

City of Brisbane Agenda Report

TO: Honorable Mayor and City Council
FROM: Clay Holstine, City Manager
DATE: City Council Meeting of November 5, 2012
SUBJECT: Parking & Pedestrian Access

RECOMMENDATION

Review material, discuss, receive public input and provide direction to staff on next steps.

BACKGROUND

On October 9th Mayor Lentz, city staff and members of the community met to discuss the issue of pedestrian access in town. Many concerns were raised including cars parked and blocking access to sidewalks, vehicles essentially being stored on the street, impacts of beautification of the town. Enforcement of existing laws and ordinances were also discussed.

It was agreed to place this on a future City Council agenda for discussion. To assist in the discussion I am including the following:

1. Two resolutions regarding the Traffic Advisory Committee (Council Liaisons are Conway and O'Connell)
 - Resolution 2004-39
 - Resolution 2006-08
2. Council minutes from July of 2003 regarding the forming of a Bicycle Advisory Committee

This committee is currently dormant but at the time Councilmember Michael Barnes, Parks and Recreation Commissioner Dan Walters, and John Quilter served and Public Works Director/City Engineer Randy Breault was staff to the committee.

HISTORY

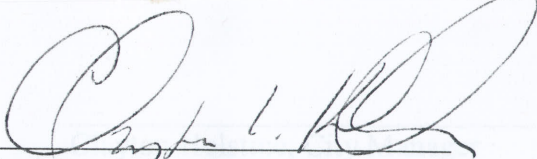
There is rich and colorful history to issues of streets, parking, and street design in Brisbane that may be useful to the Council in determining next steps. In the 1970's when the City first undertook to pave the streets a citizen committee working with staff went neighborhood-to-neighborhood and often house-to-house to work with property owners and their unique geographical, topographical circumstances. Design standards such as rolling curbs were instituted to provide for easier access to parking while still providing needed storm water run off. In the 1990's, in response to the Oakland Hills fire, the City first instituted white lines mostly in the upper streets to assure emergency vehicle access. Later in the early 2000's the City updated our white line program and in this instance worked with many property owners to address their unique circumstances.

ISSUES

There are many issues and priorities at play in this discussion. In addition to items listed above there are issues of parking requirements for new construction, white line program to promote emergency vehicle access, non-use of garages for storage of vehicles, stop signs, safe route to schools program , and probably many others.

The Council should decide if it wants to address this subject matter and how it wishes to do so. There are various options to consider in addressing these items including the use of the current Traffic Advisory Commission, creation of a Council subcommittee, formation of a new citizens committee, or some hybrid of the above.

Since the focus of our efforts are not yet clear I will assign staff as appropriate depending upon the direction of Council and how this process proceeds.



City Manager

RESOLUTION NO. 2004-39

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISBANE CONCERNING THE ORGANIZATION AND OPERATION OF THE TRAFFIC ADVISORY COMMITTEE

WHEREAS, on July 27, 1998, the City Council established the Traffic Advisory Committee to advise the City Council on various traffic issues including parking on residential streets, installation of traffic control devices, and such other matters as may be referred to the Committee from time to time by the City Council or the City Staff.

WHEREAS, the Traffic Advisory Committee was originally established on an experimental, ad hoc, basis and the City Council now desires to refine and formalize the organization and operation of the Committee through the adoption of this Resolution.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brisbane as follows:

1. **Organization and Membership.** There is hereby created a Traffic Advisory Committee which shall consist of five (5) members to be appointed by the Mayor, subject to confirmation by the City Council. Such Committee members shall serve without compensation. Members of the Committee must at all times during their service be residents of the City and, to the extent feasible, appointments shall be made of persons who reside in different areas of the City.

2. **Term of Office.** Committee members serve in an advisory capacity at the pleasure of the City Council. Committee members shall be appointed for a staggered term of two years, unless the appointment is to fill a vacancy created other than by expiration of a term, in which event the appointment shall be for the unexpired portion of the term. New appointments to the Committee shall be made following the adoption of this Resolution consisting of three Committee members appointed for a two year term and two Committee members appointed for a one year term. Any Committee member may be removed with or without cause by a vote of at least three members of the City Council.

3. **Officers.** The Committee shall elect from its members a Chair and a Vice Chair, who shall hold office for a term of one year, or until their successor is elected.

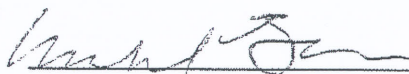
4. **Meetings.** Meetings of the Traffic Advisory Committee shall be held at such time and place as scheduled by the Committee Staff and notice of each meeting shall be given in compliance with the requirements of the Brown Act. The Committee shall not be required to hold regular, periodic meetings and shall meet only when a request to consider a traffic issue and provide a recommendation is made by: (a) the City Council; (b) the City Manager or the Director of Public Works or the Chief of Police; or (c) a citizen or neighborhood group, if the traffic issue is determined by the Committee Staff to be within the proper scope of the Committee's responsibility.

5. **Responsibilities.** The Traffic Advisory Committee shall advise the City Council or the Director of Public Works regarding any of the following matters:

- (a) The establishment of restricted parking zones on residential streets.
- (b) The installation of stop signs, yield signs, or other traffic control devices.
- (c) The feasibility of one-way streets.
- (d) The evaluation of speed humps or other speed-reducing measures which are installed.
- (e) Review voluntary petitions to establish residential parking permit areas.
- (f) Such other traffic issues as may be referred to the Committee by the City Council, the City Manager, the Director of Public Works or the Chief of Police.

The responsibilities of the Traffic Advisory Committee shall be limited to the foregoing items and the Committee shall not engage in any other activities or functions without prior authorization by majority vote of the City Council. Any appeals to the Traffic Committee's recommendations must be made to the City Council within 60 days of the recommendation by providing a letter to the City Clerk stating the reasons for the appeal.

6. **Committee Staff.** The City Manager, or the City Manager's designated representative, shall serve as the staff advisor to the Traffic Advisory Committee and shall give notice of meetings, keep and maintain records of Committee meetings and recommendations, and generally provide such support and assistance as the Committee may require in order to perform its responsibilities.



Michael Barnes, Mayor

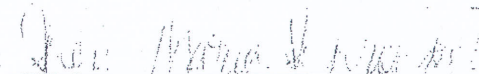
I hereby certify that the foregoing Resolution No. 2004-39 was duly and regularly adopted at the regular meeting of the Brisbane City Council on September 20, 2004, by the following vote:

AYES: Councilmembers Bologoff, Johnson, Panza, Richardson, and Mayor Barnes

NOES: None

ABSTAIN: None

ABSENT: None



Sheri Marie Schroeder, City Clerk

RESOLUTION NO. 2006-08

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRISBANE AMENDING THE POLICIES CONCERNING ORGANIZATION AND OPERATION OF THE TRAFFIC ADVISORY COMMITTEE

WHEREAS, on July 27, 1998, the City Council established the Traffic Advisory Committee to advise the City Council on various traffic issues including parking on residential streets, installation of traffic control devices, and such other matters as may be referred to the Committee from time to time by the City Council or the City Staff; and

WHEREAS, the City Council established policies for the organization and operation of the Traffic Advisory Committee through the adoption of Resolution No. 2004-39 on September 20, 2004; and

WHEREAS, the City Council desires to amend the policies established by Resolution No. 2004-39

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Brisbane as follows:

1. The Traffic Advisory Committee shall be governed by the following policies:
 - (a) **Organization and Membership.** The Traffic Advisory Committee shall consist of between five (5) and seven (7) members to be appointed by the City Council. Such Committee members shall serve without compensation. Members of the Committee must at all times during their service be residents of the City and, to the extent feasible, appointments shall be made of persons who reside in different areas of the City.
 - (b) **Term of Office.** Committee members serve in an advisory capacity at the pleasure of the City Council. Committee members shall be appointed for a staggered term of two years, unless the appointment is to fill a vacancy created other than by expiration of a term, in which event the appointment shall be for the unexpired portion of the term. Any Committee member may be removed with or without cause by a vote of at least three members of the City Council.
 - (c) **Officers.** The Committee shall elect from its members a Chair and a Vice Chair, who shall hold office for a term of one year, or until their successor is elected. A new Chair and Vice Chair shall be elected each year.
 - (d) **Meetings.** Meetings of the Traffic Advisory Committee shall be held on a semi-annual basis at such time and place as scheduled by the Committee Staff and notice of each meeting shall be given in compliance with the requirements of the Brown Act. Additional meetings may be held as needed.

(e) **Responsibilities.** The Traffic Advisory Committee shall advise the City Council or the Director of Public Works regarding any of the following matters:

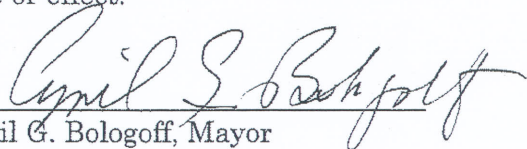
- (1) The establishment of restricted parking zones on residential streets.
- (2) The installation of stop signs, yield signs, or other traffic control devices.
- (3) The feasibility of one-way streets.
- (4) The evaluation of speed humps or other speed-reducing measures which are installed.
- (5) Review voluntary petitions to establish residential parking permit areas.
- (6) Such other traffic issues as may be referred to the Committee by the City Council, the City Manager, the Director of Public Works or the Chief of Police.

The responsibilities of the Traffic Advisory Committee shall be limited to the foregoing items and the Committee shall not engage in any other activities or functions without prior authorization by majority vote of the City Council. An appeals from the Traffic Advisory Committee's recommendations must be made to the City Council within 60 days of the recommendation by providing a letter to the City Clerk stating the reasons for the appeal.

(f) **Annual Report.** The Traffic Advisory Committee shall furnish an annual report to the City Council summarizing it's activities during the preceding year.

(g) **Committee Staff.** The City Manager, or the City Manager's designated representative, shall serve as the staff advisor to the Traffic Advisory Committee and shall give notice of meetings, keep and maintain records of Committee meetings and recommendations, and generally provide such support and assistance as the Committee may require in order to perform its responsibilities.

2. Resolution No. 2004-39 is intended to be superseded by this Resolution and is hereby repealed and declared to be of no further force or effect.


Cyril G. Bologoff, Mayor

From 7/23/03:

E. Consider formation of a Bicycle and Pedestrian Advisory Committee

City Engineer/Public Works Director Breault said the staff has been working on this item with CM Barnes. He recommended that the Council consider establishing a three-person committee to advise the Council on issues pertaining to bicycles and pedestrians. He noted the General Plan contains a number of items in these areas that still need to be implemented. Mr. Breault added there are federal funds available for pedestrian and bicycle lanes, provided the projects are recommended by C/CAG to the Metropolitan Transportation Commission, and one factor considered is whether the local bicycle/pedestrian advisory committee has been involved in the proposed project. In addition, the 2002-2003 San Mateo County Grant Jury recommended that each city establish a bicycle advisory committee.

CM Johnson spoke in support of addressing bicycle and pedestrian issues, but she proposed designating this function to the Parks, Beaches, and Recreation Commission rather than creating a separate new group. She noted it might be better for the PB&R Commission to absorb this responsibility to ensure adequate representation by members of the public and help minimize costs.

City Manager Holstine commented that besides dealing with recreational issues, the committee would also address construction and engineering matters that may go beyond the scope of the PB&R Commission. He said he understood CM Johnson's concerns about limiting the staffing and resources required for a new committee. Mr. Holstine recommended getting the group started and then deciding its permanent place.

CM Johnson pointed out the committee functions could also come under Planning, Traffic Advisory, or Open Space and Ecology. She said she supported the concept, but only if it could be assigned to an existing body. She also recommended appointing more than three people.

CM Barnes explained that C/CAG requires a minimum of three members. He volunteered to serve as the Council representative with two other members from the public. He added that he already spoke to a couple people who are interested in serving.

CM Barnes suggested getting the group started on a small, limited basis so Brisbane will be eligible for federal funds. He added that he would be willing to add more members if Councilmembers would then support the proposal.

CM Johnson questioned whether quarterly meetings would be sufficient. CM Barnes responded that doing something would be better than nothing. He noted November is the deadline for proposing new projects.

CM Johnson suggested publicizing the group in the next edition of the *Star*. She said she would feel more comfortable if committee membership is open to the public.

CM Richardson supported making the group a subcommittee of the PB&R Commission. CM Barnes said he was not sure this would meet C/CAG's qualifications.

MPT Panza recommended creating a separate group rather than delegating the function to the PB&R Commission. He agreed with CM Johnson that membership should be open to the public, and he proposed creating a five-member group for that reason. MPT Panza added that the costs of staffing the committee in this case would be offset by the additional benefits.

Mayor Bologoff said he supported creation of the committee.

CM Johnson proposed creating a five-member committee, with membership open to the public.

Mayor Bologoff asked MC Barnes to serve as the Council's representative.

MPT Panza suggested publicizing the group, gauging the level of public interest, and then deciding how large the committee should be.

Mr. Breault suggested a maximum of five members on the committee. CM Johnson agreed.

MPT Panza made a motion, seconded by CM Richardson, to establish a five-member committee, with CM Barnes representing the Council, and to solicit other members from the public. The motion was carried unanimously by all present.

CITY OF BRISBANE POLICE DEPARTMENT



ELIZABETH MACIAS
CHIEF OF POLICE



The Brisbane Police Department would like to take this opportunity to remind the community about pedestrian safety in regards to vehicles parked blocking the sidewalk. We would like to request that residents not park their vehicles in such a manner that would block the sidewalk. This type of illegal parking maneuver unfortunately causes pedestrians to have to enter on to the roadway to walk around the blocking vehicle, thus creating a potential hazard from vehicular traffic. The Brisbane Police Department does however realize that parking is limited in the residential area, but we would like to remind the community that this type of parking is in fact a violation of California Vehicle Code section 22500(f) and is a \$30.00 fine. We would appreciate your cooperation in helping us to provide a safe environment for all members of the community.

Thank you

Brisbane Police Department

DON'T BLOCK THE WALK!

PHOTO AND ARTICLE BY JESSICA ALOFT

Did you know that Brisbane kids are having a hard time walking to school safely because of cars blocking the sidewalk? Sure, it's hard to park sometimes (our town was built back when most households had only one car – or none at all!), but parking on the sidewalk makes it hard for school-children, seniors, parents pushing strollers, dog walkers, and anyone else on foot to get around town safely and comfortably. Brisbane is a great place for walking – distances are short, and it's a safe and easy walk to most destinations. But when the sidewalks are blocked by parked cars, garbage



bins, and other items, people on foot get pushed out into the street.

This creates a hazard both for them and for drivers. So please, reconsider your parking – could you park across your driveway rather than halfway into it blocking the sidewalk? Maybe leave an extra foot or two on the sidewalk by parking right at the white street stripe? The Brisbane Police Department is working with Brisbane Elementary and Lipman schools to make sure kids have “safe routes to school”. Let's all do our part? Thanks

for keeping our kids safe and for keeping Brisbane a nice place to walk!