

Meeting Minutes
Durham Bicycle and Pedestrian Commission
July 17, 2007

Members Present: Scott Carter, Dan Clever, Diane Daniel, George Dubay, Jim Dunlop, Henri Gavin, Tim Griffin, Judy Martell, Jack Warman

Excused Absences: Phillip Barron, Alan Dippy, Bo Glenn, Pete Schubert

Staff: Dale McKeel

1. Call to Order – Dan Clever called the meeting to order at 7:10 pm.
2. Meeting Minutes – Jim moved to adopt the May 15, 2007 meeting minutes, Judy seconded, and the motion passed unanimously. Judy moved to adopt the June 26, 2007 meeting minutes, Tim seconded, and the motion passed unanimously.
3. Adjustments to the Agenda – None.
4. Introductions – Members introduced themselves.
5. Announcements – None.
6. Public Comments – None.
7. Development Committee Report – Judy reported on the July 12 committee meeting. Discussion included the spacing of bicycle racks and bicycle parking for condominium developments. Judy announced that, due to a new job, after August 3 she will not be able to attend the DRB meetings. At its next meeting, the development committee will determine how the committee members will review plans and who will attend meetings. Scott suggested a training session for BPAC members on how to review plans. Dale mentioned that the Planning Department staff has requested to be notified of who will be attending the DRB meetings, and that he could attend if no BPAC members are available. The next meeting of the committee is August 2 at Whole Foods.
8. Bike Plan Implementation Committee Report – Scott reported on the committee's work. Pete and Scott are co-chairs. The committee's goal is to have 10-12 members by the end of the year. The committee also seeks city and NCDOT staff to attend meetings. The committee is gathering information on restriping projects, planned state and city projects, and city bond projects that can help to implement the bike plan. The committee is also interested in a new bike map, and Dale said he would get information on the cost of production and printing and sources of funding. Diane asked for the committee's top priorities, and Dan responded (1) tent at the farmer's market, (2) bike map, and (3) cost estimates for paint projects. Scott said the committee would like to have some tangible measures of progress. Dale mentioned that counts of bikes and peds had been done at a few locations in Durham and he would share these with the committee. The committee's next meeting is August 13.

9. Pedestrian Plan Implementation Committee Report – Tim reported on the committee’s work. An invitation to join the committee has been sent to various groups. Tim will send the URL for the CIP to the BPAC members. The committee’s goals for the first year are (1) prepare a summary of the pedestrian plan, (2) identify funding sources for pedestrian projects, and (3) issue a report on the implementation of the pedestrian plan by the end of the year. The committee’s next meeting is July 19.
10. Communications Committee Report – Diane noted that the committee will need a new chair now that Phillip is stepping down. The committee hopes to have a booth at the farmer’s market in August.
11. Alston Avenue Update. Dale distributed a June 29, 2007 letter from NCDOT regarding the Alston Avenue project. BPAC members said they would wait to see the response from the City staff before taking further action.
12. Proposed City of Durham 2007 Bond Referendum for Streets and Sidewalks. The BPAC members said they are interested in seeing the how the bond funds would further implementation of the bicycle and pedestrian plans, and also requested a schedule for the bond referendum.
13. NC Bike & Pedestrian Advocacy Meeting. The meeting is scheduled for August 12. BPAC members may try to attend.
14. Anderson Street Neck-downs. The BPAC members discussed the project, the high level of concern among bicyclists in Durham, and expressed concern that BPAC was not consulted and had no input on the project. It was noted that Anderson Street had been one of the few good routes to Duke University. There was discussion of the need to better understand the process that used to approve the project, and to ensure that BPAC is consulted on future projects of this nature. George moved and Henri seconded the following motion, which passed unanimously: “That Diane, Judy, and Dan meet with Mark Ahrendsen to discuss the Anderson Street project, and prepare a letter to the editor and a posting to the bike and pedestrian listserv.”

Meeting adjourned; 9:15 p.m. Next meeting: July 17, 2007, at 7 pm.

Minutes respectfully submitted by Dale McKeel.

Follow-up items:

- Obtain street condition survey (Dale)
- Share bicycle / pedestrian counts with BPAC members (Dale)
- Get a schedule for the bike referendum (Dale)
- Meet with Mark Ahrendsen to discuss the Anderson Street project and follow up with a letter to the editor and posting to the bike-ped listserv (Diane, Judy, Dan)

Committee meeting minutes attached:

- 6-12-07 – Pedestrian Plan Implementation Committee Minutes
- 6-25-07 – Bike Plan Implementation Committee Minutes
- 7-9-07 - Bike Plan Implementation Committee Minutes
- 8-2-07 – Development Committee Minutes

Meeting Minutes
Durham Bicycle and Pedestrian Advisory Commission
Pedestrian Subcommittee
June 12, 2007

Members Present: Diane Daniel, George Dubay, Tim Griffin

Members Absent: None

Staff: None

Guests: None

Mission Statement: (to be added)

1. Old Business

None

2. New Business

This is the first meeting of the Pedestrian Subcommittee. We discussed and created a list of our goals for 2007:

- 1) Recruit outside members for the subcommittee and establish a regular meeting time/place
- 2) Read the DurhamWalks Plan and write a DurhamWalks Digest to be posted on the BPAC website. The main text of the digest should succinctly describe the DurhamWalks plan (<100 words) and provide links to topics on Safe Routes 2 School, requesting a sidewalk, reporting sidewalks in need of repair, proposed projects from the Plan, and current sidewalk projects. We also want to provide a link for comments (Dale's e-mail address?).
- 3) Determine the status of proposed and on-going sidewalk and intersection projects. This includes creating a contact sheet of City staff members that are involved in the process of new sidewalk construction, intersection improvements, and sidewalk repair. Determine the status of 2005 Bond projects and plans for spending the pending 2007 Bond money.
- 4) Create an Annual Progress Report for the DurhamWalks Plan. We would like to release the report in September or October of 2007 (Plan was approved by City Council on September 5, 2006).
- 5) Create a Funding Sources document for sidewalk and intersection construction, improvements, and repairs. The purpose of this document is to identify current and potential new sources of funding for constructing and improving pedestrian facilities.

3. Action items

- (1) Recruit new members: Organizations to Contact
- DurhamWalks Stakeholders Group (DD)

- Senior Center (DD)
- Godiva Track Club (GD)
- El Centro (GD)
- Durham Public Schools/SR2S (GD)
- Downtown Durham Focus Group (TG)

(2) City staff contact list for sidewalk construction/improvement projects (DD)

(3) DurhamWalks Digest (TG)

(4) Proposed timeline:

June—send out invitations to recruit committee members

--create City staff contact list for progress report

July—Draft of DurhamWalks digest

--Update on recruiting committee members

--Begin contacting City staff for progress report items

August—draft of progress report

--1st meeting with new members

Minutes submitted by Tim Griffin

Bike Plan Implementation Sub-Committee Meeting
Monday, June 25, 2007

Attending: Dan Cleaver, Bruce Vrana, Scott Carter, Pete Schubert

Pete or Scott were suggested as chair for this committee (to be determined). It was agreed that the committee would meet on the second Monday of each month. This may change when new members join us.

Brainstorm/preliminary list of short term (1-year) goals:

- Recruit committee membership to 12 by end of year.
- All members read the entire Bike Plan.
- become proactive in advocating for increased bicycling.
- Expand focus from infrastructure improvements (“Engineering”, i.e., the main focus of bike plan) to include 3 other E’s: Education, Enforcement, and especially Encouragement. Goal is to increase recreational bicycling by many who are not active cyclists but could be by removing the barriers to biking on existing roads and greenways, and to substantially increase biking modal share above conservative Bike Plan projections.
- Use last year’s TTA bike-to-work mentor model to challenge mentors to actively recruit new riders from friends, neighbors, coworkers, etc. to increase bike riders and commuters.
- Ask Transportation staff to develop cost estimates for all “paint” projects in Appendix D of the Bike Plan (to enable effective support for implementing these low-cost measures).
- Ask Staff to update funded and/or planned City and NCDOT bike projects, and determine remaining priority projects from Bike Plan lists.
- Monitor current high-profile bike projects, including the ATT Phase E segment and I-40 bridge and the NC147 bridge. Ask City lead staff to update project status at each BPAC meeting to keep public engaged and active progress.
- With recent adoption of proposed voter bond referendum for roadway improvements, request staff assistance to: 1) determine candidate projects for bicycle improvements; 2) identify process wherein Bike Plan priorities were not included in the scope of the proposed bonds; and 3) build constituency to advocate for successful passage of the bond referendum by the voters.
- Work closely with the Development Review Sub-Committee to dovetail with their infrastructure review efforts.

Action Items:

- Pete will draft a promotional piece (brief) to recruit members from outside BPAC and email it to the committee for editing/feedback then distribution to local listservs, Eno Festival Booth sign-up, and other promotional/outreach events.
- All members will actively recruit additional members from personal contacts, inviting them to our next meeting.
- Actively recruit at the Eno Festival thru sign-up lists (members to attend as possible).

Next meeting is on July 10 at 6:30 PM at Sunset Grill, Sutton Square, Fayetteville Road.

Bike Plan Implementation Sub-Committee Meeting
Monday, July 9, 2007

Attendees (bold): **Dan Clever, Scott Carter, Pete Schubert**, Bruce Vrana

- Chair - Pete and Scott consented to co-chair this committee.
- Meeting dates – confirmed that we will continue to meet on the second Monday of each month. This may change when new members join us. The next meeting will be Monday, August 13, at 6:30 PM at Sunset Grill, Sutton Square, Fayetteville Rd.

Goals / Topics:

- Committee membership – target to increase to 10-12 by end of year. How?
 - Existing members invite interested friends or contacts.
 - BPAC to advertise for all sub-committees on listserv
 - Get email list of those attending BTWW activities and send email invitation to them.
 - Invite at events like Eno Festival or Farmer’s Mkt or other promotional/outreach events.
 - Pete completed a brief promotional flyer to recruit members from outside BPAC. This can be sent as email, posted to listservs, or printed for distribution at events
 - Post committee minutes and request for participation on BPAC website
 - Would be helpful to recruit NCDOT or Durham Transportation staff to the committee.
 - Discussed that we will need to ensure meetings are structured and productive in order to prompt people to attend.
- Short-term Bike Facility projects
 - Paint projects – (Pete?) Ask Transportation staff (Dale?) to develop cost estimates for all “paint” projects in Appendix D of the Bike Plan to enable effective support for implementing these low-cost measures.
 - Ask Staff to update funded and/or planned City and NCDOT bike projects, and determine remaining priority projects from Bike Plan lists.
 - Monitor current high-profile bike projects, including the ATT Phase E segment, I-40 bridge, NC147 bridge, and Third Fork Creek trail. Scott ask Dale to update project status at each BPAC meeting.
 - Work closely with the Development Review Sub-Committee to dovetail with their infrastructure review efforts.
 - Pete reviewed and commented on site plans for CVS at Latta/Infinity and Lowe’s at MLK Blvd.
- Long-range Bike Facility projects
 - Fall 2007 proposed voter bond referendum for roadway improvements, request staff assistance to: 1) determine candidate projects for bicycle improvements; 2) identify process wherein Bike Plan priorities were not included in the scope of the proposed bonds; and 3) build constituency to advocate for successful passage of the bond referendum by the voters.
- Advocating for increased bicycling.

- BPAC members participated in Eno last weekend. Good traffic in BPAC/DOST/TRTC booth. Many new ATT maps distributed.
- Durham Farmer's market at Central Park. We recall that Diane was going to contact them to discuss setting up a table/stand for one Saturday. Need to check on this.
- Maps. Are suitable maps already available? Does CAMPO have one? Pete talk to Dale about money available for maps and how to move fwd.
- All members read the entire Bike Plan.

Development Committee Minutes
August 2, 2007

Present: Dan Cleaver, Judy Martell, Jack Warman

We reviewed the material given to us by Dale from Wisconsin and Oregon re. specific bike ordinances. We looked particularly at the charts provided which outlined differing parking requirements by use— schools, hospitals, commercial buildings, various residential developments, universities, etc. We thought it might be useful to developers and clarifying for all if we developed a compact document that outlined the UDO requirements for bicycles and provided a sample drawing of inverted U racks and their placement—similar to the checklist that Portland used for developers, but adapted to our UDO. We will plan on reviewing with the full group next month a proposal for changing the UDO bike parking requirements for schools and universities.

We discussed the logistics of posting comments on plans to a central location for access by those who will now be sharing the DRB meeting task, particularly methods for sorting the case comments by case number for easy review. Currently the cases are in Word documents as tables, named by date. Jack will explore methods of using Google documents or an Excel spreadsheet to make the system more useful to all who will be helping with DRB meetings.

We discussed strategies for moving the DRB changes along the pipeline. It was decided that we would gather Wesley Parham's comments first, and then would review the entire document again in committee to prioritize those that are imminently do-able, those that are most likely not going anywhere, and those that we need to explore further and perhaps pursue actively, though they may not have received favorable comments from Frank or Wesley.

Judy brought out the DRB meeting calendar to solicit volunteers for future meetings, as she can no longer attend them. Dan is unable to commit to Friday morning meetings, and Jack is in process of a job change and will not be able to commit until things have settled down for him.

There were no development plans to review at this meeting.

Work items:

- Judy will send the DRB folder to Jack to begin working on a shared file.
- Dan will forward the UDO change comments to Wesley for his additional comments and changes.
- Judy will draft a checklist of UDO requirements for review at the next committee meeting
- Judy will write a guidelines document for DRB meeting attendance for BPAC members
- Dan will rewrite and send our promotional piece for new committee members to be posted on the website and sent to listserves
- Judy will email the calendar dates to BPAC members soon to ask members to check their calendars and claim dates they can manage.

Next meeting: September 6, 6:00 p.m., Whole Foods on Broad Street