

# Bicycle Advisory Committee (BAC) Meeting Minutes

May 23, 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  
Chris Johnson, Bike Fort Collins, Director  
Kelly McDonnell, Bicycle Pedestrian Education Coalition  
Ryan Nicholson, Fort Collins Bike Co-op  
Edward Reifsnnyder, Land Conservation & Stewardship Board  
York, Transportation Board

## AT LARGE MEMBERS PRESENT

Cathy Busch-Kinkaid, At Large Member  
Patrick McCarty, At Large Member

## ABSENT

Bruce Henderson, Parks and Recreation Board (alternate)  
Mark Houdashelt, Air Quality Advisory Board  
Chris Hunt, Poudre School District  
Greg Wells, Senior Advisory Board

## CITY OF FORT COLLINS STAFF PRESENT

**Tessa Greegor, FC Bikes Program Manager**  
Nick Heimann, FC Bikes  
Paul Sizemore, FC Moves Program Manager

## GUESTS and CITIZENS PRESENT

Kristi Savig, Recorder

## CALL TO ORDER

The meeting was preceded with dinner provided by La Luz (5:45 – 6:00), and called to order by Chair Sylvia Cranmer at 6:04 p.m.

## **AGENDA REVIEW**

Chair Cranmer notified participants that the draft 2016 Work Plan and addendum notes from previous discussions were e-mailed to BAC members prior to the meeting. The intent is to finalize and approve the plan during the meeting. She also mentioned that the SOP procedures, including a developed onboarding packet would be reviewed.

The chair also introduced staff presentations on the forthcoming 2016 Open Streets events and the Pitkin Bikeway project. In response to past SOP discussion, the meeting agenda was updated to include a Transportation Board Report.

## **PUBLIC COMMENT**

No public comments were made.

## **APPROVAL OF MINUTES**

Chris Johnson (Bike FC) made a motion to approve the minutes of April 25, 2016, as written. A second to the motion was made and the minutes were approved by BAC members present.

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

April's meeting primarily focused on the BAC Work Plan. Chris Hunt contributed extensive edits to the Chair following the meeting. Those edits were synthesized into the on-boarding materials presented at the meeting tonight.

## **ACTION ITEMS**

### **BAC 2016 Work Plan – all Members, facilitated by Sylvia Cranmer (Chair)**

An updated draft 2016 BAC Work Plan and several pages of previous discussion items were provided by Chair Cranmer for all BAC members prior to the meeting. The one-page draft Plan presented for approval included a few additional minor edits made prior to the meetings start (~5:45pm). Members were reminded that this 2016 Plan will take the BAC through October 2016 and possibly 12/31/16.

The Chair asked members present if they felt a Standard Operating Procedures/Guidelines document was necessary. Discussion related to this continued here and with the Onboarding discussion (below). It was decided to maintain a simple guideline document including the 8 E's (Engineering, Education and Safety, Encouragement, Enforcement, Evaluation, Economic Development, Environment, and new to the list Equity).

Ragan Adams (Parks and Recreation Board) asked York (Transportation Board, TB) about how this final 2016 Plan would fit with the current TB Work Plan. York agreed that according to TB City Code duties the Plan would be fine.

*Note: Copies of the TB City Code Description of Duties, including duties of the Bicycle Advisory Committee, and the 2016 TB Work Plan were distributed to meeting participants prior to meeting.*

York motioned to accept the 2016 BAC Plan as written 5/23/16, ~5:45pm. Ragan Adams seconded the motion. The motion carried unanimously by BAC members present.

Contact Tessa Greegor (Fort Collins Bikes) to obtain a final copy of the 2016 Work Plan and Guidelines Documents.



## DISCUSSION/INFORMATIONAL ITEMS

### **BAC Onboarding Process Discussion (Ragan Adams and Sylvia Cranmer)**

Ragan Adams, Sylvia Cranmer (Chair) and Tessa Greegor met with Christine Macrina (City Clerk's office) to develop the onboarding process for the 2016 BAC Work Plan and SOP/guiding principles. A draft hardcopy packet (described below) was handed out to all meeting participants. Discussion regarding onboarding contents followed. The Chair concluded the discussion asking if a motion and vote was needed to approve the onboarding documents. Members present did not feel a vote was necessary. The Chair and Tessa Greegor will work to complete the final Onboarding Packet documents in the next few weeks.

The final Onboarding Packet will be provided in the form of online document(s) to new BAC members. A City Staff Person and/or the BAC Chair will also reach out to new BAC members to schedule additional training meetings or discussions. A Boards and Commissions Manual is also available for BAC members upon request from City staff.

Onboarding packets were distributed to all meeting participants. Following discussion these final onboarding documents/statements would be included. Note: Items in Green were added during the meeting.

- BAC – at a glance; including why the BAC was created and its member makeup
- Duties (including having a conceptual knowledge of the FC 2014 Bicycle Master Plan\*), Members, Meetings, Background
- The Basic Elements of Robert's Rules of Order
- You-Tube video of Board and Commission Training
- Role of the Chair
- Ground Rules for Better Civil Discourse
- \* Brief overview/highlights of 2014 Bike Plan

### Discussion, Q&A

#### SOP/Guiding Principles

It was asked if there would be a brief one-page list of guiding principles. As noted above, the final Work Plan approved would also include a simple one-page document of the BAC mission statement and guiding principles.

An SOP and direction to City's 2014 Master Bike Plan should also be included in the packet.

Todd Dangerfield (Downtown Development Authority) asked to include why the BAC was established, and why there is such a diverse make up of board members.

Kelly McDonnell (Bicycle Pedestrian Education Coalition) suggested that a formal connection be made between direction for BAC activities and the relevance of those activities and work done that supports the Bike Plan.

Q. York asked who would be conducting the onboarding process. For example, providing the history of the BAC and where we have come from here.

A. Paul Sizemore (FC Moves) suggested reaching out to new members by e-mail and then spending more time together if necessary. Tessa and Christine Macrina (City Staff Person) are offering to oversee these onboarding efforts.

### Pitkin Bikeway Design Update (Tessa Greeger, FC Bikes)

Tessa Greeger provided participants with a few updates on the Pitkin bikeway project and process. Specific design considerations (arterial crossings, striping, signage) for key Pitkin bikeway intersections were presented and discussed with BAC members to obtain opinions and comments to take back for the City's final planning stages. A summary of these bikeway considerations follow.

Project Overview – (taken from presentation slide) *In 2015, the City was awarded a Transportation Alternatives Program (TAP) grant to design and construct the Pitkin Low-Stress Bikeway (Pitkin Bikeway), a priority recommendation from the City's 2014 Bicycle Master Plan. This project will focus on intersection upgrades at arterial crossings (Taft Hill, Shields, College & Lemay), wayfinding, and minor striping improvements, to create a comfortable, east west bicycle route across the City. The Pitkin Bikeway makes use of existing low-volume streets for approximately four miles, stretching from Overland Trail to Riverside Avenue.*

There are currently no plans for the Pitkin Bikeway to cross Riverside (connection south to Spring Creek Trail via Welch is preferred).

### Final Design/Engineering Planning Stage (April – June 2016)

Clearview and Taft Hill intersection – Toucan design outlined:

- Toucan crossings will be implemented to reduce vehicle conflicts and allow bicyclists to cross using a center-oriented crossing. Dedicated bike signal, vehicles restricted to right turn only. No left turn or through movements will be allowed for cars.
- An example of this concept was shown for Taft and Clearview. This intersection would use existing signal.

Shields and Springfield intersection design outlined:

- Two-way multiuse path that transitions north/south on east side of Shields and east/west on south side of Pitkin into CSU bikeway system.
- Bike signal at Springfield will likely be synchronized with other signals along Shields.

An example of the Bikeway signage proposed for this area was presented. These pavement markers/pointing arrows would be complemented with additional wayfinding signage.

- Sylvia (Colorado State University) suggested that coordination with CSU Ram signage be considered.
- Multi-use concerns were identified (see discussion below).

College Ave and Pitkin Intersection:

- Wider bike lanes
- Bike Box on west side of Pitkin (for eastbound bikers)
- Bike left-turn lane at Mason Trail for westbound cyclists
- BAC members noted concerns regarding potential conflicts with CSU parking garage traffic. Additional wayfinding will be installed to let people know about the underpass as an alternative route.
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Lory to Pitkin at Lemay intersection:

- Similar Toucan style with existing bike lane east of Lemay
- Signals will be synchronized with other signals near hospital in the area.

## Discussion, Q&A

The Chair complemented the city in the efforts made to accommodate cyclists through this region.

Q. Related to the Toucan design, the Chair asked if it was wise to have separate signal light for the bikers.

A. There were counts and turning movements collected for each intersection to determine impact of turning movement restrictions. York mentioned that vehicles might have to go a block out of their way to continue traveling east.

Q. Patrick McCarty (At Large Member) asked for clarification on how the Toucan center lanes alleviate conflicts for cyclists and pedestrians.

A. Chris Johnson summarized that the Toucan design emphasizes long-term contiguous bicycle traffic east west along the Pitkin bicycle corridor/boulevard.

Ed Reifsnyder (Land Conservation & Stewardship Board) and Todd both commented on potential issues with crossover in cyclist/vehicle shared area of Clearview into the left/middle turn lane.

Kelly would like added text "Bikes can take full lane" to street signage.

Q. Ryan Nicholson (FC Bike Co-op) asked if there would be any physical structures separating the center bike lane from street level.

A. Tessa showed the current plan to have a slightly elevated bike lane with additional curb protection to the left. Street cleaning and plowing is least impacted with this design.

Q. Have you reached out to the neighborhoods impacted?

A. Tessa said yes, postcards were mailed to neighborhood residents inviting them to an open house and outlining the impacts of the design. There were a few with concerns related to the proposed changes and parking. The city is working with those individuals.

The Chair expressed concern about the amount of traffic backup at the Springfield and Taft bike signal. The future underpass at Elizabeth and Taft may alleviate traffic in distant future.

Q. Kelly asked how the public would be educated on these new bikeways and signage.

A. Articles, social media, driver education, on-site field education. Kelly suggested Safe Cycling Courses

Q. Todd asked about delineation between multiuse path and Pitkin street (Shields/Pitkin Multi-use path).

A. Curb and gutter only thing planned at this point.

Several members expressed concern that only bike signage would be on Multi-use path. Pavement and signs should identify that bikes should yield to pedestrians. Both pedestrian and bike markers should be included. Kelly added suggestion for bikers/walkers to remove ear-buds to listen and make audible signals.

Q. Todd asked if there would be additional striping on Pitkin east of College (e.g. Stover and other minor intersections).

A. Enhanced bicycle facilities would likely be provided when that section is repaved. Other sections of the corridor may be striped with sharrows, where bike lanes wouldn't fit.

## Low Stress Network Question

Chris asked general question about Low Stress Network and future snow plowing priorities? Tessa said they are currently rated as Priority #2/3. There may be an opportunity down the road to bump some of the low-stress routes up in priority.

## **Bike Month and Open Streets Overview (Nick Heimann, FC Bikes)**

Nick Heimann of FC Bikes gave an update on the forthcoming Bike Month (June) and summer events planned. This included updates on the seasonal Open Streets events as well as Bike to Work day planning. Highlights of his brief presentation follow.

### **Open Streets Event Goals**

- Promote and increase active transportation.
- Promote and increase physical activity and social health.
- Increase awareness and acceptability of streets as public facilities with multiple uses.
- Build community by engaging residents of all ages, abilities, and backgrounds.

Nick summarized highlights of the 2015 Remington and Elizabeth Open Streets events and hopes for summer 2016 participation.

- Temporary, car-free events
- Activity hubs planned:
- Open space in between for free play
- No alcohol allowed, some food trucks but active sales are not a part of these events

### **June 5, 2016 - Corbett Drive from Harmony Road (Timberwood Drive) to Kechter Road (Sage Creek)**

- 10 a.m. - 3 p.m. - Parking available at Fossil Ridge HS and Front Ridge Village
- Do not use Council Tree Library parking lot
- Looking for Volunteers (50 needed)
- Spread the Word (Facebook and Twitter)

### **September 18, 2016 - Linden and Redwood Streets from Willox Lane to Willow or Walnut Streets**

- 10 a.m. - 3 p.m.

### **June 22, 2016 – The City's 29<sup>th</sup> Bike to Work Day**

Each year on the fourth Wednesday of June, FC Bikes hosts its signature Bike Month event. Fort Collins' Bike to Work Day (BTWD) is a biannual event to encourage and celebrate cyclists. More the 45 stations are planned for the June 22<sup>nd</sup> BTWD, including southern region stations, and low stress network sites.

FC Bikes is hoping for 25% new participants (increase to 5,700 participants). The event is focused on interested but concerned bike riders (segment of the population that would like to bike more but may not feel safe/confident). An online survey will be used to estimate participation. This relatively new process limits time for cyclists waiting in line and gives participants the opportunity to visit more stations during their morning commute.

### **Discussion, Q&A**

Q. Sylvia asked how they were going to get 700 (25%) more participants.

A. Nick mentioned social media promotion efforts, as well as working with bike friendly businesses and National Bike Challenge advertising/participants.

Q. Sylvia asked if the Zagster Bike Share kiosks could be used to advertise.

A. Tessa and Nick agreed to inquire with Zagster about using these kiosks as a bike-related activity marketing point.

Q. How do you cater to those working in their homes or hours outside of 8 to 5.

A. Nick suggested taking a bike to run an errand, go to school, or other type of destination. Create your own "bike to everywhere day".

#### Bike Summer (June 1 – August 30) Activities

- National Bike Challenge
- Bike to Work Day
- Neighborhood Night Out (offering Safe Routes education initiative to one neighborhood-night-out location)
- 16 Adult Classes
- Bicycle Friendly Driver (+700 certified so far)

#### **REPORTS/ANNOUNCEMENTS**

**Transportation Board Report (York, FC Transportation Board)** *Starting this meeting, TB reports and announcements will be placed here in the BAC minutes on an ongoing basis.*

York provided BAC members an overview of the Wednesday, May 18<sup>th</sup> Transportation Board (TB) monthly meeting and other reports/news from the TB that the BAC would be interested in.

- An Air Quality related discussion was presented to the TB. This presentation correlated how transportation issues relate to the City's ClimateWise Program.
- York also mentioned that a periodic board review form/questionnaire was completed for the City Council during the May TB meeting. This will be reviewed by a council liaison in a month or so.
- BFO (Budgeting for Outcomes, see <http://www.fcgov.com/bfo/>) future project lists can be viewed on the Transportation Web site. York will provide a summary of projects of concern to BAC at the July 2016 BAC meeting.
- TB talked about communication logistics between BAC and TB.
- A public Open House to discuss the 2016 Transfort Route Improvement Project is planned for Thursday May 26, 2016, 4:30 - 6:30 PM. BAC members were encouraged to attend to hear how bikes and Transfort bus services will overlap in the future.
- Future TB agendas are provided to those signing up for e-mail notices online.

The Chair felt it was important that the TB notify the BAC of BFO offers that would impact the local biking community. BFO offers will be presented at July BAC meeting.

- September 1<sup>st</sup>, initial presentations are made to council/city.
- Tessa was asked to include an agenda item in July to evaluate these BFO projects.

York mentioned that Zagster's April bike-share usage report stated that the highest utilized station was Odell.

#### **Staff Reports (Tessa Greegor, FC Moves and FC Bikes)**

Bike Share reported that 911 trips were made as of last weekend (May 21-22). 121 trips were made on May 21 alone - it was noted that a majority of these trips were likely made by influx of CSU and HS graduation visitors.

Tessa highlighted upcoming Boards and Commissions "Super Issues" Meeting, June 1<sup>st</sup>, 5:30 – 7:30pm. Included will be BFO offers and how Boards/Commissions can weigh in, and the Dark Skies Initiative.



## **Board Member Reports/Announcements**

Ragan Adams (Parks and Recreation Board) – BFO's are also being evaluated for Parks and Recreation department.

Chris Johnson (Bike Fort Collins) – The Advocacy committee is meeting May 24<sup>th</sup>. Bike and Business mixer is also scheduled for Thursday May 26<sup>th</sup>. See Bike Fort Collins Facebook page or website (BikeFC.org) for additional events and details.

YORK (Transportation Board) – Looking forward to bike month.

Todd Dangerfield (Downtown Development Authority) – A custom bike-rack for the Coopersmith's silo will be installed this week. Additional bike racks will be installed downtown, supporting up to 45 – 50 bike parking spaces total.

Ryan Nicholson (FC Bike Co-op) – Come see us at Bike to Work Day

Sylvia Cranmer (Colorado State University) – CSU has had recent discussions related to the design of and expansion of bike rack projects on campus. Aaron Fodge may have specific feedback for FC Bikes (Tessa Gregor) regarding the Pitkin bikeway open house held this week. The CSU Admission office is now offering bike tours led by ambassadors to campus visitors/prospective students.

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

The June Meeting will include a presentation on the West Elizabeth project and approval of the Final Onboarding materials.

## **ACTION ITEMS**

Chair Cranmer and Tessa Gregor will work with Christine Macrina to finalize the Onboarding packet of information. All completed materials will be provided on-line to new BAC members.

## **ADJOURN**

The Chair adjourned the meeting at 8:15 pm.