



# City of Sunnyvale

## Notice and Agenda - Final Bicycle and Pedestrian Advisory Commission

---

Thursday, September 21, 2017

6:30 PM

Council Chambers, City Hall, 456 W. Olive  
Ave., Sunnyvale, CA 94086

---

### **CALL TO ORDER**

### **SALUTE TO THE FLAG**

### **ROLL CALL**

[17-0923](#) Selection of Seats

### **ORAL COMMUNICATIONS**

*This category provides an opportunity for members of the public to address the commission on items not listed on the agenda and is limited to 15 minutes (may be extended or continued after the public hearings/general business section of the agenda at the discretion of the Chair) with a maximum of up to three minutes per speaker. Please note the Brown Act (Open Meeting Law) does not allow commissioners to take action on an item not listed on the agenda. If you wish to address the commission, please complete a speaker card and give it to the Recording Secretary. Individuals are limited to one appearance during this section.*

### **CONSENT CALENDAR**

1a. [17-0875](#) BPAC Draft Minutes August 17, 2017

### **PUBLIC HEARINGS/GENERAL BUSINESS**

### **PRESENTATION**

2. [17-0896](#) Vision Zero

### **STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES**

3. [17-0901](#) DPW 17-04 Bicycle Master Plan

4. [17-0902](#) Develop an Ordinance for Clear and Accessible Bike Parking
5. [17-0907](#) Bike Sharing
6. [17-0909](#) On-going Bike Matrix that will show what streets are and are not considered Complete Streets
7. [17-0912](#) Bike Boxes
8. [17-0915](#) DPW 18-01 Designate a bicycle facility and prohibit the use of Shared Lane Markings for all roadways with speeds above 25 MPH
9. [17-0916](#) DPW 18-02 Prohibit all automobile traffic on Murphy Avenue between Evelyn Avenue and Washington Avenue

#### **NON-AGENDA ITEMS & COMMENTS**

**-Commissioner Comments**

**-Staff Comments**

#### **INFORMATION ONLY REPORTS/ITEMS**

- [17-0895](#) BPAC 2017 Annual Work Plan
- [17-0900](#) Active Items List - September 2017

## **ADJOURNMENT**

### *Notice to the Public:*

*Any agenda related writings or documents distributed to members of this meeting body regarding any item on this agenda will be made available for public inspection in the originating department or can be accessed through the Office of the City Clerk located at 603 All America Way, Sunnyvale, CA. during normal business hours and at the meeting location on the evening of the board or commission meeting, pursuant to Government Code §54957.5.*

*Agenda information is available by contacting Ralph Garcia at [pubworks@sunnyvale.ca.gov](mailto:pubworks@sunnyvale.ca.gov) or (408) 730-7415. Agendas and associated reports are also available on the City's website at [sunnyvale.ca.gov](http://sunnyvale.ca.gov) or at the Sunnyvale Public Library, 665 W. Olive Ave., Sunnyvale, 72 hours before the meeting.*

*Pursuant to the Americans with Disabilities Act, if you need special assistance in this meeting, please contact Ralph Garcia at (408) 730-7415. Notification of 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. (28 CFR 35.160 (b) (1))*



# City of Sunnyvale

## Agenda Item

---

**17-0923**

**Agenda Date:** 9/21/2017

---

Selection of Seats



# City of Sunnyvale

## Agenda Item

---

**17-0875**

**Agenda Date:** 9/21/2017

---

BPAC Draft Minutes August 17, 2017



# City of Sunnyvale

## Meeting Minutes - Draft Bicycle and Pedestrian Advisory Commission

---

Thursday, August 17, 2017

6:30 PM

West Conference Room, City Hall, 456 W.  
Olive Ave., Sunnyvale, CA 94086

---

### **CALL TO ORDER**

Chair Cordes called the meeting to order at 6:30 p.m.

### **SALUTE TO THE FLAG**

Chair Cordes led the salute to the flag.

### **ROLL CALL**

**Present 7 -** Chair John Cordes  
Commissioner Timothy Oey  
Commissioner Catherine Barry  
Commissioner Susan Bremond  
Commissioner Angela Rausch  
Commissioner Scott Swail  
Commissioner Kyle Welch

Commissioner Welch arrived at 6:35 p.m. (late arrival)  
Council Liaison attendance: Russ Melton (present)

### **ORAL COMMUNICATIONS**

Russ Melton, Council Member Liaison, announced award of contract for bicycle green pavement marking installation at several locations during Tuesday, August 15, City Council meeting and discussed the Brown Act Policies and public meeting procedures.

Commissioner Oey announced Friends of Stevens Creek Trailblazer race with free kid races on Sunday, September 24.

Cindy Hart, a Sunnyvale Resident and a member of Next Door, spoke on behalf of herself and her neighbors. She said they do not feel safe walking at the intersection of East Fremont Avenue and Manet Drive/Bobwhite Avenue, where there was a

recent fatality involving a car and a pedestrian. She said they have communicated their concerns but there has been no action taken. She would like to know if there was a safety report taken after the incident and if so, is it open for residents to view. Chair Cordes advised Ms. Hart that the correct way to route operational questions is through staff or the City website.

Kevin Jackson, a member of the public, mentioned that he spoke with Dave Simons, VTA/BPAC representative, and that the big item at the last meeting was pedestrian access to transit and that VTA is considering his suggestion to add a connection from the Mary Avenue overcrossing to the John W. Christian Greenbelt Trail. Mr. Jackson also stated that Homestead High School will have a bike stampede on Monday, August 21, and that they need more volunteers. He concluded with his concerns regarding the reduced parking requirements for accessory dwelling units and urged the Commissioners to attend the upcoming Planning Commission Meeting on September 11.

Chair Cordes announced that on August 31, from 10:00 a.m. to 11:30 a.m., the Street Safe Routes to Schools (SRTS) Volunteer Team will be meeting at 815 West Iowa Street if anyone would like to attend.

### **CONSENT CALENDAR**

- 1a.      [17-0800](#)      Approve the Draft Bicycle and Pedestrian Advisory  
Commission Meeting Minutes of July 20, 2017

Commissioner Oey requested to pull the Consent Calendar and change the order of items 3 and 4.

Commissioner Barry also noted that the water bottles donated for State of the City were donated by Sports Basement, not Sprouts, as noted in the Minutes.

Commissioner Oey moved to approve the Bicycle and Pedestrian Advisory Commission Meeting Minutes as amended. Commissioner Barry seconded the motion. The motion carried by the following vote:

**Yes 7 -** Chair Cordes  
Commissioner Oey  
Commissioner Barry  
Commissioner Bremond  
Commissioner Rausch  
Commissioner Swail  
Commissioner Welch

**No 0**

### **PUBLIC HEARINGS/GENERAL BUSINESS**

2. [17-0785](#) Nomination of a Bicycle and Pedestrian Advisory Commission Representative to the Climate Action Plan (CAP 2.0) Advisory Committee (CAC)

Nominate one BPAC representative to serve on the CAC

Commissioner Oey nominated Chair Cordes. Chair Cordes accepted the nomination. The motion carried by the following vote:

**Yes 6 -** Commissioner Oey  
Commissioner Barry  
Commissioner Bremond  
Commissioner Rausch  
Commissioner Swail  
Commissioner Welch

**No 0**

**Abstain 1 -** Chair Cordes

3. [17-0811](#) Caltrain Grade Separation

Ria Hutabarat-Lo, Transportation and Traffic Manager, along with Natalina Bernardi and Luis Garcia from BKF Engineers gave a presentation on the Caltrain Grade Separation at Mary Avenue and Sunnyvale Avenue and then took questions from the Commissioners and members of the public.

Part A: Mary Avenue

Commissioner Bremond raised the question about visibility in the Mary Avenue underpass. Ms. Bernardi stated the soffit of the bridge would be lit. Commissioner



Bremond also suggested incorporating a Class IV bike lane and expressed her concern regarding the speed of cars. Ms. Bernardi stated that the curve on the jug handle onto Evelyn will decrease the speed of the cars. Commissioner Bremond suggested a no turn on red as well so cars would have to slow down.

Commissioner Oey stated that he is in favor of the jug handle and the grade separated bicycle pedestrian combination to keep bicycles safe.

Commissioner Welch raised the question about traveling on Mary Avenue and making a left onto Evelyn Avenue. Ms. Bernardi explained in order to do so, you would need to use the jug handle. It would increase the distance for bikes just a bit but it is a short off set.

Chair Cordes is in favor of the split level and would a Class I bike path under the bridge and agrees with the jug handle design as the most logical choice.

Commissioner Swail asked for clarification of the distance of the roadway on Mary Avenue and how far would it extend and entry to and from for residential and commercial along that stretch of road. Ms. Bernardi stated Carson Avenue to California Avenue would be impacted. Commissioner Swail also asked if blind spots would be addressed. Ms. Bernardi stated the safety aspects would be looked at in final design.

Mr. Jackson questioned whether or not the depressed railroad at Mary Avenue would work with the Bernardo Avenue undercrossing. He also asked for clarification as to why there more travel lanes in one direction than in the other on Mary Avenue and Evelyn Avenue. Ms. Bernardi stated the jug handle on Mary would eliminate the turn lanes at the Mary Avenue and Evelyn Avenue intersection. Ms. Hutabarat-Lo stated the diagram reflects what lanes are already there but that it would be re-assessed.

George Hamma, member of the public, wanted to know if there was information regarding flow of traffic and timing of lights at Evelyn Avenue and Mary Avenue. Chair Cordes stated that they do have that information.

## Part B: Sunnyvale Avenue

Commissioner Oey likes the idea of a bike channel and stated there is a lot of bicycle traffic/bicycle commuters at Sunnyvale Avenue and Evelyn Avenue so a

smooth connection through that intersection is important. He also likes the idea of closing Sunnyvale Avenue to car traffic.

Chair Cordes stated he is in favor of the tunnel option as well as closing Sunnyvale Avenue.

Mr. Jackson is in favor of the bicycle pedestrian undercrossing option.

**STANDING ITEM: CONSIDERATION OF POTENTIAL STUDY ISSUES**

4. [17-0807](#) Prohibit use of Bicycle Shared Lane Markings (sharrows) on roadways with posted speeds of 30 MPH and above

Commissioner Bremmond questioned why the study issue was set for speeds greater than 25 MPH. Commissioner Oey responded; since residential streets are 25 MPH, bicyclists would not slow traffic much. For speeds of 30 MPH and above, it becomes a more aggressive environment. In addition, traffic is generally higher on streets with higher speed limits.

Mr. Jackson conveyed his concerns regarding sharrows. He said they were intended to be used as a last resort and wants to make sure they are not seen as an easy way out when there is a better solution available.

Commissioner Oey moved and commissioner Welch seconded the motion to make item 17-0807 a study issue. The motion carried by the following vote:

**Yes 7 -** Chair Cordes  
Commissioner Oey  
Commissioner Barry  
Commissioner Bremond  
Commissioner Rausch  
Commissioner Swail  
Commissioner Welch

**No 0**

5. [17-0808](#) Permanently close Murphy Avenue between Evelyn Avenue and Washington Avenue to all vehicle traffic

Commissioner Bremond is proposing this study issue to look at the safety of the current design of parallel parking as it relates to sidewalk diners and the ability for pedestrians to move easily among the businesses. Vehicles do not have enough

space to safely enter and exit parking spaces without endangering diners at tables on the sidewalk.

Commissioner Oey added that there is no clearance to park a bike and bike racks get blocked in by the cars parked on the street, so this would be a good solution to alleviate this issue.

Chair Cordes inquired about the current parking spaces and whether they would become spaces for tables, if so, there might be some zoning issues to look into. He also suggested Commissioner Bremond talk with the Downtown Association to get their input on this issue.

Mr. Jackson conveyed that he likes the idea of Murphy Avenue being closed off to automobiles, but that a bicycle and pedestrian street option would be better than limiting it to just pedestrians.

Mr. Hamma suggested having some parking available for loading and un-loading near retail.

Commissioner Bremond moved and Commissioner Oey seconded the motion to make item 17-0808 a study issue. The motion carried by the following vote:

**Yes 7 -** Chair Cordes  
Commissioner Oey  
Commissioner Barry  
Commissioner Bremond  
Commissioner Rausch  
Commissioner Swail  
Commissioner Welch

**No 0**

**6. [17-0812](#) DPW 16-03 Develop a Centralized Database for Bicycle and Pedestrian Projects**

Commissioner Oey stated an updated Active Items list would serve the same purpose. Mr. Jackson stated the Active Items list does not have OBAG projects. Also, the Capital Projects Quarterly report is not enough to provide project updates. He would like to see more information in the reports and have them more accessible to the public.

7. [17-0813](#) DPW 17-06 Alternative Parking Strategies

Mr. Jackson urged the Commissioners to move forward with this study issue and expressed his concerns about street parking getting more consideration than safe bike accommodations.

8. [17-0814](#) DPW 17-10 Street Maintenance Roadway Re-Allocation

Mr. Jackson urged the Commissioners to move forward with this study issue and suggested that it would be helpful for BPAC to get updated reports on streets being maintained and the analysis on how street space policies were implemented.

Chair Cordes motioned and Commissioner Bremond seconded the motion to have the Bicycle Master Plan updated every 6 years as a potential study issue.

Commissioner Oey moved and Commissioner Welch seconded the motion to develop an ordinance for clear and accessible bike parking as a potential study issue.

Commissioner Oey moved and Chair Cordes seconded the motion to have bike sharing as a potential study issue.

Commissioner Oey moved and Commissioner Barry seconded the motion to have an on-going bike matrix that will show what streets are and are not considered Complete Streets as a potential study issue.

Commissioner Oey moved and Chair Cordes seconded the motion to have Bike Boxes as a potential study issue.

### **NON-AGENDA ITEMS & COMMENTS**

#### **-Commissioner Comments**

Commissioner Oey expressed his concerns about bicycle safety around construction sites and would like to know what policies, if any, are in place. Ralph Garcia, Senior Transportation Engineer, said there are standard practices that make accommodations for bicycles and pedestrians and he would get that information for the Commissioners.

Commissioner Oey requested to have a presentation from staff on Complete

Streets, as well as a full length East-West Channel feasibility study. Mr. Garcia will look into it.

He also asked Mr. Garcia the status of the Commissioners name tags. Mr. Garcia will order name tags for anyone who does not already have one.

Commissioner Oey also conveyed the following:

- The bike parking at the State of the City went very well, but he would like more volunteer help in the future.
- The Bike Summit he attended also went well and was very informative.
- The El Camino Real Plan Advisory Committee (ECRPAC) meeting will be Thursday, August, 24, from 6:30 p.m. to 9:00 p.m. at the Sunnyvale Senior Center.
- The Mountain View Environmental Impact Report (EIR) Hearing will be Thursday, September 7, at 6:30 p.m. at Sunnyvale City Hall.
- He completed training on mapping for Safe Routes to Schools (SRTS) and can now train others.
- He recommended having a BPAC Commissioner on the VTA BPAC Commission.

Commissioner Barry asked if the Commissioners could get information on upcoming presentations before the meetings. Mr. Garcia replied that due to the time constraints of the agenda, most presentations are not completed until the meeting date.

Chair Cordes encouraged Commissioners to sign up to be on the mailing list for other BPAC Meetings and attend the meetings in order to see what they are working on.

#### **-Staff Comments**

Mr. Garcia announced there will be a Community Meeting focusing on Sunnyvale Avenue Railroad grade separation on August 24, and that all commissions are welcome.

He also reminded the Commissioners to submit ideas for the Bike Plan to be included in the upcoming Bicycle Plan update.

In conclusion he announced that moving forward, BPAC meetings will be held in the City Council Chambers, starting in September.

**INFORMATION ONLY REPORTS/ITEMS**

[17-0809](#)      Active Items List - August 2017

[17-0810](#)      BPAC 2017 Annual Work Plan

**ADJOURNMENT**

Chair Cordes adjourned the meeting at 9:07 p.m.



# City of Sunnyvale

## Agenda Item

---

**17-0896**

**Agenda Date:** 9/21/2017

---

Vision Zero



# City of Sunnyvale

## Agenda Item

---

**17-0901**

**Agenda Date:** 9/21/2017

---

DPW 17-04 Bicycle Master Plan





# City of Sunnyvale

## Agenda Item

---

**16-0547**

**Agenda Date: 2/3/2017**

---

### **2017 COUNCIL STUDY ISSUE**

#### **NUMBER**

DPW 17 - 04

**TITLE** Update Bicycle Master Plan every five years

#### **BACKGROUND**

**Lead Department:** Public Works  
Support Department(s): N/A

#### **Sponsor(s):**

Board/Commission: Bicycle and Pedestrian Advisory Commission

#### **History:**

1 year ago: N/A

2 years ago: N/A

#### **SCOPE OF THE STUDY**

##### **What are the key elements of the study?**

This study would investigate the feasibility of updating the City's Bicycle Master Plan every five years instead of every ten years.

##### **What precipitated this study?**

BPAC recommends increasing the frequency of updating the Sunnyvale Bicycle Master Plan to every five years instead of ten years. As alternative modes of transportation such as walking and bicycling gain more users, it becomes more important to update these plans more frequently. Updating the Bicycle Master Plan every five years would aid in making necessary course corrections do to more frequent plan updates. In addition, more frequent updates will assist with achieving a higher level Bicycle Friendly Community class designation by the League of American Bicyclists.

**Planned Completion Year:** 2018

#### **FISCAL IMPACT**

##### **Cost to Conduct Study**

Level of staff effort required (opportunity cost): [Major/Moderate/Minor]

Amount of funding above current budget required: \$ [or enter \$0 if total expected funding is \$0]

Funding Source: [(select one) Will seek budget supplement or Will seek grant funding]

**Explanation of Cost:**

[Briefly explain the cost of study; including impact or workload and how any additional dollars will be used. Describe the level of complexity that will be required in order to complete a thorough, professional examination of the study issue and any effect this examination may have on existing workload and service level responsibilities.]

**Cost to Implement Study Results**

[(Select one) "No cost to implement.", "Unknown. Study would include assessment of potential costs.", "Some cost to implement."]

Explanation of Cost: [If there is some cost to implement, briefly explain potential costs of implementing study results. Note estimated capital and operating costs, as well as revenue/savings, include dollar amounts. If there is no cost to implement, delete this section.]

**EXPECTED PARTICIPATION IN THE PROCESS**

Council-approved work plan: [Yes/No]

Council Study Session: [Yes/No]

Reviewed by Boards/Commissions: [identify the B/Cs, full name, no acronyms]

**STAFF RECOMMENDATION**

**Position:** [Support/Drop/Defer/None]

**Explanation:** [Explain the staff recommendation position.]

[If additional departments support this paper, include those who need to review below and add to Legistar ATS sequence.]

Prepared By: [Name], [Title]

Reviewed By: [Name], Director, [Department]

Reviewed By: Walter C. Rossmann, Assistant City Manager

Approved By: Deanna J. Santana, City Manager



# City of Sunnyvale

## Agenda Item

---

**17-0902**

**Agenda Date:** 9/21/2017

---

Develop an Ordinance for Clear and Accessible Bike Parking



# City of Sunnyvale

## Agenda Item

---

**17-0907**

**Agenda Date:** 9/21/2017

---

Bike Sharing



# City of Sunnyvale

## Agenda Item

---

**17-0909**

**Agenda Date:** 9/21/2017

---

On-going Bike Matrix that will show what streets are and are not considered Complete Streets



# City of Sunnyvale

## Agenda Item

---

**17-0912**

**Agenda Date: 9/21/2017**

---

Bike Boxes



# City of Sunnyvale

## Agenda Item

---

**17-0915**

**Agenda Date:** 9/21/2017

---

DPW 18-01 Designate a bicycle facility and prohibit the use of Shared Lane Markings for all roadways with speeds above 25 MPH

## 2018 COUNCIL STUDY ISSUE

### **NUMBER**

..Title

DPW 18-01

**TITLE** Designate a bicycle facility and prohibit the use of Shared Lane Markings for all roadways with speeds above 25 MPH

..

### **BACKGROUND**

**Lead Department:** Public Works

Support Department(s): N/A

**Sponsor(s):**

Board/Commission: Bicycle and Pedestrian Advisory Commission

**History:**

1 year ago: N/A

2 years ago: N/A

### **SCOPE OF THE STUDY**

**What are the key elements of the study?**

The study would evaluate roadways with speeds above 25 MPH to determine the feasibility of adding bicycle facilities. Additionally, the study would evaluate the use of Shared Lane Markings on roadways with speeds above 25 MPH and could lead to a policy change that would prohibit the use of the marking on roadways above a designated speed limit.

**What precipitated this study?**

There are existing opportunities to add bicycle facilities to roadways with speeds above 25 MPH. Installing Shared Lane Markings on roadways with speeds above 25 MPH causes a mixture of vehicles and bicyclists traveling at a wide gap in speeds.

**Planned Completion Year:** 2019

### **FISCAL IMPACT**

**Cost to Conduct Study**

Level of staff effort required (opportunity cost): Unknown

Amount of funding above current budget required: \$ Unknown

Funding Source: Unknown

Explanation of Cost:

N/A



**Cost to Implement Study Results**

Unknown.

**EXPECTED PARTICIPATION IN THE PROCESS**

Council-approved work plan: No

Council Study Session: No

Reviewed by Boards/Commissions: Bicycle and Pedestrian Advisory  
Commission

**STAFF RECOMMENDATION**

**Position:** Unknown

**Explanation:** N/A

Prepared By: Ralph Garcia, Senior Transportation Engineer

Reviewed By: Shahid Abbas, Transportation and Traffic Manager

Reviewed By: Manuel Pineda, Director, Public Works

Reviewed By: Walter C. Rossmann, Assistant City Manager

Approved By: Deanna J. Santana, City Manager



# City of Sunnyvale

## Agenda Item

---

**17-0916**

**Agenda Date:** 9/21/2017

---

DPW 18-02 Prohibit all automobile traffic on Murphy Avenue between Evelyn Avenue and Washington Avenue

## 2018 COUNCIL STUDY ISSUE

### **NUMBER**

..Title

DPW 18-02

**TITLE** Prohibit all automobile traffic on Murphy Avenue between Evelyn Avenue and Washington Avenue

..

### **BACKGROUND**

**Lead Department:** Public Works

Support Department(s): N/A

**Sponsor(s):**

Board/Commission: Bicycle and Pedestrian Advisory Commission

**History:**

1 year ago: N/A

2 years ago: N/A

### **SCOPE OF THE STUDY**

**What are the key elements of the study?**

City Council adopted updated South Murphy Avenue Sidewalk Use Regulations in 2010 to preserve and enhance the 100 block of South Murphy Avenue. The regulations include furnishings on the public right-of-way/sidewalks to offer the businesses the opportunity to utilize the sidewalks for outdoor dining.

This has allowed customers to enjoy outdoor dining but it has also meant that the sidewalks must accommodate the tables, pedestrian foot traffic, and access to and from parallel parking on the street.

This study will examine the closing of the 100 block of South Murphy to vehicular traffic with access provided to pedestrians and bicyclists. The results of the study will indicate the impact to all roadway users and could potentially lead to traffic access restrictions to the roadway segment.

**What precipitated this study?**

This study was proposed because of potential conflicts associated with pedestrians and the parking of vehicles on South Murphy Avenue. Vehicles enter and exit parking spaces adjacent to diners at tables on the sidewalks who are seated close to the parking spaces. In addition, pedestrians often navigate around tables on the narrow sidewalks and across the street through parked vehicles and vehicular traffic to access the restaurants and shops on the other side of the street.

South Murphy is regularly closed on Saturday mornings for the Farmers' Market and for summer music festivals. During those times, pedestrians can freely use the full

street including being able to enjoy additional table seating during the festival days.

**Planned Completion Year:** 2018

**FISCAL IMPACT**

**Cost to Conduct Study**

Level of staff effort required (opportunity cost): Unknown

Amount of funding above current budget required: \$ Unknown

Funding Source: Unknown

Explanation of Cost:  
N/A

**Cost to Implement Study Results**

Unknown

**EXPECTED PARTICIPATION IN THE PROCESS**

Council-approved work plan: No

Council Study Session: No

Reviewed by Boards/Commissions: Bicycle and Pedestrian Advisory  
Commission

**STAFF RECOMMENDATION**

**Position:** Unknown

**Explanation:** N/A

Prepared By: Ralph Garcia, Senior Transportation Engineer  
Reviewed By: Shahid Abbas, Transportation and Traffic Manager  
Reviewed By: Manuel Pineda, Director, Public Works  
Reviewed By: Walter C. Rossmann, Assistant City Manager  
Approved By: Deanna J. Santana, City Manager



# City of Sunnyvale

## Agenda Item

---

**17-0895**

**Agenda Date:** 9/21/2017

---

BPAC 2017 Annual Work Plan

# 2017 Master Work Plan

## BPAC Annual Calendar

List all regularly scheduled board/commission meetings, specific issues identified in the Tentative Council Meeting Agenda Calendar, and routine assignments specific to each board or commission.

MEETING DATE	AGENDA ITEM/ISSUE
January	<ul style="list-style-type: none"> <li>• Bicycle Plan Update (General Business)</li> <li>• Active Items List (General Business)</li> </ul>
February	<ul style="list-style-type: none"> <li>• Discussion of Utility Bill Concepts</li> <li>• Discussion of TDA Funding Recommendation</li> </ul>
March	<ul style="list-style-type: none"> <li>• Brown Act Training Discussion</li> <li>• Approve Master Work Plan<sup>1</sup></li> <li>• TDA Funding Recommendation</li> <li>• Utility Bill Concepts</li> <li>• Annual Slurry Seal List (Information item)</li> <li>• Council Ranking of Study Issues (Information item)</li> </ul>
April	<ul style="list-style-type: none"> <li>• Fair Oaks Bike Lane</li> <li>• Election of Officers <sup>3</sup></li> <li>• TDA Funding Recommendation</li> <li>• Bike to Work Day Planning</li> </ul>
May	<ul style="list-style-type: none"> <li>• Discussion with DPS regarding quarterly report on collisions involving pedestrians and cyclists</li> <li>• Review Recommended Budget<sup>2</sup></li> </ul>
June	<ul style="list-style-type: none"> <li>• Board Member/Commissioner Recognition (Presentation)</li> <li>• El Camino Specific Plan Nomination</li> <li>• Utility Bill Stuffer Update</li> <li>• State of the City</li> </ul>
July	<ul style="list-style-type: none"> <li>• Mary Avenue Overcrossing Update</li> <li>• Traffic Impact Fee</li> <li>• Election of Officers <sup>3</sup></li> </ul>
August	<ul style="list-style-type: none"> <li>• Nomination of a Representative to the Climate Action Plan (CAP 2.0) Advisory Committee (CAC)</li> <li>• Caltrain Grade Separation (Presentation)</li> </ul>
September	<ul style="list-style-type: none"> <li>• Vision Zero (Presentation)</li> <li>• Final month to propose Study Issues (Due to City Manager by October 1)<sup>4</sup></li> </ul>
October	<ul style="list-style-type: none"> <li>• Civic Center Master Plan Concepts (Study Session)</li> <li>• Annual reporting on collisions involving pedestrians and cyclists (information item)</li> </ul>

November	<ul style="list-style-type: none"><li>• El Camino Precise Plan Update</li><li>• Final month to rank Study Issues (if any)<sup>5</sup></li></ul>
December	<ul style="list-style-type: none"><li>• Final month for Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials<sup>6</sup></li><li>• 2018 Work Plan</li></ul>

**Additional items yet to be scheduled:**

**Bicycle Plan  
Bernardo Undercrossing**

Footnotes

1

Council Policy requires that all boards and commissions create an annual work plan, defined as a 12-month calendar of the policy issues the body will be acting on during the year. Since Council does not approve until February the issues it will ask each of the boards and commissions to study, these work plans can not be adopted by the boards and commissions until March.

2

May is the month for boards and commissions to perform an official review and to comment on the City Manager's recommended budget to Council—i.e., make recommendations to Council regarding priorities and service levels, fees, and/or capital projects. Given the process, the City Manager's recommended budget will typically not be ready for boards and commissions to review until shortly before the time that a recommendation is necessary from the advisory body---in other words, there will be a very short turnaround time for boards and commissions---in fact, often there is not enough time to perform a thorough review and get the results to Council without conducting a special meeting of the board/commission and subsequently sending the Chair or his/her designated representative to Council's public hearing to convey recommendations in person (waiting for the normal board/commission minutes to reach Council won't work). This underscores the importance of a board/commission being prepared to conduct its review—to understand its role, to know how to navigate the budget and be familiar with its contents---before the issue is brought before it in May.

3

Unless otherwise dictated by City Charter, each board and commission shall, within the month of July each year, or during the next regularly scheduled meeting if a July meeting is not otherwise necessary, elect one of its members as presiding officer, to serve commencing after the end of the meeting, upon completion of mandatory chair training and ideally in time to advise staff on the agenda for the next regularly-scheduled meeting. The Board of Building Code Appeals must meet in July to select a Chair and Vice Chair if no meetings if no meetings are scheduled in the future. The selection of Chair and Vice Chair shall

be the last item on the agenda at the scheduled meeting. All boards and commissions shall select their chair and vice chair in accordance with practices and procedures outlined by the Office of the City Clerk.

4

Boards and Commissions may propose study and budget issues throughout the year. In order to be considered by Council for study in the following year, however, all study issues must be proposed by boards and commissions by no later than September. Any Study Issues proposed by a board/commission after September shall roll over to the next year's process (the only other recourse a b/c member has is to get Council to sponsor the Study Issue Paper). Study Issue papers must be signed by the City Manager prior to being ranked by a board or commission.

5

Boards and Commissions must rank their study issues by no later than November of each year so that staff can complete the work necessary to add these issues to the list Council will consider for ranking early in the next calendar year. Chairs of boards and commissions are encouraged to attend the Council's public hearing on study/budget issues to champion the issues ranked and prioritized by their body.

6

All Boards and Commissions must review the City's Code of Ethics and Conduct for Elected and Appointed Officials annually near the end of the calendar year prior to Council review, and by no later than December.





# City of Sunnyvale

## Agenda Item

---

**17-0900**

**Agenda Date:** 9/21/2017

---

Active Items List - September 2017

# Bicycle and Pedestrian Advisory Commission

## Active Items List

Item #	Item	PR	Due Date (Approx)	Status	Last Updated
1	East-West Channel Trail	Abbas	Annual	Feasibility study/concept plan for the West Channel Trail corridor capital project approved by Council. East and West Channel trail concepts provided to SCVWD for inclusion in flood control project. City can't begin on trail projects until SCVWD is done with the flood control project. The anticipated completion date of the project is 2020.	9/21/2017
2	Bernardo Caltrain Undercrossing	R. Lo	TBD	The Bernardo Ped/Bike Undercrossing was listed in VTP 2040, the 2008 Countywide Bicycle Plan (as Tier 1 project), the City of Sunnyvale's Traffic Impact Fee, and VTA's Measure B preliminary bicycle-pedestrian project list. The estimated cost in the TIF and Measure B was approximately \$10 million, which reflects an undercrossing under the railroad and at grade crossing across Central Expressway. In 2016, an OBAG grant in the amount of \$500,000 was awarded for preliminary concept design. In 2017, the City awarded a contract for environmental review and preliminary concept design to WMH. The project team is now working with the City of Sunnyvale, Caltrain/JPB, County Roads & Airports, and the City of Mountain View to understand existing conditions, and define potential opportunities and constraints.	9/21/2017
3	Stevens Creek Trail	Steffens, Lo	TBD	The next step for the Stevens Creek Trail Project is development of Segment 1 (Dale / Heatherstone Bridge to Fremont Avenue). The City of Mountain View is leading development of this segment and they plan to assemble a multi-city staff group to gauge interest and commitment from the affected Cities. As discussed with Council as part of the budget process, no work will occur on Segment 2 (Fremont Avenue to Homestead Road) until the City has more clarity on the location of connection points for Segment 1. For Segment 3 (Homestead Road / SR 85 Bridge), the City of Sunnyvale will need to collaborate with the cities of Cupertino and Los Altos to seek out grant funding. Recent passage of Measure B appears to be a good potential funding source and staff is following this and other transportation grant sources as potential opportunities.	7/20/2017
4	Vision Zero Plan	Garcia	N/A	Vision Zero consultant (Fehr and Peers) is working on initial findings, setting up web-site, and preparing for community and stakeholder meetings.	7/20/2017
5	Road Overlay, Slurry, Reconstruction & Chip Schedule	T. Pineda	Annual	Transmitted at Mar. 2017 BPAC meeting.	3/16/2017
6	Old Mountain View-Alviso Road	Ng, Javed	Construction 2017	The City of Sunnyvale is currently designing a bridge replacement project on Old Mountain View-Alviso Road between Patrick Henry Drive and Reamwood Avenue. The proposed project will replace the existing bridge with a wider bridge structure that accommodates pedestrian and bicycle facilities. To help facilitate construction and ensure pedestrian/bicyclist/motor safety, there will be temporary trail and road closures. The road closure is anticipated to last for 3 months and trail closure is anticipated to last for 4 months. Under design.	2/16/2017
7	Establishment of Bike Lanes on Mary Avenue (Evelyn to Maude)	Nguyen	Construction 2017	Construction anticipated to begin in 2017.	2/16/2017
8	Priority Development Area Grants	Abbas, Uribe, Pineda, Zulueta	Fall, 2017	Mathilda Avenue Plan Line is completed. Precise Plan for El Camino Real is on-going.	2/16/2017
9	Utility Bill Insert	Shariat	Annual	BPAC to see proof during June 2017 meeting. Scheduled to go out in July/Aug.	1/19/2017
10	Bike to Work Day	Shariat	Annual	Bike to Work Day scheduled for May 11, 2017.	1/19/2017
11	Safe Routes to Schools Projects	Price	Design, March 2017	Safe Route to School Comprehensive Pedestrian Infrastructure Improvements project underway. Project funds is \$1.9 Million. Project plans will be done by March 2017 and ready to bid in Summer 2017.	1/19/2017
12	Establishment of Bike Lanes on Mary Avenue (Fremont to Evelyn)	Nguyen	N/A	Construction completed in November 2016.	12/15/2016
13	One Bay Area Grants	Abbas	2016	Updates provided in December 2016.	12/15/2016