

# Bicycle Advisory Committee (BAC) Meeting Minutes

October 5, 2015, 6:00 p.m.

Community Room  
215 North Mason Street  
Fort Collins, CO 80522

FOR REFERENCE:

Chair, Sylvia Cranmer	970-493-5277
Staff Liaison, Tessa Greegor	970-416-2471

## COMMITTEE MEMBERS PRESENT

Joy Childress, Colorado State University  
Joe Halseth, Natural Resource Advisory Board  
Mark Houdashelt, Air Quality Advisory Board  
Chris Hunt, Poudre School District  
Ryan Nicholson, Fort Collins Bike Co-op  
Greg Oakes, Transportation Board  
Lee Swanson, Downtown Development Authority

## AT LARGE MEMBERS PRESENT

Cathy Busch-Kinkaid  
Sylvia Cranmer, Chair

## ABSENT

Ragan Adams, Parks and Recreation Board  
Lawrence Bontempo, Senior Advisory Board  
Bruce Henderson, Bike Fort Collins and Parks and Recreation Board  
Chris Hutchinson, UniverCity Connections  
Patrick McCarty (At Large Member)  
Edward Reifsnnyder, Land Conservation & Stewardship Board

## CITY OF FORT COLLINS STAFF PRESENT

Tessa Greegor, FC Bikes Program Manager  
Aaron Iverson, FC Moves  
Amy Lewin, FC Moves  
Paul Sizemore, FC Moves Program Manager

## GUESTS and CITIZENS PRESENT

Ted Manahan  
Scott Fussell (Bicycle Ambassador)  
Kristi Savig, Recorder

## CALL TO ORDER

The meeting was preceded with dinner provided by Chipotle (5:45 – 6:00), and promptly called to order by Chair Cranmer at 6:00 p.m.

The Chair provided brief introductions and welcomed new members present, including one citizen observer whose name is unknown. Ryan Nicholson later informed the recorder that he will be replacing Gray Harrison as the Fort Collins Bike Co-op representative.

## **AGENDA REVIEW**

Tessa commented that some old business follow-up would be added.

## **PUBLIC COMMENT**

None

## **APPROVAL OF MINUTES**

August 24<sup>th</sup> minutes were approved with typo correction to John Kefalas' name. One (1) abstained since they were not at August 24<sup>th</sup> meeting.

## **FOLLOW-UP FROM PRIOR MEETING/FUTURE BUSINESS**

Tessa mentioned to committee, that the final Mason Street striping and installation will be postponed until spring 2016 (due to weather and additional outreach needs).

Lee Swanson asked to confirm the number of parking spaces that will be eliminated for the Mason Street project. Tessa thought her 8/24 presentation noted around 18 to 19 spaces impacted.

Chair Cranmer asked about the actual volunteer participation for the September Bicyclist and Pedestrian Counts project. Amy Lewin mentioned that all shifts were covered with only a couple no shows. Presentation of counts and survey analysis will be provided at the next BAC meeting.

## **ACTION ITEMS**

None.

## **DISCUSSION/INFORMATIONAL ITEMS**

### **Bike Share (Amy Lewin)**

Amy Lewin of FC Moves gave an overview of the background of FC Bike Share Program, and proceeded to share exciting news on the progress of the program being considered for 2016.

#### Background of FC Bike Library and Bike Share Business Plan

- Staffed Bike Library has moved to the Downtown Transit Center
- The city is looking to build on the Bike Library program and address the aging fleet (bike equipment).

Looking to the next evolution of bicycle sharing.

1. Making bikes accessible and convenient to the public
2. Bike Share Plan supports current FC Climate Action Plan and FC Bike Plan
3. CSU interest
4. MAX/Transfort supports the future of the program to minimize carrying bikes on city busses. (Citizens would check out bikes upon their arrival to a destination)

The 2014 FC Bike Share Business Plan consists of Fort Collins owning the system with capital costs supported by outside sponsors. The Plan considers feasibility and demand, cost, and implementation.

- Phase I Station Locations - Amy showed a map of the proposed 20 checkout stations, primarily downtown and east and west of MAX Stations.

A third party operated business model is being pursued in the modified Business Plan.

- Proposals were solicited through RFP process for a third party owned and operated business model to reduce costs of capital, risks to city, and provide easy maintenance and future updates.
- Zagster of Cambridge, Massachusetts is currently in final contract negotiations for this contract. (Amy cautioned meeting attendees that this award was not yet final, and the presented details could change with the final awarded contract.) Company experience and features include:
  - o Currently operating systems for university, companies, and cities across the U.S.
  - o Provide bikes, check out stations, and the technologies (station based, smart bike, varying types of fleets) to efficiently support the system.
  - o Uses Zagster apps and smartphone key checkout system(s) to interface with users.

The cities' vision for this contract and the Bike Share Plan includes:

- Spring 2016 launch
- Automated, self-serve stations
- Staffed stations (especially for unique fleets)

Next Steps for the 2016 launch will require finalizing the third party contract, recruiting sponsors, developing a marketing plan, and selecting the final Phase I station locations.

#### Discussion points:

Amy asked the following three (3) questions of BAC meeting attendees. Responses are bulleted below:

1. What do you think of name of "Bike Library Express"? The city has some flexibility in branding, but Zagster's presence would be on app and signage.
  - o Lee liked name.
  - o Chair Cranmer wasn't so sure about the connotation of the word "Express".
2. What are some good ways to market the program? How do we get the word out?
  - o Pair with MAX/Transfort purchasing
  - o Adds in the Coloradoan Ticket
  - o Publicize during Winter Bike to Work day
  - o Convention & Visitors Bureau (e.g. Chamber booklets) to address tourism and hotels in area.
  - o Large employer visitors
  - o Offer an early sign-up discount
3. Do you know people/organizations we should contact as potential sponsors?
  - o UC Health System/Colorado Health Foundation
  - o CSU Parking Services
  - o Health District of Northern Larimer County

Sponsors would fund a selected number of stations (e.g. 5-bikes per station). Benefits of sponsorship could be getting their company logo on bikes, the Web site (online and apps), in press releases; potential corporate memberships to the Bike Share program; and/or a possible share of checkout proceeds.

#### Q&A

Q. What would Zagsters' connection be with the staffed Bike Library?

A. Details are still being worked out, but a collaborative model with local staffing is envisioned.

Q. What about affordability? Is there a business model for long-term and short-term rentals?

A. The city and Zagster will take a holistic look at pricing structures. Will consider options for access to those without credit cards.

Q. Is system available to those users without phones?

A. Online checkout options exist, and user could possibly checkout at a staffed station.

Comment: Boulder Bike Share has a kiosk check-out system at every station.

Q. Do we pay Zagster a flat fee?

A. The current business model relies heavily on sponsorship and use of those sponsor dollars. The city will not be depending on user fees to fund the system as we did in original plan.

- Cost of sponsorship; estimated at \$9,000/year per station.
- City would also be considered to be a sponsor (Paul Sizemore).

Q. Lee thought the number of stations (20 in Phase I) seemed to be ambitious.

A. 20 stations was the recommendation of the Bike Share Business Plan. The city is seeking sponsorship for as close to 20 stations as possible for a successful 2016 launch.

- 5 bikes per station (x 20) = 100 bikes
- Stations can hold up to 10 bikes

Q. What is the length of contract/franchise with Zagster?

A. Typical contract is annual.

A. All capital equipment is owned by Zagster.

Ryan Nicholson (Fort Collins Bike Co-op) wanted to be sure we are setting up a system that is flexible enough to move to another contract or vendor if necessary.

- Model should offer flexibility, however there aren't too many vendors that provide the same service. Only two (2) vendors responded to City's model.
- The city is starting with 1-year contract.

Q. Do we know of Zagsters' reviews in other places they have been contracted?

A. Cleveland, OH has used their system for 2 or 3 years. Albuquerque, NM has used Zagster for ~6 months. Carmel, IN about a year.

A. Generally positive responses from references.

Q. How does insurance work? If renter has an accident who is liable?

A. Zagster will address liability issues with checkout requirements (e.g. waiver).

Q. A question regarding the level of bike education available was presented.

A. Tessa and Amy both reiterated the existing education arm of FC Bikes (BAP) and the opportunities available through this program (education will be integrated in the Bike Share program too).

A. Amy also mentioned that helmet vending machines can be explored. Checkout could be through vending machines or staffed locations. All system bikes will have lights and baskets.

Q. Chair Cranmer asked, "Will the city funds used in 2015 for the Bike Library be available in future?"

A. \$120K was received in 2015 to fund the Bike Library. Another \$120K will be available in 2016. The City is looking at how this money will be used in the program in conjunction with additional Sponsor dollars. A self-sustaining funding model is desired in the future.

Q. What about maintenance? Who supervises the system?

A. Zagster hires local maintenance technicians to repair bikes. Additional oversight and management is provided via Zagsters' corporate headquarters in Cambridge.

Joy Childress (CSU) was concerned about theft and inappropriate use of station "racks" to park other bikes.

Q. What happens when someone else parks in a Zagster station?

A. Zagster says this should not be a problem; however, this will need to be monitored in future.

Q. Theft, who is liable?

A. The city will not be liable. Amy would have to ask how Zagster would address these issues.

## **Larimer County Urban Area Street Standards Update (Aaron Iverson)**

Aaron Iverson, Transportation Planner with FC Moves provided a quick overview of Fort Collins' proposed updates to the Larimer County Urban Area Street Standards. The Standards are shared with Larimer County, City of Loveland, and City of Fort Collins entities. The Standards apply to the design and construction of new and reconstructed streets within the two cities and within the Growth Management Areas (GMA) for Fort Collins and Loveland within Larimer County. Rural, soon to be urban areas (GMA's) are of most importance.

Proposed Standards Updates address the following criteria:

- A. 2014 Bike Plan Recommendations:
  - Where County standards previously used National guidelines for Standards, these are now being updated to support local (Fort Collins Bike Plan) recommendations for buffered and protected bike lane standards.
- B. Arterial Standards (see Power Point for detailed annotated diagrams): new recommendations incorporate buffered bike lanes and identify protected bike lane opportunities.
- C. Bus Stop Standards:
  - Transfort defined 4 different bus stop types (depending on ridership numbers)
    - o Type I (ADA accessible cement pad), II (pad & bench), III (pad with shelter), IV (full station)
  - All stops are ADA accessible
  - As bus ridership increases, upgrades to different "Type" configurations could/will be made.
- D. Chapter 4 Traffic Impact Studies
- E. Various technical and text updates
  - Updates to remove technical language conflicts and inconsistencies.

Statements regarding information presented:

- Greg Oakes of the Transportation Board complemented the work done by FC Moves/Bikes.
- Delineators could be added to buffered bike lanes.

Next Steps:

- o Updates are currently for Fort Collins Only
- o Coordinate updates with Loveland & County entities
- o Fort Collins City Council adoption
- o Larimer County Board of Commissioners approvals
- o Outreach and education to contractors etc.

Q&A:

Q. How do we keep protected bike lanes clear of snow?

A. New street removal equipment has been purchased that will fit between delineators. Additional maintenance issues will need to be addressed.

Q. Are there standards for roundabouts?

A. The current roundabouts are following industry standards, with the idea to have bikes “take a lane” within the roundabout or use the alternate path.

Q. Has there been any feedback on the changes made for Laurel, Mason projects, etc.?

A. Mostly positive feedback about the project. People like the buffered bike lanes, left turn bike lanes. Some concerns about stop sign removal.

A. We have had positive feedback on West Stuart lane changes. Less speeding, safer space since updates made.

Comment was made by Chair Cranmer that the new Vine/Shields roundabout is very nice.

Ryan Nicholson asked if any work to the roundabouts was within the scope of changed standards. This is a big area of concern for safety.

Q. Is there a height limitation for the roundabout centers?

A. Aaron responded that he did not know of any standards on these center features.

Ryan followed saying, “I believe a height restriction of centers would be helpful. This would insure visibility of bikers on other side.”

Q. What is being done in regards to the stretch of Shields Street between Laurel and Laporte?

A. There are not many options here due to narrow lanes, house property boundaries, etc. The option to change from 4 lane to 3 lane and add bike lanes is possible.

Aaron also commented that the Old Town Neighborhood Plan is looking at alternate options in this area, as well as along sections of Mulberry Ave.

#### **Fort Collins Bicycle Wayfinding System Plan (Tessa Greeger)**

Tessa gave a brief overview of the Plan development and where FC Bikes is currently in the process. The Wayfinding System Plan scope consists of three key objectives:

- Develop a Wayfinding System map and overall guidance
- Develop a package of signage, pavement markings, etc.
- Identify 5 priority routes and develop specific programming and signage for those key 5 routes.

Tessa handed out a multiple page graphics package for the BAC’s Review, Included were:

- Wayfinding Logo Signage: Decision Sign, Confirmation Sign, Supplemental Sign
- Additional Street Signage Updates: Pavement Parking, Bikeway Street Sign (symbol on street sign), Family Friendly Street Sign (sign topper)
- Draft Wayfinding Route Maps (see 5 priority routes noted below)

Sylvia pointed out a street graphic and asked about the adopted sharrow signage. Tessa responded that the additional pavement type street signage could be easily modified to show directional changes or identify routes.

#### Sign Graphic discussion

- BAC members present had varied opinions about the straight, rounded, and degree of angle(s) of background horizon.
- The cruiser logo concept was adopted and auxiliary signs added given the BAC’s July meeting input.
- Concerns were discussed about the Low Stress Network symbol (Parent & Child on bike symbol/logo).

This symbol may not be interpreted correctly

- o Lee Swanson thinks it may be useful for people to identify which areas are safer.
- o Comment was made to have a simpler symbol (especially when shrunk down so it could be recognizable).
- o Joy liked the kid visual to be used as a speed deterrent for vehicles.

- Symbols should be reflective.
- Chair Cranmer suggested something simple and recognizable (e.g. easy, medium, difficult symbols).

#### Wayfinding Map Draft discussion –

- Oakwood School no longer exists.
- It was suggested to add stop signs or lights to give riders an idea of number of stops along the way.

Given packet materials distributed, please provide any additional Wayfinding map comments to Tessa within the next week.

#### Route Naming

Tessa continued her presentation discussing the approach thus far on naming the five primary Wayfinding routes:

- Exploring approach with stakeholder committee (least confusing options reviewed)
- Most preferred naming according to longest street segment
  - o Tradeoff: may not capture a large portion of the route
- Or Alternative approach of naming according to two largest street segments
  1. Remington-Boardwalk
  2. Pitkin-Springfield
  3. Swallow
  4. Center-Loomis (or Meadowlark-Loomis)
  5. Dunbar-Seneca
  - o Tradeoff: longer route names

#### Discussion & Statements about Naming:

Naming was considered based on start and end points.

Naming could also follow colors (e.g. Red Route) or named objects (e.g. Rabbit Route). Denver is going away from naming/signage that is not connected to actual street locations.

Joy mentioned that CSU named some of the campus trails/ways with names that are not associated with familiar street names. She believes it requires too much thinking. Joy liked the two-name approach for the Wayfinding routes.

Sylvia suggested that the Plan keep clear about names used. Don't conflict with Transfort route names.

Ryan Nicholson suggested shorter names. He also suggested in addition to names to use matching map colors on signage and to use map colors to better merge with future routes and/or connectors.

Mark Houdashelt (Air Quality Board) liked a combination of color and signage, esp. when riders are not aware of street names.

#### Next Steps:

- Finalize sign map and destinations database
- Finalize implementation plan (Implementation Schedule)
- Stakeholder Meeting: October 12th
- Additional task: - Incorporate the Trail Wayfinding sign package (This is an additional scope item inserted by the Parks Department)
- Final Plan: Mid-October

## **STAFF REPORTS/ANNOUNCEMENTS**

Tessa asked about future meeting dates on October 26<sup>th</sup>, November 23<sup>rd</sup> and December 28<sup>th</sup>. No specific issues were brought up in response. Chair Sylvia Cranmer suggested they consider a different week around Thanksgiving holiday.

Sylvia asked about planning a holiday get together in December. She offered her home to gather with BAC members and their significant others.

Tessa encouraged BAC members to attend the **Regional Bike and Walk Conference** at UNC (Greeley) on Thursday, November 5<sup>th</sup>

- Governor Hickenlooper is attending
- CDOT Director attending

## **MEMBER REPORTS**

Joe Halseth (Natural Resource Advisory Board) – left meeting prior to member reports.

Lee Swanson (Downtown Development Authority) – Will share bike lane/bike share report updates at upcoming Downtown Development Authority retreat.

Joy Childress (CSU) – Nothing to Report

Greg Oaks (Transportation Board) – Was not able to attend recent Transportation board meetings

Cathy Busch-Kinkaid (Member at Large) - Nothing to Report

Ryan Nicholson (Fort Collins Bike Co-op) - Bike Co-op is moving to new location, 1 mile north on College Ave.

Mark Houdashelt (Air Quality Advisory Board) – Nothing from Air Board

Chris Hunt (Poudre School District) – Chris shared his excitement for the large number of PSD students biking to/from field trips, rather than using buses. Several new biking families were created through this process. It was suggested that Chris calculate the benefits of this different form of transportation used (e.g. carbon footprint).

Sylvia Cranmer (Chair and Member at Large) - Bike Fort Collins is appointing a new Executive Director soon.

## **NEW BUSINESS/FUTURE AGENDA ITEMS**

None

## **ADJOURN**

Motion to adjourn at 8:03 p.m. unanimously approved.

The next BAC regular meeting is Monday, October 26, 2015.