



MINUTES **REGULAR MEETING**

BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE CITY OF SOUTH SAN FRANCISCO

**WEDNESDAY, JULY 1, 2026
6:00 PM**

**City Hall Annex Conference Room
315 Maple Avenue, South San Francisco, CA 94080**

CALL TO ORDER

Chair Hollenback called the meeting to order at 6:03 pm.

ROLL CALL

Committee Members:

Philip Hollenback, Chair, present
Carlos Moreno, Vice Chair, present (*arrived after roll call*)
Arian Guzman, present
Dylan Hingey, present
Mark Kim, present
Frank McAuley, present
Darryl Yip, present

Staff Members:

Megan Wooley-Ousdahl, Deputy City Manager & Secretary to BPAC
Cynthia Fregoso, Clerk to BPAC
Angel Torres, Senior Engineer
John Wilson, Senior Engineer
Kim Santos, Administrative Assistant II

AGENDA REVIEW

None

ANNOUNCEMENTS FROM STAFF

1. Megan Wooley-Ousdahl, Deputy City Manager, Bicycle and Pedestrian Advisory Committee Transitions

Deputy City Manager Wooley-Ousdahl announced the transition of responsibility for the BPAC from the Planning Division to the Public Works Department. She introduced John Wilson as the new BPAC

staff liaison and Kim Santos as the new BPAC clerk, noting that they will officially assume their roles beginning with the upcoming August BPAC meeting.

Deputy City Manager Wooley Ousdahl the current BPAC Liaison and Cynthia Fregoso the current BPAC clerk shared that this would be their final meeting with the BPAC. They expressed their appreciation to the BPAC Committee Members for their collaboration and support over the years and thanked them for a rewarding experience in working together.

The BPAC discussed the potential advantages and disadvantages of holding joint meetings with the Traffic Safety Commission (TSC). BPAC Members shared perspectives on the possible benefits of increased collaboration and coordination, as well as similar topic related to meeting logistics, committee focus, and effectiveness.

Senior Engineer John Wilson suggested agendizing an item for the first joint BPAC/TSC meeting in September to discuss meeting mechanics, including the anticipated meeting length, meeting frequency, limits on agenda items, presentation time limits, and public comment procedures. Commissioner Guzman seconded the motion. The committee agreed to include the discussion item on the agenda for the first joint meeting.

PUBLIC COMMENTS

None

CONSENT CALENDAR:

1. Approval of the Regular Meeting Minutes of the Bicycle and Pedestrian Advisory Committee for June 3, 2026.

Motion – Arian Guzman Second – Mark Kim To approve Regular Meeting Minutes of the Bicycle and Pedestrian Advisory Committee for June 3, 2026, by roll call vote: AYES: Philip Hollenback, Dylan Hingey, and Darryl Yip; NAYS:None; ABSENT: None ; ABSTAIN: Frank McAuley.

ADMINISTRATIVE BUSINESS:

3. Caltrain Grade Separation Presentation (Angel Torres, Senior Engineer)

Senior Engineer Angel Torres gave a presentation on Caltrain Grade Separation. Representatives from RSE, the design consultant for Caltrain's South Linden Avenue and Scott Street Grade Separation Project, presented an update on the 35% Preliminary Engineering and Environmental Clearance (PE/ENV) phase. The presentation included renderings of the proposed roadway configuration, pedestrian overcrossings, undercrossing box structure, and bicycle and pedestrian improvements. The PE/ENV phase is scheduled for completion in June 2027 and will deliver a 35% design package, environmental documentation, and a final report to support environmental clearance. Local and regional agencies are continuing to pursue funding for the final design phase (35% to 100%). Comments from BPAC advisory committee members were noted and will be taken into consideration in the current phase of the design.

Commissioner McAuley shared that this area will have flooding challenges.

Vice Chair Moreno was concerned about riding his bicycle downward with bollards.

ITEMS FROM BOARD MEMBERS, COMMISSIONERS, COMMITTEE MEMBERS

1. BPAC Member request for discussion on LAZ Parking enforcement areas of focus. Commissioner Guzman expressed concern about vehicles blocking her driveway. She noted that she contacted LAZ Parking but was informed that it is not authorized to tow vehicles. He requested that the City's website be updated to clarify that the Police Department, not LAZ Parking, is responsible for vehicle towing. Vice Chair Moreno expressed concern about vehicles parking in the bike lane on Grand Avenue. Commissioner Kim expressed concern about vehicles double-parking on Grand Avenue. Senior Engineer Wilson discussed the use of designated loading zones. Commissioner McAuley suggested establishing designated loading zone hours. BPAC requested that the City Council review the LAZ contract before it expires. Commissioner Yip requested that LAZ Parking enforcement efforts in the rolled curb areas of Serra Highlands, Avalon, and Brentwood. Commissioner Kim suggested adding white "T" markings to better identify designated parking spaces. Senior Engineer Wilson discussed the importance of educating residents about parking regulations at rolled curbs and developing a plan and strategy. He noted that LAZ Parking has been receptive to community concerns, values the Commission's feedback, and has been helpful in addressing parking issues. He encouraged BPAC members to continue sharing their concerns and feedback with LAZ Parking.

2. Update on bicycle and pedestrian projects at South Linden Avenue developments (Megan Wooley-Ousdahl, Deputy City Manager)

Deputy Wooley-Ousdahl provided updates on the development on 500 Railroad Avenue including plans for additional sidewalks, street trees, street lighting, and ADA-compliant pedestrian ramps as part of the project. She and Senior Engineer Wilson referred to the Lindenville Master Plan during the discussion. Regarding the 7 South Linden project, Commissioner McAuley inquired about the proposed sidewalk width and Commissioner Guzman requested that Planner Billy Gross join the discussion to present and review the project plans.

3. Mission Road Crossing Update (John Wilson, Senior Engineer)

Senior Engineer Wilson provided an update on the Mission Road Crossing project. He reported that utility lines and poles are scheduled to be placed underground by the end of the summer. Commissioner Yip expressed concern about the crossing at Gellert Boulevard, south of Westborough Boulevard. Vice Chair Moreno commented on the bike lanes and suggested continuing the discussion at a future meeting. Commissioner Hingey requested follow-up on two items: Improvements to the connection at Grand Avenue and Chestnut Avenue, including addressing the negative curb reveal/gutter issue. Installation of ADA-compliant curb ramps at Park Way, Spruce Avenue, and Telford Avenue, where curb ramps are currently absent. Senior Engineer Wilson stated that the City will move forward with the project from Nursery Way to Hillside Boulevard.

ADJOURNMENT

Being no further business, Philip Hollenback adjourned the meeting at 8:17 pm.

Submitted by:

Approved by:

John Wilson
Senior Civil Engineer

Philip Hollenback, Chair or
Carlos Moreno, Vice Chair

Approved by the [Body Name]: / /