

**CITY OF SOUTH SAN FRANCISCO**  
**BICYCLE / PEDESTRIAN ADVISORY COMMITTEE**  
**Meeting Minutes, Wednesday, March 7, 2018**

City Hall Large Conference Room  
400 Grand Avenue, South San Francisco

6:00 pm

UPDATED 6.5.2018

**Dan Sherman**  
Chair

**Ari Gerrits**  
Vice Chair

**Natalie Gore**  
Committee Member

**Olma O'Neill**  
Committee Member

**Cassandra Woo**  
Committee Member

**Frank McCauley**  
Committee Member

**Amir Thagavis**  
Committee Member

**Nell Selander**  
Secretary

**Ines Isassi Mendez**  
Clerk

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**COMMITTEE MEMBERS:**

*Present:*

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

*Absent:* Frank McCauley (arrived as the meeting was concluding)

**STAFF PRESENT:**

*Planning Division:*

*Engineering Division:* Richard Cho

*Economic Community  
and Development:* Nell Selander, Ines Isassi Mendez

**PROCEEDINGS:**

*Call to Order:* 6:05 pm, by Chair Sherman

*Chair Comments:* None

*Agenda Review:* No changes

*Public Participation:* None

*Public Comments:* None

*Approval of Minutes:* Approved

## **ADMINISTRATIVE BUSINESS:**

### **1. Review and Consideration of adopting BPAC Goals Presented by Chairperson, Sherman**

Dan noted that his idea for developing Goals for the BPAAC was to have a vision for the Committee to follow. This vision will enable the Committee to have a framework to inform a future work plan.

Committee Member O'Neill, questioned using the word "role" in Goal #3:

*Beyond our City, BPAC should take a greater regional perspective and role. This may include reviewing our Bicycle and Pedestrian infrastructure to seek alignment with broader regional plans, building further connections with regional Bicycle and Pedestrian municipal and regional groups, seeking to align with and influence regional planning, and re-connecting with advocacy groups such as the Silicon Valley Bike Coalition.*

Chair Sherman, responded that a better word to use may be "influence." There was consensus among the Committee members to replace "role" with "influence."

Committee Member Gore brought up the point that this could be a good opportunity to participate in a broader way in regional bike and pedestrian organizations, like San Mateo County's. Committee Member Gore also suggested adding the creation of performance metrics to the Goals. Vice Chair Gerrits agreed with this addition.

Committee Member Gore stated that the goals should be addressed or modified every year. She also noted that she would like to have a report made on an yearly basis where all of the activities of the Committee are reported on. Committee Member O'Neill agreed that the Goals should be modified or addressed yearly. Chair Sherman proposed adding a sixth item, that the goals or guidelines will be addressed periodically.

The Committee voted unanimously to adopt the Goals, with the addition of #6: The above goals should be re-evaluated and assessed periodically.

### **2. Review Draft request for Proposals for Bicycle and Pedestrian master Plan**

Secretary Selander explained that the Request for Proposals (RFP) process and then reviewed the draft scope of work. The RFP will be used to solicit a consultant to create a new bicycle and pedestrian master plan for the City of South San Francisco. The scope of work will include the following components: Existing Conditions Analysis; Recommended

Improvements; Recommended Programs; Project Prioritization and Phasing; and Identification of Funding Sources.

Committee Members offered the following comments on the draft:

- Add a cost contingency.
- In “Existing Conditions Analysis,” include identification of barriers for disabled persons.
- In “Project Prioritization and Phasing.” Include projects designed to move forward right away.
- In “Project Prioritization and Phasing,” designate projects as short term or long term.

Secretary Selander invited Committee Members to send any additional comments to her by the following week for inclusion in the final RFP.

### **3. Selection of a Committee Member to serve on the Selection Committee for the Bicycle and Pedestrian Master Plan**

Secretary Selander explained that ideally a member of the Committee would serve on the selection committee for the Bicycle and Pedestrian Master Plan consultant. The Committee elected Committee Member Gore to serve on the selection committee, and designated Committee Member O’Neill as the alternate.

### **4. Update on Spruce and Linden Avenues Traffic Calming Improvement Project by Richard Cho.**

Senior Civil Engineer Cho introduced Lyza Estrada, a resident of Spruce Avenue to the Committee. He then walked the Committee through a Power Point Presentation with graphics that showed the planned improvements to Linden and Spruce Avenues. One of the main goals on Spruce Avenue is to get cars to park on the street, rather than on sidewalks, as well as to reduce speeds and improve safety on the narrow street.

The Committee asked many questions regarding the planned improvements, and were generally supportive of the plan.

### **5. Consideration of Approving Letter in Support of the City’s Application for the Bay Area Air Quality management District’s Bicycle Facilities Grant Program**

Senior Civil Engineer Cho brought a letter for Chair Sherman’s signature in support of the City’s grant application to the Bay Area Air Quality management District’s Bicycle Facilities Grant Program.

A suggestion was made that such letters in the future should be from the Committee as a whole, if there is sufficient time for the Committee to review and approve. There was consensus among the Committee to follow this procedure in the future.

**COMMITTEE COMMENTS:**

Committee Member Gore asked the new Committee Members to share something about themselves with the Committee.

Committee Member Thagavis shared that he is a South San Francisco resident. He went to school at All Souls and wanted to become more involved with the community, so he decided to apply to join the Committee.

Committee Member McCauley arrived late to the meeting and apologized to the Committee. Chair Sherman requested that his presence be noted in the minutes at the time of his arrival. Committee Member McCauley shared that he is a long time resident of South San Francisco, and also a retired employee of the City, which he served for 36 years in the Public Works Department. He decided to apply to join the Committee to represent bicyclist and pedestrian in the downtown area. Further, he explained that the construction happening in South San Francisco has made it very difficult to cross some streets in the downtown area and he feels that this issue can be addressed.

**STAFF COMMENTS:**

No comments.

**ADJOURNMENT:**

The meeting adjourned at 7:46 p.m. The next meeting is scheduled for April 4, 2018.