



AGENDA

DATE Monday, August 20, 2018
TIME 6 pm
LOCATION Council Chambers, Raleigh Municipal Building
222 W Hargett Street, Raleigh, NC 27601

I. Introductions

II. Approval of Minutes from Previous Meeting

III. Public Comments

This is an opportunity for public comment on items or issues that are otherwise not on the agenda. Please limit comments to three minutes per speaker.

IV. Staff Reports

- Staffing Update
- Council Update
- Bikeshare Update

V. Committee & Member Reports

- Chair's Report
- Bicycle Planning Committee
- Community Outreach Committee
- Pedestrian Planning Committee

VI. Old Business

- Dockless Bikeshare Strategy – Fontaine Burruss, City of Raleigh Transportation

VII. New Business

- None

VIII. Board Comments

IX. Elections – Commission Chair & Vice-Chair

X. Announcements

- Upcoming Events
- Confirmation of Next BPAC Meeting – Monday, September 17, 2018

XI. Adjournment





DRAFT MEETING MINUTES

DATE Monday, July 16, 2018
TIME 6 pm
LOCATION Council Chambers, Raleigh Municipal Building
222 W Hargett Street, Raleigh, NC 27601

PRESENT

Commission Members

Paul Nevill, Chair
Susan Hatchell, Vice-Chair
Nicole Bennett
Nate Humphrey
Dwight Otwell
Rebecca Proudfoot
Mary Sell
Molly Stuart

Staff

Fontaine Burruss, Bikeshare Coordinator
Eric Lamb, Transportation Planning Manager
Reyna Nishimura, Staff Assistant

Council Liaison

David Cox, City Council

ABSENT

Aaron Peeler (excused)
Dan Howe (excused)

I. Introduction

Mr. Nevill called the meeting to order at 6:00 pm and asked everyone to introduce themselves.

II. Approval of Minutes

Ms. Hatchell moved for the approval of the minutes which was properly seconded by Ms. Sell and was approved by unanimous voice vote.





III. Public Comments

Adam Haller requested the Commission make a recommendation to the City's Transportation Department to paint lines, install road reflectors, bollards and signage at the crossing of Six Forks Road at Dartmouth Road since there is foot traffic but no pedestrian infrastructure. Mr. Haller recommended that the bicycle lanes associated with the Blue Ridge Widening Project be implemented above grade; rather than being painted onto the asphalt.

IV. Staff Reports

Staff Updates

Mr. Lamb stated interviews for the Bicycle/Pedestrian Program Manager position are being conducted.

City Council Updates

City Council adopted the 2018-2019 BPAC Work Plan at the July 3rd Council meeting. Adopted copies of the work plan were distributed to the commissioners for reference.

Project Update

Mr. Lamb shared that Phase 2 of the Hillsborough Street Renewal Project has recently been completed.

Bikeshare Update

City staff will be meeting with the Bird Electric Scooter Company to discuss the fleet of scooters that were recently implemented in the downtown area. Mr. Lamb asked the Commission if the approach for dockless scooters should be the same as for dockless bikeshare, or if there is a difference between the systems that would require a separate handling process for each.

Ms. Burruss stated that the environmental document pertaining to the City's dock-based bikeshare system has been resubmitted to NCDOT, addressing the minor changes they had requested. Ms. Burruss anticipates receiving the approved document back by the end of the week. Citrix Cycle is hiring a marketing coordinator to oversee outreach of the bikeshare program. Ms. Burruss did not have an updated implementation date to share with the Commission.

North Hills Crash Data Follow Up

Ms. Crawford with the City of Raleigh's Transportation Department reported that there had been one pedestrian crash reported near the Lassiter Mill Road & Pamlico Drive crosswalk within the past five



years. A cyclist was also struck at the greenway crossing on North Hills Drive between Northbrook Drive and Generation Drive, however, there was no determination as to who was at fault. Ms. Crawford confirmed there are signs on either side of the crosswalk, in the median refuge, and approaching the crosswalk. Mr. Nevill stated that the concern for the Lassiter Mill crosswalk is that vehicles turning right onto Six Forks Road are failing to see pedestrians who are crossing on their right. Mr. Lamb stated that this intersection is set back from the right turn lane to give the driver more time to see people in the crosswalk before turning. Mr. Lamb stated that due to the low crash frequency at this crosswalk there is no recommendation to make changes or upgrades at this point.

Mr. Lamb stated that ITRE and CAMPO, in a cooperative arrangement with the City, have started to install permanent counting stations on bicycle routes and greenway locations. An inductive loop system and infrared beams will be used to discern a) whether the mode is bicycle or pedestrian and 2) the number of trips initiated. Data will begin aggregating and trends should start to be established in the coming months and years. Ms. Sell inquired about the determination on which greenway sites to use. Mr. Lamb stated ITRE had a list of sites they wanted to collect data on and the City made recommendations as well. Mr. Lamb will work on getting the Commission a listing of the counting stations along greenways.

V. Committee & Member Reports

Chair's Report

Mr. Nevill reiterated that the 2018-2019 BPAC Work Plan was approved by the council on July 3rd. Mr. Nevill reminded the Commission that chair and vice-chair elections will be held next month.

Bicycle Planning Committee

Mr. Humphrey reported that the committee discussed dockless bikeshare, strategy and their work plan. Mr. Humphrey stated that future meetings will be centered around reviewing street sections in the UDO to ensure they are configured appropriately and will bring recommendations to the Commission for changes the next time the UDO is revised.

Community Outreach Committee

Ms. Stuart stated that the committee discussed their speaker series. They have a list of interested speakers and will begin working on the logistics phase next.



Pedestrian Planning Committee

Ms. Sell stated that the committee discussed dockless scooters and the construction ordinance. Ms. Sell reported that the downtown construction projects have varying degrees of pedestrian walkway infrastructure. The Commission would like the Development Services Department to give a presentation on the construction ordinance process at the next meeting. Ms. Hatchell stated that she would like to begin discussion of Walktober at the next BPAC meeting.

VI. Old Business

Dockless Bikeshare Strategy

Mr. Lamb reviewed the Commission's decision to utilize the City's existing encroachment agreement to address bikeshare permitting. Mr. Lamb requested discussion on developing a cost basis (i.e., a per bike fee, licensing fee) at the next BPAC meeting. The agreed upon recommendation will be presented at the 9/4/18 City Council meeting for endorsement. Council Member Cox reminded the Commission that their work plan specifically references "dockless bikeshare" and suggested asking City Council for input on how to incorporate dockless scooters into their work plan scope. Mr. Humphrey asked for an interpretation of "electronic assist" which Council Member Cox referred to the City Attorney's Office. Mr. Lamb stated that the City Attorney's Office considers dockless scooters to be mopeds under the state law definitions. Mr. Humphrey requested a presentation from the City Attorney's Office about the legalities of the dockless scooters. Mr. Neville suggested that availability for this presentation be discussed at the monthly Agenda Review meeting held with the Chair, Vice Chair and Mr. Lamb. Mr. Humphrey moved to request City Council amend the Bicycle Planning Committee's work plan to include policy investigation and the making of policy recommendations related to alternative modes of transportation and shared mobility. Ms. Hatchell seconded and the motioned was approved by unanimous voice approval.

Mr. Nevill inquired how North Carolina State University is anticipating the implementation effect of the City's docked bikeshare on their dockless system. Mr. Lamb stated that NCSU does not have a financial interest in their bikeshare program so they would not be concerned if Limebike's usage dropped once the City's system was implemented. Mr. Nevill suggested requesting Limebike ridership and usage data after the City's system was made available to evaluate the impact of the City's system.





VII. New Business

Blue Ridge Road Widening presentation, Reuben Moore, Engineering Services Department

Mr. Moore with the City's Engineering Services Department gave an overview of the City's planned improvements along Blue Ridge Road between Duraleigh Road and Crabtree Valley Avenue. There was extensive discussion regarding the implementation of a buffered or separated bike lane as opposed to the current plans for an on-road bike lane. Ms. Bennett suggested additional funding sources could be made available to the project if it was shown that a buffered bike lane is a public health benefit or if it can be shown that there is a public health detriment shown by mingling on road bike facilities. Ms. Sell made a motion to see the bike facility of this project moved off-road, above grade and convert the sidewalk to a multi-use path. Ms. Stuart seconded and the motion passed by unanimous voice vote.

VIII. Board Comments

Ms. Sell inquired how NCDOT works with the City of Raleigh in the prioritization of their projects. Mr. Lamb explained the process of technical scoring and the awarding of discretionary points by the MPO and NCDOT division engineers to determine which project(s) will place above the funding line. Public outreach gives feedback to the NCDOT engineers on which projects the public feels strongest about to inform their decision on which projects to apply priority points on. Mr. Lamb then gave Ms. Sell updates on the Gorman Street Connector Project, the West Street cycletrack, the Peace Street Streetscape & Parking Plan and the Blount Street-Person Street Phase I Implementation.

Ms. Bennett informed Mr. Lamb that the permissive left turn signal at the intersection of Leesville Road and Strickland Road runs counter to a continuous right, making the intersection dangerous for cyclists and pedestrians. Mr. Lamb stated that this concern will be forwarded onto the Traffic Control Center.

Mr. Humphrey inquired if the class of a cyclist is determined by their riding on a sidepath or a road. Mr. Lamb stated he will find out North Carolina's stance on this. Ms. Hatchell inquired about motorized transportation on the greenway. Mr. Lamb stated anything motorized is not allowed on greenways, however, ebikes are allowed at no more than ten miles per hour. Mr. Neville presented his experience with the dockless scooter.





Raleigh Bicycle & Pedestrian Advisory Commission

IX. Announcements

Upcoming Events

- Cup and Cone Bike Ride, July 28, 7:30am starting at Cary Panther Creek High School
- Oakes & Spokes/Oak City Cycling Maintenance Event, August 8th, 7:00pm at Oak City Cycling

Mr. Nevill announced that the next BPAC meeting will take place on Monday, August 20, 2018.

With no further business, the meeting adjourned at 8:10 pm.

Respectfully submitted,

Reyna Nishimura





MEETING MINUTES

DATE	Tuesday, July 10, 2018
TIME	6:05 pm to 7:04 pm
LOCATION	Room 419, Raleigh Municipal Building 222 W Hargett Street, Raleigh, NC 27601
MEMBERS	Nate Humphrey (Chair) and Dwight Otwell
STAFF	Fontaine Burruss

Staff provided an update on ongoing projects, including West Street Cycle Track, Citrix Cycle, Morgan Street resurfacing, and Cameron Street.

The committee discussed the potential of another dockless shared mobility company launching in Raleigh and what that would look like in terms of regulations.

Committee discussed looking over sections of the UDO that relate to bicycle infrastructure.

Committee reviewed their approved work plan and identified next steps to achieve their workplan goals, including wayfinding, policies involving e-bikes, the role of greenway in our transportation network, and bike month for 2019.

The next Bicycle Planning Committee meeting will be held on Tuesday, August 14th, 2018 at 6 pm in Room 419 of the Raleigh Municipal Building (222 W Hargett Street).





MEETING MINUTES

DATE	Monday, July 9 2018
TIME	6:01 pm to 6:36 pm
LOCATION	Room 419, Raleigh Municipal Building 222 W Hargett Street, Raleigh, NC 27601
MEMBERS	Rebecca Proudfoot (Chair), Paul Nevill, Nicole Bennett, and Molly Stuart
STAFF	Fontaine Burruss

The committee provided update on potential speakers for speaker series. Veronica Davis and Randall Benjamin Reed were both interested, but required more information. Audrey Galloway from AARP provided a tentative okay as a possible speaker for 2019. Mitch Silver was interested in speaking, however may be unable to due to New York City's travel ban on North Carolina. Commissioners will continue reaching out to potential speakers.

Mr. Nevill provided an updated that the workplan for BPAC and were approved.

Commissioners discussed the crossing North Hills on Lassiter Mill following a recent crash involving a pedestrian.

The next Community Outreach Committee meeting will be held on Monday, August 13th, 2018 at 6:00 pm in Room 419 of the Raleigh Municipal Building (222 W Hargett Street).





MEETING MINUTES

DATE Thursday, July 12, 2018
TIME 1:30 pm to 2:28 pm
LOCATION Room 419, Raleigh Municipal Building
222 W Hargett Street, Raleigh, NC 27601
MEMBERS Aaron Peeler and Mary Sell
STAFF Deja Smith

The commissioners discussed the Construction Zone Ordinance and how some construction zones do not have adequate pedestrian walk ways. The commissioners wanted to know the chain of command for reviewing these future construction plans at the next full Bicycle and Pedestrian Advisory Commission Meeting

The commissioners also asked for updates about the dockless scooters, the City's Bikeshare program, and West Street Cycle Track.



ITRE Bike/Ped Count Station Locations

Hillsborough St, North (Woodburn Rd/Park Ave)
Hillsborough St, South (Woodburn Rd/Park Ave)
Rocky Branch Trail (35.774631, -78.655691)
Ridge Rd, East (Birnamwood Rd/ Lewis Farm Rd))
Ridge Rd, West (Horton St / Birnamwood Rd)
Neuse River Greenway (35.924268, - 78.555443)
Cameron St, North (Oberlin Rd/Daniels St)
Cameron St, South (Oberlin Rd/Daniels St)
Hargett St, North (East St/Camden St)
Hargett St, South (East St/Camden St)



Photo Courtesy of Travis Bailey (@sigmandis)



MEMORANDUM

TO: City Council-appointed Board and Commission Chairs

FROM: Ruffin L. Hall, City Manager

DATE: July 31, 2018

CC: City Clerk

SUBJECT: City Council Resolution No. (2002) 240

During the June 19, 2018 Council meeting the City Council discussed existing policy that provides guidance and direction to all appointed boards and commissions with regard to appropriate subject matter of work and discussion. The Council directed the City Manager to remind each advisory body of the existing guidance.

I have attached for everyone's reference the relevant City Council resolution (copy attached) which serves to provide guidance to the work of each advisory body, and have excerpted the following guidelines which you may wish to share and/or discuss with your board or commission colleagues:

- Every advisory board and commission appointed by the City Council shall make an annual report to the City Council.
- Any official public hearings or forums requiring the City of Raleigh to take a formal action or position shall require the board or commission to submit a proposal for action and approval to the City Council.
- No advisory board or commission shall take a position on a matter pending before any local, state or federal legislative body or agency and communicate that position to the outside body unless it receives the City Council's prior approval.

The process for submitting an annual report and work plan to the City Council is to coordinate with your staff liaison to appear on a City Council agenda.

I would like to take this opportunity to thank you and the members of your respective advisory boards for the important public service that you provide to the citizens of Raleigh and the Raleigh City Council.

Municipal Building
222 West Hargett Street
Raleigh, North Carolina 27601

One Exchange Plaza
1 Exchange Plaza
Raleigh, North Carolina 27601

(Mailing Address)
Office of the City Manager
City of Raleigh
Post Office Box 590
Raleigh NC 27602-0590

(919) 996-3070 (office)

Attachment

RESOLUTION NO. (2002) 240

**A RESOLUTION TO MODIFY THE PROVISIONS OF RESOLUTION
NO. 1996-170 REGARDING THE DUTIES AND RESPONSIBILITIES
OF CITY COUNCIL BOARD AND COMMISSIONS**

Whereas, it is important to the City Council's proper functioning that it have outside sources of advice and expertise available to it to assist in public policy matters; and

Whereas, the City Council is the official policy making body for Raleigh city government but may, from time to time, require assistance in securing options for public policy decisions; and

Whereas, such assistance can be properly provided by the various advisory boards and commissions appointed by the City Council;

**NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY
OF RALEIGH THAT:**

1. Every advisory board and commission appointed by the City Council shall make an annual report to the City Council. The annual report shall contain a general work plan that the group expects to follow during the next year and a general description of the policy areas the group wishes to explore. The group is encouraged to discuss any ideas, plans, solutions, or other matters connected to the work plan; to conduct informal group involvement methods and techniques to improve citizen access to city government; and to make recommendations to the City Council for quality improvements regarding any area the group has studied. Any official public hearings or forums requiring the City of Raleigh to take a formal action or position shall require the board or commission to submit a proposal for action and approval to the City Council. No advisory board or commission shall take a position on a matter pending before any local, state or federal legislative body or agency and communicate that position to the outside body unless it receives the City Council's prior approval. The requirements of this section shall not apply to any quasi-judicial body holding hearings in its quasi-judicial capacity. Resolution No. 1983-262 and Resolution No. 1996-170 are hereby repealed upon adoption of this resolution.
2. The City Manager is directed to promulgate this Resolution to all advisory boards and commissions appointed by the Raleigh City Council.

Adopted: 1/2/2002
Effective: 1/2/2002

This resolution was prepared by the Raleigh City Attorney's Office