



**CUPERTINO**

# CITY OF CUPERTINO

## AGENDA

### BICYCLE PEDESTRIAN COMMISSION

This will be a teleconference meeting without a physical location  
Wednesday, March 16, 2022  
7:00 PM

Teleconference Meeting

#### TELECONFERENCE / PUBLIC PARTICIPATION INFORMATION TO HELP STOP THE SPREAD OF COVID-19

In accordance with Government Code 54953(e), this will be a teleconference meeting without a physical location to help stop the spread of COVID-19.

Members of the public wishing comment on an item on the agenda may do so in the following ways:

1) E-mail comments by 5:00 p.m. on Wednesday, March 16 to the Commission at [bikepedcommission@cupertino.org](mailto:bikepedcommission@cupertino.org). These e-mail comments will be received by the commission members before the meeting and posted to the City's website after the meeting.

2) E-mail comments during the times for public comment during the meeting to the Commission at [bikepedcommission@cupertino.org](mailto:bikepedcommission@cupertino.org). The staff liaison will read the emails into the record, and display any attachments on the screen, for up to 3 minutes (subject to the Chair's discretion to shorten time for public comments). Members of the public that wish to share a document must email [bikepedcommission@cupertino.org](mailto:bikepedcommission@cupertino.org) prior to speaking.

#### 3) Teleconferencing Instructions

Members of the public may observe the teleconference meeting or provide oral public comments as follows:

Oral public comments will be accepted during the teleconference meeting. Comments may be made during "oral communications" for matters not on the agenda, and during the public comment period for each agenda item.

To address the Commission, click on the link below to register in advance and access the meeting:

**Online**

Register in advance for this webinar:

[https://cityofcupertino.zoom.us/webinar/register/WN\\_7isQ9HDUQCu3RG-MAQeN-Q](https://cityofcupertino.zoom.us/webinar/register/WN_7isQ9HDUQCu3RG-MAQeN-Q)

**Phone**

Dial 669 900 6833 and enter Webinar ID: 966 5778 1424 (Type \*9 to raise hand to speak)

Unregistered participants will be called on by the last four digits of their phone number.

Or an H.323/SIP room system:

H.323:

162.255.37.11 (US West)

162.255.36.11 (US East)

213.19.144.110 (Amsterdam Netherlands)

213.244.140.110 (Germany)

103.122.166.55 (Australia)

69.174.57.160 (Canada)

Meeting ID: 966 5778 1424

SIP: 96657781424@zoomcrc.com

After registering, you will receive a confirmation email containing information about joining the webinar.

Please read the following instructions carefully:

1. You can directly download the teleconference software or connect to the meeting in your internet browser. If you are using your browser, make sure you are using a current and up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers, including Internet Explorer.
2. You will be asked to enter an email address and a name, followed by an email with instructions on how to connect to the meeting. Your email address will not be disclosed to the public. If you wish to make an oral public comment but do not wish to provide your name, you may enter "Cupertino Resident" or similar designation.
3. When the Chair calls for the item on which you wish to speak, click on "raise hand." Speakers will be notified shortly before they are called to speak.
4. When called, please limit your remarks to the time allotted and the specific agenda topic.

In compliance with the Americans with Disabilities Act (ADA), anyone who is planning to attend this teleconference meeting who is visually or hearing impaired or has any disability that needs special assistance should call the City Clerk's Office at 408-777-3223, at least 48 hours in advance of the meeting to arrange for assistance. In addition, upon request, in advance, by a person with a disability, meeting agendas and writings distributed for the meeting that are public records will be made available in the appropriate alternative format.

## ROLL CALL

## APPROVAL OF MINUTES

1. Subject: February 16, 2022 Minutes  
Recommended Action: Approve the February 16, 2022 Minutes  
[A - Draft Minutes](#)

## POSTPONEMENTS

## ORAL COMMUNICATIONS

*This portion of the meeting is reserved for persons wishing to address the Commission on any matter within the jurisdiction of the Commission and not on the agenda. Speakers are limited to three (3) minutes. In most cases, State law will prohibit the Commission from making any decisions with respect to a matter not on the agenda.*

## WRITTEN COMMUNICATIONS

## OLD BUSINESS

2. Subject: Future Agenda Items (Ganga)  
Recommended Action: Develop and maintain a list of Future Agenda Items for the Bicycle Pedestrian Commission

## NEW BUSINESS

3. Subject: Appointment of Cupertino Representative to VTA Bicycle Pedestrian Advisory Committee (Stillman)  
Recommended Action: Appoint a Commissioner to represent Cupertino on the VTA Bicycle Pedestrian Advisory Committee  
[A - VTA BPAC Bylaws](#)
4. Subject: Bike Event Coordination (Walkowiak)  
Recommended Action: Discuss Cupertino Bicycle Pedestrian Commission involvement and coordination with respect to upcoming City bicycling events

5. Subject: Bicycle Pedestrian Commission engagement (Stillman)  
Recommended Action: Discuss the role of engagement for the Cupertino Bicycle Pedestrian Commission with respect to the School Walk Audit and other transportation projects

### STAFF AND COMMISSION REPORTS

6. Subject: Staff update and Commissioner Activity Report (All)  
Recommended Action: Receive updates from staff and Commissioners regarding recent activities

### FUTURE AGENDA SETTING

### ADJOURNMENT

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*Any writings or documents provided to a majority of the members after publication of the agenda will be made available for public inspection. Please contact the City Clerk's Office in City Hall located at 10300 Torre Avenue, Cupertino, California 95014, during normal business hours.*

*IMPORTANT NOTICE: Please be advised that pursuant to Cupertino Municipal Code section 2.08.100 written communications sent to the Cupertino City Council, Commissioners or City staff concerning a matter on the agenda are included as supplemental material to the agendized item. These written communications are accessible to the public through the City's website and kept in packet archives. Do not include any personal or private information in written communications to the City that you do not wish to make public, as written communications are considered public records and will be made publicly available on the City website.*

*Members of the public are entitled to address the members concerning any item that is described in the notice or agenda for this meeting, before or during consideration of that item. If you wish to address the members on any other item not on the agenda, you may do so during the public comment.*



# CITY OF CUPERTINO

## Agenda Item

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**22-10585**

**Agenda Date: 3/16/2022**  
**Agenda #: 1.**

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Subject: February 16, 2022 Minutes

Approve the February 16, 2022 Minutes



**DRAFT MINUTES**  
**MINUTES OF THE REGULAR MEETING OF THE**  
**BICYCLE PEDESTRIAN COMMISSION**  
Wednesday, February 16, 2022

**Draft Minutes**

The meeting was called to order at 7:00 p.m.

**ROLL CALL:**

Present: Jack Carter (VC), Gerhard Eschelbeck, Ilango Ganga (C), Erik Lindskog

Absent: Maanya Condamoor

Staff: David Stillman, Staff Liaison

Others Present: Prashanth Dullu, Assistant Engineer

**APPROVAL OF MINUTES**

**1. January 19, 2022 Minutes**

**MOTION:** Commissioner Eschelbeck moved, seconded by Vice Chair Carter to approve the minutes as presented.

**MOTION PASSED:** 4-0, Condamoor Absent

**POSTPONEMENTS**

No postponements

**ORAL COMMUNICATIONS**

Peggy Griffin, public speaker spoke regarding the Lawson Middle School Walk Audit recommendation; the recommendation was not to do a two-way bike path, but to move the bike cage to the southern end of the school. There was a recent decision by staff to do a Feasibility Study.

Commissioner Eschelbeck thought the Lawson Middle School item should come back to the Bicycle Pedestrian Commission in March.

David Stillman, Transportation Manager said there would be a request for funding for the Feasibility Study next fiscal year. Staff was planning on looking at multiple alternatives. The Study was not going to commence until after the new fiscal year. It was unlikely that any progress would be made on this project until Council approved the budget for it.

## **WRITTEN COMMUNICATIONS**

None

## **OLD BUSINESS**

### **2. Future Agenda Items (Ganga)**

Carmen Road Bridge

Public Places for Bike Racks (include e-bike parking)

Education on How to Use Two-Stage Left Turn Boxes

Path between Lincoln Elementary and Monta Vista High School

The Impact of Semi-Rural Designation on Bike and Ped Projects/Priorities

Adaptive Traffic Signal Pilot Update

Multi-Modal Traffic Count Pilot Update

Reassess the Intersection at Bubb Road/McClellan Road

Stevens Creek Boulevard, Phases 1-3

Legally Allowed Behavior at Stop Signs for Bicyclists

Vision Zero

School Walk Audit – Review the process

Lead Pedestrian Walk Interval

Diagonal Crosswalks

Lawson Middle School Bike Path

Input from Seniors on the Bicycle Pedestrian Improvements

Bollinger Road Safety Corridor Project

Discuss the role of engagement for the Bicycle Pedestrian Commission – Specifically for School Walk Audit projects.

AB 43 – Summary and how Commission can support implementation

Bicycle Licensing (to prevent bike theft)

## **NEW BUSINESS**

### **3. City of Cupertino Local Road Safety Plan (Stillman)**

David Stillman, Transportation Manager introduced Prashanth Dullu; he oversees the Local Road Safety Plan (LRSP.) Prashanth Dullu, Assistant Engineer offered a presentation on the Cupertino LRSP. The LRSP is needed so the City of Cupertino can be eligible for possible funding for future transportation projects.

Chair Ganga asked if most accidents occurred near the intersection or were they happening on major corridors. Mr. Dullu answered both. There was data regarding intersection accidents, defined as within 250 feet from the intersection, and all the collisions from the corridor outside the intersections were also recorded.

Vice Chair Carter suggested having the color coding on the slide be consistent with that on the data page; it was confusing.

Commissioner Eschelbeck remarked that the LRSP was very important for the City, for funding purposes. He mentioned that the findings were like those received by the Bicycle Pedestrian Commission (Commission) on an analysis completed last year. A second comment was that Bollinger Road was not included, despite there being two fatalities. It needed to be prioritized.

Commissioner Lindskog observed that the LRSP followed a data driven approach, which he thought was reactive. He asked about lowering speed limits, without having the data or a study. He wondered if it was possible to declare high speed traffic existed on a certain street and then just lower it.

Chair Ganga wanted to know the corrective actions that were recommended, such as lowering the speed or signal improvements. He wanted to know if those types of recommendations were made. Mr. Dullu answered yes, signal upgrades were going to be recommended, including installing speed feedback signs, filling in missing crosswalks and bike boxes, etc.

Chair Ganga wanted to know the criteria to lower the speed limit. Mr. Dullu responded that speed data would need to be taken, and from that, the 85-percentile speed would be used to set the speed limit. Commissioner Lindskog understood that was how speed setting worked before Assembly Bill (AB) 43. David Stillman, Transportation Manager exclaimed it was not possible to set the speed arbitrarily, there was certain criteria involved, such as was mentioned with the 85-percentile speed setting. He understood that AB 43 allowed agencies to drop an additional five miles per hour (MPH) from what the speed survey showed, and it allowed speed limits in certain districts to be set below 25 MPH, which was the current minimum, according to the California Vehicle Code (CVC.) That included school zones or densely populated areas.

Vice Chair Carter commented that there were a lot of stop signs where he lived and people went from 0-30 MPH between each one, repeatedly. He wondered if that had a bearing on speed limit setting, because of the closeness of stops signs. Mr. Stillman said the CVC prescribes that speed setting is set with free flow, unrestrained traffic conditions. When a speed limit is evaluated, a place that is not near an immediate traffic control device needs to be found, then measurement of speeds in those locations was taken, and then speed limits were set accordingly. The whole purpose behind the speed setting was to find the speed that drivers were comfortable driving because most drivers drove a speed that was prudent and safe for the conditions.

Commissioner Lindskog thought the idea behind AB 43 was to move away from the current speed limit procedure because the speed people drove was not safe. If speeding was not flagged with the LRSP data, then interested parties were not open to the possibility that the vehicle was driving at an elevated speed, which may be the reason there was an accident. He thought the velocity of the vehicle should be taken into consideration, whether it was above the speed limit or not. Mr. Stillman responded that law enforcement was able to cite individuals for driving unsafe, which could mean going 45 MPH in a 45 MPH zone if the conditions were not safe. If



speed limits were set arbitrarily, that would be called a speed trap. He offered to read the entire bill and bring a summary back to the Commission later. Commissioner Lindskog liked that idea, and specifically wanted to know how agencies could use AB 43 to reduce speeds.

Chair Ganga inquired about the two fatalities mentioned on Bollinger Road; he wondered why Bollinger Road was not included as a high injury corridor. Mr. Dullu responded that the accidents in the other corridors were greater than those on Bollinger Road. He offered to ask the consultant to re-check Bollinger Road and Wolfe Road. Chair Ganga stated that one fatality was too much, he wondered if adding Bollinger Road was related to funding.

Vice Chair Carter said there were many changes proposed in the Bollinger Road Study, but these changes were separate from LRSP. Mr. Stillman said these were separate studies, but the consultant was aware of the Bollinger Road Study. It had not yet been determined what measures to recommend. Vice Chair Carter wondered if Bollinger Road not being recommended in the LRSP was going to affect the Bollinger Road Study. Mr. Stillman said no, there were many facets, and this was only one data source. The City was not precluded from applying for grants to fix safety problems, even if something did not come up on the LRSP Study.

Chair Ganga commented on data. Injury collisions were being looked at, but was it possible to look at continuous monitoring, and were statistics for property damage being looked at. This was to determine if a certain corridor would become a high-injury corridor in the future. Mr. Dullu said the primary goal was to look at injury and fatality. Key areas of concern were able to be looked at by the consultant and could be added if need be.

Chair Ganga thought it was possible to leverage the data from LRSP toward Vision Zero, even though Vision Zero had a slightly different goal.

Peggy Griffin, public speaker thanked staff for the report. She wanted accident information included from the San Jose side and the Cupertino side of Bollinger Road, as the road was split between the two cities. This gave data analyzers a fuller picture.

Chair Ganga wanted to know if both the San Jose side and the Cupertino side of Bollinger Road were being included in the data. Mr. Dullu promised to speak with the consultant about that, in addition to looking into Prospect Road. Vice Chair Carter wanted to make sure dual reporting was not made.

#### **4. Touchless Pedestrian Push Buttons (Stillman)**

David Stillman, Transportation Manager presented on touchless pedestrian pushbuttons to the Bicycle Pedestrian Commission (Commission.) He noted how they work, the projected cost and details about the installment; not all intersections were able to be retrofitted.

Vice Chair Carter wanted a reminder, as to why this item was coming to the Commission. Mr. Stillman said he was asked by the Commission, and recalled the discussion dealt with concerns

regarding the COVID-19 virus and cleanliness. Chair Ganga also recalled it being mentioned at the Technology Commission. Commissioner Eschelbeck recalled that what went along with touchless push buttons was video detection, some advance technique of detecting a pedestrian as they approached an intersection. Mr. Stillman replied that was something a little different, in terms of what was presented tonight. Using standard hardware and video detection, a person could have pedestrian calls placed, based on a video camera detecting the presence of a pedestrian. He would need to investigate video detection, but that was different than what was being presented right now.

Byron Rovegno, public speaker could see the City of Cupertino installing touchless push buttons when the existing push buttons needed to be replaced. The Commission identified higher priorities. He did not see a major advantage over the standard push buttons.

Vice Chair Carter thought there were already touchless push buttons in place. Mr. Stillman said they were not touchless, but they were very sensitive. You touch your finger to it, and it makes the call, rather than pushing an actual button. Those are called Audible Pedestrian Signals (APS.)

Commissioner Lindskog wondered if the APS's installed now were touched with an elbow, would that place the call. Mr. Stillman replied that it should. Commissioner Lindskog did not think it was a big enough concern to spend the money on something that was already working. Chair Ganga agreed, it was not a high priority item.

Chair Ganga suggested that if there was an opportunity to upgrade an intersection, then it would be good to consider modernizing the system, which would be a good time to explore video activation. He thought, in that case, it would just be a software upgrade to an intersection that already had cameras. Mr. Stillman noted that the challenge with that was informing the pedestrian that they were detected. Vice Chair Carter commented that was a slippery slope because another agency may want to use the technology for crime resolution. Chair Ganga did think that was necessarily the case. Commissioner Eschelbeck said the video option was more of a benefit to the bicyclists. Vice Chair Carter thought of a scenario where someone was at the corner of an intersection, advertising, then all cars had to wait for a non-crossing pedestrian. Chair Ganga thought that was a good point, and good to understand the capabilities.

## **STAFF AND COMMISSION REPORTS**

### **5. Staff Update and Commissioner Activity Report (All)**

David Stillman, Transportation Manager mentioned the meeting at Lawson Middle School. The outcome depended on Council allocating funding for a Feasibility Study, and then solutions for Lawson Middle School could be looked at. He announced that Commissioner Condamoor resigned from the Bicycle Pedestrian Commission (Commission.) Chair Ganga asked if there was an active alternate. Mr. Stillman recalled there were some when interviews were conducted previously but he would need find out what the process was.

Mr. Stillman updated the Commission on the Vision Zero Subcommittee (Carter, Ganga, and Stillman.) The Vision Zero Subcommittee was thinking of moving forward with a resolution in support of Vision Zero, but since there was a proposed budget allocation to hire a consultant for the Vision Zero program, they decided to hold off because it would be prior to the budget decision for this fiscal year. The Subcommittee did decide to move forward with a request for the budget allocation for a consultant for the next fiscal year. There was a great amount of overlap in Vision Zero and the Local Road Safety Plan (LRSP.) They decided to look at the City of Sunnyvale's Vision Zero scope and other cities, to identify what was the same, pull that out, and then hire a consultant to do complete the balance of the work. Since there was so much overlap with the LRSP, which was already grant funded, the cost for Vision Zero was anticipated to be significantly less.

Commissioner Lindskog updated the Commission on the Mayor's meeting, the Safe Routes to School (SR2S) meeting and the VTA BPAC meeting from February 9.

Peggy Griffin, public speaker complained that there was no secure place to park electric bikes (e-bikes.) Chair Ganga and Mr. Stillman confirmed bike parking was a future agenda item. Vice Chair Carter agreed but wanted to make sure it specified e-bike parking.

Mr. Stillman said since Commissioner' Condamoor resigned, Vice Chair Carter would attend the Mayor's Meeting and the SR2S meetings next month, Chair Ganga would attend in April.

## **ADJOURNMENT**

Meeting adjourned at 8:55 p.m.

## **SUBMITTED BY:**

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David Stillman, Staff Liaison

Note: Any attachments can be found on the Cupertino Website  
<https://www.cupertino.org/our-city/agendas-minutes>

# City of Cupertino Local Road Safety Plan

Bicycle Pedestrian Commission  
Meeting, February 16, 2022

Public Works – Transportation Division  
Prashanth Dullu, Assistant Civil Engineer



# Local Road Safety Plan (LRSP)

## ***Background:***

- Funded by the Federal Highway Administration (FHWA) and the California Department of Transportation (Caltrans).
- 90% covered by State grant.
- Requirement for City of Cupertino to be eligible to receive federal funding for local roadway safety improvement projects in the future.

# Local Road Safety Plan (LRSP)

## *What and Why:*

- LRSP will enable the City to enhance traffic safety for all modes of transportation and for all ages and abilities.
- **Identify, analyze, and prioritize** roadway safety improvements on local roads to reduce fatal and severe injury collisions.
- Plan will consider engineering and non engineering strategies - 4E's of traffic safety (Engineering, Enforcement, Education, and Emergency Medical Services).

# Local Road Safety Plan (LRSP)

## *Plan will provide:*

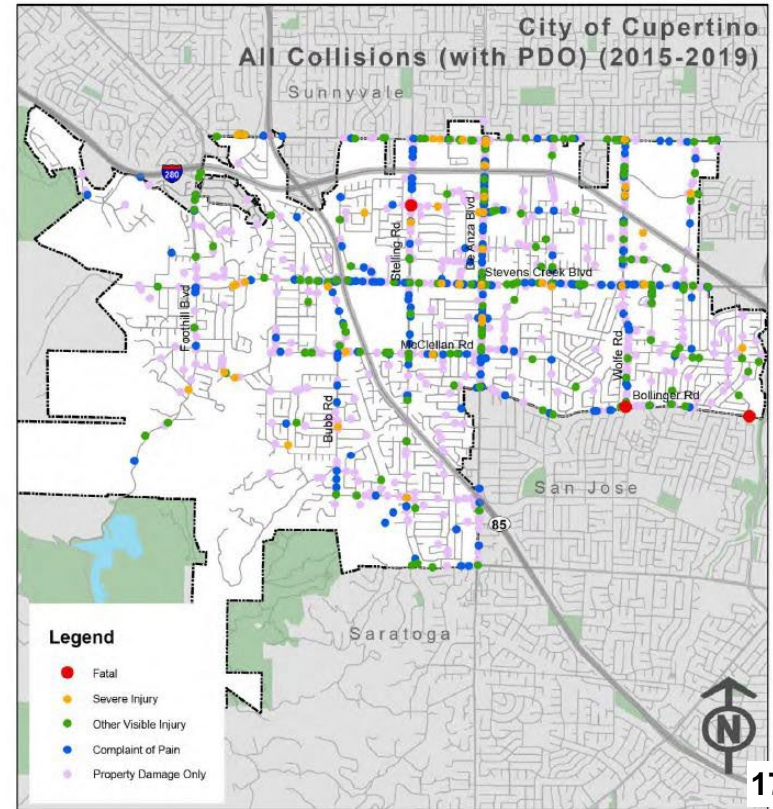
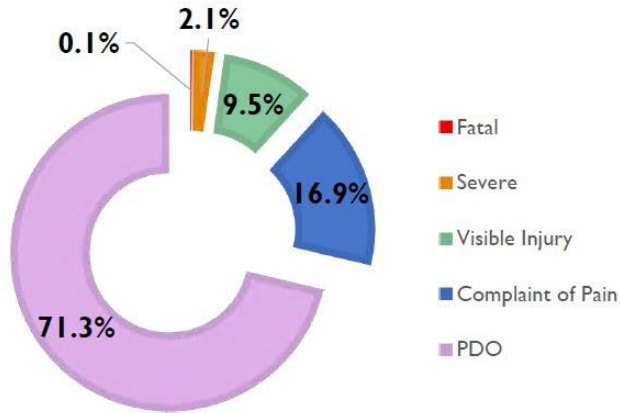
- List of safety improvement projects at high risk:
  - Intersections,
  - Roadway segments,
- Includes Pedestrian and Bicycle safety improvements.
- Identification of prospective funding sources for the proposed improvement projects.
- Toolbox of proven countermeasures.
- Live/Updateable document.

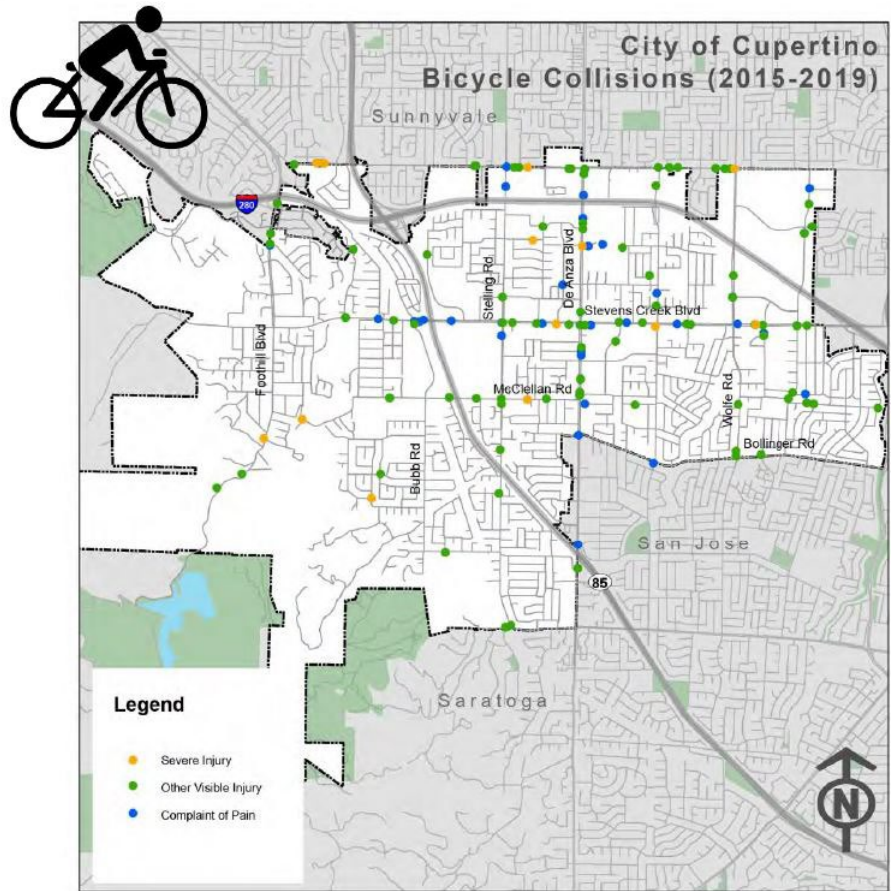
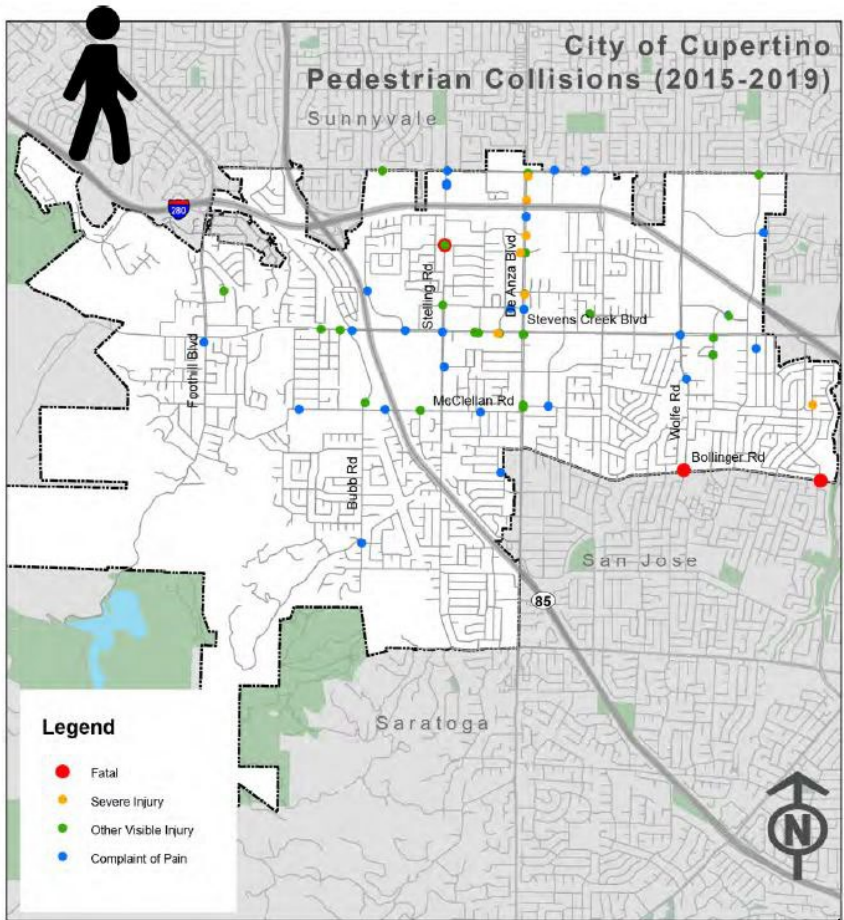
# Stake Holders

- City staff:
  - Public Works, Planning & Public Outreach Representative.
- County Sheriff Department.
- County Fire Department.
- Bicycle and Pedestrian Committee.
- CUSD and FUSD.
- Walk Bike Cupertino.
- Community Input (Community meetings/project website)



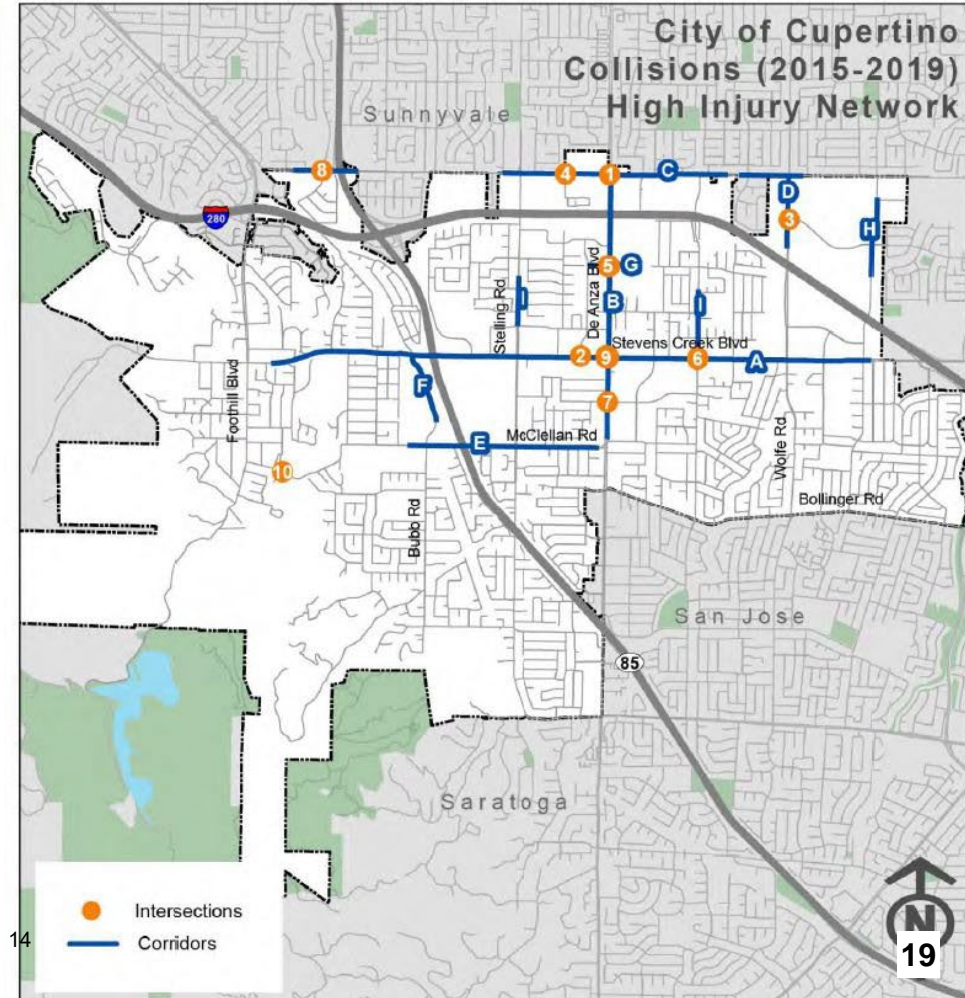
# ANALYSIS FINDINGS (2015 – 2019): ALL COLLISIONS





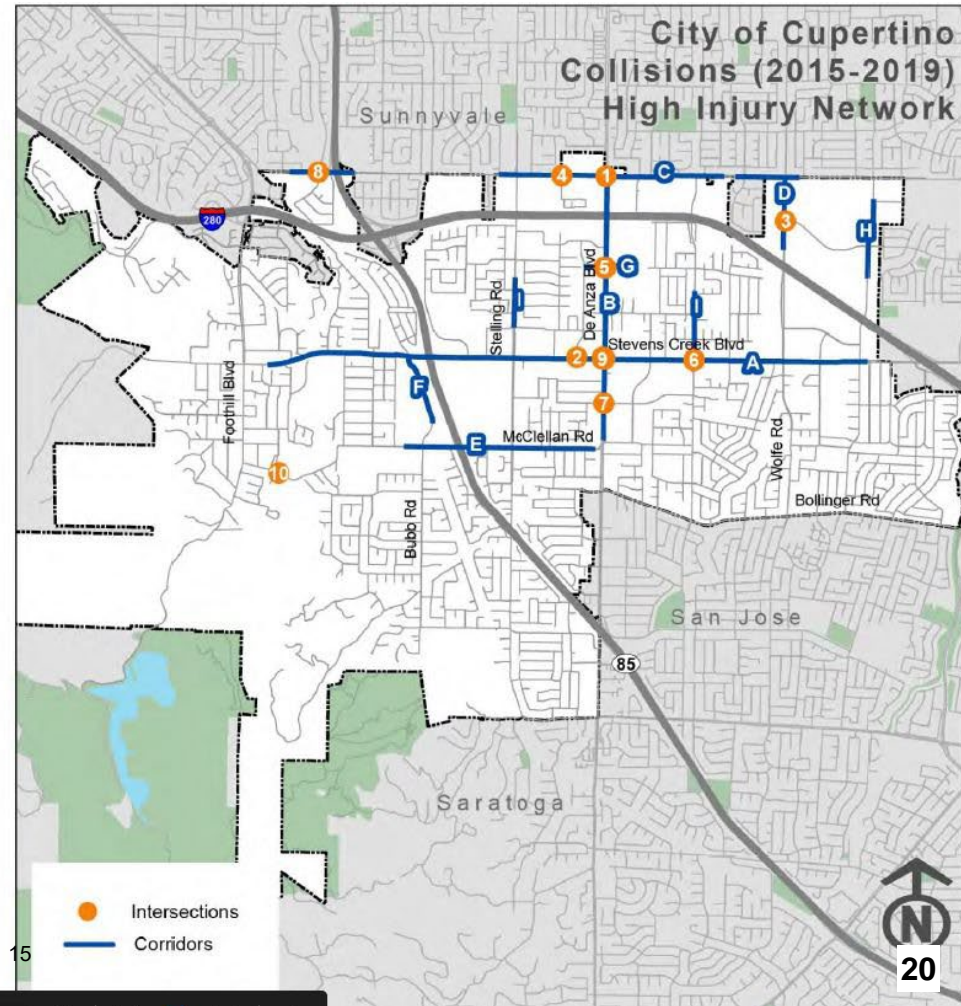
# HIGH-RISK INTERSECTIONS

ID	Intersection
1	De Anza Blvd and Homestead Rd
2	Bandley Dr and Stevens Creek Blvd
3	Prunridge Ave and Wolfe Ave
4	Franco Ct/Forge Way and Homestead Rd
5	De Anza Blvd and Mariani Ave
6	Blaney Ave and Stevens Creek Blvd
7	S De Anza Blvd and Rodrigues Ave
8	Barranca Dr and Homestead Rd
9	De Anza Blvd and Stevens Creek Blvd
10	McClellan Rd and Clubhouse Ln

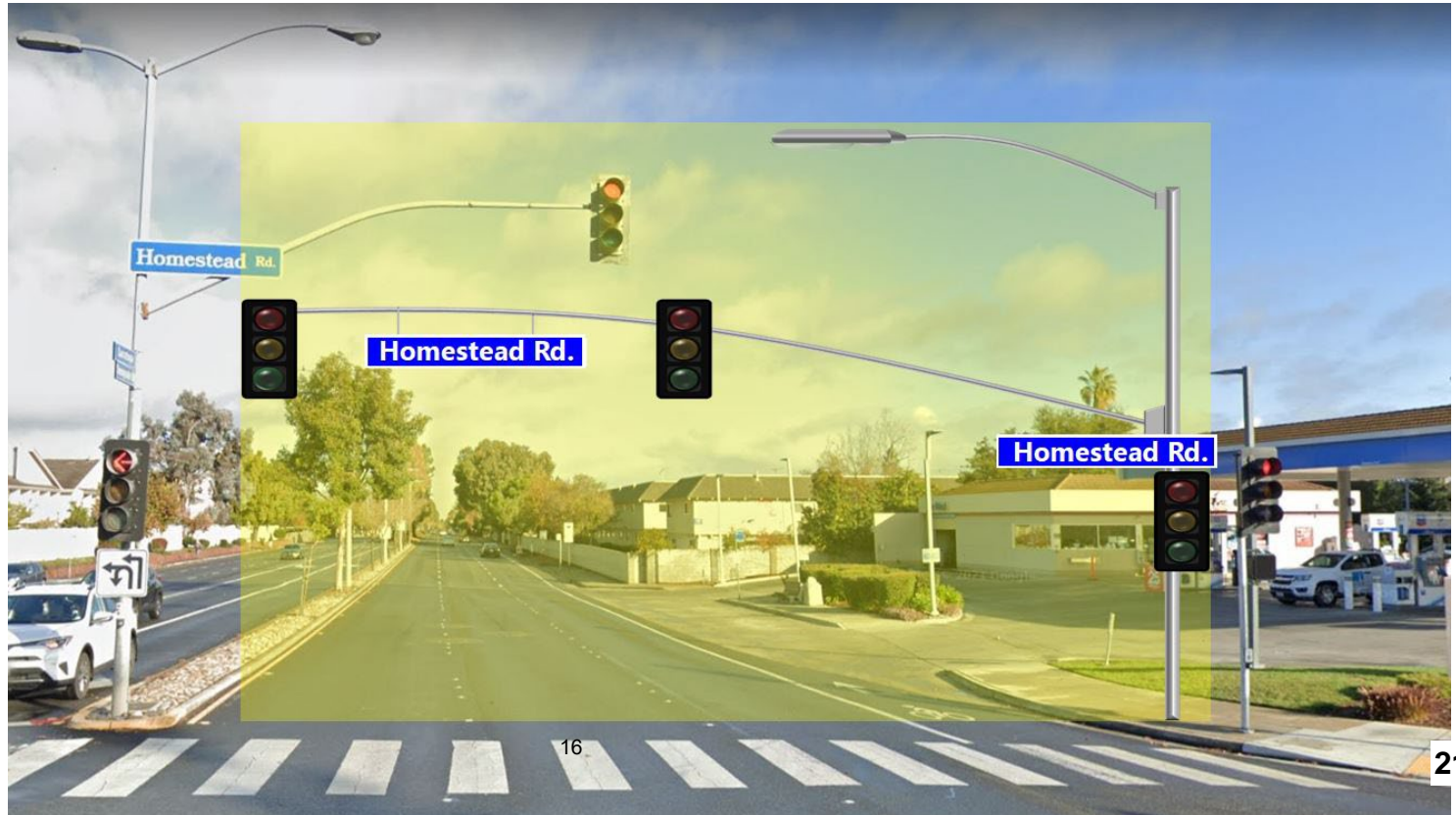


# HIGH-RISK CORRIDORS

ID	Corridors
A	Stevens Creek Blvd: Janice Ave to Judy Ave
B	De Anza Blvd: Pacifica Dr to Homestead Rd
C	Homestead Rd: Fallen Leaf Ln to Wolfe Rd
D	Wolfe Rd: Homestead Rd to Pruneridge Ave
E	McClellan Rd: Imperial Ave to De Anza Blvd
F	Bubb Rd: Stevens Creek Blvd to 2,000 ft south of Stevens Creek Rd
G	Mariani Ave: Bandy Dr to Infinite Loop
H	Tantau Ave: Forge Dr to Pruneridge Ave
I	Blaney Ave: Pear Tree Ln to Stevens Creek Blvd
J	N Stelling Rd: Alves Dr to Greenleaf Dr



# Example of Safety Improvement Project



# Community Input

- Community Input is essential for the success of the Local Road Safety Plan.
  - Report the areas of concern.
  - Provide feedback.
- Project Dashboard is live <https://engagecupertino.org/lrsp>

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**Thank You!!**

# Bicycle Pedestrian Commission

## Touchless Pedestrian Push Buttons



**CUPERTINO**

February 16, 2022



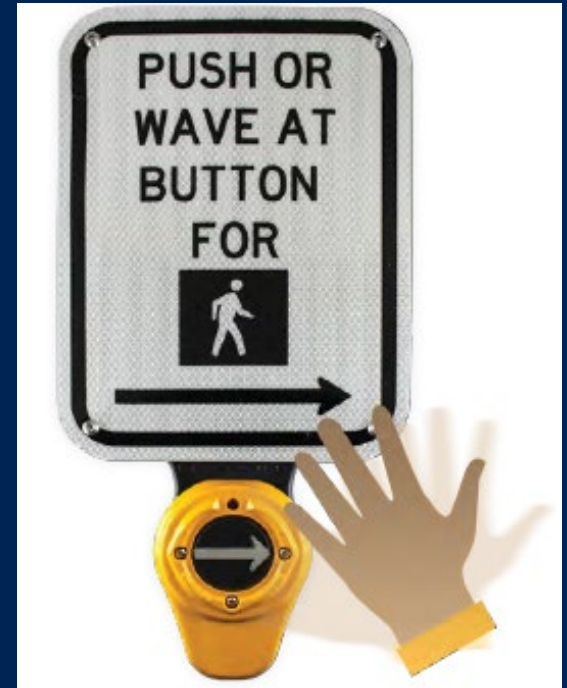
## Touchless Pedestrian Push Buttons

- Call placed with wave of hand
- No contact necessary
- Bluetooth compatible – actuation from smartphone
- Can provide crossing information – location, direction, walk, don't walk, countdown



## Touchless Pedestrian Push Buttons

- Approximately \$7,500 per intersection (hardware only).
- Likely requires contractor installation (additional \$2,000 +/-)
- Requires pulling wires to cabinet; may not be feasible at older or crowded intersections



## Touchless Pedestrian Push Buttons

- Staff experience, can be too sensitive or not sensitive enough
- Pedestrians likely to touch button anyway
- Two locations deployed in Cupertino:
  - Bubb Rd/Results Way
  - Linda Vista Trail crossing of McClellan Road



# Questions?

**END SLIDE**

# Touchless Pedestrian Push Buttons



**CUPERTINO**

February 16, 2022

# VTA BPAC Report

For the Feb 9, 2022 VTA BPAC meeting

Erik Lindskog

# VTA Bicycle Parking Recommendations

Chapter 10 in VTA Bicycle Technical Guidelines

Updated recommended amount and form of bicycle and micro mobility parking

Updates:

- Providing a range of recommendations
- Updated best practices
- Micro mobility and e-bike parking
- Recommendations for short and long term parking

VTA BPAC recommended the approval of the new guidelines

# Santa Clara County Active Transportation Plan

Presented data for existing conditions

62 miles of expressways and 562 miles of roads in unincorporated areas

Presented data for Pedestrian and Bicycle Collisions

Identified High Injury Network – Intersections and Road segments





# CITY OF CUPERTINO

## Agenda Item

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**22-10588**

**Agenda Date: 3/16/2022**  
**Agenda #: 2.**

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Subject: Future Agenda Items (Ganga)

Develop and maintain a list of Future Agenda Items for the Bicycle Pedestrian Commission



# CITY OF CUPERTINO

## Agenda Item

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**22-10589**

**Agenda Date: 3/16/2022**  
**Agenda #: 3.**

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**Subject:** Appointment of Cupertino Representative to VTA Bicycle Pedestrian Advisory Committee (Stillman)

Appoint a Commissioner to represent Cupertino on the VTA Bicycle Pedestrian Advisory Committee

## **BYLAWS FOR BICYCLE & PEDESTRIAN ADVISORY COMMITTEE**

### **Article I GENERAL PROVISIONS**

#### **§1.1 Purpose**

These Bylaws govern the proceedings of the VTA Bicycle & Pedestrian Advisory Committee (BPAC), an advisory Committee established by the Board of Directors of the Santa Clara Valley Transportation Authority (VTA).

#### **§1.2 Construction of Bylaws**

Unless the provisions or the context of these Bylaws otherwise require, the general provisions, rules of construction and definitions set forth in Chapter 1 of the VTA Administrative Code shall govern the construction of these Bylaws. As used in these Bylaws, “Committee” means the VTA Bicycle & Pedestrian Advisory Committee. These Bylaws shall govern the Committee’s proceedings to the extent they are not inconsistent with VTA’s Administrative Code, or law.

#### **§1.3 Definitions**

- a. As used in these Bylaws, “chairperson” means the chairperson of the Committee.
- b. As used in these Bylaws, “secretary” means the secretary of the Committee.
- c. As used in these Bylaws, “Member Agency” means the County of Santa Clara or a city within the county.

### **Article II DUTIES AND AUTHORITY**

#### **§2.1 Mission and Duties**

The BPAC is an advisory committee to the Board of Directors. The mission and duties of the Committee shall be:

**MISSION:**

The VTA BPAC provides expertise and guidance to the Board of Directors on promoting and enhancing non-motorized transportation opportunities throughout Santa Clara County and serves as liaison between VTA and the Member Agency bicycle and pedestrian advisory committees.

**DUTIES:**

- a. Provides advice to the Board of Directors regarding funding priorities for bicycle and pedestrian projects in the county.
- b. Reviews and provides comments to VTA staff regarding plans and designs for an effective countywide bikeway and pedestrian system, updates of the Countywide Bicycle Plan and Countywide Bicycle Map, bicycle and pedestrian element of the countywide transportation plan, and bicycle-related issues affecting the transit system.
- c. Make recommendations to the Board of Directors and County Board of Supervisors through the Roads Commission regarding the Countywide annual priority list of bicycle and pedestrian projects for the TDA Article 3 program, and regarding the annual Expressway Sidewalk Program project selections.
- d. Coordinate with bicycle and pedestrian advisory committees of other agencies on multi-jurisdictional bicycle and pedestrian issues.
- e. Serve as the countywide bicycle and pedestrian advisory committee for the County of Santa Clara, providing input and recommendations through the Roads Commission.

**§2.2 Limitations**

The Committee shall serve in an advisory capacity to the Board of Directors. It shall have no independent duties and no authority to take actions that bind VTA or the Board of Directors. No expenditures or requisitions for services and supplies shall be made by the Committee and no individual member thereof shall be entitled to reimbursement for travel or other expenses except as authorized by the Board of Directors.

**Article III**  
**MEMBERSHIP**

**§3.1 Membership**

The Committee shall be composed of 16 voting members and one ex-officio member who are bicyclists or pedestrians. All members shall live or work, or both, in Santa Clara County during their terms on the Committee. VTA employees are not eligible for membership. The Board of Directors shall ratify the appointments of all members of the Committee.

It is the expectation that each member will keep the appropriate staff of their appointing Member Agency informed of key issues, facilitate communication between those entities and VTA, and help resolve and build general consensus on issues pertinent to the Committee.

It shall also be each member's responsibility to actively and reliably participate in the BPAC's execution of its Mission and Duties.

Voting Members

Committee members shall be representatives of local bicycle or pedestrian advisory committees, or, for Member Agencies that do not have a local bicycle or pedestrian advisory committee, shall be other individuals interested in bicycle or pedestrian issues. Each Member Agency shall appoint one member. Committee members may not be an employee of the Member Agency they represent.

Ex-officio Member

The Silicon Valley Bicycle Coalition (SVBC) may appoint one ex-officio member and one alternate, who shall not be counted for purposes of establishing a quorum and who shall have no voting rights.

**§3.2 Members' Terms**

The term of membership of each Committee member shall be two fiscal years, commencing on July 1 of even-numbered years and ending on the second successive June 30. Members may be appointed to successive terms.

**§3.3 Vacancies**

A vacancy in a member's position shall be filled for the remainder of the term by the Member Agency or other body which made the original appointment.

### **§3.4 Representative to Citizens Advisory Committee**

The Committee shall also appoint one individual from its membership to serve as a voting member of VTA's Citizens Advisory Committee (CAC), to provide communication and collaboration between the two committees. Appointment of this position is subject to the following provisions:

- a. The representative must be a voting BPAC member while on the CAC and must be in good standing.
- b. The representative must meet all established CAC membership requirements during their term on the CAC.
- c. The term of appointment shall be two years, commencing on July 1 of even-numbered years. The representative may be reappointed for successive terms.
- d. The representative shall serve on the CAC until resignation from the position or the BPAC, or removal by the Committee or the Board.
- e. Appointment by the Committee requires approval by the membership as provided in Section 5.4.
- f. Appointment requires ratification by the Board of Directors.
- g. Vacancies shall be filled for the remainder of the term by the Committee following the established appointment process and all established criteria for the position.

## **Article IV OFFICERS**

### **§4.1 Chairperson and Vice Chairperson**

The Committee shall elect from its membership a chairperson and a vice chairperson at its last meeting of the calendar year, to serve for a one year term effective January 1 of the next calendar year. In the event of a vacancy in the chairperson's position, the vice chairperson shall succeed as chairperson for the balance of the chairperson's term and the Committee shall elect a successor to fill the vacancy in the vice chairperson's position as provided below. In the event of a vacancy in the vice chairperson's position, the Committee shall elect a successor from its membership to fill the vice chairperson's position for the remainder of the vice chairperson's term.

The chairperson shall preside at all meetings of the Committee and represent the Committee before the Board of Directors. The chairperson, in consultation with the Committee staff liaison, may identify items of interest for future agendas that are relevant to the Committee's duties and responsibilities.

The vice chairperson shall perform the duties of the chairperson when the chairperson is absent.

The Committee shall appoint a nominating committee to nominate Committee members for the positions of chairperson and vice chairperson. Members willing to serve in either of these positions may submit their names to the nominating committee for nomination. Members may also submit names of other members for nomination. The nominating committee shall verify that members whose names have been submitted are willing serve in those positions. The nominating committee shall submit to the Committee the names of those members whom it has nominated and recommends for election. Notwithstanding these procedures, any member may nominate a member from the floor.

#### **§4.2 Secretary**

The General Manager shall furnish staff services to prepare and distribute the Committee's agendas, notices, minutes, correspondence, and other documents and will assign an employee to attend each regular meeting of the Committee to serve in the capacity as the Committee's secretary. The secretary shall maintain a record of all proceedings of the Committee as required by law and shall perform other duties as provided by these Bylaws.

### **Article V MEETINGS**

#### **§5.1 Regular Meetings**

Regular meetings of the Committee shall generally be held on the Wednesday following the first Thursday of each month. The committee meeting shall commence at 6:30 p.m. at the VTA Administrative Offices, 3331 North First Street, San Jose, California. Whenever a regular meeting falls on a holiday observed by VTA, the meeting shall be held on another day or cancelled at the direction of the Committee. Meetings that last beyond 8:00 p.m. may have agenda items postponed to a future meeting, to be decided by the committee chairperson in consultation with the committee staff liaison and the Board Secretary or representative. A rescheduled regular meeting shall be designated a regular meeting.

#### **§5.1A Workshop Meetings**

Workshop meetings of the Committee are meetings in which agenda does not call for the Committee to take action (no voting is conducted). Because no action by the Committee will take place, the Board Secretary may choose to provide limited support. Workshops shall generally be held in lieu of a regular meeting and, where possible, be conducted at the normal regular meeting time. The workshop meeting shall be called and noticed as provided in Section 5.3.

#### **§5.2 Special Meetings**

A special meeting may be called by the chairperson with the approval of the General Manager. The meeting shall be called and noticed as provided in Section 5.3 below. (For a general description of the noticing procedures, see the Rules of Procedure of the Board of Directors.)

### **§5.3 Calling and Noticing of Meetings**

All meetings shall be called, noticed, and conducted in accordance with the applicable provisions of the Ralph M. Brown Act (commencing with Section 54950 of the Government Code). The General Manager and General Counsel shall be given notice of all meetings. The Committee shall conduct a maximum combination of 10 regular and workshop meetings per year. For purposes of this limit, regular and workshop meetings held on the same day will be considered one event. The Committee shall conduct at least one meeting every three months, unless the Committee's activities are suspended.

### **§5.4 Quorum; Vote; Committee of the Whole**

The presence of nine members shall constitute a quorum for the transaction of business. All acts of the Committee shall require the presence of a quorum and the affirmative vote of a majority of the total membership. At any regularly called meeting not held because of a lack of quorum, the members present may constitute themselves a "committee of the whole" for the purpose of discussing matters on the agenda of interest to the Committee members present. The committee of the whole shall automatically cease to exist if a quorum is present at the meeting.

### **§5.5 [Reserved]**

### **§5.6 Thirty Minute Rule**

If a quorum has not been established within thirty minutes of the noticed starting time for the regular meeting, Board Office staff may be excused from further attendance at the meeting.

### **§5.7 Absences**

If a member is absent from four Committee meetings (regular and workshop; attendance is not counted for special meetings) in any twelve-month period, the position shall automatically be vacated, and a successor shall be appointed to fill the remainder of that member's term.



## **§5.8 Matters Not Listed on the Agenda Requiring Committee Action**

Except as provided below, a matter requiring Committee action shall be listed on the posted agenda before the Committee may act upon it. The Committee may take action on items not appearing on the posted agenda only upon a determination by a two-thirds vote of the Committee, or if less than two-thirds of the members are present, a unanimous vote of those members present, that there is a need to take immediate action AND the need to take action came to the attention of the Committee subsequent to the agenda being posted.

## **§5.9 Time Limits for Speakers**

Each member of the public appearing at a Committee meeting shall be limited to two minutes in his or her presentation, unless the chairperson, at his or her discretion, permits further remarks to be made. Any person addressing the Committee may submit written statements, petitions, or other documents to complement his or her presentation.

## **§5.10 Impertinence; Disturbance of Meeting**

Any person making personal, impertinent or indecorous remarks while addressing the Committee may be barred by the chairperson from further appearance before the Committee at that meeting, unless permission to continue is granted by an affirmative vote of the Committee. The chairperson may order any person removed from the Committee meeting who causes a disturbance or interferes with the conduct of the meeting, and the chairperson may direct the meeting room cleared when deemed necessary to maintain order.

## **§5.11 Access to Public Records Distributed at Meeting**

Writings which are public records and which are distributed during a committee meeting shall be made available for public inspection at the meeting if prepared by VTA or a member of the Committee, or after the meeting if prepared by some other person.

# **Article VI**

## **AGENDAS AND MEETING NOTICES**

## **§6.1 Agenda Preparation**

The secretary shall prepare the agenda for each meeting in consultation with VTA staff and the chairperson. Material intended for placement on the agenda shall be delivered to the secretary on or before 12:00 Noon on the date established as the agenda deadline for the forthcoming meeting. The secretary may withhold placement on the agenda of any matter which is not timely received, lacks sufficient information, or is in need of staff review and report prior to Committee consideration. Any member of the

Committee may request that such withheld matter be placed on the agenda by contacting the secretary in advance of the meeting.

## **§6.2 Agenda Format & Development**

The agenda shall specify the starting time and location of the meeting and shall contain a brief general description of each item of business to be transacted or discussed at the meeting. The description shall be reasonably calculated to adequately inform the public of the subject matter of each agenda item. The agenda shall also display the Board-adopted mission statement for the Committee.

Items may be referred for inclusion on an agenda by: (1) the Board of Directors; (2) the General Manager; (3) the Committee Chairperson; and (4) the Committee, with a quorum present and upon the affirmative vote of a majority of the members present. The order of business shall be established by the secretary with the approval of the chairperson.

## **§6.3 Public Presentations**

Each agenda for a regular meeting shall provide an opportunity for members of the public to address the Committee on matters of interest to the public either before or during the Committee's consideration of the item, if it is listed on the agenda, or, if it is not listed on the agenda but is within the jurisdiction of the Committee, under the agenda item heading "Public Presentations." The Committee shall not act upon an item that is not listed on the agenda except as provided under Section 5.8. Each notice for a special meeting shall provide an opportunity for members of the public to directly address the Committee concerning any item that has been described in the notice for the meeting before or during consideration of that item.

## **§6.4 Agenda Posting and Delivery**

The written agenda for each regular meeting and each meeting continued for more than five calendar days shall be posted by the secretary at least 72 hours before the meeting is scheduled to begin. The written agenda for every special meeting shall be posted by the secretary at least 24 hours before the special meeting is scheduled to begin. The agenda shall be posted in a location that is freely accessible to members of the public. The agenda together with supporting documents shall be delivered to each Committee member, the General Manager, and General Counsel at least five days before each regular meeting and at least 24 hours before each special meeting.

## **§6.5 Meeting Notices**

The secretary shall mail notice of every regular meeting, and every special meeting which is called at least one week prior to the date set for the meeting, to each person which has filed with VTA a written request for notice as provided in Section 54954.1 of the Government Code. The notice shall be mailed at least 72 hours prior to the date set for the meeting, in accordance with the Ralph M. Brown Act. In lieu of

mailing, notices may be emailed to any person who so requests in writing. Notice of special meetings called less than seven days prior to the date set for the meeting shall be given as the secretary deems practical.

**Article VII**  
**MISCELLANEOUS**

**§7.1 Adoption and Amendment of Bylaws**

These Bylaws may be amended by the Committee by the affirmative vote of a majority of its total authorized membership and with the approval of the Board of Directors.

**§7.2 Rosenberg's Rules**

All rules of order not herein provided for shall be determined in accordance with *Rosenberg's Rules of Order*, latest edition.

Adopted by Board of Directors: December 10, 1998

Amended by Board of Directors: December 14, 2000

Amended by Board of Directors: June 5, 2003

Amended by Board of Directors: March 4, 2004

Amended by Board of Directors: September 1, 2005

Amended by Board of Directors: March 1, 2007

Amended by Board of Directors: October 2, 2008

Amended by Board of Directors: June 3, 2010 <sup>(1)</sup>

Amended by Board of Directors: April 5, 2012

Amended by Board of Directors: December 11, 2014 to take effect January 1, 2015

- (1) In 2010, the Board of Directors, based on recommendations from the Advisory Committee Enhancement Process, approved converting two existing VTA Citizens Advisory Committee (CAC) positions to two voting members appointed by the Committee for Transit Accessibility (CTA) and the Bicycle & Pedestrian Advisory Committee (BPAC). These representatives will be from the respective committee's current membership and must meet established CAC membership requirements, including Board of Directors approval.



# CITY OF CUPERTINO

## Agenda Item

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**22-10590**

**Agenda Date: 3/16/2022**  
**Agenda #: 4.**

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Subject: Bike Event Coordination (Walkowiak)

Discuss Cupertino Bicycle Pedestrian Commission involvement and coordination with respect to upcoming City bicycling events



# CITY OF CUPERTINO

## Agenda Item

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**22-10591**

**Agenda Date: 3/16/2022**  
**Agenda #: 5.**

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Subject: Bicycle Pedestrian Commission engagement (Stillman)

Discuss the role of engagement for the Cupertino Bicycle Pedestrian Commission with respect to the School Walk Audit and other transportation projects



# CITY OF CUPERTINO

## Agenda Item

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**22-10592**

**Agenda Date: 3/16/2022**  
**Agenda #: 6.**

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Subject: Staff update and Commissioner Activity Report (All)

Receive updates from staff and Commissioners regarding recent activities