

**CITY OF SOUTH SAN FRANCISCO**  
**BICYCLE / PEDESTRIAN ADVISORY COMMITTEE**

**Meeting Minutes, Wednesday, January 3, 2018**

City Hall Large Conference Room  
400 Grand Avenue, South San Francisco  
6:00 pm

**Cassandra Woo**  
Chairperson

**Ari Gerrits**  
Vice-Chairperson

**Natalie Gore**  
Committee Member

**Olma O'Neill**  
Committee Member

**Dan Sherman**  
Committee Member

**Nell Selander**  
Secretary

**Ines Isassi Mendez**  
Clerk

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**COMMITTEE MEMBERS:**

*Present:*

Cassandra Woo  
Natalie Gore  
Daniel Sherman  
Ari Gerrits  
Olma O'Neill

*Absent:*

**STAFF PRESENT:**

*Planning Division:*

*Engineering Division:* Richard Cho

*Economic Community  
and Development:* Nell Selander

**PROCEEDINGS:**

*Call to Order:* 6:01 pm, by Chairperson Ms.Woo.

*Chair Comments:* None.

*Agenda Review:* No changes.

*Public Participation:* None.

*Public Comments:* None.

*Approval of Minutes:* Approved with correction of the spelling of Committee Member Olma O'Neill's name.

## **ADMINISTRATIVE BUSINESS:**

### **1. Election of Chair and Vice Chair**

Mr. Sherman was nominated for Chair. Mr. Sherman accepted the nomination. Mr. Sherman was appointed by a unanimous vote [Motion/Second: Gore/O'Neill].

Mr. Gerrits was nominated for Vice Chair. Mr. Gerrits accepted the nomination. Mr. Gerrits was appointed by a unanimous vote [Motion/Second: O'Neill /Gore].

Appointments will become effective at the following meeting of the BPAC.

Chair Woo congratulated the new Chair and Vice Chair and wished them well; she also thanked the committee for the time she spent being the Chair of the committee.

### **2. Discussion of Annual Work Plan and Goals**

Secretary Selander presented to the committee her suggestion of crafting a work plan for the year to guide scheduling meetings and coordinating reports to the Committee. The Draft Work Plan is attached as Exhibit A. Committee Members suggested the following with regard to the Work Plan.

- Set target dates for Bicycle & Pedestrian Master Plan and then fill agendas with other projects and initiatives.
- Updates on bike share pilot / program extension.
- Explore idea of providing bike safety education.
- Consider bike fix-it stations.
- Engage with other BPACs and regional organizations.
- Update on the Oyster Point Development.

Secretary Selander shared that an Ordinance will need to be drafted for City Council consideration to guide BPAC operations. This will be a Work Plan item to discuss at future meetings.

Mr. Cho, Senior Civil Engineer, let the Committee know that he would be holding a public meeting on the Spruce and Linden Avenues Traffic Calming Improvement Project and would invite Committee Members to attend once a date is set.

### **3. Discussion of Recent Requests/Comments Received from the Public**

Secretary Selander shared that a number of inquiries were received by staff and Committee Members from members of the public. Specifically, there were several emails regarding Westborough Boulevard, as well as an email regarding a bike accident east of Highway 101.

Committee Members discussed how they would like to respond to these comments. Staff suggested that staff initially respond with a generic message thanking the member of the public for sharing their concern of asking their question. Afterward, staff would bring the emails/messages to the next BPAC meeting for discussion. If warranted, a more lengthy email would be sent after the meeting summarizing BPAC's consideration of the comment. All comments and questions from the public would also be distributed to the appropriate City department.

#### **4. Upcoming Community and City Events**

- Photography Event/Contest 2/7/2018
- Recruitment Event – Job Fair

#### **COMMITTEE COMMENTS:**

Chair Woo thanked the Committee for her time as being the Chair of the Committee and wished the best to the new Chair and Vice Chair.

#### **COMMITTEE MEMBERS:**

No comments.

#### **ADJOURNMENT:**

The meeting adjourned at 7:15 p.m. The next meeting is scheduled for February 7, 2018.