



AGENDA

Regular Meeting of the
SAN LUIS OBIPSO BICYCLE ADVISORY COMMITTEE
City Council Hearing Room, City Hall
990 Palm Street, San Luis Obispo

June 20, 2002

Thursday

7 p.m.

CALL TO ORDER

ROLL CALL: Mary Lou Johnson (Chairperson), Jean Anderson, Mark Grayson, Chris Overby, Kristen Kent (two vacancies) Dixon Moore, and Darren Brown

SWEARING IN OF NEW MEMBERS: Darren Brown and Dixon Moore

NON-AGENDA RELATED PUBLIC COMMENTS:

At this time, the public is invited to address the committee concerning items not on the agenda. Items raised are generally referred to the staff and, if action by the committee is necessary, may be scheduled for a future meeting.

APPROVAL OF MINUTES: March 21, 2002

ACTION ITEMS:

1. Morro Street Bicycle Boulevard: recommendations on the design for modifications to Morro Street between Santa Barbara Avenue and Marsh Street.
2. Phase II of the Bicycle Transportation Plan Update: recommendations on issues to be addressed by the second phase of the bike plan update; volunteers for the Bike Plan Update Subcommittee.
3. Increasing the Number of Regular BAC Meetings (Anderson): action on modifications to the Bicycle Advisory Committee's regular meeting calendar.
4. Electing a BAC Chairperson and Vice Chairperson.

REPORTS OF SUBCOMMITTEE/S:

5. Bike Plan Update Subcommittee (Anderson)
6. Education and Promotion Subcommittee (Johnson/Anderson)

DISCUSSION ITEMS:

7. Possible Bylaw Amendment (Anderson): discussion of amendments to the BAC bylaws to include reviewing proposed cycling facilities.

8. Use of Transportation Development Act (TDA) Bicycle Funds (Anderson): discussion of candidate activities and projects to use TDA bicycle funds during fiscal year 2002-03.
9. Bicycle Facility Memorial for Bill Roalman: provide feedback to Councilmember Mulholland on ideas for a memorial.

UPDATES AND NETWORKING:

ADJOURN: adjourn to the regularly scheduled meeting of September 19, 2002.



**BICYCLE ADVISORY COMMITTEE
MEETING MINUTES
March 21, 2002**

CALL TO ORDER:

The San Luis Obispo Bicycle Advisory Committee meeting was called to order at 7:02 p.m. on Thursday, March 21, 2002, in the Council Hearing Room at City Hall, 990 Palm Street, San Luis Obispo, California.

ROLL CALL:

Present: Jean Anderson (Acting Chair), Bruce Collier, Wes Conner, Chris Overby, and Mark Grayson

Absent: Mary Lou Johnson (Chairperson)

Staff: Terry Sanville, Principal Transportation Planner

Also present were: Mary Kopecky

NON-AGENDA PUBLIC COMMENT:

John Altman asked about a bike lane/route along Morro Street, and about the status of a stop sign. Terry Sanville replied that Peggy Mandeville in Public Works is working with consultants to design the project. She will bring it to the Bike Committee within the next 3-4 months. Mr. Altman also asked about bike parking at Cal Poly. Mr. Sanville replied that Cal Poly has their own Bike Committee that deals with such issues and that the point of contact is Debbie Anderson.

John Kammer asked about a new sign posted at Reservoir Canyon that says "No Bikes". He commented that he is an Engineering Geologist/Hydro Repair Geologist and knows that riding bikes creates no impact to open space. He also commented that Poly Canyon access was closed off and commented that to facilitate an area would be to provide better access as opposed to just closing an area off. Mr. Sanville replied that the Natural Resources Manager, Neil Havlik, Michael Clark, the City Biologist and the Parks Department manage Reservoir Canyon. He suggested setting up an appointment with them.

Christine Mulholland (speaking as a community member) expressed concern about the continuation of directing bike lanes into environmentally sensitive areas, i.e., set backs of creek sides. She also discussed the Airport Plan and bike lanes following creeks.

Oxo Slayer, Executive Director of the San Luis Obispo City Bike Coalition, expressed thanks for the bikeways in the city. He asked about the widening of Los Osos Valley Road and if bike lanes were included with any widening being planned. Mr. Sanville replied yes. Mr. Slayer asked about the Railroad Bike Trail and suggested/requested putting in a bike lane at the corner of Laurel Lane and Orcutt Streets. The BAC discussed actions taken concerning the funding of the Laurel Lane – Orcutt Road project. Mr. Sanville discussed the timing of the Laurel Lane project and that any donation of funds from the Committee would need to be agendized.

No further public comment.

SWEARING IN OF NEW BICYCLE COMMITTEE MEMBER:

City Staff Member, Mary Kopecky conducted the swearing in ceremony of Kristen Kent. Next committee meeting will swear in two additional new members, Darren Brown and Dixon Moore.

Acknowledgement was given to two outgoing members; Wes Conner and Bruce Collier. Many thanks for a job well done by all Committee Members and City Staff.

APPROVAL OF MINUTES:

Motion by Wes Conner to accept the minutes of November 15, 2001, as corrected. Seconded by Mark Grayson. Motion Carried.

DISCUSSION ITEMS:

1. UPDATING THE 1993 BICYCLE TRANSPORTATION PLAN.

Mr. Sanville discussed the background and the two phases of the Bicycle Transportation Plan. Staff recommended the following action:

1. Concur with the Community Development Director's finding and adopt a Negative Declaration for the project; and
2. Adopt the Update to the 1993 Bicycle Transportation Plan.

Mr. Sanville discussed the possibility of taking the Plan to the Planning Commission by April 10th and to the City Council by May 7th in order to apply for grant program by June 1st. Discussion of changes to the grant cycle that would allow for two application periods in this calendar year; June and December.

Public Comment

Jean Kinney asked about obtaining a copy of the Plan. Mr. Sanville replied that copies would be available, for a cost, within one to three days. They can be purchased at the Planning Counter and Public Works.

Patty Taylor, a resident of Orcutt Road, asked about the Orcutt Specific Plan. She discussed a letter generated by 9 of the 14 owners of property on Orcutt Road, which expressed their wishes against the Orcutt Area Specific Plan. Discussion concerning the process and progress of bike path alignment and the Orcutt Specific Plan.

Nick Muick, a resident of Orcutt Road, also expressed concern from 9 of the 13 property owners, with the Orcutt Specific Plan, and their desire to not be a part of any plan. Discussion of Environmental Review Plan and initial studies.

No further Public Comment.

COMMITTEE COMMENTS:

Wes Conner asked what scale the plans were drawn on. Mr. Sanville replied that the plans were completed using the City's GIS system, which overlays city streets onto aerial photographs. There is no specific scale cited for the maps within the report.

Mark Grayson asked about whether the path along the sidewalk on Madonna Road in Laguna Lake Park was a designated bike path. Mr. Sanville replied that the path was mostly for walkers/joggers. Discussion about Laguna Lake Park and walk/bike paths.

Mark Grayson asked about commuter facilities for cyclists. Discussion about commuter facilities. Not a priority to date, but could be agendized at a future date with the committee identifying key features to be included in phase 2 of the bike plan.

Jean Anderson expressed concern over the maps in the plan. Discussion about maps.

Chris Overby suggested adding to appendix F concerning bike locker facility at the AMTRAK Passenger Rail Terminal. Discussion about specific issues with regards to the maintenance and monitoring of the lockers. Could be included by committee as a suggestion in the future.

Motion by Bruce Collier to adopt revisions to the 1993 bicycle plan and concur with staff recommendations. Second by Wes Conner. Motion carried.

2. **BICYCLE PROJECT GRANT APPLICATION**

Mr. Sanville discussed the background and parameters of the Bicycle Transportation Account (BTA) grant program. Statewide, there are 7.2 million dollars of funding available for bicycle projects. Thirty-four projects were approved for funding last year. The staff report outlines the criteria for judging funding requests. Staff identified four projects from the draft Bike Plan, which meet the grant program's requirements and those that could qualify for matching funds from the City. Discussion concerning the merits of each proposed project. Staff recommends that the Bicycle Committee forward recommendations to the City Council to direct the preparation and submittal of BTA Program grant applications for:

1. The Morro Street Bicycle Boulevard Traffic Signal; and
2. Citywide Bicycle Parking Retrofit Program.

Discussion concerning the merits of each of the four proposed projects.

Motion by Wes Conner to forward staff's recommendation as stated above to the City Council. Second by Mark Grayson.

Chris Overby requested to amend the motion to include project # 3. Discussion of submitting future grant proposals for projects #3 and #4.

Original Motion stands. Motion Carried.

REPORTS OF SUBCOMMITTEES

3. **BIKE PLAN UPDATE SUBCOMMITTEE:**

Jean Anderson reported that she and Bruce Collier worked with 15 volunteers in town to gather information about the city's bike paths and traffic issues. Bruce commented that 90% of the work was

done by Jean, including bringing the volunteers together. A report will be submitted as an addendum to the minutes.

Discussion about subcommittees and standing committees. Decided to table for a future meeting.

4. EDUCATION AND PROMOTION SUBCOMMITTEE

- a. Timing of School Rodeos in the Spring
- b. Bicycle Safety Brochure

One meeting had been held since the last Bicycle Committee Meeting. The BAC decided to wait and see what the school district will be doing with education issues next school year, given the shift in enrollment.

Kristen Kent asked about the timing of the school rodeos. Discussion about when to plan for the school/police rodeos. Sinsheimer School's *Safe Route to School Plan* has just been updated. Bishop's Peak seems to be the next logical choice for a bike rodeo.

Discussion about Laguna Middle School and traffic issues.

DISCUSSION ITEMS:

Discussion concerning the hiring of a bicycle coordinator. Jean Anderson has collected information and is in the process of collecting more. She hopes to keep the subject on the plate for the future and will bring up the subject during the next City budget cycle.

Discussion concerning budget goals being forwarded to the City by Fall 2002 for the next budget cycle.

Jean Anderson suggested compiling a list of priorities to consider by the next committee meeting. The list could be developed from what the volunteer riders and committee members saw from riding around the City.

Terry Sanville commented on the agenda protocol for submitting items to be agendaized.

UPDATES/NETWORKING:

No Comments.

Meeting adjourned at 9:50 p.m.

Respectfully submitted,
Nora O'Donnell
Recording Secretary

ACTION ITEMS

Agenda Item 1: Morro Street Bicycle Boulevard

BACKGROUND

As part of the City's financial planning process, staff was directed to move forward with the preparation of design plans to signalize the intersection of Santa Barbara/Morro/Upham Streets and establish Morro Street as the primary bicycle access route into the downtown from the south, creating a "bicycle boulevard" along Morro Street. The newly updated 2002 Bicycle Transportation Plan identifies Morro Street as a bicycle boulevard between Santa Barbara Avenue and Marsh Street.

What is a Bicycle Boulevard?

As defined by the City's Bicycle Transportation Plan, a bicycle boulevard is a street that discourages or eliminates through vehicular traffic and where stop controls on side streets give preference to bicycles and other modes of alternative transportation.

Why not Osos Street?

Osos Street is one of the primary vehicle access routes into downtown from the south carrying approximately 15,000 vehicles per day. It is also the local and regional bus route, the designated truck route and primary route for emergency vehicles. There are businesses and residences fronting the street so there is activity throughout the day and curb parking is often used for short-term parking. In contrast, Morro Street, which parallels Osos Street one block to the west, has very low traffic volumes (approximately 800 vehicles per day), more long term use of curb parking, and can be described as a relatively quiet residential neighborhood.

There is not adequate room on either street for dedicated bicycle lanes without the elimination of on-street parking. On-street parking is highly valued by residents and business owners along both corridors.

Results of Community Meeting

A community meeting was held in November 2001 to discuss preliminary design concepts. Those who attended provided the following input:

- On-street parking is heavily used in the evening. Do not reduce the amount of on-street parking with this project.
- Benches are not wanted along street because people sitting and talking at night would be disruptive to nearby residents.
- There is a concern that changing traffic patterns (as a result of this project and the expansion of the Marsh Street parking garage expansion) could negatively impact Chorro Street.
- There currently is a need for pedestrian scale lighting.
- Bulbouts at intersections are a good idea.
- Intersections of concern include Morro at Pacific, Pismo and Buchon.
- Improvements to the Morro/Pacific intersection should occur to mitigate impacts of the Marsh Street garage expansion.

- Reversing stop signs could increase traffic speed on Morro Street creating conflicts between pedestrians and bicyclists/motorists.

Design Objectives

- Close Morro Street at Santa Barbara Street to eliminate possible short-cut use by motorists while allowing bicycles and pedestrians to pass through;
- Install a traffic signal at the reconfigured Morro-Upham-Santa Barbara Street intersection with controls for bicycle crossing (signal design under separate contract);
- Rotate stop signs from Morro Streets to side streets to allow free flow by bicyclists between Santa Barbara and Pismo Streets;
- Install bulbouts at Morro/Pismo and Morro/Buchon to reduce distance of side street roadway crossing for pedestrians;
- Install pavement stencils to identify bicycle boulevard route for motorists entering any block within the boulevard; and
- Do not reduce the amount of on-street parking within heavily parked blocks.

Issues Affecting Design

On-Street Parking. Originally forced turn islands (see attached diagram) were planned for the Pismo/Morro street intersection to discourage cut-through vehicular traffic on the north end of the bicycle boulevard. At the community meeting, residents voiced their concern over the design because on-street parking was reduced to accommodate the design. Staff then looked to the Morro/Buchon intersection for forced turn islands (see attached diagram) and found that on-street parking also would be impacted at that location. As a result, staff is not purposing traffic controls for the north end of Morro Street as part of the implementation of the bicycle boulevard. However, if cut-through traffic is found to be a problem once the bicycle boulevard is in use, staff recommends that a diagonal diverter or forced turn islands be placed at the Morro/Islay intersection (identified as “Future Option- Phase Two” on project plans) to mitigate the problem.

Homeowner Driveway Access. The design of the Morro Street closure at Santa Barbara was very difficult because access needed to be provided to the driveway at 1841 Morro Street. Several designs were presented to the property owner and the design submitted as part of this application is the one preferred by the property owner.

Outstanding Design Issues

Santa Barbara/Morro/Upham Signal Design. The signal design for this intersection is under separate contract and has not been completed. The design, which will include bicycle and pedestrian access to the Railroad Transportation Center (RTC), will be reviewed by the Bicycle Advisory Committee prior to installation.

Palm trees. Public Works staff has conflicting opinions regarding the use of palm trees at the Morro Street closure. There is a concern about their large leaves dropping onto the bikeway below, although this

could also be said regarding branches of a tree. If palm trees were chosen for use at this location, *Washingtonia filifera* (California fan palm) would be used as this type of palm does not drop seedpods.

Pedestrian lighting. Lighting is not a required component of a bicycle boulevard, however there are benefits to its inclusion. The boundaries of the bicycle boulevard take in parts of the downtown area as well as the railroad district. Theme lighting for these areas is different so staff recommends that if lighting is included in the project, two types of pedestrian lighting be used. Within the railroad district, railroad theme lighting (see attached example) be used and within the downtown area, historic “gas lamp” lighting (see attached specification) approved for Mitchell Park be used unless a pedestrian light has been approved for use in the downtown area (staff is in the process of researching possible historic lighting sources).

Street Trees. Street tree planting is not included as a part of this project, however staff recommends that property owners on Morro Street be notified about the City’s neighborhood street tree planting program that allows the neighborhood to request trees for planting and maintenance by property owners. Care should be taken to select tree species that do not create litter that is potentially hazardous to bicyclists.

Landscaping. Landscaping at the closure of Morro Street is essential to signal motorists that the road does not go through to Santa Barbara Street. Landscaping will be placed within the city right of way and maintained by the City.

Landscaping shown at the intersections of Morro Street at Buchon and Pismo is not essential to the design of the bicycle boulevard. City water service (including water meters and backflow preventers) would be required if the City were to maintain these areas. Staff therefore recommends that these landscaped areas only be included if the adjoining property owner wishes to water the landscaping which would eliminate the need for new water services for these relatively small landscape areas.

Bicycle Boulevard Pavement Stencil. Public Works staff requests that the pavement stencil design be modified from a bicycle wheel with text to a bicycle outline without text for ease of identification by motorists and bicyclists.

Morro/Pacific Intersection. Bulbouts have not been shown at the Morro Pacific intersection. If needed in the future due to impacts caused by the Marsh Street garage expansion, a separate bulbout project would be proposed at that time.

Public Review

The Morro Street Bicycle Boulevard project will be reviewed by the Bicycle Advisory Committee and acted on by the Architectural Review Commission, with final action on funding and construction taken by the City Council.

ACTION ALTERNATIVES

The BAC may:

- A. Forward the item to the City’s Architectural Review Commission recommending approval of the Morro Street Bicycle Boulevard with the following conditions:

- 1) Use of California fan palms (*Washingtonia filifera*) at the southern entrance to the bicycle boulevard.
 - 2) Install lighting at the southern end of the bicycle boulevard consistent with the railroad theme called for in the Railroad District Plan. Defer installation of the other pedestrian scale lighting along Morro Street pending City adoption of standards and installation policy for downtown lighting.
 - 3) Include landscaping at the southern end of the bicycle boulevard, installed within the public right-of-way. Install landscaping at the Morro/Buchon intersection and the Morro/Pismo intersection, if the adjoining property owners enter into a perpetual maintenance agreement with the City.
 - 4) Revise the pavement stencil to show the bold outline of a bicycle without text.
- B. Forward the item to the City's Architectural Review Commission recommending approval of the Morro Street Bicycle Boulevard as proposed.
- C. Forward the item to the City's Architectural Review Commission with no recommendation.
- D. Continue the item with direction to staff regarding a need for additional information.

SUMMARY STAFF RECOMMENDATION

Support Action Alternative A.

Agenda Item 2: Second Phase of the Bicycle Transportation Plan Update

Council Direction. At its May 7, 2002 meeting, the City Council approved the *first phase* of amendments to the Bicycle Transportation Plan. Some Council members were anxious for Staff and the BAC to proceed with the second phase of the update process. Staff told the Council that we could commit to *initiating* the update at the September 2002 BAC meeting. It would be our goal to complete the update by Spring 2003 in preparation for the upcoming Financial Planning cycle. However, depending on the number of issues addressed and the amount of public input, that process could take longer.

To begin the second phase of updating the BTP, this report identifies eleven issues that should be addressed and invites that the BAC to identify any others.

Guiding Principles. The Bicycle Transportation Plan must include goals, policies, programs, and standards that *inform* the public on how San Luis Obispo supports bicycling. The BTP is also a important *policy* document used by agency staff, design professionals, and decision makers to judge the appropriateness of specific actions. Finally, the BTP is a *reference* document that provides information to those conducting research.

Historically, Cal Poly students working on school projects or agency or design professionals looking for guidance have been the most frequent users of the BTP. However, with the advent of the Internet and its on-line viewing capability, the Bicycle Plan can reach a larger audience. Preparing a plan that satisfies all of these purposes and audiences will be challenging and has been accomplished in variety of ways. Staff intends to use the following principals to help structure the second phase of updating the BTP:

1. Consolidate reference data used for research in the Plan's Appendix and reorganize the appendix to better demonstrate compliance with State Streets and Highways Code requirements.
2. Provide clear graphics that can be used as "stand alone" documents and illustrate important design or policy issues.
3. Keep promotional and advocacy language to a minimum while providing clear policy direction.
4. Develop an attractive, easy to understand and reference document.

Issues to Be Addressed. The following is a listing of issues that should be addressed as part of the second phase of updating the Bicycle Transportation Plan. The City Council and Planning Commission raised some of these issues at their recent meetings. The BAC is invited to identify other issues (if any) it feels should be addressed and come to consensus on this listing.

1. Standards and environmental mitigation measure for bikeways adjoining creeks, flood control channels, wetlands, or agricultural land (reference pages 5 & 6 of the BTP).
2. Revisions to standards for bike lanes along State highways or highly trafficked arterial streets (reference Figure #4, page 9 of the BTP).
3. Reevaluation of policies for Class III bike routes (reference page 11 of the BTP).

4. Financing policies and mechanisms for constructing Priority 1 bikeway improvements (reference Appendix K of the BTP), including use of TDA funds.
5. The physical relationship between City bikeways and regional routes that connect with popular regional destinations.
6. Ways of making the Class I bikeway network more continuous, without interruption from major barriers such as streets, highways, and the railroad.
7. Standards for installing showers, lockers and changing facilities in new commercial projects as air quality mitigation measures (reference Policy C.3, page 13 of the BTP).
8. Completing a survey of bicycle parking needs within San Luis Obispo, mapping deficient areas at the parcel level (with a focus on major generators outside the downtown), establishing priorities for retrofitting existing land uses, and creating programs that achieve this objective.
9. Candidate locations for *Bicycle Boulevards* or “Slow Streets” within San Luis Obispo.
10. Resolution of the “Further Study” items listed on Figure #3, page 8 of the BTP, which include:
 - ☞ Bikeway options for Broad Street between Marsh and High.
 - ☞ Bikeway options for California Boulevard between Marsh and San Luis Drive and the potential need to widen the bridge over SLO Creek.
 - ☞ Bikeway options for Chorro Street between Foothill and Lincoln.
 - ☞ Design of the Foothill-California intersection.
 - ☞ Bikeway options for Monterey Street between Santa Rosa and U.S. 101.
 - ☞ Design of the Higuera-South-Madonna intersections.
11. Revisions to promotional and educational policies and programs (reference Section V, page 16 of the BTP).

Of the eleven items listed above, Staff has highlighted the last four items that the BAC’s *Plan Update Subcommittee* could provide significant help to Staff in completing the work. Subcommittee membership currently includes Jean Anderson. The BAC bylaws allow up to three members to sit on a subcommittee.

Staff Recommendations

1. The BAC should review the issues shown above and amend the listing, as necessary, to reflect a consensus of the BAC; and
2. Two BAC members should consider volunteering for the Plan Update Committee.

At the September 19, 2002 meeting, the BAC will be asked to critique the Bike Plan’s existing goals, objectives, policies and programs, recommend deletions or specific amendments, and provide direction on any new features that should be included. BAC members should carefully study the plan and come prepared to discuss ideas. This critique could lead to additional issues being added to the list shown above.

Agenda Item 3: Number of BAC Meetings Per Year (Anderson)

The Situation. BAC Member Anderson has requested that the BAC consider holding additional regular meeting each year, citing the updating of the Bicycle Transportation Plan as one reason for additional meetings. The existing BAC bylaws state that the committee should meet *at least quarterly*. This provision enables the BAC to meet more frequently than it currently does. Ms. Anderson recommends at least six, if not eight regular meetings should be scheduled.

Background. The BAC discussed this issue at its June 21, 2001 meeting when Ms. Anderson recommended that the BAC schedule at least six regular meetings. At that time, the proposal was not supported. To address some of the workload concerns, the BAC decided to create two subcommittees: the Plan Update Subcommittee, and the Promotion-Education Subcommittee. These subcommittees can meet as frequently as necessary (without public notice or agenda material) and are focused on particular areas of concern and tasks.

Evaluation. As it was in 2001, the limiting factor in holding additional meetings is staff support coupled with the limited number of specific issues for BAC consideration. As previously recommended in 2001, if the Committee finds that it needs additional sessions to address particular issues, consistent with its bylaws, additional “adjourned meetings” can be scheduled, on an *as needed* basis. This strategy eliminates the need for amending the published meeting calendar and including slots for meeting dates that may not be necessary.

However, the BAC now includes three new members and may feel that additional meetings are appropriate. If the BAC members feel that more frequent *regular* meetings will provide a significant benefit, or that the current subcommittees should be disbanded and the *full* BAC participate on a more frequent basis, than additional regular meetings can be scheduled.

Staff Recommendations

1. Maintain the BAC’s quarterly calendar (with the December meeting moved to November 15th as previously decided).
2. Schedule up to two additional “adjourned meetings” during each calendar year (at the discretion of the BAC) to deal with situations when expeditious decision-making is needed.

Agenda Item 4: Election of Officers

Bicycle Advisory Committee (BAC) officers include Chairperson and Vice Chairperson. The Committee Chair should open the floor for nominations for the office of Chairperson, close the floor to nominations, then ask members to vote for one of the nominees. If only one nominee is offered, then a voice vote can be taken. However, if more than one person is nominated, the BAC may want to cast a secret ballot. Staff will provide ballot material. The same process should be followed for the office of Vice Chairperson.

REPORTS OF SUBCOMMITTEE/S

Updates to be provided by the Subcommittee chairperson. (Agenda Items 5 and 6)

DISCUSSION ITEMS:

Agenda Item 7: Discussion of Changes to the BAC Bylaws to Review Bicycle Facilities (Anderson)

Background. On April 10, 2002 the Planning Commission reviewed and recommended approval of the 2002 Bicycle Transportation Plan (BTP). After the Planning Commission's action on the plan was complete, staff invited Commissioners to identify issues that they felt should be addressed as part of the second phase of updating the BTP. The following discussion took place between then Chairperson Peterson, Ms. Anderson, and staff. There was no formal direction provided by the Planning Commission.

Chairperson Peterson asked if the Bicycle Committee has ever been called on to review development plans and look at the bicycle parking before it is approved.

Ms. Anderson replied no. She noted that the Bicycle Committee meets only four times a year.

Planner Sanville indicated that reviewing development projects is not part of the charge of the Bicycle Advisory Committee. He expressed the hope that the bicycle standards are designed to be understandable so that the design community can employ them effectively and have in-house staff that can review plans and make sure the standards are being complied with.

Discussion. The Architectural Review Commission (ARC) is the *primary* advisory body that is charged with reviewing all aspects of development plans – including the provision of bicycle facilities. The Planning Commission also has an important (but less frequent) role in reviewing new subdivisions, Planned Developments, and certain types of use permits to determine if they comply with all City standards.

The Community Development Department and Public Works Department staffs advise both of these bodies on the adequacy of a project's design and its compliance with bicycle facility standards (mostly parking facilities). The 2002 Bicycle Transportation Plan now includes additional guidance for bicycle parking location and design. The ARC Guidelines (which are distributed to project sponsors) are being revised, will include the Bike Plan's standards, and should include illustrations of how bicycle parking standards should be implemented.

The primary input that the BAC provides, consistent with its current bylaws, is recommendations for bicycle projects sponsored by the City. The Morro Street Bicycle Boulevard (Agenda Item #1) is one such example.

In general, it has not been the role of the City's technical transportation committees (BAC and Mass Transit Committee) to review development projects. However, the plans promulgated by each committee (the Bicycle Transportation Plan and the Short Range Transit Plan) include policies and standards that guide the installation of facilities, with City staff implementing them.

There are two options for BAC review of development projects. Each would require an amendment, to the bylaws to clarify new responsibilities, and be approved by the City Council.

Option #1: Referral of development projects to the BAC by the Planning Commission or ARC

Comment: Under this option, only projects that either Commission felt warranted special BAC review would be referred. The number of projects would likely be limited and only involve complicated

situations. The BAC might have to schedule adjourned meetings since the ARC and Planning Commission consider projects every two weeks.

Option #2: All projects that are required to provide bicycle facilities could be referred to the BAC prior to review by other Commissions.

This option would create another step in the City’s development review process and require the BAC to hold monthly or semimonthly meetings to deal with the volume of applications. This type of schedule would outstrip current staffing resources.

Staff believes that there is already sufficient review of development projects to address bicycle facility issues. However, project designers could use some coaching on the art of bicycle parking location and design. Well-illustrated ARC Guidelines can help achieve this objective. However, additional outreach training might be considered. When the BAC considers recommending program and budget goals to the City Council in the fall of this year, it might consider suggesting this as a desired bicycle program element.

Agenda Item 8: Use of Transportation Development Act Funds (Anderson)

The Situation. Committee member Anderson has requested that the BAC discuss how the City should spend next year’s appropriation of TDA funds for bicycle projects or programs.

Background. Every year, all California Cities and Counties receive Transportation Development Act (TDA) funds from the State. TDA funds come from ¼ percent of California’s Sales Tax revenues. Of the total amount of TDA funds received by San Luis Obispo, about two percent (2%) is reserved by law for pedestrian and bicycle facilities. Policy B.6 on page 19 of the Bicycle Transportation Plan states that:

The City will reserve a minimum of 2% of its Transportation Development Act (TDA) funds for bicycle promotional and educational purposes.

TDA Law stipulates that these funds can be used for pedestrian and bicycle facilities and for promotion and education activities. However, TDA funds cannot be used to fully fund the salary of any one person. In general, State Law emphasizes funding “facilities” (with limits on how much can be spent on education and promotion) while the City’s Bike Plan policy emphasizes funding “promotion and education activities.”

As part of the second phase of updating the Bicycle Transportation Plan, use of TDA funds will be evaluated (reference Item #4 on page 12 of this agenda packet). The BAC may want to continue supporting promotional and educational activities at this time, pending the completion of the Bike Plan update. At that time, additional projects eligible for TDA funding might be considered – e.g. funding of small-scale bicycle projects. Historically, the City has received about \$17,000 to \$18,000 of TDA funds each fiscal year. In the past, the BAC has approved using these funds for the following activities:

#	Activity	Amount Budgeted	Status
1	Annual Fall Bicycle Rodeo	\$3,000	Expended Fall 2001
2	Support for <i>Bike Week</i> Activities	\$2,000	Expended May 2002
3	Mini Rodeos Held @ 2 City Elementary Schools	\$2,5000	No expenditures to date
4	Bicycle Safety Brochure	\$1,000	No expenditures to date
	TOTAL	\$8,500	

Of the four items listed above, Items 1 and 2 are reoccurring activities that the BAC should consider continued support, with items Item 3 & 4 being *potentially* recurring activities. Other activities that the City has used TDA funds for include advertising in literature published by the Chamber of Commerce, support of a free bicycle helmet program sponsored by the County Rideshare Office, and publication of a Bicycle Route Map (some copies still available).

If the BAC wants to make recommendations on how TDA funds should be allocated to specific activities, staff will place this issue on the September 2002 agenda as an *action item*.

Agenda Item 9: Bicycle Facility Memorial for Bill Roalman

The Situation. The City Council has asked Christine Mulholland to develop an idea for a memorial for former Council member and recently deceased Bill Roalman. The BAC briefly talked about this issue at the conclusion of its March 2002 meeting and staff agreed to place it on this agenda for discussion.

There are a variety of facilities that might function as appropriate memorials. Some are identified below:

1. The Morro Street Bicycle Boulevard: this facility will lead directly into the downtown where Bill worked, and will be close to where he lived. This facility could be named after Bill and some form of remembrance installed within the proposed landscape areas – e.g. at the south end of the facility.
2. City Hall Bicycle Parking: the bicycle rack in front of City Hall on Palm Street (where Bill parked his bike to attend Council meetings) could be upgraded and some form of plaque installed.
3. Phase II of the Railroad Bicycle Path: this facility could be named in remembrance of Bill and a plaque installed at a strategic location.
4. Mission Plaza Plaque: Bill use to pay his guitar in Mission Plaza. A suitable location for a memorial plaque might be found, possibly in close proximity to bicycle parking.

The BAC should discuss this issue and provide any feedback it feels appropriate to Councilmember Mulholland on possible memorial sites and formats.

UPDATES AND NETWORKING:

Staff will provide a verbal report on the status of various City bicycle projects and activities. Committee members are encouraged to report other bicycle-related activities.