Caltrans District-4 Bicycle Advisory Committee

Minutes

April 21, 2010 1:30 – 3:30

District 4 Headquarters, Mountain View Room, 15th Floor,
111Grand Avenue, Oakland

Attendance:

Ina Gerhard, Caltrans District 4 Bicycle Coordinator
Michelle DeRobertis, Chair, Santa Clara VTA
Sean Co, MTC
Andrew Casteel, BABC
Carol Levine, BABC
Alan Forkosh, CABO
Bruce "Ole" Olsen, Delta Pedalers
Robert Cronin, SVBC
Paul Goldstein, SVBC
Leo Du Bose, EBBC
David Hoffman, Marin Bicycle Coalition (via telephone)
Gail Payne, ACTIA Consultant
Peter Reinhofer, Kimley-Horn
Chris Ratekin, CT HQ, Project Manager, Complete Streets Policy Implementation (via telephone)
Ken McGuire, CBAC (via telephone)

1. 1:30 PM Welcome and Introductions

2. 1:35 PM Approval of January 20, 2010 Meeting Minutes
http://www.dot.ca.gov/dist4/transplanning/docs/2010_1_20_caltransd4bac_draftminutes.pdf
The minutes were approved with the following correction:

- On the bottom of page 2 and the top of page 3 to read "12 inches" rather than "12 feet".

3. 1:40 PM Caltrans Complete Streets Implementation Action Plan - Chris Ratekin, CT HQ, Project Manager, Complete Streets Policy Implementation
http://www.dot.ca.gov/hq/tpp/offices/ocp/complete_streets.html

Chris Ratekin reported on the status of CT Complete Streets Implementation Action Plan (CSIAP).
Although the CSIAP is available as a public document, it was crafted to be targeted to internal Caltrans staff. The status of implementation is that most of the highest priority activities identified by the steering committee are underway such as the Highway Design Manual, Project Procedures Manual, etc. The steering committee, with support form an internal technical advisory committee and outside input from the Active Transportation and Livable Communities (ATLC) group, produced the CSIAP to move implementation activities through department staff for review and comment. A progress report is

expected in July. One of the high priority tasks, the update of the System Planning Guidelines, has not yet been undertaken due to budget constraints and is not projected to start until sometime in the next fiscal year. This task is being done in partnership with regional and local agencies to help insure a healthy cross-functional dialog to pick up on issues to resolve as best it can and reduce fragmentation that may have existed in the past.

There has been a thorough review of the 10-Year State Highway Operations Protection and Protection Program (SHOPP) Plan which will present opportunities to make smaller improvements (traffic lights, additional bike lanes, lane width alterations, etc) on the State Highway system. The SHOPP managers went to the National Complete Streets Coalition website, identified elements of "complete streets" and constructed a matrix to identify where "complete streets" components could fit into existing funding categories. They also produced a performance check-off list to incorporate "complete streets" components in that process in order to do post monitoring of completed improvement projects. It was suggested to schedule a SHOPP HQ manager to bring a presentation to the D4 BAC as a future agenda item.

The Highway Design Manual (HDM) will provide more clarity on application of bicycle lane striping opportunities. Ina and Beth Thomas have made recommendations for changes in the HDM. There is no projection as to when it will be completed although a decision document was approved and signed in December 2009.

The question was asked whether there will be opportunities for public input and participation in "complete streets" implementation. There is no public process built into the structure of the review other than presentations of progress to CBAC, D4 BAC, ATLC, etc. Chris will propose to the steering committee that a means of outreach be established in order to engage and secure a public review process in the further development of the implementation program. Ken McQuire said he believes that key pieces of the HDM will be circulated for comment to identified interest groups such as D4 BAC.

The PID website with contact listings remains the best means of reviewing and making comments on specific projects. Ken McGuire has written "Understanding Bicycle Transportation" intended for Caltrans design staff which outlines bicycle issues to be considered in project development. Also finalized is a Intersections and Interchange Design Guidebook to produce alternative design solutions for intersections and interchanges that will enhance bicycle and pedestrian access and safety. The guidebook is prepared by CT and two consultants, Alta Planning + Design and Cambridge Systematics.

2:20 PM Transit Center Prototypes – Input from Users/Bicyclists – Peter Reinhofer, Kimley-Horn

The Alameda Congestion Management Authority, AC Transit and BART in conjunction with Kimley-Horn are developing a "Best Practices Manual" for the planning and conceptual design of transit centers near rail stations using the downtown San Leandro BART station as its prototype, based on previous work done on that city's Transit Oriented Development strategy as well as an ongoing project to design the approach to

the BART station in a bike- and pedestrian-friendly manner. Mr. Reinhofer has asked for as much bicycle-related input the BAC might offer that could be incorporated in the manual.

- **What are the problems cyclists face in accessing transit stations?**
  - Getting through the turnstiles - they close too fast; timing issue.
  - Lack of covered, secure bike parking stations; e-lockers suggested, if the transit agency maintains and keeps them in good repair.
  - Lack of stair channels.
  - Lack of way-finding signage from the street or highway to the station;
  - Lack of direct access to the station without having to be directed through a parking lot, which is always farther away than bus access.
  - Bike wayfinding signage to boarding area is often confused with signage to bike parking area.
  - Curbs that hinder direct access to the station from parking lots should be eliminated.
  - Elevators should be "walk-through" with doors on either end so that bikes, wheelchairs, etc., can be rolled in and out without having to make turnarounds to exit.
  - Defined platform markers that indicate where trains will stop lessens the chance of passenger conflict or running on the platform.

- **Do Cyclists prefer a separate path to access fare gate/boarding area, or would they share wide sidewalks with pedestrians?**
  - Ideally pedestrians and cyclists should not share a sidewalk in order to avoid conflict. Therefore there should be protected roadway for the cyclist to travel until he/she stops, dismounts and accesses the sidewalk as a pedestrian. It is reasonable to ask a cyclist to walk 50 feet to access the ticket gates.
  - A multi-use sidewalk must be at least 12 feet wide with ramps to allow access.
  - A bike lane, as long as it is marked, is acceptable in the bus boarding areas.

- **Is it necessary to ride to the bike storage facility?**
  - If secured parking is near the ticket seller's booth where there is someone who monitors the bike racks, a rider would already be dismounted because he/she is in the station.
    - Bike racks should be sturdy and not have the potential to bend wheels if a bike falls over.
    - Closed Circuit video monitoring of bike parking racks.
    - Vandalized bikes should be removed within a week and not left locked to the racks for months. They take up valuable space as well as discourage use of the parking facility. A sign should be posted stating where one can retrieve his vandalized bicycle.

- **Would bike parking space in a garage located a block away be acceptable?**
  - The closer to actual boarding area the better.
  - With free valet parking.
  - If there is little pedestrian traffic, must be protected and secure (cctv).
  - Installation of e-lockers.

- **Is there a warrant for Bike Stations?**
  - "If you build it, they will come".
  - Un-staffed stations could use electronic key and video camera.
  - A staffed bike station is an extremely attractive feature.
  - Staffed and un-staffed stations should be funded from auto parking fees.

- **What is maximum acceptable distance between secured bike parking and fare gates?**
  - The same as a car driver, up to ½ block away.
  - Every station site is different, but all agree that the closer to the fare gates the more it will be used.

The manual to be prepared by Kimley-Horn is expected to be completed in June. The D4 BAC has offered to circulate it to Bay Area coalitions for further comment, if needed.

4. 2:40 PM D4 BAC Membership Criteria - All
http://www.dot.ca.gov/dist4/transplanning/docs/d4bac_operational_procedures_draft091013.pdf

Ina added the changes discussed at the January 21, 2010 meeting to the Operational Procedures. No vote was taken for final approval at the meeting.
http://www.dot.ca.gov/dist4/transplanning/docs/d4bac_charter_draft091013.pdf

It was duly noted that the ability for advocates to participate in meaningful discussion is more important than a formal vote. However, the impetus for creating a formal organizational structure is in order to be recognized and effective in making bicycle policy recommendations to Caltrans. In the further discussion it was decided that the D4 BAC will continue to operate with reduced quorum requirements, taking action either through consensus or a simple majority vote. A motion was made and seconded to approve the following changes with the stipulation that the D4 BAC will research the CBAC rules governing quorum requirements and that might be added before final adoption:
Goals and Objectives:

- Enhance awareness and educate the public, *City/County*, and Caltrans staff on the needs of bicyclists.
- Review and provide input on district planning and project initiation documents in order to ensure that bicycle needs are being ~~*duly*~~ considered and accommodated.

Membership Criteria and Requirements:

- The D4 BAC *comprises* local and regional government agency staff appointed by the Congestion Management Agencies (CMA).
- MTC and BABC have been added to the roster.
- The membership of 23 will include 3 at-large positions appointed with a vote of at least 11 of the 20 agency and advocacy representatives, with one position reserved for a State advocacy representative (CBAC).
- No fixed time limit for term of service other than At-Large members who serve a period of 2 years. With no term limits At-Large members may be re-appointed indefinitely.
- All At-Large members shall be appointed by a majority of the ballots received by the stated deadline, either by mail or electronically.

Voting and Quorum requirements:

- Attendance may be by telephone.
- Members or proxies may vote.

It was agreed to strike the phrases "unless amended" and "unless changed" wherever they occur in the document.

5. 3:10 PM Update on Various Projects – Ina Gerhard, CT District 4

1.) Skyline Drive (State Route 35)/Skyridge Drive in Pacifica
No progress to date. Talks reached an impasse as Home Owners Association refuses to recognize the rights of the bicyclist user group. It is felt that the HOA should not have veto power in what is an internal Caltrans decision concerning use and safety considerations on a State Highway.

2.) Sharrows on El Camino Real (State Route 82) in Millbrae
Tabled.

3.) Shoulder rumble strips on State Route 121 in Sonoma
No rumble stripes will be placed on any section that has less than 4 feet of shoulder width. Edgeline rumble strips on wider shoulders will be shallow and extend 2 inches into the shoulder.

4.) Bikeway Signage to Dumbarton Bridge
The City of Freemont and EBBC have agreed to a preferred route. SVBC could try to do the same, meet with East Palo Alto/Menlo Park before a meeting with Caltrans in June to come up with a preferred route.

5.) Lower Crystal Springs Dam project/ I-280 bypass
Ina is aware of the request for a temporary cyclist detour on I-280 for the duration of the project but no action has yet been taken.

6. 3:20 PM Work Plan Review and Update - All
http://www.dot.ca.gov/dist4/transplanning/bicyclecommittee.htm
Reviewed, with no further additions at this point.

7. 3:25 PM Future Agenda Items/Announcements/Adjourn
Michelle and Ina will be the featured speakers at the May 20, ITE meeting held in San Francisco.

D4 BAC meeting dates in 2010:
July 21
October 20