



**City of St. Helena**  
**Active Transportation and Sustainability**  
**Committee**  
**Regular Meeting**  
**Public Works Conference Room, 1572**  
**Railroad Ave., St. Helena**  
**Wednesday, June 5, 2019 @ 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 four minutes. Members of the public and other parties are welcome to email their comments to the Staff Liaison Tobias Barr at [tbarr@cityofsthelena.org](mailto:tbarr@cityofsthelena.org)

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Page

1. CALL TO ORDER
2. ROLL CALL  
Committee Chair: Pam Smithers  
Vice Chair: Glenn Smith  
Members: Erin Dempsey, Jeff Farmer, Denise Henquet Sprengers and 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 three 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 May 1, 2019 3 - 5  
[5-1-2019 Regular Meeting](#)
  - 5.2. Active Transportation and Sustainability Committee Minutes from the Special Meeting on May 22, 2019 7 - 8  
[05-22-2019 Special Meeting](#)
6. SCHEDULED MATTERS:

- 6.1. Environmental Service Technician Update (10 min)
  - 6.2. Prioritization of Water Fountain Upgrades (10 min)
  - 6.3. Discussion and Possible Nomination of ATSC member to serve on NVTATC Advisory Committee (10 min)
  - 6.4. Discussion of Draft Roadmap for Bicycle Safety and Education Programs (30 min)
7. ADJOURNMENT
- The next regular Active Transportation Committee meeting is scheduled for August 7 at 5:00 pm, Public Works Conference Room, 1572 Railroad Avenue, St. Helena.

This agenda was posted at City Hall, 1480 Main Street on Friday May 31, 2019.

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Tobias Barr, Public Works Project Manager

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:**

Pam Smithers - Chair  
Glenn Smith- Vice Chair  
Member – Jeff Farmer  
Member – Tom Vence  
Member- Denise Henquet Sprengers  
Alternate Member – Erin Dempsey  
Alternate Member - Vacant  
City Council Member Liaison – Geoff Ellsworth

**MINUTES**

**ST. HELENA ACTIVE TRANSPORTATION & SUSTAINABILITY COMMITTEE**

**Public Works Conference Room  
1572 Railroad Avenue, St. Helena  
Regular Meeting, Wednesday May 1, 2019 at 5:00 PM**

**1. CALL TO ORDER @5:00 PM**

**2. ROLL CALL**

**Present:** Jeff Farmer, Pam Smithers, Glenn Smith, Erin Dempsey (arrived at 5:30)

**Staff Present:** Tobias Barr

**Other:** Patrick Bank- Napa Bike Coalition; Bob Frescura-Parks and Recreation Committee

**3. PUBLIC FORUM:**

Bob Frescura: Interested in working on trails and paths with both Parks & Rec. and ATSC.

Patrick Band: Provided Bike to Work/School Day update and Bike to Shop Day. Committee briefly discussed other promotional opportunities and Tobias summarized what the City is doing to promote. Jeff agreed to post on Nextdoor.

Erin Dempsey arrived at 5:25

**4. REPORTS BY STAFF AND COMMITTEE:**

Tobias: Gave a summary of the staff meeting with NVTA. NVTA has a grant for an electric shuttle bus which could replace the current diesel shuttle in St. Helena. NVTA is seeking a facility to charge the bus in town. The City can't accommodate a charging location for the bus at this time. If other facilities are available in town, NVTA would be interested in signing an agreement to keep the bus at the location. NVTA is also working with a company called Ride Amigos which has a transportation/ride sharing app. Diana from NVTA will present the app at a future meeting. NVTA will attend a future meeting to discuss the St. Helena shuttle services as well. NVTA ATC still has a vacancy for a member from our City. NVTA ATC meetings the 4th Monday of the Month at their offices in Napa from 5:00-7:00. Pam suggested that this item goes on the next agenda.

Jeff: Provided update on Post Office ADA issues. Glenn and Jeff met with Post Master. The Post Office is a historical building. They have a ramp which is 12 % slope, they have not received complaints. They had a sign directing to the ramp, but it was knocked down. The sign can't be replaced until someone from Oakland can come up to replace it. Jeff suggested the sign replacement could be something City could do. The entrance to the sidewalk isn't ADA compliant and Post Office is pursuing funds, but federal process to get this done will take lots of time. Jeff would like to have the item placed on a future the agenda to see what the committee could do to help speed up ADA compliance at the Post Office.

Glenn Smith announced that a local high school student group advocated City Council to take more action on Climate Change. Glenn will reach out to the students to invite them to participate in the committee if they would like to. The committee agreed that having youth participation in the committee would be valuable.

## 5. CONSENT CALENDAR

### 5.1 Approval of the meeting minutes from April 3, 2019 Regular Meeting.

The minutes were approved 4-0. Jeff Famer motioned and Glenn Smith provided a 2<sup>nd</sup>.

## 6. SCHEDULED MATTERS

### 6.1 Final Review and Approval of Climate Action Direction

The committee went through the documents and specific edits related to wording and grammar/typos where addressed by the committee. Various committee members provided a number of small corrections and wording changes. The committee agreed on the various changes. The committee voted to approve the various edits and approved the CAD document as final 4-0 with Glenn Smith motion and Jeff Farmer providing a 2<sup>nd</sup>.

### 6.2 Review of Proposed 2019 Work Plan to determine individual committee members areas of responsibility.

Erin discussed the goal of increasing the number of children to bike to school by increasing safety and some of the ideas they had to accomplish this and how they would like to lead the bike safety and education program. Pam suggested that each goal item should have an assigned committee member. The committee then went through the list of goals and assigned committee members to lead the efforts. These will be presented to City Council for approval. The final goal list below was approved 4-0 with Jeff Farmer providing the motion and Glenn Smith providing a 2<sup>nd</sup>. The list is provided below.

| Active Transportation                                                                                                         |                              |           |
|-------------------------------------------------------------------------------------------------------------------------------|------------------------------|-----------|
| Item                                                                                                                          | Committee Person Responsible | Timeline  |
| Assist Staff in providing comments and supporting implementation of the 2019 Bicycle Plan (St Helena Segment)                 | All                          | Ongoing   |
| Continue to develop and promote bicycle safety and education programs (including Safe Routes to School)                       | Denise/Erin                  | Ongoing   |
| Work with Caltrans/Staff to improve bicycle and pedestrian crossings on Highway 29                                            | Jeff                         | Ongoing   |
| Participate in the planning and development of the NV Vine Trail (St. Helena Segment)                                         | All                          | Ongoing   |
| Provide input to City staff on bicycle and pedestrian improvements within the City (2019 Bicycle Plan & 2016 Pedestrian Plan) | All                          | Annually  |
| Work with City Staff to insure ADA access to all public and business facilities in the City                                   | Jeff/Glenn                   | Ongoing   |
| Environmental Sustainability and Resource Management                                                                          |                              |           |
| Complete Climate Action Directives work (Water & Wastewater)                                                                  | Done                         | Completed |
| Explore one or more Climate Action Directives for implementation (in conjunction with Staff)                                  | All                          | 6 mo.     |
| Give input on any potential solar installation at City facilities                                                             | Tom/Glenn                    | 6-12 mo.  |
| Explore alternatives for local recycle/reuse/reduce programs including public outreach (in coordination with UVDS)            | Tom/Glenn                    | 6-12 mo.  |

|                                                                                                                        |          |             |
|------------------------------------------------------------------------------------------------------------------------|----------|-------------|
| Receive quarterly updates from Environmental Resource Tech on water conservation and other City sustainable activities | All      | Ongoing     |
| Explore creating and promoting organic gardening/agriculture programs/beekeeping collective                            | Pam      | 6 mo.       |
| <b>City Council Interaction and Community Outreach</b>                                                                 |          |             |
| Provide quarterly updates to City Council for feedback                                                                 | Pam      | Every 3 mo. |
| Work with Staff to engage in outreach activities related to ATSC initiatives                                           | Pam/Jeff | Ongoing     |

### **6.3 Review 2019-2020 Street Rehabilitation (paving) projects for bicycle improvements.**

Tobias provided the 5 year street paving list which has the list of streets that will be repaired or repaved. Tobias called out the section of Spring Street that will be repaved this year is identified in the Bike Plan as having Class II bike lanes. However the Bike Plan did not survey or measure streets to confirm that the proposed bike facilities can be accommodated on the existing right-of-way. It's up to the local jurisdictions to determine what facilities can be accommodated within the existing right-of-way. The City has not received an analysis from the existing consulting engineer working on this year's paving project, but hopes to receive an analysis soon, although a detailed analysis of all the options and parking removal will be outside of their current scope of work. City staff has looked at the information available on maps and believe that the right-of-way will not accommodate Class II bike lanes without removing parking on at least one side of the street. Based on existing knowledge of the Public Works Dept., Measure T funds won't pay for increasing road width and funds are only to repair existing roads.

Patrick Band made a public comment and presented various design scenarios to accommodate bike lanes if parking was removed on one side of the street. The committee chair suggested that the Committee hold a Special Meeting on Spring Street to evaluate the segment of the road and determine what options there may be to accommodate the bike facilities identified in the current Bike Plan and 2019 Draft Bike Plan. The committee agreed that prior to advocating for parking removal to City Council, it would be necessary to hold a meeting on site to evaluate the conditions. The committee requested the staff liaison organize a special meeting for May 22 at 5:00 PM on Spring Street.

## **7. ADJOURNMENT:**

The meeting was adjourned at 6:50 by the Chair.

The next regular Active Transportation Committee and Sustainability meeting is scheduled for June 5, 2019 at 5:00 pm at the Public Works Department, 1572 Railroad Avenue.

**APPROVED:**

**ATTEST:**

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**Chair, Pam Smithers**

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**Tobias Barr, Staff Liaison**



**Committee Members:**

Pam Smithers - Chair  
Glenn Smith- Vice Chair  
Member – Jeff Farmer  
Member – Tom Vence  
Member- Denise Henquet Sprengers  
Alternate Member – Erin Dempsey  
Alternate Member - Vacant  
City Council Member Liaison – Geoff Ellsworth

**MINUTES**

**ST. HELENA ACTIVE TRANSPORTATION & SUSTAINABILITY COMMITTEE**

**Corner of Spring Street and Chardonnay Way**

**St. Helena, CA**

**Special Meeting, Wednesday May 22, 2019 at 5:00 PM**

**1. CALL TO ORDER @5:05 PM**

**2. ROLL CALL**

**Present:** Jeff Farmer, Pam Smithers Tom Vence (arrived at 5:30), Glenn Smith, Denise Henquet

**Council Member:** None

**Staff Present:** Tobias Barr and Erica Smithies

**Others Present:** Jake Scheideman, Madeline Oliver

**3. PUBLIC FORUM:**

- None

**4. REPORTS BY STAFF AND COMMITTEE:**

- None

**5. CONSENT CALENDAR**

- None

**6. SCHEDULED MATTERS**

**6.1 Discussion of the installation of Class II bike Lanes from Sylvaner to Valley View and road width constraints that may require removal of parking on the south side of Spring Street from Sylvaner to Valley View to accommodate proposed Class II Bike Lanes.**

The committee discussed options for accommodating the bike lanes. The road was measure and found to be just short of 36 feet. The City Engineer was present and stated that to her knowledge, traffic lanes less than 12 feet wide would not be acceptable on Spring Street per state engineering standards. A traffic engineering analysis performed by a traffic engineer could determine if traffic lanes could possible go to 10 feet. Bike Lanes, however require at least 5 foot width per lane and the remaining parking section on one side of the street would require 8 feet. Thus bike lanes on both side would need a minimum of 38 feet of road width, if 10 foot traffic lanes were found to be permissible. Otherwise, 42 feet would be required. The City Engineer announced that the Measure T Funds would not pay for road widening and road widening at this location would be controversial and costly due to the amount of trees requiring removal. Madeline Oliver from Napa Bike presented a few scenarios showing an 18 foot total traffic lane with no centerline for both directions of traffic along with 5 foot bike lanes on both sides and another scenarios with 11 foot traffic lanes, a 5 foot bike lane on the north side of Spring Street, and sharrow (Class III) on the south side. The City Engineer thought that 18 foot traffic lane for both directions would not be permissible and would need to seek traffic engineering to confirm. The committee determined that it would like to advocate for feasibility analysis of these options and staff determined that it would be best to confirm with City Council at the next meeting to authorize further spending to fully evaluate these options. The committee agreed.

Erica determined that she would update council at the May 28<sup>th</sup> meeting and seek direction and approval to spend additional funds on the evaluation. The committee supported this strategy.

**7. ADJOURNMENT:**

The meeting was adjourned at 6:12 by the chair.

The next Regular Active Transportation Committee and Sustainability meeting is scheduled for June 5, 2019 at 5:00 pm at Public Works Department, 1572 Railroad Avenue.

**APPROVED:**

**ATTEST:**

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**Chair, Pam Smithers**

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**Tobias Barr, Staff Liaison**