

BICYCLE & PEDESTRIAN ADVISORY COMMITTEE

Wednesday, October 13, 2010
6:00 PM

VTA Auditorium
3331 North First Street
San Jose, CA

AGENDA

CALL TO ORDER

- 1. ROLL CALL**
- 2. ORDERS OF THE DAY**
- 3. PUBLIC PRESENTATIONS:**

This portion of the agenda is reserved for persons desiring to address the Committee on any matter not on the agenda. Speakers are **limited to 2 minutes**. The law does not permit Committee action or extended discussion on any item not on the agenda except under special circumstances. If Committee action is requested, the matter can be placed on a subsequent agenda. All statements that require a response will be referred to staff for reply in writing.

- 4. Receive Committee Staff Report. (Verbal Report) (Y. Smith)**
 - Capital Program Update.
- 5. Receive Chairperson's Report. (Verbal Report) (Simons)**
 - Stevens Creek Trail access from El Camino Real.
- 6. Receive Reports from BPAC subcommittees. (Verbal Report)**

BUSINESS REFERRED TO COMMITTEE BY THE VTA BOARD OF DIRECTORS/GENERAL MANAGER

CONSENT AGENDA

- 7. Approve the Regular Meeting Minutes of August 11, 2010.**

REGULAR AGENDA

8. ACTION ITEM - Appoint a nominating subcommittee who will identify BPAC members interested in serving as the BPAC chairperson and vice chairperson for the calendar year 2011.
9. INFORMATION ITEM - Receive input from BPAC on Complete Streets Program Development efforts.

SANTA CLARA COUNTY BPAC AGENDA

10. Receive County Staff Report. (Collen)

OTHER

11. Receive Citizens Advisory Committee (CAC) and 2000 Measure A Citizens Watchdog Committee (CWC) Report. (Verbal Report) (Wadler)
12. Local Jurisdiction Project Review Section. (Verbal Report) (Committee Members)
13. Review BPAC Work Plan. (Y. Smith/Collen)
14. ANNOUNCEMENTS
15. **Adjourn in memory of Don Burnett.**

In compliance with the Americans with Disabilities Act (ADA), those requiring accommodations or accessible media for this meeting should notify the Board Secretary's Office 48 hours prior to the meeting at (408) 321-5680 or e-mail: board.secretary@vta.org, (408) 321-2330 (TTY only). VTA's Homepage is located on the Web at: <<http://www.vta.org/>> or visit us on Facebook <http://www.facebook.org/scvta>.

All reports for items on the open meeting agenda are available for review in the Board Secretary's Office, 3331 North First Street, San Jose, California, (408) 321-5680, the Monday, Tuesday, and Wednesday prior to the meeting. This information is available on VTA's website at <http://www.vta.org/> and also at the meeting.

BICYCLE & PEDESTRIAN ADVISORY COMMITTEE

Wednesday, August 11, 2010

MINUTES

CALL TO ORDER

The Regular Meeting of the Valley Transportation Authority (VTA) Bicycle and Pedestrian Advisory Committee (BPAC) was called to order at 6:05 p.m. by Chairperson Simons in the Auditorium, VTA, 3331 North First Street, San Jose, California.

1. ROLL CALL

Attendee Name	Title	Status
Lisa Aragon	City of Morgan Hill	Absent
Jim Bell	City of San Jose	Present
Ray Cosyn	City of Saratoga	Present
Aaron Faupell	City of Milpitas	Present
Carl Hagenmaier	City of Los Altos	Absent
Breene Kerr	Town of Los Altos Hills	Present
Steven Levin	County of Santa Clara	Absent
Jerri-Ann Meyer	City of Mountain View	Present
Thomas Muniz	City of Gilroy	Present
Richard Ruh	City of Monte Sereno	Present
David Simons	City of Sunnyvale	Present
John Sullivan	City of Santa Clara	Present
Richard Swent	City of Palo Alto	Present
Herman Wadler	City of Campbell	Absent
James Wiant	City of Cupertino	Present
Erik Wilhelmsen	Town of Los Gatos	Absent
Corinne Winter	SVBC	N/A
Paul Goldstein	Alt Ex-Officio, SVBC	Present

A quorum was present.

2. ORDERS OF THE DAY

Staff requested **Item #8**, Recommend the evaluation criteria and procedures for selecting projects and awarding School-Based Vehicle Emissions Reduction Program grants and forward to the VTA Board of Directors for approval, be moved to the beginning of the Agenda.

On order of Chairperson Simons and there being no objections, the Committee received the Orders of the Day.

The Agenda was taken out of order.

8. School-Based Vehicle Emissions Reduction Program

Celeste Fiore, Transportation Planner II, provided an overview of the Santa Clara County School-Based Vehicle Emissions Reduction program staff report as contained in the Agenda Packet. She noted the program consists of both infrastructure and non-infrastructure projects aimed at reducing greenhouse gases by promoting walking, biking, transit, and carpooling to school.

Member Meyer questioned how often the communities of concern are updated by Metropolitan Transportation Commission (MTC). Ms. Fiore indicated she will research the information and report back to the Committee.

Member Meyer requested a reference to the VTA Pedestrian Technical Guidelines be added to the VTA criteria on the Sponsor Checklist.

Member Kerr indicated the Committee requested the minimum grant be lowered and noted there was no change. Ms. Fiore indicated staff proposed allowing a lower threshold of \$250,000 for grants from smaller agencies and is awaiting a response from MTC.

M/S/C(Swent/Muniz) to recommend the evaluation criteria and procedures for selecting projects and awarding School-Based Vehicle Emissions Reduction Program grants and forward to the VTA Board of Directors for approval

3. PUBLIC PRESENTATIONS:

James Wightman, Interested Citizen, questioned the completion date of the Forty-Niner stadium and installation of Closed Circuit Television (CCTV) on light rail platforms. Member Sullivan indicated there was no firm date.

Chairperson Simons requested staff follow-up on Mr. Wightman's concerns regarding CCTV.

4. Committee Staff Report

Michelle DeRobertis, Senior Transportation Planner, announced the City of San Jose will be conducting trail counts on September 15, 2010.

- **Capital Program Update**

There was no Capital Program Update

NOTE: M/S/C MEANS MOTION SECONDED AND CARRIED AND, UNLESS OTHERWISE INDICATED, THE MOTION PASSED UNANIMOUSLY.

- **Complete Streets Checklist for Metropolitan Transportation Commission (MTC) Block Grants**

Ms. DeRobertis distributed a memo which provided a list of Santa Clara County projects approved for MTC Block Grants and the status of their checklists as of August 3, 2010. Ms. DeRobertis recommended each BPAC Member review projects in his or her jurisdiction.

Member Muniz questioned when this item will be agendized. Ms. DeRobertis indicated now is the time to review the checklists and if there are questions or comments, they can be addressed and forwarded to MTC.

Chairperson Simons requested it be added to the workplan for October's Agenda.

- **Bike Share Update**

Ms. DeRobertis indicated there was a delay in submitting the implementation plan for the Bike Share program to the Board. Ying Smith, Transportation Planning Manager, indicated VTA is combining efforts with the Bay Area Air Quality Management District, Caltrain and Samtrans to create a bigger pilot program with more than 400 bikes. Staff will email the Committee to solicit feedback and agendize it for the October meeting.

- **County Report (Collen)**

Dan Collen, Santa Clara County Roads and Airports Department, indicated the County Board of Supervisors considered the Special Events Ordinance in June and will hear the item again on August 24, 2010.

Chairperson Simons expressed the need to have a countywide BPAC workshop.

Mr. Collen indicated county staff was not in favor of supporting a new committee.

On order of Chairperson Simons and there being no objection, the Committee Staff Reports were received.

5. Chairperson's Report

Chairperson Simons reminded Committee members about the ethics training requirement and indicated it can be completed online or through the County in September.

Chairperson Simons indicated he created a new subcommittee consisting of the chairperson, vice chairperson, past chairperson and an additional member of the Committee to review Advisory Committee Enhancement recommendations, Agendas, and follow through on multi-year projects.

6. BPAC Subcommittee Reports

- **Santa Clara County Special Event Ordinance Subcommittee**

Ex-Officio Member Goldstein provided a brief report from the Special Event Ordinance Subcommittee. He indicated county staff accepted all recommendations

with the exception that notification be given for events with over 50 riders instead of the proposed 200. He also indicated that although notification of events is voluntary, staff requested Bicycle and Pedestrian Advisory Committees take a proactive role in encouraging it.

Member Meyer noted the ordinance is going to County Board on August 24, 2010 for approval. She indicated the subcommittee will remain in existence as long as the item is still going forth and will remain in effect for the amount of time required to monitor potential feedback.

Chairperson Simons expressed his appreciation to the subcommittee for their work on the ordinance.

On order of Chairperson Simons and there being no objection, the Committee received the BPAC Subcommittee Reports.

CONSENT AGENDA

7. Regular Meeting Minutes of July 7, 2010

Ex-Officio Member Goldstein recommended minor changes to **Item# 8**, 2010 CMA Block Grant Awards, to read “ Members noted trail operation hours is an important issue in Santa Clara County. It was suggested there should be discussion with the city staff who are applying for this grant funding.”

M/S/C(Muniz/Ruh) to approve the Regular Meeting Minutes of July 7, 2010 with recommended changes. Member Faupell abstained.

REGULAR AGENDA

9. Proactive CMP Quarterly Report for April through June 2010

Ying Smith, provided brief information on the Proactive CMP Quarterly Report for April through June 2010.

On order of Chairperson Simons and there being no objection, the Proactive CMP Quarterly Report for April through June 2010 was received.

OTHER

10. Citizens Advisory Committee (CAC) and 2000 Measure A Citizens Watchdog Committee (CWC) Report

There was no Citizens Advisory Committee and 2000 Measure A Citizens Watchdog Committee report.

11. Local Jurisdiction Project Review Section

Member Meyer announced the City of Mountain View is updating its general plan which includes a large transportation section, and there is an effort to implement a second bike boulevard.

Chairperson Simons announced Sunnyvale is in process of adding new signage for bike riders.

On order of Chairperson Simons and there being no objection, the Local Jurisdiction Project Review Section was received.

12. BPAC Work Plan

Ying Smith briefly discussed future agenda items including, the elections schedule, joint workshop with advisory committees in December, and the Bike Share Program.

Chairperson Simons asked for volunteers to serve on the Nominating Committee for the election of Chairpersons for 2011. Members Swent, Sullivan, and Simons volunteered.

Ex-Officio Goldstein noted the Committee's request to add the Local Streets and Roads Checklist to the Agenda in October.

Member Kerr suggested the issue of improving bicycle and vehicle interaction on County Roads and access to trails and recreational resources be added to the work plan.

Member Kerr expressed concern with and provided pictures of a portion of the El Camino trail which is blocked off by fencing from the Santa Clara County Water District. He requested VTA Staff work with the District to replace fencing with guardrails to allow access.

Ex-Officio Member Goldstein requested the issue of reimbursement for committee members who commute to meetings via bicycle be addressed by the Board.

Ms. Smith indicated she will refer the item to the Board office for response.

On order of Chairperson Simons and there being no objection, the Committee reviewed the BPAC Work Plan.

13. ANNOUNCEMENTS

Member Meyer announced the City of Mountain View published a new bike map. She also noted Caltrain has a new Bicycle Advisory Committee and their first meeting August 25, 2010.

Member Kerr provided an update on the progress of the new Stanford Trail.

Member Muniz announced the City of Gilroy is bidding for three trail projects and is pursuing bicycle friendly community status.

Member Cosyn announced the City of Saratoga is working on a new bike trail and a self guided bike rides have been developed to visit historic homes and places in the city.

Member Swent announced the City of Palo Alto is updating its bike plan. He noted Jaime Rodriguez has been named the New Transportation Manager for the City of Palo Alto.

Member Wiant indicated the City of Cupertino is working on its bike plan and working on their list of improvements. The City Council and Commissions of Cupertino are meeting to seek ways to better collaborate.

Ex-Officio Member Goldstein indicated he attended a joint breakfast meeting sponsored by the Silicon Valley Bicycle Coalition and Silicon Valley Leadership Group with executives of area companies. They focused on getting the culture to embrace bicycling as a way of commuting to work.

14. ADJOURNMENT

On order of Chairperson Simons and there being no objection, the Committee meeting was adjourned at 8:20 p.m.

Respectfully submitted,

Menominee L. McCarter
VTA Office of the Board Secretary



Date: September 28, 2010
 Current Meeting: October 13, 2010
 Board Meeting: N/A

BOARD MEMORANDUM

TO: Santa Clara Valley Transportation Authority
 Bicycle & Pedestrian Advisory Committee

THROUGH: General Manager, Michael T. Burns

FROM: Chief CMA Officer, John Ristow

SUBJECT: Appoint a Nominating Subcommittee for BPAC Chair and Vice-Chair

Policy-Related Action: No

Government Code Section 84308 Applies: No

ACTION ITEM

RECOMMENDATION:

Appoint a nominating subcommittee who will identify BPAC members interested in serving as the BPAC chairperson and vice chairperson for the calendar year 2011.

BACKGROUND:

The bylaws for VTA's five advisory committees specify that each committee shall elect from its membership a chairperson and a vice chairperson. The duties of the chairperson are to preside at all meetings of the committee and represent the committee before the Board of Directors. The duty of the vice chairperson is to perform the duties of the chairperson when the chairperson is absent. The chairperson and vice chairperson positions serve for a one-year term and are eligible for election to successive terms.

The advisory committees bylaws also specify that the chairperson and vice chairperson elections for Bicycle & Pedestrian Advisory Committee (BPAC), Citizens Advisory Committee (CAC), Committee for Transit Accessibility (CTA) and Technical Advisory Committee (TAC) are held the last meeting of the calendar year (typically December); those for Policy Advisory Committee (PAC) are held the first meeting of the calendar year (typically January).

DISCUSSION:

The BPAC is asked to appoint a nominating subcommittee who would identify candidates for the office of chair person and vice chairperson for the calendar year 2011. The process to select a new chairperson and vice chairperson is described below.

The election process for chairperson and vice chairperson is comprised of three distinct steps. The first step is the appointing of the nominating subcommittee. The second is the presentation of the nominating subcommittee's report. The final step is conducting elections to select the chairperson and vice chairperson. Each of these components is conducted during the BPAC meeting.

Appointing the Nominating Subcommittee

The existing chairperson requests volunteers to serve on the nominating subcommittee, which is typically composed of two to four members. If there are no volunteers or an insufficient number, it is the chairperson's prerogative to appoint subcommittee members to serve. The BPAC must vote to approve the appointment of members to the nominating subcommittee.

The nominating subcommittee identifies members interested in serving as the chairperson or vice chairperson. This is done by soliciting nominations from members, either for themselves or other members, and is done at a time other than during the BPAC meeting. Additionally, it is the nominating subcommittee's responsibility to determine that members who have been nominated are willing to serve in those positions.

Report from the Nominating Subcommittee

At the next BPAC meeting, the nominating subcommittee provides a verbal report to the BPAC identifying BPAC members who have confirmed their willingness to serve. This establishes the initial list of candidates for the elections, typically the meeting following this report. This year, due to the Joint December Advisory Committee Workshop, the nominating subcommittee report and vote will both occur at the November BPAC meeting. The nominating subcommittee is automatically discharged when its report is formally presented to the BPAC. No action is required of the BPAC other than to accept the report.

Election of Chairperson and Vice Chairperson

The elections are conducted for the chairperson and vice-chairperson positions individually and in sequence. Immediately prior to the vote, the chairperson shall ask whether there are any nominations from the floor, then close the nominating process to establish the final list of candidates for each position. For the BPAC, the affirmative vote of a majority of the total authorized membership is required to elect the chairperson and vice chairperson (i.e. nine votes) and the term of office begins January 1, 2011.

ALTERNATIVES:

There are no alternatives since the BPAC's bylaws specifies that to complete the required election process, the BPAC must first appoint a nominating subcommittee to identify members interested in serving as the chairperson and vice chairperson.

FISCAL IMPACT:

There is no financial impact as a result of this action.

Prepared by: Michelle DeRobertis
Memo No. 2764



Date: October 5, 2010
 Current Meeting: October 13, 2010
 Board Meeting: N/A

BOARD MEMORANDUM

TO: Santa Clara Valley Transportation Authority
 Bicycle & Pedestrian Advisory Committee

THROUGH: General Manager, Michael T. Burns

FROM: Chief CMA Officer, John Ristow

SUBJECT: Discussions on Complete Streets Program Development

FOR INFORMATION ONLY

BACKGROUND:

The 2008 Complete Streets Act calls for cities and counties to consider the needs of all users in the planning, design and construction of new transportation projects. Beginning 2011, cities and counties are required to modify the Circulation Element of their General Plans to include Complete Streets policies to ensure all users, including bicyclists and pedestrians, are able to move safely along and across our streets. A similar bill is making its way through the Federal legislature to ensure federally-funded projects adhere to complete streets principles.

While Complete Streets is just gaining momentum on the state and federal level, VTA has long promoted the Complete Streets concept in policy and in practice. VTA is responsible for ensuring all transportation projects are well planned, accessible and safe for all users thus establishing a strong planning practice in multimodal design and planning. Through VTA's funding programs and complete set of comprehensive multimodal design guidelines for bicyclists and pedestrians, VTA's existing efforts provide the countywide framework for Member Agencies to support Complete Streets principles on a local level.

DISCUSSION:

The purpose of this memo is to review VTA's current and future efforts in support of Complete Streets. At the October BPAC meeting, VTA will request input from the Committee on the Complete Streets program developing.

A. Policy Framework

VTA's current efforts toward this end includes an established policy framework in VTA's long-range transportation plan Valley Transportation Plan (VTP) 2035, Community Design and Transportation (CDT) funding program and recent resolution approving a multimodal design

approach on highway projects. One of the main objectives of VTP 2035 is to work in concert with Member Agencies to better integrate transportation and land use decisions to deliver a multimodal transportation system. This effort requires high level coordination between VTA, Member Agencies and regional, State and Federal partners to direct development in transit corridors to ensure transportation investments are supportive of alternate transportation modes. In an effort to make Complete Streets an explicit part of VTA's long-range plan, VTA will modify the existing language in the update of VTP 2040 to describe the countywide collaborative effort between VTA and its Member Agencies to deliver Complete Streets as a program and planning tool for promoting multimodal projects.

One mechanism for VTA to influence the development of smart land use and transportation investments is to fund projects through its Community Design and Transportation (CDT) program. The CDT program is supported by the Community Design & Transportation (CDT): A Manual of Best Practices for Integrating Transportation and Land Use (CDT Manual) to promote design standards that results in multimodal, pedestrian-friendly streets and transit-oriented, compact development projects. Similarly, the Local Streets and County Roads Program evaluates program eligibility for funding based on project types that includes multimodal reconstruction of streets, new or major upgrades to sidewalks and bicycle facilities, and traffic calming measures.

In January 2008, VTA's Board of Directors approved a multimodal approach for reconstructing the Tully Road/Hwy 101 interchange to follow multimodal design principles of VTA's CDT Manual and other design guidelines. The Board action directs staff to follow the multimodal design approach used for the Tully/Hwy 101 interchange project on all future roadway improvement projects, as feasible.

B. VTA Multimodal Design Guidelines

VTA has several documents that provide technical guidance to local agencies, developers, and project sponsors on how to integrate transportation and land use, how to design for pedestrians, and how to design for bicycle use. These include the VTA Community Design & Transportation (CDT) Manual, Pedestrian Technical Guidelines (PTG), and Bicycle Technical Guidelines (BTG). Together, these three documents provide guidance on how to bring "complete streets" principles to locally initiated development projects, transportation projects, and plans.

C. Complete Streets Approach to the Development Review/Proactive CMP Process

As part of its Development Review/Proactive CMP process, VTA staff reviews and comments on development project proposals, land use plans, and plans for transportation projects to ensure that transportation considerations are adequately integrated into the plans. When reviewing local projects or plans through its Development Review/Proactive CMP process, staff evaluates the project's relationships to the countywide Congestion Management Program (CMP) including measures to reduce single-occupant automobile use and promote alternative travel modes. In addition, staff considers how well the proposed project meets the principles in VTA's CDT Manual, PTG and BTG. VTA staff may comment on areas that are not consistent with VTA's technical guidelines, suggest areas that could be improved, or offer positive comments about good design features that are included.

D. Project Implementation

VTA's Highway Program requires bicycle and pedestrian elements on surface streets and intersections, according to the Board direction as referenced in Section A. The three guidelines are regularly consulted for incorporating multimodal design standards in highway projects.

VTA's funding programs rely on the CDT Manual, BTG, PTG and other locally-adopted guidelines to evaluate project design standards for bicycle and pedestrian accommodation. VTA requires project sponsors to complete the MTC Routine Accommodation checklist.

E. Five Elements of the Complete Streets System Program

VTA is working to develop a Complete Streets Program that broadens the scope from typical design-oriented policies to a program that considers the entire life cycle of the street.

Tentatively, the Program will cover five major multimodal elements including Geometrics (designing the road for all users), Continuity (consistency in street layout and capacity), Connectivity (use the roadway system to connect all modes), Technology (upgrade operations and safety of transportation network), and Maintenance (maintain the street network). At the May 2010 BPAC and TAC meetings staff introduced the preliminary scope of VTA's Complete Streets Program and asked Committee members for input.

This memo serves to continue that discussion on developing Complete Streets.

Prepared By: Aiko Cuenco
Memo No. 2832