



# CITY *of* BRISBANE

## Complete Streets Safety Committee Meeting

Wednesday, March 11<sup>th</sup>, 2026, at 6:15 P.M. • City Hall Annex, 25A Park Place, Brisbane, CA

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### **CALL TO ORDER**

Chairperson Wirowek called the meeting to order at 6:18 p.m.

### **ROLL CALL**

Members present: Bouscal, Cabrera, Wirowek

Staff: Bozorginia (Director of Public Works), Santoyo (Assistant Engineer)

### **PUBLIC COMMENT**

### **APPROVAL OF THE MINUTES**

The February 12<sup>th</sup> meeting minutes have been approved.

### **OLD BUSINESS**

None

### **NEW BUSINESS**

The first item on the agenda for the committee is to review and finalize the Complete Streets Safety Committee (CSSC) Draft 2026 Work Plan. The current draft work plan was developed through preparation of a shortlist of possible work plan items by the CSSC, and further discussion and refinement with City staff and CSSC Council Liaisons. Wirowek reads through the list of six proposed work plan items.

The CSSC begins discussing the work plan items in greater detail. Bozorginia provides background information on the San Mateo County Office of Education School Travel Fellowship, as this item has been prioritized by participating City staff. The goal of this fellowship is to address safety issues for children travelling to school through quick-build improvements. The current cycle of the fellowship will focus on Brisbane Elementary School. Cabrera comments that more specifics could be provided for the workplan items by adding subpoints. Bozorginia responds that he will review the structure of other committee work plans to ensure consistency. He notes that while the work plan sent to council will be a general outline, a more detailed version may be used internally. He also mentions having the work plan be a running agenda item. Regarding the citywide audit item, Bouscal asks if this will be done by the City and Bozorginia responds that this will be committee driven with staff review. The CSSC concludes their discussion and agrees to send the draft work plan for City Council's review and approval at their April 2<sup>nd</sup> meeting.

The CSSC moves onto the next new business item: Review and Finalize the Visitacion Avenue Improvements Proposal to City Council. Bozorginia provides a brief overview of last meeting, noting that he feels the public meeting with residents was well received. He explains that the organization of

the report will allow for Council to review a wide range of improvements across the four categories as they see fit. Cabrera shares his thoughts from last meeting, noting that residents seemed eager for volunteer opportunities. He reiterates the public's desire for additional stop signs on Visitacion Avenue. Santoyo provides an update on the stop sign study, stating that a proposal was submitted by a traffic consultant for city review. Bozorginia provides additional information on how an All-Way Stop Sign study is conducted by the Manual on Uniform Traffic Control Devices published by the Federal Highway Administration. He highlights the liability involved if the City opted to install a stop sign without completing this study and an accident occurred. Bozorginia notes that future studies would be warranted if existing traffic volumes and future land development resulted in changed conditions. Cabera asks about the parking enforcement component discussed at the last meeting, stating that the indication was that residents were in favor of in-house parking enforcement. Citing costs and enforcement consistency mentioned by Commander Garcia at the public meeting, Bozorginia believes BPD prefers contracted enforcement.

The status of the report prepared by staff is discussed further. Bozorginia states that he does not expect significant push back on the low-cost items. The more costly items will certainly lead to additional questions from City Council, but staff are well-positioned to answer these questions. The most pressing question will undoubtedly be funding, and Santoyo responds that certain local grants are cyclical and are options to fund approved work.

Bozorginia asks the CSSC for any additional comments on the report. Wirowek suggests mentioning the stop sign study as a note in the report and ranking the potential improvements. Cabera suggests clarifying the price range in the fiscal impact section of the report. Staff agree to incorporate these comments and the CSSC approves the recommendation to be sent to City Council.

The final item on the agenda is the CSSC 2025 Accomplishments report. Santoyo shares the working draft of the report on-screen. He reads through the list of accomplishments for 2025, which is essentially the entire 2025 Work Plan and CSSC involvement in the Halloween Street Closure. Wirowek suggests adding specific dates to each meeting and any comment submissions. She also suggests adding CSSC endorsed Letters of Support for grants, and that the CSSC received a C/CAG & SMCTA Countywide Transportation Plan Presentation at the November 2025 CSSC meeting and provided comments.

#### **STAFF UPDATES**

Santoyo informs the CSSC that the Klamath Street paving project previously mentioned will begin Monday, March 23<sup>rd</sup>. Additionally, the previously mentioned Monterey Street design from a consultant is currently at 60%. The pedestrian walkway project between San Benito Road and Alvarado Street is now complete.

The City will be applying for a SafeTrec Complete Streets Safety Assessment opportunity.

Chair and Vice Chair elections will take place at the April meeting.

#### **CHAIR AND COMMITTEE MEMBER MATTER**

Cabrera requests tracking and updates on the status of shuttles in Brisbane. Bozorginia agrees to provide updates

**NEXT MEETING** April 1, 2026

**ADJOURNMENT**

