

Meeting Minutes
Wilmington Urban Area Metropolitan Planning Organization
Bicycle and Pedestrian Advisory Committee
Date: September 17, 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

- 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:
 - Format: 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 1:00 pm.

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.