



**TOWN OF LOS GATOS
BICYCLE AND PEDESTRIAN ADVISORY COMMISSION
REGULAR MEETING
THURSDAY, JUNE 6, 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

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.)*

1. Approve Bicycle and Pedestrian Advisory Commission Regular Meeting Minutes of April 4, 2019.

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
JUNE 6, 2019**

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

2. Recommend consolidation of the BPAC and TPC to the Town Council (Action)
3. Bike Commuter Guide Discussion (Verbal)
4. Ad Hoc Committee Updates - Discussion on Specific Priorities for the Year (Verbal Reports)
 - a) Outreach
 - b) Bike Valet (July 4th Celebration)
 - c) Policy
 - d) Infrastructure
5. PPW Updates (Verbal Reports)
 - a) Assistant Public Works Director/Town Engineer Petersen
 - i) CIP Update
 - b) Transportation and Mobility Manager Smith
 - i) Project 813-0231 Bicycle and Pedestrian Improvements: Winchester Complete Streets Preliminary Engineering
 - ii) Feasibility Analysis and Conceptual Engineering RFP for the Bicycle and Pedestrian Bridge over Highway
6. Town TPC Liaison (Verbal Report)
7. Safe Routes to School Liaison (Verbal Report)
8. VTA BPAC Liaison (Verbal Report)

COMMISSIONER REPORTS

ADJOURNMENT

Next Meeting – August 1, 2019



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

MEETING DATE: 06/06/2019

ITEM NO: 1

**DRAFT MINUTES OF THE BICYCLE AND PEDESTRIAN ADVISORY COMMISSION
REGULAR MEETING OF APRIL 4, 2019**

The Bicycle and Pedestrian Advisory Commission of the Town of Los Gatos conducted a Regular Meeting on April 4, 2019 at 3:00 p.m.

MEETING CALLED TO ORDER AT 3:08 P.M.

ROLL CALL

Present: Chair Gilbert, Commissioners Ehlers, Commissioner Loughridge, and Commissioner Owens.

Absent: Vice Chair Thompson, Commissioners Judy and Leonard.

NOMINATIONS/APPOINTMENTS

1. Nominations/Appointment of BPAC member as Transportation and Parking Commission Liaison

Commission discussed the item. No nomination or appointment made. Commissioner Ehlers volunteered to attend the next Transportation and Parking Commission meeting.

COMMISSIONER REPORTS

None reported.

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

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).

MOTION: Motion by Commissioner Loughridge approve Consent Item 2. **Seconded** by Commissioner Owens.

VOTE: Motion passed unanimously.

VERBAL COMMUNICATIONS

None reported.

Chair Gilbert moved Item 5 out of order

5. Events - Spring into Green/Bike Valet/Bike to Work Day

Marina Chislett provided information on the Spring into Green event. The commission discussed signage and supplies needed for the Bike Valet.

Chair Gilbert reported that he acquired a prototype of a barrier that will be used for the bike valet for the event.

Elaine M. Seid, Silicon Valley Bicycle Coalition, provided information on Bike to Work Day and asked for BPAC's support to include the BPAC as a "sponsor" on the signage at the energizer stations. Ms. Seid will work with Town staff regarding other needs for the event.

MOTION: Motion by Chair Gilbert was made for the BPAC to support Bike to Work Day and allow to print the BPAC as a "sponsor" on the signage. **Seconded** by Commissioner Owens.

VOTE: Motion passed unanimously.

Marina Chislett, Environmental Programs Specialist, provided details for the Spring into Green regarding signage and location and asked the Commission for their input.

4. Ad Hoc Committee Updates - Discussion on Specific Priorities for the Year

- a) Outreach – None reported.
- b) Bike Valet – Chair Gilbert reported on the item and asked for a volunteer to assist with the bike valet during Spring into Green. Commissioner Loughridge volunteered.
- c) Policy – None reported.
- d) Infrastructure – Commissioner Ehlers provided an update. The Ad Hoc Committee discussed ideas for items that the BPAC may want to submit to the Town Council as a way of sharing the BPAC's priorities. The priorities are:

- Complete Streets - on Winchester Boulevard from Blossom Hill to Highway 85. Provide input to staff on the scope of projects.
- Grant process – provide input into grant writing process.
- Identify a physical inventory of gaps in sidewalks and bring a prioritized list to Safe Routes to School.

The Commission discussed the priorities.

SUBJECT: DRAFT MINUTES OF THE BICYCLE AND PEDESTRIAN ADVISORY COMMISSION REGULAR MEETING OF APRIL 4, 2019

MOTION: Motion by Commissioner Loughridge was made for Item 4.d. for the BPAC to support the three priorities identified. **Seconded** by Chair Gilbert.

VOTE: Motion passed unanimously.

Maria Ristow provided information about the joint Ad Hoc Committee the BPAC is a part of, along with Transportation and Parking Commission, named Complete Streets. Ms. Ristow reported on the following which was discussed at the April 3, 2019 meeting:

1. Study session to explain Complete Streets to the general public and Town decision makers.
2. Create a checklist for Complete Streets.
3. Implementation of new development in corridors.

The commission discussed. In addition, there was discussion regarding combining both the Bicycle and Pedestrian Advisory Commission and the Transportation and Parking Commissions in the future.

Moved Item 7 out of order

7. B) PPW Updates - 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

Transportation and Mobility Manager Smith reported on the items and asked for the Commission's support item 7.b.i.

Chair Gilbert asked for clarification on the budget. The Commission discussed.

MOTION: Motion by Commissioner Owens for the allocation of funding on this project. **Seconded** by Chair Gilbert.

Commissioner Ehlers abstained. Commissioner Loughridge voted nay.

VOTE: Did not pass. 2-1-1

SUBJECT: **DRAFT MINUTES OF THE BICYCLE AND PEDESTRIAN ADVISORY COMMISSION REGULAR MEETING OF APRIL 4, 2019**

7. A) PPW Updates - Assistant Public Works Director/Town Engineer Petersen
 - i) CIP Update

Assistant Public Works Director/Town Engineer Petersen provided an update on the item, which included the following projects:

- Trail Connector Project
- Ramp Upgrade Project
- Overlay Project
- Rubber Cape Seal Project
- Bicycle Pedestrian Project

6. Vote on General Plan Memo

Assistant Public Works Director/Town Engineer Petersen presented General Plan Memo drafted by Public Works Director, Matt Morley, and asked the Commission for support of the memo to send to the General Plan Committee. The Commission recommended prioritizing items that are safety related verbiage be added to the memo.

MOTION: Motion by Commissioner Ehlers that the terms are of the memo are accepted by the BPAC, with additional verbiage to state that pedestrian deaths have not declined sufficiently, therefore, the BPAC recommends that safety related items are prioritized. **Seconded** by Commissioner Loughridge.

VOTE: Motion passed unanimously.

8. Town TPC Liaison

Maria Ristow reported on the item.

9. Safe Routes to School Liaison

Maria Ristow reported on the item.

10. VTA BPAC Liaison

Peter Hertan reported on the item.

PAGE 5 OF 5

SUBJECT: **DRAFT** MINUTES OF THE BICYCLE AND PEDESTRIAN ADVISORY
COMMISSION REGULAR MEETING OF APRIL 4, 2019

ADJOURNMENT

The meeting adjourned at 5:20 p.m.

This is to certify that the foregoing is a true and correct copy of
the minutes of the April 4, 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: 06/06/2019

ITEM NO: 2

DATE: MAY 30, 2019
TO: BICYCLE AND PEDESTRIAN ADVISORY COMMISSION
FROM: YING SMITH, TRANSPORTATION AND MOBILITY MANAGER
SUBJECT: RECOMMEND CONSOLIDATION OF THE BICYCLE AND PEDESTRIAN ADVISORY COMMISSION AND TRANSPORTATION AND PARKING COMMISSION MEETING TO THE TOWN COUNCIL

RECOMMENDATION:

Recommend consolidation of the Bicycle and Pedestrian Advisory Commission (BPAC) and Transportation and Parking Commission (TPC) to the Town Council.

BACKGROUND:

The Bicycle Advisory Committee (BAC) was created in May, 2005 to provide Town staff with assistance in securing grant funding for future bikeway projects. The Bicycle Advisory Committee's membership consisted of three members, one each from the membership of the Transportation and Parking Commission, the Parks Commission, and the Youth Commission. Over the years the Town saw the need to raise the relevance of this body and provide alignment with regional partners and Town priorities, including the development of the Bicycle and Pedestrian Master Plan. At the March 3, 2015 meeting the Town Council established the Bicycle and Pedestrian Advisory Commission to replace the Bicycle Advisory Committee.

The BPAC has made great contributions to the Town's bicycle and pedestrian priorities. At the same time, there have been duplication of efforts with the TPC on both Commissioners and staff, such as the need for the same items going to both Commissions for input and recommendation and the need to create ad hoc committees to allow collaboration. A few Commissioners have started the conversation of merging these two Commissions. Therefore staff is putting this item on both Commissions' agendas for consideration.

PREPARED BY: YING SMITH
Transportation and Mobility Manager

PAGE 2 OF 2

SUBJECT: RECOMMEND CONSOLIDATION OF THE BICYCLE AND PEDESTRIAN ADVISORY COMMISSION AND TRANSPORTATION AND PARKING COMMISSION MEETING TO THE TOWN COUNCIL

MAY 30, 2019

DISCUSSION:

The recommendation was presented at the May 9, 2019 Transportation and Parking Commission meeting. The Commission discussed the process, number of commissioners, timing of the merger, date and time of the meetings, etc. The Commission summarized the benefits of a merger as following:

- Avoid duplication of efforts and improve efficiency;
- Allow greater collaboration to review bicycle and pedestrian issues as well as transportation and parking issues, rather than considering these issues separately;
- By reviewing all relevant issues together, a combined commission would make more robust recommendations.

By a vote of 5-0, the TPC unanimously approved the merger of the BPAC and TPC to become a new Commission with a new name by way of a Town Council resolution that includes new applications and interviews during the Fall Commission recruitment.

CONCLUSION:

This recommendation will be presented at the June 6, 2019 meeting for the BPAC's consideration.