WMPO Bicycle and Pedestrian Advisory Committee Meeting Agenda

TO: WMPO Bicycle and Pedestrian Advisory Committee Members
FROM: Suraiya Rashid
DATE: October 9, 2015
SUBJECT: October 15, 2015 Meeting

A meeting of the WMPO Bicycle and Pedestrian Advisory Committee will be held on Thursday October 15, 2015 at 1 pm. The meeting will be held at 305 Chestnut Street in the 4th Floor Technology Conference Room.

The following is the agenda for the meeting:

1) Introductions

2) Approval of minutes from September 17, 2015

3) Old Business
   - NC Bike Safety Rules Committee [C. O’Keefe]
   - WMPO BikePed Committee Bylaws Revision [S. Rashid]
   - WMPO BikePed Committee Work Plan [C. O’Keefe]
   - Bicycle Friendly Community Designation [S.Rashid]
   - International Walk to School Day [C. O’Keefe]

4) New Business
   - Maintenance [C. O’Keefe]
   - Resolution supporting the Town of Carolina Beach Application to the 2016 Bicycle and Pedestrian Planning Grant Initiative [C.O’Keefe]

5) Announcements:
   - Cape Fear Cyclists [A. Schroetel]
   - WMPO Technical Coordinating Committee, October 14th at 10:00 am
   - WMPO Transportation Advisory Committee, September 30th at 3:00 pm

6) Next Meeting
   - November 19, 2015 at 1PM (Executive Committee Election)

7) Adjournment
Attachments:
- September 17, 2015 draft WMPO BikePed Committee Minutes
- NC House Bill 232
- WMPO BikePed Committee Bylaws (Draft Revised 9/17/15)
- WMPO BikePed Committee 2016 Draft Work Plan Memo
- Bicycle Friendly Community Designation Application Viewable here: [http://www.bikeleague.org/community](http://www.bikeleague.org/community)
- Resolution of Support for the Town of Carolina Beach’s Application to the 2016 Bicycle and Pedestrian Planning Grant Initiative
- WMPO Bicycle/Pedestrian Projects Update (October 9, 2015)
Members Present:
Joe Boyd, Town of Belville
Neil Brooks, Town of Leland
Trey Burke, Town of Navassa
Tom Campbell, Carolina Beach
Adrienne Harrington, UNCW
Matt Hogan, North Carolina Board of Transportation
Karin Mills, City of Wilmington
Chris O’Keefe, Committee Chairman/NHC Planning and Inspections
Suraiya Rashid, WMPO
Katie Ryan, Wrightsville Beach
Al Schroetel, Cape Fear Cyclists
Al Sharp, City of Wilmington
Carol Stein, Pender County

Additional Guests:
Nick Cannon

1. Introductions
2. Approval of Minutes from August 20, 2015
   - Mr. Campbell made the motion to approve the minutes for the August 20, 2015 meeting. Mr. Schroetel second the motion and it carried unanimously
3. Old Business
   - NC Bike Safety Rules Committee – Mr. O’Keefe provided an update on the NC Bike Safety Rules Committee by giving a brief overview of the committee’s role in making recommendations on existing bike rules for the state of North Carolina. Mr. O’Keefe highlighted two recommendations the committee is pursuing. The first is changing the rule on how bicyclist signal a right turn. The second recommendation is that bicyclist have a front light equipped that makes them visible 1,000 feet away. Mr. O’Keefe also discussed with the committee other potential topics such as identification and lane control.
   - Prioritization 4.0 – Ms. Rashid provided an update regarding the committee’s recent efforts on the BikePed Prioritization 4.0 Resolution. She stated that the Technical Coordinating Committee passed the resolution as they submitted and the next step for the resolution is to be presented before the Transportation Advisory Committee.
   - Bicycle Map Distribution – Ms. Rashid provided an update on distributing bicycle maps throughout the region.
4. New Business
   - WMPO BikePed Committee Bylaws Review – Ms. Rashid reviewed the WMPO Bicycle and Pedestrian Advisory Committee Bylaws with the group, the committee suggested the following changes:
Ms. Ryan suggested including a “revision date” on the document’s heading.

**Article II:** Ms. Harrington suggested deleting the word “objectives” in the third paragraph. Mr. Brooks suggested deleting the word “facilitate” in the third paragraph, after the fifth objective.

**Article III:** Mr. Sharp discussed the possibility of adding members such as a representative from the Cape Fear Community College. Ms. Mills suggested inviting a representative from CFCC to the meetings as a guest. Ms. Harrington volunteered to reach out to CFCC on having a representative attend the meetings. Mr. Burke made a recommendation of seeking representation from the downtown area, which may include downtown businesses, community, and CFCC.

**Article IV:** Mr. Sharp suggested adding “As deemed necessary and requested by the Executive Committee, the Committee may vote on items electronically. Items that are voted on through electronic mail shall be reported upon at the next scheduled Committee meeting and be noted in the official minutes.”

**Article V:** Mr. Burke suggested adding language allowing each committee member to appoint an alternate that may vote in place of an appointed member’s absence. Mr. O’Keefe further suggested including language requiring members to give the secretary at least 24 hour notice prior of the meeting of the alternate assuming the role. The committee further discussed that the intent of having an alternate is to contribute for a quorum.

**Article VII:** Ms. Rashid suggested changing the election date of officers from December to November.

**Article IX:** Mr. Sharp suggested adding language that the Executive Committee’s duties include approving the meeting agenda and the annual work plan.

Mr. Sharp made the motion to approve the amendments and recommendations to the bylaws. Mr. Campbell second the motion and it carried unanimously.

- **WMPO BikePed Committee Work Plan** – Ms. Rashid provided a brief overview of the WMPO BikePed Committee Work Plan’s purpose. She discussed the current system of dividing the WMPO region into different sections for their efforts of evaluating and addressing future bicycle and pedestrian needs. Furthermore, there was discussion among the group if other items needed to be added to the current work plan. Some of the suggestions from the committee on additional items include but are not limited to: legislative updates, 5 minute project updates, identifying long range strategy, auditing each community’s policies on project development, looking through Geographic Information System data, and funding sources updates. Mr. O’Keefe suggested discussing maintenance at the next committee meeting.

- **Bicycle Friendly Community Designation** – Ms. Harrington discussed the bike share program at an apartment complex off Racine Drive and their current efforts on submitting an application for Bicycle Friendly Business Program. Ms. Rashid also discussed the opportunity to submit an application for a Bicycle Friendly Community Designation by February of 2016.
5. **Announcements:**
   - Cape Fear Cyclists - Mr. Schroetel discussed the club’s website, information on the website, safety instruction, and the Bike Safety Instruction Program’s efforts in Pender County.
   - International Walk to School Day – Ms. Rashid stated that the event will be held on October 7, 2015.
   - WMPO Technical Coordinating Committee – Meeting will be held on October 14th at 10:00 am
   - WMPO Transportation Advisory Committee – Meeting will be held on September 30th at 3:00 pm

6. **Next Meeting**
   - The next meeting will be on October 15, 2015 at 1PM

7. **Adjournment** – Ms. Ryan motioned to adjourn the meeting 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.
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 26th 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 2nd day of June, 2015
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.


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. As deemed necessary and requested by the Executive Committee, the Committee may vote on items electronically. Items that are voted on through electronic mail shall be reported upon at the next scheduled Committee meeting and be noted in the official minutes.

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. Should a Committee member be unable to make a meeting, he or she may appoint an alternate to vote in their place and to contribute to quorum. The designation of an alternate must occur in writing through an email to the Executive Committee in advance of a scheduled Committee meeting. The designation of an alternate does not contribute towards the active status of a Committee member.

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. The Executive Committee shall approve the meeting agendas and the annual work plan.

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.
MEMORANDUM

TO: WMPO Bicycle and Pedestrian Advisory Committee Members

FROM: Suraiya Rashid, Senior Transportation Planner

DATE: October 9, 2015

SUBJECT: 2016 WMPO BikePed Committee Work Plan

The Wilmington Urban Area Bicycle and Pedestrian Advisory Committee (BikePed Committee) is responsible for providing recommendations to the WMPO Transportation Advisory Committee with regards to bicycle and pedestrian accommodations. As such, the BikePed Committee needs a work plan to outline the work tasks to be completed in order to address upcoming items of concern.

The BikePed Committee Executive Committee has reviewed the suggestions from the September 9, 2015 meeting for the work plan and has populated the main agenda items as noted below:

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Several items will also be added to the agenda or agenda packet on an as-needed basis to include (but not limited to):

- Legislative Updates
- Funding Source Updates
- NCDOT DBPT Updates
- WMPO BikePed Project Updates

Should time allow, the WMPO BikePed Committee will also address the following items through their work plan:

- Bicycle Friendly Community Applications
- Identification of non-geographic barriers
- BikePed Count Updates
- GIS Portals
WILMINGTON URBAN AREA METROPOLITAN PLANNING ORGANIZATION
BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE

RESOLUTION OF SUPPORT FOR THE TOWN OF CAROLINA BEACH’S
APPLICATION TO THE 2016 NCDOT BICYCLE AND PEDESTRIAN PLANNING
GRANT INITIATIVE

WHEREAS, the Wilmington Urban Area Metropolitan Planning Organization provides transportation planning services for the City of Wilmington, Town of Carolina Beach, Town of Kure Beach, Town of Wrightsville Beach, Town of Belville, Town of Leland, Town of Navassa, New Hanover County, Brunswick County, Pender County, Cape Fear Public Transportation Authority and the North Carolina Board of Transportation; and

WHEREAS, the responsibility of the Wilmington Urban Area Metropolitan Planning Organization (WMPO) Bicycle and Pedestrian Advisory Committee is to provide recommendations to the WMPO Transportation Advisory Committee with regards to bicycle and pedestrian accommodations; and

WHEREAS, to encourage the development of comprehensive bicycle plans and pedestrian plans the NCDOT Division of Bicycle and Pedestrian Transportation has created a matching grant program to fund plan development; and

WHEREAS, the North Carolina Department of Transportation is accepting proposals from communities for the 2016 Bicycle and Pedestrian Planning Grant Initiative until November 20, 2015; and

WHEREAS, the program gives municipalities across the state an opportunity to develop comprehensive bicycle and pedestrian plans; and

WHEREAS, the Town of Carolina Beach desires to submit an application to the 2016 NCDOT Bicycle and Pedestrian Planning Grant Initiative for the completion of a Bicycle Plan.

NOW THEREFORE, BE IT RESOLVED THAT: the Wilmington Urban Area Metropolitan Planning Organization’s Bicycle and Pedestrian Advisory Committee hereby supports an application by the Town of Carolina Beach to the North Carolina Department of Transportation 2016 Bicycle and Pedestrian Planning Grant Initiative.

ADOPTED at a regular meeting of the Wilmington Urban Area Metropolitan Planning Organization Bicycle and Pedestrian Advisory Committee on October 15, 2015.

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Chris O’Keefe, Chair
Bicycle and Pedestrian Advisory Committee

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Suraiya Rashid, Secretary
WMPO Bicycle/Pedestrian Projects Update
October 9, 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 – 5th 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 LINES – 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 2015.