



TOWN OF LOS GATOS

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

BICYCLE AND PEDESTRIAN ADVISORY COMMISSION

AUGUST 4, 2016
3:00 P.M. - REGULAR MEETING

AGENDA

1. MEETING CALLED TO ORDER
2. ROLL CALL
3. APPROVAL OF THE MEETING MINUTES
 - A. June 2, 2016 (Attachment 1)
 - B. July 7, 2016 (Attachment 2)
4. 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.*)
5. NEW BUSINESS
 - A. Bicycle and Pedestrian Master Plan Update (Attachment 3 and 4)
 - B. Bike Lane Plan at High School
 - C. Bike Valet Parking
 - D. Outreach to Business for Bike Racks
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 (Vacant)
 - 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. Social Media
 - d. Vision Zero
 - e. Complete Streets
- C. Proposed Future Agenda Items

10. **ADJOURNMENT**

Next Special Meeting - BPAC Community Outreach on BPMP: September 8, 2016 (Town Council Chambers)

Attachments:

- 1) Minutes of Regular Meeting – June 2, 2016
- 2) Minutes of Special Meeting – July 7, 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

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

BICYCLE AND PEDESTRIAN ADVISORY COMMISSION

THURSDAY, JUNE 2, 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 3:02 p.m. by **Chair Loughridge**.

2. ROLL CALL

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

Absent: Commissioner Gordon

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

Guests: Barry Chaffin, VTA BPAC Member for Monte Sereno
Tomio Hayase-Izu, Silicon Valley Bicycle Coalition

3. INTRODUCTION OF NEW MEMBERS

4. APPROVAL OF THE MEETING MINUTES

A. April 7, 2016

MOTION: Motion made by Commissioner Ristow to approve the April 7, 2016 Regular Meeting minutes.

Seconded by Vice-Chair Hertan.

VOTE: Motion passed unanimously

A. May 5, 2016

MOTION: Motion made by Commissioner Aadland to approve the May 5, 2016 Special Meeting minutes.

Seconded by Commissioner Ristow.

VOTE: Ayes: 5 / Nays: 0 Abstain: 1 (Ristow)

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.*)

Guest Hayase-Izu invited the BPAC members to the Silicon Valley Bike Summit on August 11, 2016.

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

Commissioner Aadland expressed many thanks to all who participated at this year's Cats Hill Classic on behalf of President Barry Gordon of the Los Gatos Bicycle Racing Club.

Commissioner Cook announced that there is free webinar for the National Center for Safe Routes to School on June 15, 2016 that rates each states performance in the Safe Routes to School program.

ACTION: Commissioner Cook to send webinar link to staff for distribution.

Commissioner Ristow reminded and announced to the commission that 1) the Silicon Valley Bike Summit is scheduled for August 11, 2016 and 2) that she participated in a bike ride/fundraiser along the California coast sponsored by the Silicon Valley Bike Coalition and raised over \$25K.

6. NEW BUSINESS

- A. BPAC Involvement in Community Events

Commissioner Ristow commented on the following events:

- 2017 Bike to Work Day. Commissioner Ristow would like to see some Town outreach and a BPAC presence at this event.
- Bike to Google/No Rider Left Behind Bike Ride – Occasional Fridays.
- 2017 Spring into Green
- 2017 Cats Hill

The **Commission** discussed the matter.

ACTION: Commissioner Ristow requested staff to look into promotional items for BPAC.

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

- A. Police Department Report

Town Engineer Petersen distributed collision reports to the commission on behalf of Sergeant Kauwelo.

The **Commission** discussed the matter.

MOTION: **Motion made by Vice-Chair Hertan** for staff to give a report on the resources needed for Los Gatos and Monte Sereno to participate in the Crossroads database.

The **Commission** discussed the matter and the motion was retracted by **Vice-Chair Hertan**.

VOTE: **Motion to retract the motion by Vice-Chair Hertan passed unanimously.**

Vice-Chair Hertan requested staff to provide the commission with information on how Los Gatos can provide its citizens with traffic information through the Crossroads database.

ACTION: **Staff to provide the BPAC with information regarding the Crossroad database at the next meeting.**

B. Town Engineer's Report

Town Engineer Petersen reported on the Almond Grove Project, the San Jose Water Company Main Replacement Project at Old Blossom Hill Road and east of Union Avenue for the duration of summer, and the Annual Street Maintenance Project.

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

A. Youth Commission

Commissioner Huang reported that the Youth Commission did a presentation on the green bike lanes in town and the four spots near and around the high school that experience high traffic volumes to the Town Council.

B. Safe Routes to Schools

Commissioner Cook reported on Safe Routes to School's final newsletter for the year, the ongoing traffic studies around town, recent accomplishments to be published to the Safe Routes to School Facebook account, the Spring Walk and Bike event, and the 19 bike racks received through a grant from Bay Area Quality Management and VTA. He also stated that Park and Public Works Director Morley received recognition from the Traffic Safe Communities Network for his contributions to Safe Routes to School.

C. Parks Commission

No report given.

D. Transportation and Parking Commission

Commissioner Ristow reported on beach traffic and the Traffic Patterns presentation at the last Transportation and Parking Meeting. She also stated that new priorities will be discussed at the next commission meeting.

E. VTA Update – Bicycle & Pedestrian Advisory Committee

Vice-Chair Hertan reported that the next VTA BPAC Meeting is June 8, 2016 and that a summary regarding the progress of the County Wide BPAC Master Plan will be presented at the second half of the meeting.

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

A. Chairperson Report

No report given.

B. Work Plan

i. Ad Hoc Committee Updates

a. Bicycle and Pedestrian Master Plan

Town Engineer Petersen reported on the Bicycle and Pedestrian Master Plan surveys from PlaceWorks and that they are collecting and analyzing data for existing conditions in preparation for discussion at the next Special/Community Meeting on July 7, 2016.

b. Safe Routes to Work

Vice-Chair Hertan provided data to PlaceWorks to make sure that its value and objective is incorporated into the Bicycle and Pedestrian Master Plan.

c. Bicycle and Pedestrian Infrastructure

Town Engineer Petersen reported that staff has made the recommendation for PlaceWorks to include visibility issues with crosswalks downtown in the Bicycle Pedestrian and Master Plan.

Town Engineer Petersen also stated that staff is looking for a recommendation from the BPAC to support development of a policy of pedestrian level standards in the downtown area which would be included in the Bicycle and Pedestrian Master Plan and approved by Town Council.

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

MOTION: Motion made by **Vice-Chair Hertan** to adopt the development of a policy of pedestrian standards by PlaceWorks to be included in the Bicycle and Pedestrian Master Plan.

Seconded by Commissioner Cook.

VOTE: Ayes: 5 / Nays: 1 (Loughridge) / Abstain: 0

- d. Social Media (no report)
- e. Vision Zero (no report)

C. Proposed Future Agenda Items

- Complete Streets to the Work Plan (Vice-Chair Hertan)
- Outreach/Bike Event with Good Samaritan Hospital (Commissioner Ristow)

MOTION: Motion made by Vice-Chair Hertan to add Complete Streets to the Work Plan.

Seconded by Commissioner Aadland

VOTE: Motion passed unanimously

10. **ADJOURNMENT**

The meeting was adjourned at 5:46 p.m.

Next Special Meeting: Thursday, July 7, 2016

Next Regular Meeting: Thursday, August 4, 2016

DRAFT



TOWN OF LOS GATOS

TOWN COUNCIL CHAMBERS
110 EAST MAIN STREET
LOS GATOS, CA 95030

BICYCLE AND PEDESTRIAN ADVISORY COMMISSION

THURSDAY, JULY 7, 2016
6:00 P.M. SPECIAL/COMMUNITY MEETING

MINUTES

1. MEETING CALLED TO ORDER

The Bicycle and Pedestrian Advisory Commission Special/Community Meeting was called to order at 6:00 p.m. by **Chair Loughridge**.

2. ROLL CALL

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

Absent: Commissioner Gordon

Staff: Bob Kass, Project Manager

Guests: Mike Nilsson, PlaceWorks

3. APPOINTMENT OF VTA BPAC REPRESENTATIVE

MOTION: Motion made by **Commissioner Ristow** to nominate Vice-Chair Hertan as the VTA BPAC representative. **Vice-Chair Hertan** accepted the nomination. **Seconded** by **Commissioner Aadland**.

VOTE: Motion passed unanimously.

4. BICYCLE AND PEDESTRIAN MASTER PLAN

Project Manager Kass introduced Mike Nilsson from PlaceWorks who presented the preliminary findings on the existing conditions related to bicycle and walking in Los Gatos and Monte Sereno and the initial results of the Bicycle and Pedestrian Master Plan online survey.

The floor was open to public comment and discussion following the presentation.

5. ADJOURNMENT

The meeting was adjourned at 7:27 p.m.

Next Regular Meeting: Thursday, August 4, 2016



MEMORANDUM

TO Town of Los Gatos

FROM PlaceWorks

DATE June 27, 2016

SUBJECT **Los Gatos Bicycle and Pedestrian Master Plan (BPMP) Community Meeting with the Bicycle and Pedestrian Advisory Committee (BPAC) on Existing Conditions – July 7, 2016**

Meeting Summary

The Town of Los Gatos Bicycle and Pedestrian Advisory Commission held a community meeting on the Bicycle and Pedestrian Master Plan (BPMP) on July 7, 2016, at Town Council Chambers. The goal of this community meeting was to discuss the results of the Bicycle and Pedestrian Master Plan Online Survey, and receive community feedback on the Existing Conditions Assessment related to bicycling and walking in Los Gatos and Monte Sereno.

Bob Kass, Project Manager with the Town of Los Gatos welcomed and introduced the Commissioners and PlaceWorks, the prime consultant for this project. Michael Nilsson of PlaceWorks gave a presentation, summarizing the survey results and findings from the existing conditions assessment. Information regarding existing conditions was conveyed through large-scale maps indicating major destinations, existing bicycle facilities, pedestrian and trail facilities, and bicycle and pedestrian collisions.

This meeting was attended by-

- Chair Loughridge,
- Vice-Chair Hertan,
- Commissioners Cook, Aadland and Ristow
- Bob Kass, Project Manager
- Mike Nilsson, PlaceWorks
- Pranjali Deokule, PlaceWorks

In addition, approximately 30 members of the public attended the meeting on July 7th.

Public Comments on Existing Conditions Assessment

After the presentation, community members provided input regarding the existing bicycle and pedestrian facilities in the Town. These comments were recorded by PlaceWorks staff and are summarized below:

- A community member referenced a bicycle heat map (and displayed an App for the Commission) as an additional source of data on bicycling in Los Gatos.
- The Winchester Light Rail Station should be identified as a major destination and be incorporated into the existing conditions assessment.
- Bicycle connections to the Winchester Light Rail station are unsafe.
- West Valley College should be added as a major destination.
- Shopping, work locations, and coffee shops should be added as destinations.
- Highway 17 divides the Town of Los Gatos. A bike overpass over Highway 17, around Blossom Hill Road or at Vasona Park, would invite a lot of bicyclists and pedestrians if there is a convenient and safe way to reach downtown. The Plan should focus on improving the connection of bicycle and pedestrian facilities across the east and west side of the Town.
- The bicycle and pedestrian network needs to be improved along trails. Addition of dedicated bike lanes or green bike lanes could be helpful to improve bikeability.
- Adopting the “Idaho Stop” which allows bicyclists to consider stops as yield signs, should be explored.
- Shopping centers, especially those along Los Gatos Boulevard do not have adequate bike racks. New businesses should be required to add bike racks.
- Sidewalks are missing throughout Town, especially near schools and along Shannon Road. Access to the Los Gatos High School parking lot is unprotected and dangerous for cyclists and drivers. Streets near schools require dedicated bike lanes to ensure safety of bicyclists.
- The Los Gatos Saratoga Road (Highway 9) and University Avenue intersection traffic signal timing is inadequate and results in congestion. There is a need for a traffic engineering study to optimize traffic signal timing. Bike sensitive traffic signals and camera presence could improve the safety of bicycle riders. A “barn door” or diagonal intersection for crossing could be less confusing.
- General concern about visibility issues along roadways, lack of crosswalks, and the need for more bike paths. Consider replacing on-street parking on Los Gatos Boulevard with buffered bike lanes. Bike and pedestrian connectivity to and from Los Gatos Creek Trail to Highway 9 needs improvements.
- Residents reported that garbage and recycle bins often block bike lanes and pose a danger for bicyclists sharing the road with cars.

- Parking spillover could be a concern if parking is completely displaced from arterials such as Main Street and Los Gatos Boulevard.

BPAC Comments:

- **Commissioner Ristow** acknowledged that parking on Los Gatos Boulevard may need to be removed in order to allow for bike infrastructure. She also commented that the street segment on Winchester Boulevard from Lark Avenue to Campbell and trail and bike connections along Albright Way needs to be improved. Connections to the Los Gatos Creek Trail are also an issue and need to have transition areas and better connectivity. Additionally, there is a need for securing grant funding for improving trail connections.

Ms. Ristow also supported community members regarding the addition of major destinations such as the Winchester Light Rail station, Downtown Los Gatos and shopping destinations in the Major Destinations Map for the Los Gatos BPMP Plan. In regards to potential infrastructure improvements in the Plan, she proposed that a bike boulevard be planned parallel to large arterial streets to get kids to schools versus Los Gatos Boulevard; Los Gatos Boulevard would be a good candidate for road diet. Recycle bins blocking the road are an issue.

Los Gatos could host events similar to San Jose's Viva Calle open streets event in September to encourage biking in the Town. The event in San Jose will have approximately six miles of road closed to cars for a day, and will be open for Bay Area residents to walk, bike, skate, and play.

- **Commissioner Cook** reminded the Commission that the County is updating their Regional Bike Plan and we should include their comments regarding bicycle and pedestrian improvements.
- **Commissioner Aadland** suggested the Town adopt a phased implementation process and accommodate all modes of safety for bicyclists and pedestrians. It would be a good idea to start with implementing sharrows and/or green bike lanes. The Highway 9 and University Avenue corridors to Downtown Los Gatos could be focus areas for sharrow markings.

Mr. Aadland also proposed the widening of LG Creek trail in some places to provide more room for bicyclists and pedestrians. He also recommended that the Town and PlaceWorks should work together in the future to ensure the BPMP is updated every 5-7 years and the policy is revised incrementally.

- **Commissioner Hertan** shared that he commutes via bike from Los Gatos to the Winchester VTA Light Rail Station, and then goes from the VTA LRT Station to Fremont. He wants to

emphasize bicycle infrastructure along, and connecting to, VTA routes. He also referred to the traffic conditions along Winchester Boulevard.

He also suggested adding medical facilities in Town as destination to maps. He expressed his support for “Idaho Stop Law” but acknowledged that California does not currently permit the law.

- **Commission Chairperson Loughridge** asked that PlaceWorks staff assess the responses from the Existing Conditions Survey to highlight the need for additional bicycle and pedestrian facilities in Los Gatos.

He agreed with the idea of adding green bike lanes and suggested adding a “No right Turn on Red” sign on University/Main Street intersection. In response to a community member’s question regarding signal timing, he mentioned that Caltrans may have control over some of the signals, especially on east-west arterial streets near Highway 17, as well as along Los Gatos Saratoga Road (Highway 9).

Mr. Loughridge recommended that the BPMP should focus on connecting gaps in the bicycle and pedestrian network near schools. He also mentioned that there should be a drop off zone designed for Los Gatos High School. Additionally, he informed community members that there may be financial issues in implementing all bicycle and pedestrian facility improvements altogether. The Commission and Town staff will discuss more about adopting an incremental approach for implementation of the Master Plan.

Next Steps

Based on comments received from the public and the Bicycle and Pedestrian Advisory Committee, PlaceWorks will update the Existing Conditions Maps presented at the July 7th meeting. In addition, comments received at the meeting will be considered when developing policy and network recommendations for the Bicycle and Pedestrian Master Plan, with draft recommendations being presented at a BPAC Community Meeting scheduled for September 8, 2016.



MEMORANDUM
TOWN OF LOS GATOS

To: Bicycle and Pedestrian Advisory Commission
From: Bob Kass, Special Project Manager
Subject: Bicycle and Pedestrian Master Plan Update
Date: July 28, 2016

July 7 Community Meeting

On Thursday, July 7, 2016, the Bicycle and Pedestrian Advisory Commission hosted a Community Meeting on the Bicycle and Pedestrian Master Plan (BPMP). Approximately 30 people were in attendance, including Vice Mayor Marico Sayoc and Town Manager Laurel Prevetti. Michael Nilsson, the lead consultant from PlaceWorks, presented preliminary findings on the assessment of existing conditions for the BPMP, which includes a series of maps and exhibits that will be posted shortly on the Town's website. The consultant's presentation was followed by a community input session facilitated by Parks and Public Works Department project manager Bob Kass. Following the community input portion of the meeting, Commissioners provided input to staff on the BPMP.

A wide range of comments were provided by attendees at the Community Meeting. Comments were recorded by Placeworks. Commissioners also provided a wide range of comments to staff and the consultants. A summary of Community and Commission comments is attached for reference and review.

Bicycle and Pedestrian Counts

As has been previously discussed with the BPAC, an important component of the Bicycle and Pedestrian Master Plan is the collection of bicycle and pedestrian counts in a range of locations throughout the Town. These counts will establish baseline data for bicycle and pedestrian activity in Los Gatos, as well as provide observations on the behavior of bicyclists, pedestrians and motorists that may help in prioritizing program and project recommendations. The scope of work for the BPMP includes counts at up to ten locations.

The most accepted approach for collecting manually-generated bicycle and pedestrian count data (as opposed to machine or automated counts), is the methodology developed by the National Bicycle and Pedestrian Documentation Project (NBPD). The NBPD is a nationwide effort that aims to provide consistency in pedestrian and bicycle data collection and use by planners, governmental agencies and bicycle and pedestrian professionals. Development of the NBPD

methodology was informed by a variety of transportation professionals, including those representing the Institute of Transportation Engineers (ITE). The NBPD methodology includes:

- Consistent count days and times, with a preference of counts to occur in the middle of the week (Tuesday, Wednesday, or Thursday) to represent a baseline weekday count.
- Specific times during the year to capture counts. NBPD prefers counts to occur in September, as schools are in session and summer vacations are complete.
- The use of a consistent count methodology and collection materials.

The NBPD recommends selecting count locations using the following criteria:

- Pedestrian and bicycle activity areas or corridors
- Representative locations in urban, suburban, and rural locations, geographically dispersed throughout the community
- Key corridors that can be used to gauge the impacts of future improvements
- Gaps and pinch points for bicyclists/pedestrians (potential improvement areas)
- Locations where bicycle and pedestrian volumes are high
- Locations where bicycle and pedestrian collisions are high

Based on the criteria above, along with the Existing Conditions Analysis and comments received from the Existing Conditions Survey, staff and Placeworks have identified the following potential candidates for count locations:

- Santa Cruz Avenue and Main Street – Center of Downtown Los Gatos, with high pedestrian and bicycle volumes, directly adjacent to Town Plaza.
- Los Gatos-Saratoga Road (Highway 9) at Massol/Montgomery – Contains some of the highest bicycle crash rates in Los Gatos and Monte Sereno, key regional bikeway, pinch point for bicyclists and vehicles, off-center intersection.
- Daves Avenue at Poppy Lane – Adjacent to Daves Avenue Elementary School, contains existing gaps in bicycle and pedestrian infrastructure.
- Shannon Road and Los Gatos Boulevard – Significant school traffic from Van Meter Elementary and Fisher Middle School, site of recent green bike lane improvements, off-center intersection that has been recently improved.
- Directly along Los Gatos Creek Trail at the Blossom Hill Road trailhead – Location is within Vasona County Park, key regional bikeway route with high volumes of both bicyclists and pedestrians, some issues encountered at trailhead entrance (lack of visibility, narrow roadway).
- Short Road and Shannon Road – Gateway to foothills and key route to mountain biking trails, also key route to flatland neighborhoods, roadway contains existing gaps in bicycle and pedestrian infrastructure.

- Lark Avenue and Highway 17 Signal (just west of Highway 17) – Site of some of the most serious accidents in the Town, noticeable gap in bicycle infrastructure.
- Knowles Avenue and Winchester Boulevard – Adjacent to Netflix, existing gaps in bicycle and pedestrian infrastructure, potential for future transportation improvements (per VTA Vasona Junction Station).
- Union Avenue at Los Gatos Almaden Road – Existing east-west bike route on east side of town, several bike/ped accidents have occurred at this intersection.
- Kennedy Road at Kennedy Trailhead – Entry into Sierra Azul Open Space Reserve, site of recent bicycle accidents

NBPD has officially recommended the week of September 13-18, 2016 to conduct counts. In order to proceed with conducting counts during this time period, the following tasks and timeline are suggested:

- Finalize count locations, dates and trainings – Early August, shortly after comments are received by the BPAC.
- Volunteer recruiting – Have an online sign-up sheet generated around Mid-August, to coincide with the release of the map-based online survey on network recommendations. Notification may occur through NextDoor, Facebook, the Town's webpage and other relevant social media outlets to the online Volunteer sign up page. Also outreach to local schools and service organizations to recruit volunteers.
- Bicycle and Pedestrian Count Training – Two 45-minute training sessions for count volunteers are proposed: Wednesday, September 7, at 6 p.m. and Thursday, September 8, at 3 or 4 p.m. (after school has recessed).
- Bicycle and Pedestrian Counts are conducted – One weekday count (Tuesday, September 13th, Wednesday, September 14th or Thursday, September 15th) and one weekend count Saturday, September 17th. The weekday counts would be both a.m. and p.m. counts, while the weekend count would be a single 2-hour late morning count.

Next Steps

A second BPAC-hosted Community Meeting will be held on September 8, 2016 from 6:00 to 7:30 p.m. At this meeting the consultants and staff will be presenting preliminary network recommendations (projects) and preliminary policy recommendations, as well as initial results of responses of a second online survey focused on network (project) and policy recommendations.

Attachment: July 7, 2016, Community Meeting Comments