

Bicycle Advisory Committee (BAC) Meeting Minutes

March 28, 2016, 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

Ragan Adams, Parks and Recreation Board
Sylvia Cranmer, Chair, Colorado State University
Todd Dangerfield, Downtown Development Authority
Mark Houdashelt, Air Quality Advisory Board
Chris Hunt, Poudre School District
Chris Johnson, Bike Fort Collins, Director
Ryan Nicholson, Fort Collins Bike Co-op
York, Transportation Board

AT LARGE MEMBERS PRESENT

Cathy Busch-Kinkaid, At Large Member

ABSENT

Tessa Greegor, FC Bikes Program Manager
Bruce Henderson, Parks and Recreation Board (alternate)
Patrick McCarty, Member at Large
Kelly McDonnell, Bicycle Pedestrian Education Coalition
Edward Reifsnyder, Land Conservation & Stewardship Board
Greg Wells, Senior Advisory Board

CITY OF FORT COLLINS STAFF PRESENT

Dean Klingner, FC Capital Projects Group Manager
Amy Lewin, FC Moves
Nancy Nichols, Safe Routes to School Coordinator
Paul Sizemore, FC Moves Program Manager

GUESTS and CITIZENS PRESENT

Alan Braslau, Citizen
Will Hickey, Citizen
Kristi Savig, Recorder

CALL TO ORDER

The meeting was preceded with dinner provided by Spoons (5:45 – 6:00), and called to order by Chair Sylvia Cranmer at 6:03 p.m.

AGENDA REVIEW

Chair Cranmer briefly introduced the speakers and presentations scheduled for the evening. Chris Johnson was scheduled to give an overview of Bike Friendly Business Program, however this was later postponed until a future meeting date. The 2016 BAC work Plan will also be discussed

PUBLIC COMMENT

Alan Braslau, citizen representative introduced himself to the committee. Alan moved here from Paris, France in August 2015, and has been involved in Safe Routes to School planning. No public comments were made at this meeting.

APPROVAL OF MINUTES

Ryan Nicholson (FC Bike Co-op) made a motion to approve the minutes of February 22, 2016, as written. A second to the motion was made and approved by members present at last meeting. Six (6) members abstained as they were not present on February 22.

FOLLOW-UP FROM PRIOR MEETING/FUTURE BUSINESS...

(...As it relates to BAC Work Plan and BAC's relationship and communication with Transportation Board (TB))

Statement from 2/22/16 meeting:

- *Most present agreed that it would be helpful to have on-site reviews and/or additional opportunity to evaluate and clarify BAC-related suggestions/recommendations in the future.*

Chair Cranmer shared Ryan Nicholson's 3/27/16 e-mail (sent following 2/22/16 meeting) regarding of relationship of BAC with the Transportation Board. *In his e-mail Ryan proposed that the BAC Work Plan include a statement that identifies how the BAC might advocate to TB for smaller (non-city) projects of local concern.*

- *Example given of improving safety and terrain issues of a specific connector path*
- *Ride Around Town events (RAT rides, sponsored by Bike FC) also present applicable issues of concern that the BAC could choose to address, review, and possibly advocate for change. (Ryan passed out an August 2015 ride summary to give BAC members an idea of concerns that could be addressed.)*

Bruce Henderson and Tessa Greegor both responded to Ryan's e-mail on 3/28/16. The following e-mail comments were shared during the meeting:

- *Bruce pointed out that the BAC should not be involved in city budget decisions. He also mentioned that RAT-like identified concerns could be added to the monthly BAC agenda.*
- *Tessa's response included, the original ordinance stated that the Transportation Board established the Bicycle Advisory Committee to advise the TB. Feedback of BAC to Board can be made in the form of a recommendation. Directing city staff, outside of scope of presenters requesting BAC feedback, would need to be discussed with committee.*

Paul Sizemore (FC Moves) added that City projects are periodically presented at BAC meetings to solicit feedback. BAC then is asked to recommend such plans. (TB is often presented to separately and asked to accept plans as well). Paul added that solicited feedback to City Planners is working.

Ryan, asked again how public insight and issues can be addressed, and funneled up to TB.

The Chair requested that the discussion center on the relationship of BAC to TB. Ryan's concerns could be addressed in future BAC Work Plan and/or objective revisions.

York (Transportation Board representative) addressed the TB's relationship with BAC:

- Little communication currently exists between BAC and TB
- The TB prepares an Annual Report and Work Plan for the coming year, typically beginning in October with completion by December 31st. These documents are presented by TB to City Council. The City Council also receives copies of all TB minutes.
- To be considered in the development of the TB documents, the BAC should complete and submit the forthcoming years Work Plan to the TB on or before October 1st. This has not been done for several years.

Regan suggested clarification of alignment with Trans Board. Stated recommendations included:

- Aligning work plans; consider formal dialogues with TB and other city boards to gain a better understanding of what would be needed to properly align the future BAC Work Plan and objectives with the TB and other related entities.
- Begin talking about the BAC Work Plan and objectives for forthcoming year in June or July. Subcommittees may be needed to dedicate concerted effort to certain aspects of Plan.
- A selection of BAC monthly meeting action items should be e-mailed to TB.
- Discipline the flow of information to the TB. Minor issues may be too overbearing.

The Chair later stated that the BAC will send an annual report to the TB at the end of the calendar year; the BAC will also create a preliminary Work Plan for TB by Oct. 2016 in order to align with the TB Work Plan (which should be complete by the end of the calendar year). This way the BAC Work Plan can be incorporated in to the TB Work Plan. She also wanted to be open to discuss items throughout the year that should be brought to TB for consideration, as well as keep open dialog and collection of Work Plan change items for incorporation into the next year's BAC Annual Work Plan updates.

Chris Johnson later added that he felt that a transportation board representative should be at all BAC meetings.

York responded that all TB members receive BAC minutes. TB Representative also brings BAC issues back to board.

The meeting discussion moved back to means of communicating citizen issues and bringing work plan and/or project recommendations to the TB for review and potential action. Carrying recommendations further for City Council review if appropriate.

Paul Sizemore summarized discussion thus far and made some suggestions to consider, moving forward:

- Create a monthly document to bring valued BAC issues to TB's attention. (See Future Agenda Items)
- Strengthen frequent lines of communication, including continued invites for BAC members to TB meetings; esp. at annual Plan development times.

WORK PLAN REVISIONS

(The draft 2015 BAC Work Plan was provided with the BAC meeting agenda on February 27, 2016.)

Given the previous and following discussion points, it was decided to address only minor changes to the current 2015 Work Plan offline before the April 25th meeting. BAC members were encouraged to submit written suggestions (bullet statements) to Chair Cranmer and Tessa as soon as possible. These changes would be made and an updated 2016 Plan would be presented for approval in April. The approved plan would carry us through the remainder of 2016.

A thorough revision of the BAC Work Plan and associated objectives will be initiated during BAC meetings starting in June or July, with proposed completion for the Transportation Boards consideration on or before October 1st. The goal would be to have a thoroughly revised Plan, including objectives and statement improvements that are in better alignment with format and purpose of the TB plan.

Work Plan Discussion Highlights:

The Chair asked if anyone had suggestions on how to proceed with Work Plan revisions:

- She mentioned to keep it simple for now** and begin sooner than later to prepare a major re-write of revised plan to include with 2017 TB Plan.
 - o ** Ryan asked to add item to introduce evidence based advocacy of issues to TB.

“Is anyone interested in restructuring or revising the BAC plan offline?” A few members were willing to do this.

- Cathy Busch-Kinkaid (At Large Member) felt we need to form an adhoc group to focus on the BAC Objectives.
- Chris Johnson felt the Plan needs to include a clear conduit for communicating issues to TB.

Chair Cranmer felt these were substantial changes that would need to be addressed over a longer timeframe.

2016 Draft Plan – Major Rewrite Considerations:

- Add specific projects to consider (summary of important projects brought before BAC during year); BAC would provide formal recommendations for the specific projects in work plan. Working hand in hand with Transportation Board’s authority.
- Call for a motion during BAC meetings in regards to requested recommendations for City projects.
 - o Paul stated that it is not the role of BAC to dictate the decisions regarding City functions. Only recommendations can be made by BAC. It is better to clarify what city is asking for. Recommendations and feedback of BAC will often shape the direction the City moves; yet not full direction.
- Ryan asked to devote more time to Board Member roundtable reports.
- Design Work Plan more like TB’s list of primary objectives... OR Schedule within the Work Plan discussion of specific topic areas and/or city plans.
 - o Mark suggested creating a few general objectives that might be able to catch BAC concerns that are not specifically planned for.
- Bike FC may be scaling up publication of RAT rides and initiatives for public’s knowledge. BAC could make further recommendations or comments about these initiatives with TB.
- Ryan is looking for Work Plan to address how we can communicate issues from bicyclists to city TB.
- Mark asked to address; what is our communication/relationship to TB, council, city staff? Please clarify these relationships in the Work Plan. FYI, The TB’s liaison to City Council is Ross Cunniff.

Paul suggested that a more prominent role of TB Representative would help with communication of BAC key points to the TB, as well as communicating TB meetings points and feedback to BAC members during monthly meetings.

A few members present felt that we need to start work on a comprehensive group of Work Plan changes now. The chair asked for volunteers to create big-plan/objectives. As summarized above (page 4), a thorough revision of the BAC Work Plan will be initiated in June or July. Continue to provide suggestions and input (offline) to Tessa Greigor and Chair Cranmer.

Work Plan Q&A

Q. Has the Transportation Board ever adopted a Work Plan that included BAC work items?

A. Yes

ROUND-TABLE DISCUSSION and BAC Member ONBOARDING

Chair Cranmer asked BAC representatives to consider a Board/Committee round-table discussion, to determine the gaps and overlaps of city boards, committees, and other bike-related group's roles. She was happy to coordinate such a discussion.

Onboarding Content Suggestions (see Future Agenda Items):

Ragan suggested to redefine the purpose of the BAC committee. And the role/responsibilities of the board members that are representatives on the committee. We need to be clear about our legal and formal responsibilities.

Ragan asked that all individual board members should define their purpose and who they represent. Define their orientation to bicycling and in what capacity to carry BAC advising back to our organizations.

Chris Johnson felt that the structure and function of the BAC should be reviewed annually.

DISCUSSION/INFORMATIONAL ITEMS

College and Prospect Intersection Improvements (Dean Klingner)

Dean Klingner, Capital Projects Group Manager, gave a short presentation on the improvement plans for the College and Prospect intersection. The presentation emphasized key design elements for pedestrian and bike lane related changes, with brief opportunity for committee questions and discussion. Details of the College and Prospect Intersection project follow:

Project Summary: (Implementation proposed in approximately 12 months from today.)

"The project design and construction is being coordinated with CSU's obligations associated with the Medical Center on the northwest corner of the intersection."

Existing:

- Volume of traffic - Fifth busiest intersection in city
- High congestion, and constrained sidewalks and turn lanes

Improvements:

- Reduction of congestion, 20-25% reduction in overall delay
- Improving safety for pedestrians, bicycles, and vehicles
- Urban design/gateway changes, working in conjunction with existing bikeways

Key Design Elements:

- Inter-government agreement of improvements between City and CSU
- Dual left turn lanes, extended right turn lanes
- Upgraded infrastructure (utilities, sidewalks, median)
Sidewalk widening to accommodate bicycles and pedestrians: 10' wide on SE side towards Remington and 5' wide on SW side towards CSU

Other Design Elements:

- Regulated access to Prospect from businesses on SW corner of the intersection
- Pork-chop islands for pedestrians crossing turn lanes at all corners of the intersection
- Improved bike/pedestrian connections and crossings

College & Prospect Intersection Improvements - General Discussion and Q&A

Q. The question was raised about visual access safety issues for the north-south alleyways on east side of Prospect and College intersection.

A. The City is not proposing any changes to direction or alley access. Dean understood concerns expressed and will mention issue to City planners.

Q. Are commercial businesses aware of these changes, especially the changes in Prospect access and exit?

A. This is a difficult area to accommodate with rails and MAX on west, and Summit housing south of businesses. This preliminary plan is safer than existing plans. Tradeoffs of access and constraints of property. Dean felt there would be a reduction in accidents in this area with these changes.

Q. When did they last redo this intersection.

A. We believe 1995 approximately.

Q. What is the cost for these improvements?

A. Costs for the City and CSU combined are expected to be in the \$4 to 5 million dollar range.

Q. York asked about the sidewalk on the southwest side of Prospect, at the MAX trail crossing. He emphasized this narrow south landing area needs to be improved.

A. Dean agreed there is room for improvement in the plan area north of businesses/building that backs up to MAX line.

Ragan added her suggestion to focus bike and pedestrian traffic to use alternate College Ave. crossing at the CSU underpass or Pitkin streets (North of the College/Prospect intersection).

FC Bike Share Update (Amy Lewin)

Amy Lewin of FC Moves gave an energetic update on the forthcoming April 1st launch of the FC Bike Share Program. She provided flyers on the new Bike Share station locations (map) and the April 1st kickoff celebration for members to post or share with others. Highlights of her brief presentation included:

Update on Bike Share

- The Bike Library was initiated with a Grant in 2008.
- Bike Share is on-demand and will complement the new MAX system
- Slogans include: "FORT COLLINS BIKE SHARE, YOUR NEW COMMUNITY LIBRARY PROGRAM" and "FORT COLLINS, BETTER ON A BIKE"
- Current business model consists of Zagster (3rd party) owning and operating the equipment
 - o Station Based, Smart Bike, Different types of fleet available (future)
 - o Smart phone and texting reservation/purchase options

Vision:

- Building on and expanding Bike Library
- Automated (self-serve) & Staffed station
- April 1, 2016 launch, including ribbon cutting and group ride, and Old Town Square 5-7PM celebration.

Fee Structure:

- Membership rates + Daily User Fees (if used >30 minutes)
- Helmets also available at staffed station(s)

Phase I Launch:

- 13 stations/79 bikes (~10 slots/station)
- Matching up origins and destinations
- Web site: zagster.com/fortcollins

Future expansion will later likely include expanding west to Elizabeth Corridor, CSU and south.

Next Steps includes looking for Phase 2 sponsors (These sponsors will likely drive where additional stations are located)

FC Bike Share General Discussion and Q&A

Ragan liked slogan "Better on a Bike"

Q. What does sponsorship entail?

A. Sponsors @ \$9,000/year – benefits include 5 branded bikes and 1 "sponsored" station. Logo represented throughout.

Q. What is involved in setting up a Station?

A. Set-up entails minor adjustment to existing areas with some improvements.

Stations available 24/7: staffed Downtown Transit stations open, M-Sat

Q. What happens if there is not a slot to check in a bike?

A. Bikes come with lock. They can be locked in area of station.

Q. Can Bike Share membership be shared among family members?

A. Amy was going to take back suggestion to Zagster for annual family membership option.

Amy suggested BAC members look at Zagster's FAQ's, providing input if you see something missing.

Provisions will be made for those who abandon bikes. Credit Card payment provides accountability for costs.

The initial fleet and fee structure is for participants 18 and older (no kids bikes right now). Sylvia Cranmer (CSU and Chair) suggested that 17 might be a better age, given college students are sometimes this young.

Bike Friendly Business Program Overview (Chris Johnson and Sylvia Cranmer)

Due to time spent discussing the BAC Work Plan, this presentation was skipped. Note the February announcement of the City's recent award below. Further overview of the Bike Friendly Business Program will be moved to the next meeting.

"Today (February 18, 2016), the League of American Bicyclists recognized the City of Fort Collins Administrative Campus with a Platinum Bicycle Friendly Business (BFBSM) award, joining more than 1,100 visionary businesses from across the country. With the announcement of 73 new and renewing BFBs today, the City of Fort Collins joins a cutting-edge group of 1,132 local businesses, government agencies and Fortune 500 companies in 49 states and Washington, D.C., that are transforming the American workplace."

STAFF REPORTS/ANNOUNCEMENTS

FC Bikes Project Fair Overview – April 13th, 5:30 – 7:30 (Tessa was not at meeting to announce, however a flyer publicizing the event at the Museum of Discovery was e-mailed with the 3/27/16 meeting agenda.)

All BAC members should be on e-mail lists for city committee/board members. See how to subscribe on the City web page: <http://www.fcgov.com/cityclerk/boards.php>

- Chair Cranmer may begin forwarding e-mail notices to BAC members all city committee/board communiques. Feel free to delete any forwarded information you are not interested in.

MEMBER REPORTS

YORK (Transportation Board)– mentioned that he may not be future liaison for Transportation Board. Recent Transportation Board activities include:

- “Improving Transit” meeting on March 30, and 31st at CSU
- The Built Environment working group did an interesting audit at Lincoln Middle School asking students how they were transported to school that day.
- Transfort route improvement project
- Bike intersection meeting
- New transit technologies being reviewed

York also mentioned that the city has a map of public sidewalks that BAC might be interested in.

Chris Hunt (Poudre School District) – Teachers are taking bike training courses.

Ryan Nicholson (FC Bike Co-op) – with spring coming, the Bike Co-op will be open to public 4 days/week to help people work to maintain their bikes. Typical cost of \$15-20 for parts to tune up their bike.

Ragan Adams (Parks and Recreation Board) - Nothing to report, since March meeting was cancelled.

Cathy Busch-Kinkaid (Member at Large) – Cathy recently returned from a riding vacation in New Zealand. She found the culture pretty bike friendly and wonderful experience.

Chris Johnson (Bike Fort Collins) – Chain Reaction program with D.A. New Blog 2x/week with many types of contributors. The blog provides a unified location for the bike culture. Check out YGR-Live, the Bike FC Newsletter, and follow us on Facebook for more information. Chris recently attended a conference on transportation equity. He sees equity as a big issue for the future.

Mark Houdashelt (Air Advisory Board) – Last meeting included forthcoming actions for Climate Action Plan (CAP). We may want to consider suggesting more emphasis on Biking input for the CAP.

Sylvia Cranmer (Colorado State University) – CSU’s big focus is currently on Stadium changes and pedestrian/bike/vehicle traffic change and impacts.

NEW BUSINESS/FUTURE AGENDA ITEMS

Next Meeting Agenda Item – Define the Onboarding process for BAC new members. Provide refresher notes for those new members that did not go through the Onboarding process.

Future Agenda/Meeting Item – End future BAC meetings defining key points noted that should be forwarded to the TB.

ACTION ITEMS

Chair Cranmer suggested earlier during the Work Plan discussion, that she will publicize RAT rides and e-mail RAT review summaries for all BAC members to see.

The Chair made a call for BAC members to send bulleted additions or e-mails regarding what needs to be added to the current work plan. Tessa and Chair Cranmer will prepare draft for April meetings approval.

Later this summer work will begin to revamp the Work Plan and develop objectives etc. that blend and support TB initiatives.

ADJOURN

The Chair adjourned the meeting at 8:58pm.