

# CITY OF OAKLAND



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## **Bicyclist and Pedestrian Advisory Commission, Monthly Meeting Agenda** **Thursday, February 18, 2016; 6:00-7:55 pm** **City Hall, Hearing Room 3**

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### **Commissioners**

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

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| <b>Time</b> | <b>#</b> | <b>Topic</b>   | <b>Type</b> |
|-------------|----------|--|-------------|
| 6:00        | 1        | <b>Roll Call/Determination of Quorum/Introductions</b> (5 minutes)   | Admin       |
| 6:05        | 2        | <b>Approval of meeting minutes Attachment</b> (5 minutes)—Seek motions to adopt the January 2016 BPAC minutes.   | Action      |
| 6:10        | 3        | <b>Open Forum / Public Comment</b> (10 minutes)—Members of the public may raise or comment on an issue within BPAC's subject matter jurisdiction (other than what is on the agenda).   | Info        |
| 6:20        | 4        | <b>San Leandro Creek Trail Master Plan project update Attachment</b> (25 minutes)—Barry Bergman, Rails to Trails Conservancy, will give an overview of the San Leandro Creek Master Plan project, now underway in partnership with the City of San Leandro, and ask the BPAC to identify a representative to serve on the citizens advisory committee.   | Action      |
| 6:45        | 5        | <b>Accommodating bicyclists and pedestrians through construction zones Attachment</b> (20 minutes)—Joe Wang, Supervising Transportation Engineer, will explain the process for accommodating bicyclists and pedestrians through construction zones. Commissioners will be asked for their input on the draft guidance, attached.   | Action      |
| 7:05        | 6        | <b>Complete Streets</b> (20 minutes)—Iris Starr will present the initial draft of the Complete Streets Plan outline for review and comment by the BPAC. NOTE: An addendum including the initial draft will sent on Tuesday, February 16.   | Action      |
| 7:25        | 7        | <b>Proposed BPAC by-laws revision</b> (15 minutes)— Staff is asking the BPAC to revise Section 3 of the by-laws (online at <a href="http://www2.oaklandnet.com/OAK050750">www2.oaklandnet.com/OAK050750</a> ), adding the following bullet point: "An Administrative Committee shall be convened to track and share the ongoing creation, work, and dissolution of committees, and other duties as assigned by vote of the commissioners." | Action      |
| 7:40        | 8        | <b>Three-month agenda look-ahead, suggestions for meeting topics, announcements Attachment</b> (15 minutes)  | Info        |

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**Agenda online at:** [www2.oaklandnet.com/w/OAK056336](http://www2.oaklandnet.com/w/OAK056336)

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**City of Oakland, Bicyclist & Pedestrian Advisory Commission**  
**Minutes from the January 21, 2016 meeting**  
**City Hall, Hearing Room 2**

Meeting agenda at <http://www2.oaklandnet.com/oak050731>

Meeting called to order at 6:07pm by BPAC Chair, Christopher Kidd.

**Item 1. Roll Call/Determination of Quorum/Introductions**

At roll call, quorum was established with all Commissioners present except McWilliams (excused). Introductions were made.

- Other attendees (who signed in): Dave Campbell, Dianne Yee, Kit Vaq, Wes Nelson, Melissa Nelson, Matt Bomberg, Rob Rees (Fehr & Peers), Mitra Moheb (AC Transit), Robert Fearman, Carol Levine, Tom Willging, Jesse Rosemoore, Phoenix Mangrum, Amanda Leahy, Kent Lewandowski
- Staff: Jason Patton, Jennifer Stanley, Iris Starr, Dana Riley, Gail McMillon, Bruce Williams

**Item 2. Nominations/elections for BPAC Chair and Vice Chair**

Nominations for Chair included one candidate, Ryan Chan. Ryan was elected unanimously. Nominations for Vice-Chair included one candidate, Rosa Villalobos. Rosa was elected unanimously.

**Item 3. Approval of meeting minutes**

- A motion to **adopt the Bicyclist & Pedestrian Advisory Commission meeting minutes from December 17, 2015** was made (Tabata), seconded (Villalobos), and passed unanimously. Adopted minutes online at [www.oaklandbikes.info/BPAC](http://www.oaklandbikes.info/BPAC). (See related note in Item 4.)

**Item 4. Open Forum / Public Comment**

- Kit Vaq with ACCE Action, RTJ suggested two corrections to the December minutes (which were approved and adopted). Ms Vaq also asked when the item brought to Open Forum last month (bus stop relocation on Broadway at 30<sup>th</sup> St) could be added to the agenda. New Chair Ryan Chan said that the process might change with the new officers elected today, and deferred discussion of this item until the agenda setting item at the end of the meeting.
- Wes Nelson said his wife was hit while biking at Embarcadero @ 5th St, while walking across Embarcadero. Jason Patton, OPW Bicycle & Pedestrian Program Manager, explained that this intersection is in interim condition due to the Brooklyn Basin project. The City has upgraded the contractor's traffic control plan, and the development project will, eventually, install a signal. Mr. Nelson observed that the barriers used, in their current configuration, limit visibility and that delineators be used instead. Jason told Mr. Nelson to contact him directly.

**Item 5. AC Transit Bus Rapid Transit (BRT) Project, Bike/Ped Elements → see attached PowerPoint presentation.**

Rob Rees consultant with Fehr & Peers, presented some design details of the AC Transit BRT project. Mr. Rees highlighted the following:

- Bike parking racks will be installed on the buses, on station platforms, and nearby.

- Bike lanes will be striped on 11th St, E 12th St, and on parts of International Blvd. 11<sup>th</sup> St bike lanes, not in Oakland's Bicycle Master Plan, are included to take advantage of available roadway width, and will be installed on the left side of the street.
- International Blvd is a Caltrans state highway. Transition from Int'l to E 12th St via 54th Ave design details include a widened ramp and both button and video actuation.
- Bike lanes will be dropped approaching 73<sup>rd</sup> Ave due to the Environmental Impact Report.
- Construction sequencing is designed to avoid continuous impact on specific neighborhoods and will allow flexibility to test interim configurations that could, potentially, be made permanent.
- There will be green backed sharrows on E 12<sup>th</sup> St across some intersections.
- At some locations on International Blvd, continuous bike lanes are not possible.
- New traffic signals will be added in the Eastlake and Elmhurst neighborhoods.

Summary of comments/responses:

- If, based on the construction sequencing interim condition analysis, continuous bike lanes (at 73<sup>rd</sup> Ave, for example) could be maintained, AC Transit would need to amend the EIR (even with recent/upcoming changes to CEQA).
- Bike lane widths vary due to varying curb to curb width.
- The bike lanes on 11<sup>th</sup> St change are reflected in the Downtown Plan.
- Allowing bikes on sidewalks instead of installing sharrows aren't feasible due to the narrow sidewalk widths (10' on 73<sup>rd</sup> Ave, for example).
- The only changes on Broadway are the installation of station platforms.
- The on-bus bike racks will be vertical and need to fit into the designated area on the buses which have been ordered. VTA buses have slightly angled racks which should be considered.
- No bike e-lockers are planned currently. Send location suggestions to [bikeped@oaklandnet.com](mailto:bikeped@oaklandnet.com).

Speakers, other than commissioners: Dave Campbell, Dianne Yee, Carol Levine.

**Item 6. Oakland Parks and Recreation's proposed revisions to OMC 12.60.070 Bicycle Operation Rules**

Gail McMillon and Dana Riley described a current project to update the Oakland Municipal Code (OMC) on issues pertaining to Oakland Parks & Recreation. Results from outreach on an effort to address OMC 12.60.070 indicated support for kids bicycling in parks, such as the establishment of slow or family riding zones. OPR's Council report is scheduled in March, and thus the bicycling section may need to wait for another update. Jason Patton noted that the 2017 Bicycle Master Plan will also review relevant OMC sections and that the controversy about bicycling on trails in Joaquin Miller Park may be outside of BPAC purview. Bike paths are different, and Jason recommended that OPR should avoid limitations, while encouraging cyclists to behave well.

Summary of comments/responses:

- Rules pertaining to electric/pedal assist bikes would be addressed in the definitions section. Items covered in the state code don't need to be added to City code.
- Special zones could be identified via signage. Identifying named trails in the Ordinance should be avoided as changes to trail names (or other factors) would necessitate another Ordinance.
- Clarify that prohibitions are for trails only, and not roads.
- 15 mph is too fast for 8' wide trails.
- Signs should be clear so people don't get tickets.
- Consider pavement markings (rather than signs) such as those used in Emeryville.
- All paved 8' trails should be legal.
- Excluding Joaquin Miller Park simplifies the task.

- Motion (Wheeler): **create a BPAC committee on bicycle related municipal code changes as identified by committee members.** Prinz seconds. All in favor. Wheeler to chair. Prinz and Tabata volunteer.

Speakers, other than commissioners: Carol Levine, Kent Lewandowski.

**Item 7. Strategic Growth Council: Affordable Housing and Sustainable Communities Grants → see attached PowerPoint presentation.**

Bruce Williams, Senior Transportation Planner, described the types of projects and programs and funding criteria for this new funding source. The call for projects is in late January.

Summary of comments/responses:

- Projects must have environmental clearance in place by June 2016, but need not be completely designed.
  - Projects not directly between housing and access to a transit stop may be eligible but may not score as well as applications with stronger housing-transit connections.
  - This should have been an information (vs action) item as listed on the agenda. Ryan will discuss the action/informational item distinction with Iris Starr for clarity on future agendas.
- A motion to **extend the meeting by 15 minutes** was made (Chan), seconded (Wheeler), and passed unanimously.

**Item 8. Ordinance Creating New Department of Transportation & Infrastructure**

Iris Starr, Transportation Planning & Funding Division Manager, explained that the Ordinance to create a new City Department of Transportation & Infrastructure (DTI) on the agenda of the City Council Public Works Committee on January 26 at 11am, does three things: (1) creates DTI director position; (2) renames previously created Department of Transportation to DTI; and (3) defers allocation of funding to the mid-cycle budget in June. The City Administrator's report provided two options for consideration by Council. Option A would create a small DOT w/ transportation functions only, leaving the rest of Public Works (OPW) intact. Option B (recommended) would move more functions into a new DTI. Report Attachments A and C illustrate the change between the current condition and Option B. The report states that the change would require nine new administrative staff and four new civil engineer positions at a total cost of \$2.7 million, and that grant funding will be needed to fully fund the proposal.

Summary of discussion:

- It was not clear why the Sewer and Watershed programs should be grouped with transportation
- The City of San Jose DOT is a good example.
- The four new Civil Engineers are intended to support paving program.
- The proposal includes no new transportation staff positions.
- The Budget released in July included positions and an organizational structure that are not included in the City Administrator's recommendation.

Speakers, other than commissioners: Dave Campbell, Kent Lewandowski.

**Item 9. Three month look-ahead, suggestions for meeting topics, announcements**

*Three-month look ahead/suggestions for meeting topics*

- Add 30th St/Broadway bus stop.

- Add new CEQA guidelines impact on future work.
- Add a standing item that includes motions, summary of recent actions. Jennifer Stanley agreed to add a section in monthly agendas that includes a summary plus report backs from committees.
- Follow up on 5<sup>th</sup> St/Embarcadero (per today's Open Forum).
- A motion was made (Tabata) to ***create a committee to decide how to respond to Open Forum public comments and return to the Commission with a recommendation in March***. Seconded (Kidd). Passed with all in favor. Kidd and Villalobos agreed to form the committee.

#### *Announcements*

- There are three upcoming public meetings on Bike Share.

Meeting adjourned at 8:26p.

#### ***Attachments (to be appended to adopted minutes)***

- BRT presentation
- AHSC presentation

Minutes recorded by Jennifer Stanley, City of Oakland Bicycle & Pedestrian Facilities Coordinator, emailed to meeting attendees for review on January 29, 2016, with comments requested by 5pm, Monday, February 1 to [jstanley@oaklandnet.com](mailto:jstanley@oaklandnet.com). Revised minutes will be attached to the February 2016 meeting agenda and considered for adoption at that meeting.

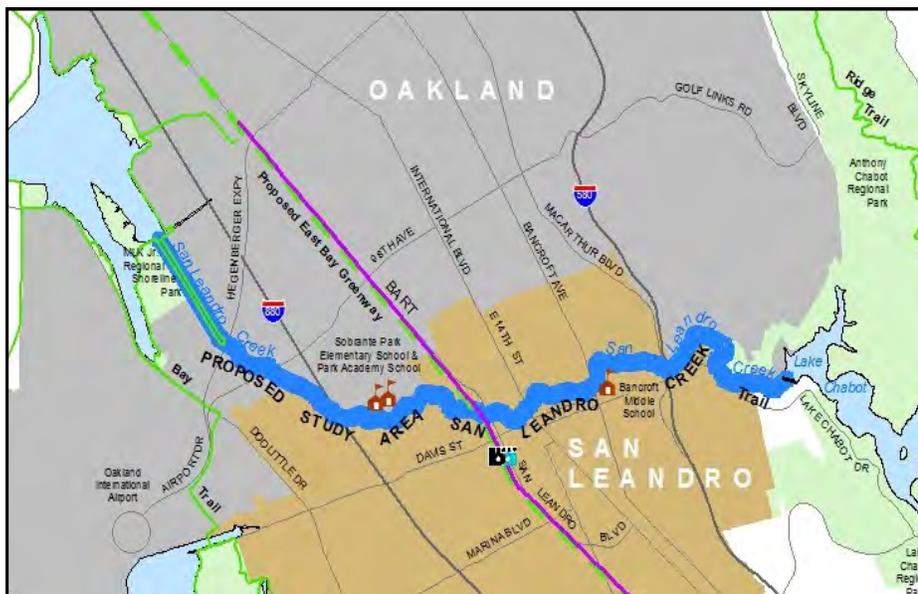
# San Leandro Creek Trail Master Plan Study

Starting Fall 2015

In July 2014, the City of San Leandro was awarded \$201,510 from the State of California Department of Transportation (Caltrans) State Highway Account – Partnership Planning for Sustainable Transportation grant program. The grant allows for the development of the San Leandro Creek Trail Master Plan (a feasibility study), design concepts, and implementation strategy for the possibility of segments of a multi-use trail along San Leandro Creek through the cities of San Leandro and Oakland. Approximately 2.1 miles of the creek are located in the City of San Leandro, 2.1 miles in the City of Oakland, and 1.8 miles runs along the border of the two cities.



The San Leandro Creek Trail Master Plan Study project will build on several years of partnerships and community outreach which will analyze the corridor by engaging hundreds of diverse residents in envisioning how a greenway could enhance access to recreation, schools, and transit while promoting regional sustainability. The proposed greenway and creek restoration provides opportunities for residents in adjacent neighborhoods to access green space and recreational areas while also improving water quality, increasing habitat for native species, and protecting areas of historical, cultural, and ecological significance. The anticipated start date of the Master Plan is November 2015, with a final plan completed by Summer 2017. Extensive public outreach will be conducted through the Master Plan process.



## San Leandro Creek Trail Master Plan Partners

- ◆ City San Leandro
- ◆ City of Oakland
- ◆ Rails-to-Trails Conservancy
- ◆ East Bay Regional Parks District
- ◆ Merritt College
- ◆ National Park Service
- ◆ Friends of San Leandro Creek
- ◆ BART
- ◆ Alameda County Flood Control & Water Conservation District

# **SCOPE OF WORK: San Leandro Creek Trail Master Plan**

## **INTRODUCTION**

The proposed San Leandro Creek Trail Master Plan is an effort to develop a plan, design concepts, and implementation strategy for a multi-use path along the San Leandro Creek in the cities of San Leandro and Oakland. This project will build on several years of preliminary outreach and analysis of the corridor, through which Merritt College engaged hundreds of community residents; over a decade worth of effort by the Friends of San Leandro Creek to restore a thriving riparian corridor within Oakland and San Leandro; and many other efforts by a diverse group of stakeholders. The Master Plan effort will consolidate and expand on this work to further broaden stakeholder involvement, build critical organizational partnerships, and conduct a more in-depth analysis of the opportunities and constraints associated with developing a multi-use trail in this unique corridor. Special emphasis will be given to including residents and organizations that focus their efforts on disadvantaged communities, particularly the Sobrante Park and Columbia Gardens neighborhoods in Oakland. Primary project partners in this effort include the City of San Leandro; City of Oakland; Rails-to-Trails Conservancy (RTC); San Leandro Creek Alliance (a coalition of local stakeholders); Merritt College; and a consulting team.

The San Leandro Creek Alliance has served as the forum for ongoing meetings of a diverse group of project partners, including the cities of San Leandro and Oakland, East Bay Regional Parks District, Merritt College, BART, Alameda Flood Control District, Friends of San Leandro Creek, and RTC. Friends of San Leandro Creek has recently secured a technical assistance grant from the National Park Service Rivers, Trails, and Conservation Assistance program to support the intensification of the outreach efforts, resources which will provide a valuable complement to the Master Plan effort proposed through this application to Caltrans.

The purpose of the project is to develop a project master plan and feasibility analysis. The target area for a proposed trail along the San Leandro Creek is currently on property owned by the Alameda County Flood Control District (which has provided a letter of support, included with this application) and various private property owners. Any management, operations, or maintenance responsibilities associated with a planned trail is not assumed by any of the applicants or sub-applicants by participating in this coordinated planning.

This scope of work reflects the anticipated process and lists deliverables for the San Leandro Creek Trail Master Plan.

## **OVERALL PROJECT OBJECTIVES**

- Build on previously conducted analysis and community outreach efforts regarding the development of a multi-use trail along San Leandro Creek as well as the long-term vision of the restoration of the Creek.
- Coordinate with the efforts of the National Park Service Rivers Trails and Conservation Assistance (RTCA) staff, which has awarded a technical assistance grant to Friends of San Leandro Creek to further the development of partnerships to support the Trail.
- Broaden the existing partners to effectively educate and engage local residents, other community-based stakeholders, with a special focus on outreach to disadvantaged

neighborhoods such as Columbia Gardens and Sobrante Park, as well as Estudillo Estates, Bay-O-Vista and Sheffield Village; merchant and business groups such as the Airport Area Business Association; and public agencies about the potential of the San Leandro Creek Trail as a community resource. The location of the Trail offers a particularly unique opportunity to link low-income residents directly to local employment sites as well connections to the regional job market via improved transit system access.

- Actively solicit participation from groups that represent disadvantaged community groups in the neighborhoods along the San Leandro Creek corridor. The Project Team has already engaged a number of social equity groups, such as City County Neighborhood Initiative, Higher Ground Neighborhood Development Corporation, Community Reform Church, and representatives of the Tribal community.
- Identify and address real or perceived community concerns about the development of a trail along San Leandro Creek, such as trail safety, impact on property values, crime and liability.
- Identify opportunities and constraints regarding the development of the San Leandro Creek Trail as well as a planning-level assessment of costs for construction, operations, and maintenance of the facility. This will include consideration of opportunities for community-based stewardship.
- Identify alignment options for the Trail including trailheads and access points to provide connections to adjacent schools, parks, commercial centers and transit nodes.
- Identify at-grade street crossing locations (e.g. Hegenberger Rd. and 98<sup>th</sup> Ave.), and develop conceptual design treatments for facilitating crossings by trail users.
- Evaluate key issues to be addressed for under-crossings at I-580/Benedict Dr./MacArthur Blvd., I-880, Bancroft Ave., East 14<sup>th</sup> St. (CA-185), San Leandro Blvd., BART, Alvarado St., and Union Pacific tracks.
- Develop general concepts for interpretive signage that reflects the history, culture and ecology of San Leandro Creek; this will include consideration of best management practices for addressing the concerns of the native Tribal community.
- Develop recommended trail standards and sample cross-sections.
- Develop a prioritized list of project segments and key milestones to be achieved as part of an implementation strategy.
- Consider the needs of watershed restoration, habitat, and flood control as part of the preliminary planning and design process.

### **Task 1: Project Planning and Coordination**

The project partners will work with government agencies, nearby businesses, schools, neighborhood residents and other key stakeholders to identify key issues and gather physical planning information related to the study area.

- **Task 1.1: Project Kickoff Meeting.** To prepare for a kickoff meeting, the City of San Leandro will enter into subcontracts with the City of Oakland and RTC. To kick off the project, City of San Leandro staff will conduct a meeting with City of Oakland staff, RTC, the San Leandro Creek Alliance and the Caltrans Project Manager to discuss the process, expectations, roles, and responsibilities. The group will tour and photograph key locations along the project corridor.

**Responsible Party:** City of San Leandro, City of Oakland, RTC

- **Task 1.2: Project Team Coordination.** The Project Team will hold monthly meetings with Caltrans to provide status updates on the project and ensure that the project remains on schedule and within budget.  
**Responsible Party:** City of San Leandro
- **Task 1.3: Prepare RFP and Select Consultants.** The City of San Leandro will provide Caltrans with a copy of their procurement procedures to ensure compliance with grant guidelines. The Project Team will prepare a Request for Proposals (RFP) for the selection and hiring of a planning/engineering team with expertise in trail design, including consideration for meeting or exceeding Caltrans' disadvantaged business enterprise goals. The Project Team and other review panel members (including a representative of the San Leandro Creek Alliance) will review proposals, conduct interviews as necessary, and select a consultant. The City of San Leandro will contract with the selected Consultants.  
**Responsible Party:** City of San Leandro, City of Oakland, RTC
- **Task 1.4: Data Collection and Analysis.** Working with the Technical Advisory Committee, the Consultant will identify, research, collect, organize and evaluate information for the study area including demographic profile of the population in the vicinity of the corridor, relevant traffic and accident data, the City of San Leandro and City of Oakland General Plans, and other local and regional plans.  
**Responsible Party:** Consultants
- **Task 1.5: Prepare Base Maps.** The Consultant will coordinate with the City of San Leandro, City of Oakland, and other key agencies to prepare base maps of the San Leandro Creek corridor. The consultant may also prepare a series of physical analysis maps and drawings at both macro and micro scales to assist in identifying design constraints and opportunities.  
**Responsible Party:** Consultants

| Tasks    | Deliverables  |
|----------|---|
| Task 1.1 | Agenda, lists of contacts, digital photos.  |
| Task 1.2 | Notes summarizing meeting.  |
| Task 1.3 | RFP, subcontracts.  |
| Task 1.4 | With guidance from the Project Team, assemble and review relevant plans, documentation collected through previous outreach.                                       |
| Task 1.5 | Base maps, including property boundaries and ownership, existing public access points, streets along the creek corridor, and initial creek bed and bank location. |

## Task 2: Public Outreach

In coordination with the Cities of San Leandro and Oakland, RTC will lead a focused outreach and publicity effort throughout the course of the project.

- **Task 2.1: Technical Advisory Committee (TAC) Meetings.** The Project Team will convene a minimum of four Technical Advisory Committee meetings which will include representatives from Caltrans, local agencies and key community stakeholders to identify

important issues associated with the development of the Trail. The TAC will identify key issues to be addressed, including technical issues related to trail design and maintenance needs.

**Responsible Party:** Project Team

- **Task 2.2: Citizen Advisory Committee (CAC) Meetings.** The Project Team will convene a Citizen Advisory Committee to ensure representation from the diverse stakeholders in communities along the corridor. Stakeholders involved in this effort will include participants in past outreach efforts, including but not limited to San Leandro Unified School District, Oakland Unified School District, Airport Area Business Association, Merritt College, City County Neighborhood Initiative, Sobrante Park Home Improvement Association, Higher Ground Neighborhood Development Corporation, Communities for a Better Environment, Community Reform Church, tribal representatives selected through a Best Practices Tribal Consultancy, Friends of San Leandro Creek, and other community-based groups. A minimum of four CAC meetings will be held throughout the life of the project.

**Responsible Party:** Project Team

- **Task 2.3: Develop and Distribute Outreach Materials.** RTC, in coordination with the Cities of San Leandro and Oakland, will develop flyers and other outreach strategies, including social media, to publicize community workshops for neighborhood distribution. Flyers will be distributed through the TAC, CAC, neighborhood groups, their respective communications networks, and direct outreach to potentially impacted property owners. Press releases will be circulated to local and regional newspapers local radio stations, and other media. Outreach will include contacting Spanish-language media, and materials will be developed in English and Spanish as needed.

**Responsible Party:** RTC

- **Task 2.4: Community Workshops.** A minimum of six (6) community workshops will be held in San Leandro and Oakland to reach out and solicit input from the diverse neighborhoods and stakeholders along the six-mile corridor. These workshops will include interactive planning and mapping exercises done in coordination with the National Park Service as part of their technical assistance support. Merritt College students, who have led numerous community workshops with neighborhood groups during the past several years along the San Leandro Creek corridor, will be providing significant assistance in supporting these workshops. Materials presented at the workshop will include maps of the corridor, and a presentation on the opportunities and challenges posed by the Trail.

**Responsible Party:** Project Team

| <b>Tasks</b> | <b>Deliverables</b>   |
|--------------|---|
| Task 2.1     | Agenda, participant list, meeting notes.                            |
| Task 2.2     | Agenda, participant list, meeting notes.                            |
| Task 2.3     | Copies of materials and modes of outreach and distribution summary. |
| Task 2.4     | Presentation materials; summary of input; sign-in sheets.           |

### Task 3. Plan Development

- **Task 3.1: Draft Plan.** Within two months of the initial round of workshops, the Project Team will develop the Master Plan outline. Within four months of the final workshop, the Project Team will prepare and circulate a draft of the plan for review by Caltrans, staff and the public. The Consultant will provide the majority of the content. The Plan will include recommended alignments, an implementation strategy, planning level cost estimates, recommended trail standards and sample cross-sections, recommended priority segments and funding sources, and an operations and maintenance strategy.

**Responsible Party:** Consultant

- **Task 3.2: Final Plan.** The Project Team will incorporate revisions based on comments from elected officials, agency staff, and the public and finalize the plan.

**Responsible Party:** Consultant

- **Task 3.3: Plan Presentation.** The Cities of San Leandro and Oakland will present the final plan to their respective City Councils.

**Responsible Party:** Project Team

| Tasks    | Deliverables  |
|----------|---|
| Task 3.1 | Copies of draft report in pdf   |
| Task 3.2 | Copies of Master Plan in pdf and paper formats, and web ready files for public access. Comments included in appendix of final report. |
| Task 3.3 | Presentation materials for Final Plan.  |

### Task 4: Administration and Fiscal Management

The City of San Leandro will be responsible for securing the Fund Transfer Agreement with Caltrans; contracting with the City of Oakland, RTC, and the consultant; progress reporting and documentation; and invoicing.

- **Task 4.1.** The City of San Leandro will provide invoicing and accounting as required to administer the grant.
- **Task 4.2.** The City of San Leandro will provide quarterly progress reporting as required by Caltrans.

**Responsible Party:** City of San Leandro

| Tasks    | Deliverables                                 |
|----------|--|
| Task 4.1 | Invoice packages per Caltrans requirements.  |
| Task 4.2 | Quarterly reports per Caltrans requirements. |



## MEMORANDUM

**TO:** TSD Engineering Staff

**FROM:** Wladimir Wlassowsky

**SUBJECT:** Supplemental design guidance:  
accommodating bicyclists  
through construction zones

**DATE:** TBD, 2015

This memorandum provides engineering and design guidance on Temporary Traffic Control (TTC) measures used to accommodate bicyclists through construction zones in Oakland. The guidance supplements the guidance in Chapter 6 of the California Manual on Traffic Control Devices (MUTCD) which specifies that bicyclists be safely accommodated through construction zones.<sup>1</sup> This guidance applies to all roads on which bicyclists are legally allowed to travel, including designated bikeways. Since the MUTCD is updated regularly (most recent version from 2014) the Standards and Guidance below should be followed unless it conflicts with a more recent version of the MUTCD.

### Oakland Standards

- **The Traffic Control Plan (TCP) shall indicate the length and duration of all bike lane closures.**
- **Advance notification and a taper (to match what is done with travel lanes) shall be provided.**
- **If the TCP involves restriping, temporary bike-specific restriping (bike lane/sharrow markings, depending on site-specific circumstances) shall be installed.**
- **Where bike lanes must be closed, the advance notification signage and temporary striping/tapers shall be placed sufficiently far in advance to allow the bicyclist to merge out of the bike lane.**
- **Signage shall not be placed in an otherwise open bike lane, or to block the bicyclist's expected path of travel.**
- **All bike-related signage shall be as permanent as the other TTC signage.**
- **The Bicycle & Pedestrian Program Manager, or her/his designee, shall review TCPs that include bikeway detours or bike lane closures of longer than one week.**

### Oakland Guidance

- Bike lane closures should be avoided.
- Existing bike lanes must remain clear (minimum 5') unless the bike lane closure is specifically approved as part of a Traffic Control Plan (TCP).

<sup>1</sup> The MUTCD is updated regularly (most recent version from 2014). The guidance in this memo should be followed unless it conflicts with a more recent version of the MUTCD.

**To: TSD Engineering Staff**

Subject: Supplemental design guidance: accommodating bicyclists through construction zones

Date: TBD

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- To maintain 5' bike lanes, the adjoining travel lane may be temporarily narrowed to 9'.
- If a bike lane is closed, and there is:
  - one shared travel lane remaining in a direction, temporary (orange) SHARE THE ROAD (W16-1) sign(s) should be installed.
  - two travel lanes remaining in a direction, temporary (orange) BIKES MAY USE FULL LANE (R4-11) sign(s) shall be installed.

### **Oakland Option**

- To maintain a bike lane on a street with two lanes in each direction, one of the two lanes may be closed.

In addition to Section 6D.101, the TTC issues relevant to bicyclists enumerated in CA MUTCD Sections 6G.05, 6G.08, 6G.09, 6G.10, 6G.11, 6G.19 should be incorporated into planning for road closures.

Respectfully submitted,

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Wladimir Wlassowsky  
Manager, Transportation Services

### **Attachments**

- Oakland Bicycle-Specific TTC sign layouts

**BPAC agenda: three-month look-ahead**

**March**

- Downtown Specific Plan
- Parking Plan
- TDA Article 3 funding recommendation and Bicycle Master Plan Update scope
- Report from BPAC committee on Open Forum

**May**

- Pedestrian Plan

**March, April, May (or tentative)**

- Broadway bus stop relocation
- OBAG applications
- SB743 and approach to Downtown Plan CEQA
- Caltrans Guidance for Class IV
- Resurfacing update
- Transportation Prioritization Tool
- “Smart City” grant application

**BPAC Committees**

| <b>Committees</b>  | <b>Date convened</b> | <b>Status</b>   | <b>Members</b>                       |
|--|----------------------|---|--------------------------------------|
| review OMC bicyclist-related sections  | 1/21/2016            |   | Wheeler (chair), Prinz, Tabata       |
| decide how to respond to Open Forum public comments  | 1/21/2016            | report back in March 2016   | Kidd, Villalobos                     |
| develop a recommendation in support of Bike Share to be presented by a BPAC member at the Public Works Committee meeting on January 12 | 12/17/2015           | work completed  | Hwang, Villalobos, Prinz, McWilliams |
| review BPAC commissioner applications and bring recommendations to the BPAC in November  | 10/15/2015           | work completed  | Wheeler, Tabata, Chan                |
| draft strategic plan   | 1/15/2015            | document adopted at December 2015 meeting pending resolution of final concerns presented by commissioners and staff | Kidd, Sahar Shirazi, others          |