



# Minutes

**PROJECT** CCC I-680/Treat Boulevard Bike/Ped Plan  
**SUBJECT** Kickoff meeting  
**VENUE** CCTA, 2999 Oak Road, Suite 100

**ORGANIZER** John Lieswyn 530.750.9342  
**DATE** Thursday April 3, 2014  
**TIME** 3pm

<b>Attending</b>			
Jamar Stamps	Client Project Manager	Contra Costa County Department of Conservation and Development	jamar.stamps@dcd.cccounty.us
Brett Hondorp	Consultant Team Principal in Charge	Alta Planning + Design	bhondorp@altaplanning.com
John Lieswyn	Consultant Team Project Manager	Alta Planning + Design	johnlieswyn@altaplanning.com
Angela Villar	Key stakeholder	Contra Costa County Public Works	avill@pw.cccounty.us

<b>Additional Circulation</b>			
Tom Krakow	Traffic engineering lead	DKS	tjk@dksassociates.com
David Mahama	Traffic engineering	DKS	dcm@dksassociates.com
Alexandra Sweet	Transportation planner	Alta	alexandrasweet@altaplanning.com
Jennifer Donlon-Wyant	Project advisor	Alta	jenniferdonlon@altaplanning.com
Jeremy Lochirco	Key stakeholder	City of Walnut Creek	Lochirco@walnut-creek.org
Coire Reilly	Key stakeholder	Contra Costa County Health Services Department	Coire.Reilly@hsd.cccounty.us
Anh Phan Nguyen	Key stakeholder	Caltrans	anh.phan.nguyen@dot.ca.gov

<b>Topic</b>	<b>Actions</b>
<p><b>1. Introductions and Project Objectives</b></p> <p>Final Plan will identify a preferred alternative for implementation</p> <p>Deliverable format: for outreach, concepts may be presented in Illustrator format; for Task 4 Feasibility Studies, use AutoCAD.</p> <p>Key issue is the overcrossing of I-680, but in scoping the project it was determined that the adjacent links could also be improved</p> <p>Objective is a much more Bike/Ped friendly environment because it is a TOD area.</p> <p>Jurisdictional responsibilities - east of I-680 it is county managed; Angela will check on traffic signal responsibility; Iron Horse bridge is county</p> <p>History - Specific Plan identified 2nd overbridge; removed from further planning.</p> <p>Standards - use the HDM, but county would consider lanes 10' or 11' wide</p>	<p>Angela to advise contact for traffic signal management</p>
<p><b>2. Communications</b></p> <p>Monthly brief progress report call limited to John/Tom or David/Jamar</p> <p>Walnut Creek will want to distribute deliverables to BPAC and the public</p> <p>There is no public information officer at the county – Jamar will approve materials for release; CCTA likely to approve this arrangement as well.</p>	<p>John to set up a monthly progress call</p>

Topic	Actions
<p><b>3. Scope &amp; Schedule</b></p> <p>Version 1 discussed in meeting – longer survey period and offset for TAC 1 from the first memo. Circulate Version 2 to the team for comment.</p>	<p>All to review schedule and advise John directly of requested changes</p>
<p><b>4. Field Tour #1 / Outreach</b></p> <p>Objective: discuss opportunities and constraints together in the field.</p> <p>Participants: limited to agency and official committees; to be held during work hours; to include pre- and post-tour discussion in CCTA meeting room; suggested that this be walking only as the study area can be circumnavigated in one hour. Participants may include County, Walnut Creek, Caltrans, CCTA, BPAC, EBBC, CCC Municipal Association – up to 15 people.</p> <p>Timing: Week of May 5 is Bike to Work Week; but this fits the schedule best. Should be during work hours. Proposed date Monday May 5.</p> <p>Outreach: Jamar can help disseminate information via the listserv, the Municipal Advisory Council (MAC), the Walden Improvement Association.</p> <p>Full public stakeholder list not needed until late September, when noticing for public meeting is proposed.</p>	<p>Jamar to confirm field tour / meeting date with key stakeholders</p>
<p><b>5. Data Needs</b></p> <p>Data to be collected by April 17<sup>th</sup></p> <ul style="list-style-type: none"> <li>• Pleasant Hill / BART Specific Plan <a href="http://www.ccreach.org/ccc_redevelopment/ph_specificPlan.cfm">http://www.ccreach.org/ccc_redevelopment/ph_specificPlan.cfm</a></li> <li>• Precise Plan – to be supplied by County</li> <li>• Title 8 Zoning; Title 9 Subdivisions; Title 10 Public Works of the County Code <a href="http://library.municode.com/index.aspx?clientId=16286">http://library.municode.com/index.aspx?clientId=16286</a></li> <li>• Countywide Ped and Bike Plan 2009: <a href="http://www.ccta.net/about/download/5297adc44d334.pdf">http://www.ccta.net/about/download/5297adc44d334.pdf</a></li> <li>• Walnut Creek General Plan: <a href="http://www.walnut-creek.org/citygov/depts/cd/planning/gp_2025.asp">http://www.walnut-creek.org/citygov/depts/cd/planning/gp_2025.asp</a></li> <li>• County General Plan: <a href="http://www.ccreach.org/">http://www.ccreach.org/</a></li> <li>• County standards have just been updated and are online at: <a href="http://www.contracosta.ca.gov/342/County-Standard-Plans">http://www.contracosta.ca.gov/342/County-Standard-Plans</a></li> <li>• Level of Service policies – Growth Management Element in the General Plan <a href="http://www.co.contra-costa.ca.us/DocumentCenter/View/28422">http://www.co.contra-costa.ca.us/DocumentCenter/View/28422</a></li> <li>• Caltrans traffic count data</li> <li>• As-builts and traffic signal plans to be supplied by Angela</li> <li>• CC Map is the GIS data portal but does not offer downloads <a href="http://gismap.ccmmap.us/imf/imf.jsp?site=ccmap">http://gismap.ccmmap.us/imf/imf.jsp?site=ccmap</a></li> </ul>	<p>FTP site instructions appended</p> <p>Angela to upload as-builts and signal plans</p> <p>Caltrans to upload relevant data e.g. I-680 overbridge plans; traffic counts</p>
<p><b>6. Next Steps</b></p> <p>Counts to be scheduled before summer break</p> <p>Invoices as per Olympic Corridor project – Jennifer can provide sample</p> <p><i>Overleaf: FTP instructions</i></p>	<p>Jamar will check with Brad to make sure that the schedule / final deliverable timing is OK</p>

## **FTP INSTRUCTIONS**

To access the Alta FTP site you can click the direct link below.

This will open the FTP folder for your account in your default internet browser. You can then click the files to open or download them.

Direct Link: <ftp://treatblvd:2550lanes@ftp.altaplanning.com>

If you wish to use an FTP Client (such as Filezilla or Core FTP) to upload or download files, you will find the information needed to enter into the client below. These are especially useful for larger file transfers and much faster than other methods.

Server Address: <ftp.altaplanning.com>

Username: treatblvd

Password: 2550lanes

If you wish to upload files once you have accessed the server with Internet Explorer you can do so by opening the Windows Explorer. In order to do this press Alt, click view, then click “Open FTP Site in Windows Explorer”. Once you have done this you can drag and drop or copy and paste files into the FTP Server. (This is for IE 9, might be slight variations in other versions so you can also try Page” menu, then click “Open FTP Site in Windows Explorer”). Alternately, you can just paste the direct link into the top of a file window.