



# WILMINGTON URBAN AREA Metropolitan Planning Organization

P.O. Box 1810  
Wilmington, North Carolina 28402  
910 341 3258 910 341 7801 FAX

## Members:

City of  
WILMINGTON  
Lead Planning Agency

Town of  
CAROLINA BEACH

Town of  
KURE BEACH

Town of  
WRIGHTSVILLE BEACH

NEW HANOVER  
County

Town of  
BELVILLE

Town of  
LELAND

Town of  
NAVASSA

BRUNSWICK  
County

PENDER  
County

CAPE FEAR PUBLIC  
Transportation  
Authority

North Carolina  
BOARD OF  
TRANSPORTATION

## WMPO Bicycle and Pedestrian Advisory Committee Meeting Agenda

**TO:** WMPO Bicycle and Pedestrian Advisory Committee Members  
**FROM:** Suraiya Rashid  
**DATE:** September 10, 2015  
**SUBJECT:** September 17, 2015 Meeting

A meeting of the WMPO Bicycle and Pedestrian Advisory Committee will be held on Thursday September 17, 2015 at 1 pm. The meeting will be held at 305 Chestnut Street in the 4<sup>th</sup> Floor Technology Conference Room.

The following is the agenda for the meeting:

- 1) Introductions
- 2) Approval of minutes from August 20, 2015
- 3) Old Business
  - NC Bike Safety Rules Committee
  - Prioritization 4.0
  - Bicycle Map Distribution
- 4) New Business
  - WMPO BikePed Committee Bylaws Review
  - WMPO BikePed Committee Work Plan
  - Bicycle Friendly Community Designation
- 5) Announcements:
  - Cape Fear Cyclists
  - International Walk to School Day
  - WMPO Technical Coordinating Committee, October 14<sup>th</sup> at 10:00 am
  - WMPO Transportation Advisory Committee, September 30<sup>th</sup> at 3:00 pm
- 6) Next Meeting
  - October 15, 2015 at 1PM
- 7) Adjournment

Attachments:

- August 20, 2015 draft WMPO BikePed Committee Minutes
- NC House Bill 232
- WMPO BikePed Committee Bylaws
- WMPO Bicycle/Pedestrian Projects Update (September 10, 2015)

Meeting Minutes  
Wilmington Urban Area Metropolitan Planning Organization  
Bicycle and Pedestrian Advisory Committee  
Date: August 20, 2015

**Members Present:**

Chris O'Keefe, Committee Chairman/NHC Planning and Inspections  
Carol Stein, Pender County  
Al Sharp, City of Wilmington  
Karin Mills, City of Wilmington  
Trey Burke, Town of Navassa  
Joe Boyd, Town of Belville  
Steve Whitney, Brunswick County  
Tom Campbell, Carolina Beach  
Katie Ryan, Wrightsville Beach  
Suraiya Rashid, WMPO  
Matt Hogan, North Carolina Board of Transportation  
Al Schroetel, Cape Fear Cyclists

**Additional Guests:**

John Townsend, New Hanover County Planning  
Adrienne Harrington, UNCW  
Michael Bassano, Cape Fear Cyclist Education Committee

**1. Introductions**

**2. Old Business**

- Cape Fear Transportation 2040 - Ms. Rashid gave a presentation on Cape Fear Transportation 2040 which provided an outline of the plan, background on what a Metropolitan Planning Organization is, the role of the BikePed Committee in the creation of the plan, overview of the plan's BikePed projects, and the adoption and implementation process.

**3. New Business**

- Prioritization 4.0 - Ms. Rashid provided an overview of Prioritization 4.0, emphasizing the submittal stage of the process. The BikePed projects need to be submitted by the Transportation Advisory Committee in October.
- Resolutions submitting Bicycle and Pedestrian Projects for Consideration by NCDOT in Prioritization 4.0. Ms. Rashid discussed the resolution in the agenda packet and the role the federal government takes in funding the projects. Ms. Harrington discussed the "College Road Sidewalk" project. Ms. Rashid discussed how the committee has the option of changing the current resolution's suggested list by exchanging the projects with others within the draft Metropolitan Transportation Plan. Following additional discussion, Ms. Harrington made a motion to proceed in the following manner. Mr. Whitney second the motion and it carried unanimously. The committee will further review the proposed list and contemplate exchanging BP-13 and BP-19 with other projects. Ms. Rashid will send out an email allowing the committee to vote on the finalized suggest list.

- North Carolina Bike Safety Rules Committee – Mr. O’Keefe discussed the legislation enacted by N.C.G.A. House Bill 232, Sessional Law 2015-45, that established a Bike Safety Study Committee, to which Mr. O’Keefe was appointed to. Mr. O’Keefe shared list of items and discussion on how to relate concerns from the area. The North Carolina Bike Safety Rules Committee’s next proposed meeting date is scheduled for September 11<sup>th</sup>.
- Bike Map Distribution – The committee discussed the new bike maps illustrating safe biking routes within the region. There was discussion on the map’s distribution. The suggested action plan is supplying each designated location with 50-100 maps. The designated locations may request additional maps from the WMPO.

#### **4. Announcements**

- Cape Fear Cyclist – Chairman O’Keefe modified the agenda allowing the Cape Fear Cyclist announcement to occur first. Mr. Bassano, a member of the Cape Fear Cyclist Education Committee, discussed their work regarding bicycle safety by highlighting recent events including:
  - A bicycle safety course and helmet fitting held at Empie Park on April 25<sup>th</sup>;
  - During Healthy Kids Day, provided helmets and fittings, along with a bicycle and pedestrian safety course with 50 children in attendance;
  - Held bicycle rodeos on May 5<sup>th</sup>, 6<sup>th</sup>, 8<sup>th</sup> during Bike to School week;
  - Held Smart Cycling Traffic Skills 101 Course at Northeast Regional Library on June 6<sup>th</sup>. This is an education course that really helps people understand a lot of traffic laws and skills, also is required course to become a league certified instructor;
  - Held a bike rodeo on August 8<sup>th</sup> at Rock-The-Block, health fair and summer festival. Approximately 25 children participated in helmet fittings, bike rodeos, and safety education;
  - Held a bicycle rodeo on August 15<sup>th</sup> at Carolina Beach Police Department, where 150 children participated in helmet fittings, bicycle checks, and a safety bicycle course. Furthermore, over 200 helmets were distributed.

Mr. Bassano then discussed the storage trailer the Cape Fear Cyclist purchased for hauling equipment for these types of events and the need of sponsors to donate money and resources to assist with advertisement. Mr. Bassano wants to Cape Fear Cyclist to increase their visibility.
- International Walk to School Day – There was an announcement regarding International Walk to School Day being held on October 7<sup>th</sup>.

#### **5. Adjournment**

Meeting was adjourned after announcements.

THE ABOVE MINUTES ARE NOT A VERBATIM RECORD OF THE PROCEEDINGS.  
THE ENTIRE PROCEEDINGS ARE RECORDED ON A COMPACT DISC AS PART OF THIS RECORD.

**GENERAL ASSEMBLY OF NORTH CAROLINA  
SESSION 2015**

**SESSION LAW 2015-45  
HOUSE BILL 232**

AN ACT TO DIRECT THE DEPARTMENT OF TRANSPORTATION TO STUDY THE BICYCLE SAFETY LAWS IN THIS STATE AND MAKE RECOMMENDATIONS AS TO HOW THE LAWS MAY BE REVISED TO BETTER ENSURE THE SAFETY OF BICYCLISTS AND MOTORISTS ON THE ROADWAYS.

The General Assembly of North Carolina enacts:

**SECTION 1.** Study. – The Department of Transportation shall study the bicycle safety laws in this State. The study shall focus on what statutory revisions, if any, are needed to better ensure the safety of bicyclists and motorists. In doing so, the Department shall consider at least all of the following:

- (1) How faster-moving vehicles may safely overtake bicycles on roadways where sight distance may be inhibited.
- (2) Whether bicyclists on a roadway should be required to ride single file or allowed to ride two or more abreast.
- (3) Whether bicyclists should be required to carry a form of identification.
- (4) Any other issues determined relevant by the Department.

**SECTION 2.** Working Group. – In conducting the study required by this act, the Department shall convene a working group of interested parties knowledgeable and interested in the bicycle safety laws of this State. The working group shall include all of the following:

- (1) A law enforcement officer.
- (2) A representative from the bicycling industry.
- (3) A representative from the agricultural industry.
- (4) A representative from the trucking industry.
- (5) A representative from county government, who may be a county law enforcement officer.
- (6) A representative from municipal government, who may be a municipal law enforcement officer.
- (7) A representative from the University of North Carolina Highway Safety Research Center.
- (8) A minimum of two staff representatives from the Department.
- (9) Any other expert or stakeholder the Department or working group determines may assist the Department in completing the study required by this act.

The Department shall designate the members listed in subdivisions (1) through (8) of this section, and the working group shall subsequently select a chair and designate the remaining members of the working group authorized under subdivision (9) of this section. In designating additional members, the working group shall ensure that membership composition includes representation of different operator and geographical perspectives.

**SECTION 3.** Maximum Number of Working Group Members. – The total number of members of the working group convened under Section 2 of this act shall not exceed 12 members.

**SECTION 4.** Report and Recommendations. – The Department shall report its findings and recommendations, including any legislative proposals, to the Joint Legislative Transportation Oversight Committee on or before December 31, 2015.



**SECTION 5. Effective Date.** – This act is effective when it becomes law.  
In the General Assembly read three times and ratified this the 26<sup>th</sup> day of May,  
2015.

s/ Daniel J. Forest  
President of the Senate

s/ Tim Moore  
Speaker of the House of Representatives

s/ Pat McCrory  
Governor

Approved 10:30 a.m. this 2<sup>nd</sup> day of June, 2015

## **WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE BYLAWS**

### **ARTICLE I: CREATION; NAME; NUMBER OF MEMBERS**

There is hereby created a committee composed of members, each appointed by one member of the Wilmington Urban Area Metropolitan Planning Organization (WMPO) Transportation Advisory Committee (TAC); with one appointment each also from the Chancellor of the University of North Carolina at Wilmington and the Chair of the Wilmington Urban Area Metropolitan Planning Organization Bicycle and Pedestrian Advisory Committee. Also serving as Secretary for the committee and a voting member will be one staff member from the WMPO. This committee shall be known as the Wilmington Metropolitan Bicycle and Pedestrian Advisory Committee D/B/A WMPO BikePed Committee.

### **ARTICLE II: COMMITTEE; DUTIES AND RESPONSIBILITIES**

The Committee shall advise the TAC regarding bicycle and pedestrian programs, projects, policies and safety.

The Committee shall assume the following roles:

1. Promote the safe use of bicycling and walking for transportation, fitness and recreation in various ways such as promotional events & other media.
2. Provide recommendations on policies that affect the development of bicycle and pedestrian facilities in the communities.
3. Provide recommendations on plans that affect the development of bicycle and pedestrian facilities in the communities.
4. Contribute to the development of the Long Range Transportation Plan.

Through their roles, the Committee shall seek to promote the following objectives: 1) the development of bicycle and pedestrian education programs for youth and adults, 2) the enforcement of traffic laws for all roadway users, 3) the use of bicycling and walking for transportation, fitness, and recreation, 4) the effective prioritization and development of safe bicycle and pedestrian facilities in our region, 5) facilitate projects, plans, programs, and ideas that will promote a safer environment for bicycling and walking in the WMPO planning area.

### **ARTICLE III: APPOINTMENTS OF COMMITTEE**

Section 1. Composition: The membership should have representation from a wide cross-section of the regional population.

Section 2. Appointments: One appointment will be made by each TAC member. One appointment shall also be made representing the University of North Carolina at Wilmington (UNCW) appointed by the Chancellor of UNCW. One appointment shall also be made from an organization representing regional bicycling interests appointed by the Chair of the WMPO Bicycle and Pedestrian Advisory Committee. Committee members will serve concurrently with their appointing member. A staff member from the WMPO shall also serve as Secretary and a voting member.

#### ARTICLE IV: MEETINGS

Committee meetings shall be held on a monthly basis unless determined otherwise by the Committee. The Chair of the Committee or, in his absence, the Vice-Chair, may call a special meeting of the Committee at any time by giving each member 24-hour notice. Special meetings will be scheduled upon request by a majority of the Committee members. A quorum of the Committee shall be in attendance before action of an official nature can be taken. A quorum consists of 51% of active members, as defined in Article V.

#### ARTICLE V: ATTENDANCE OF MEMBERS

A member of the Committee who misses four consecutive regular meetings loses his active status and is no longer eligible to vote. The Secretary of the Committee will notify the respective TAC member that he must reappoint a new member to serve on the Committee. Absences due to sickness, death, or other emergencies of like nature shall be regarded as approved absences and shall not affect the member's status on the Committee except that in the event of a long illness, or other such cause for prolonged absence, the member may be replaced.

#### ARTICLE VI: COMPENSATION

Committee members shall serve without monetary compensation.

#### ARTICLE VII: OFFICERS

There shall be a Chair and Vice-Chair of the Committee. An annual election of the Chair and Vice-Chair shall be held by the Committee members and shall occur at the regular monthly meeting in December. The Chair and Vice-Chair shall serve for one year with the eligibility for re-election. A new Chair or Vice-Chair shall take office at the subsequent regular meeting in January. In the event a Chair's and Vice-Chair's appointment to the Committee is terminated, a replacement to this office shall be elected by the Committee, from its membership, at the meeting following the termination.

#### ARTICLE VIII: OFFICERS DUTIES

The Committee Chair shall preside at all meetings and sign all documents relative to action taken by the Committee. The Chair shall appoint all subcommittees including a nominating committee if necessary composed of three committee members.

When the Chair is absent, the Vice-Chair shall perform the duties of the Chair. When both the Chair and Vice-Chair are absent, the Secretary shall perform the duties of the Chair.

The Secretary shall e-mail all official reports and the official minutes of all regular and special meetings to all Committee members prior to the next scheduled meeting.

Robert's Rules of Order, Newly Revised, shall govern the committee's actions.

#### ARTICLE IX: COMMITTEES

Section 1. The Executive Committee shall consist of the Chair, Vice-Chair, and Secretary.



Section 2. Sub-committees may be appointed by the Chairperson as necessary. Subcommittees are responsible to report back to the WMPO BikePed Committee at each meeting and before taking significant action.

#### ARTICLE X: AMENDMENTS

The bylaws may be amended or repealed and new bylaws adopted by the affirmative vote of two-thirds of the total membership of the committee at any regular or special meeting of the group, with subsequent approval by the TAC.

# **WMPO Bicycle/Pedestrian Projects Update**

## **September 10, 2015**

### **FUNDED PROJECTS IN PRELIMINARY DESIGN**

**CITY OF WILMINGTON – MILITARY CUTOFF ROAD MULTI-USE PATH** – This project is for the design and construction of a 10-foot wide, asphalt multi-use path on Military Cutoff Road from Gordon Road to Eastwood Road.

**SHIPYARD BOULEVARD SIDEWALK**- Project Description: The construction of a sidewalk and bus pull-out along Shipyard Boulevard between Vance Street and Rutledge Drive. This will be a partnership between the City of Wilmington, Cape Fear Public Transportation Authority and Wilmington MPO.

**U-5527B CITY OF WILMINGTON – 5<sup>th</sup> AVE INTERSECTION UPGRADES** – This project is for the construction of high visibility crosswalks, curb ramps, and pedestrian activated signals on 5th Ave at the Dawson Street and Wooster Street intersections.

### **PROJECTS IN DESIGN**

**U-5534A - TOWN OF NAVASSA – MAIN STREET BICYCLE LANES** –This project will include planning, design, and construction of an additional 4 feet on either side of Main Street for bike lanes starting at the existing Navassa bike path east of Brooklyn Street to Old Mill Road. The Letter of Interest (LOI) has been advertised.

**U-5534D - TOWN OF LELAND - OLD FAYETTEVILLE ROAD MUP** – This project is for design and construction of a ten foot (10') wide multi use path, separate but adjacent to Old Fayetteville Road, beginning at or around the corner of the Leland Town Hall Campus and ending at the driveway of the North Brunswick High School.

**U-5534E - TOWN OF CAROLINA BEACH - ISLAND GREENWAY AND HARPER AVENUE** – This project is for the design and construction of an off-road multi-use path that begins at Mike Chappell Park and winds along the existing cleared fire path and terminates at Greenville Avenue and the Harper Avenue bike lanes will consist of a bicycle boulevard on existing pavement on each side of Harper Avenue from Dow Road to Lake Park Boulevard. The Town desires to combine the project with the awarded 2014 STP-DA project.

**U-5534H – HINTON AVE MULTI-USE PATH** – This project consists of the construction of a 10' wide multi-use path along Hinton Avenue from Park Avenue to Greenville Avenue.

**U-5534G –HOOKER ROAD MULTI-USE PATH** - The project consist of the construction of a 10' wide multi-use path along Hooker Road from Wrightsville Avenue to Mallard Drive/Rose Ave intersection

**U-5534K –LELAND MIDDLE SCHOOL SIDEWALK** - The construction of 5 foot wide concrete sidewalk adjacent to Old Fayetteville Road from Ricefield Branch Rd to the Hwy 74/76 overpass

after Glendale Drive with connections to Leland Middle School and the surrounding neighborhoods.

**U-5534J –OLD FAYETTEVILLE LOOP ROAD PEDESTRIAN LOOP** - The construction of 5 foot wide sidewalks in three locations: along Village Road from Town Hall Drive going southeast to the existing sidewalk in front of the apartment complex, along Town Hall Drive from Village Road NE to the sidewalk currently under construction by the new Town Hall, and along Old Fayetteville Road from the existing sidewalk in front of the apartment complex to Village Road NE

**U-5534I –VILLAGE ROAD MULTI-USE PATH EXTENSION** - The construction of a 10 foot wide asphalt multi-use path routed across Perry Ave, behind the library, out to Village Road, down Village Road ending on the western edge of the First Baptist Church property before the Sturgeon Creek Bridge

**U-5527C NEW HANOVER COUNTY – MIDDLE SOUND GREENWAY – EXTENSION TO MIDDLE SOUND VILLAGE**– This project is for the construction of a multi-use path along Middle Sound Loop Road from Oyster Lane to the Middle Sound Village driveway

**U-5534F PARK AVENUE MULTI-USE PATH**- The project consists of the construction of a 10' wide multi-use path along Park Avenue from Empie Park to Kerr Avenue.

#### **PROJECTS APPROVED FOR CONSTRUCTION**

**U-5534B - CITY OF WILMINGTON- HEIDI TRASK DRAWBRIDGE** – This project consists of construction of a public walkway/pier underneath the Heidi Trask Drawbridge to provide for a safe crossing for cyclists and pedestrians across US 74 (Wrightsville Avenue) on the mainland side of the drawbridge in Wilmington.

**U-5534C - WRIGHTSVILLE AVENUE/GREENVILLE AVENUE TO HINTON AVENUE** – The project is for construction of intersection re-alignment improvements at the intersection of Wrightsville Avenue/Greenville Avenue and bike lanes and sidewalks along Greenville Avenue from Wrightsville Avenue to Hinton Avenue.

#### **PROJECTS UNDER CONSTRUCTION**

##### **South 17th Street**

This is a City of Wilmington project to construct bicycle and pedestrian improvements starting at the current terminus of the Cross-City Trail at John D. Barry Drive to Wade Park via Waltmoor and Bethel Streets. This project will include signalized crosswalks at South 17th Street and College Road.

##### **Kerr Avenue Widening U-3338**

Kerr Avenue Widening is an NCDOT project that is currently in design to widen Kerr Avenue from Randall Parkway to the MLK parkway. This project will incorporate bike lanes and sidewalks on both sides of the street, signalized crosswalks at Randall Parkway, Market Street/US 17BUS, and others. Construction is scheduled for 2014.