



Consent Calendar 1.A)

DRAFT

**SUNNYVALE BICYCLE AND PEDESTRIAN ADVISORY COMMISSION
Meeting Minutes – November 19, 2009**

The Sunnyvale Bicycle and Pedestrian Advisory Commission met at 6:30 p.m. on November 19, 2009 with Commission 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
Cathy Switzer
James Manidakos
Patrick Walz
Ralph Durham
Richard Warner

Members Absent: None

Staff Present: Kathleen Franco Simmons, City Clerk
Jack Witthaus, Transportation and Traffic Division Manager
Heba El-Guendy, Senior Transportation Planner

Visitors: David Whittum, Sunnyvale City Council
David Simons, VTA BPAC
Garth Williams, Sunnyvale resident
Fritz Stawitcke, Sunnyvale resident
Marianne Cali, Sunnyvale resident
Camie Hackson, Sunnyvale resident
Patrick Grant, Sunnyvale resident
Gustav Larsson, Sunnyvale resident
Barbara Fukumoto, Sunnyvale resident
Stephen Kerr, Sunnyvale resident

SCHEDULED PRESENTATION

Lieutenant Discher was unable to attend the meeting due to illness.

PUBLIC ANNOUNCEMENTS

David Simons – Introduced himself as a member of the BPAC of the Silicon Valley Transportation Authority (VTA) and announced that he was selected as the Chair of the VTA BPAC and that representative of the City of Mountain View was selected as the Vice Chair.

Fritz Stawitcke – Announced that the City of Santa Clara Planning Commission approved on November 18, 2009 the Environmental Impact Report (EIR) prepared for the 49ers Stadium which caused some concerns in a number of cities including Sunnyvale for not making sufficient allowances for vehicular and pedestrian traffic, as well as future bicycle trails.

Marianne Cali – Announced that on November 14, 2009 the Santa Clara County Creek Coalition held an all-day conference and there will be informational documents and DVD published in this regard.

Chair Jackson – Announced that on November 6, 2009, the Joint/four Cities Committee met and supported conducting a feasibility study of potential alignments for the Stevens Creek Trail extension. The City of Sunnyvale will take the lead in preparing the feasibility study Request for Proposals (RFP) for review by the Committee. The study would likely to be mostly funded by a TDA grant. Also noted that a representative of the City of Cupertino Parks and Recreational Department is planning to organize a field trip to check the various ways for crossing I-280. The City of Cupertino also announced that they have \$200k to design a bridge at the golf course where they currently have the north end of the trail at Blackberry farm, and that the bridge projected to be constructed in year 2011. The City of Mountain View bridge overcrossing SR 85 at Sleeper Avenue to connect with the Dale Avenue/Heatherstone Way area is expected to be completed in the fall of 2011. The Water District indicated interest in promoting the Stevens Creek project in conjunction with their Clean Safe Creeks Program. The next joint committee meeting is planned to take place in February 2010.

Commissioner Switzer – The Mid Peninsula Open Space Preserve had a hearing about a couple of weeks ago regarding bike access through the La Honda open space preserve. The area plan recommended preventing bicycle access east of the red barn on SR 84. Based on input of the public members who attended the hearing, it was decided to allow bicycle access south of the red barn. The access is likely to be established behind the La Honda Elementary School.

Commissioner Walz – Noted that he attended two of the community outreach meetings that were held with regard to the Land Use and Transportation Element (LUTE) update. Also added that the General Plan consolidation and the LUTE update processes are very important, and recommended that BPAC continue to be involved.

CONSENT CALENDAR

- 1.A) Approval of Draft Minutes of the September 17, 2009 Meeting
- 1.B) Approval of Agenda of the November 19, 2009 Meeting
- 1.C) Approval of the 2009 BPAC Calendar Update

Commissioner Walz moved a motion seconded by Commissioner Stawitcke to approve Consent Calendar items 1.B) and 1.C). Motion was passed 7-0.

Chair Jackson – Requested revising the last phrase of the first paragraph on Page 5 of the minutes to indicate “-----”. Also briefed the BPAC members on the ~~joint cities~~ public input meeting on the Stevens Creek Trail and added that he is pleased that most of the public members who reported their concerns are not necessarily against the idea of extending the trail.”

Commissioner Walz moved a motion seconded by Commissioner Switzer to approve Consent Calendar item 1.A) as amended. Motion was passed 7-0.

STAFF RESPONSE TO PRIOR PUBLIC COMMENTS

None.

PUBLIC COMMENTS

Stephen Kerr – Raised concerns with regard to impacts of traffic calming devices on cyclists especially in areas that are not well lit. Will either contact the Transportation and Traffic Division to provide more details on his concerns, or will report the concerns on the BPAC web page.

Patrick Grant – Expressed his appreciation of the City’s installation of in road lighted crosswalks. Added however that they generally need more illumination such as the lighted crosswalk across Hollenbeck Avenue.

David Simons – Described functions of the VTA BPAC and documents produced such as the pedestrian and bicycle design guidelines. Also shared his vision for the upcoming year as the Chair of VTA BPAC. Noted that the VTA Technical Advisory Committee (TAC) will work with the VTA BPAC to prioritize projects and added an observation that bicycle improvements on Mary Avenue including the I-237 freeway overcrossing and connectivity to the Moffett Park businesses would rank very high regionally. In addition, indicated that the VTA BPAC is planning to develop a bicycle boulevards plan for the overall county and encouraged the Sunnyvale BPAC to participate. The plan is expected to be prepared within the next 12 to 18 months which will be passed on to all local jurisdictions within the County. With regard to the Stevens

Creek Trail extension, recommended for the four cities to submit a joint application for funding which would likely rank high. Regarding the provision of auxiliary lanes on Central Expressway, the VTA BPAC requested to consider the placement of bicycle detectors that would trigger flashing lights in order to draw the attention of merging motorists to the presence of bicyclists.

PUBLIC HEARINGS/GENERAL BUSINESS

2. DISCUSSION: Stevens Creek Trail Extension Policy

Jack Witthaus – Provided the staff report including summary background information with regard to the Council's action that stroke the 1994 Policy 2.2.C.5., which prevented extending the Stevens Creek Trail adjacent to the creek within Sunnyvale. Council also formed a Sub-committee of Vice Mayor Christopher Moylan and Council members David Whittum and Melinda Hamilton to consider a range of policy alternatives that can potentially guide the City with regard to the Stevens Creek Trail. Added that the Council's Sub-committee held a public meeting that was well attended and was a good venue for obtaining the community's views. In addition, in response to the BPAC's request, Council member Whittum is in attendance of the BPAC meeting to obtain feedback of the Commission and public members present.

Patrick Walz – Circulated a list of considerations and recommendations that he developed following his attendance of the public and various other meetings and listening to recommendations of community members. Also based on the Commissioner's review of relevant sections of the General Plan, Bike Plan and the Community Vision to ensure that his recommendations are consistent with City policies. The suggested policy states: "2.2.C.5 Support construction of a regional trail connection along the Stevens Creek Corridor within Sunnyvale, so as to provide reasonable access to the trail, promote use of the trail as an alternative transport option, preserve natural habitats, and protect the quality of life of local residents."

Chair Jackson – Noted that elimination of the 1994 Policy 2.2.C.5. was an essential first step, and that the replacement policy now proposed is general in nature which does not dictate the outcomes and provide necessary considerations of the local residents and the environment.

Gustav Larsson – Requested that when a decision is done in the future with regard to the trail alignment, to maximize the establishment of a trail rather than bike lanes in order to address the safety concerns and increase the facility's use by families and small children.

Camie Hackson – Emphasized the need for continued collaboration among the four cities. Also requested to add to the proposed policy some wording with regard to protecting private properties.

Fritz Stawitcke – Requested not to rush into forming any new policies that could later limit flexibilities in taking an action. Noted that there is still a future need for a democratic opportunity for feedback on alternative projects rather than policies especially due to the many conflicting views that require a collaborative compromise. Believes that the City already has sufficient policies on the trail.

Patrick Grant – Noted that the Stevens Creek Trail is a regional facility that ties into a web of transportation possibilities in the different jurisdictions and that Sunnyvale can be a major contributor. Added that the concern regarding the protection of people's properties need to be addressed in a general policy in the General Plan rather than associate it with a certain facility. Indicated that riding on a trail gives a sense of community, while riding on an arterial street such as Mary Avenue can potentially be a hostile cycling environment.

Garth Williams – Requested from BPAC and the Council Sub-committee not to rush into adding policies in the General Plan and to use the existing 15 policies regarding the Stevens Creek and other regional trails.

Marianne Cali – Emphasized the need for considering all potential environmental impacts and protecting the natural habitats.

Following a discussion of potential minor changes, the Commission members decided to approve the recommended policy 2.2.C.5 as prepared by Commissioner Walz. Council Whittum was provided with a copy of the overall list of Guiding Principles and Recommendations prepared by Commissioner Walz.

Commissioner Manidakos passed a motion seconded by Commissioner Durham to approve “Policy 2.2.C.5: Support construction of a regional trail connection along the Stevens Creek Corridor within Sunnyvale, so as to provide reasonable access to the trail, promote use of the trail as an alternative transport option, preserve natural habitats, and protect the quality of life of local residents.” The motion was passed 7-0.

Chair Jackson – Encouraged Council member Whittum to contact BPAC to obtain clarifications or to hold a meeting if needed.

3. ACTION: Selection of the BPAC representative on the General Plan Advisory Committee

The BPAC members selected Commissioner Patrick Walz as the representative on the General Plan Advisory Committee and Commissioner Ralph Durham as the alternate.

4. ACTION: Bylaws for all Boards and Commissions (Revisions to Council Policy 7.2.19 Sections 1 and 2.A. – I.) and Adoption of Resolution Repealing any Existing Bylaws and Resolutions – Draft RTC

Kathleen Franco Simmons – Introduced herself as the City Clerk and explained the various states of the current bylaws of Boards and Commissions and some of the current repetitions with the Council Policy Manual. Clarified that staff prepared a Citywide set of by-laws applicable for the boards and commissions which account for Council recommendations. Also explained the different alternatives stated in the staff report for Council consideration and requested the BPAC recommendation in this regard.

Jack Witthaus – Noted that the proposed universal bylaws were checked to ensure that the membership constitutions are consistent with the MTC Transportation Development Act funding. Since they are consistent based on the number of members relative to the number of residents, there will be no changes to the number and make-up of the BPAC membership. The bylaws were also checked to reflect the duties of the Commission to be related to policy consistent with actions of the previous bylaws and the Commission's ongoing functions. In addition, clarified the differences between the original and the staff recommended universal bylaws.

Commissioner Walz – Asked the City Clerk if he could join more than one board/commission. Noted that the Board of Building Code Appeals will be given a lot more responsibilities due to the new green building standards. Indicated that members of the Board of Building Code Appeals need to have more than three members and that they need to be knowledgeable and well versed.

Kathleen Franco Simmons – Requested from Commissioner Walz to bring his concerns and request to the Council's attention as long as he would not be presenting BPAC.

Commissioner Manidakos – Requested to add to (b) iv on Page 11 – 7.2.19 "bicycle and pedestrian related elements of the Sunnyvale General Plan" besides the listed Federal, State and regional policy proposals.

Commissioner Stawitcke – Expressed her appreciation of the staff work on the bylaws revisions and the report to Council.

Chair Jackson – Emphasized his concerns with regard to all sections that limit the BPAC's role to policy (including section 1.B on Page 1 and section I.(l)(d) on Page 10 – 7.2.19) and noted that there are exceptions in the original bylaws which allows BPAC to be involved in operational matters such as implementation of the bike program, coordinate with City staff on bike/pedestrian issues, etc. that are arguably not policy issues. Also raised concerns with regard to BPAC generated study issues that were eliminated this year because they are operational related. In addition, noted with regard to section 2.B. on Page 2 – 7.2.19, that the exception given to the BPAC membership (with regard to residency and being a registered voter) should not only apply at the time of appointment, but also if a BPAC member relocate during his served term.

Commissioner Walz passed a motion seconded by Commissioner Manitakos to recommend Alternative 2 listed on Page 3 of the staff report with the following changes:

- **Revise 1.B. on Page 1 to state: Boards and Commissions are primarily responsible for advising Council on policy, but may involve themselves in administrative operational matters when relevant.**
- **Revise 2.B on Page 2 as explained: Move the BPAC exception to the end of the section to cover not only the appointment, but also during the service term.**
- **Eliminate the last part of I.(d) on Page 10 as follows: Boards and Commissions may serve as advisory bodies to staff regarding operational issues ~~upon request by staff.~~**
- **Add to I.(II)(b)(iv) on Page 11: Review and make recommendations on the applicable sections of the General Plan.**

Motion was passed 7-0.

5. ACTION: Prioritization of the approved Study Issues, and overview of the Budget Issues.

The BPAC members ranked the approved study issues as follows:

Study Issue	BPAC Ranking
DPW09-01 School Transportation Demand Management Opportunities	2
DPW09-02 Update/Review Corner Vision Triangle Municipal Code Ordinance	3
DPW09-03 Suitable Bicycle Schemes for Office, Shopping Centers and Entertainment Venues	5
DPW09-04 Impacts of Traffic Calming Devices on Cyclists	4
DPW10-06 Plan Line Study to Accommodate Bicyclists and Pedestrians	1
DPW10-07 Homestead Road Bike Lane Hours of Operation Review	6

Heba El-Guendy – Clarified with regard to the Budget Issue on bike safety classes that the person or firm offering the classes can approach the City and that the classes can be offered on a cost recovery basis by charging the employees. Should the Commission's desire to have these classes to be offered for free, then the Budget Issue will be kept.

Chair Jackson – Clarified that it is important to offer the bicycle safety classes for free to encourage participation.

NON-AGENDA ITEMS AND COMMENTS

- BPAC ORAL COMMENTS

Chair Jackson – Requested to add the provision of bike lanes on Mary Avenue to the Active Items list. Also noted that the CVS pharmacy which replaced Longs at 1675 Hollenbeck Avenue removed the bicycle racks that used to be provided at the site. In addition, requested from staff working on the Wellness Walk to encourage participants to contact BPAC if needed.

Commissioner Warner – Noted that there are no bike logos to identify location of the bike detection on the eastbound approach on Moffett Park Drive at Mathilda Avenue.

Commissioner Switzer – Reported defection of the bike detector on Elko Drive at Lawrence Expressway.

- STAFF ORAL COMMENTS

E-mail inquiries received from the public were provided as part of the Agenda packet. With regard to earlier requests, the BPAC staff liaison noted that marking of the bike logo was added on the westbound approach on Moffett Park Drive at Mathilda Avenue and that the eastbound approach will be checked. Bicycle logo markings were also added at the intersection of Sunnyvale Avenue/California Avenue. In addition, a work order has been issued to install street name signs at the intersection of Morse Avenue/Weddell Drive.

INFORMATION ONLY ITEMS

6. New bike lanes on Mary Avenue as described in the Agenda packet.
7. BPAC E-mail Messages and/or Letters as provided in the Agenda packet.
8. Active Items List as provided in the Agenda packet.

ADJOURNMENT

The meeting was adjourned at 9:45 p.m.

Respectfully submitted by:

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

**MASTER WORK PLAN
BOARDS AND COMMISSIONS CALENDAR**

Board or Commission	BICYCLE AND PEDESTRIAN ADVISORY COMMISSION
Calendar Year	2010
List all significant agenda items below. Include all pertinent items from the Council Study Issues Calendar.	
MEETING DATE	AGENDA ITEM/ISSUE
January 21	<ul style="list-style-type: none"> - 2010 BPAC Calendar - Sunnyvale Works Program (Staff briefing) - Reported Bicycle and Pedestrian Collisions (Staff briefing) - Annual Review of the Code of Ethics and Conduct for Elected and Appointed Officials - BPAC E-mail Messages and/or Letters (Information item) - BPAC Active Items List (Information item)
February 18	<ul style="list-style-type: none"> - Updated 2010 BPAC Calendar - Bike to Work Day (Information item) - Utility Bill Stuffer Concepts - Earth Week and Health and Safety Fair Events (Information item) - FY 2010/11 Curb Ramp Installation List (Information item) - FY 2010/11 Road Resurfacing List (Information item) - BPAC E-mail Messages and/or Letters (Information item) - BPAC Active Items List Update (Information item)
March 18	<ul style="list-style-type: none"> - Updated 2010 BPAC Calendar - Annual Volunteer Recognition and Boards and Commission Reception (Information item) - Ongoing staff work on the LUTE update (Information item) - BPAC E-mail Messages and/or Letters (Information item) - BPAC Active Items List Update (Information item)
April 15	<ul style="list-style-type: none"> - Updated 2010 BPAC Calendar - Draft Utility Bill Stuffer - Bike to Work Day Update(Information item) - BPAC E-mail Messages and/or Letters (Information item) - BPAC Active Items List Update (Information item)
May 20	<ul style="list-style-type: none"> - Updated 2010 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)

MEETING DATE	AGENDA ITEM/ISSUE
June 17	<ul style="list-style-type: none"> - Updated 2010 BPAC Calendar - Ongoing staff work on the LUTE update (Information item) - BPAC E-mail Messages and/or Letters (Information item) - BPAC Active Items List Update (Information item)
July 15	<ul style="list-style-type: none"> - Updated 2010 BPAC Calendar - Annual Review of the Boards and Commissions Council Policy - Study and Budget Issues Development - Handbook for the City of Sunnyvale Boards and Commissions (Information item) - BPAC E-mail Messages and/or Letters (Information item) - BPAC Active Items List Update (Information item) - Election of Officers (This is an Action item to be addressed at the end of the meeting)
August 19	<ul style="list-style-type: none"> - Updated 2010 BPAC Calendar - BPAC E-mail Messages and/or Letters (Information item) - BPAC Active Items List Update (Information item)
September 16	<ul style="list-style-type: none"> - Updated 2010 BPAC Calendar - Study and Budget Issues Finalization - Ongoing staff work on the LUTE update (Information item) - BPAC E-mail Messages and/or Letters (Information item) - BPAC Active Items List Update (Information item)
October 21	<ul style="list-style-type: none"> - Updated 2010 BPAC Calendar - BPAC E-mail Messages and/or Letters (Information item) - BPAC Active Items List (Information item)
November 18	<ul style="list-style-type: none"> - Updated 2010 BPAC Calendar - Ranking of Study Issues and Review of Budget Issues - BPAC E-mail Messages and/or Letters (Information item) - BPAC Active Items List (Information item)
December 16	<ul style="list-style-type: none"> - Updated 2010 BPAC Calendar - Ongoing staff work on the LUTE update (Information item) - 2011 Work Plan - BPAC E-mail Messages and/or Letters (Information item) - BPAC Active Items List (Information item)