

# C/CAG

## CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

*Atherton • Belmont • Brisbane • Burlingame • Colma • Daly City • East Palo Alto • Foster City • Half Moon Bay • Hillsborough • Menlo Park • Millbrae • Pacifica • Portola Valley • Redwood City • San Bruno • San Carlos • San Mateo • San Mateo County • South San Francisco • Woodside*

### AGENDA

#### BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE (BPAC)

<b>Date:</b> Thursday, October 26, 2023	<b>Join by Zoom Meeting:</b> <a href="https://us02web.zoom.us/j/87362024773?pwd=ZXN1eFlyY3p4MHMvVWROeUJId1VPUT09">https://us02web.zoom.us/j/87362024773?pwd=ZXN1eFlyY3p4MHMvVWROeUJId1VPUT09</a>
<b>Time:</b> 7:00 p.m.	
<b>Location:</b> San Mateo County Transit District Office 1250 San Carlos Ave 2 <sup>nd</sup> Fl. Auditorium San Carlos, CA, 94070	<b>Zoom Meeting ID:</b> 873 6202 4773 <b>Password:</b> 894749 <b>Join by Phone:</b> (669) 900-6833

#### \*\*\*HYBRID MEETING - IN-PERSON AND BY VIDEOCONFERENCE\*\*\*

This meeting of the C/CAG BPAC will be held in person and by teleconference pursuant to Government Code Section 54953(e). Members of the public will be able to participate in the meeting remotely via the Zoom platform or in person at the location above. The Board welcomes comments, including criticism, about the policies, procedures, programs, or services of the agency, or of the acts or omissions of the Board and committees. Speakers shall not disrupt, disturb, or otherwise impede the orderly conduct of a Board meeting. For information regarding how to participate in the meeting, either in person or remotely, please refer to the instructions at the end of the agenda.

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1.	Call to Order	Action (Self)	No materials
2.	Public comment on items not on the agenda	Limited to 2 minutes per speaker.	No materials
3.	Approval of the Minutes from the September 28, 2023 Meeting	Action (Self)	Pages 4-7
4.	Review and approval of the 2024 Committee meeting Calendar	Action (Shiramizu)	Pages 8-9
5.	Receive a presentation from Caltrans on the District 4 Bicycle Plan Update	Information (Shiramizu)	Page 10

6.	Receive a presentation from the Metropolitan Transportation Commission on the Bay Trail SFO Gap Study	Information (Shiramizu)	Pages 11-12
7.	Member Communications	Information (Self)	No materials
8.	Adjournment	Information (Self)	No materials

**The next regularly scheduled BPAC meeting will be on January 25, 2024.**

Future potential discussion topics:

- a. E-bicycle safety
- b. Countywide bicycle safety program
- c. Signage

**PUBLIC NOTICING:** All notices of C/CAG regular BPAC meetings, standing committee meetings, and special meetings will be posted at the San Mateo County Court Yard, 555 County Center, Redwood City, 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 BPAC meeting, 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 meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members, of the Committee. The BPAC 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>. Please note that C/CAG’s office is temporarily closed to the public; please contact Audrey Shiramizu at [ashiramizu@smcgov.org](mailto:ashiramizu@smcgov.org) for inspection of public records.

**PUBLIC PARTICIPATION DURING VIDEOCONFERENCE MEETINGS:** Persons with disabilities who require auxiliary aids or services to participate in this meeting should contact Audrey Shiramizu at [ashiramizu@smcgov.org](mailto:ashiramizu@smcgov.org), five working days prior to the meeting date.

**ADA REQUESTS:** Persons with disabilities who require auxiliary aids or services to participate in this meeting should contact Audrey Shiramizu at [ashiramizu@smcgov.org](mailto:ashiramizu@smcgov.org) by 10:00 a.m. prior to the meeting date.

**PUBLIC PARTICIPATION DURING HYBRID MEETINGS:** During hybrid meetings of the Bicycle and Pedestrian Advisory Committee, members of the public may address the Committee as follows:

Written comments should be emailed in advance of the meeting. Please read the following instructions carefully:

1. Your written comment should be emailed to [ashiramizu@smcgov.org](mailto:ashiramizu@smcgov.org).
2. Your email should include the specific agenda item on which you are commenting or note that your comment concerns an item that is not on the agenda.
3. Members of the public are limited to one comment per agenda item.
4. The length of the emailed comment should be commensurate with the two minutes customarily allowed for verbal comments, which is approximately 250-300 words.
5. If your emailed comment is received at least 2 hours prior to the meeting, it will be provided to the C/CAG BPAC members and made publicly available on the C/CAG website along with the agenda. We cannot guarantee that emails received less than 2 hours before the meeting will be made publicly available on the C/CAG website prior to the meeting, but such emails will be included in the administrative record of the meeting.

Spoken comments will be accepted during the meeting in person and through Zoom. Public comments will be taken first by speakers in person, followed by via Zoom. Please read the following instructions carefully:

**\*In-person participation:**

1. If you wish to speak to the C/CAG BPAC, please fill out a speaker's slip placed by the entrance of the meeting room. If you have anything that you wish distributed to the Committee and included in the official record, please hand it to the C/CAG staff who will distribute the information to the Committee members and staff.

**\*Remote participation:**

Spoken comments will be accepted during the meeting through Zoom. Please read the following instructions carefully:

1. The C/CAG BPAC meeting may be accessed through Zoom at the online location indicated at the top of this agenda.
2. You may download the Zoom client or connect to the meeting using an internet browser. If using your browser, make sure you are using a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer.
3. You will be asked to enter an email address and name. We request that you identify yourself by your name as this will be visible online and will be used to notify you that it is your turn to speak.
4. When C/CAG Staff or Co-Chairs call for the item on which you wish to speak, click on "raise hand." Staff will activate and unmute speakers in turn. Speakers will be notified shortly before they are called on to speak. If calling in via phone, press \*9 to raise your hand and when called upon press \*6 to unmute.
5. When called, please limit your remarks to the time allotted.

If you have any questions about this agenda, please contact C/CAG staff:

Transportation Program Specialist: Audrey Shiramizu ([ashiramizu@smcgov.org](mailto:ashiramizu@smcgov.org))

**City/County Association of Governments of San Mateo County (C/CAG)  
Bicycle and Pedestrian Advisory Committee (BPAC)  
Meeting Minutes  
September 28, 2023**

**1. Call to Order**

Vice Chair Uy called the meeting to order at 7:03PM.

<b>Name</b>	<b>Agency</b>	<b>Jan 2023</b>	<b>Mar 2023</b>	<b>July 2023</b>	<b>Oct 2023</b>
<b><u>Public</u></b>					
Matthew Self - Chair	County of San Mateo	X	X		
Malcolm Robinson	San Bruno	X			
Alan Uy – Vice Chair	Daly City	X	X	X	X
Angela Hey	Portola Valley	X	X	X	
Justin Yuen	South San Francisco	X	X	X	X
Marina Fraser	Half Moon Bay	X		X	X
Mike Swire*	Hillsborough			X	X
<b><u>Elected</u></b>					
Ann Schneider	Millbrae	X	X	X	
Emily Beach**	Burlingame	X		X	
Flor Nicolas	South San Francisco	X		X	
Mary Bier	Pacifica	X	X	X	X
Patrick Sullivan	Foster City	X	X		X
John Goodwin	Colma		X	X	X
Lisette Espinoza-Garnica	Redwood City	X	X	X	X

\*Appointed at May 2023 C/CAG Board meeting.

\*\*Resigned at July 2023 BPAC meeting.

C/CAG Staff present: Audrey Shiramizu, Sean Charpentier, Kaki Cheung, Eva Gaye, Kim Springer.

Guests: Chris Lepe (Mariposa Planning Solutions), Roland Yip (City of Pacifica).

**2. Public comment on items not on the agenda.**

None.

**3. Approval of the Minutes from the July 27, 2023 Meeting**

There were no public comments on the minutes.

*Motion: Member Fraser motioned to approve minutes. Member Bier seconded the motion. Member Sullivan abstained from the vote. All other members in attendance voted to approve. The motion passed.*

**4. Review and confirm receipt of the MTC Complete Streets checklist for the City of Pacifica's Manor Drive Overcrossing Project for the 2024 State Transportation Improvement Program (STIP)**

C/CAG Staff Eva Gaye and City of Pacifica Staff Roland Yip presented on the 2024 State Transportation Improvement Program (STIP) and the City of Pacifica's Complete Streets checklist for the proposed Highway 1/Manor Drive Overcrossing Improvement Project.

Member Bier noted that this project is a huge improvement as there are currently no bike facilities in the area.

Member Yuen suggested that the project considers the consequences that this project has on the interactions between drivers and pedestrians crossing.

Staff Roland Yip noted that this project is in the beginning of the Project Initiation Document (PID) phase.

Member Garnica-Espinoza asked for the definition of vehicle miles traveled (VMT) and if there is analysis to see if the project allows for more movement and flow. Staff said they will share this question with City staff.

Member Yuen asked to elaborate on the bicycle improvements. Member Bier responded that the connections are mostly to connect to the coast side trail along Palmetto Avenue.

Vice Chair Uy asked if this is a streetscape or retrofit project. Member Bier responded that there will be landscaping on the overpass. Member Swire noted that class III bike lanes have not been demonstrated to affect new riders, and that having separated bike lanes is ideal.

Staff noted that the project sponsor will consider the Committee's questions and comments.

*Motion: Member Bier motioned to confirm receipt of the MTC Complete Streets checklist for the City of Pacifica's Manor Drive Overcrossing Project for the 2024 STIP. Member Espinoza-Garnica seconded the motion. All members in attendance voted to approve. The motion passed.*

**5. Update on C/CAG Equity Assessment and Framework Development Project and review of proposed actions for comment**

C/CAG Staff Kim Springer and C/CAG consultant Chris Lepe from Mariposa Planning Solutions presented a recap of C/CAG's Equity Assessment and a summary of the proposed action plan strategies for C/CAG.

Member Sullivan recommended partnering with cities to post their equity data. Chris noted that C/CAG has a goal to report progress on how funds are being distributed.

Member Sullivan asked about bike and pedestrian safety in the plan. Chris replied that safety will be described broadly in the final report and that the action plan specifies structural agency changes rather than program-level changes. C/CAG Executive Director Sean Charpentier noted that C/CAG is working on the Local Roadway Safety Plan (LRSP) that uses Statewide Integrated Traffic Records System (SWITRS) and other data.

Member Fraser noted she was pleased with the stakeholder engagement. She asked about metrics for determining equity success. Chris replied the plan will include performance indicators for all actions and specific metrics per project or program. The Executive Director added that metrics will be included in an annual report for Committees and Board review.

Member Swire asked how this plan aligns with C/CAG's overall mission. He noted the recent funding for express lane and car projects. Chris replied that the report will include C/CAG's overall approach. Member Sullivan noted that equity considerations are for both people and for the environment. Member Swire noted that studies show a higher percentage of people of color bike and that lower income communities live and bear pollution from US-101.

Member Bier thanked the team for including staff training.

Vice Chair Uy asked if goal 7 includes on-the-ground outreach and data collection. Chris noted that it is context sensitive. The Executive Director noted that C/CAG intends to create a community-based organization (CBO) database for outreach and plans to work with the San Mateo County Transportation Authority and SamTrans to collaborate on the next equity transportation map.

Member Sullivan asked if staff could support smaller cities with proposals. The Executive Director replied that C/CAG offers office hours to support any potential applicants.

Members Goodwin and Fraser noted that it is important for committee members to share grant information within their own cities and residents in equity focus areas.

Staff Kim Springer noted that the draft final report will go to the C/CAG Board on October 12<sup>th</sup>. The final report will go to the C/CAG Board in November for adoption.

## **6. Member Communications**

Member Fraser asked how many vacant seats are available on the Committee. Staff Audrey Shiramizu noted that there are two vacancies for elected official seats. The Executive Director noted that the seats are typically filled by any city/town or the County.

Member Bier noted her appreciation for a safe space to talk following the recent Zoom bombings. Member Espinoza-Garnica noted the importance of elected officials taking a stance for the community. Member Swire asked about how to balance public comment with access and public input. Member Goodwin suggested staff and other committees read a vision statement at the beginning of meetings. The Executive Director noted that staff can work on a statement.

Vice Chair Uy adjourned the meeting at 8:46pm.

## C/CAG AGENDA REPORT

Date: October 26, 2023

To: Bicycle and Pedestrian Advisory Committee

From: Audrey Shiramizu, Transportation Program Specialist

Subject: Review and approval of the 2024 Committee Meeting Calendar

(For further information, contact Audrey Shiramizu at [ashiramizu@smcgov.org](mailto:ashiramizu@smcgov.org))

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### RECOMMENDATION

That the Bicycle and Pedestrian Advisory Committee reviews and approves the 2024 meeting calendar.

### BACKGROUND

The proposed schedule of Committee meetings in 2024 will be as follows:

- January 25, 2024 (approved at the January 26, 2023 meeting)
- February 22, 2024
- March 28, 2024
- May 23, 2024
- July 25, 2024
- September 26, 2024
- October 24, 2024
- January 23, 2025

Meetings have traditionally begun at 7:00 p.m. and are currently hosted in-person and via Zoom Webinar. Due to Assembly Bill 2449, the committee returned to in-person meetings in March 2023. Prior to the pandemic, the committee met at San Mateo City Hall. Because this space is no longer available, in-person meetings have been hosted in different venues including County Center in Redwood City and the SamTrans Auditorium in San Carlos. Due to the 7:00 p.m. start time, meeting venues across the county have become increasingly difficult to reserve. Staff anticipates that holding the meetings earlier, such as at 6 p.m., will provide more options for meeting spaces.

### RECOMMENDATION

C/CAG staff recommends approving the 2024 calendar and to consider changing the meeting start time to 6:00 p.m.



**ATTACHMENTS**

None.

## C/CAG AGENDA REPORT

Date: October 26, 2023  
 To: Bicycle and Pedestrian Advisory Committee  
 From: Audrey Shiramizu, Transportation Program Specialist  
 Subject: Receive a presentation from Caltrans on the District 4 Bicycle Plan Update  
 (For further information or questions, contact Audrey Shiramizu at [ashiramizu@smcgov.org](mailto:ashiramizu@smcgov.org))

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### RECOMMENDATION

That the Bicycle and Pedestrian Advisory Committee receives a presentation from Caltrans on the District 4 Bicycle Plan Update.

### FISCAL IMPACT

There is no direct fiscal impact to C/CAG.

### SOURCE OF FUNDS

N/A.

### BACKGROUND

Caltrans Bay Area (District 4) is updating the 2018 Bicycle Plan. The new Plan will identify barriers to cycling, prioritize improvements and be used as a resource for Caltrans to inform selection and scoping of bike infrastructure projects on and across Caltrans facilities in the Bay Area.

At the October meeting, the Committee will receive a presentation on the District 4 Bicycle Plan update. Caltrans will also provide current information on bicycling needs identified in the 2018 Bike Plan. The Committee will also have the opportunity to ask questions during the presentation.

More information can be found at Caltrans' website: <https://dot.ca.gov/caltrans-near-me/district-4/d4-programs/d4-transplanning-local-assistance/d4-office-of-transit-and-active-transportation/d4-bike-plan-info>.

### ATTACHMENT

1. Caltrans Bike Plan Update Presentation (*The presentation is available on the C/CAG BPAC website (See "Presentations") at <https://ccag.ca.gov/committees/bicycle-and-pedestrian-advisory-committee/>*).

## C/CAG AGENDA REPORT

Date: October 26, 2023

To: Bicycle and Pedestrian Advisory Committee

From: Audrey Shiramizu, Transportation Program Specialist

Subject: Receive a presentation from the Metropolitan Transportation Commission on the Bay Trail SFO Gap Study

(For further information or questions, contact Audrey Shiramizu at ashiramizu@smcgov.org)

### RECOMMENDATION

That the Bicycle and Pedestrian Advisory Committee receives a presentation from the Metropolitan Transportation Commission on the Bay Trail SFO (San Francisco International Airport) Gap Study.

### FISCAL IMPACT

There is no direct fiscal impact to C/CAG.

### SOURCE OF FUNDS

N/A.

### BACKGROUND

The vision for the San Francisco Bay Trail is a continuous, 500-mile trail around San Francisco and San Pablo Bays that serves 47 cities in the nine county Bay Area. The Metropolitan Transportation Commission (MTC) is leading the Bay Trail San Francisco International Airport (SFO) Gap Study to identify potential Bay Trail alignments to close a three-mile Bay Trail gap around SFO. The study will document existing conditions, identify potential new Bay Trail segments near SFO, and recommend a design for a future segment of the Bay Trail to close the gap in this area.

There are three public engagement opportunities for this study from fall 2023 through summer 2024. The study team completed its first phase of public engagement in September 2023. This included an online survey and map seeking community input on key destinations they want to access in the study area, route preferences, and information about future users of the trail. At the October meeting, the Committee will receive a presentation on the project, public survey results, and have the opportunity to ask questions and provide input.

More information can be found at the project website: <https://mtc.ca.gov/operations/regional-trails-parks/san-francisco-bay-trail/bay-trail-sfo-gap-study>.

**ATTACHMENT**

1. MTC Bay Trail SFO Gap Study Presentation (*The presentation is available on the C/CAG BPAC website (See “Presentations”) at <https://ccag.ca.gov/committees/bicycle-and-pedestrian-advisory-committee/>*).