

1. 2-23-2021 BPC Meeting Agenda

Documents:

[2-23-2021 BPC MEETING AGENDA.PDF](#)

2. 2-23-2021 BPC Meeting Agenda Packet

Documents:

[2-23-2021 BPC MEETING AGENDA.PDF](#)

[VTA BPAC 2-10-21.PDF](#)

[1-26-2021 BPC MEETING MINUTES.PDF](#)

[PUBLIC BIKE FUND SHEET 2021-3RD QTR.PDF](#)



**CITY OF GILROY  
BICYCLE PEDESTRIAN COMMISSION  
REGULAR MEETING  
AGENDA  
Tuesday, February 23, 2021  
6:00 p.m.**

**PUBLIC PARTICIPATION IN THIS MEETING WILL BE LIMITED.**

THIS MEETING WILL BE CONDUCTED PURSUANT TO THE PROVISIONS OF THE GOVERNOR'S EXECUTIVE ORDER N-29-20  
MEETING MATERIAL IS AVAILABLE ON THE CITY WEBSITE [www.cityofgilroy.org](http://www.cityofgilroy.org).

In order to minimize the spread of the COVID 19 virus, the City will be offering telephone and email options for comments at this meeting. The public is encouraged to participate in the meeting as follows:

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PUBLIC COMMENTS WILL BE TAKEN ON AGENDA ITEMS BEFORE ACTION IS TAKEN BY THE BICYCLE PEDESTRIAN COMMISSION. **COMMENTS MAY BE EMAILED PRIOR TO OR DURING THE MEETING TO SHEILA CASTILLO AT [Sheila.Castillo@cityofgilroy.org](mailto:Sheila.Castillo@cityofgilroy.org) AND MUST BE RECEIVED BEFORE THE CHAIRPERSON OPENS PUBLIC COMMENT FOR THE ITEM. ADDITIONALLY, COMMENTS MAY BE MADE BY LEAVING A VOICE MESSAGE AT (408)846-0569, PRIOR TO 5:00 P.M. 02/23/2021.** IMPORTANT: identify the Agenda Item Number or PUBLIC COMMENT in the subject line of your email. The Clerk will read the first three minutes of each email into the public record.

In compliance with the Americans with Disabilities Act, and Governors Order N-29-20, the City will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the City a minimum of 2 hours prior to the meeting at (408) 710-0668.

**KNOW YOUR RIGHTS UNDER THE GILROY OPEN GOVERNMENT ORDINANCE.**

**Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, task forces, councils and other agencies of the City exist to conduct the people's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.**

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Materials related to an item on this agenda submitted to the Bicycle Pedestrian Commission after distribution of the agenda packet are available for public inspection with the agenda packet on the City website at <http://www.cityofgilroy.org/AgendaCenter>

**1. CALL TO ORDER**

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

Patrick Flautt - Chairperson  
Sean Reedy – Vice Chairperson  
Alison Beach  
Kristen Robbins  
Nirza Starks

**4. COMMISSION SECRETARY'S REPORT ON POSTING THE AGENDA**

**5. CEREMONIAL ITEMS – AWARDS AND PRESENTATIONS**

None

**6. PRESENTATIONS TO COMMISSION**

**A. PUBLIC COMMENT BY MEMBERS OF THE PUBLIC ON ITEMS NOT ON THE AGENDA, BUT WITHIN THE SUBJECT MATTER JURISDICTION OF THE BICYCLE PEDESTRIAN COMMISSION Please limit your comments to 3 minutes**

(This portion of the meeting is reserved for persons desiring to address the commission on matters not on the agenda. The law does not permit Commission action or extended discussion of any item not on the agenda except under special circumstances. If Commission action is requested, the Commission may place the matter on a future agenda.)

**B. Valley Transportation Authority Bicycle Pedestrian Advisory Committee (VTABPAC) Report (report attached):**

1. Report: Carolyn Schimandle, VTABPAC Member
2. Public Comment
3. Possible Action: Receive Oral Report and Provide Comments

## 7. CONSENT CALENDAR (reports attached)

All matters listed under the Consent Calendar are considered by the Commission to be routine and will be enacted by one motion. There will be no separate discussion of these items unless a request is made by a member of the Commission or a member of the public. *Any person desiring to speak on any item on the consent calendar should ask to have that item removed from the consent calendar prior to the time the Commission votes to approve.* If removed, the item will be discussed in the order in which it appears.

- A. Minutes of the 1/26/2021 Meeting
- B. Public Bike Fund Balance Sheet

## 8. OLD BUSINESS

- A. Measure B Funded Education and Encouragement Update
  - 1. Report: Chairperson Patrick Flautt
  - 2. Public Comment
  - 3. Possible Action: Receive Update and Provide Comments

## 9. NEW BUSINESS

- A. FY22 and FY23 Capital Improvement Project Budget Recommendations:
  - 1. Report: Chairperson Patrick Flautt and Gary Heap
  - 2. Public Comment
  - 3. Possible Action: Receive Report and Provide Comments
- B. Formation of Measure B Education and Encouragement Sub-Committee:
  - 1. Report: Chairperson Patrick Flautt
  - 2. Public Comment
  - 3. Possible Action: Motion to approve formation of the Sub-Committee
- C. Presentation of the Silicon Valley Bicycle Coalition Bike To Wherever Day (BTWD) and Bike Month:
  - 1. Report: Chairperson Patrick Flautt
  - 2. Public Comment
  - 3. Possible Action: Receive Report and Provide Comments
- D. Bicycle Pedestrian Commission Work Plan and Goals:
  - 1. Report: Gary Heap
  - 2. Public Comment
  - 3. Possible Action: Receive Update and Provide Comments
- E. 7<sup>th</sup> and Egleberry Parking Lot Review:
  - 1. Report: Julie Oates, Engineer
  - 2. Public Comment
  - 3. Possible Action: Receive Report and Provide Comments
- F. Correspondence:
  - 1. Report: Chairperson Patrick Flautt
  - 2. Public Comment
  - 3. Possible Action: Receive Update and Provide Comments

**10. ORAL REPORTS BY COMMISSION MEMBERS**

- A. Chairperson Patrick Flautt
- B. Vice Chairperson Sean Reedy
- C. Commissioner Alison Beach
- D. Commissioner Kristen Robbins
- E. Commissioner Nirza Starks

**11. STAFF UPDATES**

**12. AGENDA ITEMS FOR NEXT MEETING**

**ADJOURNMENT TO THE REGULAR MEETING OF MARCH 23, 2021 AT 6:00 PM**

**Bicycle Pedestrian Commission Look – Ahead Calendar**

The Bicycle Pedestrian Commission meets regularly on the fourth Tuesday of each month, at 6:00 p.m. If a holiday should fall on the regular meeting date (or the next day) the meeting will be rescheduled to the following month.

**March 2021**

- 01 City Council Meeting (Regular Meeting), 6:00 p.m., Virtual Meeting
- 08 Youth Commission (Regular Meeting), 6:00 p.m., Virtual Meeting
- 11 Planning Commission (Regular Meeting), 6:30 p.m., Virtual Meeting
- 15 City Council Meeting (Regular Meeting), 6:00 p.m., Virtual Meeting
- 16 Parks and Recreation Commission (Regular Meeting), 6:00 p.m., Virtual Meeting

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**Bicycle Pedestrian Commission Workplan Schedule**

- To be determined



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**10. ORAL REPORTS BY COMMISSION MEMBERS**

- A. Chairperson Patrick Flautt
- B. Vice Chairperson Sean Reedy
- C. Commissioner Alison Beach
- D. Commissioner Kristen Robbins
- E. Commissioner Nirza Starks

**11. STAFF UPDATES**

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**Bicycle Pedestrian Commission Workplan Schedule**

- To be determined

**Report on February 10, 2021 VTA BPAC Meeting for Gilroy BPAC**  
**Carolyn Schimandle**  
**February 18, 2021**

**Highlights from Santa Clara County Staff Report**

Santa Clara County Department of Public Health and the City of Gilroy are partnering in an e-bike study. (I hope that Gilroy city staff has more information on this to share.)

**Project Initiation Document (PID) Work Plan Information Item**

The committee received a report on the VTA Three-Year Project Initiation Document Work Plan (FYs 2020 to 2023).

A PID is a technical report that describes Scope of Work, Viable Alternatives, Cost Estimates, and Schedule for projects on the State Highway System. It is used to qualify projects for State and Federal funding.

VTA is requesting funds from Caltrans to pursue development of PIDs on the 2021 list. Caltrans District 4 must approve the list.

Funds only cover the PID development. Actual project development would come later, when VTA finds funding sources for development.

There is one Gilroy project on the 2021 list. It is to study bike/pedestrian safety improvements at the 101/10th St. Interchange.

There will be future opportunities to give public input on the PID list, and an opportunity for the VTA BPAC to provide comment.

**Bus Stop Balancing**

The committee received a report on the VTA bus stop balancing program. Bus stop balancing removes some stops in areas where there are other stops nearby, to speed service. Stops must be within a half mile of each other. They will be closer in areas where local residents and other bus users may not be able to walk that far, for example senior centers and elementary schools. Bus stops near community destinations are also being retained.

Five years of rider surveys and community outreach found that riders and residents preferred faster service over more stops.

VTA developed a draft plan. The public input phase was in January of this year. Implementation began this month.

Route 68 from the Gilroy Transit Center to San Jose Diridon Station is one of the routes undergoing bus stop balancing. Six percent of stops (Twelve stops) will be removed. Ninety-nine percent of riders will not be affected. No stops will be removed in Gilroy. The nearest is in San Martin.

**SVBC Report: Bike to Wherever Day**

It's time to start planning for 2021 "May is Bike Month." The 2021 "Bike to Wherever Day" will be on May 21.



**MINUTES OF BICYCLE PEDESTRIAN COMMISSION REGULAR MEETING  
TUESDAY, January 26, 2021**

**1. CALL TO ORDER**

6:12 p.m.

**2. PLEDGE OF ALLEGIANCE**

**3. ROLL CALL**

Patrick Flautt - Vice Chairperson - present  
Alison Beach - present  
Sean Reedy - present  
Kristen Robbins - present  
Nirza Starks - present

**ALSO PRESENT**

Gary Heap, Traffic Engineer  
Karl Bjarke, Interim Public Works Director  
Nirorn Than, Engineer I  
Sheila Castillo, Recording Secretary

**4. COMMISSION SECRETARY'S REPORT ON POSTING THE AGENDA**

The agenda for the Bicycle Pedestrian regular meeting was posted on Friday, January 22, 2021, at 1:15 p.m. in the City Hall announcement window near the Council Chambers and online in keeping with provisions of the California Brown Act.

**5. CEREMONIAL ITEMS**

None

**6. PUBLIC PRESENTATIONS TO COMMISSION**

**A. PUBLIC COMMENT BY MEMBERS OF THE PUBLIC ON ITEMS NOT ON THE AGENDA BUT WITHIN THE SUBJECT MATTER JURISDICTION OF THE BICYCLE PEDESTRIAN COMMISSION**

- None

**B. Valley Transportation Authority Bicycle Pedestrian Advisory Committee (VTABPAC) Report:**

- VTABPAC Member Carolyn Schimandle provided an oral report.

There were no public comments.

**7. CONSENT CALENDAR**

The following items on the Consent Calendar were approved unanimously.

- A. Minutes of the 11/24/2020 Regular Meeting
- B. Public Bike Fund Balance Sheet

There were no public comments.

Commissioner Sean Reedy motioned to approve the Consent Calendar, seconded by Commissioner Alison Beach.

**Roll call vote to approve the Consent Calendar:**

Vice Chairperson Patrick Flautt– yes  
Commissioner Alison Beach – yes  
Commissioner Sean Reedy – yes  
Commissioner Kristen Robbins – yes  
Commissioner Nirza Starks – yes

The motion passes unanimously. (5/0)

**8. OLD BUSINESS**

A. Measure B Funded Education & Encouragement Update:

- Vice Chairperson Patrick Flautt spoke about future mask giveaways.
- Gary Heap provided an update on providing masks to the community.

There were no public comments.

Vice Chairperson Patrick Flautt– recommended providing masks to the public.

Commissioner Alison Beach – amount of funding amount for items?

Commissioner Sean Reedy – place bike logos on the masks and handing out previously purchased bike lights.

Commissioner Kristen Robbins – provide masks in children sizes.

Commissioner Nirza Starks – supports the idea of masks in a variety of sizes and water bottles.

Mr. Heap advised \$70,000 is available for bike and pedestrian activities.

Chairperson Flautt advised the matter of a subcommittee will be discussed at a later time.

**9. NEW BUSINESS**

A. Elect Bicycle Pedestrian Commission Chairperson for 2021:

- Vice Chairperson Patrick Flautt spoke on the item and asked the Commissioners for their nomination of a Chairperson.

Vice Chairperson Patrick Flautt did not elect a nominee

Commissioner Alison Beach nominated Commissioner Patrick Flautt

Commissioner Kristen Robbins nominated Commissioner Patrick Flautt

Commissioner Nirza Starks nominated Commissioner Patrick Flautt

Commissioner Sean Reedy nominated Commissioner Patrick Flautt

There were no public comments.

**Roll call vote to approve Commissioner Patrick Flautt for the Chairperson of Bicycle Pedestrian Commission for 2021:**

Vice Chairperson Patrick Flautt – yes

Commissioner Alison Beach – yes  
Commissioner Sean Reedy – yes  
Commissioner Kristen Robbins – yes  
Commissioner Nirza Starks – yes

The motion passes unanimously. (5/0)

B. Elect Bicycle Pedestrian Commission Vice Chairperson for 2021:

- Chairperson Patrick Flautt spoke on the item and asked the Commissioners for their nominations of a Vice Chairperson.

Chairperson Patrick Flautt nominated Commissioner Alison Beach  
Commissioner Alison Beach nominated Commissioner Sean Reedy  
Commissioner Nirza Starks nominated Commissioner Sean Reedy  
Commissioner Kristen Robbins nominated Commissioner Sean Reedy  
Commissioner Sean Reedy nominated himself

There were no public comments.

Chairperson Patrick Flautt motioned to approve Commissioner Sean Reedy for the Vice Chairperson for 2021, seconded by Commissioner Nirza Starks.

**Roll call vote to approve Commissioner Sean Reedy for the Vice Chairperson of Bicycle Pedestrian Commission for 2021:**

Chairperson Patrick Flautt – yes  
Commissioner Alison Beach – yes  
Commissioner Sean Reedy – yes  
Commissioner Kristen Robbins – yes  
Commissioner Nirza Starks – yes

The motion passes unanimously. (5/0)

Gary Heap congratulated Chairperson Patrick Flautt and Vice Chairperson Sean Reedy on their new appointments.

C. Capital Improvement Project Program Update:

- Gary Heap provided an update and presented the Capital Improvement Project Program.

There were no public comments.

Chairperson Patrick Flautt – asked the Commissioners to review the program and present ideas.  
Vice Chairperson Sean Reedy – no comment  
Commissioner Alison Beach – no comment  
Commissioner Kristen Robbins – no comment  
Commissioner Nirza Starks – no comment

D. Bicycle Pedestrian Commission Work Plan Discussion:

- Chairperson Patrick Flautt spoke on the Bicycle Pedestrian Commission Work Plan.
- Gary Heap advised he will put together a work plan and asked the Commissioners to provide items they would like to add.

There were no public comments.

Chairperson Patrick Flautt – no comment.  
Vice Chairperson Sean Reedy – no comment.  
Commissioner Alison Beach – no comment.  
Commissioner Kristen Robbins – no comment.  
Commissioner Nirza Starks – no comment.

E. Correspondence:

- Chairperson Patrick Flautt spoke and advised what can be addressed during this item.

There were no public comments.

Chairperson Patrick Flautt – no comment.  
Vice Chairperson Sean Reedy – no comment.  
Commissioner Alison Beach – no comment.  
Commissioner Kristen Robbins – no comment.  
Commissioner Nirza Starks – asked what is the protocol if a public concern is brought directly to a Commissioner?

Chairperson Patrick Flautt advised if the public has concerns to report to the Commission they can use the Bicycle Pedestrian Commission page on the City's website to do so. All concerns given directly to a Commissioner should be relayed to Gary Heap or Chairperson Flautt to possibly agenize for a future meeting.

## 10. COMMISSIONER'S REPORTS

- A. Chairperson Patrick Flautt:
- Provided information from the Caltrain Citizens Advisory Committee on bike parking networks.
- B. Vice Chairperson Sean Reedy:
- Advised he would like the Commission to review the City policies on e-bikes and dirt trails.
- C. Commissioner Alison Beach:
- Asked if there will be a transition from WebEx to the Zoom platform for future meetings? Gary Heap advised it is likely Zoom will be in place by next month's meeting.
- D. Commissioner Kristen Robbins:
- No report.
- E. Commissioner Nirza Starks:
- No report. Asked what is the protocol for responding to a constituent's email? Gary Heap requested she forward the email to him.

## 11. STAFF COMMENTS

Gary Heap introduced Nirorn Than who provided detailed updates on the First Street Paving Project, the 2021 Annual Paving Project and the 2021 Annual Striping Project.

Public Comment:

Carolyn Schimandle advised there have been trash dumpster placed in the bike lanes on Monterey Road by the hotels on a regular basis.

Gary Heap advised the City will look into this matter.

**12. FUTURE BICYCLE PEDESTRIAN COMMISSION INITIATED AGENDA ITEMS**

None

**13. AGENDA ITEMS FOR NEXT MEETING**

Discussion regarding the formation of a sub-committee for community giveaways (masks, bike lights, etc.).

**ADJOURN:** 7:11 p.m. to the February 23rd, 2021 meeting at 6pm.

# Public Bike Fund Balance Sheet

2/19/2021

## Summary of Funds for 3rd Quarter

FY 21

DONATIONS AND EXPENSES	Revenue	Expenses	Balance
Current balance	794.53	-107.52	687.01
TOTAL AVAILABLE			687.01

TRAINING	Revenue	Expenses	Balance
FY 21 Budget for Annual Training	2,000.00	0.00	2,000.00
TOTAL AVAILABLE			2,000.00