



# TOWN OF LOS GATOS

RJ BRYANT SERVICE CENTER  
41 MILES AVENUE  
LOS GATOS, CA 95030

## BICYCLE AND PEDESTRIAN ADVISORY COMMISSION

JUNE 2, 2016  
3:00 P.M. - REGULAR MEETING

### AGENDA

1. **MEETING CALLED TO ORDER**
2. **ROLL CALL**
3. **INTRODUCTION OF NEW MEMBERS**
4. **APPROVAL OF THE MEETING MINUTES**
  - A. April 7, 2016 (Attachment 1)
  - B. May 5, 2016 (Attachment 2)
5. **VERBAL COMMUNICATIONS**
  - A. Public Speakers (*Three minute time limit per speaker for subjects not agendized.*)
  - B. Commissioners (*Information only, not for discussion. One minute time limit per commissioner.*)
6. **NEW BUSINESS**
  - A. BPAC Involvement in Community Events
7. **DEPARTMENT MATTERS/ITEMS FOR INFORMATION** (*as time allows*)
  - A. Police Department Report
  - B. Town Engineer's Report
8. **COMMISSION/COMMITTEE MEETING REPORTS** (*As related to BPAC. Two minute time limit per commissioner.*)
  - A. Youth Commission (Huang)
  - B. Safe Routes to Schools (Cook)
  - C. Parks Commission (Gordon)
  - D. Transportation and Parking Commission (Ristow)
  - E. VTA Update – Bicycle & Pedestrian Advisory Committee (Hertan)

**9. COMMISSION MATTERS** *(Three minute time limit per commissioner.)*

- A. Chairperson Report
- B. Work Plan
  - i. Ad Hoc Committee Updates
    - a. Bicycle and Pedestrian Master Plan
    - b. Safe Routes to Work
    - c. Bicycle and Pedestrian Infrastructure
    - d. Social Media
    - e. Vision Zero
- C. Proposed Future Agenda Items

**10. ADJOURNMENT**

Next Special Meeting - BPAC Community Outreach on BPMP: July 7, 2016 (Town Council Chambers)

Attachments:

- 1) Minutes of Regular Meeting – April 7, 2016
- 2) Minutes of Special Meeting – May 5, 2016

**In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Parks and Public Works Department at (408) 399-5770. Notification 48 hours before the meeting will enable the Town to make reasonable arrangements to ensure accessibility to this meeting. [29 CFR § 35.102-35.104]**



# TOWN OF LOS GATOS

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## BICYCLE AND PEDESTRIAN ADVISORY COMMISSION

THURSDAY, APRIL 7, 2016  
3:00 P.M. REGULAR MEETING

### MINUTES

1. MEETING CALLED TO ORDER

The Bicycle and Pedestrian Advisory Commission Regular Meeting was called to order at 3:03 p.m. by **Chair Loughridge**.

2. ROLL CALL

**Present:** Chair Loughridge, Vice-Chair Hertan, Commissioners Cook, Huang, and Ristow

**Absent:** Commissioner Aadland

**Staff:** Matt Morley, Director of Parks and Public Works  
Lisa Petersen, Town Engineer  
Jessy Pu, Traffic Engineer  
Bob Kass, Project Manager

**Guests:** Mike Nilsson, PlaceWorks  
Jaime Rodriguez, Traffic Patterns

3. INTRODUCTION OF NEW MEMBERS

None.

4. APPROVAL OF THE MEETING MINUTES

A. February 4, 2016

**MOTION:** Motion made by Commissioner Ristow to approve the February 4, 2016 Regular Meeting minutes.

**Seconded by Vice-Chair Hertan.**

**VOTE:** Motion passed unanimously.

**5. VERBAL COMMUNICATIONS**

(Three minute time limit per speaker for subjects not agendized.)

- A. **Public Speakers** (*Three minute time limit per speaker for subjects not agendized.*)

None.

- B. **Commissioners** (*Information only, not for discussion. One minute time limit per commissioner.*)

**Commissioner Ristow** reported on the ride-along with Sergeant Kauwelo, the Walk and Roll event in coordination with Safe Routes to School the week of April 19, 2016, and the Second Viva Calle San Jose on September 18, 2016.

**6. NEW BUSINESS**

- A. Bicycle and Pedestrian Master Plan Presentation

**Project Manager Kass** updated the commission regarding the Bicycle and Pedestrian Master Plan and introduced Consultant Mike Neilson with PlaceWorks.

**Consultant Nilsson** introduced himself and discussed the following tentative timeline with the commission:

- May 5, 2016 – review feedback and input for the draft outreach strategy and develop vision statement.
- May 19 and 21, 2016 – bicycle and pedestrian traffic counts (training session on how to conduct these counts on May 5, 2016 after the BPAC meeting).

A Q&A session was opened for discussion to the Commission.

**ACTION:** Commission to send feedback regarding the Bicycle and Pedestrian Master Plan to Town Engineer Petersen.

- B. School Traffic Presentation

**Consultant Rodriguez** of Traffic Patterns presented preliminary engineering drawings for reconfiguration of specific town streets with regard to school traffic to the commission.

A Q&A session was opened for discussion to the Commission.

**ACTION:** Commission to send feedback regarding the concepts of the specified town streets to Town Engineer Petersen.

- C. Ex Officio Member from Monte Sereno

**Vice-Chair Hertan** proposed to have an ex officio member from Monte Sereno as a representative to the Bicycle and Pedestrian Advisory Commission for the Town of Los Gatos.

The **Commission** discussed the matter and no further action was taken.

D. BPAC Project Funding

**Vice-Chair Hertan** suggested that the commission create a strategic budget for long term funding for BPAC projects. The **Commission** discussed the matter.

7. **DEPARTMENT MATTERS/ITEMS FOR INFORMATION** *(as time allows)*

A. Police Department Report

**Town Engineer Petersen** reported that the incident reports presented to Town Council will also be provided to the Transportation and Parking Commission and Bicycle and Pedestrian Advisory Commission.

B. Town Engineer's Report

**Town Engineer Petersen** distributed a handout regarding BPAC Community Outreach Protocol, which allows for cohesive and clear outreach to the community on BPAC matters.

The **Commission** discussed the matter.

**Town Engineer Petersen** also reported on the Kennedy Road parking restrictions and the forthcoming update to Town Council regarding the Green Bike Lane Pilot Project.

8. **COMMISSION/COMMITTEE MEETING REPORTS** *(As related to BPAC. Two minute time limit per commissioner.)*

A. **Youth Commission**

**Commissioner Huang** provided a report on the Green Bike Lane Pilot Project, the upcoming Spring into Green event, Smoking Ordinance, and Youth Commission social media.

B. Safe Routes to Schools

**Commissioner Cook** reported that the next Safe Routes to School meeting is on May 11, the Take it to the Streets event is on Earth Day on April 22, and the hot spots around the schools were presented to Consultant Rodriguez with Traffic Patterns.

C. Parks Commission

No report given.

D. Transportation and Parking Commission

**Commissioner Ristow** reported that three new commissioners were appointed to the Transportation and Parking Commission and that the next meeting is on April 14. She also stated that the residents on Alpine Avenue have preferential

residential parking. The street is now limited to 90 minute parking and enforcement is in effect.

E. VTA Update – Bicycle & Pedestrian Advisory Committee

**Vice-Chair Hertan** reported that the Board of Directors of VTA are voting on a \$6 billion dollar plan, over a 30 year period, for infrastructure projects where 5% would be allocated for bicycles, the festival of BPACs in San Jose is on May 15, and that VTA will no longer distribute hard copies of documents. He also stated that the Vision Zero plan will be presented to the Los Altos Town Council for adoption and he will try to obtain a copy of it for distribution to the commission.

**Vice-Chair Hertan** also expressed his interest to be able to obtain traffic incident data from Crossroads software.

9. **COMMISSION MATTERS** *(Three minute time limit per commissioner.)*

A. Chairperson Report

**Chair Loughridge** expressed that he would like a calendar of events on the Town BPAC webpage. **Town Engineer Petersen** responded that the information can be put on the “What’s New” section of the Town website and/or the Parks and Public Works’ Facebook page.

The **Commission** discussed the matter.

**Director Morley** reported to the Commission that staff has limited resources and that the Parks and Public Works webpage is used for static information and helpful links only.

**Chair Loughridge** requested commissioners to volunteer for the Spring into Green event.

The **Commission** discussed the matter.

B. Work Plan

- i. Ad Hoc Committee Updates
  - a. Bicycle and Pedestrian Master Plan (no report)
  - b. Safe Routes to Work (presented in handout)
  - c. Bicycle and Pedestrian Infrastructure (requested in MUTCD format)
  - d. Social Media (links to be provided)
  - e. Vision Zero (no report)

C. Proposed Future Agenda Items

**Chair Loughridge** requested that all proposed and/or future agenda items be sent to staff before the next meeting.

10. **ADJOURNMENT**

The meeting was adjourned at 5:18 p.m.

Next Special Meeting: Thursday, May 5, 2016



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## BICYCLE AND PEDESTRIAN ADVISORY COMMISSION

THURSDAY, MAY 5, 2016  
3:00 P.M. SPECIAL MEETING

### MINUTES

1. **MEETING CALLED TO ORDER**

The Bicycle and Pedestrian Advisory Commission Regular Meeting was called to order at 3:00 p.m. by Chair Loughridge.

2. **ROLL CALL**

**Present:** Chair Loughridge, Vice-Chair Hertan, Commissioners Aadland, Cook, Gordon, Huang, and Ristow

**Staff:** Matt Morley, Director of Parks and Public Works  
Lisa Petersen, Town Engineer  
Bob Kass, Project Manager

**Guests:** Mike Nilsson, PlaceWorks  
Joanna Jansen, PlaceWorks

3. **BICYCLE AND PEDESTRIAN MASTER PLAN UPDATE**

PlaceWorks Consultants Nilsson and Jansen presented the following information to the Commission as outlined and distributed in the Draft Outreach Strategy and Vision Statement.

- Preparation of Outreach Strategy for the Bicycle and Pedestrian Master Plan
- Stakeholder Surveys and Input
- Online Engagement
- Event Tabling
- Bicycle and Pedestrian Count
- Participation at BPAC Meetings
- Key concepts to include in BPMP Vision Statement

A Q&A session was opened for discussion and feedback from the Commission.

4. **TDA ARTICLE 3 FUNDING FOR THE BICYCLE AND PEDESTRIAN MASTER PLAN**

The **Commission** discussed TDA Article 3 Funding for the Bicycle and Pedestrian Master Plan and the following motion was made:

**MOTION:** **Motion made by Vice-Chair Hertan** that staff apply for the use Metropolitan Transportation Commission (MTC) Transportation Development Act (TDA) Article 3 funds for the Bicycle and Pedestrian Master Plan.

**Seconded by Commissioner Aadland.**

The **Commission** discussed the motion and a vote was taken.

**VOTE:** **Motion passed unanimously.**

**5. OTHER ITEMS**

- A. Work Plan – Bicycle Pedestrian Infrastructure Main Street “Line of Sight” Project.

**Chair Loughridge** distributed a drawing of Main Street between Santa Cruz Avenue to Highway 17 to the commission and suggested that one car space be removed from each of the indicated crosswalks with red curbs to increase the line of sight so pedestrians are visible to car traffic and utilize the space for bicycle parking.

The **Commission** and **staff** discussed the matter.

After further discussion, the following motion was made:

**MOTION:** **Motion made by Vice-Chair Hertan** that staff analyze the “line of sight drawings” for the Main Street Project, make the appropriate modifications, and provide feedback to the BPAC commission at the June 2, 2016 meeting.

**Seconded by Commissioner Aadland.**

The **Commission** discussed the motion and a vote was taken.

**VOTE:** **Motion passed unanimously.**

- B. Report Out on Spring into Green BPAC Booth

**Commissioner Loughridge** distributed and reported on the Los Gatos Bicycle and Pedestrian Incident Map that was showcased at Spring into Green booth.

The **Commission** and **staff** discussed the map.

**6. ADJOURNMENT**

The meeting was adjourned at 5:26 p.m.

Next Regular Meeting: June 2, 2016