

**CITY OF SOUTH SAN FRANCISCO**  
**BICYCLE / PEDESTRIAN ADVISORY COMMITTEE**  
**Meeting Minutes, Wednesday, June 1, 2016**  
City Hall Annex Conference Room  
315 Maple Avenue, South San Francisco  
6:00 pm

**Cassandra Woo**                      **Ari Gerrits**  
Chairperson                      Vice-Chairperson

**Jill Eyres**  
Committee Member

**Natalie Gore**  
Committee Member

**Olma O'Neill**  
Committee Member

**Dan Sherman**  
Committee Member

**Laura Stupi**  
Committee Member

**Alvin Zachariah**  
Committee Member

**Lawrence Henriquez**                      **Michelle Trayer**  
Secretary                      Clerk

**COMMITTEE MEMBERS:**

*Present:*                      Cassandra Woo, Jill Eyres, Natalie Gore, Olma O'Neill,  
Dan Sherman, Laura Stupi, Alvin Zachariah

*Absent:*                      Ari Gerrits

**STAFF PRESENT:**

*Engineering Division:*      Lawrence Henriquez & Michelle Trayer

**PROCEEDINGS:**

*Call to Order:*                      6:00 pm by Chairperson Woo.  
*Chair Comments:*                      None.  
*Agenda Review:*                      No changes.  
*Public Participation:*                      None.  
*Public Comments:*                      None.  
*Approval of Minutes:*                      Minutes of April 6, 2016 were approved.

**ADMINISTRATIVE BUSINESS:**

**Item 1. New Committee Member Introduction**

Olma O' Neill has lived in South San Francisco for over thirty years, is a member of the San Mateo County Transportation Authority Citizens Advisory Committee, and also take minutes for the Port of Redwood City.

Laura Stupi shared that her family has been in South San Francisco for over one hundred years, and has a background in Geology. Laura is also an avid runner and walker.

**Item 2. ATP Grant: Addition of Class III bike lanes along Oyster Point Blvd in Conjunction with East of 101 and the S. Airport Blvd/Belle Air Road Improvements**

Lawrence presented the Active Transportation Program which is a grant the City will be applying for this year. Lawrence brought a map that showed four bike plans, including proposed connections from the Ferry Building to BART and Caltrain stations. Dan brought up Gull Drive and bike boxes, and Lawrence said he would include these items on the application.

**Item 3. Cap and Trade Grant**

Lawrence informed the committee that the City was not awarded this grant last year and thus will be re-applying for it. The grant is an Affordable Housing and Sustainable Communities Program, and the City's focus is making roadway improvements along Grand Avenue and Airport Avenue. Lawrence shared that Linden Avenue will be done separately, as the City was awarded a grant for this area. Improvements on Linden Avenue would include crosswalks, curb ramps, sharrows, and side-walk upgrades.

**COMMITTEE COMMENTS:**

**Natalie Gore:**

- Natalie inquired about the consistency and frequency of the meetings, and suggested that the committee discuss how to make the meetings more worthwhile and meaningful.
- Natalie recommended the committee reach out to South San Francisco's Communication Director Leslie Arroyo to write a piece about the new bike racks in hopes to promote them more.
- Natalie agreed with Dan that more community involvement would be valuable to BPAC's overall goals.

**Cassandra Woo:**

- Cassandra addressed Natalie's concerns about the BPAC meetings and said one possibility would be to have the committee email Lawrence or Michelle important topics they would like to see on the next agenda. She suggested that before any cancellation notice is sent out, Michelle could check in with the members a few days before to ask if they have any items. The committee agreed that this should occur.
- Cassandra suggested that obvious bike rack signage or maps along Grand Avenue would be helpful for the residents.

**Jill Eyres:**

- Jill had an idea of finding a medium where if there is no formal agenda, those who still wanted to get together on their own time could do so and discuss topics.
- Jill shared that there will be a Measure W Community meeting on June 14, 2016 and she suggested BPAC members attend. There will be a booth set up asking for input about a newly approved project for the empty site at the corner of Chestnut and El Camino. There are plans for a new community center and library, and Jill thought it would be a good idea for the committee to be present and active.

**Dan Sherman:**

- Dan brought up that the City's policies should be reviewed to make sure meeting informally is allowed, or look into a sub-committee.
- Dan proposed getting community input on bike rack placement, and also thought any feedback would be beneficial to the committee as they work on the upcoming Master Plan. He further suggested creating a form on the BPAC website that would allow the community to communicate, inquire, and give their opinions on what they feel needs improvement.

**Olma O'Neill:**

- Olma said that phoning into a meeting needs to be looked into, as some Government entities would not consider it quorum if members were not physically present.
- Olma also said if there is not anything on the agenda, the committee should create one and ask that their items be discussed. If no one has any items, then the assumption would be that the committee is ok with not meeting for that month.

**Laura Stupi:**

- Laura suggested utilizing South San Francisco's social media sites to advertise the new bike racks and placement so residents are more aware of them.
- Laura shared that her sister is a KQED Producer, and offered to put Alvin in touch with her since he brought up the radio show to the committee.

**Alvin Zachariah:**

- Alvin asked if members are allowed to call in to meetings if they are unable to be physically present.
- Alvin revisited the Saturday morning radio-station slot that is available to BPAC and said he would e-mail the information and interview format again to the group.

**STAFF COMMENTS:**

None

**ACTION:**

None

**ADJOURNMENT:**

There being no further business, Chairperson Woo closed the meeting at 7:32 pm.