

**CITY OF SANTA ROSA
BICYCLE AND PEDESTRIAN ADVISORY BOARD
REGULAR MEETING
January 20, 2011
Minutes**

1. CALL TO ORDER AND ROLL CALL

Chair Klassen called the meeting to order at 4:08 pm.

Present: Chair Klassen, Members Adams, Dadko, Jones, Moulton, Rhodes

Absent: Members Brown, Vice Chair Frye, Stanley

2. APPROVAL OF MINUTES

Chair Klassen motioned to approve September Minutes and November Minutes and was seconded by Member Moulton. Motioned carried 5-0 (Member Jones was not yet in attendance).

3. COMMENT ON AGENDA ITEMS

Comments from the public are noted under each specific agenda item. Non-agenda items appear under item 6.

4. STATEMENTS OF ABSTENTION BY BOARD MEMBERS

None.

5. REPORT ITEMS

5.1 Pedestrian and Bicycle High Priority Lists

Transit Department staff Fabian Favila reminded the board that in November and December of each year, staff reviews the High Priority Pedestrian, and the High Priority Bicycle projects with the Board in preparation for discussions with the Department of Public Works (DPW). In February, the DPW will share its work plan for implementing pedestrian and bicycle projects from the BPMP in the budget year. Mr. Favila recommended that the Board review the High Priority Pedestrian, and the High Priority Bicycle projects listed in the 2010 Bicycle and Pedestrian Master Plan in preparation for the discussion with Public Works staff.

BOARD COMMENTS:

Clarifying questions were asked regarding funding for the Highway 101 overcrossing. DPW Staff Nancy Adams clarified that \$100k will come from the Redevelopment Agency, and \$100k from a grant that will need to go to council for approval. A cooperative Agreement structuring a relationship with CalTrans will also need to be established, as well as a Professional Services Agreement (PSA) to hire a consultant to prepare the cooperative Agreement; then on to Council.

Questions were asked regarding Sonoma Avenue (Hahman Avenue to Summerfield). DPW Staff Rob Sprinkle stated that the job went out to bid and is ready for construction in the Spring. Rest of project is not ready to go out to bid as funding is not yet in place; waiting for Caltrans. Santa Rosa Creek by Mission is a Measure M Project. There is a right of way issue, and hopefully will start in the summer.

Clarifying questions regarding the flexibility of the Bicycle & Pedestrian Project Priority list were discussed.

PUBLIC COMMENTS:

Richard Canini – savings on the Highway 101 bridge could be achieved by not putting in the arch as planned. Mr. Canini is upset that there will be public right of way for some cars through the transit mall. Mr. Canini stated that an easement exists disallowing that and declaring it unsafe.

Transit Department Interim Director Jason Parrish stated that Council took action on this item December 15, 2010, and directed staff to come to them with a modified easement, as well as modified plans for the Transit Mall Revitalization Project, identifying the safest route of travel for those automobiles.

5.2 Creation of a Bicycle Subcommittee and a Pedestrian Subcommittee

Transit Department staff Fabian Favila handed out the draft 2008 Board Rules and Procedures and discussed the background of subcommittees. Mr. Favila stated that this discussion should focus on the need, purpose and intended outcome.

BOARD COMMENTS:

Member Moulton felt there was too much information for the board members to review and too little time for discussions to make informed recommendations on large projects like the BPMP and the Humboldt Street Bike Boulevard.

The board discussed having special meetings when there are projects that need further review; and perhaps have 2 or 3 members do site visits, etc., and report back to the board.

Item will most likely return next month for continued discussion.

6. PUBLIC COMMENTS ON NON-AGENDA MATTERS

This is the time when any person may address the Board on matters not listed on this agenda, but which are within the subject matter jurisdiction of the Board. Each speaker is allowed three minutes.

7. CHAIR / BOARD MEMBERS' ANNOUNCEMENTS

Vice chair Steve Frye and Chair Paul Klassen met with Staff Rob Sprinkle and Bill Ellis about the bike routes signage – TDA moneys. Please add to next month's meeting. Rob Sprinkle will send a preliminary map.

Beth Dadko is chair next month. There will be two (2) new members coming onto the board, leaving two (2) positions open. Peter Stanley is now a Planning Commissioner.

8. STAFF ANNOUNCEMENTS

Fabian Favila stated that February 1, 2011, the BPMP is going to council for adoption.

January 31, 2011, Board and Commission training in council chambers at 8:30a, with break-out sessions following the training.

DPW Staff Nancy Adams stated DPW is getting the location of the speed tables finalized for the Humboldt Street Bike Boulevard, and weather permitting, DPW is hoping to get everything completed very soon. That will include removing circles and installing six (6) speed tables, 4-wy stop at McConnell, and East West stop controls and reinstating all the crosswalks. DPW will be reporting back to council in a year.

Capital Improvement Program is working on the 6th Street undercrossing, including Class 2 and sidewalks under Highway 101. This is part of the 6th Street Linkages.

9. ADJOURNMENT OF REGULAR MEETING

Hearing no further business, Chair Klassen adjourned the meeting at 5:26 p.m.

**Excerpt from
DRAFT 2008 BPAB Rules and Procedures**

D. Purpose and organization of subcommittees are as follows:

1. The general purpose of subcommittees is to gather specific information on a current issue or information that will be before the Board in the near future that is relevant to the Board's subject matter jurisdiction. The intended outcome is that the information gathered will make the Board better informed to discuss its subject matter issues. The subcommittee gathers the pertinent information to report to the Board and Chairperson. The findings may include a recommendation.
2. Subcommittee members are duly appointed Bicycle and Pedestrian Advisory Board members.
3. A joint subcommittee is composed of a membership of two or more City boards, commissions or committees to facilitate communication and coordination on subject matter jurisdictions of mutual interest.
4. A subcommittee is created for a set term and shall not exceed one year. The Chair may reestablish a subcommittee for an additional year.
5. A subcommittee shall keep Executive Secretary informed of its progress and findings and communications with other city departments and outside entities to ensure coordination, communication and to ensure city policies are maintained.
6. Members of the subcommittee are reminded of City Policy 000-xx with respect to representation. No subcommittee member may represent their own opinion as that of the Board's as a result of working on a subcommittee. Nor shall a subcommittee member speak on behalf of the Board. Subcommittee members report to the Board through the Chair.
7. Subcommittees are established without any additional staff or administrative support, or funding. The Chair of the Board will work with staff to determine the feasibility of establishing a subcommittee and the existing availability of staff resources.

Proposal to establish subcommittee(s):

Establish a bicycle subcommittee of 2-4 board members, for a term of one year to

1. Review with staff the issues affecting bicycling likely to come before city council in the next 12 months or so; assess which of those the BPAB could provide useful advice about and select the most important to work on. This could be a once per year briefing by staff, either to the subcommittee or the full board, followed by occasional "heads-up" communications as issues emerge. These communications would precede the preparation of staff reports, so that any input the subcommittee might offer could be given to staff in a timely manner.
2. Research and discuss options re the above, including field visits as appropriate.
3. Assist staff upon request. Eg, staff enlisted two members to join in review of proposed wayfinding signage, and their participation materially aided in the preparation of the map being presented to BPAB today (2/17/2011).
4. Report to full board.

Establish a pedestrian subcommittee on the same model as the bicycle subcommittee if the board members with particular pedestrian knowledge and interest believe it would be useful.

Problems this proposal seeks to address:

1. Insufficient time for board to discuss issues at board meetings. Eg Humboldt Bike Blvd meetings received so much public testimony that little or no time was left for board members to discuss the issues among themselves. Board members learn from each other, weigh each others' comments, and if not rushed, come up with better recommendations than if they don't have adequate time to discuss and reflect upon not only the public comment but each other's comments.
2. Board has been largely reactive rather than proactive. It reacts to what staff presents, rather than looking at larger overview of bike and pedestrian issues in Santa Rosa. Eg 3 crosswalks presented for our approval with no presentation of the myriad other crosswalk needs considered by staff.