



TOWN OF LOS GATOS
BICYCLE AND PEDESTRIAN ADVISORY COMMISSION
REGULAR MEETING
THURSDAY, APRIL 4, 2019
RJ BRYANT SERVICE CENTER
41 MILES AVENUE
LOS GATOS, CA
3:00 P.M.

Sheldon Gilbert, Chair

Jeff Thompson, Vice Chair

Bill Ehlers, Commissioner

Ryan Judy, Youth Commissioner

Amy Leonard, Commissioner

Jeff Loughridge Commissioner

Heidi Owens, Commissioner

MEETING CALLED TO ORDER

ROLL CALL

NOMINATIONS/APPOINTMENTS

1. Nominations/Appointment of Transportation and Parking Commission Liaison (Verbal Report)

COMMISSIONER REPORTS

CONSENT ITEMS (TO BE ACTED UPON BY A SINGLE MOTION) (*Items appearing on the Consent Calendar are considered routine and may be approved by one motion. Unless there are separate discussions and/or actions requested by the Commission, staff, or a member of the public, it is requested that items under the Consent Calendar be acted on simultaneously. Any member of the Commission or public may request to have an item removed from the Consent Calendar for comment and action.*)

2. Approve Bicycle and Pedestrian Advisory Commission Regular Meeting Minutes of February 7, 2019.
3. Review of draft minutes of Joint Special Meeting BPAC and TPC of March 14, 2019 (no vote due to no BPAC quorum at meeting).

VERBAL COMMUNICATIONS (*Members of the public are welcome to address the Commission on any matter that is not listed on the agenda. To ensure all agenda items are heard and unless additional time is authorized by the Chair, this portion of the agenda is limited to 30 minutes and no more than three (3) minutes per speaker. In the event additional speakers were not able to be heard during the initial Verbal Communications portion of the agenda, an additional Verbal Communications will be opened prior to adjournment.*)

BICYCLE AND PEDESTRIAN ADVISORY COMMISSION MEETING
April 4, 2019

OTHER BUSINESS (*Up to three minutes may be allotted to each speaker on any of the following items.*)

4. Ad Hoc Committee Updates - Discussion on Specific Priorities for the Year (Verbal Reports)
 - a) Outreach
 - b) Bike Valet
 - c) Policy
 - d) Infrastructure
5. Events - Spring into Green/Bike Valet/Bike to Work Day (Verbal Reports)
6. Vote on General Plan Memo
7. PPW Updates
 - a) Assistant Public Works Director/Town Engineer Petersen
 - i) CIP Update (Verbal Report)
 - b) Transportation and Mobility Manager Smith
 - i) Annual Transportation Development Act (TDA) Article 3 Funds for Bicycle and Pedestrian Projects
 - ii) Fall 2018 Bike and Pedestrian Count Report
 - iii) Fiscal Year 2019/20 Transportation Fund for Clean Air (TFCA) Grant Applications
8. Town TPC Liaison (Verbal Report)
9. Safe Routes to School Liaison (Verbal Report)
10. VTA BPAC Liaison (Verbal Report)

ADJOURNMENT

Next Meeting – June 6, 2019



**TOWN OF LOS GATOS
BICYCLE AND PEDESTRIAN ADVISORY
COMMISSION REPORT**

MEETING DATE: 04/04/2019

ITEM NO: 2

**DRAFT MINUTES OF THE BICYCLE AND PEDESTRIAN ADVISORY COMMISSION
REGULAR MEETING OF FEBRUARY 7, 2019**

The Bicycle and Pedestrian Advisory Commission of the Town of Los Gatos conducted a Regular Meeting on February 7, 2019 at 3:00 p.m.

MEETING CALLED TO ORDER AT 3:09 P.M.

ROLL CALL

Present: Chair Leonard, Commissioners Ehlers, Gilbert, Thompson, and Youth Commissioner Judy. Commissioners Loughridge and Owens arrived at 3:11 and 3:17 p.m.

NEW MEMBER INTRODUCTIONS

NOMINATIONS/APPOINTMENTS

1. Nominations/Appointment of Bicycle and Pedestrian Advisory Commission (BPAC) Chair and Vice-Chair

MOTION: **Motion by Chair Leonard to nominate Commissioner Gilbert as Chair.**
Seconded by Commissioner Loughridge.

VOTE: **Motion passed unanimously.**

MOTION: **Motion by Chair Leonard to nominate Commissioner Thompson as Vice-Chair.**
Seconded by Commissioner Loughridge.

VOTE: **Motion passed unanimously.**

2. Nominations/Appointment to Valley Transportation Authority (VTA) BPAC Liaison

MOTION: **Motion by Commissioner Leonard to nominate Peter Hertan as Valley Transportation Authority (VTA) BPAC Liaison.** **Seconded by Commissioner Loughridge.**

VOTE: **Motion passed unanimously.**

COMMISSIONER REPORTS

CONSENT ITEMS (TO BE ACTED UPON BY A SINGLE MOTION)

3. Approve Bicycle and Pedestrian Advisory Commission Regular Meeting Minutes of December 6, 2018.

MOTION: **Motion by Chair Gilbert** to correct item #4 in the minutes to reflect the item Seconded by Chair Leonard and approve Consent Item 3. **Seconded** by **Commissioner Leonard**.

VOTE: **Motion passed unanimously.**

VERBAL COMMUNICATIONS

- Elaine M. Seid provided information on:

- Bike to Work Day to be held on May 9, 2019 and requested support from the Commission for the Town to be a sponsor for an energizer station in Los Gatos.
- Plein Air event the Los Gatos Rotary is hosting on June 23, 2019 and encouraged the Commission to support valet parking for the event.

-Maria Ristow provided information on a series of events highlighting the City of San Jose's new program called 'Better Bikeways' and promoted participation from BPAC members as "Role Models" to co-lead rides promoting Better Bikeways, or as participants.

OTHER BUSINESS

4. Identify 2019 BPAC Priorities

Assistant Public Works Director/Town Engineer Petersen introduced the item. The Commission discussed ideas of work items to add to the list. Four topics were discussed and identified.

MOTION: **Motion by Commissioner Leonard** to create four Ad Hoc Committees for the 2019 priorities.

1. Outreach (Gilbert/Judy/Leonard)
2. Bike Valet (Gilbert/Judy/Leonard)
3. Policy (Hertan/Leonard/Loughridge/Thompson)
4. Infrastructure (Ehlers/Loughridge/Thompson)

Seconded by Chair Gilbert.

VOTE: **Motion passed unanimously.**

OTHER BUSINESS (continued):

Chair Gilbert gave each Ad Hoc Committee the task of bringing a summary of priorities to the next meeting to be approved by the BPAC as a whole.

5. Resolution Adopting a Complete Streets Policy

Transportation and Mobility Manager Smith presented the item and provided background and brought attention to edits in section B1 of the Draft Resolution Adopting a Complete Streets Policy. The change came from staff evaluation after consultation with VTA to be consistent with plans in section B1.

The Commission discussed.

MOTION: **Motion by Commissioner Leonard** to approve the Draft Resolution Adopting a Complete Streets Policy of the Town of Los Gatos with changes in Section B1 as described on the screen and Section B4 as described on the screen with the additional change of B4 with the current word of should changing to shall.
Seconded by Commissioner Ehlers.

VOTE: **Motion passed unanimously.**

6. Discuss Spring into Green Events

Christina Hill, Town Events Specialist, provided an overview of the Spring into Green event scheduled for April 14th from 10am – 1pm at Town Plaza Park.

The Commission discussed the event and the ways the Commission can be involved to support the bike valet and make it a successful event.

MOTION: **Motion by Commissioner Leonard** for the Commission to support the bike valet and authorize Commissioner Leonard to work with Safe Routes to School (SR2S) on a type of mini “Bike Rodeo” at the Spring into Green event. **Seconded by Commissioner Owens.**

VOTE: **Motion passed unanimously.**

OTHER BUSINESS (continued):

7. PPW Update (Verbal Reports)

- a) Assistant Public Works Director/Town Engineer Petersen
 - i) General Plan Update

Assistant Public Works Director/Town Engineer Petersen verbally reported on the item and requested input for BPAC ideas from the Commissioners to be provided to the General Plan Advisory Committee.

The Commission discussed the possibility of scheduling a Special Meeting to discuss.

MOTION: **Motion by Commissioner Loughridge** that the Commission suggests having a Special Meeting happening either February 28th or March 7th to discuss the General Plan updates with all participants of the meeting providing a minimum of five priority items for the General Plan to staff within one week to discuss at the Special Meeting. **Seconded by Commissioner Ehlers.**

VOTE: **Motion passed unanimously.**

- ii) Blossom Hill Road Project Update
Assistant Public Works Director/Town Engineer Petersen verbally reported on the item.

b) Transportation and Mobility Manager Smith

- i) Los Gatos Creek Trail to Highway 9 Connector Application to Safe Clean Water and Natural Flood Protection Grant Program
Transportation and Mobility Manager Smith presented the item, asking for the Commission's support on staff's recommendations.

MOTION: **Motion by Commissioner Owens** to approve the report. **Seconded by Commissioner Leonard.**

VOTE: **Motion passed unanimously.**

- ii) 2016 Santa Clara County Measure B Updates
Transportation and Mobility Manager Smith verbally reported on the item.
- iii) Fall 2018 Bike and Pedestrian Count Report
Tabled for the April 4th meeting.

OTHER BUSINESS (continued):

8. Town TPC Liaison

Item agendized to the April 4th meeting to vote on a TPC Liaison.

9. Safe Routes to Schools Liaison

Commissioner Ristow provided an update on the item. The Commission discussed the need for a SR2S Liaison from the BPAC.

10. VTA BPAC Liaison (Verbal Report)

Commissioner Hertan provided an update on the item.

ADJOURNMENT

The meeting adjourned at 5:14 p.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the February 7, 2019 meeting as approved by the Bicycle and Pedestrian Advisory Commission.

/s/Lisa Petersen, Assistant Public Works Director/Town Engineer



TOWN OF LOS GATOS

BICYCLE AND PEDESTRIAN ADVISORY COMMISSION REPORT

MEETING DATE: 04/04/2019

ITEM NO: 3

MINUTES OF THE JOINT SPECIAL MEETING BICYCLE & PEDESTRIAN ADVISORY COMMISSION & TRANSPORTATION AND PARKING COMMISSION

March 14, 2019

The Bicycle and Pedestrian Advisory Commission and the Transportation and Parking Commission of the Town of Los Gatos conducted a Special Joint Meeting on Thursday, March 14, 2019 at 7:30 a.m.

ROLL CALL

Present: BPAC members: Ryan Judy, Jeff Loughridge, Heidi Owens and Jeff Thompson. TPC members: Robert Buxton, Megan Crummett, Peter Hertan, Maria Ristow and Sasha Ryu.

MEETING CALLED TO ORDER AT 7:30 a.m.

OTHER BUSINESS

1. General Plan Update (Discussion of Commissioners provided comments)
(Attachment 1 – General Plan Memo to BPAC & TPC Commissioners – Staff direction).

Matt Morley verbally discussed this item and the attachment. Commissions discussed.

MOTION: **Motion** to support General Plan Memo with changes and return to individual commissions for review.

VOTE: **Motion passed. 4/0 TPC**
BPAC – No Quorum

ADJOURNMENT

The meeting adjourned at 9:00 a.m.

This is to certify that the foregoing is a true and correct copy of the minutes of the March 14, 2019 meeting as approved by the Bicycle and Pedestrian Advisory Commission.

/s/ Matt Morley, PPW Director

Prepared by: Natalie Hawkins, Recording Secretary

**TOWN OF LOS GATOS
PARKS AND PUBLIC WORKS DEPARTMENT**

SERVICE CENTER
41 MILES AVENUE
LOS GATOS, CA 95030

March 7, 2019

General Plan Advisory Committee

The Transportation and Parking Commission and the Bicycle and Pedestrian Advisory Commission have been actively following the General Plan 2040 Update process. In the interest of fulfilling their role as representatives of the Town's residents and advisory to the Town Council, the Commissions have worked together to provide input into the process. The following recommendations reflect several months of deliberation.

The following Goals (TRA-X) from the General Plan 2020 continue to be relevant, with the noted emphasis:

TRA-1 To develop transportation systems that meet current and future needs of residents and businesses.

- Improve multi-modal connectivity across Highway 17 to link east and west Los Gatos.
- Provide for innovative traffic and parking management systems and approaches.
- Provide wayfinding guidance for through traffic.
- Support regional policy and infrastructure to relieve local cut through traffic.

TRA-2 To create and maintain a safe, efficient, and well-designed roadway network.

- Utilize context sensitive traffic control devices such as electronic speed signs and RRFBs.
- Develop complete streets within the Town that include landscaping and shared space for bicycles, cars, pedestrians, and transit.
- Integrate unincorporated county pockets and program safety improvements to bring these areas up to Town standards.
- Ensure signalized intersections utilize current technologies for efficiency.
- All thoroughfares to have traffic calming structures installed every 500 meters.
- Collaborate with adjoining jurisdictions for a balanced regional transportation network.

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TRA-3 To prevent and mitigate traffic impacts from new development.

- Ensure ongoing measurement and reporting for conditions of approval associated with new development.
- Leverage new development to improve existing transportation infrastructure.

TRA-5 To ensure that Los Gatos streets are safe for all users, including drivers, cyclists, and pedestrians.

- Create or update crosswalks with enhanced lighting, view angles, and traffic calming.
- Enhance nighttime safety in heavily used pedestrian areas through street lighting.
- Enhance Safe Routes to Schools Cyclists and similar users have appropriately placed push-to-cross buttons or detection sensors at all traffic signals.
- Major thoroughfares will have Class IV Bikeways.
- Widen Blossom Hill Bridge over 17 as well as the connecting roads to include dedicated bikeways.
- Refurbish the pedestrian bridge over Highway 17 between Main Street and Highway 9, including enhanced signage and improved approaches.
- Class IV bikeways and sidewalks on all streets within 1000 meters of a school.
- Prioritize improved bicycle infrastructure on Lark Avenue, Roberts Road East, Main Street, and University Avenue.
- Design driveway and alley crossings of sidewalks so that pedestrians and drivers can see one another 2 meters before the actual intersection.

TRA-6 To improve traffic flow in the downtown and reduce the effect of downtown traffic on nearby commercial and residential areas.

- Ensure Los Gatos High School and local business engage to mitigate impacts from traffic and parking from business, school, and event use.
- Provide for access to Los Gatos High School through access from Highway 9 at Alberto Way.

TRA-8 To improve mass transit within Los Gatos

- Encourage and incentivize the use of transit.
- Support VTA Light Rail (or alternative transit) Vasona Extension to Los Gatos.

TRA-9 To reduce reliance on the personal automobile by promotion alternative modes of transportation in the transportation system.

- Accommodate vehicle sharing, including dedicated pick up and drop off locations.
- Allow for innovative solutions for first mile – last mile connections.
- Install protected bike lanes where they can facilitate multi-modal transportation.

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- Explore community bussing, shuttles, or other transit alternatives.
- Incorporate last mile solutions.

TRA-10 To encourage increased levels of all active transportation modes.

- Incorporate the Town's Bicycle and Pedestrian Master Plan into the General Plan
- Actively fund implementation of the Town's Bicycle and Pedestrian Master Plan
- Regulate prominent placement of bike racks and vehicle charging locations.
- Fully fund and implement the Bicycle and Pedestrian Master Plan.
- Permit all users to utilize the sidewalk for bicycle riding where bike lanes are insufficient.

TRA-11 To provide a safe and efficient system of bicycle and multiple use trails throughout the Town, creating a non-motorized connection to recreational commuting destinations.

- Improve wayfinding for non-vehicle modes. LG Creek Trail to be on both sides of the creek north of Lark Ave to provide access to Light Rail.
- Class IV bikeways on Winchester Blvd north of Highway 85 to serve active transportation users connection to San Tomas Expressway.
- Increase safe dedicated bicycle and pedestrian crossings over Highway 17, including dedicated bicycle and pedestrian bridges.
- Convert the Los Gatos Creek Trail to a 24/7 paved multi-use path that is lit at night.
- Reconstruct the Highway 9 at Highway 17 interchange including accommodation for bikes and peds including access to the Los Gatos Creek Trail.

TRA-12 To ensure a well-designed and well-maintained system of trails that connects the Town and open space areas.

TRA-13 To provide adequate parking for existing and proposed uses, and to minimize impacts on surrounding residential neighborhoods.

- Balance parking restrictions with traffic flow, safety, and parking supply.
- For new development, encourage underground parking and discourage surface lot parking.
- Encourage parking at remote locations adjacent to highways and transit.

TRA-14 To ensure that there is adequate parking in Downtown to meet the needs of Los Gatos residents and visitors.

- Explore adjustments to time limited parking.
- Explore paid parking.
- Utilize technology like parking information systems to communicate the availability of spaces.
- Size public parking availability to transportation trends.

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COMMISSION REPORT**

MEETING DATE: 04/04/2019

ITEM NO: 6

These additional insights are provided outside of the previous goals:

- Utilize the input of Commissions for guiding Council decisions.
- Prioritize greenhouse gas reducing opportunities.
- Increase residential density downtown.
- Promote design that enhances conflict-free pedestrian access to commercial buildings.
- Prohibit commercial drive-throughs.
- Enhance downtown sidewalk width to allow for sidewalk dining and cafes.
- Set a town-wide maximum speed limit of 25 MPH.
- Increase the use of speed limit signage.
- Increase enforcement of traffic laws focusing on speed limits, stop signs, signals.
- Integrate traffic cameras at intersections.
- Minimize pedestrian wait time at intersections, targeting a maximum of two minutes.
- Limit school hours to daylight hours.

Sincerely,

/s

Matt Morley
Director of Parks and Public Works



**TOWN OF LOS GATOS
BICYCLE AND PEDESTRIAN ADVISORY
COMMISSION REPORT**

MEETING DATE: 04/04/2019

ITEM NO: 7.b.i.

DATE: MARCH 27, 2019

TO: BICYCLE AND PEDESTRIAN ADVISORY COMMISSION

FROM: YING SMITH, TRANSPORTATION AND MOBILITY MANAGER

SUBJECT: SUPPORT STAFF'S RECOMMENDATIONS THAT THE TOWN COUNCIL ADOPT A RESOLUTION AUTHORIZING AN APPLICATION FOR THE 2019/20 METROPOLITAN TRANSPORTATION COMMISSION TRANSPORTATION DEVELOPMENT ACT ARTICLE 3 FUNDS IN THE AMOUNT OF \$34,456 TO FUND A PORTION OF THE CONCEPTUAL ENGINEERING PHASE FOR THE NINO AVENUE OR BLOSSOM HILL ROAD BICYCLE AND PEDESTRIAN BRIDGE OVER HIGHWAY 17

RECOMMENDATION:

Support staff's recommendations that the Town Council adopt a resolution authorizing an application for the 2019/20 Metropolitan Transportation Commission Transportation Development Act Article 3 funds in the amount of \$34,456 to fund a portion of the Conceptual Engineering phase for the Nino Avenue or Blossom Hill Road bicycle and pedestrian bridge over Highway 17.

BACKGROUND:

This is an annual program and the Town receives a portion of TDA funds based on population. The Town has been given a "guarantee" share of \$34,456 for Fiscal Year 2019/20. In May 2018, with the support from BPAC, the Town Council adopted a resolution authorizing an application in the amount of \$52,995 to fund a portion of the Conceptual Engineering Phase for the Nino Avenue or Blossom Hill Road Bicycle and Pedestrian Bridge over Highway 17. The Council report for the May 1, 2018 meeting is available on the Town's website: https://legistarweb-production.s3.amazonaws.com/uploads/attachment/pdf/180880/06_Staff_Report_FINAL.pdf.

The Conceptual Engineering phase for the project is included in the FY18/19 Capital Improvement Program budget.

PREPARED BY: YING SMITH
Transportation and Mobility Manager

SUBJECT: TRANSPORTATION DEVELOPMENT ACT ARTICLE 3 FUNDS OF \$34,456 TO FUND A PORTION OF THE CONCEPTUAL ENGINEERING PHASE FOR THE NINO AVENUE OR BLOSSOM HILL ROAD BICYCLE AND PEDESTRIAN BRIDGE OVER HIGHWAY 17

MARCH 27, 2019

DISCUSSION:

As stated in the May 1, 2018 Council report, the use of the TDA funds in the Conceptual Engineering phase will provide the greatest benefits in carrying out this long-term improvement. This phase will initiate the project development process and prepare the project to be “shovel ready.” Since the Council’s resolution in 2018, PPW staff has worked on a draft scope of work in preparation for a Request for Proposals for engineering work. Staff has learned from other public agency staff and consultants that the cost of engineering work has increased in recent years and the benefits of having sufficient funds to advance the conceptual engineering work to inform the next steps.

The cost of this phase is estimated to be more than \$200,000 and will take up to 18 months to complete. The FY19/20 TDA funds will be needed to progress this project further. Traffic Impact Mitigation Fees in the amount of \$147,005 is also included in the Capital Improvement Program budget.

Completion of this first phase will enhance the Town’s future access to a combination of funds available through competitive opportunities. In future years, additional funds will be needed for environmental clearance, right-of-way, and final design. It is estimated that additional \$800,000 will be required to complete all engineering and design work, over approximately three to five years. The construction cost will be in the \$5 to \$10 million range.

CONCLUSION:

Applications are due April 5, 2019 and the Council resolution is due by the end of May. Staff is recommending submitting an application for \$34,456 and adopting the required resolution. In addition, staff recommends the Commission to pass a motion to support committing the Town’s TDA funds to the Conceptual Engineering phase for the Nino Avenue or Blossom Hill Road bicycle and pedestrian bridge over Highway 17.



**TOWN OF LOS GATOS
BICYCLE AND PEDESTRIAN ADVISORY
COMMISSION REPORT**

MEETING DATE: 04/04/2019

ITEM NO: 7.b.ii & 7.b.iii

DATE: MARCH 28, 2019

TO: BICYCLE AND PEDESTRIAN ADVISORY COMMISSION

FROM: YING SMITH, TRANSPORTATION AND MOBILITY MANAGER

SUBJECT: PPW UPDATE - TRANSPORTATION AND MOBILITY MANAGER

RECOMMENDATION:

Receive a report on Fall 2018 Bike and Pedestrian Count Report; and Fiscal Year 2019/20 Transportation Fund for Clean Air (TFCA) Grant Applications.

BACKGROUND:

The Transportation and Mobility Manager provides a verbal update on work progress at every BPAC meeting. This is a highlight of the updates.

DISCUSSION:

7.b.ii. Fall 2018 Bike and Pedestrian Count Report

With the support and assistance from the BPAC and TPC Commissioners and other volunteers, Town staff completed bike and pedestrian counts in October 2018. The information is very valuable in assessing demand and supporting funding for infrastructure improvements. Staff since compiled the data and conducted analysis. The data is documented in a report and will be provided at the meeting.

7.b.iii. Transportation Fund for Clean Air (TFCA)

PPW staff recently submitted two grant applications to the Transportation Fund for Clean Air (TFCA) program, which is administered by the Bay Area Air Quality Management District (BAAQMD). The applications included one for the School Bus Pilot Program and one for the East Main Street Raised Crosswalk/Speed Table Project.

PREPARED BY:

YING SMITH
TRANSPORTATION AND MOBILITY MANAGER

DISCUSSION (continued):

The table below shows the project costs and the amount of TFCA grant funds requested. If approved, the Town could receive either the requested amount or a lower amount from BAAQMD.

	Main Street	School Bussing
Total Project Cost	\$169,100	\$579,693
TFCA Funds Requested	\$115,000	\$87,600
TFCA %	68%	15%
Local Match	\$54,100	\$492,093
Source	GFAR	GFAR

This is the second time the Town applied for TFCA funds for the School Bus Pilot Program. This year's program added a new trip reduction category. This change makes the Town's project eligible for a modest grant amount. Given that this program is a priority for the Town Council and the community, staff believes that this application is a good start to explore regional grant opportunities.

This is also the second time the Town applied for grant funds for the East Main Street project. The application demonstrates a significant reduction in automobile trips because of this important project. The grant amount requested would provide a reasonable share of the total project cost. If awarded, this project can be constructed in the summer of 2020.

County Supervisor Mike Wasserman, the Los Gatos-Saratoga Union High School District (LGSUHSD), the Los Gatos-Monte Sereno Safe Routes to School (SR2S), and the Los Gatos-Saratoga Community Education & Recreation provided letters of support for the grant applications. Grant award recommendations are anticipated in June.