



**DRAFT**

**SUNNYVALE BICYCLE AND PEDESTRIAN ADVISORY COMMISSION  
Meeting Minutes – January 20, 2011**

The Sunnyvale Bicycle and Pedestrian Advisory Commission met at 6:30 p.m. on January 20, 2011 with Commission Chair Patrick Walz presiding. The meeting was held in the West Conference Room, City Hall, 456 West Olive Avenue, Sunnyvale.

**ROLL CALL/CONSIDERATION OF ABSENCES**

**Members Present:** Angela Rausch  
Cathy Switzer  
David Gandrud  
James Manidakos  
Patrick Walz  
Ralph Durham

**Members Absent:** Andrea Stawitcke

**Staff Present:** Officer Scott Cortese, Traffic Unit, Department of Public Safety  
Heba El-Guendy, Senior Transportation Planner, Public Works Department

**Visitors:** David Simons – VTA BPAC  
Kailash Sundaram – Cupertino Teen Commission  
Kevin Jackson – Horizon 2035 Committee  
Patrick Grant – Sunnyvale resident  
Shailee Sama – Cupertino Teen Commission  
Tappan Merrick – Sunnyvale resident

Commissioner Stawitcke informed the BPAC staff liaison in advance of her absence on a personal leave. There were no objections by the BPAC members and the Commissioner's absence was excused.

**SCHEDULED PRESENTATION**

Shailee Sama and Kailash Sundaram – Presented information on the Walk One Week (WOW) program that aims at encouraging school students to walk to/from school. The WOW program was successfully carried out at a number of schools within the City of Cupertino in April and November of 2010. The Cupertino Teen

Commission would like to expand the WOW program throughout the Bay Area including Sunnyvale schools during the two-week period from March 30, 2011 to April 13, 2011 leading up to Earth Week. The presentation contained information on the health and environmental benefits of the WOW program, testimonials to its success within the City of Cupertino, and a sample program cost per school. The Cupertino Teen Commission would be able to supply templates for the program brochure and banner, prize ideas, sample daily announcements, and a free seminar in February.

The BPAC members showed interest in the WOW program and inquired about means for offering support.

Officer Cortese – Will check on whether the City's Department of Public Safety could offer funds and/or prizes to support deployment of the WOW program in Sunnyvale schools.

Heba El-Guendy – Will check with other City Departments and with the County's Traffic Safe Communities Network on the possibility of supporting the WOW program by staff and/or fund resources.

Officer Cortese – Responded to a BPAC inquiry raised during the November meeting by indicating that the Municipal Code is posted on the City's web site and that any changes to the code have to go through the City Attorney's office. Noted that enforcement officers rely on the State Vehicle Code as their default with added sections from the City's Municipal Code. Indicated that the officers' quick guide handbook which lists relevant sections of the City's Municipal Code is currently under print and is probably too late to change. Instead, Officer Cortese offered to disseminate to the traffic unit officers a memo to be generated by BPAC listing the Vehicle Code and Municipal Code sections that they wish to emphasize for enforcement purposes.

## **PUBLIC ANNOUNCEMENTS**

Commissioner Rausch – Noted that the City of Los Altos is planning to construct a bike path on the north side of Homestead Road between SR 85 and Foothill Expressway. Inquired if the City of Los Altos consulted with Sunnyvale staff in this regard. Also inquired about the potential for extending the path to Belleville Way within the City of Sunnyvale, and other potential enhancements along the overall corridor.

Kevin Jackson – Noted that the side path planned by the City of Los Altos would only be established on the north side of Homestead Road, while retaining the bike lanes on both sides of the road to serve the more experienced cyclists. The path would stop at the creek and would be abutting to the vehicular travel way along some road sections in order to save trees. The City of Los Altos has identified the funds, so the project will most likely proceed to implementation. Believes that it is unlikely that the

City of Sunnyvale would be able to continue the path in the same fashion due to right-of-way constraints. However, indicated that this is ideal time to reconsider the part-time bike lanes on Homestead Road currently from 7:00 a.m. to 6:00 p.m. to make them in effect at all times in order to prevent street parking violations from hindering bicycle movements. Noted that the Horizon 2035 Committee is currently studying the methodology for calculating the greenhouse gas emission reductions associated with the recommended CAP policies, and the Committee will soon commence addressing the LUTE policies. Added that he requested that the new State Update to the General Plan Guidelines: Complete Streets and the Circulation Element be taken into consideration when forming the LUTE policies. Indicated that the Cupertino City Council unanimously approved on Tuesday, January 18<sup>th</sup>, 2011 to develop a plan for the Stevens Creek Trail extension from Blackberry Farm to the Stevens Creek Boulevard. The plan is also supported by the community. Council identified means to address encroachment within a golf course and creek restoration, and identified \$1.5 million out of the needed \$3.5 million budget to implement the project. This Cupertino project is expected to be completed in the summer of 2013. Noted that the work being carried out by the cities of Mountain View and Cupertino makes a compelling argument for the cities of Sunnyvale and Los Altos to double their efforts for eliminating the trail gap.

### **CONSENT CALENDAR**

- 1.A) Approval of Draft Minutes of the November 18, 2010 Meeting
- 1.B) Approval of Agenda of the January 20, 2011 Meeting
- 1.C) Approval of the 2011 BPAC Calendar

**Commissioner Durham moved a motion seconded by Commissioner Manidakos to approve Consent Calendar items 1.B) and 1.C). Motion was passed 6-0.**

Commissioner Rausch – Requested changing the paragraph before last on Page 7 of the minutes as follows: “Inquired about the East Channel trail and the possibility of piggybacking banking on the plan of the Santa Clara Valley Water District for the flood channel.

Chair Walz – Requested clarifying on Page 7 of the minutes that scheduling individual appointments to review the Mary Avenue conceptual plans would take priority over first-come-first-served. Also requested clarifying that reviewing the plans by the individual BPAC members will not eliminate the need for consolidating all comments and bringing the plans forward to the BPAC meeting for additional review and recommendation.

**Commissioner Durham moved a motion seconded by Commissioner Manidakos to approve Consent Calendar item 1.A) as amended. Motion was passed 6-0.**

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

No response was needed.

## **PUBLIC COMMENTS**

Tappan Merrick – Noted that he has been residing in the southeast area (Bird Land) of Sunnyvale for thirty three years. The area is bounded by El Camino Real, Wolfe Road, Homestead Road, and Lawrence Expressway. Noted his concerns about traffic along Dunford Way adjacent to Patrick Henry School and the back of Peterson School. Mr. Merrick is concerned about students cycling along Quail Avenue and crossing Dunford Way without stopping at the intersection. Requested that the City consider installing an all-way stop at the intersection of Quail Avenue/Dunford Way and noted that his vehicle got recently hit while traveling west on Dunford Way at that intersection.

Heba El-Guendy – Will check on any recent reviews conducted for the Quail Avenue/Dunford Way intersection and any potential need for future evaluation.

Kevin Jackson – Noted his observation of an ongoing issue with the bike lockers located at the City's library. Added that someone has been keeping his personal belongings and no bicycle in one of the lockers, and recently stored cardboards in the second locker thereby making both lockers unavailable for cyclists use. Requested frequent enforcement by the Department of Community Services to deter misuse of the lockers. Also requested to consider the installation of additional lockers at the library.

Commissioner Simons – Briefed the members on the VTA BPAC activities. Noted that corrections will be made to the VTA BPAC web page to clearly identify the draft versus final minutes. Also noted that the new Chair is the City Mountain View representative and the Vice Chair is the Palo Alto representative. Indicated that VTA BPAC is asking every city BPAC to watch out for large developments to ensure providing bicycle and pedestrian facilities including appropriate access to the bus stops. Also to report to VTA as the county's Congestion Management Agency (CMA) on projects that take too long to get implemented. Added that there is no current financial impact for ignoring VTA's comments, which could change in the future if a correlation is created between regional funding/grants and projects implementation. Indicated that the County is in the planning stage of developing Complete Streets and is currently in the process of forming the project goals. The County is seeking information from the different municipalities on issues associated with the provision of complete streets on county roads. For Sunnyvale, expressways already have bicycle facilities and the expressways study recommended the provision of sidewalks. This project would have a more significant effect on rural cities such as Gilroy and Morgan Hill. In response to a question with regard to the use of the VTA Bicycle Technical Guidelines, Commissioner Simons noted that the VTA BPAC is more of a policy group. So they do not review developments similar to

the function of a planning commission. Added that he is aware of one City that involves its BPAC in reviewing plans of large-scale developments with potential impacts on cyclists and pedestrians. Noted that recommending plan improvements early on in the process is very important prior to setting the conditions of approval on a project.

## **PUBLIC HEARINGS/GENERAL BUSINESS**

2. ACTION: Annual Review of the City of Sunnyvale Code of Ethics and Conduct for Elected and Appointed Officials

Commissioner Gandrud – Requested a confirmation of his understanding of item #5 on Page 8 of the Code regarding “Meeting Requests” which indicates that any request by a Board or Commission member to meet with staff must be directed to the City Manager or City Attorney, as appropriate.

**Commissioner Switzer moved a motion seconded by Commissioner Gandrud to accept the Code of Ethics and Conduct for Elected and Appointed Officials without changes. Motion was passed 5-0 (Chair Walz had to leave early due to family need).**

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

- BPAC ORAL COMMENTS

Commissioner Switzer – Indicated that workers implementing the development at Lawrence Station Road/Elko Drive keep the streets and bike lanes clear of construction related debris. Also noted that there was a significant amount of broken glass on the north side of Persian Drive last week which had been cleaned since. Reported that there are beer bottles wedged in the hand railing along the Borregas Avenue bicycle and pedestrian bridges over-crossing US 101 and SR 237. Also inquired about the need for the recommended traffic signal at the intersection of Bernardo Avenue/Remington Drive.

Heba El-Guendy – Clarified that the recommended installation of traffic signal at the intersection of Bernardo Avenue/Remington Drive is a result of staff safety and operational review, and the project was approved by Council for implementation.

Commissioner Durham – With regard to an article that he previously circulated concerning bicycles and motor vehicles sharing the road, he noted that there is no sharing in the law and a bicycle or a car either has the right-of-way or not. Added its relevance to the study issue regarding signage that would allow cyclists use of the full width of the travel lane, and suggested that BPAC pursue removal of the “Share the Road” signs on Wolfe Road and replacing them with signs that clearly permit cyclists to use the full lane width. Also suggested a potential future study issue for

the City of Sunnyvale to adopt a sign program that allows residents to pay for the installation of state approved signs as needed in their neighborhoods.

- **STAFF ORAL COMMENTS**

In response to inquiries raised by BPAC members, staff provided the following information:

1. The revised conceptual plans associated with the provision of bike lanes on Mary Avenue will become available for additional review by the BPAC members sometime this spring.
2. No funding has been identified yet for conducting the feasibility study for the Stevens Creek Trail extension. City staff will continue to seek applicable grant funds.

**INFORMATION ONLY ITEMS**

3. Rendering of the Stevens Creek bike/pedestrian bridge over-crossing SR 85 at Heatherstone Way – Sleeper Avenue. The BPAC staff liaison, Heba El-Guendy, provided brief information on the overall project which was accepted as submitted in the agenda packet.
4. BPAC E-mail messages and/or letters since circulation of the agenda packet of the November 18<sup>th</sup> meeting along with their responses were accepted as submitted in the agenda packet
5. BPAC Active Items List was accepted as submitted in the agenda packet. Heba El-Guendy highlighted the new grant applications that were submitted in January 2011 for the Bicycle Expenditure Program (Item #11 on the Active Items List) and for the Community Design and Transportation Planning Grant Program (Item #18 on the Active Items List).

**ADJOURNMENT**

The meeting was adjourned at 8:30 p.m.

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Respectfully submitted by:

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

**Bicycle and Pedestrian Advisory Commission Master Work Plan**

**Calendar Year:** 2011

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 20	<ul style="list-style-type: none"> <li>- 2011 BPAC Calendar</li> <li>- Annual Review of the Code of Ethics and Conduct for Elected and Appointed Officials</li> <li>- Design of the Stevens Creek bike/pedestrian bridge over-crossing SR 85 at Sleeper Avenue (Information Item)</li> <li>- BPAC E-mail Messages and/or Letters (Information item)</li> <li>- BPAC Active Items List (Information item)</li> </ul>
February 17	<ul style="list-style-type: none"> <li>- Updated 2011 BPAC Calendar</li> <li>- Utility Bill Stuffer Concepts</li> <li>- Council ranking of Study Issues (Information item)</li> <li>- BPAC E-mail Messages and/or Letters (Information item)</li> <li>- BPAC Active Items List Update (Information item)</li> </ul>
March 17	<ul style="list-style-type: none"> <li>- Updated 2011 BPAC Calendar</li> <li>- Mary Avenue Concept Plan</li> <li>- Allocation of the Transportation Development Act (TDA) Funds</li> <li>- FY 2011/12 Curb Ramp Installation and Road Resurfacing Lists (Information item)</li> <li>- BPAC E-mail Messages and/or Letters (Information item)</li> <li>- BPAC Active Items List Update (Information item)</li> </ul>
April 21	<ul style="list-style-type: none"> <li>- Updated 2011 BPAC Calendar</li> <li>- Update on the City's Climate Action Plan (CAP)</li> <li>- BPAC E-mail Messages and/or Letters (Information item)</li> <li>- BPAC Active Items List Update (Information item)</li> </ul>
May 19	<ul style="list-style-type: none"> <li>- Updated 2011 BPAC Calendar</li> <li>- Closing Murphy Avenue - Study Issue DPW 11-06 (Draft RTC)</li> <li>- Review of the Detailed Two-Year Budget</li> <li>- Draft Utility Bill Stuffer</li> <li>- BPAC E-mail Messages and/or Letters (Information item)</li> <li>- BPAC Active Items List Update (Information item)</li> </ul>

Meeting Date	Agenda Item/Issue
June 16	<ul style="list-style-type: none"> <li>- Updated 2011 BPAC Calendar</li> <li>- Volunteer Recognition</li> <li>- Update on the ongoing work on the LUTE</li> <li>- BPAC E-mail Messages and/or Letters (Information item)</li> <li>- BPAC Active Items List Update (Information item)</li> </ul>
July 21	<ul style="list-style-type: none"> <li>- Updated 2011 BPAC Calendar</li> <li>- City of Sunnyvale 2011 Local Appointment List for Boards and Commissions (Information Item)</li> <li>- BPAC E-mail Messages and/or Letters (Information item)</li> <li>- BPAC Active Items List Update (Information item)</li> <li>- Election of Officers (This is an Action item to be addressed at the end of the meeting)</li> </ul>
August 18	<ul style="list-style-type: none"> <li>- Updated 2011 BPAC Calendar</li> <li>- Update on the ongoing work on the LUTE</li> <li>- Study and Budget Issues Development</li> <li>- BPAC E-mail Messages and/or Letters (Information item)</li> <li>- BPAC Active Items List Update (Information item)</li> </ul>
September 15	<ul style="list-style-type: none"> <li>- Updated 2011 BPAC Calendar</li> <li>- Study and Budget Issues Finalization</li> <li>- BPAC E-mail Messages and/or Letters (Information item)</li> <li>- BPAC Active Items List Update (Information item)</li> </ul>
October 20	<ul style="list-style-type: none"> <li>- Updated 2011 BPAC Calendar</li> <li>- Update on the ongoing work on the LUTE</li> <li>- Annual reporting on collisions involving pedestrians and cyclists</li> <li>- BPAC E-mail Messages and/or Letters (Information item)</li> <li>- BPAC Active Items List (Information item)</li> </ul>
November 17	<ul style="list-style-type: none"> <li>- Updated 2011 BPAC Calendar</li> <li>- Update/Review Corner Vision Triangle Municipal Code Ordinance – DPW 09-02 (Draft RTC)</li> <li>- Ranking of Study Issues</li> <li>- BPAC E-mail Messages and/or Letters (Information item)</li> <li>- BPAC Active Items List (Information item)</li> </ul>
December 15	<ul style="list-style-type: none"> <li>- Updated 2011 BPAC Calendar</li> <li>- 2012 Work Plan</li> <li>- BPAC E-mail Messages and/or Letters (Information item)</li> <li>- BPAC Active Items List (Information item)</li> </ul>