SPECIAL MEETING
City of St. Helena
Active Transportation and Sustainability Committee
City Hall Conference Room, 1480 Main St, St. Helena
Tuesday, April 4, 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: Michael Chisek, Brian Cramer, Kris Coryell, Glenn Smith, Donna Hinds, Alternates: Tom Vence
   City Council Member Liaison: Geoff Ellsworth
   Staff Liaison: Tobias Barr, Public Works Project Manager

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, on motion may be used to adopt all recommendation actions.

   5.1. Active Transportation and Sustainability Committee Meeting Minutes of February 1, 2017. 3 - 4
   2-01-2017 Draft Minutes

6. SCHEDULED MATTERS:

   1. Discussion of organizing Bike to Work Day, May 11th

   2. City EV Charging Program Discussion

3. Bike Safety and Etiquette Program Development Update and Discussion

4. Developing a Mission Statement for the Active Transportation and Sustainability Committee

7. ADJOURNMENT

The next regular Active Transportation Committee meeting is scheduled for May 3, 2017 at 5:00 pm, City Hall 1480 Main Street.

This agenda was posted at City Hall, 1480 Main Street on March 30, 2017.

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Chrissy 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 Liaison – Geoff Ellsworth

MINUTES
ST. HELENA ACTIVE TRANSPORTATION & SUSTAINABILITY COMMITTEE
City Hall, Conference Room
1480 Main Street
Regular Meeting, Wednesday February 1, 2017 at 5:00 pm

1. **ROLL CALL @ 5:05pm**
   Present: Michael Chisek, Brian Cramer (arrived approximately 5:15pm), Donna Hinds, Tom Vence, Kris Coryell, Glenn, Smith, Councilmember Geoff Ellsworth
   Absent: Sara Chappellet
   Staff: Erica Smithies

2. **PUBLIC FORUM:**
   - **None**

3. **REPORTS BY STAFF AND COMMITTEE:**
   - **Erica Smithies provided an update on the One Bay Area Grant II Application**
   - **Donna Hinds is stepping down from the commission and requested an agenda item be added to the next meeting.**
   - **Glenn Smith requested that we add an agenda item for a discussion on ATSC's mission**

4. **CONSENT CALENDAR**
   A. Approval of Minutes from November 2, 2016 meeting. Committee member Donna Hinds moved to approve the minutes with the correction, Committee member Kris Coryell provided second, Approved (5-0).

B. SCHEDULED MATTERS:

A. Caltrans District 4 Bicycle Plan Development

Caltrans is seeking bicycle user input from 9 Bay Areas Counties for Highways. Highways within Napa County include 29, 121, 128, and 221. They are looking for comments from individuals, focus groups, and workshops in order to develop a general plan for are regional area.

Public Comment: None

Action: No action.

B. Draft ADA Self-Evaluation and Transition Plan Review and Comments.
Assistant Director Smithies provided a presentation for the City's Draft ADA Self-Evaluation and Transition Plan. The City held a public workshop and will be presenting to City Council in February. The City also is looking for feedback with a survey that is available on the City website.

Public Comment: None

Action: No action.

C. Developing Programs for Bicycle Safety and Bicycle Etiquette Strategies for St. Helena
Patrick Band with Napa Bike Coalition made a presentation on developing a program and providing public outreach for the City of St. Helena. The Bike Coalition needs funding to provide this kind of work and for approximately $3,000-3,500 the program would include outreach to up to 20 wineries and 3-4 hotels within the City with workshops and a follow-up 1:1 consult with the individual businesses. The Bike Coalition has provided this kind of work to the City of Napa. The issue would be how to fund the program. The Committee could go to City Council requesting funding to do the outreach, request City staff to seek grant funding which also needs to go to City Council for approval, and/or Patrick mentioned a possibility of a cost share by including Calistoga. He could reach out to both Chamber groups and see if there was funding available to do the work.

Committee Discussion: Great ideas provided by the Bike Coalition.

Action: Donna Hinds moved to support the idea of developing a program for the City and Kristine Coryell seconded. Approved (5-0). Patrick Band will bring back a formal proposal to the Commission for the next meeting.

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 February 1, 2017 at 5:00 pm at City Hall, 1480 Main Street.

APPROVED: **ATTEST:**

Michael Chisek, Chair **Tobias Barr, Staff Liaison**