

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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AGENDA

BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE (BPAC)

Date: Thursday, October 25, 2018

7:00 p.m.

Place: San Mateo City Hall
Conference Room C
330 West 20th Avenue
San Mateo, CA 94403

- | | | | |
|----|--|--------------------------------------|------------|
| 1. | Call To Order | Action
(Fraser) | |
| 2. | Public Comment On Items Not On The Agenda | Limited to 3 minutes
per speaker. | |
| 3. | Meeting Minutes of the June 28, 2018 Meeting | Action
(Fraser) | Pages 1-4 |
| 4. | Receive information on the Caltrans District 4
Bike Plan | Information
(Ruiz) | Page 5 |
| 5. | Receive presentation on the Transportation
Projects Mapping tool posted on the C/CAG
website | Information
(Lacap) | Page 6 |
| 6. | Provide input on the scope of work for the update
of the San Mateo County Comprehensive Bicycle
and Pedestrian Plan (CBPP) | Action
(Muse) | Pages 7-12 |
| 7. | Review and approval of the 2019 BPAC Meeting
Calendar | Action
(Fraser) | Page 13 |
| 8. | Member Communications | Information
(Fraser) | |
| 9. | Adjourn | Action
(Fraser) | |

The next BPAC meeting is scheduled for Thursday, February 28, 2019.

PUBLIC NOTICING: All notices of C/CAG regular Board meetings, standing committee meetings, and special meetings will be posted at the San Mateo County Transit District Office, 1250 San Carlos Ave., San Carlos, CA, and on C/CAG's website at: <http://www.ccag.ca.gov>.

PUBLIC RECORDS: Public records that relate to any item on the open session agenda for a regular Board meeting,

555 County Center, 5th Floor, Redwood City, CA 94063 PHONE: 650.599.1406 FAX: 650.361.8227

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standing committee meeting, or special meeting are available for public inspection. Those public records that are distributed less than 72 hours prior to a regular Board meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members, of the Board. The Board has designated the City/County Association of Governments of San Mateo County (C/CAG), located at 555 County Center, 5th Floor, Redwood City, CA 94063, for the purpose of making public records available for inspection. Such public records are also available on C/CAG's website at: <http://www.ccag.ca.gov>.

PUBLIC PARTICIPATION: Public comment is limited to two minutes per speaker. Persons with disabilities who require auxiliary aids or services in attending and participating in this meeting should contact Mima Guilles at (650) 599-1406, five working days prior to the meeting date.

If you have any questions about this agenda, please contact Sara Muse at 650-599-1460.

**City/County Association of Governments
of San Mateo County (C/CAG)**

**Bicycle and Pedestrian Advisory Committee (BPAC)
Meeting Minutes
June 28, 2018**

1. Call to Order

Chair Fraser called the meeting to order at 7:00 pm. Chair Fraser announced Item 4, Receive information on the Caltrans District 4 Bike Plan, was removed from the agenda due to presenter unavailability.

Members Present: Deirdre Martin, Marina Fraser, Marge Colapietro, Malcolm Robinson, Ann Schneider, Jamie Axt, Gary Pollard, Don Horsley, Ann Wengert, Daina Lujan, Matthew Self, Karyl Matsumoto (arrived 7:04 pm), Emily Beach (arrived 7:06 pm).

Members Absent: Herb Perez.

Staff/Guests Attending: Sara Muse, Sandy Wong.

2. Public Comments On Items Not On The Agenda

Drew, resident of San Mateo, commented that the Caltrain Electrification meetings conflict with the regularly scheduled C/CAG BPAC meetings.

3. Meeting Minutes of May 24, 2018 (Action)

No comments or revisions were made on the meeting minutes of May 24, 2018. Chair Fraser called for a motion to approve the May 24, 2018 Meeting Minutes.

Motion: Member Colapietro moved/Member Robinson seconded approval of the May 24, 2018 minutes. Members Lujan, Wengert, and Self abstained. The motion carried 8-0-3.

4. Receive information on the Caltrans District 4 Bike Plan (Information)

This item was removed from the agenda.

5. Review and recommend approval of the request to the Metropolitan Transportation Commission for the allocation of FY 2017-18 Transportation Development Act Article 3 (TDA 3) funds to update the San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP) (Action)

Staff presented on the allocation request. BPAC members requested to review and provide feedback on the CBPP Update scope of work. Staff took the request into consideration.

Motion: Member Pollard moved/Member Schneider seconded approval of the request to the Metropolitan Transportation Commission for the allocation of FY 2017-18 Transportation Development Act Article 3 (TDA 3) funds to update the San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP). The motion carried 13-0-0.

6. Provide input on the framework for the update of the Land Use Impact Analysis Program and Transportation Demand Management (TDM) Measures (Action)

Staff presented on the framework for the update of the Land Use Impact Analysis Program and Transportation Demand Management (TDM) Measures. BPAC members provided the following feedback:

- Consider TDM measures for schools, first and last mile connections, design elements (i.e., benches, sidewalks, filling in gaps in network) for bicycles pedestrians, and hold meetings throughout the County.
- Analyze subsidies for low income transit riders and other need-based subsidies.
- Report how often measures are utilized.
- Best practices should review Los Angeles, Portland, Palo Alto, and Stanford.
- Consider increasing the existing parking rate of \$20 per month.

Drew, resident of San Mateo, added that setback requirements and filling gaps in bicycle and pedestrian network should have more points.

Staff took the above requests into consideration.

Motion: Member Martin moved/Member Lujan seconded approval of the framework for the update of the Land Use Impact Analysis Program and Transportation Demand Management (TDM) Measures. The motion carried 13-0-0.

7. Receive an update on the on the Grant Writing Technical Assistance Program (GW-TAP) services for the Active Transportation Program Cycle 4 (ATP Cycle 4) (Information)

Staff provided an update on the Grant Writing Technical Assistance Program (GW-TAP) that at the June 14, 2018 C/CAG Board meeting, the Board approved six ATP Cycle 4 project for GW-TAP consultant services. Staff mentioned applications were due at the end of July and project sponsors will be notified if they were awarded funds in early 2019.

Member Self asked who participated on the selection panel. Staff responded that the panel was made up of C/CAG staff and the final recommended project list for GW-TAP consultant services was ultimately approved by the C/CAG Board.

Member Communications (Information)

Member Fraser mentioned both Transportation Development Act Article 3 (TDA 3) reallocation requests for the cities of East Palo Alto and San Mateo were approved by the C/CAG Board at the June 14, 2018 meeting. Member Fraser attended the meeting and spoke on behalf of the BPAC regarding the Committee's 6-4 vote to recommend the C/CAG Board approve the reallocation request for the City of East Palo Alto. Members Matsumoto, Beach, and Martin commented that Member Fraser did an excellent job speaking on behalf of the Committee.

Member Colapietro mentioned that defining what is and isn't acceptable for TDA 3 reallocations could be considered in the next policy discussion.

Member Martin added the Devil's Slide Ride is scheduled for this Saturday in Pacifica.

Member Fraser announced the Half Moon Bay Library is opening at 10 am on August 18.

Adjournment

The meeting adjourned at 7:38 pm.

C/CAG Bicycle and Pedestrian Advisory Committee

Name	Agency	January 2018	March 2018	May 2018	June 2018
Marge Colapietro	Public (Millbrae)	X	X	X	X
Ann Schneider	Millbrae	X	X	X	X
Marina Fraser	Half Moon Bay	X	X	X	X
Don Horsley	County of San Mateo		X		X
Emily Beach	Burlingame	X		X	X
Karyl Matsumoto	South San Francisco	X	X	X	X
Gary Pollard	Foster City			X	X
Ann Wengert	Portola Valley				X
Deirdre Martin	Pacifica	X	X	X	X
Herb Perez	Foster City	N/A	N/A	X	
Matthew Self	Public (City of Redwood City)	X	X		X
Daina Lujan	Public (South San Francisco)	X	X		X
Malcolm Robinson	Public (San Bruno)	X	X	X	X
Jamie Axt	Public (City of Redwood City)	X	X	X	X

Others in attendance at the June 2018 BPAC Meeting:

Sara Muse	C/CAG Staff
Sandy Wong	C/CAG Staff
Drew	Public Member

C/CAG AGENDA REPORT

Date: October 25, 2018
To: C/CAG Bicycle and Pedestrian Advisory Committee (BPAC)
From: Sara Muse
Subject: Receive information on the Caltrans District 4 Bike Plan
(For further information or questions, contact Sara Muse at 650-599-1460)

RECOMMENDATION

That the C/CAG BPAC receive information on the Caltrans District 4 Bike Plan.

FISCAL IMPACT

There is no fiscal impact for the presentation.

SOURCE OF FUNDS

N/A.

BACKGROUND

The Caltrans District 4 Bike Plan (Plan) for the San Francisco Bay Area is the first-ever bicycle plan for Caltrans. The Plan builds off the California State Bicycle and Pedestrian Plan (Toward an Active California), which identifies goals, objectives, and strategies to support walking and biking in California. The District 4 Plan evaluates bicycle needs on and across the State transportation network and identifies conceptual priority improvements for bicycling.

The final report, along with a web map of priority improvements, is available at:
www.dot.ca.gov/d4/bikeplan

ATTACHMENTS

None.

C/CAG AGENDA REPORT

Date: October 25, 2018
To: C/CAG Bicycle and Pedestrian Advisory Committee (BPAC)
From: Jeff Lacap
Subject: Receive presentation on the Transportation Projects Mapping Tool posted on the C/CAG website

(For further information or questions, contact Jeff Lacap at 650-599-1455)

RECOMMENDATION

That the C/CAG BPAC receive a presentation on the Transportation Projects Mapping Tool posted on the C/CAG website.

FISCAL IMPACT

There is no fiscal impact for the presentation.

SOURCE OF FUNDS

N/A.

BACKGROUND

In its role as a Congestion Management Agency for San Mateo County, C/CAG prioritizes and administers funding for transportation projects throughout the county through various local, state, and federal sources. As part of the effort to better inform the public, C/CAG staff has created a mapping tool using Google Maps to inform members of the public, elected officials, and other interested parties about the various transportation projects funded by C/CAG or in partnership with other agencies. Visitors to the map can find transportation projects that are completed, currently in construction, or planned to be constructed in the future. Projects can also be filtered by type, location, and funding source. The map is a work in progress and will be updated periodically as new project information becomes available.

The Transportation Projects Mapping Tool can be found on the C/CAG website:

<http://ccag.ca.gov/projects/>

ATTACHMENTS

None.

C/CAG AGENDA REPORT

Date: October 25, 2018

To: C/CAG Bicycle and Pedestrian Advisory Committee (BPAC)

From: Sara Muse

Subject: Provide input on the scope of work for the update of the San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP)

(For further information or questions, contact Sara Muse at 650-599-1460)

RECOMMENDATION

That the C/CAG BPAC review and provide input on the scope of work for the update of the San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP).

FISCAL IMPACT

The cost for updating the CBPP is estimated to be \$150,000.

SOURCE OF FUNDS

\$50,000 from the Transportation Development Act Article 3 (TDA Article 3); \$50,000 from the San Mateo County Transportation Authority (SMCTA); \$50,000 from the C/CAG Congestion Relief Plan (CRP) Program.

BACKGROUND

The San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP) was adopted by the C/CAG Board on September 8, 2011. The CBPP addresses the planning, design, funding, and implementation of bicycle and pedestrian projects of countywide significance. The CBPP updated the prior San Mateo County Comprehensive Bicycle Route Plan (2000) and expanded the earlier plan by adding a countywide pedestrian component.

Funding for the CBPP Update

At the September 13, 2018 C/CAG Board meeting, the Board approved Resolution 18-49 authorizing the request to the Metropolitan Transportation Commission (MTC) for the allocation of FY 2018-19 Transportation Development Act Article 3 (TDA 3) funds to update the CBPP in an amount not to exceed \$50,000. The Board also approved Resolution 18-50 authorizing a

Memorandum of Understanding with the San Mateo County Transportation Authority to contribute funding in an amount not to exceed \$50,000 towards the project. The remaining \$50,000 will come from the Congestion Relief Plan funds. The cost to update the CBPP is estimated to be up to \$150,000.

CBPP Update Scope of Work

The objective of the CBPP update is to develop new data (i.e., needs analysis) and reflect current transportation trends. The CBPP included a policy recommending that updates to the plan be performed more frequently (approximately every five (5) years).

The detailed proposed scope of work is attached, and includes the following:

1. **Existing Conditions Analysis** – Review 2011 CBPP and other related bicycle and pedestrian related documents and initiatives, member agencies’ bicycle and pedestrian plans, complete streets policies, and General Plans to integrate pertinent programs and projects listed on the individual member agency plans into the CBPP Update.
2. **CBPP Update Development Strategy** – A framework for the CBPP Update will be developed to include, but is not limited to, key principles and vision of the update as related to the Countywide Bicycle Network (CBN), Pedestrian Focus Areas, goals and objectives, and new analysis tools.
3. **Inventory of Facilities, Programs, and Existing Conditions** – The selected consultant and C/CAG staff will meet with each member agency to identify changes in the CBN and Pedestrian Focus Areas since the 2011 CBPP. The inventory of existing and proposed facilities and programs will be updated using geographic information systems (GIS). An online mapping tool for member agency staff and stakeholders to review existing and proposed facilities will also be developed.
4. **CBPP Update Document** – The selected consultant will update the 2011 CBPP, including but not limited to, current data, updated existing and proposed networks, goals and objectives, and new analysis tools.
5. **Innovative Solutions for CBPP Update Document** – The selected consultant will recommend innovative solutions for the CBPP Update Document, which may include Level of Traffic Stress, new methodologies for network gap identification, safety analyses, and implications of bike sharing, electric bikes, transportation network companies, and autonomous vehicles.
6. **Outreach** – 4-6 outreach events will be organized throughout the development of the CBPP Update. The C/CAG Bicycle and Pedestrian Advisory Committee (BPAC) will be actively involved in the CBPP update process and designated as the group reviewing and providing feedback on the development of the plan and key deliverables.
7. **Presentation to C/CAG Board and Committees** – The selected consultant will present to the C/CAG Board and Committees throughout the duration of the CBPP Update process.

Tentative Schedule

Staff plans on releasing a request for proposals (RFP) to obtain a qualified consultant to update

the CBPP. C/CAG staff anticipates the project will take approximately 12 months from the time of contract execution. The tentative project schedules include a kick-off meeting early 2019. Final meetings and presentations to the C/CAG Board and Committees are anticipated to begin late 2019.

ATTACHMENTS

1. CBPP Update Scope of Work

**SAN MATEO COUNTY COMPREHENSIVE BICYCLE AND PEDESTRIAN PLAN UPDATE
(CBPP UPDATE)
SCOPE OF WORK**

Task 1: Project Management and Coordination with C/CAG Staff

The consultant will schedule bi-weekly conference calls with C/CAG staff to review the project status and provide summaries of work completed and projected work plan for the remainder of the project. Invoices must be submitted both electronically and mailed to C/CAG's address.

The consultant will schedule a kick-off meeting with C/CAG Project Manager to review project scope of work and refine project objectives, process, and deliverables, as needed. Consultant will establish project schedule and other related items. Consultant will prepare summary of kick-off meeting.

Deliverables:

- Conference calls with C/CAG staff
- Monthly invoice reports
- Refined scope of work, budget, and schedule
- Kick-off meeting summary

Task 2: Existing Conditions Analysis

The consultant will review the existing 2011 San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP) and other related bicycle and pedestrian related documents and initiatives, including the San Mateo Countywide Transportation Plan 2040 (SMCTP 2040), Caltrans District 4 Bicycle Plan, and member agencies' (20 cities and County of San Mateo) bicycle and pedestrian plans, complete streets policies, and General Plans to integrate pertinent programs and projects listed on the individual member agency plans into the CBPP Update. The consultant will document current projects and programs, relevant maps, bicycle and pedestrian routes, and review policies related to bicycle and pedestrian travel modes.

Deliverables:

- Existing Conditions Analysis Memorandum
- Matrix summarizing member agencies' existing bicycle and pedestrian plans and policies

Task 3: CBPP Update Development Strategy

The consultant will develop a guiding framework for the CBPP Update. The framework will include, but is not limited to, key principles and vision of the update as related to the Countywide Bicycle Network (CBN), Pedestrian Focus Areas, key projects, goals and objectives, and new analysis tools. The consultant will build off findings from the Existing Conditions Analysis Memorandum to develop the CBPP Update Development Strategy. The proposed strategy will be presented to the C/CAG Bicycle and Pedestrian Advisory Committee for final approval.

Deliverables:

- Coordination meeting with C/CAG staff to discuss CBPP Update Development Strategy
- CBPP Update Development Strategy Memorandum

Task 4: Inventory of Facilities, Programs, and Existing Conditions

The consultant and C/CAG staff will meet with each member agency to identify changes in the Countywide Bicycle Network (CBN) and Pedestrian Focus Areas since the CBPP was adopted in 2011. The consultant will use information from meetings to update the inventory of existing and proposed facilities and programs identified in the CBPP using geographic information systems (GIS). The consultant will also create an online mapping tool for member agency staff and stakeholders to review existing and proposed facilities.

The consultant will prepare summaries of each member agency meeting and submit to C/CAG no later than one week after each meeting. C/CAG staff will secure meeting locations and conduct correspondence with member agency staff.

Deliverables:

- Summary of member agency meetings
- Updated GIS files
- Online mapping tool

Task 5: CBPP Update Document

The consultant will update the 2011 CBPP, including but not limited to, current data, updated existing and proposed networks from Task 3, goals and objectives, and other new analysis tools. Consultant will also update the online mapping tool identified in Task 4 to reflect material in the CBPP Update Document.

Deliverables:

- CBPP Update Document (draft and final)
- Updated online mapping tool

Task 6: Innovative Solutions for CBPP Update Document

The consultant will recommend innovative solutions for the CBPP Update Document, which may include Level of Traffic Stress, network gap identification, safety analyses, and implications of bike sharing, electric bikes, transportation network companies, and autonomous vehicles.

Deliverable:

- Innovative Solutions for CBPP Update Document Memorandum

Task 7: Outreach

The C/CAG Bicycle and Pedestrian Advisory Committee (BPAC) will be actively involved in the CBPP update process. The consultant will present at up to six BPAC meetings throughout the duration of the plan development process and provide summaries of each meeting. The consultant also will facilitate and organize between 4-6 outreach events. The consultant will prepare information, documentation, and perform educational outreach at each open house. The consultant will be responsible for developing materials for each meeting. The consultant will prepare summaries of each outreach event and submit to C/CAG no later than one week after each meeting.

Deliverables:

- Materials for up to five BPAC meetings
- Summaries of each BPAC meeting
- Materials for 4-6 outreach events
- Summaries of each outreach event

Task 8: Presentation to C/CAG Board and Committees

The consultant will present to the C/CAG Board of Directors up to two times throughout the duration of the CBPP Update process. The consultant will also present to the C/CAG Technical Advisory Committee (TAC) and Congestion Management and Environment Quality Committee (CMEQ) up to two times.

Deliverables:

- Presentations and materials for C/CAG Board and Committee Meetings
- Up to six C/CAG Board/ Committee presentations

Tentative Schedule

C/CAG staff anticipates the project will take approximately 12 months from the time of contract execution. The tentative project schedules include a kick-off meeting early 2019. Final meetings and presentations to the C/CAG Board and Committees are anticipated to begin late 2019.

C/CAG AGENDA REPORT

Date: October 25, 2018
To: C/CAG Bicycle and Pedestrian Advisory Committee (BPAC)
From: Sara Muse
Subject: Review and approval of the 2019 BPAC Meeting Calendar

(For further information or questions, contact Sara Muse at 650-599-1460)

RECOMMENDATION

That the C/CAG BPAC review and approve the 2019 BPAC Meeting Calendar.

BACKGROUND

The proposed schedule for C/CAG BPAC meetings in 2019 will be as follows:

Time: 7:00 p.m. – 9:00 p.m.

Location: San Mateo City Hall
Conference Room C
330 West 20th Avenue
San Mateo, CA 94403

January – off
February 28, 2019
March 28, 2019
April 25, 2019
May – off
June 27, 2019
July – off
August – off
September 26, 2019
October 24, 2019

Scheduled meetings are held on the fourth Thursday of the month.

ATTACHMENTS

None.