

**MINUTES OF THE REGULAR MEETING OF THE BIKEWAY AND WALKABILITY  
COMMITTEE**

**December 2, 2015**

These meeting minutes represent an "action minute" format. A copy of the meeting audio tape can be obtained at the Public Services Department's front counter located on the 4<sup>th</sup> floor of Costa Mesa City Hall. The Bikeway and Walkability Committee (BWC) of the City of Costa Mesa, California met in a regular meeting session at 6:30 p.m. on Wednesday, December 2, 2015.

**1. CALL TO ORDER**

The meeting was called to order by Vice-Chair Cynthia McDonald at 6:35 p.m. at the Costa Mesa Senior Center 695 West 19<sup>th</sup> Street, Costa Mesa, California.

**2. ROLL CALL AND INTRODUCTIONS**

Committee Members Present: Vice-chair, Cynthia McDonald,  
Member Tony Capitelli,  
Member Jim Erickson,  
Member Richard Huffman II,  
Member James Kane,  
Member Jim Kerins,  
Member Andrea Marr,  
Member John C. Merrill,  
Member Brian Valles,  
Brent Stoll, Chamber of Commerce

Committee Members Absent: Chair, Ralph Taboada,  
Member Kathleen Brown,  
Member Leah Ersoylu,  
Member Flo Martin,  
Dr. Kirk Bauermeister, NMUSD

City Council Liaison Absent: Katrina Foley

Staff Present: Ernesto Munoz, Public Services Director  
Raja Sethuraman, Transportation Services Manager,  
Pritam Deshmukh, Associate Engineer,  
Elizabeth Palacio, Engineering Technician II

Consultant Present: Melissa Dugan, Stantec

### 3. PUBLIC COMMENTS

1. Geoff West told the committee to "keep up the work".

### 4. APPROVAL OF MINUTES

The approval of the November 18, 2015 regular meeting minutes was rescheduled to be reviewed and approved at the next regular meeting on January 6, 2015.

### 5. OLD BUSINESS

- a. Review of Goals/Objectives/Policies/Programs for the Bicycle and Pedestrian Master Plan –Committee Discussion.

After discussion by the committee, Member Brian Valles made a motion to create a new goal number six, *as written in the attached final draft*, Member Jim Erickson seconded the motion. The motion passed unanimously.

After discussion by the committee, Member Jim Erickson moved to accept objective 6.1, *as written in the attached final draft*, Member Tony Capitelli seconded the motion. The motion passed unanimously.

After discussion by the committee, Member Richard Huffman II moved to accept objective 6.2, *as written in the attached final draft*, Member Tony Capitelli seconded the motion. The motion passed unanimously.

After discussion by the committee, Member Brian Valles moved to accept policies 6.1.1 through 6.1.3, *as written in the attached final draft*, Member John C. Merrill seconded the motion. The motion passed unanimously.

After discussion by the committee, Member Jim Erickson moved to accept policies 6.2.1 through 6.2.3, *as written in the attached draft*, Member Andrea Marr seconded the motion. The motion passed unanimously.

Public Services Director Ernesto Munoz informed the committee that he anticipates scheduling the Goals/Objectives/Policies/Programs for the Bicycle and Pedestrian Master Plan to the City Council for their consideration at the second regular meeting on January 19, 2016. He invited the Chair and Vice Chair to make the presentation.

### 6. NEW BUSINESS

- a. Approval Process for New Bicycle Lanes/Routes - Discussion

Transportation Services Manager Raja Sethuraman briefly discussed the approval process for new bicycle lanes and routes in the City of Costa Mesa.

- b. Master Plan of Bikeways – Discussion

The committee collaborated in a workshop exercise. Members of the committee marked up city maps, outlining desired bike lanes, routes, and missing links of bicycle and

pedestrian facilities. At the end of the workshop, two committee members briefly summarized the recommendations.

- c. Items for Next Agenda
  - 1. Review final consolidated Goals/Objectives/Policies/Programs for the Bicycle and Pedestrian Master Plan - Discussion
  - 2. Review marked up Master Plan of Bikeways - Discussion
  - 3. State Bill SB1183 - Discussion
  - 4. Future Meeting Schedule
  
- d. Items for Future Agenda
  - a. Draft Mission Statement – Discussion
  - b. Cyclovia Discussion
  - c. Orange County Bicycle Coalition Presentation
  
- e. Cancellation of the Regular Meeting of the Bikeway and Walkability Committee of December 16, 2016.

After discussion by the committee, Member Jim Erickson made a motion to cancel the committee meeting of December 16, 2016, Member Andrea Marr seconded the motion. The motion passed unanimously.

#### **7. COMMITTEE MEMBER COMMENTS**

- 1. Member Richard Huffman II urged the committee to consider organizing and sponsoring a Cyclovia event next year. After discussion with the committee, it was recommended that a subcommittee be formed to possibly organize the event. The formation of the subcommittee will be discussed at the Bikeway and Walkability Committee's second meeting of 2016.
- 2. Member Jim Erickson asked the committee to consider ideas for subcommittees.
- 3. Member Tony Capitelli inquired about the filing of vacant committee seats. Staff explained the process and possible schedule for filling the vacant committee seats by the City Clerk's office.
- 4. Member James Kane spoke of the COP21, United Nations conference on climate change, taking place in Paris, France that began November 30<sup>th</sup> and will continue through December 11, 2015. He mentioned a Costa Mesa Press Briefing that highlighted projects that may be of interest to the committee. He mentioned a new Capital Improvement webpage that was recently created to give members of the community information on ongoing projects.

#### **8. CITY COUNCIL LIAISON COMMENTS**

#### **9. STAFF COMMENTS**

Public Services Director Ernesto Munoz expressed gratitude to the committee and said this was one of the best committees he has had the pleasure of working with.

#### **10. NEXT REGULAR MEETING**

Next regular meeting January 6, 2016 at 6:30 p.m. at the Costa Mesa Senior Center, 695 West 19<sup>th</sup> Street, Costa Mesa, California.

**11. ADJOURNMENT**

The meeting was adjourned at 8:45 p.m.

**Submitted by:**

Cynthia McDonald

Cynthia McDonald, Vice-chair

## 1.1 TABLE 1: GOALS, OBJECTIVES & POLICY ACTIONS – FINAL DRAFT

### **Goal 1.0: Promote a Friendly Active Transportation System in Costa Mesa**

Create a bicycle and pedestrian friendly environment throughout Costa Mesa for all types of users and all trip purposes in accordance with the 5 E's (Education, Encouragement, Enforcement, Engineering, and Evaluation).

**Objective 1.1:** Expand, Enhance, and protect the existing bicycle and pedestrian network to provide a comprehensive, system of Class I, Class II, Class III, and Class IV facilities to increase connectivity between homes, jobs, schools transit, and recreational resources in Costa Mesa.

#### **Policies**

1.1.1. Develop an extensive bicycle and pedestrian back-bone network through the use of standard and appropriate innovative treatments.

1.1.2. Plan and install new bicycle lanes on major arterials, where feasible and appropriate.

1.1.3. Plan and install shared lane markings ("sharrows") and signage on appropriate existing and planned bicycle routes where bicycle lane implementation is demonstrated to be not feasible.

1.1.4. Where feasible, Class I shared-use paths should be a priority for future developments.

1.1.5. Plan and install new shared-use paths in utility corridors and/or along flood control channels, and extend existing bicycle and shared-use paths.

1.1.6. Plan and complete north/south multi-purpose and bicycle routes through the City to augment the east/west route.

1.1.7. Encourage reallocation of roadway rights-of-way where appropriate to accommodate shared-use path and bicycle facilities, while preserving and respecting the character of each adjacent neighborhood.

1.1.8. Support bicycle improvement projects that close gaps in the regional bicycle network either by implementing specific projects recommended in the Plan or through other treatments

1.1.9. Encourage bicycle projects that connect local facilities and neighborhoods to major bicycle corridors

1.1.10. Work cooperatively with adjoining jurisdictions and local/regional agencies to coordinate bicycle planning and implementation activities. Where required, develop consistent active transportation plans and policies with regional and adjacent agencies.

1.1.11. Prioritize safe access to major regional trails such as the OC Loop/Santa Ana River Trail and the Newport Back Bay Trail System. Where feasible, plan and provide a continuous low-stress Class I and/or Class IV facility from east to west across the city between these facilities.

1.1.12. Explore favorable opportunities to remove parking to accommodate bicycle lanes.

1.1.13. Identify favorable opportunities to retain parallel parking adjacent to sidewalks to maintain pedestrian safety.

1.1.14. Consider every street in Costa Mesa as a street that cyclists could use.

1.1.15. Link on-road and off-road bicycle and pedestrian facilities within Costa Mesa to existing and planned facilities in adjacent and regional jurisdictions.

1.1.16. Low stress design techniques should be considered where necessary to attract a wide variety of users.

1.1.17. Establish designated suggested routes to schools for biking and walking.

1.1.18. Designate walkable districts in the City.

**Objective 1.2:** Provide end of trip facilities that support bicycle network.

**Policies**

1.2.1. Provide bike parking and bike-related amenities at public facilities and along public right-of-way.

1.2.2. Pursue public-private partnerships to furnish local businesses with secure bike parking and other related amenities.

1.2.3. Develop and adopt bicycle parking equipment standards for bicycle parking to be installed within the public right-of-way and post on the city website.

1.2.4. Work with local schools and colleges to provide ample and secure bike parking and other related amenities for students and employees.

1.2.5. Work with OCTA to maximize bicycle amenities, such as bus stop solar lighting and bicycle lockers, at high-volume transit stops.

1.2.6. Prioritize the installation of bicycle-scale and/or pedestrian-scale lighting.

1.2.7. Encourage and incentivize providing attended bicycle parking services, such as a bicycle valet, at major City events, OC Fair, Farmer's Markets, holiday festivals, and other community events.

1.2.8. Prioritize schools with the highest auto traffic volume during peak hours and insufficient parking for staff and parents. Plan and install bicycle facilities adjacent those schools.

**Objective 1.3:** Encourage sustainable modes of transportation to fill gaps between the first and last miles of trips (walking, biking, ride sharing, transit, taxi and car-sharing).

**Policies**

1.3.1. Identify citywide infrastructure needed to create the interconnected multi-trail system.

1.3.2. Improve the quality, aesthetics and safety of high use pedestrian corridors.

1.3.3. Develop and implement a bicycle sharing system.

1.3.4. Proposed new mode split goals:

50% motor vehicles

10% transit

10% bicycles

20% walking

10% carpools, taxi, Uber and other forms

1.3.5. Establish a goal for all trips of less than 3 miles to be 30 percent by bicycle, and establish a goal for all trips of less than 1 mile to be 30 percent by walking.

1.3.6. Consider implementing a small scale transportation system to encourage mode shift to popular destinations as defined by users.

**Goal 2.0: Create a Safer Place to Walk and Ride a Bicycle**

Provide a safe, convenient and attractive bicycling and pedestrian environment. Apply design standards, enforcement of traffic laws, maintenance practices and safety awareness campaigns to encourage and increase the use of bicycle and pedestrian facilities.

**Objective 2.1:** Develop bicycle and pedestrian facilities with approved uniform design standards, and implementation of wayfinding signage providing information on various destinations.

**Policies**

**2.1.1.** Require that all facilities be designed in accordance with the latest federal, state, and local standards.

**2.1.2.** Provide and maintain bicycle and pedestrian signal detectors, informational signage, and lighting, along City bikeways.

**2.1.3.** Develop, install and maintain a bicycle and pedestrian wayfinding signage program to indicate route turns, the presence of intersecting bikeways, streets and distances to nearby local and major destinations.

**2.1.4.** Develop a list of acceptable plant materials for shared use paths that will not damage, create security problems or hazards for bicyclists. Incorporate canopy trees and native, drought tolerant landscaping as a standard Class I facility (shared use path) feature. Encourage the use of sustainable drainage designs, such as bioswales.

**2.1.5.** Utilize Complete Streets elements as demonstrated in most recent versions of National Association of City Transportation Officials (NACTO) Urban Street Design Guide and Bikeway Design Guide.

**2.1.6.** Crosswalks will include high visibility crossing treatments.

**2.1.7.** Paint direction arrows on all bike lanes and bike paths to reduce the risk of collisions.

**Objective 2.2:** Continue and expand enforcement activities that enhance safety of bicyclists on bike paths and roadways.

**Policies**

**2.2.1.** Enforce laws that reduce bicycle/pedestrian/motor vehicle incidents and conflicts.

**2.2.2.** Train police officers on bicyclists' rights and responsibilities and bicycle/pedestrian/vehicle collision evaluation.

**2.2.3.** Utilize the City's bicycle mounted patrol officer program to educate and enforce pedestrian and bicycle user violations not necessarily to punish, but to correct.

**2.2.4.** Promote efficient reporting mechanisms for behaviors that endanger cyclists and pedestrians

**2.2.5.** Develop a partnership with the school community to establish and update suggested routes to schools for biking and walking.

**Objective 2.3:** Maintain bicycle and pedestrian facilities that are clear of debris and provide safe conditions for all users.

**Policies**

**2.3.1.** Establish routine maintenance schedule/standards for bicycle and pedestrian facilities for sweeping, litter removal, landscaping, repainting of striping, signage, and signal actuation devices.

**2.3.2.** Encourage and empower citizens to report maintenance issues that impact bicyclist and pedestrian safety including, but not limited to, potholes, sidewalk lifting, and overgrown vegetation.

**2.3.3.** Establish procedures for responding to citizen reports in a timely manner.

**2.3.4.** Where feasible reduce or eliminate conflict points such as driveways that cross the sidewalk.

**Objective 2.4:** Increase education of bicycle and pedestrian safety through programs and training of school children and public.

**Policies**

**2.4.1.** Create, fund, and implement bicycle-safety curricula and provide to the public; tourists, various ethnic groups, diverse ages and disadvantaged communities.

**2.4.2.** Provide multilingual bicycle-safety maps & brochures (print and electronic versions) in languages that are widely used in Costa Mesa.

**2.4.3.** Encourage schools to develop and provide bicycle-safety curricula for use in elementary, middle, and high schools such as the Bicycle Rodeo events.

**2.4.4.** Support marketing and public awareness campaigns aimed at improving bicycle and pedestrian safety.

**2.4.5.** Provide a user education program developed and promoted to encourage proper trail use and etiquette.

**2.4.6.** Work with local bicycle advocacy organizations to develop, promote and support a series of bicycle education classes. Include information on bicycle safety, maintenance and security.

**2.4.7.** Develop and distribute education material regarding bicycle and pedestrian responsibilities and laws.

**Objective 2.5:** Monitor and Analyze Bicycle and Pedestrian Safety.

**Policies**

**2.5.1.** Request bicycle and pedestrian collision reports from local law enforcement periodically and consider improvements to address problem areas.

**2.5.2.** Establish an expedited process to report maintenance and safety concerns, e.g. pavement markings (sharrows, missing bike lane lines), ramps, curb cut-outs, broken walk/bike signal buttons, signage, minor maintenance of bike lanes/paths (street/path sweeping, minor surface patching, inoperable traffic signal bicycle detection).

**2.5.3.** Conduct Roadside Safety Audits (RSA's) on a regular basis to provide periodic snapshots of roadway safety, including bicycle, pedestrian, equestrian, skateboard, and other non-motorized modes of travel.



**Goal 3.0: Integrate Active Transportation Elements into Circulation System and land use planning**

Provide bikeway and walkway facilities that are integrated with other transportation systems and land use planning decisions.

**Objective 3.1:** Consider bicycle and pedestrian facilities during land use planning process.

**Policies**

- 3.1.1. Incorporate the Costa Mesa Bicycle and Pedestrian Master Plan into the City's General Plan Update.
- 3.1.2. Ensure that all current and proposed land use planning is consistent with the Costa Mesa Bicycle and Pedestrian Master Plan.
- 3.1.3. Require new developments provide adequate bicycle parking and pedestrian access.
- 3.1.4. Collaborate with property owners to increase bicycle parking over time.
- 3.1.5. Encourage the integration of compatible land uses and housing into major development projects to reduce vehicle use.
- 3.1.6. Provide a fully integrated network of modern active transportation facilities to and from major activity centers and residential centers.
- 3.1.7. Identify areas where an increase in the need for active transportation can reasonably be anticipated due to housing/business growth.
- 3.1.8. Make commercial and recreational areas more enjoyable for pedestrians by implementing measures such as providing shade, planting trees, eliminating visible parking lots, vacant lots, and long stretches of bland building façade.
- 3.1.9. Develop creative, artistic and functional bicycle parking solutions and install them throughout the City as a standard.

**Objective 3.2:** Integrate bicycle and pedestrian facility improvements during planning, design and implementation of transportation projects.

**Policies**

- 3.2.1. Promote the preservation of bicycle access within all roadway rights-of-way, as well as the development of innovative, safety-enhanced on-street facilities, such as bicycle boulevards and cycle tracks.
- 3.2.2. Establish Bike Boulevards on streets with low traffic volumes and slow speeds to encourage bicycling.
- 3.2.3. Support the incorporation of bicycle and pedestrian facilities into capital improvement projects, where appropriate to maximize leveraging of funds.
- 3.2.4. Proactively seek new opportunities for acquisition of abandoned rights-of-way and other lands for the development of new multi-use pathways that integrate with the planned network.
- 3.2.5. Improve the safety of all road users through the implementation of neighborhood traffic calming treatments.
- 3.2.6. Detours through or around construction zones should be designed for safety, and convenience, and with adequate signage for cyclists and pedestrians.
- 3.2.7. Provide opportunity for public input prior to the removal of an existing bicycle or pedestrian facility or the approval of any development or street improvement that would preclude these planned facilities.

**Goal 4.0: Promote an Active Transportation Culture**

Develop educational and promotional programs to increase bicycle and pedestrian usage that respects and accommodates all users to foster a more balanced transportation system.

**Objective 4.1:** Encourage more people to walk and bicycle by supporting programs that foster community support for bicycling and walking and raise public awareness about active transportation.

**Policies**

- 4.1.1.** Support marketing and public awareness campaigns through a variety of media aimed at promoting bicycling and walking as a safe, healthy, cost-effective, environmentally friendly transportation choice.
- 4.1.2.** Support programs aimed at increasing bicycle and walk trips by providing incentives, recognition, or services that make bicycling and walking a more convenient transportation mode.
- 4.1.3.** Promote bicycling and walking at City-sponsored and public events, such as Earth Day, Bike to Work Day/Month, farmer's markets, public health fairs, art walks, craft fairs, civic events.
- 4.1.4.** Encourage and promote bicycle related businesses within Costa Mesa including, but not limited to, involvement of civic clubs and organizations.
- 4.1.5.** Promote active transportation events in Costa Mesa to raise awareness and encourage bicycling, including, but not limited to, those that may involve temporary road closures, bike to work/school, senior walks, historic walks, and ciclovias.
- 4.1.6.** Encourage major employment centers and employers to promote commuting by bicycle including the use of flex-time work schedules to support non-rush bicycle commuting. Build a coalition with City, businesses, schools and residents to promote active transportation.
- 4.1.7.** Encourage participation in bicycle and pedestrian promotion activities by education facilities, arts programs, active transportation clubs, and entertainment providers.
- 4.1.8.** Achieve "Silver Level Bicycle Friendly Community" by League of American Bicyclists by 2025.
- 4.1.9.** Achieve "Walk Friendly Community" status from WalkFriendly.org by 2025.
- 4.1.10.** Achieve "HEAL City" designation by 2017.

**Goal 5.0: Promote the Positive Air Quality, Health and Economic Benefits of Active Transportation**

Encourage active transportation by promoting air quality, health and economic benefits, and by pursuing multiple sources of funding for active transportation programs and facilities.

**Objective 5.1:** Improve air quality, public health and reduce ambient noise by promoting Active Transportation programs.

**5.1.1.** Determine baseline emissions levels then track and communicate changes in emissions as modes of transportation trips shift to encourage more walking and biking.

**5.1.2.** Improve quality of life in Costa Mesa by reducing neighborhood traffic and noise.

**5.1.3.** Increase pedestrian and bicycle trips, thereby reducing vehicle trips and Vehicle Miles Traveled.

**5.1.4.** Coordinate with appropriate federal, state and county health agencies on active transportation programs to achieve health benefits.

**Objective 5.2:** Provide Economic Incentives for expanding and enhancing bicycle and pedestrian facilities.

**5.2.1.** Incentivize the business community to support pedestrians and bicycle users in tangible ways.

**5.2.2.** Partner with the business and school communities to create a marketing strategy to encourage individual businesses to market Costa Mesa as a bicycle-friendly City.

**5.2.3.** Encourage developers to include features, amenities and programs that are proven to increase walking and/or bicycling.

**5.2.4.** Offer incentives for businesses whose employees walk or bike to work.

**5.2.5.** Encourage the Chamber of Commerce and the business community to promote active transportation in commercial areas to stimulate economic vitality.

**Goal 6.0: Monitor, evaluate and pursue funding for implementation of the Bicycle and Pedestrian Master Plan**

Observe and assess the usage of bicycle and pedestrian facilities periodically and pursue funding for projects that will help achieve the overall implementation of the Bicycle and Pedestrian Master Plan.

**Objective 6.1:** Continuously monitor and evaluate Costa Mesa's implementation progress of Bicycle and Pedestrian Master Plan policies, programs, and projects.

**Policies**

**6.1.1.** Establish a monitoring program to measure the effectiveness and benefits of the Costa Mesa Bicycle and Pedestrian Master Plan.

**6.1.2.** Track citywide trends in active transportation through the use of Census data, bicycle and pedestrian counts, travel surveys, and online surveys as part of annual reviews of the General Plan.

**6.1.3.** Ensure that Bicycle and Pedestrian Master Plan programs and projects are implemented in an equitable manner, geographically, socioeconomically and serving disadvantaged communities.

**Objective 6.2:** Pursue grants and other sources of funding for bicycle and pedestrian projects.

**6.2.1.** Strategize use of resources on developing effective and efficient grant application and program administration.

**6.2.2.** Pursue multiple sources of funding and support efforts to maintain or increase federal, state and local funding for the implementation of the Bicycle and Pedestrian Master Plan.

**6.2.3.** Consider designating a portion of development traffic impact fees to fund bicycle and pedestrian facilities.