



City of St. Helena
Active Transportation and Sustainability
Committee
Regular Meeting
City Hall Conference Room, 1480 Main St,
St. Helena
Wednesday, May 3, 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 04-04-2017. 3 - 5
[4-04-2017 Minutes](#)
6. SCHEDULED MATTERS:
 - 6.1. Electric Vehicle Charging Station Policy and Adoption Strategy.
 - 6.2. Bike to Work Day Planning.
 - 6.3. Continued Development of a Mission Statement from the Active

Transportation and Sustainability Committee.

7. ADJOURNMENT

The next regular Active Transportation Committee meeting is scheduled for June 6, 2017 at 5:00 pm, City Hall 1480 Main Street.

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

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**

Special Meeting, Tuesday April 4, 2017 at 5:00 pm

1. ROLL CALL @ 5:02pm

Present: Michael Chisek, Brian Cramer, Tom Vence, Kris Coryell, Glenn, Smith, Councilmember Geoff Ellsworth

Absent: Donna Hinds

Staff: Tobias Barr

2. PUBLIC FORUM:

➤ **Patrick Band from Napa Bike made the following announcements:**

- **Bike to Work Day May 11, 2017. Patrick shared the Employer Toolkit developed for Bike to Work Day. Also, Bike to Work Day has been combined with Bike to School Day.**
- **May 6, 2017 is the Napa Bike Festival. There will be bike rides for the whole family and all ability levels.**
- **Campo Velo Bicycle and Food Festival is April 28-30 in St. Helena. Expect between 250-300 people. There will be many organized rides and great food events at the Festival.**
- **Patrick requested that the committee consider creating a special events permit for events that benefits the community.**

3. REPORTS BY STAFF AND COMMITTEE:

- **Tobias Barr provided updates on the following City projects: Pope Street Bike Lanes, OBAG II project, Encroachment Permit and Special Events Permit, and the need to the Committee Chair to report to City Council periodically.**
- **Kris Coryell requested the City consider improving the crosswalk at Main Street and Pine, as this serves the Rianda House. Tobias anticipated that this crossing will be studied during the OBAG II project engineering phase to replace the Main Street sidewalks.**

4. CONSENT CALENDAR

- A. Approval of Minutes from February 1, 2017 meeting. Committee member Glenn Smith moved to approve the minutes with the correction to Donna Hinds resigning from the NVTATC committee, not the City of St. Helena ATSC committee, Committee member Kris Coryell provided second, Approved (5-0).

B. SCHEDULED MATTERS:

- A. Discussion of Organizing Bike to Work Day, May 11th. Patrick Band gave a full overview of the activities and resources of Bike to Work Day, including that this year Bike to Work Day being combined with Bike to School Day. Napa Bike and the City of St. Helena will be coordinating with the School District and reaching

out to local businesses through the Chamber of Commerce. Additionally, safety inspections are available at St. Helena Cyclery.

Public Comment: None

Action: No action. Item to continue to be discuss by the committee until Bike to Work and School Day on May 11th.

- B. City Electric Vehicle Charging Program Discussion. Tobias asked the committee to provide direction to Public Works regarding what, if any EV Charging Program the City should pursue or develop, including seeking grants to install EV charging infrastructure.

Committee Discussion: The committee determined that it is important for the City to develop a policy on electric vehicle charging. The committee commented that promoting electric vehicles is important for the City and the region and the City should develop program to install electric vehicle charging stations that strikes a balance between the needs of residents and visitors, and that the City should pursue grants to fund electric vehicle charging infrastructure installation. The committee determined that this item should continue to be developed at future meetings, where staff and the committee can evaluation locations and draft policies recommendations.

Public Comment: None

Action: No action. Item to continue to be developed at future meetings.

- C. Bike Safety and Etiquette Program Development Update and Discussion: Napa Bike has proposed a program with the City of Calistoga which they will provide workshops to the hospitality industry and a community forum where Napa Bike and the community can share best practice information on bike safety and etiquette with the purposing spreading awareness and responsibility. Patrick Band would like to include St. Helena workshop, which he anticipates would attract 15-20 participants from the lodging industry and 40-50 from local tasting rooms. Patrick asked the committee to recommend City Council approve the Letter of Support for the City of Calistoga's grant proposal at the April 11, 2017 City Council meeting. If approved the letter of support would be included in the City of Calistoga's NVTa TDA 3 grant, which if awarded would fund the workshops in Calistoga and St. Helena.

Committee Discussion: The committee all agreed that this is an important program and an effective way to spearhead a bike safety and etiquette program in the community.

Action: Kris Coryell moved to recommend City Council approved the letter of support for Calistoga Grant proposal. Tom Vence provided the second motion. The motion was approved (5-0). Chair Michael Chisek will report the action during his City Council update on May 9, 2017.

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

Committee Discussion: Glenn Smith provided the following as a working draft for a mission statement for the committee:

To engage in the process of discussing and proposing options on the livability in St. Helena such as easing of traffic, transportation, and sustainability issues so that the City Council has public input to make better decisions.

The committee agreed that this is an excellent start and future meetings should continue to refine a mission statement.

Action: No action was taken. Item will continue to be discussed at future meetings.

- C. **ADJOURNMENT:** Kris Coryell moved to adjourn the meeting, Sara Chappellet provided a 2nd motion. The meeting was adjourned by the Chair at 6:17 PM.

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

APPROVED:

ATTEST:

Michael Chisek, Chair

Tobias Barr, Staff Liaison