



City of St. Helena
Active Transportation and Sustainability
Committee
Regular Meeting
Public Works Conference Room, 1572
Railroad Ave., St. Helena
Wednesday, July 3, 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@cityofstheleena.org

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1. CALL TO ORDER
2. ROLL CALL
Committee Chair: Pam Smithers
Vice Chair: Glenn Smith
Members: Jeff Farmer, Erin Dempsey, 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 June 5, 2019
[6-5-2019 Regular Meeting](#)
6. SCHEDULED MATTERS:
 - 6.1. Review and Possible Approval of Letter to City Council Requesting City Resources be Utilize to Address ADA Issues at the United States Post Office. (15 min.)

3 - 4

5 - 7

[ADA Post Office](#)

- 6.2. Discussion and Review of General Plan Update: Identify and Prioritize Climate Action Directives Relationships. (30 min.)
- 6.3. Discussion and Review of City Park Water Fountains/Bottle Filling Stations and Priority Locations. (15 min.)
- 7. ADJOURNMENT
The next regular Active Transportation Committee meeting is scheduled for August 7, 2019 at 5:00 pm, Public Works Conference Room, 1572 Railroad Avenue, St. Helena.

This agenda was posted at City Hall, 1480 Main Street on June 28, 2019.

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 June 5, 2019 at 5:00 PM

1. CALL TO ORDER @5:00 PM

2. ROLL CALL

Present: Jeff Farmer, Glenn Smith, Erin Dempsey, Denise Henquet, Tom Vence

Staff Present: Tobias Barr

Other: Patrick Bank- Napa Bike Coalition

3. PUBLIC FORUM:

None.

4. REPORTS BY STAFF AND COMMITTEE:

Tobias provided that Pam is out of town but asked announce the Why Go Electric event at Upper Valley College campus on June 15th, which will have an electric vehicle car show and presentations.

Glenn made updated the group on the committees CAD and goals presentation to City Council and thanked those committee members who were able to attend. These items were approved and well received by City Council. The City Council requested that the Committee tie the proposals and recommendation to the General Plan Update. Glenn suggested we can work as teams to accomplish this. Tobias will see if he can obtain some hard copies for the committee to use.

Glenn asked a question regarding the Building Code update and if any of the CAD would influence what the City will adopt. Tobias will discuss with Noah.

5. CONSENT CALENDAR

5.1 Approval of the meeting minutes from May 1, 2019 Regular Meeting.

The minutes were approved 5-0.

5.2 Approval of the meeting minutes from May 22, 2019 Special Meeting

The minutes were approved 5-0

6. SCHEDULED MATTERS

6.1 Environmental Service Technician Update

Michael Fontana was not available to attend so Tobias provided an overview of the City's programs. Tobias provided the background on the program and also gave an overview of the program. The program includes stormwater pollution program, fats oils and grease and water efficiency rebates. Michael performs regular environmental inspections at construction sites and restaurants. We also now accept household batteries so they don't go into landfill. The committee provided some ideas to improve battery recycling in town. Tobias will speak with Upper Valley Disposal to continue to improve the program.

6.2 Discussion of Draft Roadmap Road Map for Bicycle Safety and Education Programs

Note: this item was moved up from 6.4 for earlier discussion.

Denise presented her draft program plan to get more school kids on their bicycles riding to school. They spoke with other parents, police officers, observed existing conditions and research what other communities are doing. The focus to start would be at the Montessori School and the Elementary School. They've identified various community members who are interested in contributing, and also identified a number of safety issues that would need to be addressed. This includes training children to understand road rules and signs, and improving crossings and line of site issues on the roads. The program would encourage kids to ride together.

Glenn suggested that the program could be expanded to walking, and Denise and Erin said it is included and they will update the draft plan to more clear that walking is included.

They are brainstorming outreach strategies, including the newspapers, schools. Tobias suggested that Recreation would have some excellent suggestions on how to put the program together.

Patrick Band provided a summary of their funded project to evaluate each school for walking and biking through the Safe Routes to Schools Program. They provide a Walk Audit and provide a report on the barriers to each schools for walking and biking. They use an app called Fulcrum to collect the data on existing conditions at each sites. They also meet with the schools including teachers and parents to discuss the project and get feedback on the issues from their point of view. After the reports are completed, advocacy work begins, including bring attention to the infrastructure that needs to be repaired by Public Works Departments.

Denise and Erin are planning to implement the program in September, when schools start up for the year. Update on this initiative will be provided at future meetings.

6.3 Discussion and Possible Nomination of ATSC Member to Serve on NVTA ATC Advisory Committee

This item was not discussed.

6.4 Prioritization of Water Fountains

This item was not discussed.

6.3 ADJOURNMENT:

Motion to adjourn was approved at 6:15

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:

Vice-Chair, Glenn Smith

Tobias Barr, Staff Liaison

To: Honorable Geoff Ellsworth and City Council Members
Re: Access to St. Helena Post Office by persons of limited mobility

One role of the ATSC committee is to advocate for viable and safe options for transportation and sustainability for all citizens. As such, we fully support the City plan to enable full public access on our streets and in our facilities in accordance with the American Disabilities Act *.

We understand the library has been identified as a high priority for disabled access because of the great amount of local traffic. This is good.

Another building with a lot of local traffic is the US Post Office. Since this is a federal building it is technically outside our jurisdiction. However, since it is an integral part of our community we believe access should be addressed.

Although it is possible for disabled people to enter the building in the rear it requires extra effort. There is no signage in the front declaring the existence or directions to the rear entrance. The post office web site also has no information. However, if you happen to know about it you can get there.

If driving, you can park in the rear of the building. There is one handicapped space and there is a ramp to the rear entrance. If entering directly from the street sidewalk you must navigate to the rear entrance either on a walkway that is not ADA compliant or on a driveway shared with USPS vehicles.

The rear entrance consists of two sets of manually operated swing doors. Some patrons choose to call ahead and postal workers are always on hand to help folks through the doors.

We recommend that City Council request staff to contact federal authorities to make them aware of our concerns and support an effort to make the Post Office more accessible and safer for those with limited mobility. This can be joint effort between the City and the Feds. For example we believe the City could more quickly install front signage since it is a replacement.

In early May we met with Postmaster Lisa Hicks and learned more about their situation. Our notes are included as an Appendix and our recommendations include her perspective.

* General Plan, June 2019, 5.4 St. Helena's Circulation and Mobility Future, C4.4, pg 5-45.

Our recommendations are:

- **Install front entrance signage**

We believe the City can react quicker than the Feds on this project because it is replacing existing signage that is on the border with Bank of the West

- **ADA compliant walkway to the rear of the building**

This will take some time and coordination since it sits on federal property.

- **Power operated rear door**

We recommend further investigation into the practicality of this.

- **Put access information on the post office web page**

Signed....

Draft Rev 6/19

Appendix

May 1, 2019

Glenn and I met today with Lisa Hicks, Postmaster of the St. Helena Post Office.

Lisa gave us some history of ADA issues at the PO. The ramp in the back is a 12% grade which was built before ADA became law. It is not compliant with current standards but is grandfathered in. There used to be ADA signage in front of the building on the border with Bank of the West. It was knocked out by a vehicle some time ago.

She has investigated installing an automatic door opener in the rear for handicapped folks. The historical parts of the building would have to be modified to install the electrical works. The approval process for this is prohibitive. Instead users call ahead or honk their horn when they drive up and the PO workers are quick to respond. There used to be an old fashioned manual horn but it is missing.

Lisa has submitted requests to replace the signage but the federal rules and limited manpower (maintenance is out of Oakland) make this not happening soon. She is amenable to modifying the sidewalk to make it compliant. This feature is not subject to the rules for historical structures so it's a funding issue for her.

We left thinking that the signage and sidewalk modifications are the most straightforward projects. We may have an easier time with funding the signage. She said she would look into the sidewalk funding.

Lisa will pursue her end, we will pursue ours.