-bike related stuff.

Commissioner Jackson related an incident with derelict car being towed from library. He supports moving the locker if the new location has plenty of clearance - 8' long on either end. He encouraged use leveling feet so the locker doors don't scrape when opened. He supports installation of more lockers.

Commissioner Jones suggests considering Bike-Link pay per use lockers.

Commissioner Rausch stated that she does not use lockers and sees the need for more bike racks. Commissioner Rausch does not think library staff should be responsible for the parking lot. She question whether this was an issue for the BPAC or rather for the Library Commission with respect to library operations, or the Housing and Human Services Commission for the homeless issues.
In response to Commissioner Rausch's inquiry as to why bike lockers are being considered when bike racks are in demand, Commissioner Jackson stated that lockers reduce theft and vandalism. The commissioners had a discussion about the benefits of each.

Commissioner Jackson thanked the staff and stated that the suggestion is not robust, but is an improvement. Commissioner Jackson motion to support the staff recommendation, second Chair Manitakos with encouragement of additional bike parking.

Motion approved, 6-1, Angela Rausch dissenting.

NON-AGENDA ITEMS AND COMMENTS

Commisioner Switzer requested utility cover repairs after re-surfacing and presented examples.

Staff provided a response that a specification has been identified and will be adopted son.

Commissioner Jackson encouraged a review of Palo Alto standards for tree roots, gutters, etc.

Chair Manitakos stated that utility covers in bike space are difficult to see and avoid. He also noted that only bikes are on the Share the Road signs, and thinks the signs should show both cars and bikes.

Commissioner Switzer stated that there was a pedestrian collision at Washington and Frances and requested an investigation of pedestrian safety improvement possibilities.

Commissioner Jackson inquired about a new Sunnyvale Stevens Creek Citizens Working Group member. Staff announced that Camie Hackson is the new member. Commissioner Jackson also requested consideration of sidewalks on Tasman between East Channel and Lawrence Expressway. He objected to "Traffic Yield to Bikes" construction signs, and thinks that the 49ers stadium traffic issue should address bikes and pedestrians. He also requested a review of proposed study issue papers within 30 days, questioned the process, and requested the review in advance.

Staff announced that Supervisor Cortese is hosting a bike facilities meeting, Staff also announced that the County will experiment with expressway ramp monitoring system for oncoming cyclists.

INFORMATION ONLY ITEMS

1. Board and Commission Orientation
2. BPAC E-mail messages and/or letters since circulation of the agenda packet of the April 18, 2013 meeting.
3. BPAC Active Items List.

Commissioner Jackson inquired about email, and the schedule, plan details and OBAG project details for Mary Avenue bike lanes. He also inquired about requirements for matching funds.

ADJOURNMENT
Meeting adjourned at 8:10 p.m.

Respectfully submitted by:

_____ Jack Witthaus, Transportation and Traffic Manager

Bicycle and Pedestrian Advisory Commission Master Work Plan/Calendar

Calendar Year: 2013

List all regularly scheduled board/commission meetings, annual review of the Code of Ethics and Conduct for Elected and Appointed Officials, specific issues identified in the Tentative Council Meeting Agenda Calendar, and routine assignments specific to each board or commission.

Meeting Date	**Agenda Item/Issue**
January 17	Meeting Canceled
February 21	-2013 BPAC Calendar - Annual Review of the Code of Ethics and Conduct for Elected and Appointed Officials - Wildwood Avenue Street Space Allocation Study - Mathilda Avenue Street Space Allocation Study - Bike Boulevard Pilot Project Candidate Streets - Mary Avenue Street Space Study Community Meeting (Information Item) -Stevens Creek Trail Community Meeting (Information Item) - Council Ranking of Study Issues (Information item) - BPAC E-mail Messages and/or Letters (Information item) - BPAC Active Items List Update (Information item)

Meeting Date	Agenda Item/Issue
March 21	- Updated 2013 BPAC Calendar - Transportation Development Act (TDA) Funding Recommendation - 2013/14 Pavement Rehabilitation List(Information item) - Utility Bill Insert Concepts - VTA BPAC Appointment Criteria - BPAC E-mail Messages and/or Letters (Information item) - BPAC Active Items List Update (Information item)
April 18	- Updated 2013 BPAC Calendar - Utility Bill Insert Concepts - Study Issue Brainstorming - Bike to Work Day Planning - Review of Park Dedication Fund Project List - VTA BPAC Appointment - BPAC E-mail Messages and/or Letters (Information item) - BPAC Active Items List Update (Information item)
May 16	- Updated 2013 BPAC Calendar - Review of the Detailed Two-Year Budget - BPAC E-mail Messages and/or Letters (Information item) - BPAC Active Items List Update (Information item)
June 20	- Updated 2013 BPAC Calendar - El Camino Real Street Space Allocation Study - Discussion of Bicycle Support Facilities for City Employees - Utility Bill Stuffer - Sunnyvale Library Bicycle Lockers - Presentation from the Vice-Mayor - BPAC E-mail Messages and/or Letters (Information item) - BPAC Active Items List Update (Information item)
July 18	- Updated 2013 BPAC Calendar - Duane Avenue Street Space Allocation Study - Mary Avenue Street Space Allocation Study - BPAC E-mail Messages and/or Letters (Information item) - BPAC Active Items List Update (Information item) - Election of Officers

Meeting Date	Agenda Item/Issue
August 15	- Updated 2013 BPAC Calendar - Consideration of Candidate Study Issues - BPAC E-mail Messages and/or Letters (Information item) - BPAC Active Items List Update (Information item)
September 19	- Updated 2013 BPAC Calendar - Study and Budget Issues Finalization - BPAC E-mail Messages and/or Letters (Information item) - BPAC Active Items List
October 17	- Updated 2013 BPAC Calendar - Annual reporting on collisions involving pedestrians and cyclists - BPAC E-mail Messages and/or Letters (Information item) - BPAC Active Items List (Information item)
November 21	- Updated 2013 BPAC Calendar - Ranking of Study Issues - VTA BPAC Appointment - BPAC E-mail Messages and/or Letters (Information item) - BPAC Active Items List (Information item)
December 19	-Updated 2013 BPAC Calendar - Stevens Creek Trail Draft Feasibility Study - BPAC E-mail Messages and/or Letters (Information item) - BPAC Active Items List (Information item

Staff Reports

Public Hearing/General Business 2

Review and Recommendation on a Duane Avenue Street Space Allocation Study

Attached (Exhibit A) for the BPAC review is a draft Report to Council presenting a street space allocation study of Duane Avenue between Fair Oaks Avenue and Stewart Drive. The staff recommendation is to remove one travel lane in each direction to install bike lanes. Staff recommends that the BPAC review the report and findings and make a recommendation to the City Council on the street space allocation study.

Public Hearing/General Business 3

Review and Recommendation on a Mary Avenue Street Space Allocation Study

Attached (Exhibit B) for the BPAC review is a draft Report to Council presenting a street space allocation study of Mary Avenue between Fremont Avenue and Maude Avenue. The staff recommendation varies from one end of the study area to the other but can be summarized as follows:

Fremont to El Camino Real	El Camino Real to Evelyn	Evelyn to Central Expressway	Central Expressway to Maude Avenue
Eliminate one travel lane each direction, two-way left turn lane, on-street parking both sides	Remove on street parking on the west side of the roadway	Convert southbound through lane to right turn lane, modify median, narrow travel lanes	Eliminate one travel lane in each direction, provide buffered bike lanes

Staff recommends that the BPAC review the report and findings and make a recommendation to the City Council on the street space allocation study and the mitigated negative declaration.

Public Hearing/General Business 4

Election of Officers

Staff recommends that the BPAC consider election of a chair and vice-chair for the Fiscal Year 2013-2014. Guidance on the process to be used for electing officers is attached (Exhibit C). Appointments will be effective at the August, 2013

meeting. Chairs and Vice Chairs are encouraged to attend training on August 8, 2013 at 6:00 P.M. in the West Conference Room.

Information Item 1

BPAC E-mail Messages and/or Letters

Attached are BPAC messages received since the June BPAC meeting (Exhibit D).

Information Item 2

BPAC Active Items List Update

The Commission's active items list is attached for reference. (Exhibit E).