

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

**Cassandra Woo**  
Chairperson

**Ari Gerrits**  
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**  
Secretary

**Michelle Trayer**  
Clerk

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**COMMITTEE MEMBERS:**

*Present:* Cassandra Woo, Ari Gerrits, Natalie Gore, Laura Stupi,  
Alvin Zachariah

*Absent:* Jill Eyres, Olma O'Neill, Dan Sherman

**STAFF PRESENT:**

*Engineering Division:* Sam Bautista on behalf of Lawrence Henriquez  
Michelle Trayer

**PROCEEDINGS:**

*Call to Order:* 6:00 pm by Chairperson Woo.

*Chair Comments:* Chairperson Woo reviewed BPAC's meeting structure and  
committee roles.

*Agenda Review:* No changes.

*Public Participation:* None.

*Public Comments:* None.

*Approval of Minutes:* Minutes of June 1, 2016 were approved.

**ADMINISTRATIVE BUSINESS:**

**Item 1. East of 101 Projects: Presentation by Billy Gross from City of South San Francisco  
Planning Division**

Senior Planner Billy Gross presented three projects (900 Dubuque, 475 Eccles, and 250 Utah Ave) that have been recently approved for the East of 101 and the proximity of shuttle and or bicycle improvements to those projects.

The Transportation Demand Management Program measures for these projects include shuttle program participation, carpool and vanpool Ridematching, bicycle parking, pedestrian connections and subsidized transit tickets on 900 Dubuque and 475 Eccles.

**COMMITTEE COMMENTS:**

**Cassandra Woo:**

- Cassandra distributed the City's Citizen Advisory Board and Commission Handbook to the members.
- Cassandra reiterated that the meeting dates and agendas are set by the City and meetings are tentative due to the fact that items may arrive any time during the month that may require BPAC's input.

**Ari Gerrits:**

- Ari mentioned a previous list of bike and pedestrian items that BPAC was following. The list had prioritized certain items, and Ari thought it would be a good idea to revisit it.

**Natalie Gore:**

- Natalie inquired about the letters of support and applications that the City sends from time to time and if the committee can have copies of the letters and anything else outside of the meetings.

**Alvin Zachariah:**

- Alvin inquired if the committee is following Roberts Rules or Rosenberg Rules. Per Cassandra, Rosenberg Rules are an updated version of Roberts Rules and both sets can be obtained online.
- Alvin also inquired about Parliamentary Procedure Training and if this is available to BPAC. Per Sam, this will be looked into.

**STAFF COMMENTS:**

- Sam shared that although City staff had requested to update the Bicycle Master Plan as a Capital Improvement Project, the plan was not funded this year. The City will continue to go off of the existing Bicycle Master Plan.
- Sam also made the committee aware that the City applied for a grant through the state (Active Transportation Program) in hopes to help fund bike gaps and try to obtain better connectivity between areas such as the Ferry to BART and Caltrain. The City should receive word in September if this was awarded.

**ACTION:**

None

**ADJOURNMENT:**

There being no further business, Chairperson Woo closed the meeting at 6:56 pm.