
PETALUMA PEDESTRIAN AND BICYCLE
ADVISORY COMMITTEE
MINUTES

Wednesday, October 10, 2007

6:00 P.M.

CONFERENCE ROOM 2

11 English Street, Petaluma, CA 94952

ROLL CALL: **Committee:** Album, Arras, Choi, Lofroos, Tacy*, Webster, Yetter * Chair
Staff: Frank Penry, City Traffic Engineer; Teresa Barrett, City Council
Absent: Asselmeier, Tarr

APPROVAL OF MINUTES:

Committee Member Album - The Plaza North discussion was not accurately reflected.

Committee Member Webster - Motioned to approve as written, noting the meeting was taped on video and could be reviewed as needed.

Committee Member Album – Seconded the motion; Committee approves September 26, 2007, minutes with Committee Members Lafroos and Barrett abstaining from vote.

PUBLIC COMMENT: The Committee will hear public comments only on matters over which it has jurisdiction. There will be no Committee discussion or action. The Chair will allot no more than five minutes to any individual. If more than three persons wish to speak, their time will be allotted so that the total amount of time allocated to this agenda item will be 15 minutes.

Welcome to Teresa Barrett for being appointed as Council liaison to the PBAC through December 2007.

OLD BUSINESS:

1. Unleashed dogs and signboards on sidewalks – discussion of present code provisions and authorized obstructions

Committee Member Webster - Offered to compose a letter from PBAC to the City Council asking to address city code ordinance violations of downtown businesses because the sandwich boards are cluttering the sidewalks, making it difficult for pedestrians to navigate.

Committee Member Album - Asked whether the outdoor displays of merchandise might also be considered as obstacles to safe passage.

Committee Member Webster - Will hold off addressing the possible safety issue of dogs being tied up along the sidewalks.

Committee Member Barrett - Motions for us to send the letter to City Council.

Committee Member Lafroos - Seconds the motion.

Committee approves.

2. **Bike/pedestrian check results**

Committee Member Schuerman Choi – Is still collecting sheets with data.

Chair Tacy - Said he would like to see what trends exist from all years.

3. **Plaza South renovation**

A. Bike racks: The plan shows 639 parking stalls, which calculates to 64 bike spaces. There are 24 spaces already included in the plan. Recommend replacing existing wave racks with inverted U racks. Recommend bike parking throughout Plaza South, preferably, out of the weather (new plan doesn't show them as being underneath the overhang) and close to entrances. According to SPARC packet plans, we need to recommend long term parking for the remaining bike spaces required. No indoor bike parking has yet been proposed.

Committee Member Album - Recommends the wave rack at Bank of America be moved away from the cement wall, turned 180 degrees to allow access to both sides of the rack, thereby increasing the bike parking capacity. The Trader Joe's rack needs to be moved back, as the installation is presently noncompliant. Racks are needed by Daphne's Restaurant.

Frank Penry - Says that frontage improvements haven't been handled yet.

B. Benches: Seat wall proposed in front of Raley's. Recommend replacement of seven existing cement aggregate slabs, for seating, to be distributed throughout the front area, and preferably protected from the weather.

C. Intersection improvements: Recommend replacing landscape with plants closer to the ground to improve visibility for pedestrians. Recommend crosswalks marked at McDowell Boulevard intersections.

D. Walkways: Planned all the way through from new building to McDowell. One is 6 feet wide, the other only 4 feet wide. With shopping carts, we need to ask for the 4-foot walkway to be widened to at least 5 feet.

E. Pedestrian crossing signs: recommended through middle of drive aisle; traffic calming with raised crosswalks wherever stop signs are removed; recommend stop signs and tables, but not on the same corners.

F. Ramps: Northeast corner of Raley's needs to be redesigned for better access.

Chair Tacy – Stated the ADA requires 6-foot clearance in high pedestrian traffic areas. Also recommend a wider ramp area at Petco.

NEW BUSINESS:

1. **TFCA Grant - bike/bus to school survey questions**

Asking for our suggestions of questions related to pedestrian and bike use to and from schools.

Chair Tacy and Committee Member Asselmeier - Have both composed a list. Send questions to John Siragusa.

2. **Plaza North expansion – bike rack location west of Long's Drugs; visibility and usefulness**

A. Bike parking: Preliminary review of plans for 70,000' expansion of Kmart. We can ask for up to 95 bike spaces. Recommend more bike racks at Long's near the entrance, in addition to the bike rack locations east and west of Long's Drugs; racks by transit stop and at new building, credit union, etc. Rack at Starbucks, does it need to be moved to make both sides accessible? Urge that racks are placed for maximum visibility and usefulness.

- B. Pedestrian circulation: Connectivity needs improvement throughout parking lots. Walkways should be provided for pedestrians to access new pad buildings from both directions of pre-existing buildings. Include access to McDowell from new pad and main buildings that is visible and safe. Crosswalks are needed for those coming from the Lynch Creek path and from Lucchesi Park. Senior Citizens housing - striped sidewalk alongside existing truck delivery lanes. Propose raised sidewalk.
- C. Traffic patterns for North AND South Plazas: Can we predict where the increase in traffic from Raley's will come from? Total increase upward of 100,000 sq. ft. to North and South Plazas. Is something needed to warn drivers of crosswalks? No island for crossing over a wide driveway area near Starbucks.

Frank Penry - Stated that a refuge in the middle would be required to be 6' wide. Perhaps protected movement on McDowell, such as eliminating right on red, or flashing yellow arrow during pedestrian movement, to make traffic yield? Pedestrian refuge and improvements to signal operations will be needed. Recommend a full array of pedestrian improvements. Recommend secondary crosswalks across McDowell intersections.

3. **Brown Act Compliance**

Chair Tacy – Need to prevent procedural misconduct that could be used against us for not keeping the discussions of PBAC public.

Committee Member Album - Are we allowed to email each other as long as they don't lead us to agree on an action to be taken? Example: Chair Tacy believes that Committee Member Album comments on the PSC kitchen plans is in violation.

Committee Member Barrett - As long as there is no reply to the comment, it is not a violation. A Committee response via email, which leads to a quorum, is a violation. The trouble with email is that once you send it out, you can't control it.

Committee Member Album - We send out comments so that we're better prepared to discuss topics at meetings. It saves us a lot of time.

Committee Member Webster - I sent emails to our previous chair (Becky) all the time. Shelly Kappel or an administrative assistant puts together the agenda.

Frank Penry - PBAC is loosely organized, so borderline serial meetings over via email might happen.

Committee Member Barrett - People can abuse it; you have to be self-policing and not comment on comments. Unless Chair Tacy sees an actual egregious problem, it seems like it's been working okay.

Committee Member Webster - We all took the City Attorney's ethics presentation last year; and basically, we understand: "If it seems fishy, it is."

Committee Member Album - You have to walk through the sites yourself to review plan proposals, review what has been said about it, and then come in to meetings prepared.

Committee Member Barrett - The "fast maps" lot plans are bigger and better than what you have, I will get that for us to use. Quorum is six voting members: five of us can get together for discussion legally. Frank Penry is a non-voting member. Is Committee Member Barrett, a Council Liaison, a voting member?

Chair Tacy - According to code, she is a full voting member of PBAC. Claire Cooper had brought up the question previously.

Committee Member Arras - We should send Shelly Kappel drafts and final project comments, not just agenda drafts, to make everything available to the public and on file.

Committee Member Barrett - Good point, she should be included on the PBAC mailing list.

Committee Member Arras - And bring a written copy of every draft to meetings.

4. Project review process – how the planning process works in relation to project developments in regards to bike trails [Dolan v. Tigard]

Discussion on how the planning process works (in relation to project developments, regarding bike trails).

Chair Tacy - Sent out to help us thoughtfully address the conditions we are asking to have considered when we add to project guidelines, so that when we are writing project conditions, we have a better chance of getting them approved.

5. Bylaws Draft Proposal

Committee Member Album - We never surveyed the Committee to see if we want to even have a set of bylaws. Suggests we make a motion asking: How many in favor of having bylaws for the PBAC? No support displayed by show of hands.


Frank Penry - Perhaps an informative new member's packet, something less formal and a means of revisiting our purpose, methods, and mission statement. Maybe that's all that is needed. When I sent out the "10 Strategies for Effective Bicycle and Pedestrian Advisory Committees," it wasn't my intent to create bylaws as a result.

Committee Member Barrett - A packet should include ordinances (in municipal code); a copy of the latest bike plan and a map; and a mission statement (a tool which allows us to be conversant with what we care about); a list of who is on the committee, their tenure and how to contact them. One less layer of bureaucracy is better!

A motion is made to address on the next agenda: Who will volunteer as Committee Secretary, to take the meeting minutes?

NEXT MEETING: October 24, 2007

ADJOURNMENT

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