

Complete Streets Safety Committee

Minutes

WEDNESDAY August 31, 2016

Community Meeting Room

Brisbane City Hall

50 Park Place / Brisbane, CA 94005

1. Call to order

- Chair Dettmer called the meeting to order at 7:10 pm.

2. Roll call

Members present: Dettmer, Mackin, Markind, Maynard, and Patel

Members absent: Zane

Staff: Deputy Director of Public Works Kinser, Management Analyst Escoffier, Administrative Services Director Stuart Schillinger, and Engineering Intern Yuen

3. Adoption of the agenda

- Move item 7D up to 6A.
- Agenda adopted as amended

4. Oral communications

- N/A

5. Approval of the minutes

- Add to Old Business - meeting moved due to multiple considerations.
- Minutes approved as amended.

6. Staff updates

a. Committee question regarding absence of separated CSSC budget

- Schillinger asked if there are items excluded from the budget that CSSC members feel should be included. He explained that amendments could be made to the budget if approved by City Council.
- Schillinger explained there is budget for Streets, Storm drains and Lighting operations and maintenance, some of which could be directed to small projects developed by CSSC at the discretion of staff. If CSSC wanted to do other work, they should talk to Kinser to request inclusion in the next fiscal year's budget to be adopted by the City Council. Kinser stated many smaller CSSC projects do come out of the operating budget.
- Staff will turn in proposed budgets for the next fiscal cycle in February 2018; the process will begin in November 2017. Schillinger offered to attend a future meeting to discuss budget again for the following fiscal cycle.

b. Bike/ Pedestrian master plan

- The final draft of Working Paper #1, Existing Plans and Policies, was sent to all members.
- Kinser provided a schedule for the remaining tasks: the Brisbane vision, goals and objectives document is complete. Stakeholder review of a draft project list will likely occur at the end of September. Inventory of existing conditions will be reviewed by staff with consultants in September. A public meeting will be held, and an administrative draft of the Plan will be available in October.

c. Cold-in-place recycling on Bayshore Blvd.

- This will be presented to council tomorrow night for authorization to advertise. The cold-in-place repaving will be done in spring. Some light repairs will be made for the winter.

d. Day in the park street closure

- Escoffier stated the following street closures for Day in the Park: Old County Rd. will be closed from the Brisbane Village parking lot exit to the skatepark cross walk at Park Lane. Park Lane will be open to traffic. San Francisco Ave. will be closed from the intersection with San Bruno Ave. up to Alvarado St. for the Derby.

e. Street hump article for the Star/ City news

- Yuen wrote an article on street humps to print in the Star.

f. Social media update for safe pedestrian routes to schools

- The interim safe routes map has been posted on all the social media pages of the city.

g. Safe pedestrian routes to schools updates on improvements

- Staff is putting together the specifications for the project and solicited feedback from Officer Malone about some of the improvements that will be made.
- For the intersection at San Bruno Ave and Glen Park Way: Mackin makes a motion to leave the uphill cross walk for now and reevaluate later. Seconded by Markind.
- Intersection of Humboldt/Monterey and Solano: A parking space at Solano and Monterey would be eliminated by the improvements. Maynard recommends educating the regular parkers about parking without blocking sidewalks. Patel feels vehicles not properly parked should be ticketed. The committee would like to stay with the plan.

7. Chair and committee member matters

a. Parking challenges in public streets

- Moved to work list. Moved to next meeting.

b. Creation of subcommittees for work plan

- Dettmer made a list of leads assigned to each work plan item. Each lead will report back next meeting.
- #1 to be addressed at a later time
- #2 Markind will be the lead.
- #3 Maynard will be the lead.
- #4 Maynard will be the lead.
- #5 Patel will be the lead.
- #6 Dettmer will be the lead.
- Mackin will be the lead on review of CSSC's resolution and bylaws for conformity with Resolution 2013-12.

c. Discuss request to review charter and bylaws

- Moved to work list.

8. Old business

a. Work item #6, Emergency vehicle ingress and citizen egress on Tulare street

- Dettmer is the lead of this subcommittee.

9. Adjournment

- Meeting adjourned at 9pm.