



City of St. Helena
Active Transportation and Sustainability
Committee
Regular Meeting
City Hall Conference Room, 1480 Main St,
St. Helena
Wednesday, February 1, 2017 @ 5:00 PM

PLEASE NOTE: Any person who wishes to speak regarding an item on the agenda or make a comment under the "Oral Communication" portion of the agenda may do so, but please observe the time limit of three minutes.

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1. CALL TO ORDER
2. ROLL CALL
Committee Chair: Michael Chisek
Vice Chair/Alternate: Sara Chappellet
Members: Brian Cramer, Kris Coryell, Glenn Smith, Donna Hinds
Alternate: Tom Vence
City Council Member Liaison: Geoff Ellsworth
Staff Liaison: Erica Ahmann Smithies, PE: Assistant Public Works Director
3. PUBLIC FORUM:
An opportunity for the public to directly address the Committee on items of interest to the public that are not listed on the agenda. Any person addressing the Committee should provide his or her name and address, and limit comments to five minutes. **Because of restrictions imposed by the Brown Act, the Committee may not engage in substantive discussion, nor take action on matters not described on the agenda.**
4. REPORTS BY STAFF COMMITTEE:
Reports by staff and/or committee on items of general interest. ***Brief questions for clarification may be posed and answered, and Committee may request that items be placed on a future agenda. Except under certain circumstances, the Brown Act prohibits any other discussion or action by the Active Transportation & Sustainability Committee.***
5. CONSENT CALENDAR:
Members of the Active Transportation Committee or the public may ask that any items be considered individually for purposes of considering alternative action, for extended discussion, or for public comment. Unless that is done, one motion may be used to adopt all recommendation actions.
 - 5.1. Active Transportation and Sustainability Committee Meeting Minutes of November 2, 2016.
6. SCHEDULED MATTERS:
 - 6.1. [Caltrans District 4 Bicycle Plan Development](#)

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Recommendation: Approve
[11-02-2016 Draft Minutes](#)

6.2. Draft ADA Self-evaluation and Transition Plan Review and Comments
[ATSC ADA Presentation 02-01-17](#)

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6.3. Developing Programs for Bicycle Safety and Bicycle Etiquette
Strategies for St. Helena.
a. Presentation from Napa Bike on outreach programs

7. ADJOURNMENT

The next regular Active Transportation Committee meeting is scheduled for March 1, 2017 at 5:00 pm, City Hall 1480 Main Street.

This agenda was posted at City Hall, 1480 Main Street on January 27, 2017.

Christina Cook, Public Works Administrative Assistant

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in the meeting, please contact City Hall at (707) 967-2792. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting (28 CFR35.102-35.104 ADA Title II). However, City staff will attempt to assist at any time with accessibility.

Committee Members:

Michael Chisek - Chair
Sara Chappellet (Alternate)- Vice Chair
Member - Kris Coryell
Member – Brian Cramer
Member - Donna Hinds
Member – Glenn Smith
Alternate – Tom Vence
City Council Member Liason – Greg Pitts

MINUTES

ST. HELENA ACTIVE TRANSPORTATION & SUSTAINABILITY COMMITTEE

**City Hall, Conference Room
1480 Main Street**

Regular Meeting, Wednesday November 2, 2016 at 5:00 pm

1. ROLL CALL @ 5:02pm

Present: Michael Chisek, Brian Cramer, Donna Hinds, Tom Vence, Sara Chappellet,

Absent: Kris Coryell, Councilmember Greg Pitts

Staff: Tobias Barr, Erica Smithes

2. PUBLIC FORUM:

➤ **None**

3. REPORTS BY STAFF AND COMMITTEE:

➤ **Tobias Barr provided an update on the PG&E LED Streetlight Program.**

4. CONSENT CALENDAR

A. Approval of Minutes from October 5, 2016 meeting. Committee member Brian Cramer moved to approve the minutes, Committee member Sara Chappellet provided second, Approved (5-0).

B. SCHEDULED MATTERS:

A. Continued Discussion on Developing Bicycle Safety Rules and Etiquette.

The Committee continued their discussion with a larger stakeholder group including, St. Helena Chamber of Commerce, Visit Napa Valley, Napa Valley Bike Tours, California Highway Patrol, St. Helena Police Department, Napa Bike, and Clif Family Winery and members of the public.

The Chair asked Ric Henry to provide an introduction to some of his experiences with bike tourism. Ric provided various examples of issues he's experienced while bicycle riding, including a bicycle tasting room tour out of Calistoga in which the group and tour guides were intoxicated. He expressed that as bicycle tourism grows, he is concerned that bike safety and etiquette could become an issue for the town.

Public Comment and Stakeholder Participation: The CHP and St. Helena PD provided input regarding incidents and current enforcement. Under current laws they can enforce BUI incidents the same as a DUI. However, beyond the tragic bicycle vs. truck, which was a BUI, death that occurred in town, they do not see this behavior or get called to incidents.

Visit Napa Valley spoke about the programs and surveys they have organized to understand what hotels and bike rental shops are currently doing to promote safety and etiquette. They've also worked with Napa Bike and Napa Valley Bike Tours to organize workshops for hotels and other businesses that provide bikes to

visitors to educate them and provide them with best practices and materials to educate their guest about bike safety and etiquette. Unfortunately, they did not have any participants, in either the surveys or the workshops from the St. Helena zip code.

Napa Bike Tours and Velo Vino Tasting Room discussed their outreach to the bicycle community and tourist and described their process and culture regarding bike safety and etiquette. They both expressed the importance of training employees and developing a culture of safety, which needs to come from company leadership. Both companies programs are successful and have not experienced safety or etiquette issues.

Committee Discussion:

The committee agreed that the existing laws and rules give law enforcement sufficient authority to enforce safety issues with cyclists. The committee agreed that making recommendations for sticker rules or more regulation is not necessary. The committee thought it would be appropriate to develop outreach and program material that could be distributed to business that serve and cater to bicycle tourism.

Action: None. Agreed to pursue developing and promoting outreach material for bicycle safety and etiquette.

B. Developing Bicycle Infrastructure on Oak Avenue.

Assistant Director Smithies provided an update to the City's effort in evaluating the cost and effort of studying traffic flows and parking on the Oak Avenue corridor to determine strategies to improve bicycle infrastructure. The City discovered the NVTa will be updating the regional Bicycle Master Plan in the next year. After discussing the ATSC ideas with NVTa, NVTa expressed that during the update, there would be an opportunity to evaluate the Oak Avenue Corridor.

Public Comment: None

Action: No action. The Committee agreed that working with NVTa to evaluate Oak Avenue was advantageous for the City.

C. Update and discussion on potential One Bay Area Grant (OBAG) Projects.

Assistant Director Smithies asked for comments, guidance and support from the Committee on the two eligible projects for OBAG 2 grant funding. The projects were repaving and making pedestrian improvements on Grayson and rebuilding the sidewalks in the central business district on Main Street.

Action: No action. The Committee supported and approved both projects and asked Staff to move forward with proposing both projects, if possible for the OBAG 2 grant call.

C. ADJOURNMENT: The meeting was adjourned by the Chair at 6:15 PM.

The next regular Active Transportation Committee and Sustainability meeting is scheduled for December 7, 2016 at 5:00 pm at City Hall, 1480 Main Street.

APPROVED:

ATTEST:

Michael Chisek, Chair

Tobias Barr, Staff Liaison



ADA Self-Evaluation & Transition Plan update

By: Erica Smithies, P.E., Assistant Public Works Director

Department of Public Works

February 1, 2017 ATSC Meeting



Project Timeline

- **Fall 2015 Public Works solicits consultants for project, selects Interwest Consulting Group**
- **Oct. 2015, City Council approves contract and work starts.**
- **Winter-Spring 2016 Interwest begins extensive evaluation of City programs, facilities and curb ramps.**
- **Summer-Fall 2016 identified programs and facilities out of compliance, develops cost estimates and prioritization metrics.**
- **Fall 2016, draft plan circulated to City Staff for review.**
- **January 25, 2017 Draft Plan released to public for review.**
- **February 15, 2017 public workshop scheduled to answer questions and collect feedback.**
- **February 28, 2017 draft plan presented to City Council.**
- **March 17, 2017 public comment period closes.**
- **Early spring, update plan incorporating public input present to City Council for final approval and adoption.**



City Programs, Facilities and Curb Ramps

- **City Programs:** Programs mostly found to be compliant but the report recommends taking additional measure to track ADA request and establishing formal procedures for modifying standard operating procedures to accommodate accessibility.
- **Facilities:** Many City facilities were found not to meet the ADA accessibility requirements. The report identifies the improvements needed, then prioritizes according to the level of use by the public.
- **Curb Ramps:** All curb ramps (395) were assessed and then prioritized by their proximity to buildings which provide government public services and a number of other values which can be reviewed in the report.



Recommended Plan for Correcting

- Ongoing updates to City program's and procedures.
- Recommended curb ramp and facility improvements as follows:
 - Recommended 15 year program in three phases by priority
 - Phase 1 Curb Ramps: City's goal would be to allocate \$45,000 for 5 years.
 - Phase 1 Facilities: City's goals is \$80,000 per year for 7 years.
 - Phase 2 Curb Ramps: City's goal is \$45,000 for 10 years.
 - Phase 2 Facilities: City's goal is \$15,000 per year for 15 years.
 - Phase 3 Curb Ramps: City's goal is \$20,000 per year for 15 years.
 - Phase 3 Faculties: City's goal is \$8,0000 per year for 15 years.



Questions?