



Solano Transportation Authority

One Harbor Center, Suite 130
Suisun City, California 94585

Area Code 707
424-6075 • Fax 424-6074

Members:

Benicia
Dixon
Fairfield
Rio Vista
Solano County
Suisun City
Vacaville
Vallejo

PAC

PEDESTRIAN ADVISORY COMMITTEE

Thursday, November 15, 2007, 6:00 p.m.

STA Conference Room
One Harbor Center, Suite 130
Suisun City, CA

ITEM

COMMITTEE/ STAFF PERSON

- | | |
|--|--|
| <p>I. CALL TO ORDER – SELF INTRODUCTIONS AND OPPORTUNITY FOR PUBLIC COMMENT – (6:00 p.m. - 6:05 p.m.)</p> | <p>Lynne Williams, Vice Chair</p> |
| <p>II. APPROVAL OF NOVEMBER 15, 2007 PAC MEETING AGENDA – (6:05 p.m. - 6:08 p.m.)</p> | <p>Lynne Williams, Vice Chair</p> |
| <p>III. APPROVAL OF SEPTEMBER 20, 2007 PAC MEETING MINUTES – (6:08 p.m. - 6:10 p.m.) – page 1</p> | <p>Lynne Williams, Vice Chair</p> |
| <p>IV. INFORMATION ITEMS – (6:10 - 6:45 p.m.) – page 5</p> <ul style="list-style-type: none"> A. Draft STA Countywide Safe Routes to School (SR2S) Plan B. Summary of Regional Pedestrian Committee <ul style="list-style-type: none"> 1. Regional Pedestrian Plan C. Routine Accommodations Update D. Solano Bicycle and Pedestrian Program (SBPP) Update E. Comprehensive Transportation Plan (CTP) Update: Alternative Modes Element F. SR 12/Jameson Canyon Corridor Mobility Improvement Account (CMIA) Project Update G. PAC Membership Representation | <p>Sam Shelton, STA Sara Woo, STA</p> <p>Sara Woo, STA Robert Guerrero, STA Robert Guerrero, STA</p> <p>Robert Guerrero, STA</p> <p>Sara Woo, STA</p> |
| <p>V. ACTION ITEMS – (6:45 - 7:20 p.m.) – page 35</p> <ul style="list-style-type: none"> A. PAC 2008 Meeting Calendar and Draft Work Plan <i>Recommendation: Forward a recommendation to the STA Board to approve the attached PAC Work Plan for the 2008 calendar year.</i> B. PAC 2008 New Officer Nomination and Membership <i>Recommendation: Nominate a new Chairperson and Vice-Chair person for the 2008 calendar year.</i> | <p>Sara Woo, STA</p> <p>Sara Woo, STA</p> |

VI. COMMITTEE MEMBER COMMENTS – (7:20 - 7:30 p.m.)

VII. ADJOURNMENT – (8:15 p.m.)

The next regular scheduled BAC meeting is tentatively for January 17, 2008 in the STA Conference Room at One Harbor Center, Suite 130, Suisun City, CA 94585 at 6:00 p.m.

**Pedestrian Advisory Committee (PAC)
Meeting Minutes
September, 20 2007**

PEDESTRIAN ADVISORY COMMITTEE CALL TO ORDER

The Pedestrian Advisory Committee meeting was called to order by Committee Chairperson, Eva Laevastu at approximately 6:04 p.m.

| | | |
|-----------------------------------|----------------------------|------------------------------|
| Committee Members Present: | Eva Laevastu, Chair | Bay Area Ridge Trail Council |
| | Lynne Williams, Vice-Chair | Vallejo PAC Member |
| | Allan Deal | Member at Large |
| | Linda Williams | Solano County PAC Member |
| | Larry Mork | Rio Vista PAC Member |
| | Pat Moran | Fairfield PAC Member |
| | Frank Morris | Solano Land Trust |
| | Michael Segala | Suisun City PAC Member |

| | | |
|---------------------------------------|-------------|----------------------|
| Committee Members Not Present: | J.B. Davis | Benicia PAC Member |
| | Todd Rewick | Vacaville PAC Member |

| | | |
|------------------------|------------|---------------------------------|
| Others Present: | Ed Huestis | City of Vacaville, Public Works |
| | Paul Wiese | County of Solano, Public Works |

| | | |
|-----------------------|-----------------|-----|
| Staff Present: | Robert Macaulay | STA |
| | Robert Guerrero | STA |
| | Sara Woo | STA |

I. CALL TO ORDER—SELF INTRODUCTIONS AND OPPORTUNITY FOR PUBLIC COMMENT

Participants exchanged introductions. Eva Laevastu, Chair, invited PAC members to review a bulletin recently posted by the American Association for Retired Persons (AARP): http://www.aarp.org/bulletin/yourlife/street_smart.html. The bulletin is titled, “Street Smarts” and also provides a short video explaining “what makes a complete street.”

Robert Guerrero invited the PAC to the 10th annual awards ceremony scheduled for November 11, 2007 at Baci’s Italian restaurant in Vallejo.

Sara Woo, STA, introduced a map showing Farmer’s Market destinations in Berkeley. She suggested it as a potential marketing tool for the PAC, similar to the BAC’s Solano Bikelinks map. Ms. Woo suggested the PAC consider developing this as part of the 2008 work plan. Frank Morris suggested looking into mapping the link between trails, parks, and other alternative modes in addition to mapping locations like Farmer’s Market sites.

Robert Macaulay added that the Solano Comprehensive Transportation Plan (CTP) Update will be underway in the next year and that the BAC and PAC will be included in making recommendations for CTP update.

II. APPROVAL OF July 19, 2007 AGENDA

With a motion by Linda Williams and a second by Lynne Williams, the July 19, 2007 PAC agenda was approved. Michael Segala abstained.

III. APPROVAL OF MAY 17, 2007 & JULY 19, 2007 PAC MINUTES

With a motion by Linda Williams and a second by Allen Deal the May 17, 2007 & July 19, 2007 PAC Minutes was approved. Michael Segala abstained.

IV. INFORMATION ITEMS

A. SR 12/Jameson Canyon Corridor Mobility Improvement Account (CMIA) Project Update

Robert Macaulay, Solano Transportation Authority (STA), made the distinction that an official Environmental Impact Report (EIR) has not been released at this point. Mr. Macaulay clarified inconsistencies with his previous report to the PAC. He clarified that since the EIR is the officiating document for a project, the lanes planned for the two shoulders in the corridor are expected, but not necessarily a certainty. Larry Mork, PAC, asked for a timeline for the construction of the project. Robert Macaulay replied that the truck climbing lane will be constructed in 2008. The SR12 Jameson Canyon CMIA Project is expected to begin construction in 2009 and completed by 2010. The segment endpoints are State Route 29 (SR29) and the Interstate 80/680/12 interchange.

Michael Segala, Suisun City, recommended the PAC review the final report. Robert Macaulay will follow up. Mr. Segala also suggested the PAC send a letter or some formal document to support the project.

B. MTC Routine Accommodations Update

Sara Woo, STA, gave a brief update for Metropolitan Transportation Commission's (MTC) Routine Accommodations effort. When MTC's website for projects in the Bay Area is available, STA will provide a link to it via www.solanolinks.com. Users can access the list of projects to view projects and their Routine Accommodation status.

C. North Connector Transportation for Livable Communities (TLC) Concept Plan

Robert Guerrero announced that the draft North Connector TLC Concept plan was available for public comment. Mr. Guerrero explained the remaining tasks to be completed before the document is finalized. Eva Laevastu, PAC Chair, asked if an extension for review of the Concept Plan is possible. STA Staff discussed outreach efforts so far and didn't anticipate a need to extend the comment period.

The PAC requested STA Staff to post the North Connector Transportation for Livable Communities (TLC) Concept Plan PowerPoint on the website in addition to the plan.

D. Solano Bicycle Pedestrian Program (SBPP) 3-Year Plan Approval

Sara Woo presented the item and explained reasons for the Board to formally approve the SBPP. Ms. Woo also clarified that the PAC will still have an opportunity to review the projects prior to any change.

E. PAC Meeting Schedule and Work Plan for 2008

Sara Woo presented the tentative meeting schedule for the 2008 calendar year. Eva Laevastu reiterated the importance of meeting regularly for the following year. The PAC unanimously agreed. Ms. Woo requested that any suggestions for the upcoming term's work schedule be e-mailed to her at swoo@sta-snci.com by Friday, October 19, 2007.

F. PAC Membership 2008

The PAC asked for clarification regarding vacant agency positions included on the current PAC membership roster. STA Staff will follow up with additional information at the next PAC meeting.

Sara Woo discussed current and future PAC member expiration terms. To address memberships that are expiring, Michael Segala recommended that a letter be sent to member agencies in November. Lynne Williams recommended that the letters be mailed by November 1st to provide agencies with a 60-day notice to nominate a new candidate or to re-nominate a current member. STA Staff will follow up and make the preparations to send those letters to appropriate cities. Larry Mork also requested that the membership make-up be reevaluated and possibly have vacant positions deleted if they cannot be filled.

V. ACTION ITEMS

A. Solano Countywide Pedestrian Plan: Pedestrian Priority Projects List

Sara Woo discussed the Solano Countywide Pedestrian Plan and Pedestrian Priority Projects List. Michael Segala asked for clarification of the West Texas Street Gateway Project funding needs. He was under the impression that improvements for West Texas Street have been completed. Robert Guerrero defined the projects scope explaining its development and purpose to improve the connection from Oliver Road toward downtown Fairfield. After a discussing this item in detail, PAC members unanimously approved the recommendation to forward a recommendation to the STA Board to approve an update to the Solano Countywide Pedestrian Plan to include the revised Pedestrian Priority Projects List.

VI. COMMENTS FROM COMMITTEE MEMBERS

Eva Laevastu suggested considering the pedestrian safety statistics when updating the Solano Comprehensive Transportation Plan (CTP).

Michael Segala informed the group of a law passed allowing 20 MPH zones around school zones explaining that the current standard is 25 MPH. To be able to reduce the 25

MPH speed limit, an amendment to State law was required. Lynne Williams commented that the Safe Routes to School (SR2S) Program has been an extremely informative and positive process. Currently, Larry Mork, Michael Segala, and Lynne Williams participate in their local SR2S community sessions. Paul Wiese also emphasized the importance of not only policy changes, but law enforcement as well.

Robert Macaulay, STA, invited the PAC to a special STA Board meeting scheduled for Wednesday, September 26th, 2007 regarding State Senate Bill 976 in support of maintaining the City of Vallejo's control of the Ferry Station.

VII. ADJOURNMENT

The PAC meeting was adjourned at approximately 7:35 p.m. The next meeting is scheduled for Thursday, November 15th, 2007 at 6:00 p.m.



DATE: November 7, 2007
TO: Solano Pedestrian Advisory Committee (PAC)
FROM: Sara Woo, Planning Assistant
RE: Informational Items

- IV. A Draft STA Countywide Safe Routes to School (SR2S) Plan – (Sam Shelton, STA)
The STA is currently meeting with all seven local Safe Routes to School (SR2S) task forces to revise and recommend their local SR2S plans to their city councils and school boards. Attached is a PowerPoint presentation delivered to the STA Board on October 10, 2007. It summarizes the STA's current SR2S progress (see Attachment IV.A, pg. 7).

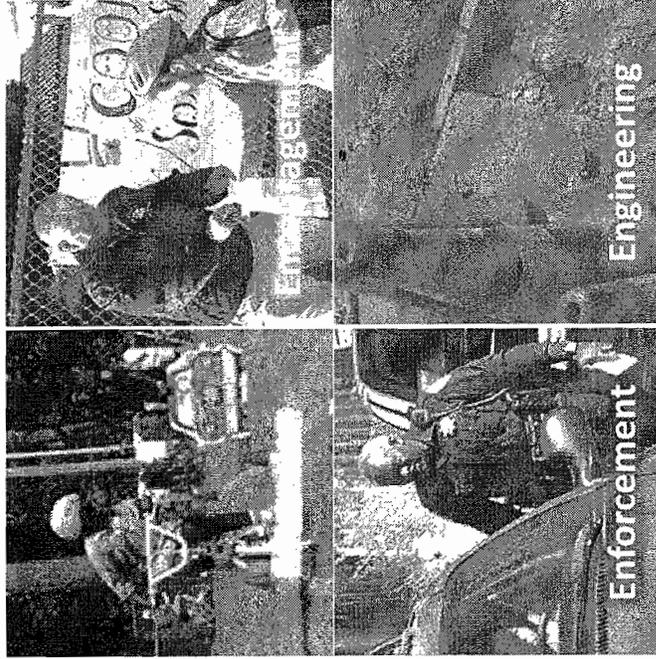
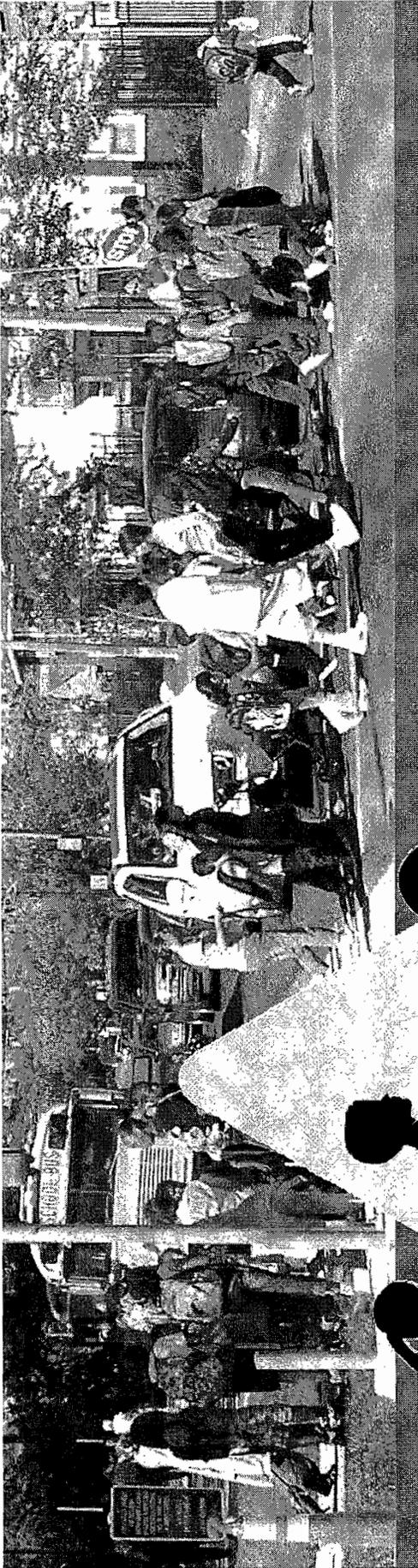
STA advisory committees will review and recommend the countywide SR2S plan to the STA Board. The SR2S draft plan will be presented at the November 15th PAC meeting. The STA Board will consider adoption of the countywide SR2S plan in February of 2008. The BAC will have an opportunity to review the final draft at their January 3rd meeting.

- IV. B Summary of Regional Pedestrian Committee (RPC) Meeting – (Sara Woo, STA)
The Regional Pedestrian Committee (RPC) meeting was held at the Metropolitan Transportation Commission's (MTC) office in Oakland on Thursday, October 18, 2007 at 1:00 p.m. Below is a brief summary of the meeting:

1. Regional Pedestrian Plan: MTC discussed the possibility of developing a Regional Pedestrian Plan. However, the details and schedule were not finalized. Further discussion regarding the feasibility of a Regional Pedestrian Plan and its purpose will need to be further discussed by the Regional Pedestrian Committee before MTC Staff can commit to developing the regional plan.

- IV. C Routine Accommodations Update – (Sara Woo, STA)
The Metropolitan Transportation Commission will provide a website link listing transportation projects throughout the Bay Area as part of their Routine Accommodations Policy. The link is not yet available and MTC has expressed that its development is still in progress. In the meantime, the Solano Transportation Authority (STA) has worked with the Solano Project Development Working Group (PDWG) to require the inclusion of a routine accommodations checklist to be filled out as a part of the application process. As a result, STA will be able to track the status of projects being "routinely accommodated" for projects applying for funding through the STA.

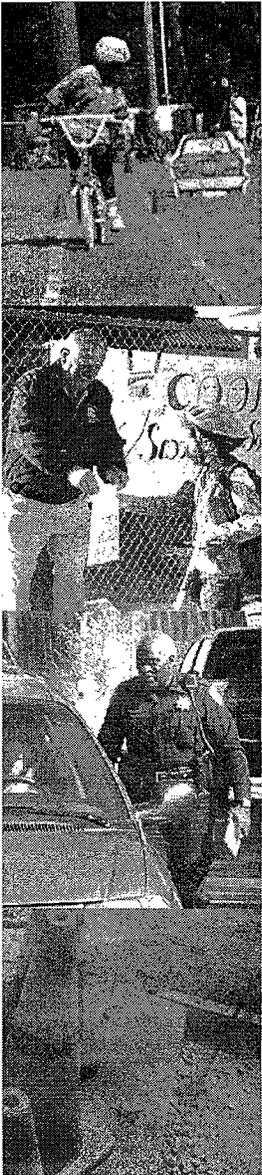
- IV. D Solano Bicycle and Pedestrian Program (SBPP) Update – (Robert Guerrero, STA)
At the September 20, 2007 PAC meeting, the PAC unanimously approved developing the next three year SBPP plan to include Fiscal Years 2008-09, 2009-10, and 2010-11. The PAC also decided to delay a call for projects until their January 2008 meeting. STA staff is currently working with MTC to determine the funding estimates for the SBPP Program in the outer years (FY 2009-10 and 2010-11). STA staff will prepare a new SBPP application based on the revisions made after the first cycle of SBPP funding. The goal is to provide the estimates and new SBPP application at the January 17, 2008 PAC meeting.
- IV. E Comprehensive Transportation Plan (CTP) Update: Alternative Modes Element – (Robert Guerrero, STA)
The STA Board of Directors adopted a schedule to update the Solano CTP at their October 10, 2007 (see attachment IV.E for details, pg. 23). The CTP is made up of three primary transportation elements: 1) Alternative Modes, 2) Arterials, Highways, and Freeways, and 3) Transit. The Alternative Modes Element addresses alternative transportation options to the use of automobiles, including the bicycle and pedestrian facilities. The first step in this process is to reaffirm memberships/appoint new members to subcommittees assigned to each element. The Alternative Modes Committee is anticipated to meet in January 2008. The PAC will be requested to appoint a member to participate at their January 17, 2008 meeting.
- IV. F SR 12/Jameson Canyon Corridor Mobility Improvement Account (CMIA) Project Update – (Robert Guerrero, STA)
Caltrans has prepared an environmental document for the SR 12 Jameson Canyon Project. This environmental document is an Initial Study with Proposed Mitigated Negative Declaration /Environmental Assessment. The environmental document combines the Project and the SR 12/29 Interchange Improvement into a single study area for a comprehensive environmental evaluation and approval. Caltrans held a public comment period and hosted a public meeting on September 13, 2007 at Nelda Mundy Elementary School. Caltrans is working to compile comments and will finalize the document by Spring of 2008. STA Staff will provided an update on this project at the November 15, 2007 PAC meeting.
- IV.G PAC Membership Representation – (Sara Woo, STA)
At the September 20, 2007 meeting, the PAC expressed interest in revisiting the process of how the PAC membership representation was determined. According to the PAC By-Laws, Article IV. Section 1, “The STA Board of Directors shall determine membership of the PAC and appointment requirements. Members of the PAC shall be approved by majority vote of the STA Board of Directors. Preference should be given to non-elected citizens and who are not employed by member agencies” (See Attachment IV.Ga, pg. 27). In July 2003, the STA Board authorized the establishment of a Pedestrian Advisory Committee (PAC) consisting of residents from each of the cities and the County of Solano plus members from pedestrian trail interest groups. The PAC replaced the STA’s Trail’s Advisory Committee (TRAC) in January 2004 (See Attachment IV.Gb, pg. 31).



Safe Routes to School Program

Building a SR2S Program Countywide

Presentation Overview

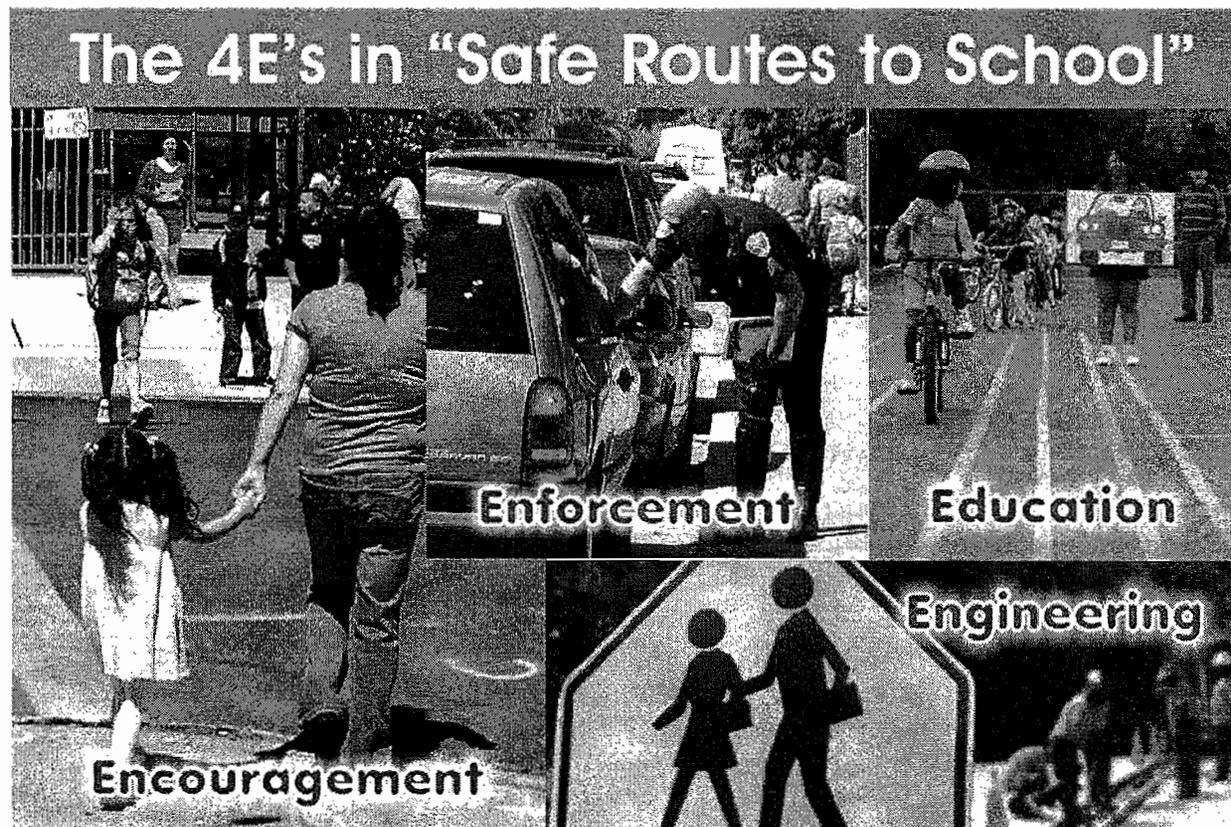


- What is “Safe Routes to School”?
- How is the STA studying school travel safety?
- How are projects and programs being recommended?
- How do we implement these projects and programs?
- What happens next?

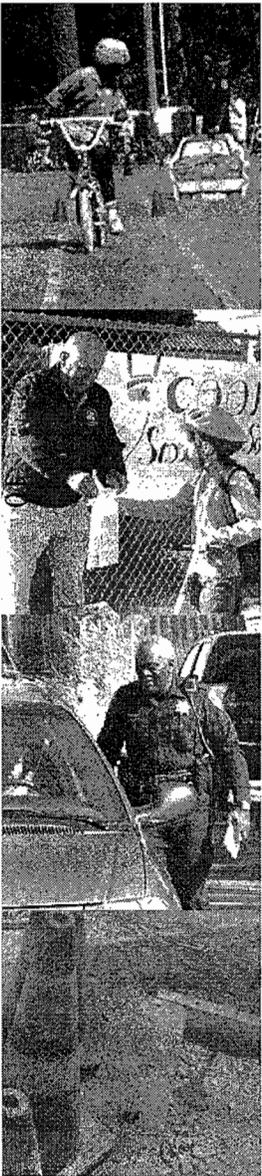
What is Safe Routes to School?



- A collection of projects and programs to encourage and enable more children to safely walk and bike to school.



STA SR2S Program Goals



- STA Board adopts three SR2S goals:
 1. Increase healthy and safe alternatives to driving alone/chauffeured trips to school.
 2. Reduce number of driving alone/chauffeured trips and the number of student vs. vehicle accidents along routes to schools.
 3. Maximize interagency cooperation in all SR2S efforts.



STA Study Phases



- STA Steering Committee designs STA Study Process:
 - Phase 1: Introduce SR2S Study to City Councils and School Boards
 - Phase 2: Create local SR2S Plans through local task forces and school planning events
 - Phase 3: Adopt local SR2S Plans and incorporate those local plans into the STA's Countywide SR2S Plan.



Phase 2: Creating Local SR2S Plans



1. Build a Team (Local Task Force)

- City Council Representative
- School District Representative
- Public Safety Representative (Police Departments)
- Public Works Representative
- Bicycle Advisory Representative
- Pedestrian Advisory Representative



2. Set an Example

- Local Task Force chooses a pilot school for a walking audit & planning event
- Other schools hold planning events afterwards

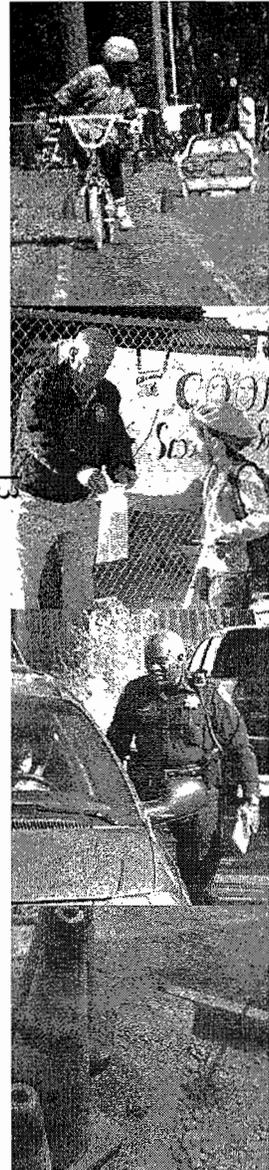


3. Make the Plans Official

- Local Task Forces review publicly recommended projects and programs to add into the local SR2S Plan.
- Local SR2S Plans are recommended to the city council and school board for adoption.

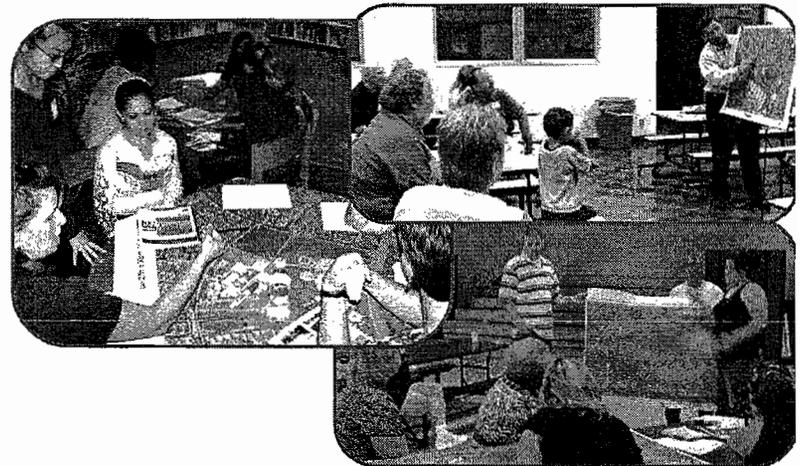
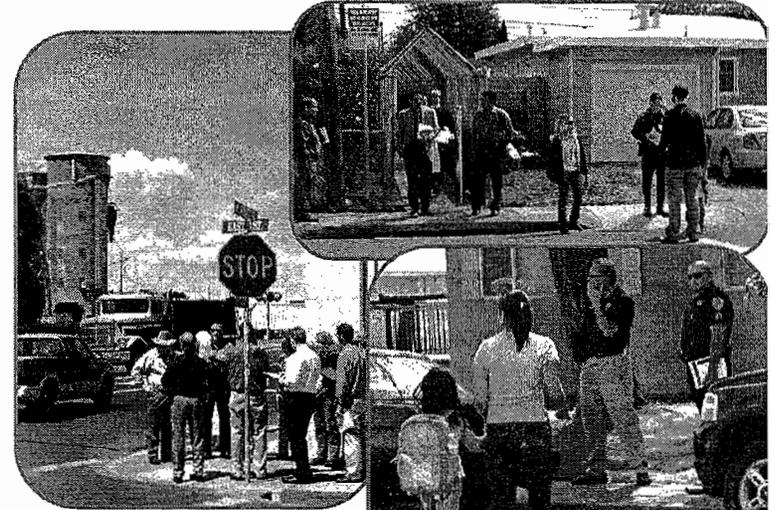


Walking Audit and Planning Events



Two-part event

- Afternoon walking audit during school release
 - Available task force members observe safety issues
 - STA Staff photographs issues for evening presentation
- Evening planning event
 - STA Staff presents SR2S project and program basics
 - Public reviews photographs from audit
 - Public plans projects and programs with large aerial maps and SR2S Toolkits.



29 Schools Participating



Schools that will have Safe Routes to School Plans

Alamo Elementary School

Mary Farmer Elementary School

Anderson Elementary School

Matthew Turner Elementary School

Anna Kyle Elementary School

Nelda Mundy Elementary School (10-18-07)

Benicia High School

Paden Elementary School (10-22-07)

Benicia Middle School

Riverview Middle School (9-25-07)

Callison Elementary School

Robert Semple Elementary School

Cambridge Elementary School (10-04-07)

Sierra Vista Elementary School (10-02-07)

D.H. White Elementary School

St. Dominic's Catholic School

Dan O. Root Elementary School (10-16-07)

Steffan Manor Elementary School

David Weir Elementary School (9-24-07)

Suisun Elementary School

E. Ruth Sheldon Elementary School (10-09-07)

Tremont Elementary School

Foxboro Elementary School (9-27-07)

Vanden High School (10-11-07)

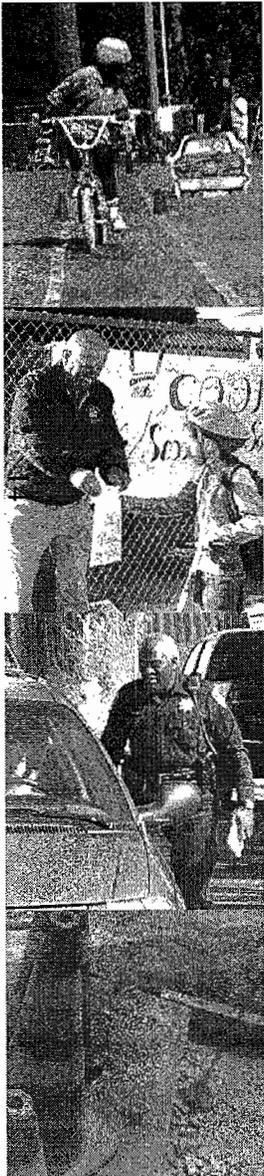
Hemlock Elementary School (10-15-07)

Widenmann Elementary School (9-20-07)

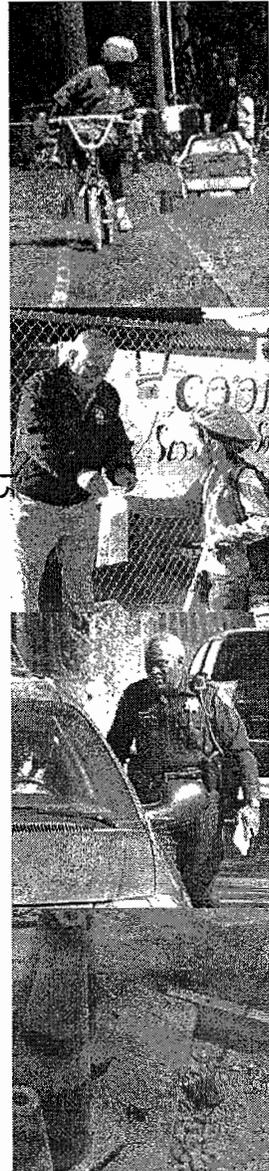
Henderson Elementary School

Will C. Wood High School

Laurel Creek Elementary School (9-26-07)

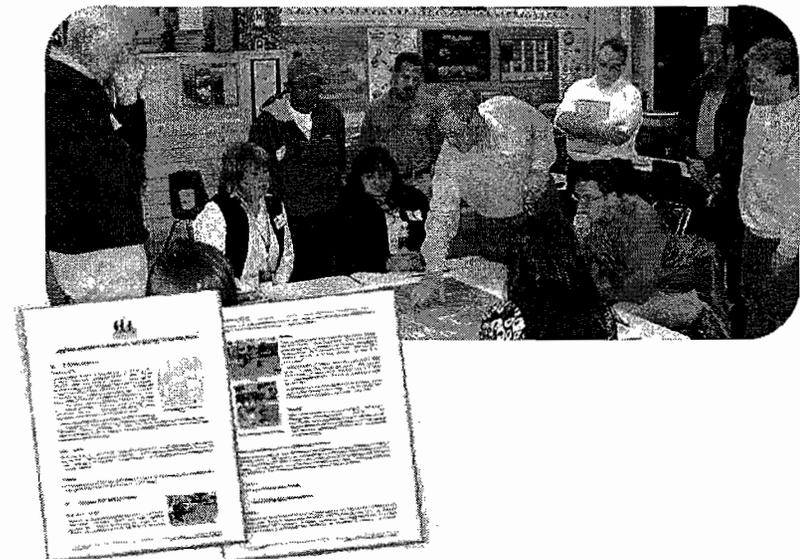
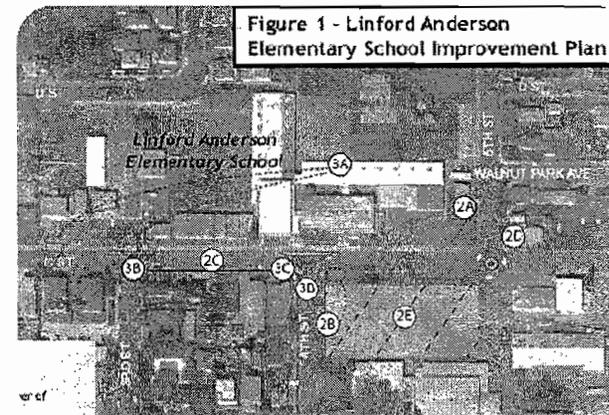


Phase 3: Local Adoption



City Councils and School Boards:

- Recommend projects and programs found in the local SR2S plan to the STA for incorporation into the Countywide STA SR2S Plan
- Appoint local SR2S task force to continue to plan and implement SR2S projects and programs
- Adopt local SR2S Plan as the local task force's guiding document.



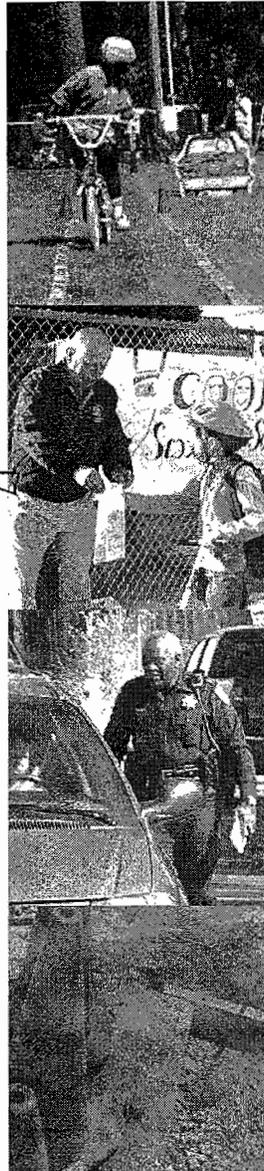
Phase 3: Local Adoption



Schedule of local adoption meetings:

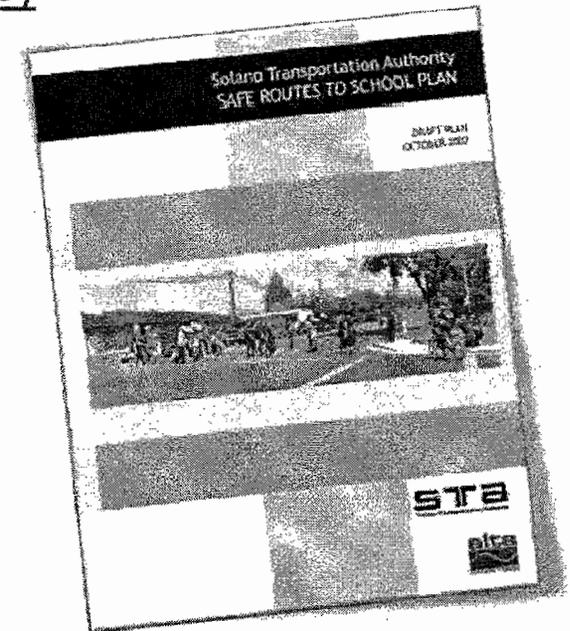
| City | Review Draft Plan | Recommend Final Plan | City Council Adoption | School Board Adoption | |
|-----------|-------------------|----------------------|-----------------------|-----------------------|--------------------|
| | | | | | |
| Benicia | Aug 16 | Sept 6 | Oct 16/Nov 6 | Nov 1 | |
| Dixon | Sept 5 | Oct 3 | Oct 23 | Nov 1 | |
| Fairfield | Aug 29 | Oct 17 | Dec 4 | Nov 8 (Fairfield) | Nov 13 (Travis) |
| Suisun | Oct 22 | TBD | Nov 20 | | |
| Rio Vista | TBD | TBD | Dec 6 | Nov 20 | |
| Vacaville | Aug 30 | Oct 25 | Nov 13/Nov 27 | Nov 15 | |
| Vallejo | Sept 17 | Oct 24 | Nov 27/Dec 4 | Nov 21 | |

Phase 3: STA Board Adoption



STA Committees to review countywide plan:

- SR2S Steering Committee
Oct 23, Recommendation
- Bicycle Advisory Committee (BAC)
Nov 1, Review
Jan 3, Recommendation
- Pedestrian Advisory Committee (PAC)
Nov 15, Review
Jan 17, Recommendation
- Technical Advisory Committee (TAC)
Nov 28, Review
Jan 30, recommendation
- STA Board
Jan 9, Review
Feb 13, ADOPTION



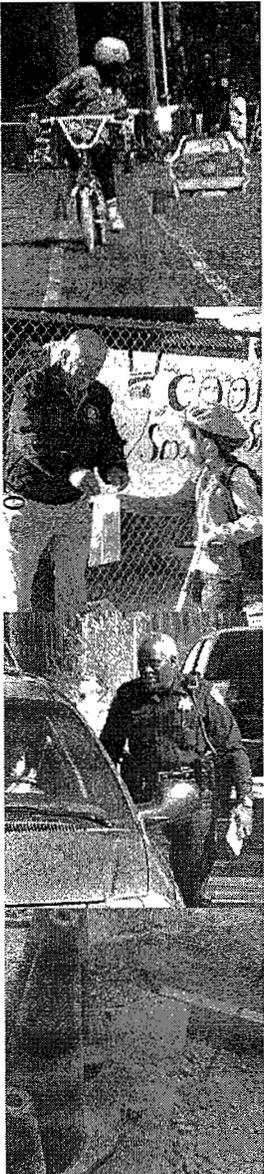
What's happening now?



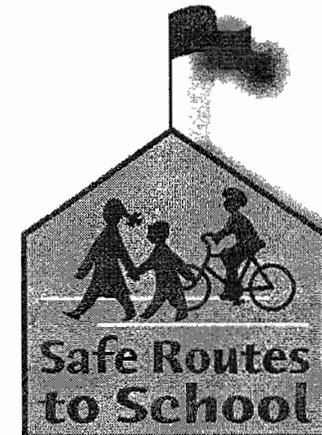
Several cities are already implementing Safe Routes to School projects and programs found in draft local plans.

| City | Project |
|---|---|
|  | Benicia High School Traffic Signal fully funded. |
|  | Anderson Elementary Loading Zones repainted |
|  | Minor engineering work orders to be filed soon |
|  | Minor engineering work orders to be filed soon |
|  | Riverview Middle School crosswalk treatments to be incorporated as part of Rio Vista's 2 nd St Rehabilitation project. |
|  | School Bond funded improvements incorporating draft plan suggestions. |
|  | Steffan Manor Elementary bus loading zone to be relocated. |

Implementation



- STA to submit countywide Safe Routes to School grant applications:
 - **California** SR2S Grant, \$52M
Due November 16, 2007
 - **Federal** SRTS Grant, \$46M
Due December, 2007
- STA Safe Routes to School Program/Funding Strategy
 - To be developed after the STA Board adopts the Countywide STA SR2S Plan in February 2008.



Questions?



More information online:
www.solanolinks.com/sr2s.html

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Safe Routes to School (SR2S) Program, (Solano Travel Safety Plan, Phase II)

[Traduzca esta página al español.](#)

The STA's Safe Routes to School (SR2S) Program is intended to improve the safety and increase the popularity of pedestrian and bicycle modes of student travel, by enhancing related infrastructure and programs.

Over the next year, STA will be coordinating an extensive SR2S public input process. This effort will gather input from local agencies, school districts, and the public through walking audits at schools. Local Safe Routes to School Plans will be adopted by each school district and city-council. A countywide SR2S Plan will be adopted by the STA Board by December 2007.

- [Get your school involved](#)
- [Hold a planning event at your school](#)
- [Student Surveys \(teacher conducted, Oct 1-5\)](#)
- [Safe Routes to School Study Plans and Downloads](#)
- [Find your city and school's Safe Routes to School Progress](#)

Get your school involved!

There are two opportunities available from the STA for schools to participate in the planning process:

- The first opportunity is assistance with a **planning event** at your school.
- The second opportunity is a **teacher survey** to help better understand how students travel to your school.

Nearly \$100M in Federal, State, and STA grants will be available as early as mid-November! Get your school involved soon!

Holding a planning event at your school:

On the day of your choice, STA staff will observe the afternoon pick-up period and facilitate a public planning event that evening. This assistance is on a first-come/first-serve basis. The following are the remaining available dates for this assistance:

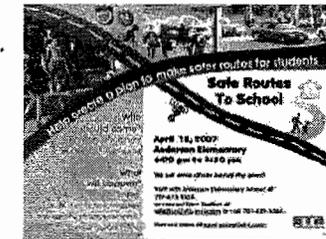
Safe Routes to School Materials:

- [STA's Safe Routes to School \(SR2S\) Toolkit](#) (12 MB, PDF 10-2006)
- [STA's SR2S Walking Audit Checklist](#) (PDF, 10-2006)
- [Safe Routes to School Powerpoint Presentation](#) that introduces the SR2S Program (1.9 MB, PDF 5-22-06).



FOR PRINCIPALS:

- [SR2S Project and Program Recommendation Form](#) (Word, 04-10-2007)
- **Forms due to the STA October 11, 2007.**
- [SR2S Blank Outreach Flyers English & Spanish](#)
- [SR2S Program Detail Flyers English & Spanish](#)
- [SR2S Event Sign-in Sheets](#)



Sign-in Sheets due October 11, 2007.

SR2S Program contact: Sam Shelton, (707) 427-5244, sshelton@sta-ersci.com.

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DATE: October 1, 2007
TO: STA Board
FROM: Robert Macaulay, Director of Planning
RE: Comprehensive Transportation Plan (CTP) Update

Background:

The Solano Comprehensive Transportation Plan (CTP) was adopted in June 2005. The CTP is made up of three elements: Freeways, Highways and Arterials; Transit; and Alternative Modes. The CTP incorporates other plans, including corridor studies, the Solano Countywide Bike and Pedestrian plans and the Solano Transportation for Livable Communities Plan.

There have been substantial changes to the transportation environment in Solano County since the plan was last prepared and adopted, including new plans and studies, passage of Proposition 1B and the pending development of a new traffic model. STA has adopted the "50/50" funding policy for routes of regional significance. In addition, the Metropolitan Transportation Commission (MTC) is in the process of updating its Regional Transportation Plan (RTP). The substance of the RTP will be known in mid 2008, with final adoption in early 2009, just as the next bi-annual update of the Solano Congestion Management Plan (CMP) is ready to begin. For these reasons, staff recommends an update of the Solano CTP. This update is identified as Item 29 in the STA's Overall Work Plan adopted recently by the STA Board.

Discussion:

The 2005 CTP was developed after substantial public input from the citizens of the 7 cities and the county of Solano; three (3) community meetings were held in each jurisdiction. Each of the CTP elements was also reviewed by the applicable STA Board subcommittee. One of the results of this approach is each of the three (3) CTP elements is slightly different in structure. In addition, there is not a single overriding purpose statement for the CTP. Staff is proposing that each Element should have a safety strategy, and will draw in safety elements from such projects as Safe Routes to School and a new Safe Routes to Transit plan.

The 2007-08 CTP is proposed by staff to have a common structure for each of the elements. The CTP will have an overall purpose statement; each element will have its own purpose statement that ties in to the overall purpose. Each element will then have an inventory of existing facilities and services, an assessment of needs, goals to meet the needs and strategies to implement the goals. Each element will also have a funding strategy. Some of the information that will be contained in the CTP has been recently updated through the 2007 update of the Congestion Management Plan (CMP) and the Transit Consolidation Study.

The CTP will require environmental review under the requirements of the California Environmental Quality Act (CEQA). STA's legal counsel has determined that a programmatic Environmental Impact Report (EIR) will be required. Implementation of individual elements and projects identified in the programmatic EIR will be required to undergo more detailed CEQA analysis and, if appropriate, federal environmental review.

STA staff recommends substantial public outreach effort, but plans on making increased use of the STA website and other internet and media outreach tools. STA staff will meet with the planning staff of each city and the county, and make presentations at public Planning Commission meetings to seek additional and community based public comment. In addition, two (2) meetings are planned for each of the STA Board Subcommittees. Interested civic and issue groups, such as local Rotary clubs, Chambers of Commerce, the Greenbelt Alliance, and Highway 12 Associations will also be contacted for their input.

On September 26th, the STA TAC and Transit Consortium both unanimously recommended the STA Board approve the proposed schedule and scope of work for the CTP update.

Fiscal Impact:

The adopted Fiscal Year 2007-2008 budget identifies \$70,386 in funds for the CTP update, including \$52,335 in consultant costs. It is anticipated that most of the consultant costs will go towards preparation of the programmatic EIR.

Recommendation:

Adopt the attached schedule for updating the Solano Comprehensive Transportation Plan.

Attachment:

- A. Proposed CTP Update Schedule

PROPOSED CTP UPDATE SCHEDULE

| Date | Task | Responsible Body |
|-------------------|---|---|
| Jan 08 | Review CTP: Purpose, Content, proposed new Purpose Statement and Organization Affirm membership/appoint new members to subcommittees | STA Board |
| Feb 08 | Review CTP elements, proposed new Purpose Statement for each Element; Routes of Regional Significance designation and map | Freeways, Highways and Arterials subcommittee Transit subcommittee Alternative Modes subcommittee |
| Mar 08 | Request for Proposals for Environmental consultant; review and recommend consultant. Select consultant and enter into contract for services. | STA staff and TAC subcommittee TAC subcommittee and STA Executive Director |
| April – June 2008 | Meet with Planning Commissions and interested community groups | STA Staff |
| July 2008 | Present Draft CTP elements to STA TAC and STA Board Subcommittees | STA Staff |
| August 2008 | Draft Programmatic Environmental Impact Report – public release | STA Staff, consultant |
| October 2008 | Review Final CTP and Programmatic EIR | STA TAC |
| December 2008 | Adopt CTP and certify Programmatic EIR | |

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SOLANO PEDESTRIAN ADVISORY COMMITTEE
BYLAWS

ARTICLE I. NAME

The name of this organization shall be the Solano Pedestrian Advisory Committee (PAC), hereafter called the PAC.

ARTICLE II. AUTHORIZING AGENCY

The Solano Transportation Authority (STA), as the Congestion Management Agency (CMA), authorizes the establishment of the PAC and shall approve all appointments to the PAC, the PAC bylaws, and all amendments to the PAC bylaws.

ARTICLE III. PURPOSE

Section 1.

The PAC shall advise the STA on the development of pedestrian facilities as an alternative mode of transportation. The PAC shall review and/or prioritize Transportation Development Act (TDA) Article 3 Pedestrian Projects, Solano Countywide Bicycle/Pedestrian Program Projects, and participate in the development and review of comprehensive pedestrian plans.

Section 2.

The PAC review process shall ensure that pedestrian projects within the Cities and County of Solano promote and encourage pedestrian use for: commuting, shopping, and other personal trips; reduction in motor vehicle trips; reduction in motor vehicle miles traveled; reduction in motor vehicle congestion; increased safety and access to transit; and health and air quality benefit.

ARTICLE IV. ORGANIZATION

Section 1.

The STA Board of Directors shall determine membership of the PAC and appointment requirements. Members of the PAC shall be approved by majority vote of the STA Board of Directors. Preference should be given to non-elected citizens and who are not employed by member agencies.

Section 2.

Members of the PAC that do not attend three scheduled meetings in succession and do not contact staff to indicate that they will not be present is considered to be an 'un-contacted absence' and may have their position declared vacant by the STA Board. Absence after contacting staff is considered a 'contacted absence.' Contacted absences and un-contacted absences shall be documented in the minutes of each meeting. If a PAC member has missed a combination of six contacted and un-contacted absences in any one-year period, he or she will be sent a written notice of intent to declare the position vacant. If there is no adequate response

before or at the next scheduled meeting, based upon the recommendation the PAC the position may be declared vacant by the STA Board.

Section 3.

The STA shall, under direction of the Board of Directors, provide staff and organizational support to the PAC.

ARTICLE V. OFFICERS

Section 1.

The officers of the PAC shall be the Chairperson and Vice-Chairperson.

Section 2.

The PAC shall, at the first meeting of each calendar year, nominate and elect Chairperson and the Vice-Chairperson for one calendar year term. No officer shall serve more than two consecutive terms in a given office.

Section 3.

The Chairperson shall preside over all PAC meetings, coordinate the meeting agenda with STA staff, to represent the PAC's actions to appropriate agencies or to designate representative(s), and have general direction and control over the activities of the PAC.

Section 4.

The Vice-Chairperson shall assist the Chairperson in the execution of that office and, in the absence of the Chairperson, preside over the meetings, and so when acting, shall have the duties of the Chairperson.

Section 5.

In the event of the vacancy of the Chairperson office, the Vice-chairperson shall be elevated to Chairperson for the remainder of the calendar year term, and the PAC shall nominate and elect a new Vice-Chairperson.

ARTICLE VI. MEETINGS

Section 1.

The PAC shall hold a regular meeting at least once a calendar year quarter as necessary.

Section 2.

The PAC may convene special meetings as necessary to conduct its business.

Section 3.

All meetings shall be posted public meetings.

Section 4.

A quorum shall consist of the majority of the members of the PAC.

Section 5.

Actions of the PAC require a quorum and majority of those voting members present.

ARTICLE VII. SUBCOMMITTEES

The Chairperson may establish subcommittees or special task forces when it deems them necessary to carry out the PAC's mandate.

ARTICLE VIII. PARLIAMENTARY AUTHORITY

The PAC shall use Robert's Rules as applicable and when these are not inconsistent with these bylaws, the STA's rules of order, or any rules of order the Committee may adopt.

ARTICLE IX. ADOPTION AND AMENDMENTS TO THE BYLAWS

Section 1.

Adoption of the PAC Bylaws will be by a majority vote of the STA Board of Directors.

Section 2.

Amendments to the PAC will be by a majority vote of the STA Board of Directors.

Section 3.

The PAC may take action, by a two-thirds vote, to propose amendments to the PAC bylaws at any regular meeting of the PAC, provided that the amendment has been submitted in writing at the previous regular meeting. The suggested amendments shall be forwarded to the STA Board of Directors via the STA Technical Advisory Committee for comment.

ARTICLE X. PEDESTRIAN ADVISORY COMMITTEE LETTER WRITING POLICY

Letter written by Pedestrian Advisory Committee that are directed outside the Authority must be reviewed by the Executive Director and if in the opinion of the Executive Director, the contents and intent of the letter is either non-controversial or consistent with Board policies, the letter will be sent out. In all other cases the letter must be approved by Board action.

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Agenda Item VIII.F
July 9, 2003



DATE: July 2, 2003
TO: STA Board
FROM: Robert Guerrero, Associate Planner
RE: RFP and Scope of Work for the Countywide
Pedestrian Plan (Phase 3c) and Pedestrian Advisory Committee

Background:

In May 2002, the STA Board approved the Solano Countywide Pedestrian Plan (Phase 1) which focused both on rural and urban Solano County regional trails. The plan consisted of an analysis of existing pedestrian plans in the county from various agencies and organizations, the status of existing pedestrian (including detailed maps of regional trails), and pedestrian policies and guidelines.

The STA then initiated separate, but related phases of the Countywide Pedestrian Plan. Phase 2 consists of a feasibility study for a segment of Bay Trail that extends along the Carquinez Strait between the cities of Benicia and Vallejo. Phase 3 consists of two separate components, a and b. Phase 3a is the "Transportation and Land Use Toolkit" prepared for the joint STA/Yolo Solano Air Quality Management District (YSAQMD) Land Use Conference on April 11, 2003. Phase 3b is a focused study on the Bay Trail alignments in the cities of Benicia and Vallejo and portions of Solano County. Phase 2 and Phase 3 are scheduled for completion by August 31, 2003. Both phases are proposed to be summarized and incorporated by reference into the overall Countywide Pedestrian Plan.

In 2001, the STA Board also formed an advisory committee called the Trails Advisory Committee (TRAC) to assist in the development of the Countywide Pedestrian Plan. The TRAC is an informal group of trail enthusiasts, agricultural property representatives, staff from member agencies, and trail organizations such as the Bay and Ridge Trail. The TRAC represented groups with a more rural and recreational focus to the trail planning effort.

At the last STA Board meeting (June 11, 2003), a Caltrans Community Based Transportation Grant for the Countywide Pedestrian Plan Phase 3c for \$60,000 was accepted. Phase 3c is proposed to be the final document for the Countywide Pedestrian Plan, which will be a culmination of all prior phases and will include prioritized pedestrian paths and trail recommendations.

Discussion:

STA staff proposes to distribute a Request for Proposal (RFP) with the attached scope of work for a Transportation Planning Consultant to complete Phase 3c (see attachment). Phase 3c is proposed to begin in September 2003 and would be completed by April 2004. Based on the Caltrans grant award guidelines, the consultant's budget for Phase 3c must not exceed \$51,000 to

complete this project. The remaining \$9,000 will be allocated to the STA for administering the project.

The proposed RFP will be distributed immediately upon approval by the STA Board with a deadline for submittal in August. A consultant selection panel will be formed (depending on the number of proposals received) with the intent to hold consultant interviews shortly after the RFP submittal deadline. STA staff will then have a consultant selection recommendation by the September 10 STA Board meeting.

STA staff also proposes to create a Pedestrian Advisory Committee (PAC) to replace the TRAC by including the existing public members of the TRAC along with additional citizen representatives for each of the STA member agencies. In addition to the Countywide Trails Plan the PAC's responsibilities are proposed to include:

- Participate in TLC type project development and funding
- Support projects for the Safe Routes to School Program
- Pedestrian safety
- Pedestrian Path planning

The PAC will be expected to function similar to the STA's Bicycle Advisory Committee and Paratransit Coordinating Council, except the PAC will make recommendations pertinent to pedestrian oriented projects and will meet regularly at least on a quarterly basis.

Membership for the PAC is proposed to include former TRAC members, regional trails/ pedestrian organizations, and Community College participants. The committee membership is expected to reflect the following list of representatives:

- (8) Citizen members nominated by each city and the County of Solano
- (1) Solano County Agricultural/ Farmers Group
- (1) Solano Community College
- (1) Bay Trail
- (1) Ridge Trail
- (1) Tri-City
- (1) Solano Land Trust
- (1) Pedestrian Path User (Member-at-Large)

All potential PAC members will be nominated by their respective agency, City Council, or County Board of Supervisors and will be appointed by the STA Board. The Pedestrian Path User will function as a member-at-large position for which the STA Board will nominate and appoint.

On June 26, 2003, both the STA TAC and the SolanoLinks Transit Consortium unanimously forwarded recommendations of support to the STA Board to release an RFP with the attached Preliminary Scope of Work to prepare this Countywide Pedestrian Plan (Phase 3c) and to form a Pedestrian Advisory Committee.

Fiscal Impact:

None to the STA General Operations fund. Countywide Pedestrian Plan Phase 3c will be funded from a Caltrans Community Based Transportation Planning Grant.

Recommendations:

Authorize the Executive Director to:

1. Distribute a Request for Proposals with the attached Preliminary Scope of Work for the Countywide Pedestrian Plan Phase 3c.
2. Create a Pedestrian Advisory Committee with a formalized membership and responsibilities as specified.

Attachment:

A. Countywide Pedestrian Plan Phase 3c Preliminary Scope of Service

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*Agenda Item V.A
November 15, 2007*

DATE: November 7, 2007
TO: Solano Pedestrian Advisory Committee (PAC)
FROM: Sara Woo, Planning Assistant
RE: PAC 2008 Draft Meeting Calendar and Draft Work Plan

Background:

As the calendar year comes to a close, the PAC creates a work plan to guide the agendas of PAC meetings for the new upcoming year. Past tasks included the election of chair and vice-chair persons, updates to the Solano Countywide Pedestrian Plan, TDA Article 3 process and funding recommendations, and letters of support for various grant proposals.

Discussion:

This year, a number of specific requests have been made by the PAC to address the following items (not limited to):

- Develop a Solano Pedestrianlinks Map (e.g. will show destinations like farmer's market and pedestrian routes)
- Develop a regular meeting schedule for the PAC

Attached are a Draft Meeting Calendar (separate enclosure) and a Draft Work Plan (see Attachment V.A) with a tentative list of activities for the PAC to consider approving.

Recommendation:

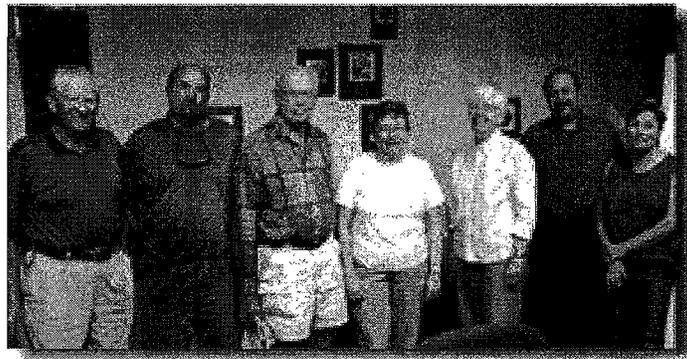
Forward a recommendation to the STA Board to approve the attached PAC Work Plan for the 2008 calendar year.

Attachments:

- A. Draft 2008 PAC Work Plan
- B. Draft 2008 PAC Meeting Calendar (separate enclosure)

DRAFT 2008 PAC Work Plan

| Draft 2008 PAC Work Plan | |
|--|---|
| Tasks | 2008 Timeline |
| <ul style="list-style-type: none"> • CTP Update; alternative modes element • SBPP 3-year plan process • Review Solano Countywide Safe Routes to School (SR2S) Plan ^{NEW} | <ul style="list-style-type: none"> • On-going • January – July 2008 • March 2008 |
| <ul style="list-style-type: none"> • Investigate the development of a “Solano Pedestrianlinks Map” ^{NEW} | <ul style="list-style-type: none"> • To Be Determined |





Agenda Item V.B
November 15, 2007

DATE: November 7, 2007
TO: Solano Pedestrian Advisory Committee (PAC)
FROM: Sara Woo, Planning Assistant
RE: PAC 2008 New Officer Nominations

Background:

According to the PAC By-Laws, Article V. Section 2, “the PAC shall, at the first meeting of each calendar year, nominate and elect Chairperson and the Vice-Chairperson for one calendar year term.” The November 15, 2007 meeting is the last scheduled meeting for the 2007 calendar year. The PAC expressed interest in providing new Chair and Vice Chair appointment nominations at the November 15, 2007 meeting as an action item.

Discussion:

Eva Laevastu is the current Chairperson with Lynne Williams as Vice-Chairperson. Ms. Laevastu has participated on the PAC for the past five years and recently submitted a letter of resignation. STA Staff would like to thank Eva for her contributions working with the PAC. Under her leadership as PAC Chairperson, Solano County was the first Bay Area County to develop a pedestrian plan with a countywide focus. Ms. Laevastu was also instrumental in the development of the Solano Bicycle Pedestrian Program in which approximately \$3.2 million was allocated to the county’s priority pedestrian and bicycle projects. With her departure, Lynne Williams will be acting chairperson for the November 15th PAC meeting.

The PAC will be encouraged to nominate members to act as Chairperson and Vice-Chairperson for the 2008 calendar year at this time.

Recommendation:

Nominate a new Chair and Vice-Chair for the 2008 calendar year.

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