



*Consent Item 1.A)*

## **DRAFT**

### **SUNNYVALE BICYCLE AND PEDESTRIAN ADVISORY COMMISSION Meeting Minutes – July 17, 2008**

The Bicycle and Pedestrian Advisory Commission met at 6:40 p.m. on July 17, 2008 with Committee Chair Kevin Jackson presiding. The meeting was held in the West Conference Room, City Hall, 456 West Olive Avenue, Sunnyvale.

#### **ROLL CALL/CONSIDERATION OF ABSENCES**

**Members Present:** Kevin Jackson  
Andrea Stawitcke  
Ralph Durham  
Richard Warner  
Michael Reece  
James Manidakos  
Patrick Walz

**Members Absent:** All members present

**Staff Present:** Heba El-Guendy, Senior Transportation Planner

**Visitors:** Chad Brower, resident/commuter

#### **SCHEDULED PRESENTATION**

There was no scheduled presentation.

#### **PUBLIC ANNOUNCEMENTS**

All Commission members welcomed Commissioner Richard Warner back and wished him full recovery.

Commissioner Durham – Noted that he will not be able to attend the August 21<sup>st</sup> BPAC meeting since he will be out of town on vacation. Similarly, he will not be able to attend the Ethics training if planned in the second half of August.

Chair Jackson – Noted that the June 28<sup>th</sup> “Town Hall Meeting on Bicycle Safety Crisis”, which was organized by the Commonwealth Club Silicon Valley, was well attended by community members and representatives of public and private agencies. To his knowledge the event transcript has not yet been published. In addition, noted that the VTA BPAC discussed the Bicycle Expenditure Program which would affect Sunnyvale projects.

### **CONSENT CALENDAR**

- 1.A) Approval of Draft Minutes of the June 19<sup>th</sup> BPAC Meeting
- 1.B) Approval of the July 17<sup>th</sup> Meeting Agenda
- 1.C) Approval of the 2008 BPAC Calendar Update

Consent Calendar items 1.A, 1.B and 1.C were approved 7-0.

### **STAFF RESPONSE TO PRIOR PUBLIC COMMENTS**

None.

### **PUBLIC COMMENTS**

Chad Brower – Indicated that lanes that are shared by vehicular and bicycle traffic are now in place and people accept them. Similarly, he believes that the reduced 20 mph speed limit should be applied to curb side lanes of major streets in order to improve the safety and sense of security of cyclists using the bicycle lane or the first vehicular travel lane. Suggested that the speed limit on existing and future “Shared Car/Bike” lanes be reduced to 20 mph.

Commissioners Stawitcke and Manidakos noted that the “Shared Car/Bike” lanes are not commonly accepted by motorists or cyclists.

Commissioner Warner – Noted that the “Shared Car/Bike” lanes are typically implemented on streets with low design and/or operational vehicular traffic speeds.

Chair Jackson – Indicated that the concept of reducing speed limit on certain lanes does not yet have the history or exposure. Also indicated that it is difficult for City staff to implement a non-standard speed limit application. However, requested from Mr. Brower not to give-up on his request since most new concepts do not necessarily work right-a-way.

### **PUBLIC HEARINGS/GENERAL BUSINESS**

3. Discussion: Annual Review of the Code of Ethics and Conduct for Elected and Appointed Officials

Commissioner Reece – Requested clarification of item #7 of the Ethics listed on page 4 of 19, which states “Communication. Members shall publicly disclose substantive information that is relevant to a matter under consideration by the Council or boards and commissions, which they may have received from sources outside of the public decision-making process.”

Chair Jackson – Noted that the BPAC does not necessarily make decisions on projects, review development applications, or other matters that may cause conflict of interest and require public disclosure. In any case, requested from Commissioner Reece to consult with the City Attorney’s office whenever in doubt.

The combined Code of Ethics and Conduct was recently reviewed by the BPAC and no additional comments were raised.

4. Discussion: Annual Review of the Boards and Commissions Policy – Council Policy Manual

Commissioner Reece – Noted a number of items that are shared between Council Policy 7.2.19 on Boards and Commissions (Council Policy Manual), and the General Management Article 15 (Administrative Policy Manual). Indicated that having two documents with repetitive information could cause confusion and raise the question of consistency.

5. Discussion: Development of Study and Budget issues

Chair Jackson – Requested the paper work behind all of last year’s study and budget issues.

Heba El-Guendy – Indicated that this additional information will be e-mailed to all BPAC members during the week of July 21<sup>st</sup>.

The intention behind the 2007 study issues was discussed for clarification purposes as follows:

- (1) Plan Line Study to Increase Bike Space (deferred by Council, 2006) – Need for establishing a policy that requires developers to dedicate private property to the City in order to allow implementation of planned bicycle and pedestrian related

projects. The Bicycle Capital Improvement Program and the Bicycle Plan identified a number of street segments where roadway widening would be needed to accommodate the provision of bike lanes. The study issue would be considered in two phases. First, Identify if the right-of-way is needed, affected parcels, and the extent of property acquisition. Second, examine issues such as utility relocation, tree removal, possibility of creating non-conforming parcels, property owner compensation, community consultation, and environmental impacts.

- (2) Update/Review of the Corner Vision Triangle Municipal Code Ordinance (deferred by staff, 2006) – Current vision triangles do not take into consideration curvature of streets, type of intersection control, and consistency with the Highway Design Manual. The BPAC members believe that vision triangles at driveways and intersection corners are important for the safety of pedestrians and cyclists.
- (3) Homestead Road Bike Lane Hours of Operation Review – Parking is currently prohibited along some segments of the Homestead bike lanes only on weekdays from 7:00 a.m. to 6:00 p.m. The study issue is to review the establishment of parking prohibition in effect at all times, impacts of reducing the on-street parking supply relative to the demand, and effect on enforcement needs.
- (4) Design Standards of Bike Lanes Adjacent to On-Street Parking – The study issue is to review the feasibility of providing wider cycling space adjacent to street parking (to avoid the car-door opening zone), real effect of wider bike lanes on safety, effect on implementation of bicycle projects, as well as other relevant safety, operational and design issues.
- (5) Revise Intersection Level of Service Policy to Incorporate Bicycle and Pedestrian Safety – Intersections' operational conditions is currently evaluated based on the Level of Service (LOS) for vehicular traffic along with relevant recommendation to provide designated right- and/or left-turn lanes which could impact pedestrian and bicycle traffic. The study issue is to evaluate design, signing and marking improvements to better accommodate cyclists and pedestrians. Also to evaluate the LOS review process to take into consideration alternative modes of transportation.
- (6) Transportation Demand Management Opportunities for Schools – Similar to businesses, require or at least encourage schools to deploy Transportation Demand Management (TDM) programs that reduce impacts of school related traffic and support the use of alternative modes of transportation.
- (7) Suitable Bicycle Schemes for Office Developments – Commissioner Durham noted some of the design shortfalls when providing bicycle parking such as physical obstructions that restrict access to the lockers/racks, lack of adequate

lighting, and use of storage space for other than bicycle parking. Chair Jackson – Noted his concern that employers that allow employees to bring their bicycles into the work place may not be required to provide bicycle parking. Commissioner Reece – Requested that the study issue be expanded to include shopping centers and entertainment venues.

- (8) Impacts of Traffic Calming Devices on Cyclists – Bulbouts initially provided at Mary Avenue/Blair Avenue were behind this concern. The study issue is to review impacts of the different traffic calming devices on cyclists, as well as recommend design and operational alterations to establish traffic calming devices that are more bicyclists friendly.
- (9) Residential Collector Street Speed Control (vs. traffic volume control) & Traffic Calming Measures – The study issue is to consider revising the City's traffic calming policy to allow implementation of traffic calming devices on residential collector streets for the purpose of speed control. Impacts on adjacent community, vehicular traffic flow, operation of emergency services, potential for traffic diversion would be some of the factors to be considered.
- (10) Education Campaign or Policy Development regarding Safe Construction Zone and associated Traffic Control for Bicyclists and Pedestrians - The study issue is to ensure that this becomes a priority in terms of City staff review, developers implementation and follow-up monitoring of traffic control plans. Stemming from this evaluation would be recommendations on changes to current policies and procedures, as well as methods for quality control and allocation of resources.

It was decided that last year's list of Budget issues be discussed during the August 21<sup>st</sup> meeting. Only Budget Issue #7 "Enforcement Campaign of Bicycle-Related Traffic Violations, including a pedestrian right-of-way violation sting" was clarified that it is intended to enforce the cyclists' traffic violations such as cycling in the wrong direction, violating intersection controls, violating pedestrians' right-of-way, etc.

In the meantime the following new study and budget issues were added by the BPAC members for further consideration.

Commissioner Stawitcke – A new study issue to evaluate and consider implementation of the Stevens Creek Trail extension currently proposed by the City of Los Altos.

Commissioner Walz – A new study issue to improve signage in order to direct cyclists to transit stations and other key destinations. Suggested reviewing experiences of other cities in this regard.

Commissioner Manidakos – (1) A new study issue to review the resources needed for performing regular bicycle counts as part of the City’s yearly data collection program; and, (2) A new budget issue to improve the markings and operation of the bicycle detectors (cyclists have to be very close to trigger the detectors).

Commissioner Reece – Provided some pages of the 2008 California Driver Handbook and samples of the DMV Class C Drivers Written Test. Noted a number of areas of concern such as: Cyclists are not required to take any safety/training course and the sample tests lack questions to potential drivers on cyclists’ safety. Requested the addition of a new study issue for the City to pass a recommendation to VTA that in turn would seek Caltrans consideration of the needed changes.

Commissioner Durham – Indicated that it was noted by a state representative during the “Town Hall Meeting on Bicycle Safety Crisis” that they are working on adding test questions that cover cyclists’ safety. Added that he believes that changing the DMV Driver Handbook would probably involve sending requests to the State Assembly or the Governor.

Chair Jackson – Does not believe that this could be a study issue for BPAC to consider at this point. Indicated that representatives of the Bicycle Coalition have been working with the state for a number of years in order to add references to cyclists. Although the Bicycle Coalition has the visibility, it is still a difficult task. May be it could be raised to someone as State Senator Joe Simitian for consideration as one of his “There ought to be a law” matters. In the meantime, the City has representatives on the VTA Technical Advisory Committee, the County, etc. The City could also continue with the production of safety handouts, mailings and such educational efforts.

Commissioner Durham – A new study issue to review the feasibility of reducing the speed limit on the right-hand lanes.

Chair Jackson – Requested a clarification of the Council review process and the three-year rule which prevent study issues from being considered for more than three consecutive years. Also requested the addition of the following: (1) A new study issue to investigate how to encourage people to own less cars in order to avoid/minimize the negative impacts on non-motorists. Suggested, as an example, a car-share program using private automobiles or car rental companies. Also suggested a review of such programs and experiences in other parts of the Country; (2) A new study issue to coordinate between the newly approved policy on street space allocation with the implementation of the Bicycle Plan, capital improvement projects and road maintenance/resurfacing projects; and, (3) A new study issue to evaluate the concept of developing multi-media DVDs and CDs containing educational and safety information which can be handed out at fairs and other events. This study issue would later translate into a budget issue for implementation and production.

Commissioner Reece – Commented that beside having a new action policy, BPAC could also consider street space allocation as part of the yearly review of the street resurfacing projects. Also commented that the City of Sunnyvale could utilize some of the air time on its local channel to promote traffic safety.

## **NON-AGENDA ITEMS AND COMMENTS**

- BPAC ORAL COMMENTS

Commissioner Durham – Thanked the staff liaison for forwarding the BPAC members a copy of the five concepts considered for extending the Stevens Creek trail. Also thanked staff of the Transportation and Traffic Division for their recent installation of rubberized lane separators on the centerline of all intersection legs of East Duane Avenue/San Luisito Way in order to restrict drivers from making the frequent U-turns at this location. Commissioner Durham indicated that the new device helped in slowing down vehicular traffic in the vicinity of San Miguel Elementary School and Montessori daycare. Also inquired about the possibility of adding lane separators on Duane Avenue in front of the daycare access driveway in order to prevent violations of the left-turn prohibition.

Commissioner Walz – Inquired about the need for a Construction Ahead sign on Fremont Avenue just west of Hollenbeck Avenue, which may be related to the ongoing residential project construction at the northwest quadrant of the intersection of Fremont Avenue/Pome Avenue.

Chair Jackson – Thanked the staff liaison for providing him with handouts needed for the ongoing pedestrian/cyclist events.

- STAFF ORAL COMMENTS

Heba El-Guendy – Noted that administrative staff of the Public Works Department is in the process of developing name tags for all BPAC members according to the City's guidelines. Chair Jackson, Commissioner Walz and Commissioner Reece are also in need of personal cards.

## **INFORMATION ONLY ITEMS**

6. Updated July 2008 Roster of Elected and Appointed Officials

The updated 2008 Roster of Elected and Appointed Officials was included in the Agenda packet of the July 17<sup>th</sup> BPAC meeting.

7. Board and Commission Members Orientation (July 21, 2008)

Chair Jackson – Noted his plan to attend the Reception preceding the Orientation on July 21st. In addition, inquired about the next Ethics training which he believes will take place in August or September of 2008.

Commissioner Walz – Also noted that he will attend on July 21<sup>st</sup>.

8. Spare the Air Fair (July 22, 2008)

The Annual Spare the Air Transportation Fair for the Sunnyvale City Center is scheduled for July 22 from 11:30 a.m. to 1:00 p.m. at 100 Mathilda Place. The event is planned to inform the area employees about air quality initiatives, and clean commute options such as cycling, walking, ridesharing, and use of transit.

Chair Jackson indicated his plan to attend the Spare the Air Fair with representatives of the Bicycle Coalition and the City.

9. Cycling Tours of the Moffett Park (July 23, 2008)

Staff liaison provided during the BPAC meeting copies of the Cycling Tour maps which were circulated by the Moffett Park Business and Transportation Association (MPBTA). The cycling tours are planned for July 23rd from 11:30 a.m. to 1:00 p.m. , starting and ending at Network Appliance located at 495 East Java Drive (behind building 3).

10. BPAC E-mail Messages

The e-mail messages were included as part of the meeting Agenda packet. Staff of the Transportation and Traffic Division, including the BPAC staff liaison, regularly follow-up on the phone and e-mail requests.

11. Active Items List

Chair Jackson – Inquired about Item #1 and whether there are more foreseeable delays in the construction schedule of the Borregas bridge. Also requested feedback on Item #13, which deals with enforcement of the access and use of the bike lockers provided at the Caltrain Station. In addition, noted his preference that Item O-6 “A request to coordinate between the street space allocation policy and relevant roadway resurfacing/construction projects” be implemented administratively rather than having to consider this request as a new study issue.

**PUBLIC HEARINGS/GENERAL BUSINESS**

2. Motion: Election of Officers

Commission member Kevin Jackson was re-elected as the Chair, and Commission member Ralph Durham was elected as the Vice Chair.

The elections of officers were approved 7-0.

**ADJOURNMENT**

The meeting was adjourned at 9:40 p.m.

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Respectfully submitted by:

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Heba El-Guendy  
Senior Transportation Planner  
Division of Transportation and Traffic