

**Committee Members:**  
Michael Chisek - Chair  
Sara Chappellet (Alternate)- Vice Chair  
Member - Kris Coryell  
Member – Brian Cramer  
Member - Donna Hinds  
Member – Glenn Smith  
Alternate – Tom Vence  
City Council Member Liason – Greg Pitts

**MINUTES**  
**ST. HELENA ACTIVE TRANSPORTATION & SUSTAINABILITY COMMITTEE**  
**City Hall, Conference Room**  
**1480 Main Street**  
**Regular Meeting, Wednesday October 5, 2016 5:00 pm**

**1. ROLL CALL @ 5:03pm**

**Present:** Michael Chisek, Brian Cramer, Donna Hinds, Tom Vence, Sara Chappellet, Kris Coryell

**Absent:** Glenn Smith, Councilmember Greg Pitts

**Staff:** Tobias Barr, Erica Smithes

**2. PUBLIC FORUM:**

➤ **None**

**3. REPORTS BY STAFF AND COMMITTEE:**

➤ **Tobias Barr provided an introduction of the new Assistant Public Works Director Erica Smithes. Tobias then provided project updates on the PG&E LED Streetlight replacement program and the EVgo charging stations. Assistant Director Smithes provided an update on the Charter Oak Avenue overlay project.**

**4. CONSENT CALENDAR**

A. The Active Transportation Committee Minutes from September 7, 2016.

Prior to voting, the committee held a coin toss to determine which alternate would be voting for absent member Glenn Smith. The coin toss was won by Tom Vence. Following the coin toss, committee member Brian Cramer moved to approve the minutes, Committee member Tom Vence provided second, Approved (5-0).

**5. SCHEDULED MATTERS:**

A. Oath of office for new member Kris Coryell

**Public Comment: None**

**Action:** No action was taken because Kris Coryell had previously received the Oath of Office.

B. Brown Act Training from City Clerk Cindy Black

**Public Comment: None**

**Action:** City Clerk Cindy Black provided an overview of the purpose and requirements of the Brown Act so that committee members would be educated and not violate the Brown Act requirements.

C. Discussion of Draft Bicycle Safety and Courtesy Rules

The committee did not produce draft rules, but had further discussion of how rules and laws could be enforced and what current laws exist. Questions regarding how current and future such rules and etiquette could be promoted and enforced was discussed.

**Public Comment and Committee Discussion:** Patrick Band from Napa Bike provided significant information on existing bike rules and laws, programs that are currently promoted regionally, and suggestions for the committee on who to include in such conversation.

**Action:** There was no formal action, but the committee agree to continue the discussion with a larger stakeholder group including local and regional law enforcement, business community representatives, and bicycle advocate groups.

**D. Discussion of Increasing Bike Infrastructure on Oak Street**

Ric Henry provided a summary overview of his concerns and ideas to improve bike safety on the Oak Street corridor. The committee generally agreed that due to the traffic and school route, Oak Street is an important corridor that should potentially be prioritized. City Staff explained that because the project isn't currently identified in the City's Capital Improvement Program, if the committee wanted to advocate for creating a project, staff would need to present the project to City Council for approval in order for funds to be allocated and the project be added to the CIP. Due to the complex nature of the project, staff recommended that before the committee determines they want to advocate for the project, staff should discuss the project with various transportation consultants for the purposes of understanding the project process and costs. Staff could report back at the next meeting with cost estimates and other information.

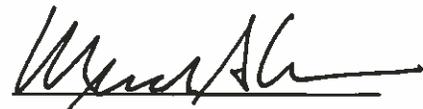
**Public Comment:** None

**Action:** No formal action was taken. The committee requested that staff communicate with consultants and other communities who have performed similar projects and report back to the committee at the next meeting on estimated project costs.

**6. ADJOURNMENT:** The meeting was adjourned by the Chair at 6:15 PM.

The next regular Active Transportation Committee and Sustainability meeting is scheduled for November 2, 2016 at 5:00 pm at City Hall, 1480 Main Street.

**APPROVED:**



**Michael Chisek, Chair**

**ATTEST:**



**Tobias Barr, Staff Liaison**