

**CITY OF HEALDSBURG
TRANSPORTATION ADVISORY COMMISSION
SPECIAL MEETING AGENDA**

City Hall Council Chamber
401 Grove Street, Healdsburg CA 95448
Phone: 431-3317

Meeting Date: October 3, 2018
Time: 5:15 P.M.
Date Posted: September 27, 2018

1. **OPENING**
 - a) Call to Order
 - b) Roll Call
 - c) Approval of October 3, 2018 Special Meeting Agenda
 - d) Approval of Minutes - June 7, 2018 Regular Meeting & August 9, 2018 Special Meeting
2. **ANNOUNCEMENTS/PRESENTATIONS**
3. **COMMISSION REPORTS ON MATTERS OF INTEREST SINCE PREVIOUS REGULAR MEETING**
4. **PUBLIC COMMENTS ON NON AGENDA ITEMS:** *This time is set aside to receive comments from the public regarding matters of general interest not on the agenda, but related to Commission business. Pursuant to the Brown Act, however, the Commission cannot consider any issues or take action on any requests during this comment period.*
5. **REGULAR CALENDAR**
 - A. Bicycle Friendly Business Award**

Receive report and consider recommending ways to expand participation and improve implementation
 - B. Transportation Advisory Commission Goals**

Receive report
6. **VERBAL REPORTS**
 - A.** Electrical Vehicle (EV) Charging Stations Update
 - B.** Discussion on Hudson Street
 - C.** Roundabout Update
 - D.** Dry Creek Interchange Update
7. **COMMISSIONER AND SUBCOMMITTEE REPORTS**
 - A.** Bicycle Friendly Community Committee
8. **DIRECTOR REPORT**
9. **COMMISSIONERS REQUESTS FOR FUTURE COMMISSION AGENDA ITEMS**
 - A.** Bike and Pedestrian Plan Implementation – December 2018
 - B.** Appoint a Chairperson and Vice Chairperson – December 2018

- C. Commission Liasons – December 2018
- D. Fixed Route Transit System Update – December 2018

10. **ADJOURNMENT**

SB 343 - DOCUMENTS RELATED TO OPEN SESSION AGENDAS: Any writings or documents provided to a majority of the Transportation Advisory Commission regarding any item on this agenda after the posting of this agenda and not otherwise exempt from disclosure, will be made available for public review at Healdsburg City Hall, 401 Grove Street Healdsburg,, CA during normal business hours. If supplemental materials are made available to the in embers of the Commission at the meeting, a copy will be available for public review at the City Hall Council Chambers, 401 Grove Street, Healdsburg, CA 95448. These writings will be made available in appropriate alternative formats upon request by a person with a disability, as required by the Americans with Disabilities Act.

DISABLED ACCOMMODATIONS: The City of Healdsburg will make reasonable accommodations for persons having special needs due to disabilities. Please contact Maria Curiel, City Clerk, at Healdsburg City Hall, 401 Grove Street, Healdsburg, California, 431-3317, at least 72 hours prior to the meeting, to ensure the necessary accommodations are made.

**CITY OF HEALDSBURG
TRANSPORTATION ADVISORY COMMISSION
REGULAR MEETING MINUTES
June 7, 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, Schuiling Wells, and Chair Peacock

Commissioners Absent: Levine

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 June 7, 2018 regular meeting agenda as submitted. The motion carried on a voice vote with Commissioner Levine noted as absent. (Ayes 4, Noes 0, Absent – Levine)

APPROVAL OF MINUTES

On a motion by Commissioner Bangham, seconded by Commissioner Schuiling, approved the April 19, 2018 special meeting minutes as submitted. The motion carried on a voice vote with Commissioner Levine noted as absent. (Ayes 4, Noes 0, Absent – Levine)

ANNOUNCEMENTS/PRESENTATIONS

None.

COMMISSION REPORTS ON MATTERS OF INTEREST SINCE PREVIOUS REGULAR MEETING

None.

PUBLIC COMMENT ON NON-AGENDA ITEMS

Joe Naujokas – Reported on the meeting he attended with the SCTA regarding the implementation of the Shift Plan.

Brigette Mansell – Commented on the Shift Plan put together by the SCTA, informed the Commission about the SDAT Committee coming to Healdsburg in August and thanked the Commission for their service.

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.

On a motion by Commissioner Peacock, seconded by Commissioner Bangham, appointed Commissioner Schuiling to be Chair. The motion carried on a voice vote with Commissioner Levine noted as absent. (Ayes 4, Noes 0, Absent – Levine)

On a motion by Commission Wells, seconded by Commissioner Schuiling appointed Commissioner Levine to be Vice Chair. The motion carried on a voice vote with Commissioner Levine noted as absent. (Ayes 4, Noes 0, Absent – Levine)

REGULAR CALENDAR – POWERS AND DUTIES

Public Works Director Zimmer presented the Powers and Duties of the Transportation Advisory Commission and provided information on creating Commission goals in the future.

In response to the Commission’s inquiries, Director Zimmer stated Staff would be the liaison between Council and the Commission.

Public Comment

Joe Naujokas read aloud the Transportation/Connectivity City Council Goals.

Todd Everett encouraged the commission to explore the mechanism between setting goals and accomplishing goals.

REGULAR CALENDAR – LOCAL, STATE AND FEDERAL FUNDS

Public Works Director Zimmer provided background information on local, state and federal funds available for transportation related items.

In response to the Commission’s inquiries, Director Zimmer stated there is not a committee that meets to discuss funding need.

Discussion ensued about funding for traffic lights and drainage grates throughout the City and how members of the public may submit complaints.

Public Comment

Joe Naujokas expressed his support for funding for transportation related projects in Healdsburg.

Todd Everett spoke in favor of community development block grants being used for safe routes to school for children.

Brigette Mansell inquired if more bike lanes could be placed on Healdsburg Avenue going north.

Discussion ensued about the plans to include bike lanes on Healdsburg Ave going north and creating a complete streets project.

Director Zimmer noted MIG is planning on speaking to the Commission.

REGULAR CALENDAR – BICYCLE FRIENDLY COMMUNITY AWARD

Public Works Director Zimmer presented background information on the Bicycle Friendly Community Award, noting our current designation expires in December of this year. The deadline to reapply is August 9, 2018.

In response to the Commission's inquiries, Director Zimmer stated a subcommittee could take the whole application or a section of the application and community members could participate in completing the application.

Commissioner Peacock reviewed the Bicycle Friendly community award report card and provided feedback to include in the award application.

Public Comment

Joe Naujokas encouraged the commission to provide specific asks to Council on ways to increase bike parking.

Brigette Mansell encouraged the commission to include businesses when completing the application and commented on the MIG study.

Todd Everett inquired how we leverage the bike friendliness of the City.

Following further discussion, it was the consensus of the commission to have Staff complete the application.

VERBAL REPORTS

Public Works Director Zimmer provided an update on the Healdsburg Avenue Improvement Project and the Dry Creek Interchange project.

BICYCLE FRIENDLY COMMUNITY SUB-COMMITTEE

None.

DIRECTOR REPORT

Public Works Director Zimmer provided an update on the General Plan and the Bike and Pedestrian Plan implementation.

COMMISSIONERS REQUESTS FOR FUTURE AGENDA ITEMS

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

- Study or hiring of a consultant on Wayfinding signage and bike parking
- Bicycle Friendly Business Award
- Discussion regarding Hudson Street
- Alternative Modes of Transportation

ADJOURNMENT

There being no other Transportation Advisory Commission business to discuss, the meeting was adjourned at approximately **7:30 P.M.**

APPROVED:

ATTEST:

William Schuiling, Chairperson

Larry Zimmer, Public Works Director

**CITY OF HEALDSBURG
TRANSPORTATION ADVISORY COMMISSION
SPECIAL MEETING MINUTES
August 9, 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 Peacock, seconded by Commissioner Bangham, approved the August 9, 2018 special meeting agenda as submitted. The motion carried on a unanimous voice vote. (Ayes 5, Noes 0, Absent – None)

REGULAR CALENDAR – MILL DISTRICT DEVELOPMENT TRANSPORTATION IMPACTS

Public Works Director Zimmer introduced David Hill, from Replay Destinations who would be giving the presentation this evening.

David Hill, Replay Destinations provided background information on the Mill District project, existing conditions, the application in front of the Planning Commission, the opportunities and constraints of the site, and the Central Healdsburg Avenue Plan (CHAP) that provides framework for the project.

In response to the Commissioner's inquiries, Mr. Hill reviewed the plan for the streets, how cyclists would be incorporated, vehicular and bicycle parking throughout site, noted the size of the affordable housing site and the circulation plan for the Mill District site.

David Hill further reviewed various elements of the Mill District street design, landscaping elements, the curb-less design features, making cycling a priority in their design and planning for the future of the Sonoma Marin Area Rail Transit (SMART).

Public Works Director Zimmer noted the change in design on Healdsburg Avenue behind the parallel parking to add an additional four and half feet of buffer space for cyclists and reviewed the upcoming speed survey that may change the speed limits entering and exiting the roundabout.

Public Comment

Ted Calvert expressed his support for green bike lanes on Healdsburg Avenue near the roundabout.

Member of the Public stated the traffic light coming off of highway 101 has proved itself obsolete and opined on replacing the light with a stop sign.

Tim Unger opined on the approaches to the roundabout and inquired how many larger vehicles are having trouble navigating the roundabout.

Richard Burg reminded the commission about the SDAT on August 13-15, 2018 and expressed his support of sharo's.

Mark McMillan expressed his concern on the limited exits in the Mill District project, the placement of crosswalks and the connection across the railroad tracks to the depot.

In response to Commissioner Peacock's inquiry, Director Zimmer reviewed why reverse angle parking was rejected by staff.

ADJOURNMENT

There being no other Transportation Advisory Commission business to discuss, the meeting was adjourned at approximately **6:52 P.M.**

APPROVED:

ATTEST:

William Schuiling, Chairperson

Larry Zimmer, Public Works Director

Transportation Advisory Commission

STAFF REPORT



To TAC Commissioners
From Larry Zimmer, Transportation and Public Works Director
Date October 3, 2018
Subject **Bicycle Friendly Business Award**

Recommended Action(s):

Receive report and consider recommending ways to expand participation and improve implementation

Background

On October 5, 2015, the Council accepted the Bicycle Friendly Business Award as recommended by the TAC Commission.

The goal of the program is to recognize businesses for their efforts to encourage a more welcoming atmosphere for bicycling employees, customers, and the community.

Healdsburg businesses can apply for or be nominated as a “bicycle friendly business.” The two-year award is based on three categories: retail and dining, lodging, or businesses that provide commuter incentives to employees. In order for businesses to be recognized as a “bicycle friendly business”, they are asked to provide at least two of the three services or amenities from each category and to provide five additional criteria, such as bicycle parking, participating in commuter challenges, bicycle repair stations, etc.

Businesses that obtain the award are invited to attend a City Council meeting to be recognized by proclamation from the Mayor where they would receive a certificate and sticker to proudly display at their business. All businesses within the city limits of Healdsburg are eligible to participate in the Program, as well as, businesses outside of the city limits by petition to the Chamber of Commerce.

In 2016, the Chamber received three applications, and three awards were provided - Healdsburg Lumber, H2hotel and Wildflowers Saloon.

The outreach provided by the Chamber included the following: multiple emails to the businesses in the Chamber of Commerce email database, publication in the Chamber’s newsletter and notice on the Chamber website.

On September 7, 2017, the Commission received a report about the program and discussed ways to expand participation and improve implementation. Consensus was reached among the Commissioners that the application needed to be simplified. The Commission requested that staff revise the application, documenting the changes; and recommend further methods to promote the program.

Discussion:

At the Commission’s request in 2017, Staff simplified the application. Attached is the modified application, along with a redlined version, for the Commission’s consideration. With the appointment of two new Commissioners in 2018, Staff thought it was appropriate to bring back the award application for the consideration.

Alternatives:

None

Attachments:

Application – redlined
Application – simplified
Application - original

City of HEALDSBURG

Sonoma County, California

Bike Friendly Business Program

The Healdsburg Annual Bicycle Friendly Business Award recognizes businesses for their efforts to encourage a more welcoming atmosphere for bicycling employees, customers, and the community. ~~Each year~~ Healdsburg businesses can apply for or be nominated as a “Bicycle Friendly Business.” The two year award is based on three categories: business retail and dining, lodging, or businesses that provide commuter incentives to employees. Businesses that receive the award are invited to attend a City Council meeting to be recognized by a proclamation from the Mayor where they will receive a certificate and sticker to proudly display at their business.

In order to participate in the Bicycle Friendly Business program we ask that businesses adhere to the program requirements and recommendations. If there are questions about what services may qualify a business for this program, please inquire by emailing the Healdsburg Chamber of Commerce at info@healdsburg.com.

Contact:

Any comments or suggestions, or to report misconduct regarding the bicycle friendly program can be sent to: email info@healdsburg.com

Why should your business participate?

- ~~—It’s good for business to show a commitment to sustainable practices and employee health. improve the local economy.~~
- ~~—Promote businesses that commit to enhancing the Healdsburg biking experience for visitors and residents through Chamber of Commerce recognition and City Council proclamation.~~
- ~~—Help the commitment to sustainable transportation and neighborhood health.~~

What are the benefits to being ‘bicycle friendly’?

- ~~—Healthy employees are hardworking, on-time employees who use fewer sick leaves.~~
- ~~—Reduces your company’s carbon footprint.~~
- Supports sustainable business plan and promotes a positive community impact.
- ~~—Employers who appreciate workers’ personal needs have less employee turnover.~~
- ~~—Supporting bike commuting is less expensive than an in-office fitness facility.~~
- Healthier employees can reduce health insurance costs.
- ~~—Bike commuting can be substituted for the gym saving employees personal time.~~
- Reduces your need for vehicle parking spaces.
- ~~—Reduces your company’s fleet vehicle costs and travel expenses.~~
- ~~—Employees will see commuting as personal time to relax instead of increasing stress.~~
- ~~—Fit employees are more alert, more productive, and perform better and more efficiently.~~
- Improves your company’s green image.

Who can participate?

Any business within the City limits of Healdsburg [representing retail, restaurant, lodging or who offer](#)

~~commuter incentives for employees.- Businesses outside of the City limits are encouraged to petition the Chamber of Commerce.~~

How to get recognized as Bicycle Friendly:

Businesses need to follow these four steps:

- ~~— Step 1: Know the program requirements and recommendations.~~
- ~~— Step 2: Submit your application.~~
- ~~- Step 3: Receive City Council recognition and obtain your Bike Friendly sign.~~

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Bicycle Friendly Business awards for three categories:

- ~~— 1. Lodging~~
- ~~— 2. Business Retail and Dining~~
- ~~3. Businesses that provide commuter incentives for employees~~

Judgments/Criteria:

In order for your business to be recognized as Bicycle Friendly, the business must provide at least two of the following criteria:~~three services or amenities from the list provided for each category. Each business will be asked to also select five additional criteria from category D:~~

~~A. Lodging—If you are a lodging business, provide at least two options from the list below:~~

- ~~— Allow visitors to bring their bikes inside or provide a locked, fenced-off area in a parking garage, parking lot or storage room.~~
- Provide bike repair area with bike pump, tubes, CO2 cartridges, etc.
- Provide ~~shipping services for bike gear and clothing.~~ public restrooms

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~~B. Retail—If you are a retail or dining business, provide at least two options from the list below:~~

- Provide locks for bikes.
- Provide bike parking or allow customers to bring bikes into the store or restaurant.
- Offer discounts to ~~customers who shop by bike.~~ bicyclists

~~C. Businesses that encourage employee bike commuting—If you provide incentives, provide at least two options from the list below:~~

- Provide secure bike parking for employees and visitors
- ~~— Provide use of shower facilities~~
- ~~— Provide a commuter benefit program, CO2 reduction policy or other employee incentive.~~

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~~D. In addition to the criteria listed above, each business must meet five-three of the listed criteria below. The criteria must be different from the previous category selections.~~

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- ~~— Bike mechanic on-site~~
- ~~— Bike parts, supplies and tools for sale/~~ tools that can be borrowed
- Bike route maps
- ~~— Bike tire floor pump~~
- ~~— Knowledge of bike routes~~

team

- ~~• Bike specific informational materials and/or staff knowledge~~
- ~~• Camping on site~~
- ~~• Provide shower facilities and/or changing rooms~~
- ~~• Secure bike parking~~
- ~~• Allow employees to park bikes inside work space~~
- Donations ~~to and/~~ or sponsorship of community biking events or participation on a bike
- ~~• Volunteer for community biking events~~
- ~~• Complimentary bike locks~~
- ~~• Complimentary bike parts, supplies and tools for use~~
- Complimentary bikes for visitor use
- ~~• Complimentary drinking water~~
- ~~• Complimentary product shipping~~
- ~~• Designated bike cleaning area~~
- Provide financial incentives for employee bicycle commuters
- ~~• Promote Bike to Work Day or National Bike Month or Healdsburg on Bikes Day~~
- ~~• Have a commuter benefit program or CO2 reduction policy~~
- ~~• Participate in commuter challenges~~
- ~~• Guaranteed ride home~~
- First aid
- Healthy packaged ready-to-eat food
- ~~• Laundry on site~~
- ~~• Lodging~~
- Long-term car parking
- ~~• Public restroom~~
- ~~• Self serve bike repair station~~
- Shipping service for bikes, gear and clothing on site
- ~~• Short term bike parking on site~~
- Free sShuttle service
- Provide educational tools or trainings to your employees on bike safety.

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Award Process:

Outreach to businesses will begin during the fall of each year and all applications are due by February 28th.

Applications will be submitted via email or mailed to: Healdsburg Chamber of Commerce, 217 Healdsburg Avenue, Healdsburg CA 95448.

A committee of four will be formed to review the applications. The application review committee will be comprised of a representative of the Chamber of Commerce, a Transportation Advisory Commissioner, a City staff member ~~a staff member from the City of Healdsburg~~ and a representative from ~~a local bike group or the~~ Sonoma County Bike Coalition.

The committee will review the applications during the month of March and April, perform a site visits and make their determination. ~~If a business is not selected, they will be provided the reasons behind the determination and suggestions for improvements.~~

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The City Council will recognize the businesses at the first City Council meeting in May, coinciding with National Bike Month. The awarded businesses will receive a certificate and a window sticker recognizing the bicycle friendly business designation ~~to put in their store window~~. The designation will be valid for two years.

Additionally the selected business will be listed on the Chamber website.

Signs:

~~The awarded business will be given a Bicycle Friendly Sign to post in the window of their establishment. The business may also select additional icons to add to the sign. Sample icons:~~



Application: Bicycle-Friendly Businesses

Bicycle-friendly businesses are ~~retail, restaurant or lodging enterprises in retail and commercial enterprises, public agencies, schools, hospitals and nonprofit organizations in~~ Healdsburg that encourage bicycling for everyday transportation and to support local tourism. Their efforts are helping reduce traffic congestion, improve air quality, and reverse the health effects of inactive lifestyles throughout Healdsburg.

Prior to May, National Bike Month, we're inviting businesses, ~~agencies and organizations~~ to demonstrate their commitment to the benefits of bicycling by applying for certification as a Healdsburg Bicycle-Friendly Business. The application may be submitted by a business or as a nomination of a local business.

Business Information

Name of Business _____

Contact Name _____

Address _____

Phone _____ Email _____

Company Website _____ Total number of employees _____

Please mark at least two of the following criteria:

Provide bike repair area with bike pump, tubes, CO2 cartridges, etc.

Provide public restrooms

Provide locks for bikes

Provide bike parking or allow customers to bring bikes into the store or restaurant

Offer discounts to bicyclists

Provide secure bike parking for employees and visitors

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Bicycle friendly designation category

For which category is the following application being submitted:

Lodging

Retail and Dining

Businesses that provide commuter incentives for employees

A) LODGING:

Please complete this part of the application if you are a lodging business.

If you are a lodging business you must meet two out of the three criteria. Once you have completed this section, please move to item 'D' of this application.

~~_____ Please mark at least three of the following criteria: Allow visitors to bring their bikes inside or provide a locked, fenced-off area in a parking garage, parking lot or storage room.~~

~~_____ Provide bike repair area with bike pump, tubes, CO2 cartridges, etc.~~

~~_____ Provide shipping services for bike gear and clothing.~~

Please describe in more detail the criteria you have selected:

~~B) RETAIL AND DINING BUSINESSES:~~

~~Please complete this part of the application if you are a dining or retail business.~~

~~*If you are a retail or dining business you must meet two out of the three criteria. Once you have completed this section, please move to item 'D' of this application*~~

- ~~_____ Bike parts, supplies and tools for sale/tools that can be borrowed~~
- ~~_____ Bike route maps~~
- ~~_____ Donations or sponsorship of community biking events, or participation on a bike team~~
- ~~_____ Complimentary bikes for visitor use~~
- ~~_____ Provide financial incentives for employee bicycle commuters~~
- ~~_____ First aid~~
- ~~_____ Healthy packaged ready-to-eat food~~
- ~~_____ Long-term car parking~~
- ~~_____ Shipping service for bikes, gear and clothing~~
- ~~_____ Free shuttle service~~
- ~~_____ Provide educational tools or trainings to your employees on bike safety. Provide locks for bikes.~~

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~~_____ Bike parking or allowing customers to bring bikes into the store or restaurant.~~

~~_____ Offering discounts to customers who shop by bike.~~

Please describe in more detail the criteria you have selected: _____

C) BUSINESS WITH COMMUTER INCENTIVES:

Please complete this part of the application if you are a business that provides commuter incentives for employees.

If you are a business that offers commuter incentives you must meet two out of the three criteria. Once you have completed this section please move to item 'D' of this application.

- Secure bike parking
- Provide use of shower facilities
- Commuters benefit program, CO2 reduction policy or other employee incentive.

Please describe in more detail the criteria you have selected: _____

D) ADDITIONAL CRITERIA:

In addition to the criteria listed above each business will be asked to meet five (5) of the listed criteria below. (Please note the additional 5 criteria must be different from the previous category selections.) See below:

- | | |
|--|--|
| Bike mechanic on-site | Complimentary product shipping |
| Bike parts, supplies and tools for sale | Designated bike cleaning area |
| Promote Bike to Work Day/National Bike Month/Healdsburg on Bikes Day | Donation to or sponsorship of community biking event or participation on a bike team |
| Knowledge of bike routes | Bike tire floor pump |
| Bike specific informational materials and/or knowledgeable staff | Have a commuter benefit program or CO2 reduction policy |
| Camping on-site | Participate in commuter challenges |
| Provide shower facilities and/or changing rooms | Guaranteed ride home |
| Secure bike parking | First aid |
| Laundry on-site | Healthy packaged ready-to-eat food |
| Provide financial incentives for bicycle commuters | Allow employees to park bikes inside work space |
| Volunteer for community biking events | Lodging |
| Complimentary bike locks | Long-term car parking |
| Complimentary bike parts, supplies and tools for use | Provide educational tools and trainings to your employees on bike safety |
| Complimentary bikes for visitor use | Self-serve bike repair station |
| Complimentary drinking water | Shipping on-site |
| Shuttle service | Short-term bike parking on-site |
| Public restroom | |

List the additional criteria selected:

1. _____
2. _____

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3. _____

4. _____

5. _____

Please describe in more detail the criteria you have selected _____

(Attach more pages if necessary)

Please provide any additional information you feel will help your business to achieve the Bicycle Friendly Status:

Signed: _____

Date: _____

(Staff to complete this section)

Application received: _____

Date sent to committee: _____

Committee review date: _____

Site visit: _____

Designation: yes _____ no _____

If no – comments or suggestions for improvement:

City of HEALDSBURG

Sonoma County, California

Bike Friendly Business Program

The Healdsburg Annual Bicycle Friendly Business Award recognizes businesses for their efforts to encourage a more welcoming atmosphere for bicycling employees, customers, and the community. Healdsburg businesses can apply for or be nominated as a “Bicycle Friendly Business.” The two year award is based on three categories: business retail and dining, lodging, or businesses that provide commuter incentives to employees. Businesses that receive the award are invited to attend a City Council meeting to be recognized by a proclamation from the Mayor where they will receive a certificate and sticker to proudly display at their business.

In order to participate in the Bicycle Friendly Business program we ask that businesses adhere to the program requirements and recommendations. If there are questions about what services may qualify a business for this program, please inquire by emailing the Healdsburg Chamber of Commerce at info@healdsburg.com.

Contact:

Any comments or suggestions, or to report misconduct regarding the bicycle friendly program can be sent to: email info@healdsburg.com

Why should your business participate?

It’s good for business to show a commitment to sustainable practices and employee health.

What are the benefits to being ‘bicycle friendly’?

- Supports sustainable business plan and promotes a positive community impact.
- Healthier employees can reduce health insurance costs.
- Reduces your need for vehicle parking spaces.
- Improves your company’s green image.

Who can participate?

Any business within the City limits of Healdsburg representing retail, restaurant, lodging or who offer commuter incentives for employees.

Criteria:

In order for your business to be recognized as Bicycle Friendly, the business must provide at least two of the following criteria:

- Provide bike repair area with bike pump, tubes, CO2 cartridges, etc.
- Provide public restrooms
- Provide locks for bikes
- Provide bike parking or allow customers to bring bikes into the store or restaurant.
- Offer discounts to bicyclists
- Provide secure bike parking for employees and visitors

In addition to the criteria listed above, each business must meet three of the listed criteria below. .

- Bike parts, supplies and tools for sale/tools that can be borrowed
- Bike route maps
- Donations or sponsorship of community biking events or participation on a bike team
- Complimentary bikes for visitor use
- Provide financial incentives for employee bicycle commuters
- First aid
- Healthy packaged ready-to-eat food
- Long-term car parking
- Shipping service for bikes, gear and clothing
- Free shuttle service
- Provide educational tools or trainings to your employees on bike safety.

Award Process:

Outreach to businesses will begin during the fall of each year and all applications are due by February 28th.

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The committee will review the applications during the month of March and April, perform a site visit and make their determination.

The City Council will recognize the businesses at the first City Council meeting in May, coinciding with National Bike Month. The awarded businesses will receive a certificate and a window sticker recognizing the bicycle friendly business designation. The designation will be valid for two years.

Additionally the selected business will be listed on the Chamber website.

Application: Bicycle-Friendly Businesses

Bicycle-friendly businesses are retail, restaurant or lodging enterprises in Healdsburg that encourage bicycling for everyday transportation and to support local tourism. Their efforts are helping reduce traffic congestion, improve air quality, and reverse the health effects of inactive lifestyles throughout Healdsburg.

Prior to May, National Bike Month, we're inviting businesses to demonstrate their commitment to the benefits of bicycling by applying for certification as a Healdsburg Bicycle-Friendly Business. The application may be submitted by a business or as a nomination of a local business.

Business Information

Name of Business _____

Contact Name _____

Address _____

Phone _____ Email _____

Company Website _____ Total number of employees _____

Please mark at least two of the following criteria:

- _____ Provide bike repair area with bike pump, tubes, CO2 cartridges, etc.
- _____ Provide public restrooms
- _____ Provide locks for bikes
- _____ Provide bike parking or allow customers to bring bikes into the store or restaurant
- _____ Offer discounts to bicyclists
- _____ Provide secure bike parking for employees and visitors

Please mark at least three of the following criteria:

- _____ Bike parts, supplies and tools for sale/tools that can be borrowed
- _____ Bike route maps
- _____ Donations or sponsorship of community biking events, or participation on a bike team
- _____ Complimentary bikes for visitor use
- _____ Provide financial incentives for employee bicycle commuters
- _____ First aid
- _____ Healthy packaged ready-to-eat food
- _____ Long-term car parking
- _____ Shipping service for bikes, gear and clothing
- _____ Free shuttle service
- _____ Provide educational tools or trainings to your employees on bike safety..

Please provide any additional information you feel will help your business to achieve the Bicycle Friendly Status:

Signed: _____

Date: _____

(Staff to complete this section)

Application received: _____

Date sent to committee: _____

Committee review date: _____

Site visit: _____

Designation: yes _____ no _____

If no – comments or suggestions for improvement:

City of HEALDSBURG

Sonoma County, California

Bike Friendly Business Program

The Healdsburg Annual Bicycle Friendly Business Award recognizes businesses for their efforts to encourage a more welcoming atmosphere for bicycling employees, customers, and the community. Each year Healdsburg businesses can apply for or be nominated as a “Bicycle Friendly Business.” The two year award is based on three categories: business retail and dining, lodging, or businesses that provide commuter incentives to employees. Businesses that receive the award are invited to attend a City Council meeting to be recognized by a proclamation from the Mayor where they will receive a certificate and sticker to proudly display at their business.

In order to participate in the Bicycle Friendly Business program we ask that businesses adhere to the program requirements and recommendations. If there are questions about what services may qualify a business for this program, please inquire by emailing the Healdsburg Chamber of Commerce at info@healdsburg.com.

Contact:

Any comments or suggestions, or to report misconduct regarding the bicycle friendly program can be sent to: email info@healdsburg.com

Why should your business participate?

- Improve the local economy.
- Promote businesses that commit to enhancing the Healdsburg biking experience for visitors and residents through Chamber of Commerce recognition and City Council proclamation.
- Help the commitment to sustainable transportation and neighborhood health.

What are the benefits to being ‘bicycle friendly’?

- Healthy employees are hardworking, on-time employees who use fewer sick leaves.
- Reduces your company’s carbon footprint.
- Supports sustainable business plan and promotes a positive community impact.
- Employers who appreciate workers’ personal needs have less employee turnover.
- Supporting bike commuting is less expensive than an in office fitness facility.
- Healthier employees can reduce health insurance costs.
- Bike commuting can be substituted for the gym saving employees personal time.
- Reduces your need for vehicle parking spaces.
- Reduces your company’s fleet vehicle costs and travel expenses.
- Employees will see commuting as personal time to relax instead of increasing stress.
- Fit employees are more alert, more productive, and perform better and more efficiently.
- Improves your company’s green image.

Who can participate?

Any business within the City limits of Healdsburg. Businesses outside of the City limits are encouraged to petition the Chamber of Commerce.

How to get recognized as Bicycle Friendly:

Businesses need to follow these four steps:

- Step 1: Know the program requirements and recommendations.
- Step 2: Submit your application.
- Step 3: Receive City Council recognition and obtain your Bike Friendly sign.

Bicycle Friendly Business awards for three categories:

1. Lodging
2. Business Retail and Dining
3. Businesses that provide commuter incentives for employees

Judgments/Criteria:

In order for your business to be recognized as Bicycle Friendly, provide at least two of the three services or amenities from the list provided for each category. Each business will be asked to also select five additional criteria from category D.

A. Lodging - If you are a lodging business, provide at least two options from the list below:

- Allow visitors to bring their bikes inside or provide a locked, fenced-off area in a parking garage, parking lot or storage room.
- Provide bike repair area with bike pump, tubes, CO2 cartridges, etc.
- Provide shipping services for bike gear and clothing.

B. Retail - If you are a retail or dining business, provide at least two options from the list below:

- Provide locks for bikes.
- Provide bike parking or allow customers to bring bikes into the store or restaurant.
- Offer discounts to customers who shop by bike.

C. Businesses that encourage employee bike commuting - If you provide incentives, provide at least two options from the list below:

- Provide secure bike parking
- Provide use of shower facilities
- Provide a commuter benefit program, CO2 reduction policy or other employee incentive.

D. In addition to the criteria listed above, each business must meet five of the listed criteria below. The criteria must be different from the previous category selections.

- Bike mechanic on-site
- Bike parts, supplies and tools for sale
- Bike tire floor pump
- Knowledge of bike routes
- Bike-specific informational materials and/or staff knowledge
- Camping on-site

- Provide shower facilities and/or changing rooms
- Secure bike parking
- Allow employees to park bikes inside work space
- Donations to and/or sponsorship of community biking events or participation on a bike team
- Volunteer for community biking events
- Complimentary bike locks
- Complimentary bike parts, supplies and tools for use
- Complimentary bikes for visitor use
- Complimentary drinking water
- Complimentary product shipping
- Designated bike cleaning area
- Provide financial incentives for bicycle commuters
- Promote Bike to Work Day or National Bike Month or Healdsburg on Bikes Day
- Have a commuter benefit program or CO2 reduction policy
- Participate in commuter challenges
- Guaranteed ride home
- First aid
- Healthy packaged ready-to-eat food
- Laundry on-site
- Lodging
- Long-term car parking
- Public restroom
- Self-serve bike repair station
- Shipping on-site
- Short-term bike parking on-site
- Shuttle service
- Provide educational tools or trainings to your employees on bike safety.

Award Process:

Outreach to businesses will begin during the fall of each year and all applications are due by February 28th.

Applications will be submitted via email or mailed to: Healdsburg Chamber of Commerce, 217 Healdsburg Avenue, Healdsburg CA 95448.

A committee will be formed to review the applications. The application review committee will be comprised of a representative of the Chamber of Commerce, a Transportation Advisory Commissioner, a staff member from the City of Healdsburg and a representative from a local bike group or Sonoma County Bike Coalition.

The committee will review the applications during the month of March and April, perform a site visits and make their determination. If a business is not selected, they will be provided the reasons behind the determination and suggestions for improvements.

The City Council will recognize the businesses at the first City Council meeting in May, coinciding with National Bike Month. The awarded businesses will receive a certificate and a sticker recognizing the bicycle friendly business designation to put in their store window. The designation will be valid for two years.

Additionally the selected business will be listed on the Chamber website.

Signs:

The awarded business will be given a Bicycle Friendly Sign to post in the window of their establishment. The business may also select additional icons to add to the sign. Sample icons:



Application: Bicycle-Friendly Businesses

Bicycle-friendly businesses are retail and commercial enterprises, public agencies, schools, hospitals and nonprofit organizations in Healdsburg that encourage bicycling for everyday transportation and to support local tourism. Their efforts are helping reduce traffic congestion, improve air quality, and reverse the health effects of inactive lifestyles throughout Healdsburg.

Prior to May, National Bike Month, we're inviting businesses, agencies and organizations to demonstrate their commitment to the benefits of bicycling by applying for certification as a Healdsburg Bicycle-Friendly Business. The application may be submitted by a business or as a nomination of a local business.

Business Information

Name of Business _____

Contact Name _____

Address _____

Phone _____ Email _____

Company Website _____ Total number of employees _____

Bicycle friendly designation category

For which category is the following application being submitted:

_____ Lodging

_____ Retail and Dining

_____ Businesses that provide commuter incentives for employees

A) LODGING:

Please complete this part of the application if you are a lodging business.

If you are a lodging business you must meet two out of the three criteria. Once you have completed this section, please move to item 'D' of this application.

_____ Allow visitors to bring their bikes inside or provide a locked, fenced-off area in a parking garage, parking lot or storage room.

_____ Provide bike repair area with bike pump, tubes, CO2 cartridges, etc.

_____ Provide shipping services for bike gear and clothing.

Please describe in more detail the criteria you have selected: _____

B) RETAIL AND DINING BUSINESSES:

Please complete this part of the application if you are a dining or retail business.

If you are a retail or dining business you must meet two out of the three criteria. Once you have completed this section, please move to item 'D' of this application

_____ Provide locks for bikes.

_____ Bike parking or allowing customers to bring bikes into the store or restaurant.

_____ Offering discounts to customers who shop by bike.

Please describe in more detail the criteria you have selected: _____

C) BUSINESS WITH COMMUTER INCENTIVES:

Please complete this part of the application if you are a business that provides commuter incentives for employees.

If you are a business that offers commuter incentives you must meet two out of the three criteria. Once you have completed this section please move to item 'D' of this application.

_____ Secure bike parking

_____ Provide use of shower facilities

_____ Commuters benefit program, CO2 reduction policy or other employee incentive.

Please describe in more detail the criteria you have selected: _____

D) ADDITIONAL CRITERIA:

*In addition to the criteria listed above each business will be asked to meet **five (5) of the listed criteria below.** (Please note the additional 5 criteria must be different from the previous category selections.) See below:*

Bike mechanic on-site
 Bike parts, supplies and tools for sale
 Promote Bike to Work Day/National Bike Month/Healdsburg on Bikes Day
 Knowledge of bike routes
 Bike specific informational materials and/or knowledgeable staff
 Camping on-site
 Provide shower facilities and/or changing rooms
 Secure bike parking
 Laundry on-site
 Provide financial incentives for bicycle commuters
 Volunteer for community biking events
 Complimentary bike locks

 Complimentary bike parts, supplies and tools for use
 Complimentary bikes for visitor use
 Complimentary drinking water
 Shuttle service
 Public restroom

Complimentary product shipping
 Designated bike cleaning area
 Donation to or sponsorship of community biking event or participation on a bike team
 Bike tire floor pump
 Have a commuter benefit program or CO2 reduction policy
 Participate in commuter challenges
 Guaranteed ride home
 First aid
 Healthy packaged ready-to-eat food
 Allow employees to park bikes inside work space
 Lodging
 Long-term car parking
 Provide educational tools and trainings to your employees on bike safety
 Self-serve bike repair station
 Shipping on-site
 Short-term bike parking on-site

List the additional criteria selected:

1. _____
2. _____
3. _____
4. _____
5. _____

Please describe in more detail the criteria you have selected _____

(Attach more pages if necessary)

Please provide any additional information you feel will help your business to achieve the Bicycle Friendly Status:

Signed: _____

Date: _____

(Staff to complete this section)

Application received: _____

Date sent to committee: _____

Committee review date: _____

Site visit: _____

Designation: yes _____ no _____

If no – comments or suggestions for improvement:

Transportation Advisory Commission
STAFF REPORT



To TAC Commissioners
From Larry Zimmer, Transportation and Public Works Director
Date October 3, 2018
Subject **Transportation Advisory Commission Goals**

Recommended Action(s):

Receive report.

Background

At the June 7, 2018, Transportation Advisory Commission meeting, the commission expressed interest in developing Commission goals that will guide the Commission's work in the upcoming year.

Discussion:

Since this is a new process, Staff suggests the following method to create TAC goals:

The commissioners should review the attached Resolution defining the TAC role to use as guidelines to create goals. Each commissioner should individually submit to staff no more than 5 goals for the TAC. Staff will review the goals, consolidate similar goals, summarize overall results and present with a recommendation at the next TAC meeting. For the goals to be achievable it is important to keep in mind there is no specific funding for the TAC or staff to spend, and goals regarding funding must go through the City Council for authorization.

Alternatives:

TAC may wish to create a different procedure for setting goals, including creating a sub-committee, or postpone setting goals for a future date, or bypass the process completely and make recommendations through staff to City Council for their goals. Based on staff's research there is no requirement or precedent for the TAC to set goals.

Attachments:

Resolution No. 64-2015

CITY OF HEALDSBURG

RESOLUTION NO. 64-2015

RESOLUTION OF THE CITY COUNCIL OF THE CITY OF HEALDSBURG ESTABLISHING THE COMPOSITION AND QUALIFICATIONS, POWERS AND DUTIES AND MEETINGS PROTOCOL OF THE TRANSPORTATION ADVISORY COMMISSION PURSUANT TO ARTICLE IV OF CHAPTER 2.32 OF THE HEALDSBURG MUNICIPAL CODE AND RESCINDING RESOLUTION NO. 3-2012

WHEREAS, Article IV of Chapter 2.32 of the Healdsburg Municipal Code allows for setting the composition, qualifications, powers and duties, and meeting protocol of the Transportation Advisory Commission (“TAC”) by resolution; and

WHEREAS, adoption of this resolution is not a “project” as defined in the California Environmental Quality Act, and therefore, does not require an environmental review.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Healdsburg hereby establishes the composition and qualifications, powers and duties, and meetings protocols for the Transportation Advisory Commission as follows:

COMPOSITION AND QUALIFICATIONS: The Transportation Advisory Commission shall consist of five members. The members of the Transportation Advisory Commission must live within the City limits of the City of Healdsburg. The composition of the Transportation Advisory Commission will have desirable background and expertise in areas of public transportation, such as buses, rail or bikes.

COMMENCEMENT OF TERMS OF OFFICE OF MEMBERS: Each member’s four year term shall commence in January of the year immediately following the appointment by the City Council.

The term of a member who is appointed to fill a vacancy, as described below, shall begin immediately upon appointment for that member’s position.

VACANCY: Upon the death, resignation, inability, disability or unwillingness to perform the duties of a member of the Transportation Advisory Commission, or upon the loss of permanent residency from the City; or upon the failure to attend any of the meetings of the Transportation Advisory Commission for three consecutive regular meetings without approval from the chairperson, except in case of illness or for some other unavoidable cause, the City Council shall review and, if found to be appropriate, declare the office of such member vacant and thereupon appoint some qualified person to fill such vacancy for the unexpired term of such member.

POWER AND DUTIES: The role of the Transportation Advisory Commission is to provide citizen and community perspective and input on the development of public transportation planning, facilities and programs. As a commission established by the City Council, the Transportation Advisory Commission will provide input to Council for its consideration and action. This would ideally be done after receiving public input, deliberating the options, and achieving consensus through partnering with staff. It is intended that the Transportation Advisory Commission not take an advocacy role, but an advisory role, in providing input to City Council. Additionally, the Transportation Advisory Commission is expected to advise the City Council on transportation matters brought to them by the community.

The scope of the Transportation Advisory Commission encompasses various transportation issues, public and personal, including but not limited to, multimodal station, bikeways, pathways, Sonoma Marin Area Rail Transit (SMART), new transit development and transportation services impacting Healdsburg provided by Sonoma County Transportation Authority;

The purpose of the Transportation Advisory Commission would be to:

- A. Review City-wide public transportation documents;
- B. Recommend rules and procedures governing public transportation service programs, service improvements, coordination, efficiencies, and activities of persons utilizing transportation services and facilities;
- C. Review surveys and facilitate public input on public transportation programming;
- D. Review and advise the Council on transportation programs, including service levels and routes;
- E. Advise the Council on the subject of comprehensive bicycle and pedestrian master planning and development;
- F. Recommend and promote strategies for community outreach programs in order to strengthen the transportation image, increase usage, and integrate its role within the community;
- G. Recommend to the City Council, after public input, the adoption, amendment or repeal of ordinances, resolutions, or requirements pertaining to public transportation within the City.

OFFICERS OF THE COMMISSION: The officers of the Transportation Advisory Commission shall include a chairperson, a vice chairperson and a secretary. The chairperson and vice chairperson will be selected by the membership for a one-year term. The annual election of

officers shall take place at the last regular meeting in December of each year. The terms of the chairperson and vice chairperson shall commence as of January 1st following the election and shall continue through December of the same year. In the first year of formation, the election shall take place at the first regular meeting. The secretary shall be designated by the City Manager.

- A. The chairperson shall:
 - a. Preside at all regular and special meetings
 - b. Rule on all points of order and procedure during the meetings
 - c. Provide recommendations to staff liaison regarding agenda items
- B. The vice chairperson shall assume all duties of the chairperson in his or her absence or disability.
- C. The secretary shall:
 - a. Keep minutes of all meetings and all actions taken by the Transportation Advisory Commission.
 - b. Be responsible for ensuring that minutes are properly typed and filed as part of the official records of the City.
 - c. Transmit in writing to the City Council the names of the chairperson and vice chairperson and update the City Council when any changes in these offices are made.
- D. In case of the absence of both the chairperson and vice chairperson from any meeting, an acting chairperson shall be elected from among the members present.

MEETINGS OF THE COMMISSION

- A. Regular meetings of the Transportation Advisory Commission shall be held the first Thursday of every third month of each calendar year and shall begin at 5:15 p.m. at a designated location. The Transportation Advisory Commission shall meet at least once every three months.
- B. If the scheduled date of a regular meeting conflicts with a holiday period, the commission shall reschedule that meeting to be conducted within that month.

- C. Special meetings of the Transportation Advisory Commission may be called at any time by the chairperson, staff liaison, or by two members of the Transportation Advisory Commission, by providing notice of said meeting as required by law.
- D. All meetings are subject to the Brown Act as set forth in Government Code Section 54950.
- E. A majority of the members of the Transportation Advisory Commission shall constitute a quorum for the transaction of business.

LIAISON TO THE TRANSPORTATION ADVISORY COMMISSION: The Transportation Advisory Commission shall have, in addition to the Secretary, a staff liaison designated by the City Manager.

BE IT FURTHER RESOLVED that Resolution No. 3-2012 is hereby rescinded in its entirety; and

BE IT FURTHER RESOLVED that this resolution shall become effective thirty (30) days following its adoption.

PASSED, APPROVED AND ADOPTED, this 18th day of May 2015, by the following vote:

AYES: Councilmembers: (4) Chambers, Plass, Ziedrich and Mayor McCaffery

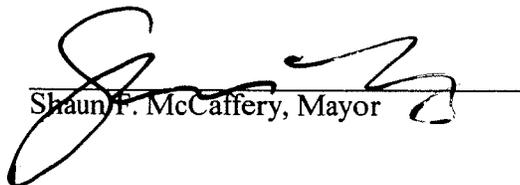
NOES: Councilmembers: (0) None

ABSENT: Councilmembers: (1) Mansell

ABSTAINING: Councilmembers: (0) None

SO ORDERED:

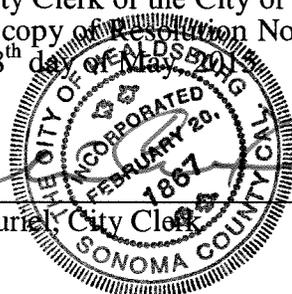
ATTEST:


Shaun F. McCaffery, Mayor

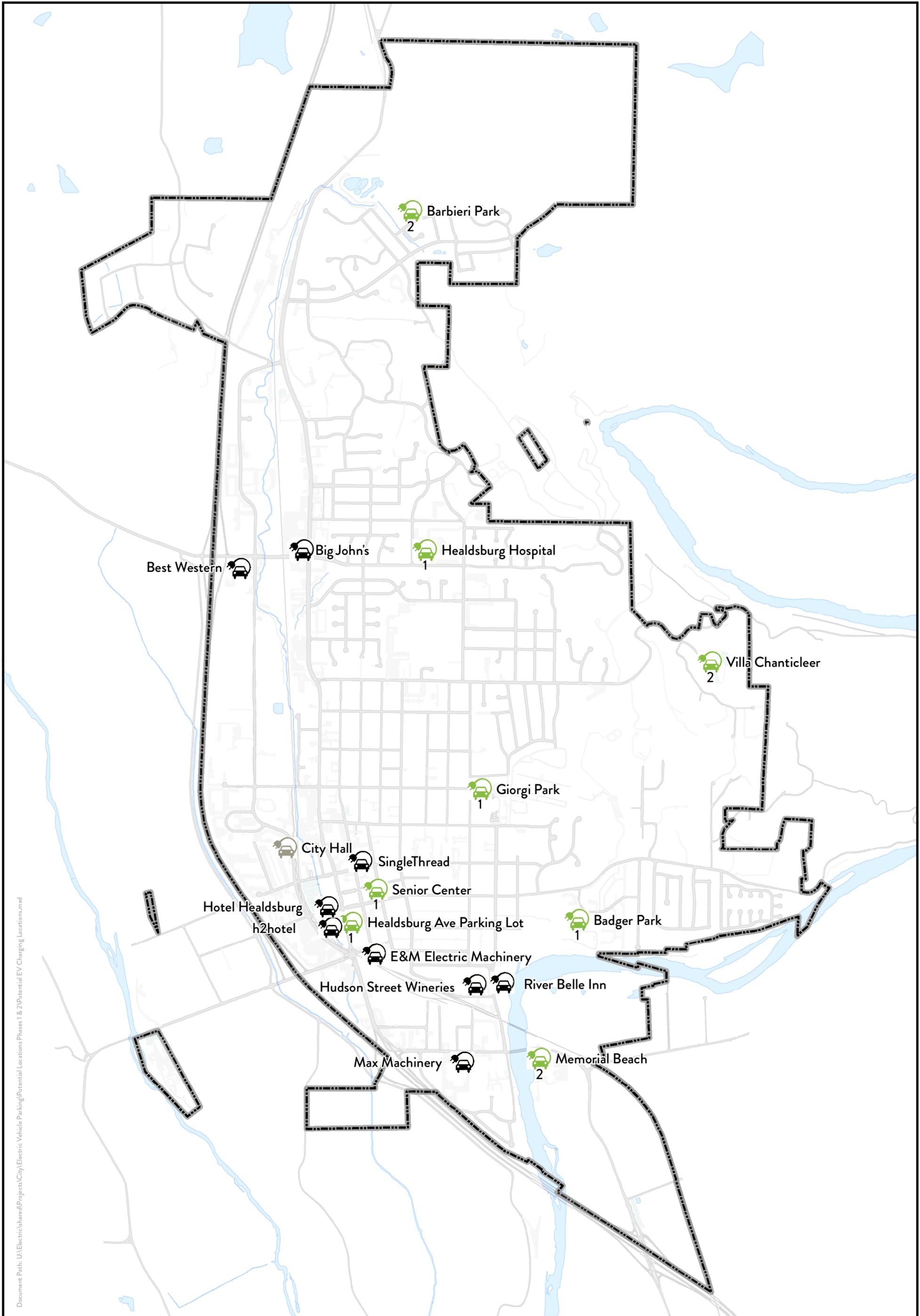

Maria Curiel, City Clerk

I, MARIA CURIEL, City Clerk of the City of Healdsburg, do hereby certify that the foregoing is a full, true, and correct copy of Resolution No. 64-2015 adopted by the City Council of the City of Healdsburg on the 18th day of May, 2015.


Maria Curiel, City Clerk



Document Path: U:\Electric\shared\Projects\City\Electric Vehicle Parking\Potential Locations Phases 1 & 2\Potential EV Charging Locations.mxd



POTENTIAL/EXISTING ELECTRIC VEHICLE CHARGING STATIONS

