



# TOWN OF FAIRFAX

## STAFF REPORT

May 6, 2015

**TO:** Mayor and Town Council

**FROM:** Garrett Toy, Town Manager *GT*  
Jim Moore, Director of Planning and Building Services

**SUBJECT:** Formation of a Bike & Pedestrian Advisory Committee (BPAC) to assist with update of the Town's Pedestrian and Bicycle Master Plan under the auspices of the Transportation Authority of Marin (TAM)

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### **RECOMMENDATION**

Designate Vice-Mayor Goddard and Councilmember Reed to form a Bike & Pedestrian Advisory Committee (BPAC) to assist with the TAM update to the Town's Pedestrian and Bicycle Master Plan.

### **BACKGROUND**

**Project Overview:** There are two groups of Marin jurisdictions updating their bicycle and pedestrian plans. The first phase (nearing completion) includes Sausalito, Corte Madera, Larkspur, Mill Valley, and Novato. The second phase (recently started) includes Tiburon, San Anselmo and Fairfax. Marin County is participating in both phases. There is a Phase II Technical Advisory Committee (TAC), made up of staff from each municipality, which has met twice to date. The first time the TAC met earlier this year was to (a) understand the project scope and goals, (b) understand the data needs of the consultants, and (c) discuss the project schedule. The second time the TAC met earlier this month was to further refine the project schedule and meeting dates.

**Project Goals:** There are five (5) primary project goals, these are:

1. Update plan maps and data (including information about disadvantaged communities);
2. Further development of pedestrian components of the Bicycle/Pedestrian Plans;
3. Identification of regional connectivity gaps, and proposed gap improvement projects;
4. Revised list of prioritized improvements, together with engineering cost estimates; and
5. Provide Active Transportation Plans with bicycle and pedestrian components.

**Schedule:** Each town will have two local public workshops as part of the outreach process. The first meeting/public workshop for Fairfax will be held jointly with San Anselmo. This meeting is scheduled for Saturday June 6, 2015 from 10:00 am to Noon at Drake High School, and will be an opportunity to discuss existing conditions and solicit input. The second workshop, date yet to be determined, will be scheduled in late summer or early fall. The purpose of that workshop will be to present draft recommendations with input from stakeholders.

**Plan Format:** Each plan will have a bicycle and pedestrian component and will meet the criteria for the State's Active Transportation Program (ATP). Each plan will build on the previous plan, and also include new information as necessary to meet the ATP requirements and maintain some consistency with the other Marin plans. Further, TAM consultants will take the list of projects from the town's previous plan and ask each jurisdiction to update the status of each. After which, the consultant will add to that list and create conceptual, project cut-sheets for two projects for each plan.

**BPAC Formation:** In order to assist with this update process, staff is recommending re-convening an ad-hoc "Bike & Pedestrian Advisory Committee (BPAC) led by the two current Town Council members who were on the past BPAC – as co-chairs: who will jointly interview and appoint up to six (6) additional Fairfax residents or community members who are representative of bicycle and pedestrian interests. The BPAC last met in 2007 to update the current Town's Pedestrian and Bicycle Master Plan (2008). BPAC then consisted of 8 members.

Staff believes allowing the two Councilmembers to appoint the representatives will facilitate the process to form the BPAC. This process is somewhat similar to the formation of the Climate Action Committee whereby the GPIC selected the members.

The BPAC's time commitment is expected to run through December 2015. It is expected that it will meet a maximum of once a month (probably less), for approximately two hours in duration at each meeting.

#### **FISCAL IMPACT**

A nominal amount of staff time; and significant savings to the town since this update (e.g., with a prime consultant and two sub-consultants) is being funded by TAM.

#### **ATTACHMENTS**

None