

Meeting Minutes
Wilmington Urban Area Metropolitan Planning Organization
Bicycle and Pedestrian Advisory Committee
Date: October 15, 2015

Members Present:

Chris O’Keefe, Committee Chairman/NHC Planning and Inspections
Carol Stein, Pender County
Al Sharp, 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
Shawn Spencer, New Hanover County
Adrienne Harrington, UNCW

Additional Guests:

Suraiya Rashid, WMPO
Josh Lopez, WMPO
Lynn Sylvia, Cape Fear Community College
Jerry Haire, Town of Carolina Beach
Bethel Paris, Cape Fear Cyclist
Megan O’Hare, Pender County
John Townsend, New Hanover County

1. Introductions

2. Approval of Minutes from September 17, 2015

- Mr. Campbell made the motion to approve the minutes for the September 17, 2015 meeting. Ms. Ryan second the motion and it carried unanimously.

3. Old Business

- NC Bike Safety Rules Committee – Mr. O’Keefe provided an update on NC Bike Safety Rules Committee discussing the recommendations to change the no-passing zone law in regards to passing bicyclist safely with good sight distance and no conflicts in space, for NC Department of Transportation to examine the impacts road closures for events have on local residents and businesses, and the legislature to pass a resolution directing NCDOT to conduct education and outreach activities that would promote best practices for group rides. The next meeting is on scheduled for November 18 in Raleigh, NC.
- WMPO BikePed Committee Bylaws Revision – Ms. Rashid discussed the committee’s bylaws revisions produced on the September 17th meeting. Those revisions were passed by the TCC on October 14, 2015 and will go before the TAC on October 28th. Mr. O’Keefe highlighted some of the key changes that includes electronic voting, designating individuals if a member is not able to attend the meeting, and holding subcommittee elections in November.

- WMPO BikePed Committee Work Plan – Mr. Rashid discussed the BikePed Committee Work Plan. Ms. Harrington suggested including “bike month preparation” in the months of February and March. Mr. Burke suggested adding “ongoing planning efforts” on the bullet list for “as needed” on the agenda. Mr. Sharp made the motion to approve Work Plan. Mr. Whitney second the motion and it carried unanimously.
- Bicycle Friendly Community Designation – Ms. Rashid discussed that the application for the designation was due on February 11, 2016. Ms. Rashid, along with Ms. Harrington, further discussed the application’s components and offered assistance throughout the process. Ms. Harrington discussed the benefits of the program’s designation, provided examples and suggestions in preparing the application.
- International Walk to School Day – Mr. O’Keefe discussed the efforts staff and volunteers made for the event, which was held on October 7th, 2015. The committee wants to support and move forward with Bike to School Day in May. Ms. Rashid discussed the efforts with Safe Kids and assisting schools in coordinating with other agencies for these type of events in the future.

4. New Business

- Maintenance – Mr. O’Keefe discussed the procedures for reporting maintenance requests on roadways, bikeways, greenways and trails. The WMPO has offered to become the main contact for maintenance requests. Concerned citizens can email the WMPO and staff will forward the request to the appropriate agency.
- Resolution supporting the Town of Carolina Beach application to the 2016 Bicycle and Pedestrian Planning Grant Initiative – Mr. Haire provided the committee a background on the plan and Mr. O’Keefe emphasized the importance of supporting it. Mr. Campbell made the motion to adopt the resolution supporting the Town of Carolina Beach. Mr. Sharp second the motion and it carried unanimously.

5. Announcements

- Cape Fear Cyclists – Ms. Paris (SIC) stated that the Cape Fear Cyclist will hold their Annual Dinner on November 10th at 6:00PM. Ms. Harrington also discussed Cape Fear Cyclist’s role in providing actors for UNC-W’s Production Crew on updating the Watch for Me NC videos.
- WMPO Technical Coordinating Committee

6. Next meeting

- November 19, 2015 at 1PM (executive committee election) – Mr. O’Keefe discussed the committee’s election to be held on November 19. Nominations would be taken the day of the elections for the following positions: Chair, Vice Chair, and Secretary. The three committee members that are to serve as the Nominating Committee are Mr. Whitney, Ms. Harrington, and Mr. Spencer.

7. Adjournment

- Mr. Spencer made the motion to adjourn the meeting after the announcements. Mr. Campbell second the motion.

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.