



**Bicyclist and Pedestrian Advisory Commission, Monthly Meeting**  
**Thursday, September 18, 2014; 5:30-7:30 pm**  
**City Hall, 2<sup>nd</sup> Floor, Sgt Daniel Sakai Hearing Room (aka Hearing Room 4)**

**Commissioners**

Ryan Chan, Chris Hwang, Christopher Kidd, Fred McWilliams, Robert Prinz, Midori Tabata, Royston Taylor, Rosa Villalobos, Kenya Wheeler

**AGENDA**

<b>Time</b>	<b>Item #</b>	<b>Topic</b>	<b>Topic Type *</b>
5:30	1	<b>Roll Call/Determination of Quorum/Introductions</b> (5 minutes)	A
5:35	2	<b>Approval of meeting minutes</b> (5 minutes)—Seek motion to adopt the August Bicycle & Pedestrian Advisory Committee meeting minutes.	A
5:40	3	<b>Commission administration</b> <i>Attachment &amp; Link</i> (25 minutes)— <b>Part 1:</b> The Commission will consider adopting the interim by-laws recommended by the Bicycle & Pedestrian Advisory Committee in August. <i>If the by-laws are adopted ...</i> <b>Part 2:</b> The Commission will vote to establish a subcommittee to create permanent by-laws for adoption by the end of the year. Oakland's <i>Handbook for Board and Commission Members</i> will be distributed to Commissioners. <b>Part 3:</b> The Commission will be asked to make recommendations on the attached list of procedural issues related to conducting meetings.	A
6:05	4	<b>Children's Hospital Draft Environmental Impact Report</b> <i>Link</i> (45 minutes)—The City of Oakland published a Draft Environmental Impact Report for Children's Hospital and Research Center's Master Plan on August 7, 2014. Heather Klein from the Bureau of Planning will summarize the transportation-related bicycle and pedestrian analysis, and request that the public and the Commission provide comments related to bicycle and pedestrian safety issues.	A
6:50	5	<b>Coliseum Area Specific Plan and Draft Environmental Impact Report</b> <i>Link</i> (30 minutes)—Devan Reiff of the Bureau of Planning will present the Draft Coliseum Area Specific Plan (Draft Plan) and its associated Draft Environmental Impact Report (DEIR) and take comments from the Commission. The DEIR analyzes potential environmental impacts, and suggests possible mitigation measures, related to implementation of the DRAFT Plan—encompassing 800 acres around the Coliseum Complex, Coliseum BART, and Oakland Airport Business Park, and including new sports facilities, residential and commercial development, as well as open space improvements.	A
7:20	6	<b>Open Forum / Public Comment</b> ( <i>suggestions for meeting topics, announcements, other</i> ) (10 minutes)—This an opportunity for members of the public to directly comment on an item of interest to the public that is within BPAC's subject matter jurisdiction, other than what appeared on the agenda. Suggestions for next meeting topics and announcements may also be made.	Ad

**\* Topic Types:**

I=informational; A=action item; Ad=administrative

**Agenda online:** [www2.oaklandnet.com/n/OAK044961](http://www2.oaklandnet.com/n/OAK044961)

## **Bicyclist & Pedestrian Advisory Commission: Meetings Process Questions**

### ***Public Comment***

The Handbook states: "Any time constraints that are imposed on public testimony must be adopted at the outset and uniformly applied."

- Does the Commission wish to hear Public Comment unrelated to scheduled items at the beginning or end of the meeting, and should the amount of time allocated for Public Comment of this type be limited in duration?
- Does the Commission wish to request that members of the Public complete comment cards?

### ***Sign-in Sheets***

- Does the Commission wish to encourage members of the public to sign in? (Members of the public cannot be required to do so.)

### ***Agendas and minutes***

- The committee requested that a list of agenda items (both requested and scheduled for an upcoming meeting) be reviewed at each meeting. How much time should be allocated to this standing item?
- Staff plans to send meeting minutes for review to all Commissioners, with the expectation that only those present at the particular meeting submit comments. Should non-Commissioner meeting attendees also be given the opportunity to review and comment on meeting minutes?
- Approved minutes have been posted to the website after the meeting at which they were approved, but no notification was subsequently sent to meeting attendees. Would the Commission like to change the notification process for approved minutes?
- To limit both the number of printed pages and electronic file size of agenda packets, staff is recommending that packets be limited to under 50 pages and under 10mb. To accomplish this, hyperlinks to online documents relevant to agenda items will be included in the agenda. (This is similar to past practice.) Presenters will be asked to bring the desired handouts to meetings. Does the Commission have comments on this approach?

### ***Meeting time and duration***

- BPAC meetings have been limited to two hours, irrespective of the number or importance of agenda items. The Commission may be reviewing more projects with more public comments, and have more procedural items. How would the Commission like to manage meeting length?
- Do Commissioners like the 5:30pm start time on the third Thursday of the month?

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### **Notes on communication**

- The Commission web page is at <http://www2.oaklandnet.com/Government/o/PWA/o/EC/s/BicycleandPedestrianProgram/BPAC/index.htm> (and accessible via the alias [www.oaklandbikes.info/bpac](http://www.oaklandbikes.info/bpac)).
- The BPAC email list used to distribute BPAC meeting agendas has 490 addresses including those of the Commissioners. Anyone can subscribe to this list at [https://public.govdelivery.com/accounts/CAOAKL/subscriber/new?topic\\_id=CAOAKL\\_51](https://public.govdelivery.com/accounts/CAOAKL/subscriber/new?topic_id=CAOAKL_51).

- A new list has been established for bike/ped related public announcements (not BPAC related). Anyone can subscribe at [https://public.govdelivery.com/accounts/CAOAKL/subscriber/new?topic\\_id=CAOAKL\\_106](https://public.govdelivery.com/accounts/CAOAKL/subscriber/new?topic_id=CAOAKL_106). (The old “BPAC Announcements List” has been retired.)
- Staff maintains a database of contacts for distributing the bi-annual “I [bike] Oakland” newsletter, currently with 2,822 contacts. This database will also be used for public outreach on future updates to the Bicycle Master Plan.