

**CITY OF HEALDSBURG  
TRANSPORTATION ADVISORY COMMISSION  
SPECIAL MEETING MINUTES  
April 19, 2018  
City Hall Council Chamber  
401 Grove Street, Healdsburg, CA 95448**

Chairperson Peacock called the meeting to order at **5:15 P.M.**

**ROLL CALL:**

Commissioners Present: Bangham, Levine, Schuiling Wells, and Chair Peacock

Commissioners Absent: None

Staff Present: Public Works Director Zimmer and Deputy City Clerk Allan

**APPROVAL OF AGENDA**

On a motion by Commissioner Schuiling, seconded by Commissioner Bangham, approved the April 19, 2018 special meeting agenda as submitted. The motion carried on a unanimous voice vote. (Ayes 5, Noes 0, Absent – None)

**APPROVAL OF MINUTES**

On a motion by Commission Levine, seconded by Commissioner Wells, approved the September 7, 2017 and December 7, 2017 regular meeting minutes as submitted. The motion carried on a voice vote with Commission Schuiling and Bangham abstaining. (Ayes 3, Noes 0, Absent – None, Abstaining – as noted above)

**ANNOUNCEMENTS/PRESENTATIONS – INTRODUCTION OF NEW COMMISSIONERS**

Public Works Director Zimmer introduced Ty Schuiling and Lewis Bangham as the newly appointed Commissioners to the Transportation Advisory Commission.

Commissioner Bangham and Schuiling elaborated on their backgrounds and noted their items of interest related to transportation.

**COMMISSION REPORTS ON MATTERS OF INTEREST SINCE PREVIOUS REGULAR MEETING**

None.

### **PUBLIC COMMENT ON NON-AGENDA ITEMS**

Mark McMullen encouraged the Commission to research out how to bring more buses to Healdsburg to encourage ridership on the SMART train.

### **REGULAR CALENDAR - APPOINTMENT OF CHAIRPERSON AND VICE CHAIRPERSON**

Chair Peacock opened up the item for discussion, noting he would prefer not to be nominated as Chair for another year.

Discussion ensued among the Commission about who should serve as Chair and Vice-Chair, the time commitment to the position and the possibility of deferring this item to the next agenda.

It was the consensus of the Commission to defer this item to the next regular meeting in June.

### **REGULAR CALENDAR – COMMISSION LIASONS**

Chairperson Peacock introduced the item for discussion and noted each Commission that needs a liaison.

Commissioner Wells requested to continue as the liaison with the Parks and Recreation Commission.

Commissioner Levine requested to continue as the liaison with the Community Housing Committee.

Commissioner Schuiling offered to be the liaison to the Planning Commission.

Chair Peacock requested to continue as the liaison to the Senior Citizen Advisory Commission.

### **Public Comment**

Mark McMullen, stated the Senior Citizen Advisory Commission is getting a lot accomplished in regards to transportation and suggested having a strong liaison to that Commission.

It was the consensus of the Commission to move forward with the recommendations as stated above by each Commissioner.

### **REGULAR CALENDAR – MOVING MEETINGS FROM QUARTERLY TO BI-MONTHLY**

Public Works Director Zimmer provided background information on the quarterly meetings, reviewed the frequency of previous years meetings, noting that the Commission could always have a special meeting if the need arises.

In response to the Commission's inquiries, Public Works Director Zimmer stated nothing has been prepared for Council yet.

#### **Public Comment**

Mark McMullen, stated he was in favor of increasing the meeting frequency to six meetings a year to address the transportation issues in Healdsburg.

Commissioner Schuiling stated he was not in favor of going to six meetings a year and was supportive of Staff's recommendations.

Commissioner Levine stated he was supportive of going to six meetings a year, noting having meetings scheduled ahead of time allow the public advanced opportunity.

Commissioner Bangham stated the transportation situation was critical and was in favor of bi-monthly meetings if the increased frequency would support the critical situation.

Commissioner Wells stated he was supportive of Staff's recommendation and move forward with Special meetings as needed until the scope of the Commission was fully defined.

Discussion ensued about the work plan of the Commission and how the items relate to the enabling Resolution and scope of work as defined by the Council.

It was the consensus of the Commission to continue with quarterly meetings and call for special meetings on an as need basis with proper notice to the public.

### **REGULAR CALENDAR – SIGNING PLAN FOR THE CITY OF HEALDSBURG**

Public Works Director Zimmer presented background information on the Bike and Pedestrian Plan that includes a signing plan recommendation and noted Staff is seeking direction from the Commission on a signing plan.

In response to the Commission's inquiries, Director Zimmer stated Staff would research where the bike parking map exists.

Public Comment

Mark McMullen, stated the signing plan in the City should be re-visited and work with the City to get a standardized signing plan.

Discussion ensued among the Commission about a signage plan including wayfinding, directional signs, signs related to bikes, how this item came up for discussion, when SMART will make it to Healdsburg and the funding for SMART.

In response to the Commission's inquiries, Director Zimmer clarified the Bike and Pedestrian Plan doesn't specify where signs need to go or the type of signs needed.

Director Zimmer summarized the Commission's request and stated he would be returning to the Commission at the June meeting with an update on a Signing and Pavement marking Plan for the City of Healdsburg and where the funding may come from.

**REGULAR CALENDAR – TRANSPORTATION SECTION OF THE GENERAL PLAN**

Public Works Director Zimmer introduced this item for discussion noting this item was placed on the agenda at the request of the Commission.

Commissioner Schuiling inquired what the status was on the North and South Entry Plans commented and stated he would be interested in looking at the transportation issues related to both of those plans.

Commissioner Levine stated he wanted to look at broader transportation issues within the Commission's scope in relation to this agenda item.

In response to Commissioner Levine's inquiry, Director Zimmer stated he would send to the Commission the scope of work and legislative action, so the Commission can have more clarity.

Discussion ensued about the City's access to local, state and federal funds and how the Commission can get more involved in transportation issues.

Director Zimmer summarized the Commission's recommendation, noting at the June meeting he would return with a summary of transportation funds available to the City, the scope of the work of the Commission and how Chapter five of the General Plan relates to the Commission.

### **VERBAL REPORTS**

Public Works Director Zimmer provided an update on the Healdsburg Avenue Improvement Project, Foss Creek Pathway, the Zagster Bike Share Program, the Dry Creek Interchange and Healdsburg Avenue Project at the North end of town.

### **BICYCLE FRIENDLY COMMUNITY SUB-COMMITTEE**

Commissioner Wells and Chair Peacock reviewed the work done to date on the Bike and Pedestrian Master Plan by the Sub-Committee.

### **DIRECTOR REPORT**

Public Works Director Zimmer noted Staff took part in a walking audit of the Healdsburg High School and informed the Commission of the Bike Rodeo taking place of May 3 and May 4.

### **COMMISSIONERS REQUESTS FOR FUTURE AGENDA ITEMS**

It was the consensus of the Commission to place the below items on a future agenda:

- Appointment of a Chair and Vice Chair
- Bicycle Friendly Business Award
- Recommendation for a Signage Plan
- Available funds for transportation related items
- Provide Update on Chapter 5 of the General Plan

### **ADJOURNMENT**

There being no other Transportation Advisory Commission business to discuss, the meeting was adjourned at approximately **7:05 P.M.**

APPROVED:

ATTEST:

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Richard Peacock, Chairperson

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Larry Zimmer, Public Works Director