



# City of Sunnyvale

## Notice and Agenda Bicycle and Pedestrian Advisory Commission

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Thursday, September 17, 2020

6:30 PM

Telepresence Meeting: City Web Stream

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### **TELECONFERENCE NOTICE**

*Because of the COVID-19 emergency and the “shelter in place” orders issued by Santa Clara County and the State of California, the meeting of the Sunnyvale Bicycle and Pedestrian Commission (BPAC) on September 17, 2020 will take place by teleconference, as allowed by Governor Gavin Newsom’s Executive Order N-29-20.*

- *Watch the BPAC meeting at:*

*<http://youtube.com/SunnyvaleMeetings>*

- *Submit written comments to the BPAC up to 4 hours prior to the meeting to [BPAC@sunnyvale.ca.gov](mailto:BPAC@sunnyvale.ca.gov) or by mail to City Clerk, 603 All America Way, Sunnyvale, CA 94086.*

- *Teleconference participation: You may provide audio public comment by connecting to the teleconference meeting online or by telephone. Use the Raise Hand feature to request to speak (\*9 on a telephone)*

*- Meeting online link: <https://sunnyvale-ca-gov.zoom.us/j/97997417379>*

*- Meeting call-in telephone number: 833-548-0282 | Meeting ID: 979 9741 7379*

*Pursuant to the Americans with Disabilities Act (ADA) and Executive Order N-29-20, if you need special assistance to provide public comment, contact the City at least 2 hours prior to the meeting in order for the City to make reasonable alternative arrangements for you to communicate your comments. For other special assistance; please contact the City at least 48 hours prior to the meeting to enable the City to make reasonable arrangements to ensure accessibility to this meeting. ADA contact: Ralph Garcia may be reached at (408) 730-7415 or [rgarcia@sunnyvale.ca.gov](mailto:rgarcia@sunnyvale.ca.gov) (28 CFR 35.160 (b) (1)).*

## **CALL TO ORDER**

*Call to Order via teleconference.*

## **ROLL CALL**

## **ORAL COMMUNICATIONS**

*This category provides an opportunity for members of the public to address the Sunnyvale Bicycle and Pedestrian Advisory 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 the Bicycle and Pedestrian Advisory Commission to take action on an item not listed on the agenda. If you wish to address the Bicycle and Pedestrian Advisory Commission, please refer to the notice at the beginning of this agenda. Individuals are limited to one appearance during this section.*

## **CONSENT CALENDAR**

*All matters listed on the consent calendar are considered to be routine and will be acted upon by one motion. There will be no separate discussion of these items. If a member of the public would like a consent calendar item pulled and discussed separately, please refer to the notice at the beginning of this agenda.*

[20-0816](#) Approve the Bicycle and Pedestrian Commission Meeting Minutes of August 20, 2020.

**Recommendation:** Approve the Bicycle and Pedestrian Commission Meeting Minutes of August 20, 2020 as submitted.

## **PUBLIC HEARINGS/GENERAL BUSINESS**

*If you wish to speak to a public hearing/general business item, please refer to notice at the beginning of this agenda. Each speaker is limited to a maximum of three minutes.*

[20-0825](#) Report and Discussion of Recent Santa Clara Valley Transportation Authority (VTA) Bicycle and Pedestrian Advisory Committee (BPAC) Meeting

- [20-0826](#) Recommend to City Council a Sunnyvale Representative to the Valley Transportation Authority (VTA) Bicycle and Pedestrian Advisory Committee (BPAC)

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

- [20-0827](#) BPAC 2021 Study Issue Sponsorship (Scenerio 1)

**NON-AGENDA ITEMS & COMMENTS**

-Commissioner Comments

-Staff Comments

**INFORMATION ONLY REPORTS/ITEMS**

- [20-0829](#) Bicycle and Pedestrian Advisory Commission 2020 Annual Work Plan

- [20-0830](#) Active Items List - September 2020

**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, during normal business hours and in the Council Chamber on the evening of the Bicycle and Pedestrian Advisory 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 One-Stop Desk, City Hall, 456 W. Olive Ave., Sunnyvale, CA, (408) 730-7580 and at the Sunnyvale Public Library, 665 W.Olive Ave., Sunnyvale, 72 hours before the meeting.*



# City of Sunnyvale

## Agenda Item

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**20-0816**

**Agenda Date:** 9/17/2020

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### **REPORT TO BICYCLE AND PEDESTRIAN ADVISORY COMMISSION**

#### **SUBJECT**

Approve the Bicycle and Pedestrian Commission Meeting Minutes of August 20, 2020.

Approve the Bicycle and Pedestrian Commission Meeting Minutes of August 20, 2020 as submitted.



# City of Sunnyvale

## Meeting Minutes - Draft Bicycle and Pedestrian Advisory Commission

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Thursday, August 20, 2020

6:30 PM

Telepresence Meeting: City Web Stream

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### **CALL TO ORDER**

Pursuant to Section 3 of Executive Order N-29-20, issued by Governor Newsom on March 17, 2020, the meeting was conducted telephonically.

Chair Mehlinger called the meeting to order at 6:35 p.m. via teleconference.

### **ROLL CALL**

**Present** 6 - Chair Richard Mehlinger  
Vice Chair Leia Mehlman  
Commissioner John Cordes  
Commissioner Dan Hafeman  
Commissioner Timothy Oey  
Commissioner Scott Swail  
**Absent** 1 - Commissioner Arwen Davé

Commissioner Davé attended via teleconference at 7:00 p.m.  
Commissioner Davé's absence is excused.

Nancy Smith, Council Liaison, Lillian Tsang, Principal Transportation Engineer, and Ralph Garcia, Senior Transportation Engineer attended via teleconference.

### **PRESENTATION**

[20-0771](#) City of Santa Clara 2018 Bicycle Master Plan Update

Commissioner Cordes presented on the City of Santa Clara 2018 Bicycle Master Plan Update. Commissioner Cordes highlighted the following:

- Peer City Comparisons
- City of Sunnyvale's and City of Santa Clara's current and proposed bicycle routes
- Comparison of City of Santa Clara Bicycle Plan to City of Sunnyvale's Active

#### Transportation Plan

- Policy comparisons between City of Santa Clara and City of Sunnyvale
- Bicycle cost comparison table between City of Santa Clara and City of Sunnyvale

Chair Mehlinger opened for Public Comment.

Chair Mehlinger closed for Public Comment.

Commissioner Hafeman commented and asked about the following:

- Mode Share
- Price difference in Class IV bike paths
- Bicycle facilities on El Camino Real in Santa Clara

Commissioner Cordes addressed the comments.

Commissioner Oey commented and asked about the following:

- Cross City connections on Benton Street, Cabrillo Avenue, Reed/Monroe & Scott/Arques
- Mapping out bicycle connections
- Joint BPAC meetings

Ralph Garcia, Senior Transportation Engineer, stated that there are no plans at the moment to have joint BPAC meeting with neighboring cities.

Vice Chair Mehlman commented and asked about the following:

- Mapping out bicycle connections
- Mapping of the Mountain View side
- Quick build options

Commissioner Cordes addressed the comments.

Chair Mehlinger asked about the following:

- Price differential per mile on Class IV bike lanes

Lillian Tsang, Principal Transportation Engineer stated in some locations there is a need for green stormwater infrastructure improvements which may account for the price differential.

#### **ORAL COMMUNICATIONS**

Chair Mehlinger opened for Public Comment.

Dave Simons, member of the public, commented on equipment for street sweeping Class IV bike lanes.

Chair Mehlinger closed for Public Comment.

### **CONSENT CALENDAR**

Commissioner Hafeman moved and Commissioner Oey seconded to approve item 1.A.

The motion carried the following vote:

**Yes 7 -** Chair Mehlinger  
Vice Chair Mehman  
Commissioner Cordes  
Commissioner Davé  
Commissioner Hafeman  
Commissioner Oey  
Commissioner Swail

**No 0**

**1.A**      [20-0728](#)      Approve the Bicycle and Pedestrian Commission Meeting Minutes of July 16, 2020.

Approve the Bicycle and Pedestrian Commission Meeting Minutes of July 16, 2020 as submitted.

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

**2**            [20-0712](#)      Adoption of the Roadway Safety Plan

Alternative 1: Recommend to City Council to Adopt the Roadway Safety Plan.

Steve Davis, Fehr & Peers Consultant, gave a presentation on the Roadway Safety Plan Draft Final Report, which included the following topics:

- What is the Roadway Safety Plan
- Project Development Timeline
- Roadway Safety Plan background
- Data Analysis Techniques and results

- Safety Countermeasures Toolbox
- Project Recommendations
- What's next
- Bicycle and Pedestrian Advisory Commission Recommendation to City Council

Chair Mehlinger called for a recess at 7:45 p.m. Chair Mehlinger reconvened the meeting at 7:50 p.m.

Commissioner Oey asked about the following:

- Crash analysis "other" category
- Caribbean Drive and Moffett Park Project

Commissioner Cordes asked about the following:

- Lawrence/Central Expressways analysis
- Table 7 - HSIP Prioritization of Representative Projects by Benefit/Cost Ratio
- Table 7 - Thresholds
- Project at Location S - Sandia Avenue
- Project notes

Commissioner Davé asked about the following:

- Proven countermeasure efficacy

Vice Chair Mehlman asked about the following:

- Grant funds

Commissioner Hafeman asked about the following:

- Types and number of collisions
- Intersection corner radius reduction and the impact on the bike lanes

Mr. Davis addressed the comments.

Chair Mehlinger asked about the following:

- Future Study Issue Proposals potential conflicts
- Project at Location M - Evelyn and Murphy Avenue
- Project at Location T - Hollenbeck Avenue

Mr. Davis and Mr. Garcia addressed the comment.

Chair Mehlinger opened for Public Comment.



The following public comment was received via email:

Ari Feinsmith, member of the public, commented and asked about the following:

1. Projects included in the Roadway Safety Plan and Active Transportation Plan
2. Project at Location M - Murphy and Evelyn Avenue and current closure of Murphy Avenue to vehicle traffic
3. Project at Location F - Caribbean Drive and Moffett Park Drive

Chair Mehlinger closed for Public Comment.

Commissioner Oey commented and asked about the following:

- Public input opportunities for the Project at Location F - Caribbean Drive and Moffett Park Drive
- Vice Chair Mehلمان participation in the development of the Roadway Safety Plan.

Chair Mehlinger asked if there is a substantial cost differential between Alternative A and Alternative for the Project at Location F - Caribbean Drive and Moffett Park Drive. Mr. Davis stated it depends on structural changes needed for each alternative.

MOTION: Commissioner Cordes moved and Commissioner Oey seconded to approve Alternative 1: Recommend to City Council to Adopt the Roadway Safety Plan:

Commissioner Cordes thanked staff for all their hard work and finding ways to get grants to improve safety that will help implement the goals of the Vision Zero Plan.

Commissioner Oey agreed with Commissioner Cordes comments.

FRIENDLY AMENDMENT: Chair Mehlinger proposed a friendly amendment to the motion to strike Alternative B diverging diamond interchange concept from the Project at Location F - Caribbean Drive and Moffett Park Drive. Commissioner Cordes declines the friendly amendment because it is a conceptual project planning document.

Chair Mehlinger commented on how he is in favor of Alternative 1. Chair Mehlinger appreciates the work that has gone into the document and he appreciates the toolkit of safety measures and he believes they are good projects that will improve the safety of residents in a cost effective fashion.

Vice Chair Mehلمان commented on how she is in favor of Alternative 1. Vice Chair Mehلمان agrees with the reason Chair Mehlinger gave and that there is funding allocated for it and there is no reason why it shouldn't be adopted by City Council.

Commissioner Hafeman commented on how he is in favor of Alternative 1. Commssioner Hafeman supports it because it is a well written report with a lot of projects to choose from and it's a good document to get funding.

Commissioner Cordes commented on how he is in favor of Alternative 1. Commissioner Cordes appreciates staff's hard work to seek additional grant funding to implement more and better safety improvements in Sunnyvale.

Commissioner Oey commented on how he is in favor of Alternative 1. Commissioner Oey found the report very well written and very easy to understand. Commissioner Oey appreciated the project analysis with the project benefit cost ratio and the graphics that were used to understand it. Commissioner Oey appreciated all the hard work that went into the document.

Commissioner Davé commented on how she is in favor of Alternative 1. Commissioner Davé supports it because of the metrics that were well chosen and backed with good research and the logic to screen them both together were appropriate.

Commissioner Swail commented on how he is in favor of Alternative 1. Commissioner Swail appreciates the work that has gone into the document and it is a well written report and comprehensive. Commissioner Swail appreciates the opportunity to have been able to see the document beforehand and to make comments.

The motion carried the following vote:

**Yes 7 -** Chair Mehlinger  
Vice Chair Mehلمان  
Commissioner Cordes  
Commissioner Davé  
Commissioner Hafeman  
Commissioner Oey  
Commissioner Swail

**No 0**

- 3**      [20-0772](#)      Report and Discussion of Recent Santa Clara Valley  
Transportation Authority (VTA) Bicycle and Pedestrian  
Advisory Committee (BPAC) Meeting

Dave Simons, VTA BPAC Representative, gave the meeting summary reports regarding the following topics:

- More people are participating due to Zoom conference calls
- Outcomes of the VTA governance process
- Recommendations to support funding
- 2016 Measure B Competitive Grant Program and scoring
- County network concept for a bike super highway
- Social Engineer people out of their cars

Ms. Tsang stated that the term for Dave Simons's appointment as the VTA Sunnyvale BPAC Representative has ended on June 30, 2020 or when the jurisdiction makes a new appointment. VTA will send out a request to make a new appointment for the next two-year term which will end on June 30, 2022. This item will be on the September BPAC Agenda for BPAC to recommend an appointment to serve as the next Sunnyvale BPAC representative for the VTA BPAC.

Chair Mehlinger commented on Social Engineering.

Chair Mehlinger opened for Public Comment.

Chair Mehlinger closed for Public Comment.

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

- 4**      [20-0773](#)      BPAC 2021 Proposed Study Issues

Ms. Tsang stated there are two proposed Study Issues. Ms. Tsang explained the Study Issue Sponsorship Process and Timeline.

BPAC will have two opportunities to sponsor a Study Issue:

1. At the September meeting - BPAC will review the two proposed Study Issues, (as shown in the Attachment in the agenda packet). BPAC can vote to sponsor or drop these Study Issues. They require a motion, second, and a majority vote.
2. Any Study Issue Papers that are submitted to staff via email on or before September 8, 2020 will be agendized for the October meeting.
  - At the October meeting, BPAC can discuss the Study Issue Idea, and make a motion and vote to place the Study Issue on the Proposed Study Issue List or to drop it. (Motion, second, majority vote).
  - If placed on the Proposed Study Issue List, at the same meeting, BPAC can review it and make a motion and vote to sponsor or drop the Proposed Study Issue. (Motion, second, majority vote).

For all Sponsored Study Issues:

- Staff will write up Study Issue Papers
- BPAC can review and comment on Draft Study Issue Papers if Study Issues are sponsored in the September 2020 BPAC meeting.
- For Study Issues sponsored in the October BPAC meeting, Study Issue Papers will be included as Information Only items in the November BPAC meeting agenda packet.
- December(first week) - Staff submits Study Issue Papers to City Manager
- January/February 2021 - BPAC ranks sponsored Study Issues

Chair Mehlinger asked about the following:

- Propose Study Issues pertaining to the Study Issue process

Ms. Tsang stated that would be within the City Council's purview and can be proposed at a City Council meeting or to a City Council member.

Ms. Tsang stated that she will send all the Commissioners a template of the Study Issue form.

Chair Mehlinger opened for Public Comment.

Chair Mehlinger closed for Public Comment.

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

### **-Commissioner Comments**

Commissioner Oey commented on the following:

- Silicon Valley Bicycle Coalition Bike Summit success
- September - Bike to wherever days - Virtual bike event throughout the Bay Area
- BPAC answer point responses
- Sunnyvale/Saratoga Road response from staff

Mr. Garcia addressed the comments.

Commissioner Cordes commented on the following:

- Thanked staff for their hard work on the Active Transportation Plan (ATP)
- Active Transportation Plan going to City Council for Plan Adoption on August 25

Chair Mehlinger commented on the following:

- Deadline for submission of Study Issue form on September 8
- Speaking at the City Council meeting on the ATP on August 25
- BPAC answer point
- Future presentation from the Slow Streets Working Group
- Thanked staff for the responses to the BPAC recommendations pertaining to the Active Transportation Plan

Commissioner Davé commented on the following:

- Follow up mechanism to address public comment sent to BPAC

Ms. Tsang addressed the comment.

Commissioner Hafeman commented on the following:

- Public comments and their concerns

Mr. Garcia and Ms. Tsang addressed the comment.

Vice Chair Mehlman commented on the following:

- BPAC answer point and tracking
- Follow up public satisfaction survey
- Access Sunnyvale languages

Mr. Garcia and Ms. Tsang addressed the comment.

Commissioner Swail commented on the following:

- BPAC answer point and monitoring of responses

**-Staff Comments**

Lillian Tsang, Principal Transportation Engineer, commented on the following:

- Active Transportation Plan will be brought to City Council for adoption on August 25, 2020
- Mathilda/US 101/SR 237 project is complete. VTA will host an online opening event, details to follow.
- Deadline for Bicycle Friendly Community Application has been extended to October 1, 2020. A revised set of questions has been issued. Working with the consultant to fill out the application. Application will be brought to the BPAC as an information only item at the October meeting.
- Mary Avenue Overcrossing public outreach meetings will be held sometime in September.
- Maude Avenue/Wolfe Road new traffic signal
- Silicon Valley Bicycle Coalition Bike Summit

**INFORMATION ONLY REPORTS/ITEMS**

[20-0774](#)

Bicycle and Pedestrian Advisory Commission 2020 Annual  
Work Plan

Chair Mehlinger asked when the 2021 Annual Work Plan will be developed. Mr. Garcia stated it will be discussed at the November and December BPAC meetings.

Chair Mehlinger commented on the following:

- Mary Avenue Overcrossing/Public Outreach meetings
- Quarterly Annual Work Plan updates

Commissioner Hafeman commented on the following:

- Mary Avenue Overcrossing/Public Outreach meetings

Commissioner Cordes commented on the following:

- Mary Avenue Overcrossing/Public Outreach meetings

Ms. Tsang addressed the comments.

[20-0775](#) Active Items List - August 2020

Commissioner Cordes commented on the following:

- Maude Avenue temporary parking evaluation

Ms. Tsang addressed the comment.

**ADJOURNMENT**

Chair Mehlinger adjourned the meeting at 9:52 p.m.



# City of Sunnyvale

## Agenda Item

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**20-0825**

**Agenda Date:** 9/17/2020

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### **REPORT TO BICYCLE AND PEDESTRIAN ADVISORY COMMISSION**

#### **SUBJECT**

Report and Discussion of Recent Santa Clara Valley Transportation Authority (VTA) Bicycle and Pedestrian Advisory Committee (BPAC) Meeting

Dave Simons, Santa Clara Valley Transportation Authority (VTA) Bicycle and Pedestrian Advisory Committee (BPAC) Representative, provides updates on recent VTA BPAC meeting.





# City of Sunnyvale

## Agenda Item

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**20-0826**

**Agenda Date:** 9/17/2020

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### **REPORT TO BICYCLE AND PEDESTRIAN ADVISORY COMMISSION**

#### **SUBJECT**

Recommend to City Council a Sunnyvale Representative to the Valley Transportation Authority (VTA) Bicycle and Pedestrian Advisory Committee (BPAC)

Recommend to City Council a qualified individual according to the VTA "Bylaws for Bicycle and Pedestrian Advisory Committee" to represent Sunnyvale at the VTA BPAC meetings.

# **BYLAWS FOR BICYCLE & PEDESTRIAN ADVISORY COMMITTEE**

## **Article I GENERAL PROVISIONS**

### **§1.1 Purpose**

These Bylaws govern the proceedings of the VTA Bicycle & Pedestrian Advisory Committee (BPAC), an advisory Committee established by the Board of Directors of the Santa Clara Valley Transportation Authority (VTA).

### **§1.2 Construction of Bylaws**

Unless the provisions or the context of these Bylaws otherwise require, the general provisions, rules of construction and definitions set forth in Chapter 1 of the VTA Administrative Code shall govern the construction of these Bylaws. As used in these Bylaws, “Committee” means the VTA Bicycle & Pedestrian Advisory Committee. These Bylaws shall govern the Committee’s proceedings to the extent they are not inconsistent with VTA’s Administrative Code, or law.

### **§1.3 Definitions**

- a. As used in these Bylaws, “chairperson” means the chairperson of the Committee.
- b. As used in these Bylaws, “secretary” means the secretary of the Committee.
- c. As used in these Bylaws, “Member Agency” means the County of Santa Clara or a city within the county.

## **Article II DUTIES AND AUTHORITY**

### **§2.1 Mission and Duties**

The BPAC is an advisory committee to the Board of Directors. The mission and duties of the Committee shall be:

**MISSION:**

The VTA BPAC provides expertise and guidance to the Board of Directors on promoting and enhancing non-motorized transportation opportunities throughout Santa Clara County and serves as liaison between VTA and the Member Agency bicycle and pedestrian advisory committees.

**DUTIES:**

- a. Provides advice to the Board of Directors regarding funding priorities for bicycle and pedestrian projects in the county.
- b. Reviews and provides comments to VTA staff regarding plans and designs for an effective countywide bikeway and pedestrian system, updates of the Countywide Bicycle Plan and Countywide Bicycle Map, bicycle and pedestrian element of the countywide transportation plan, and bicycle-related issues affecting the transit system.
- c. Make recommendations to the Board of Directors and County Board of Supervisors through the Roads Commission regarding the Countywide annual priority list of bicycle and pedestrian projects for the TDA Article 3 program, and regarding the annual Expressway Sidewalk Program project selections.
- d. Coordinate with bicycle and pedestrian advisory committees of other agencies on multi-jurisdictional bicycle and pedestrian issues.
- e. Serve as the countywide bicycle and pedestrian advisory committee for the County of Santa Clara, providing input and recommendations through the Roads Commission.

**§2.2 Limitations**

The Committee shall serve in an advisory capacity to the Board of Directors. It shall have no independent duties and no authority to take actions that bind VTA or the Board of Directors. No expenditures or requisitions for services and supplies shall be made by the Committee and no individual member thereof shall be entitled to reimbursement for travel or other expenses except as authorized by the Board of Directors.

## **Article III MEMBERSHIP**

### **§3.1 Membership**

The Committee shall be composed of 16 voting members and one ex-officio member who are bicyclists or pedestrians. All members shall live or work, or both, in Santa Clara County during their terms on the Committee. VTA employees are not eligible for membership. The Board of Directors shall ratify the appointments of all members of the Committee.

It is the expectation that each member will keep the appropriate staff of their appointing Member Agency informed of key issues, facilitate communication between those entities and VTA, and help resolve and build general consensus on issues pertinent to the Committee.

It shall also be each member's responsibility to actively and reliably participate in the BPAC's execution of its Mission and Duties.

#### Voting Members

Committee members shall be representatives of local bicycle or pedestrian advisory committees, or, for Member Agencies that do not have a local bicycle or pedestrian advisory committee, shall be other individuals interested in bicycle or pedestrian issues. Each Member Agency shall appoint one member. Committee members may not be an employee of the Member Agency they represent.

#### Ex-officio Member

The Silicon Valley Bicycle Coalition (SVBC) may appoint one ex-officio member and one alternate, who shall not be counted for purposes of establishing a quorum and who shall have no voting rights.

### **§3.2 Members' Terms**

The term of membership of each Committee member shall be two fiscal years, commencing on July 1 of even-numbered years and ending on the second successive June 30. Members may be appointed to successive terms.

### **§3.3 Vacancies**

A vacancy in a member's position shall be filled for the remainder of the term by the Member Agency or other body which made the original appointment.

### **§3.4 Representative to Citizens Advisory Committee**

The Committee shall also appoint one individual from its membership to serve as a voting member of VTA's Citizens Advisory Committee (CAC), to provide communication and collaboration between the two committees. Appointment of this position is subject to the following provisions:

- a. The representative must be a voting BPAC member while on the CAC and must be in good standing.
- b. The representative must meet all established CAC membership requirements during their term on the CAC.
- c. The term of appointment shall be two years, commencing on July 1 of even-numbered years. The representative may be reappointed for successive terms.
- d. The representative shall serve on the CAC until resignation from the position or the BPAC, or removal by the Committee or the Board.
- e. Appointment by the Committee requires approval by the membership as provided in Section 5.4.
- f. Appointment requires ratification by the Board of Directors.
- g. Vacancies shall be filled for the remainder of the term by the Committee following the established appointment process and all established criteria for the position.

## **Article IV OFFICERS**

### **§4.1 Chairperson and Vice Chairperson**

The Committee shall elect from its membership a chairperson and a vice chairperson at its last meeting of the calendar year, to serve for a one year term effective January 1 of the next calendar year. In the event of a vacancy in the chairperson's position, the vice chairperson shall succeed as chairperson for the balance of the chairperson's term and the Committee shall elect a successor to fill the vacancy in the vice chairperson's position as provided below. In the event of a vacancy in the vice chairperson's position, the Committee shall elect a successor from its membership to fill the vice chairperson's position for the remainder of the vice chairperson's term.

The chairperson shall preside at all meetings of the Committee and represent the Committee before the Board of Directors. The chairperson, in consultation with the Committee staff liaison, may identify items of interest for future agendas that are relevant to the Committee's duties and responsibilities.

The vice chairperson shall perform the duties of the chairperson when the chairperson is absent.

The Committee shall appoint a nominating committee to nominate Committee members for the positions of chairperson and vice chairperson. Members willing to serve in either of these positions may submit their names to the nominating committee for nomination. Members may also submit names of other members for nomination. The nominating committee shall verify that members whose names have been submitted are willing serve in those positions. The nominating committee shall submit to the Committee the names of those members whom it has nominated and recommends for election. Notwithstanding these procedures, any member may nominate a member from the floor.

#### **§4.2 Secretary**

The General Manager shall furnish staff services to prepare and distribute the Committee's agendas, notices, minutes, correspondence, and other documents and will assign an employee to attend each regular meeting of the Committee to serve in the capacity as the Committee's secretary. The secretary shall maintain a record of all proceedings of the Committee as required by law and shall perform other duties as provided by these Bylaws.

### **Article V MEETINGS**

#### **§5.1 Regular Meetings**

Regular meetings of the Committee shall generally be held on the Wednesday following the first Thursday of each month. The committee meeting shall commence at 6:30 p.m. at the VTA Administrative Offices, 3331 North First Street, San Jose, California. Whenever a regular meeting falls on a holiday observed by VTA, the meeting shall be held on another day or cancelled at the direction of the Committee. Meetings that last beyond 8:00 p.m. may have agenda items postponed to a future meeting, to be decided by the committee chairperson in consultation with the committee staff liaison and the Board Secretary or representative. A rescheduled regular meeting shall be designated a regular meeting.

#### **§5.1A Workshop Meetings**

Workshop meetings of the Committee are meetings in which agenda does not call for the Committee to take action (no voting is conducted). Because no action by the Committee will take place, the Board Secretary may choose to provide limited support. Workshops shall generally be held in lieu of a regular meeting and, where possible, be conducted at the normal regular meeting time. The workshop meeting shall be called and noticed as provided in Section 5.3.

#### **§5.2 Special Meetings**

A special meeting may be called by the chairperson with the approval of the General Manager. The meeting shall be called and noticed as provided in Section 5.3 below. (For a general description of the noticing procedures, see the Rules of Procedure of the Board of Directors.)

### **§5.3 Calling and Noticing of Meetings**

All meetings shall be called, noticed, and conducted in accordance with the applicable provisions of the Ralph M. Brown Act (commencing with Section 54950 of the Government Code). The General Manager and General Counsel shall be given notice of all meetings. The Committee shall conduct a maximum combination of 10 regular and workshop meetings per year. For purposes of this limit, regular and workshop meetings held on the same day will be considered one event. The Committee shall conduct at least one meeting every three months, unless the Committee's activities are suspended.

### **§5.4 Quorum; Vote; Committee of the Whole**

The presence of nine members shall constitute a quorum for the transaction of business. All acts of the Committee shall require the presence of a quorum and the affirmative vote of a majority of the total membership. At any regularly called meeting not held because of a lack of quorum, the members present may constitute themselves a "committee of the whole" for the purpose of discussing matters on the agenda of interest to the Committee members present. The committee of the whole shall automatically cease to exist if a quorum is present at the meeting.

### **§5.5 [Reserved]**

### **§5.6 Thirty Minute Rule**

If a quorum has not been established within thirty minutes of the noticed starting time for the regular meeting, Board Office staff may be excused from further attendance at the meeting.

### **§5.7 Absences**

If a member is absent from four Committee meetings (regular and workshop; attendance is not counted for special meetings) in any twelve-month period, the position shall automatically be vacated, and a successor shall be appointed to fill the remainder of that member's term.

## **§5.8 Matters Not Listed on the Agenda Requiring Committee Action**

Except as provided below, a matter requiring Committee action shall be listed on the posted agenda before the Committee may act upon it. The Committee may take action on items not appearing on the posted agenda only upon a determination by a two-thirds vote of the Committee, or if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action AND the need to take action came to the attention of the Committee subsequent to the agenda being posted.

## **§5.9 Time Limits for Speakers**

Each member of the public appearing at a Committee meeting shall be limited to two minutes in his or her presentation, unless the chairperson, at his or her discretion, permits further remarks to be made. Any person addressing the Committee may submit written statements, petitions, or other documents to complement his or her presentation.

## **§5.10 Impertinence; Disturbance of Meeting**

Any person making personal, impertinent or indecorous remarks while addressing the Committee may be barred by the chairperson from further appearance before the Committee at that meeting, unless permission to continue is granted by an affirmative vote of the Committee. The chairperson may order any person removed from the Committee meeting who causes a disturbance or interferes with the conduct of the meeting, and the chairperson may direct the meeting room cleared when deemed necessary to maintain order.

## **§5.11 Access to Public Records Distributed at Meeting**

Writings which are public records and which are distributed during a committee meeting shall be made available for public inspection at the meeting if prepared by VTA or a member of the Committee, or after the meeting if prepared by some other person.

# **Article VI**

## **AGENDAS AND MEETING NOTICES**

## **§6.1 Agenda Preparation**

The secretary shall prepare the agenda for each meeting in consultation with VTA staff and the chairperson. Material intended for placement on the agenda shall be delivered to the secretary on or before 12:00 Noon on the date established as the agenda deadline for the forthcoming meeting. The secretary may withhold placement on the agenda of any matter which is not timely received, lacks sufficient information, or is in need of staff review and report prior to Committee consideration. Any member of the



Committee may request that such withheld matter be placed on the agenda by contacting the secretary in advance of the meeting.

## **§6.2 Agenda Format & Development**

The agenda shall specify the starting time and location of the meeting and shall contain a brief general description of each item of business to be transacted or discussed at the meeting. The description shall be reasonably calculated to adequately inform the public of the subject matter of each agenda item. The agenda shall also display the Board-adopted mission statement for the Committee.

Items may be referred for inclusion on an agenda by: (1) the Board of Directors; (2) the General Manager; (3) the Committee Chairperson; and (4) the Committee, with a quorum present and upon the affirmative vote of a majority of the members present. The order of business shall be established by the secretary with the approval of the chairperson.

## **§6.3 Public Presentations**

Each agenda for a regular meeting shall provide an opportunity for members of the public to address the Committee on matters of interest to the public either before or during the Committee's consideration of the item, if it is listed on the agenda, or, if it is not listed on the agenda but is within the jurisdiction of the Committee, under the agenda item heading "Public Presentations." The Committee shall not act upon an item that is not listed on the agenda except as provided under Section 5.8. Each notice for a special meeting shall provide an opportunity for members of the public to directly address the Committee concerning any item that has been described in the notice for the meeting before or during consideration of that item.

## **§6.4 Agenda Posting and Delivery**

The written agenda for each regular meeting and each meeting continued for more than five calendar days shall be posted by the secretary at least 72 hours before the meeting is scheduled to begin. The written agenda for every special meeting shall be posted by the secretary at least 24 hours before the special meeting is scheduled to begin. The agenda shall be posted in a location that is freely accessible to members of the public. The agenda together with supporting documents shall be delivered to each Committee member, the General Manager, and General Counsel at least five days before each regular meeting and at least 24 hours before each special meeting.

## **§6.5 Meeting Notices**

The secretary shall mail notice of every regular meeting, and every special meeting which is called at least one week prior to the date set for the meeting, to each person which has filed with VTA a written request for notice as provided in Section 54954.1 of the Government Code. The notice shall be mailed at least 72 hours prior to the date set for the meeting, in accordance with the Ralph M. Brown Act. In lieu of

mailing, notices may be emailed to any person who so requests in writing. Notice of special meetings called less than seven days prior to the date set for the meeting shall be given as the secretary deems practical.

## **Article VII**

### **MISCELLANEOUS**

#### **§7.1 Adoption and Amendment of Bylaws**

These Bylaws may be amended by the Committee by the affirmative vote of a majority of its total authorized membership and with the approval of the Board of Directors.

#### **§7.2 Rosenberg's Rules**

All rules of order not herein provided for shall be determined in accordance with *Rosenberg's Rules of Order*, latest edition.

Adopted by Board of Directors: December 10, 1998

Amended by Board of Directors: December 14, 2000

Amended by Board of Directors: June 5, 2003

Amended by Board of Directors: March 4, 2004

Amended by Board of Directors: September 1, 2005

Amended by Board of Directors: March 1, 2007

Amended by Board of Directors: October 2, 2008

Amended by Board of Directors: June 3, 2010 <sup>(1)</sup>

Amended by Board of Directors: April 5, 2012

Amended by Board of Directors: December 11, 2014 to take effect January 1, 2015

- (1) In 2010, the Board of Directors, based on recommendations from the Advisory Committee Enhancement Process, approved converting two existing VTA Citizens Advisory Committee (CAC) positions to two voting members appointed by the Committee for Transit Accessibility (CTA) and the Bicycle & Pedestrian Advisory Committee (BPAC). These representatives will be from the respective committee's current membership and must meet established CAC membership requirements, including Board of Directors approval.



# City of Sunnyvale

## Agenda Item

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**20-0827**

**Agenda Date: 9/17/2020**

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### **REPORT TO BICYCLE AND PEDESTRIAN ADVISORY COMMISSION**

#### **SUBJECT**

BPAC 2021 Study Issue Sponsorship (Scenerio 1)

To review the list of potential study issues and vote on sponsorship for each individually listed study issue.

## BPAC 2021 Potential Study Issues\*

No.	Date	Study Issue Working Title	Summary of Scope	Staff Comments
1	5/21/2020	Bike Lanes On Hollenbeck Avenue between El Camino Real and Homestead Road	The study will include a review of existing and future vehicle, bicycle, and parking usage on Hollenbeck Avenue between Homestead Road and El Camino Real. It will also evaluate the most appropriate bicycle treatment, if feasible, for each segment of Hollenbeck Avenue based on roadway widths, usage by modes, and the feasibility of removal of on-street parking. Vehicle travel lanes should be narrowed to a maximum of 11 feet. Some of the potential challenges to implement bicycle improvements on this corridor would include limited right of way, especially at intersections with turn lanes, as well as the existing usage of the on-street parking and the neighborhood impacts if the on-street parking were to be removed.	Hollenbeck Avenue is identified as a residential collector street by the City of Sunnyvale with single family residential units located along most of the corridor between Homestead Road and El Camino Real. Other land uses along this corridor include private schools, a public park, and neighborhood retail. Currently, there is on-street parking on both sides of the street along most of the corridor. In terms of existing bicycle facilities, there are existing Class II bicycle lanes on both sides of the street between Homestead Road and Alberta Avenue and Class II bicycle lanes south of El Camino Real to Danforth Drive.
2	7/16/2020	Lightweight Active Transportation Plan Amendment Process	The scope of work associated with this study issue will include an assessment of staff time and consultant costs to implement the concepts of the study and to determine the tasks and schedule for the process. This study would allow for a biennial update of the Active Transportation Plan (ATP) specifically to add or modify proposed bicycle and pedestrian improvements and project prioritization. The update process would be initiated by BPAC commissioners and may include two BPAC meetings and one City Council meeting. The first BPAC meeting would allow BPAC commissioners to generate a list of changes requested to recommend to staff. At a subsequent meeting, staff would provide comments on the list and a final list would be sent to City Council with a recommendation to update the ATP with the approved list. If City Council approves the list, a consultant or staff member will update the ATP to incorporate the changes.	<p>This concept would allow for the biennial update of the Active Transportation Plan (ATP). However, this study would require a lot of staff time and budget for consultant costs. The ATP was developed through a robust effort that included an in-depth traffic analysis, safety analysis, engineering assessment, policy review, staff input, and public outreach. Any proposed modifications would require some analyses to determine if the changes are feasible, however, given the short time frame, it would not have the same level of analysis that was used to develop the ATP.</p> <p>The public outreach events held for the development of the ATP included community workshops, online surveys, online comment tool, pop-up events, walking and biking tours, focus groups, school audits and meetings with school districts and neighboring jurisdictions. The proposed study would not include the same level of public outreach effort included in the development of the ATP. Without these public outreach events, the public would not be able to make direct recommendations for modifications to the plan and would only be able to participate in this process by providing comments on the proposed list through the BPAC or City Council meetings.</p> <p>Finally, the ATP report will need to be updated to reflect any modifications to the plan. The update to the report will include text, figures and maps which may need to be completed by a consultant depending on the amount of changes required.</p>

\*The study issues have been proposed for future sponsorship

Toward the end of the calendar year, no later than October, boards and commissions will review the list of proposed study issues and officially vote on sponsorship for each individually listed study issue. Official sponsorship means that the study issue is approved for ranking with a majority vote of the board or commission. Staff will then prepare the sponsored study issue papers, including fiscal impact but not the staff recommendation.

The Study Issue Sponsorship Process can be found on the City website at [www.sunnyvale.ca.gov](http://www.sunnyvale.ca.gov) by searching "Study Issues Overview".

Submit Study Issue Form by 8/11/2020 for sponsorship to take place in September 2020

Submit Study Issue Form by 9/8/2020 for sponsorship to take place in October 2020



# City of Sunnyvale

## Agenda Item

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**20-0829**

**Agenda Date: 9/17/2020**

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### **REPORT TO BICYCLE AND PEDESTRIAN ADVISORY COMMISSION**

#### **SUBJECT**

Bicycle and Pedestrian Advisory Commission 2020 Annual Work Plan

# 2020 Master Work Plan

## Bicycle and Pedestrian Advisory Commission

### Annual Calendar

MEETING DATE	AGENDA ITEM/ISSUE
January 16	<ul style="list-style-type: none"> <li>• Ranking of 2020 Study Issues</li> <li>• Safe Routes to School Coordinator Update (Presentation)</li> </ul>
February 20	<ul style="list-style-type: none"> <li>• Discussion of Utility Bill Concepts</li> <li>• Discussion of TDA Funding</li> </ul>
March 19	Cancelled
April 16	<ul style="list-style-type: none"> <li>• Active Transportation Plan (Presentation)</li> <li>• Utility Bill Concept Designs</li> <li>• TDA Funding Recommendation</li> <li>• Annual Slurry Seal List (Information item)</li> <li>• Council Ranking of Study Issues (Information item)</li> </ul>
May 21	<ul style="list-style-type: none"> <li>• Review Recommended Budget</li> <li>• Annual reporting on collisions involving pedestrians and cyclists (Presentation)</li> </ul>
June 18	<ul style="list-style-type: none"> <li>• Recognition of Service</li> <li>• Moffett Park Green Link (Presentation)</li> <li>• Active Transportation Plan</li> <li>• Utility Bill Stuffer Update (Information item)</li> </ul>
July 16	<ul style="list-style-type: none"> <li>• Selection of Chair and Vice Chair</li> <li>• Downtown Specific Plan Amendments</li> </ul>
August 20	<ul style="list-style-type: none"> <li>• City of Santa Clara Bicycle Master Plan Update impact on Lawrence Station Area (commissioner-led presentation)</li> <li>• Roadway Safety Plan</li> </ul>
September 17	<ul style="list-style-type: none"> <li>• Study Issues Sponsorship (for Scenario 1)</li> </ul>
October 15	<ul style="list-style-type: none"> <li>• Final month to Propose Study Issues</li> <li>• Vision Zero Plan Progress Update (Presentation)</li> <li>• Lawrence Station Area Plan - Sense of Place Plan</li> <li>• Study Issues Sponsorship (for Scenario 2, if necessary)</li> <li>• Review Sponsored Study Issues Write-up (for Scenario 1 only)</li> <li>• Measure B Funding – Education &amp; Encouragement Category (Information Item)</li> <li>• Bicycle Friendly Community Designation Application (Information Item)</li> </ul>

MEETING DATE	AGENDA ITEM/ISSUE
November 19	<ul style="list-style-type: none"><li>• El Camino Real Specific Plan</li><li>• Approve 2021 Master Work Plan</li><li>• Climate Action Plan Progress Update (Presentation)</li></ul>
December 17	<ul style="list-style-type: none"><li>• Fair Oaks Avenue Bike Lanes and Streetscape – Phase 2</li><li>• Final month to Approve 2021 Master Work Plan</li><li>• Final month for Annual Review of Code of Ethics and Conduct for Elected and Appointed Officials</li></ul>

**Additional items yet to be scheduled:**

- Bernardo Avenue Bicycle/Pedestrian Undercrossing
- Caltrain Grade Separation (Mary Avenue and Sunnyvale Avenue crossings)
- East Sunnyvale Area Transportation Improvements
- Homestead Road Full-time Bike Lane Study
- Java Drive Road Diet
- Lawrence Station Area Bicycle Facilities Project
- Mary Avenue Freeway Overcrossing
- Maude Avenue Bike Improvement Project
- Moffett Park Specific Plan Update (Study Session)
- Peery Park Area Transportation Improvements
- Stevens Creek Trail Extension Project
- Note:
  - Study Issues may be proposed at any meeting throughout the year
  - Study Issues presentation dates will be added following approval by Council



# City of Sunnyvale

## Agenda Item

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**20-0830**

**Agenda Date: 9/17/2020**

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### **REPORT TO BICYCLE AND PEDESTRIAN ADVISORY COMMISSION**

#### **SUBJECT**

Active Items List - September 2020



## Active Items List

Item #	Item	PR	Due Date (Approx)	Status	Last Updated
1	Utility Bill Insert	Tsang	Annual	The 2020 Utility Bill Insert was mailed out with the Utility Bill in July/August 2020.	9/17/2020
2	Maude Avenue Bike Lanes	Ng	2021	Construction has been completed as of August 1, 2020. Staff will monitor the improvements, and will re-evaluate six months after project completion to determine if the removal of on-street parking would result in parking impacts within the neighborhood. Based on the evaluation, staff will then determine if the bicycle lanes east of Sunnyvale Avenue should be permanently installed in the future. Staff plan to perform the evaluation and present the results to BPAC in March of 2021.	8/20/2020
3	Bike to Work Day	Tsang	Annual	Bike to Work Day is cancelled this year. Silicon Valley Bike Coalition plans to host a "Bike to Wherever Days" campaign in September 2020. More details can be found online at <a href="https://bikesiliconvalley.org/btwd/">https://bikesiliconvalley.org/btwd/</a>	8/20/2020
4	Caltrain Grade Separation Feasibility Study	Tsang	TBD	The City is currently refining concept designs and undertaking preliminary traffic analysis related to grade separation at both Mary and Sunnyvale Avenues. Additional community meetings are planned for spring 2021.	8/20/2020
5	Homestead Road Bike Lanes Study	Garcia	2021	The City expects to release a Request for Proposals in fall 2020. The project is anticipated to begin in 2021.	7/16/2020
6	Stevens Creek Trail Extension	Ng	TBD	Sunnyvale partnered with Mountain View in the application of the Measure B Bike/Ped Competitive Grant for capital projects for the environmental study and design of the Stevens Creek Trail extension from the Dales/Heatherstone bike-pedestrian overcrossing to West Remington Drive/Mountain View High School. The application was accepted and the grant amount would be \$4.8 million.  Sunnyvale also submitted an application for the segment between W. Remington Dr. and W. Fremont Avenue. The application for the environmental study and design phases were accepted and the grant amount would be \$3.5 million.  For both applications, VTA is in the process of finalizing the grant allocation timeline.	7/16/2020
7	Road Overlay, Slurry, Reconstruction & Chip Schedule	T. Pineda	Annual	List was included in April 2020 BPAC meeting agenda packet.	4/16/2020
8	Bernardo Caltrain Under-crossing	Garcia	TBD	Sunnyvale and Mountain View are collaborating on a revised scope of work with the project consultant. The project team will identify feasible design alternatives that would fit within the constrained right-of-way.	12/19/2019
9	East-West Channel Trail	Ng	Annual	SCVWD anticipates the flood control project will begin in summer 2020, and it will be completed by December 2022. City will not be able to begin on trail projects until after SCVWD is done with the flood control project.	9/19/2019