

COUNCIL LIAISON/COMPLETE STREETS SAFETY COMMITTEE

MINUTES

WEDNESDAY July 13, 2016

Large Conference Room

BRISBANE CITY HALL

50 PARK PLACE / BRISBANE, CA. 94005

1. Call to order

Chair Zane called the meeting to order at 6:46 pm.

2. Roll call

Members present: Dettmer, Mackin, Markind, Maynard and Zane

Members absent: Patel

Staff: City Manager Holstine, Director of Public Works Breault, Deputy Director of Public Works Kinser and Management Analyst Escoffier

City Council Liaisons present: Councilmember Conway and Councilmember Davis

3. Adoption of the agenda

- Markind motions to approve the agenda, Maynard seconds. The motion is carried unanimously by all present.

4. Oral communications

- N/A

5. Approval of the minutes

- Dettmer suggested meeting notes be changed to minutes.

- Zane suggests one language change.

- Markind motions to approve the minutes, Dettmer seconds. The motion is carried unanimously by all present.

6. Chair and Committee member matters

- Zane asked if there has been feedback about the change in shuttle stop location near BES at the SW corner of San Bruno at Glen Parkway. Zane experienced an issue with the shuttle blocking traffic on the uphill side of San Bruno Ave. Kinser said she can look into whether there has been feedback.

- Mackin mentioned the need for vegetation removal from the flyover. Vegetation is reaching beyond the barriers. Dettmer has placed service requests to Caltrans to trim these bushes.

- Mackin indicated that she felt skateboarder traffic around town, and entering and exiting the skate park is unsafe. Kinser said there will be a fence across the now open entrance to the park. Outreach and education was discussed to inform parents and children about skate boarding safety.
- Markind expressed a desire to touch base with the local schools to determine if there are needs related to the school drop-off procedure.

7. New business

A. 7:15 PM- Meet with Council Liaisons

- A general discussion of the committee's adopting resolution was held.
- Some CSSC members wish to look at projects that are deemed to be beyond the scope of the charter. Mackin explained in the past direction from council liaisons has been inclusive of larger issues related to traffic and circulation.
- Breault explained that direction is required from a current council majority to work on issues beyond scope of the charter.
- Davis discussed that she sensed friction between committee members and staff about projects and the direction given that the committee cannot work on specific items, with minimal explanation.
- Holstine mentioned there is an existing Council subcommittee that reviews issues related to infrastructure, on which Councilmembers Conway and O'Connell serve.
- Davis asked each member to discuss what they would like to gain from being a member of CSSC:
 - Dettmer expressed that as a CERT, she would like to work on projects such as fire evacuation, and have the committee's scope be broadened.
 - Maynard expressed she would like to cover transportation and traffic impacts from surrounding development projects, including projects outside the City of Brisbane and regional issues.
 - Markind added she does not feel the need nor has the expertise to cover regional issues.
 - Zane added that there is not clarity as to what projects CSSC will get to comment on, and the resolution should be amended to comply with the state's definition of CSSC.
 - Mackin expressed she would like to work on the general plan. Mackin expressed that committee members offer a different perspective and represent the voice of the community.
- Holstine replied that review of the Circulation Element of the General Plan may come to CSSC in over one year's time, and regular updates on staff traffic related work can be given. Holstine will forward a recent update he gave to Council to staff to share with the committee.
- Breault mentioned there are other advisory bodies that committee members can consider if their interest is being involved in regional issues.
- Mackin has contacted other advisory bodies similar to the CSSC in other cities. She reported that they work on a variety of projects and receive staff updates.
- Kinser indicated that staff updates can be agendaized for future meetings.
- Madison recapped the discussion: CSSC will work on the project list as amended by the Public Works Director, staff will give CSSC regular updates on traffic-related city activities, regional issues can be

studied on members' own time, action minutes will be published on the city website, and Council liaisons will not make independent suggestions regarding referral of items to the CSSC.

- Members discussed possibly changing the meeting time to start later.
- Items 9 and 10 from the project list were determined to have been resolved.

8. Adjournment

- Meeting adjourned at 8:47 pm.