

August 21st WMPO Bicycle and Pedestrian Advisory Committee Meeting Minutes

In Attendance

Steve Whitney, Brunswick Co.

Al Sharp, Kure Beach

Joe Boyd, Town of Belville

Jerry Haire, Carolina Beach

Niel Brooks, Town of Leland

Amy Kimes, WMPO

George Eckhart, NCDOT

Bill McDow, WMPO

Matt Hogan, NC Board of Transportation

Chris O'Keefe, Wave Transit/NHC

Karyn Crichton, NHC

Karin Mills, City of Wilmington

Adrienne Harrington, WMPO

Tom Campbell, Carolina Beach

Al Schroetel, Cape Fear Cyclists

Suraiya Rashid, WMPO

Corey Knight, WMPO

Megan O'Hare, Pender County

Trey Burke, Navassa

Bethel Paris, Cape Fear Cyclists

John Townsend, NHC

Notes

A Harrington passed out WMPO Bike/Ped binders to all voting members that include bylaws, organizational chart, members, project lists, and funding information.

A Kimes and B. McDow gave a presentation about the TIA process and Development Review, specifically regarding how they impact the construction of bicycle and pedestrian facilities. Please see attached presentations. Additional discussion included the addition of pedestrian level of service in the highway manual, how to get TIAs to look at bicycle and pedestrian facilities, and counties ability to require developers to add bicycle and pedestrian facilities to commercial development projects. The WMPO Bike/Ped Committee was asked to contact WMPO staff if they are interested in getting assistance to strengthen their jurisdictions language regarding policies used for development review.

A Harrington finalized the members of the Bike Suitability Map Subcommittee to include Chris O'Keefe, Tom Campbell, Steve Whitney, Adrienne Harrington, Matt Hogan, Karin Mills, Al Schroetel (or someone from Cape Fear Cyclists), Suraiya Rashid, John Townsend, and Megan O'Hare.

Karin Mills and Steve Whitney gave a presentation about Bicycle Friendly Business designations. Please see attached. WMPO staff will discuss about the need for a formal process to make this designation to local businesses.

Due to time limits, we were unable to discuss the Watch For Me NC campaign. That will be moved to the next month's agenda.

FUNDED BICYCLE AND PEDESTRIAN PROJECT CONSTRUCTION UPDATE

STP-DA PROJECTS

Town of Navassa

U-5534A - 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.

Next Steps:

- Town is preparing contract for Ramey Kemp
- Design Kickoff Meeting anticipated late August.
- Letting date anticipated in February 2015

City of Wilmington

U-5534B - 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.

Next Steps:

- Design work is anticipated to be complete October 2014
- Letting date anticipated January 2015

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.

Next Steps:

- Inquiry with property owners about possibility of right-of-way acquisition is ongoing.
- Right-of-way acquisition is anticipated to begin in October 2014
- Letting date anticipated March 2015

Town of Leland

U-5534D - 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.

Next Steps:

- URS is in design
- Letting date is anticipated November 2014

Town of Carolina Beach

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.

Next Steps:

- The LOI for professional engineering firms advertised. The LOI due date of August 22, 2014 U-5534 E and U-5534 L will be combined with a new Right of Way and Planning date of February 2015.

Note: 2014 STP-DA Projects are currently finalizing contracts. Updates should be available soon.

TAP-DA PROJECTS

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.

Next Steps:

- Schematic design underway for design alternates.
- Easement/ROW inquiry underway.
- Letting for construction is anticipated July 2015

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.

Next Steps:

- TAC to consider STIP/MTIP amendment to allocate \$300,000 to the project
- Complete surveying and design

Note: 2014 TAP-DA Projects are currently finalizing contracts. Updates should be available soon.

SAFE ROUTES TO SCHOOL PROJECTS

City of Wilmington – Williston Middle & Gregory Elementary School

Project Description: Five intersection improvements to improve walking conditions to and from Gregory Elementary School and Williston Middle School: South 13th Street and Castle Street, South 13th Street and Wooster Street, South 13th and Dawson Street, South 10th Street and Wooster Street, and South 10th Street and Dawson Street. These proposed intersection improvements will include high visibility crosswalks and push-button pedestrian heads. The installation of a sidewalk along the west side of South 13th Street between Castle Street and Ann Street will connect existing sidewalks and the intersection improvements to the entrance to Gregory Elementary School. Expected completion date – Spring 2016

Next Steps:

- Finalize agreement

OTHER

City of Wilmington – Cross-City Trail from Halyburton Park to Wade Park

Project Description – Expanding the Cross-City Trail from the existing trail along S. 17th Street at the eastern corner of Halyburton Park to S. College Road, continuing along Waltmoor Rd, turning north on Bethel Road to Wade Park. High visibility crosswalks and push button pedestrian heads will be installed at S. 17th Street & St. Andrews Drive and S. 17th Street and S. College Rd. Expected completion date – December 2014.

Traffic Impact Analysis and Development Review

Amy Kimes, PE – Construction Project Manager
&
Bill McDow – Staff Engineer

Traffic Impact Analysis (TIA)

- Is a way for planners and engineers to see how much traffic will be added to the existing road network
- Use the Institute of Transportation Engineers (ITE) Trip Generation Manual, 9th Edition
- Use Traffic simulation software

When is a TIA required

- Based on Local and State requirements:
 - North Carolina Department of Transportation (NCDOT)
 - 3,000 trips per day on the roadway where the development is planned require s a TIA with local NCDOT review
 - 10,000 trips per day or within a Transportation Improvement Program (TIP) project require Congestion Management Review (NCDOT - Central Unit)
 - Local Requirements
 - Based on language within the Technical Specifications and/or Unified Development Ordinance

When is a TIA required

- Peak hour – the total number of vehicles entering and exiting a development during the time of day in which the surrounding roadway is busiest
 - AM Peak – usually 6-8 AM (people going to work, school, etc.)
 - PM Peak – usually 4-6 PM (people coming home, going out to eat, attending civic functions, etc.)
 - Saturday Peak usually 11 AM to 2 PM – (running errands, heading to the beach, brunch, etc.)
- Trips per day – the total amount of trips entering and exiting a development in a 24 hour period

Local TIA Requirements

- 100 vehicle trips at peak hour or 1,000 vehicle trips per day
 - Brunswick County
- 100 vehicle trips at peak hour
 - Wilmington
 - New Hanover County
- TIA may be required
 - Pender County (currently using 100 AM/PM peak)

TIA Review Process

- Sealed and submitted by Licensed Engineer
- Reviewed by representatives from:
 - NCDOT District office
 - NCDOT Division Traffic
 - WMPO
 - Local Jurisdictions are invited
 - NCDOT Congestion Management and Area Traffic representatives if needed

What we look for...

- Is the existing facility being degraded?
- Are turn lanes needed?
- Are additional lanes needed?
- Are additional signals needed?
- Should the signal timing be changed?
- Adequate site distance?
- How many access points?
- Existing pedestrian facilities?

Typical Recommendations

- Add a turn lane
- Add a through lane
- Add a signal
- Change the phasing and/or timing of the existing signal

Belville Commons

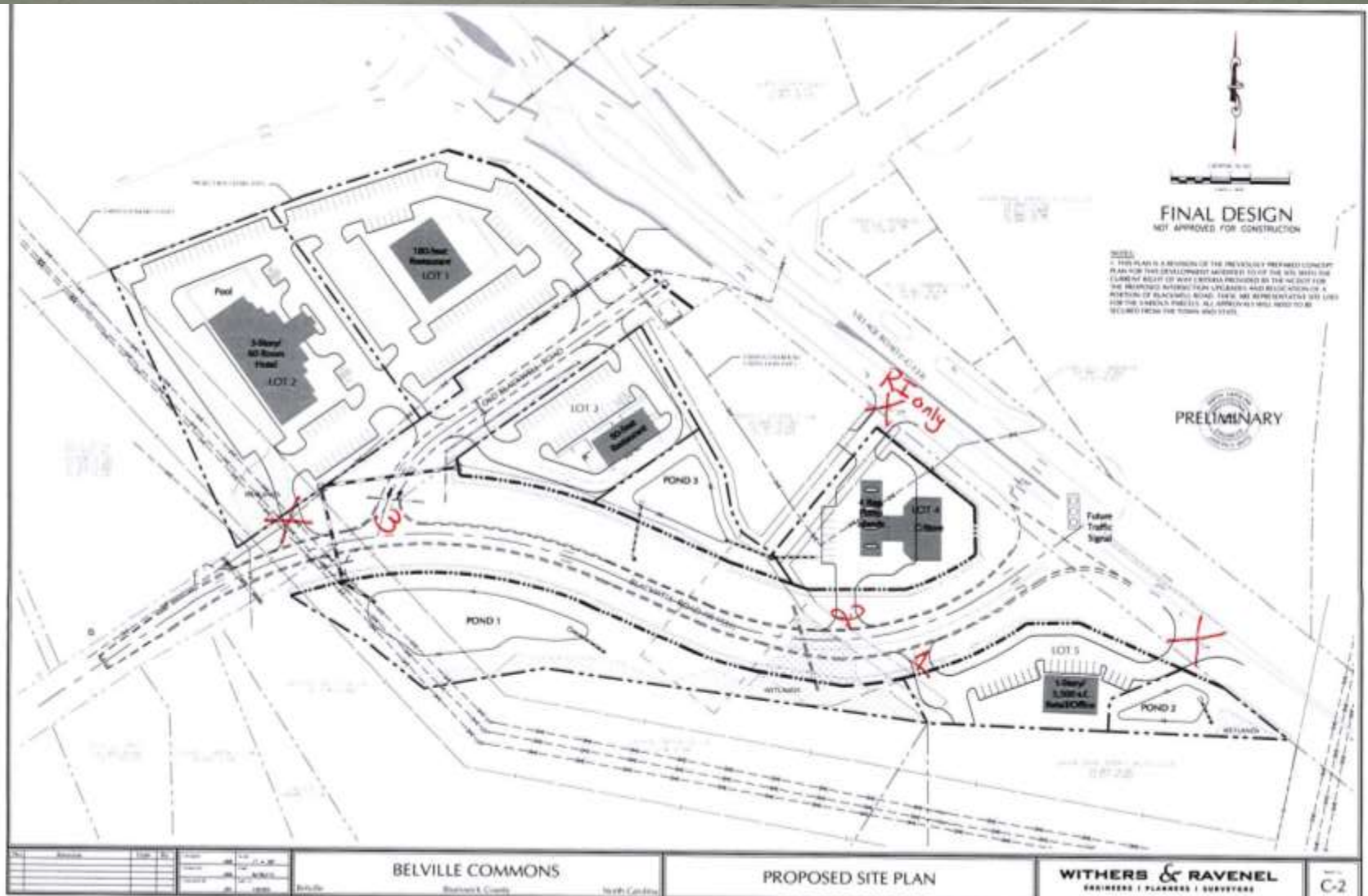


Belville Commons Trip Generation

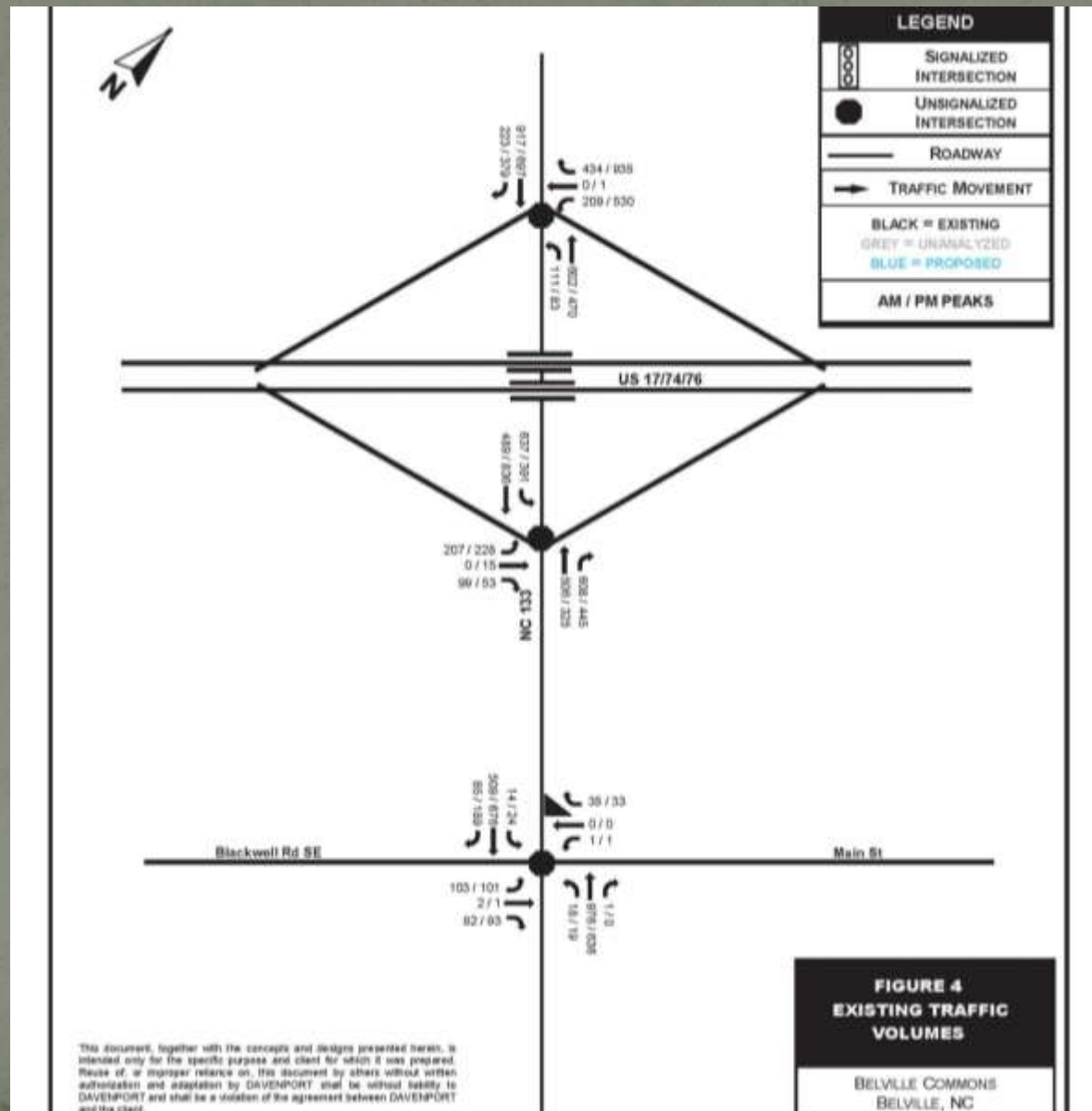
Average Weekday Driveway Volumes				24 Hour Two-Way	AM Peak Hour		PM Peak Hour	
<u>Land Use</u>	<u>ITE Land Code</u>	<u>Size</u>		<u>Volume</u>	<u>Enter</u>	<u>Exit</u>	<u>Enter</u>	<u>Exit</u>
Service Station with Convenience Market	945	8	Fueling Positions	1,302	41	40	54	54
Fast-Food Restaurant with Drive-Thru	934	3	Th. Sq. Ft. GFA	1,488	69	67	51	47
Fast-Food Restaurant with Drive-Thru	934	3	Th. Sq. Ft. GFA	1,488	69	67	51	47
High Turnover (Sit-Down) Restaurant	932	9	Th. Sq. Ft. GFA	1,144	53	44	53	36
Hotel	310	60	Rooms	490	19	13	18	18
Shopping Center	820	3.5	Th. Sq. Ft. GFA	768	13	8	30	33
Total Unadjusted Trips				5,912	264	239	257	235
Service Station with Convenience Market Pass-by Reduction (62% AM, 56% PM)				-729	-25	-25	-30	-30
Fast-Food Restaurant with Drive-Thru Pass-by Reduction (49% AM, 50% PM)				-1,488	-68	-66	-51	-47
High Turnover (Sit-Down) Restaurant Pass-by Reduction (0% AM, 43% PM)				-492	0	0	-23	-15
Shopping Center Pass-by Reduction (0% AM, 34% PM)				-231	0	0	-10	-11
Total Adjusted Trips				4,012*	171	149	153	142

*24 hour Pass-By reduction capped at 1,900 due to limits of 10% of adjacent street traffic (19,000 VPD on NC 133)

Example – Belville Commons



Belville Commons - Existing Roadway

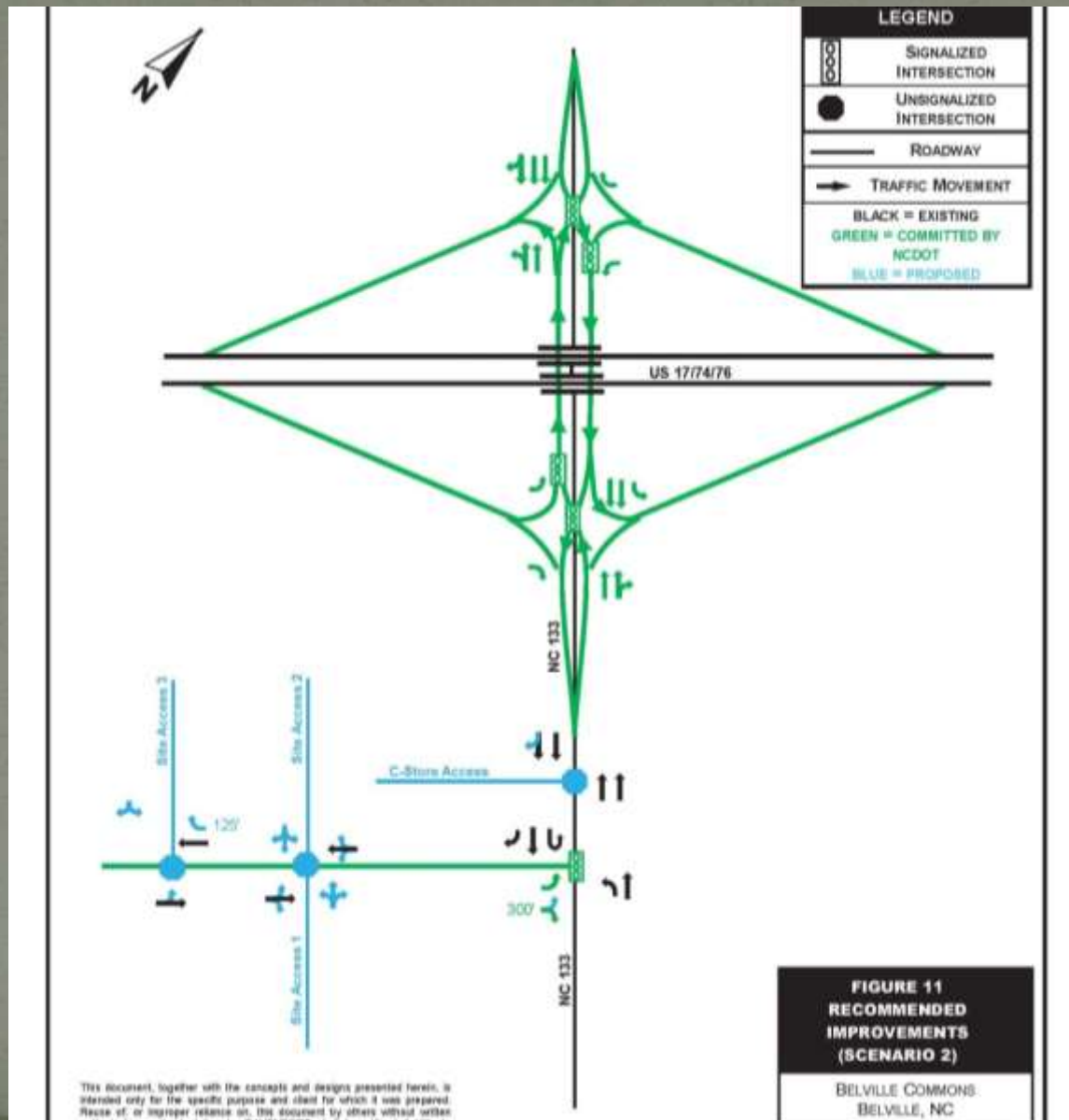


Belville Commons - Recommendations

Table 6.1 - Recommended Improvement Summary

NC 133 and US 17/74/76 Westbound Ramp	No Improvements Recommended
NC 133 and US 17/74/74 Eastbound Ramp	No Improvements Recommended
NC 133 and Blackwell Road	<ul style="list-style-type: none">• Signalize intersection as planned as a part of TIP project R-3601.• Provide a dedicated left turn lane as well as a combination left-right lane for exiting vehicles along Blackwell Road.
Blackwell Road and Site Access 1/Site Access 2	No Improvements Recommended
Blackwell Road and Site Access 3	<ul style="list-style-type: none">• Construct a westbound right turn lane on Blackwell Road with 125 feet of storage along with appropriate deceleration and taper lengths.
NC 133 and C-Store Access (Scenario 2)	No Improvements Recommended

Belville Commons - Recommendations



Traffic Impact Analysis

Questions or Comments?

Development Review

Potential Ways to Add Bike and Pedestrian Facilities to
Development

Facilities We May Desire- Bus Stops



Desired Facilities – Bike Lanes Multi Use Paths and Trails



Desired Facilities- Bike Racks & Sidewalk



Desired Facilities – Pedestrian Push Buttons, Indicators and Cross Walks



When to Request the Facilities



What is Required for Dev. Review

- Developments may require Bike/Ped Facilities based upon Unified Development Ordinance, Land Use, Zoning, and Technical Standards.
- Local Requirements are typically proposed within Development Site or adjacent Right of Way Improvements.
- May include new streets/connections, sidewalk, bike lanes, crosswalks and handicap ramps

What is Required for Dev. Review

- NCDOT Requirements are
 - Within NCDOT Right of Way
 - In the Roadway Network
 - Additional Right of Way Improvements
- May include new streets/connections, and handicap ramps.
- May include signal/roadway improvements, crosswalks and other pedestrian features.
- Design Specific items that meet AASHTO, Complete Streets & Project Guidelines, such as sidewalk, bike lanes, cross walks

Master Development Plans vs. Site Plans

- Master Development Plan shows:
 - Street Network within Dev. site & NCDOT connections
 - Planned Amenities including Parking and Rec. areas
 - Total Number of Homes or Apartments
 - Total Retail Space and layout
 - Planned Infrastructure improvements
 - This is the Level to Incorporate Bike/Ped Facilities.
- Local Site Plan Shows
 - Cross Section and type of Street finalized
 - Clubhouses, Recreation areas, Trails & Paths finalized
 - Often in Phases, therefore, smaller impact
 - If Bike Ped was not Required for Master Plan

Local Requirements - Bike Ped Facilities

- Unified Development Ordinance, Zoning and Land Use are largest levers to require them.
- Applied most often when applicant is seeking approval for Zoning to build/ use a site.
- No Statewide Requirement Mandating Incorporation of Bike Ped Facilities
- Commercial and Mixed Use sites must install facilities to meet ADA requirements.
- Locations near schools and signals may have to install crosswalks and bike walks.

Enabling Language

- Shall or Shall Not is a Requirement
- Will is a Recommendation
- Should is a Request
- May is a Permission
- Check Municipal Code, Technical Standards and Zoning

Examples of What is Required

- TIA Required It
 - Mayfaire and Barclay West -Multi-use Trails
 - Intersection Improvements, (crosswalks, ramps)
- Local Ordinances or Zoning Supports it.
 - Brunswick- Sidewalk on NCDOT Streets w/ curb & Gutter section. Brunswick Forest
 - New Hanover- Bike Parking, Sidewalks, MUP
 - Pender- Sidewalk and Crosswalks within site.- Lowes
 - City of Wilmington- bike parking, sidewalks, MUP
- The Developer Wants It.
 - Cardinal Pointe Wanted Walking Trails (Pender)
- Existing Facilities Surround It. Mayfaire & MCT.

Zoning

- Residential Zoning
- Commercial Development Requirements
- Greenway Requirements
- Coastal Pender Collector Street Plan
- Brunswick County Requirements

Examples- Sidewalks

- Sidewalk on Subdivision Streets
- Typically the easiest to require based upon zoning
- Works best when there is a “need” or “generator” nearby.
- Schools, shopping centers, large residential, parks and signals may help.

Examples- Bike lanes

- Often NCDOT Recommendation Only.
- Local Plan for Bikes, Greenways Needed.
- NCDOT road should be lower volume, connector or local street or where Complete Streets is applied to project design.
- Regular Bike Routes help-(NC Bike Routes)
- Painted Lanes
- 4' required for asphalt surface
- 5' lanes are recommended.

Example- Multi-use Trails

- Tend to be Internal Trails.
- Developers would prefer a lower cost design such as mulch not Asphalt.
- Trail may not support needs of all users.
- Mayfair and Autumn Hall were required to build parts of Cross City & MCO Trail.



WILMINGTON URBAN AREA Metropolitan Planning Organization

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

Bicycle Friendly Businesses

Criteria for Identifying a Bicycle Friendly Business:

Can include any of the following:

1. Has bike racks located in front of or near business
2. Rents bicycles to patrons
3. Posts bike maps in their business
4. Participates in Bike to Work Week
5. Has a promotional program for biking to work
6. Has shower facilities at work for employees who bike to work or on their breaks
7. Sponsors bike friendly events/promotions

Awards:

Can include any of the following:

1. Letter from Bike/Ped committee identifying the business as a bicycle friendly business and thanking them (see attached sample letter)
2. Logo or name mentioned on Bike/Ped promotional materials
3. Adding their businesses with an icon at their location to future Bike/Ped maps
4. Small cardboard sign on a stick to be posted in grass or other location outside Award Recipient's facility.

Nominations from Bike/Ped Committee Members:

1. Nominations received and presented by Bike/Ped committee members at monthly Bike/Ped committee meeting
2. Nominees get voted to receive awards and which type of award during monthly Bike/Ped committee meeting



Bike Friendly Business Award



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Bicycle Friendly Business

“Bike While You Wait” a pilot “Bicycle Friendly Business” program

This program is created to encourage customers of auto dealers and service stations to borrow a bike and helmet from the business owner and ride the City of Wilmington’s bike trails while they wait for their cars to be serviced or repaired. The bike ride as they wait provides a healthy alternative to sitting in waiting rooms and informs the customer about the nearby bike trails and other bicycle friendly businesses in the vicinity.

The pilot program is proposed by Stevenson Acura/Honda located at 821 South College at the corner of Wilshire Boulevard. The location of their business is close to both the Gary Shell Cross-City Trail and the River to Sea Bike Trail by a short safe route from Wilshire Boulevard to MacMillan Avenue. TWO WHEELER DEALER has offered to provide bicycles and helmets to the dealership for temporary rentals and will provide any required maintenance on the bikes.

Customers would sign a waiver to protect the business from liability.

The City will provide maps of the bike routes to the dealer. The City will also provide improvements to provide safe access to the bicycle trails. It is proposed that the City of Wilmington will provide public information about the program through public service announcements.

Bike While You Wait

Did you ever have to take your car to the dealer for scheduled maintenance, service or repair and have to sit and wait an hour or more in the dealer's waiting area, reading old newspapers, magazines or watching a TV channel that was selected by another customer with different tastes in entertainment?



Stevenson Honda Dealer

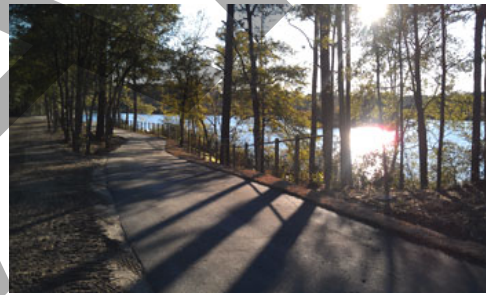


Stevenson Honda service waiting room

Would you ever choose to take a bike ride instead, a healthy activity that would burn off a few calories, get the heart pumping and muscles stretched as your car is being serviced?



Biking along the Gary Shell trail near Autumn Hall



Gary Shell trail near Autumn Hall

Would you like to learn more about the City of Wilmington's bike trail system, visit the UNCW campus, see natural settings or have a refreshment at a nearby coffee shop or shopping area?



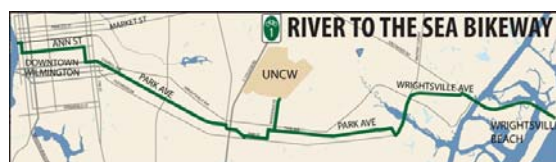
UNCW Campus bike racks



Bike/Ped bridge at Bradley Creek



Biking in Mayfair



When you return from your bike ride, your car will be serviced and you will be refreshed and energized to complete your busy day.

Here is how it might work:

1. Take your car to the dealer for service or scheduled maintenance. Describe to your service representative what you need to have done to your car. Ask how long the service will take.
2. Ask to borrow a bike to ride while you wait.
3. The dealer will:
 - Loan you bike provided by a nearby bike retailer that will maintain the bike, check tires, gears and brakes. You will also be provided with a safety helmet.
 - Give you a map showing access to nearest City bike trails
 - Give you a coupon from nearby bike dealer for bike service or sales
 - Give you a coupon book good for discounts at a coffee shop or restaurants near trail
 - Have you sign a waiver form
4. You will ride the bike on one of several safe routes with varying mileage recommended by the service representative. Routes might range from 6 to 12 miles and utilize city bike trails, sidewalks, controlled signal crossings and neighborhood streets. Destinations could include: UNCW, River to Sea Trail, Cross City Trail, Autumn Hall, Mayfaire, and City parks.

Bikes and helmets would be provided by and maintained by the bicycle retailer.

The City of Wilmington would provide maps in the auto dealer's service area showing the trails. The City may also install signs directing customers to the designated bike paths. The City may also publicize the program using public service announcements and descriptions on public TV.

Other retailers may be invited to participate in the program and provide incentives such as coupons to those who ride.

The **Bike While you Wait** campaign may be sponsored by:

- Stevenson Honda / Acura
- Two Wheeler Dealer Bike shop
- The City of Wilmington
- Other local businesses near the Bike trails



DRAFT

July 15, 2014

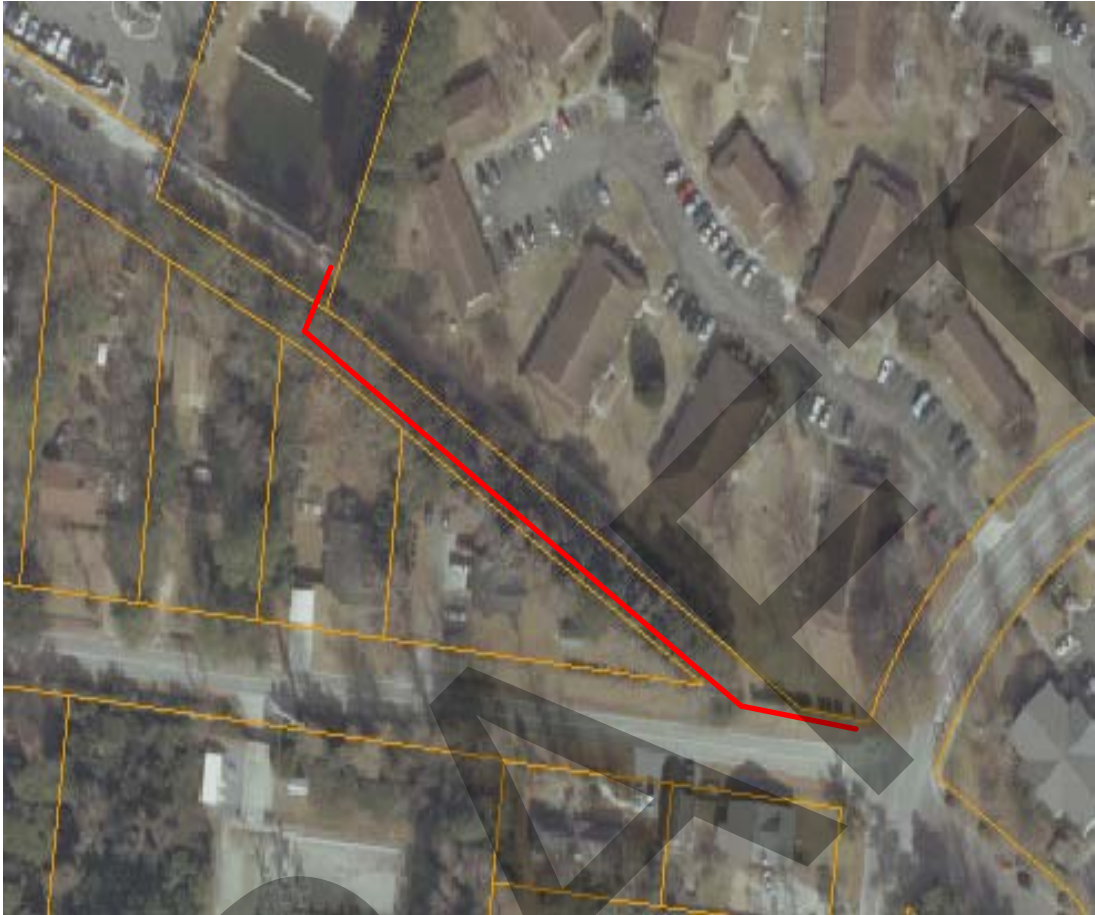
Prepared by Stephen Whitney

Location of Auto Dealer near Wilmington Bike Trails



Aerial Photo of Stevenson Honda / Acura site
South College at Wilshire Boulevard

A proposed bike lane can be constructed in the existing City right of way between Wilshire Boulevard and Cedar Street to connect to MacMillan Avenue. This connection would provide a safe connection for customers from Stevenson Acura/Honda to the City bike trails. The connection is part of the linear project Object ID 125 from Kerr Ave. to MacMillan Ave. that was approved by the WMPO Bike/Ped Committee.



Intersection of Cedar Ave. at McMillen Ave.



Bike While You Wait Coupon Book

Stevenson Honda	Two Wheeler Dealer
<ul style="list-style-type: none"> • X% off Oil Change • 50 cents off food item at any BWYW merchants 	<ul style="list-style-type: none"> • X% off bike accessories • X% off bicycle service
Mayfaire Merchants	UNCW Bookstore
<ul style="list-style-type: none"> • Starbucks: x% off coffee • Panera Bread: x% off food item • Zoe's Kitchen: x% off food item • 	<ul style="list-style-type: none"> • X% off books and supplies
	Other Businesses
	•

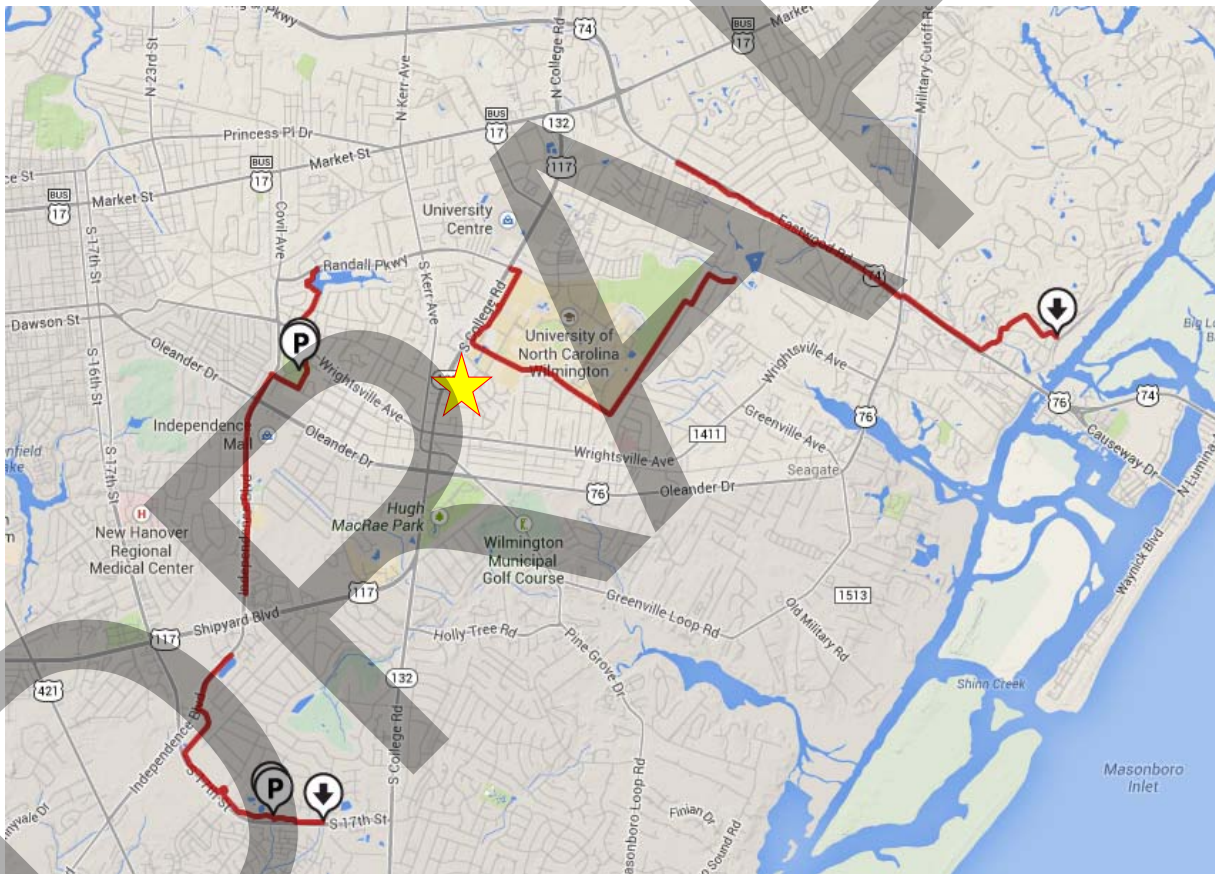
Bike Trails adjacent to Stevenson Acura / Honda (See the yellow star)

The Gary Shell Cross-City Trail (CCT)

The Gary Shell Cross-City Trail connects recreational attractions, such as Halyburton Park, Empie Park, McCrary Park, and Wrightsville Beach with the University of North Carolina Wilmington Campus and the Autumn Hall community.

The trail is primarily urban, so there are a number of restaurants, coffee shops, and two excellent bike shops along the route. The CCT also connects with the [River-to-Sea Bikeway](#) and Military Cut-Off Trail, and is a part of the East Coast Greenway. The CCT will eventually connect with Wade Park, which is accessible now utilizing neighborhood streets.

Description from <https://www.traillink.com/trail/gary-shell-cross-city-trail.aspx>



The Gary Shell Cross-City Trail

(Revise map to show connections at Randall Parkway and across Bradley Creek to Autumn Hall)

Provide other maps to show other suitable bike routes.

The River to Sea Trail

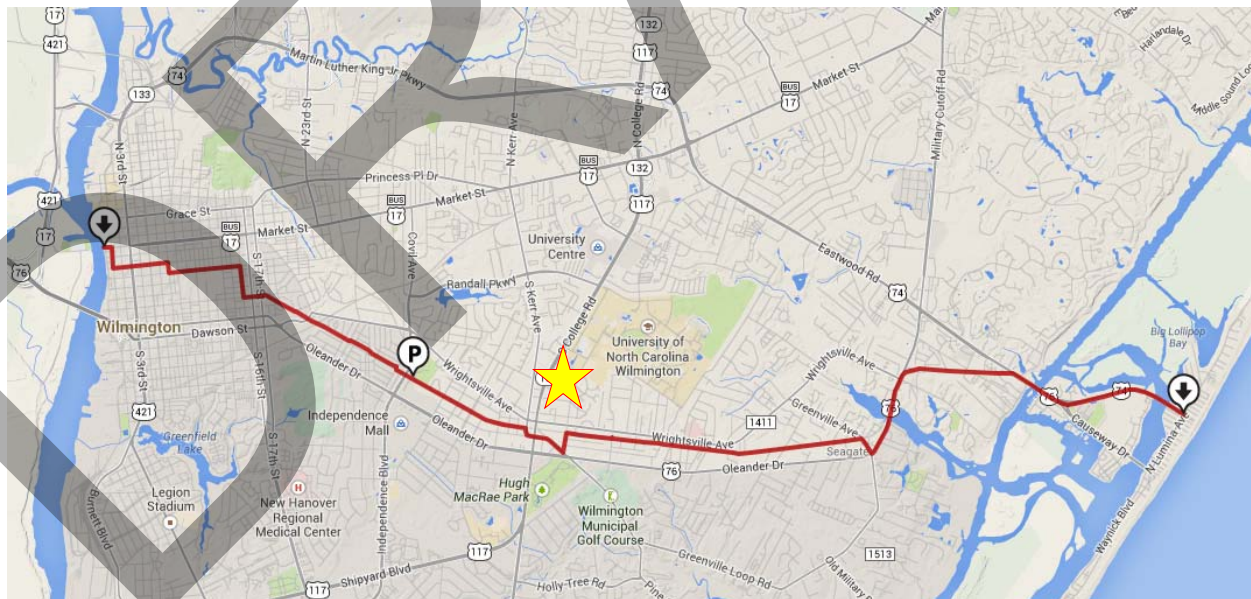
The River to the Sea Bikeway (WMPO Bicycle Route 1) is an 11-mile, on- and off-road bicycle route that follows the Historic Beach Car Line, which carried vacationers from downtown Wilmington to Wrightsville Beach by trolley. The bikeway is comprised of neighborhood residential streets, off-road multi-use paths, and a few busy arterial roadways.

It begins at the foot of Market Street at the Riverwalk, with the Battleship USS North Carolina visible across the Cape Fear River. The bikeway then traverses the Old Wilmington, Bottom, and Forest Hills neighborhoods before crossing Independence Boulevard and passing by Empie Park. In the park, you can connect to the [Gary Shell Cross-City Trail](#), a 15-mile route that links other parks, Wrightsville Beach, the UNC-Wilmington campus, and the Autumn Hill community.

From Empie Park to South Kerr Avenue, the bikeway follows Park Avenue, a quiet local street that passes by Audubon Station. After merging with South Kerr Avenue and crossing South College Road, the bikeway passes through the Winter Park area on Pine Grove Drive and McMillan Avenue before joining up with Park Avenue again. Between Wallace Avenue and 52nd Street, the bikeway uses an off-road path, with a spur to the University of North Carolina at Wilmington (WMPO Bicycle Route 1A) via Wooddale Drive.

Between 52nd Street and Hinton Avenue, the bikeway follows on-road bicycle lanes on Park Avenue. Beyond Greenville Avenue, the ride is much more uncomfortable for recreational cyclists. Oleander Drive and Wrightsville Avenue are busy arterial roadways with few bicycle facilities and high-speed traffic, and there are several bridges to cross. This section is not recommended for recreational cyclists.

(Description from www.traillink.com/trail/river-to-the-sea-bikeway)



The River to Sea Trail

Draft



**WILMINGTON URBAN AREA
Metropolitan Planning Organization**

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910 341 3258 910 341 7801 FAX

Example of a letter to a Bicycle Friendly Business

August 21, 2014

Manager Honda of Wilmington
321 College Road
Wilmington, NC 28412

Dear Sir,

It has come to our attention that you have initiated and will participate in the Bike While You Wait program for your customers. This program encourages customers to bike for exercise and health, make use the City's bike trails and support other bike friendly businesses.

We would like to recognize you as a Bicycle Friendly business.

Thank you for promoting bicycling in our community.

Sincerely,

Chris O'Keefe, Chairman

Bicycle/Pedestrian Committee Members of the
Wilmington Urban Area Metropolitan Planning Organization