



**REGULAR OPEN SPACE, ACTIVE
TRANSPORTATION, AND SUSTAINABILITY
COMMISSION MEETING AGENDA**

City Hall - Council Chambers
4381 Broadway, Ste. 201, American Canyon
November 6, 2024
6:30 PM

Chair: Tara McClinton-Horner

Vice Chair: Scott Artis

Commissioners: Barry Christian, Sean Hughes, Nance Matson

Youth Commissioner: Calix Joel Delos Santos Mintalar

Tonight's meeting is a limited public forum. American Canyon promotes respectful and responsible behavior among its meeting participants, whether they are present in person or remotely. Using offensive language or remarks that promote, foster, or perpetuate discrimination based on race, creed, color, age, religion, gender marital status, status regarding public assistance, national origin, physical or mental disability or sexual orientation/gender identification, as well as any other category protected by federal, state or local laws will not be tolerated. In the case of an occurrence, the speaker will be immediately disconnected from the microphone.

PUBLIC PARTICIPATION

Open Space, Active Transportation and Sustainability Commission and other public meetings will be conducted in person. This meeting is also available via Zoom, is broadcast live to residents on Napa Valley TV, on our [website](#) and on [YouTube](#).

Zoom Link: [Click here](#). **Webinar ID:** 880 2614 8375; **Passcode:** 123456. **Phone in to Zoom:** 408-638-0968

Oral comments, during the meeting: Oral comments can be made in person during Open and Closed Session or through Zoom in Open Session only. On Zoom use the "raise your hand" tool during any public comment period. To avoid confusion, hands raised outside of Public Comment periods will be lowered.

Written comments: Submit written comments by the [eComments link](#), located on the Meetings & Agendas page of our website. eComments are available to council members in real time. To allow for Council review of comments, eComments will close at 3:00 pm on the day of the meeting.

The above identified measures exceed all legal requirements for participation in public comment, including those imposed by the Ralph M. Brown Act. For more information, please call the Office of the City Clerk at (707) 647-4369 or email cityclerk@americancanyon.gov.

AGENDA MATERIALS: Agenda materials are published 72 hours prior to the mee-ng and are available to the public via the City's website at www.cityofamericancanyon.org.

AMERICANS WITH DISABILITIES ACT: Materials will be provided in appropriate alternative formats to comply with the Americans with Disabilities Act. Please send a written request to City Clerk at 4381 Broadway, Suite 201, American Canyon, CA 94503 or by email to cityclerk@americancanyon.gov. Include your name, address, phone number and brief description of the requested materials, as well as your preferred alternative format or auxiliary aid, at least three calendar days before the meeting.

6:30 P.M. REGULAR MEETING

CALL TO ORDER

PLEDGE OF ALLEGIANCE

ROLL CALL

PRESENTATIONS

1. [Welcome Youth Commissioner Calix Joel Delos Santos Mintalar](#)
2. **Countywide Active Transportation Plan Presentation from the Napa Valley Transportation Authority**

PUBLIC COMMENT - ITEMS NOT ON THE AGENDA

This time is reserved for members of the public to address the Open Space, Active Transportation and Sustainability Commission on items within their subject matter jurisdiction. Comments are limited to 3 minutes. Comments for items on the agenda will be taken when the item is called in open session. The Commission is prohibited by law from taking any action on matters discussed that are not on the agenda, and no adverse conclusions should be drawn if the Commissioners do not respond to public comment at this time.

AGENDA CHANGES

CONSENT CALENDAR

3. [Minutes of October 2, 2024](#)
Recommendation: Approve the minutes of the Regular Open Space, Active Transportation and Sustainability Commission meeting of October 2, 2024.

BUSINESS

MANAGEMENT AND STAFF ORAL REPORTS

4. **Bicycle Friendly Community Application Update from the Napa County Bicycle Coalition**
Recommendation: Information only

ADJOURNMENT

CERTIFICATION

I, Nicolle Hall, Deputy City Clerk for the City of American Canyon, do hereby declare that the foregoing agenda of the Open Space, Active Transportation, and Sustainability Commission was posted in compliance with the Brown Act prior to the meeting date.

Nicolle Hall, Deputy City Clerk



TITLE

Welcome Youth Commissioner Calix Joel Delos Santos Mintalar

RECOMMENDATION

CONTACT

Alexandra Ikeda, Parks and Recreation Director

BACKGROUND & ANALYSIS

We are excited to welcome Calix Joel Delos Santos Mintalar, also known as CJ, as the new Youth Commissioner for the Open Space, Active Transportation, and Sustainability (OSATS) Commission. CJ brings a fresh perspective, vibrant energy, and a strong commitment to community service and leadership. A dedicated volunteer, CJ has made meaningful contributions to community and school events. Through involvement with Link Crew, an American Canyon High School program that helps seniors mentor incoming freshmen, CJ has demonstrated a passion for supporting and guiding the youth of our community. An avid outdoor enthusiast, CJ enjoys exploring our two open spaces and is a strong advocate for walking and biking along our trails. CJ's appreciation for the natural beauty of American Canyon will be an asset to the OSATS Commission.

As a senior at American Canyon High School, CJ will serve on the OSATS Commission from October 2024 to May 2025. In this role, CJ will help strengthen our connection with youth and young adults, and we are excited about the positive contributions CJ will bring to the Commission.

COUNCIL PRIORITY PROGRAMS AND PROJECTS

Organizational Effectiveness: "Deliver exemplary government services."

ENVIRONMENTAL REVIEW

None

ATTACHMENTS:

None

Countywide Active Transportation Plan

Project Update - American Canyon OSATS Committee



Patrick Band, Associate Planner

November 6, 2024



About NVTA



- Long-term Planning
 - Countywide Transportation Plans
 - Plan Bay Area (MTC)
- Funding Coordination
 - Grants – SB1, SCCP, ATP, AHSC
 - Programming – TDA-3, TFCA
 - Oversight – Measure T
- Transit Operations (VINE Transit)
- Public Education & Awareness
 - ...and occasionally, project delivery

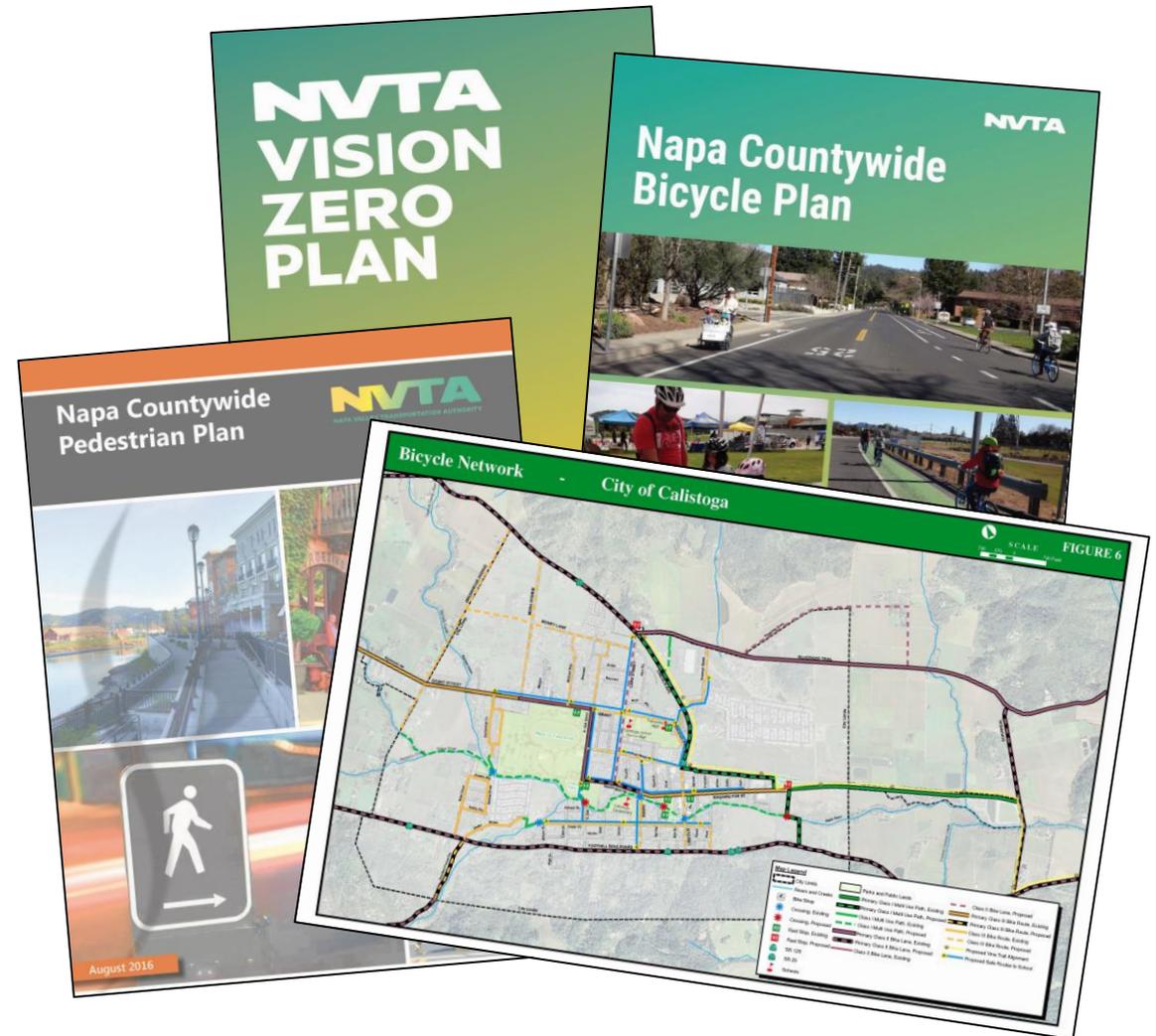
What is Active Transportation?

- Active Transportation is...
 - Any nonmotorized mode of transportation
 - Includes e-bikes, scooters, etc.
 - Facilities include:
 - Sidewalks & crosswalks
 - Bike lanes, paths, & trails
 - Other corridors that provide mobility or connectivity to users



What is an AT Plan?

- An Active Transportation (AT) Plan...
 - Outlines a vision for a providing safe, high-quality, connected facilities for users
 - Identifies Goals, Metrics, Policies, and Programs to support that vision
 - Developed & implemented to meet local needs and priorities
 - Adopted by local jurisdictions



Project Tasks

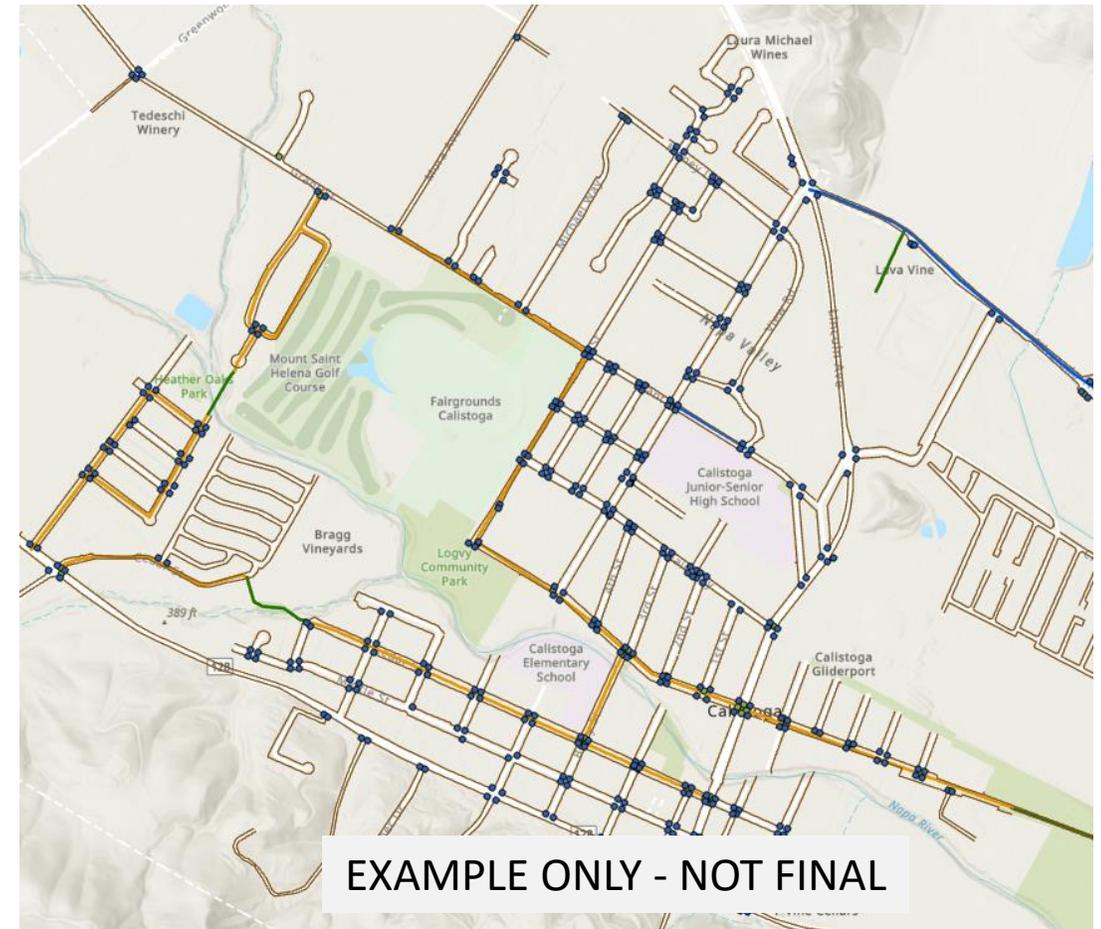
•Key Check-in Points:

- Summer 2024 – Project Kickoff
- Fall 2024 – Interactive Map, Existing Conditions & Standards/Toolbox
- Winter/Spring 2025 – Draft Maps, Public Workshops, Policy Framework
- Summer 2025 – Continue Public Engagement & Proposed Facilities
- Fall 2025 – Plan Approval & Adoption

Task #	Description
1	Project Kickoff & Local Landscape
2	Existing Conditions Assessment
3	Uniform Standards & Toolbox
4	Future Demand Assessment
5	Public Workshops, Stakeholder Meetings
6	Policy Framework
7	Proposed Facilities & Improvements
8	Implementation & Funding Plan
9	Plan Approval & Adoption

Task #2 – Existing Conditions

Facility Type:	Sub-type	Description
Class I	None	Fully separated, bi-directional facility for bicycles, pedestrians & other AT users (scooters, multimodal devices)
Class II	Basic	On-street facility designated exclusively for bicycle travel.
	Enhanced	Enhanced pavement markings beyond minimum Class II standards.
	Buffered	Bicycle facility utilizing increased horizontal separation from travel lane. No vertical separation.
Class III	Rural Class III	On-street shared facility designated primarily through signage, identifying a preferred route for bicycles, or a route with higher rates of bicycle ridership.
	Urban Class III	On-street shared facility that provides connectivity to/between other bicycle facilities (eg: Class I/II), and/or preferred route over other higher-LTS corridors.
	Bicycle Boulevard	On-street shared facility incorporating signage/stripping and roadway improvements. Most often located parallel to primary vehicle routes.
Class IV	None	Exclusive bicycle facility providing vertical & horizontal separation from vehicle lane.
Sidewalk	Basic	Off-street facility to accommodate pedestrians and other active transportation users as allowed. Provides primary access to all destination types.
	Enhanced	Off-street facility to accommodate pedestrians and other AT users. Enhanced sidewalks are wider & ADA compliant at curb. May include ped amenities in high volume/commercial zones.
Unclassified	None	Active transportation facility that does not meet any of the above facility types. May represent a significantly sub-standard facility. Provides readily apparent mobility benefit.



Task #3 – Uniform Standards & Toolbox

MULTI-USE PATHS CONTINUED



Vine Trail in the City of Napa

GUIDANCE

- Path width should be determined based on the anticipated number of users, types of users, and terrain.
- The recommended paved width for a trail is 10 feet. The minimum width to enable side-by-side travel and passing is 11 feet; a preferred width is 12 feet. At widths narrower than these, path users will need to yield to oncoming traffic before passing.
- Although the recommended path width is 10 feet, a path width of 8 feet is the minimum width that may be used for a short distance to accommodate a physical constraint such as an environmental feature.
- Trails expected to serve a high percentage of pedestrians (30 percent or more) or be used by large maintenance vehicles should be wider than 10 feet.
- Fourteen feet is the preferred width where volumes are high (>100 total users in the peak hour), there are steep grades, or high volumes of users who need additional operating width are anticipated (e.g., children or skaters).
- Maximum grade should not exceed 5 percent. There may be certain situations in which physical constraints prevent compliance with the 5 percent maximum grade, in which case mitigations such as providing additional path width for slower bicyclists to dismount and walk, providing resting intervals with flatter grades, or providing pedestrian handrails should be considered. Grades less than 0.5 percent should be avoided, if possible.
- Provide protective railings/fences at 42 inches high if the trail and graded shoulder are directly adjacent to a steep slope and drop, as defined in Chapter 5 of the AASHTO Guide for the Development of Bicycle Facilities.
- Ideally, provide a graded shoulder area of 2 to 5 feet on both sides of a path.
- Lighting should be provided at path/roadway intersections at a minimum and at other locations where personal security may be an issue.
- All multi-use paths must conform to the current editions of both the AASHTO and ADA guidelines.
- Multi-use paths must also conform to Public Rights-of-way Accessibility Guidelines (PROWAG) if in a public right-of-way or Advance Notice of Proposed Rulemaking (ANPRM) or Accessibility Guideline for Shared Use Paths if in a private right-of-way.
- When accommodating moderate to high volumes of horse back riders, it is recommended to provide a separated and unpaved equestrian/jogger path. Six feet of clearance and separation is recommended between the shared use path and the bridle path. Elevation change between the multi-use path and the bridle path can also be considered.

REFERENCES

- AASHTO. *Guide for the Development of Bicycle Facilities*. 2012.
- FHWA. *Shared Use Path Level of Service Calculator*. 2008.
- FHWA. *Manual on Uniform Traffic Control Devices*. 2009.
- CROW. *Design Manual for Bicycle Traffic*. 2007.

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NAPA COUNTY BICYCLE FACILITIES TOOLKIT - DRAFT

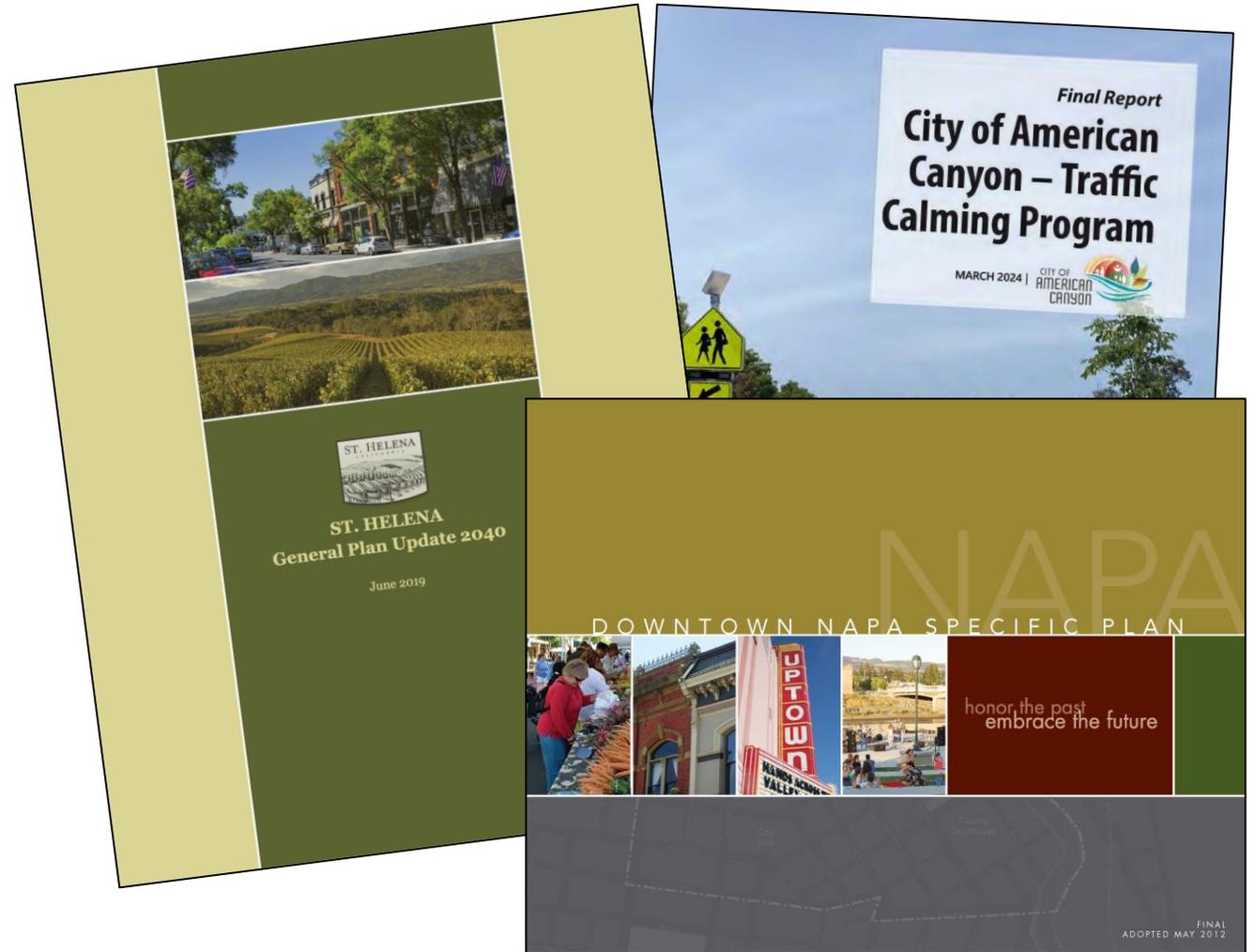
- Ensure consistent standards for active transportation facilities countywide
- Provide resources, design guidance, and best practices for local jurisdictions to improve and maintain facilities
- Support shared expectations for build-out of the active transportation network that reflects real-world timelines, costs, user volumes, and safety benefits
- Serves as a “menu of options” for Task #7 Proposed Facilities & Improvements

Task #5 – Public Workshops, Stakeholder Meetings



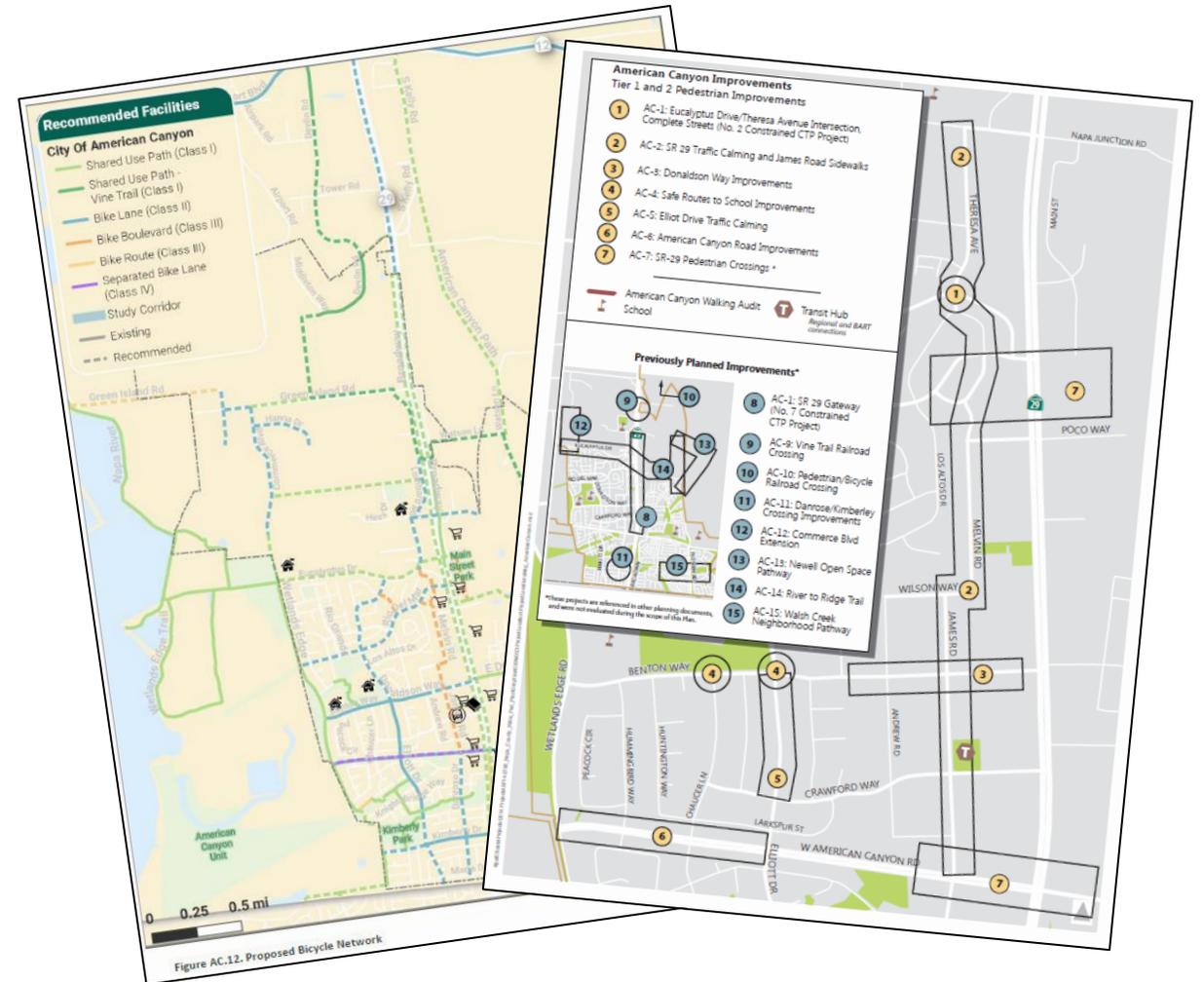
Task #9 – Plan Approval & Adoption

- Plan Approval Process
 - Admin Draft July '25
 - Public Draft September '25
 - 30-day review & comment period
 - Adoption by NVTA Board in November '25
- Subsequent to Adoption by NVTA
 - Adoption by Local Jurisdictions
 - Biennial Progress Update & Report-card



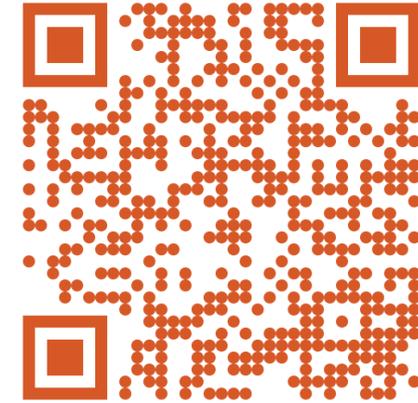
Next Steps

- Review Existing Plans & Policies
 - 2019 Bike Plan & 2016 Ped Plan
 - Draft General Plan 2040
 - Other Plans & Documents
 - Local Roadway Safety Plan (LRSP)
 - Broadway District Specific Plan
 - Traffic Calming Program (2024)
- Also:
 - Comment on the Plan website: NapaATPlan.org



Thank you!

Questions?



Plan Website QR Code

Patrick Band, Associate Planner

pband@nvta.ca.gov

(707) 259-8781



CITY OF AMERICAN CANYON
REGULAR OPEN SPACE, ACTIVE TRANSPORTATION, AND SUSTAINABILITY COMMISSION
MEETING

ACTION MINUTES

October 2, 2024

6:30 P.M. REGULAR MEETING

CALL TO ORDER

The meeting was called to order at 6:30 p.m.

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was recited.

ROLL CALL

Present: Commissioner Barry Christian, Commissioner Sean Hughes, Commissioner Nance Matson, Vice Chair Scott Artis, Chair Tara McClinton-Horner

Absent: None

Excused: None

PUBLIC COMMENT - ITEMS NOT ON THE AGENDA

Chair Tara McClinton-Horner Opened Public Comments. Written comments: none Oral comments: none.

AGENDA CHANGES

There were no agenda changes.

CONSENT CALENDAR

Action: Motion to approve the minutes of September 4, 2024, made by Commissioner Nance Matson, seconded by Vice Chair Scott Artis, and CARRIED by a roll call vote.

Ayes: Commissioner Barry Christian, Commissioner Sean Hughes, Commissioner Nance Matson, Chair Tara McClinton-Horner

Nays: None

Abstain: None

Absent: Vice Chair Scott Artis

Excused: None

1. Minutes of September 4, 2024

Action: Approved the minutes of the Open Space, Active Transportation, and Sustainability Commission meeting of September 4, 2024.

BUSINESS

2. Newell Open Space Trail Standards

Commissioners received a Newell Open Space trail standards report from Parks and Recreation Director Alexandra Ikeda. Chair McClinton-Horner opened public comments Written comments none. Oral comments: none. The public comments period was closed. Commissioner Sean Hughes joined the meeting at 6:37 p.m. Chair McClinton-Horner reopened public comments. Written comments: none. Karen Fritz was called to speak. Kara Vernor was called to speak. Chair McClinton-Horner closed public comments

3. Electric Bicycles in Newell Open Space Preserve

The commission received an update about electric bicycles in the Newell Open Space Preserve. From Parks and Recreation Director Alexandra Ikeda. Chair McClinton-Horner opened Public Comments. Written comments: none. Karen Fritz was called to speak; Kara Vernor was called to speak. Chair McClinton-Horner closed Public Comments

4. Update Newell Management Plan

The commission received a report on the draft Newell Management Plan from Parks and Recreation Director Alexandra Ikeda. Chair Tara McClinton-Horner Opened Public Comments. Written comments: none. Oral comments: none. Chair McClinton-Horner closed Public Comments

MANAGEMENT AND STAFF ORAL REPORTS

Parks and Recreation Director Alexandra Ikeda provided a management update on upcoming Parks and Recreation activities.

ADJOURNMENT

Action: The meeting was adjourned at 7:34 p.m.

CERTIFICATION

Respectfully Submitted,

Nicolle Hall, Deputy City Clerk