

**MINUTES of the MEETING of the  
NORTH CAROLINA BICYCLE COMMITTEE  
NORTH CAROLINA DEPARTMENT OF TRANSPORTATION**

**Meetings from 2000 - 200+**

**November 14, 2007**

**Members Present**

Dan Mikkelson, Chair  
Hanna Cockburn  
Greg Loy  
Claudia Nix  
Pete Schubert  
Jennifer Smith

**Members Absent**

Dennis Rash

**Staff Present**

Tom Norman

**Guests**

Kelly Damron, P.E., State ITS Operations Engineer  
Mary Meletioui, Bicycle and Pedestrian Program Manager, ITRE

**ACTION ITEMS**

- September 12, 2007 minutes approved – motion by Smith; seconded by Cockburn.

**DISCUSSIONS, REPORTS and PLANNING SESSION**

**Welcome**

Chair Dan Mikkelson welcomed the committee members and guest, Kelly Damron of the NCDOT ITS Section.

**Update on NCDOT Transformation – Norman**

Norman provided an overview of the NCDOT Transformation process and introduced Kelly Damron, who is a DOT staff member working on this initiative. The Committee members introduced themselves to Ms. Damron and provided highlights of their professional and personal involvement in bicycle projects and initiatives. Using a power point presentation, Ms. Damron explained the goals of the Department in the transformation process. There was limited time for discussion, so Ms. Damron agreed to meet with the Committee at a later date to discuss various issues related to improved mobility and safety for bicyclists.

Discussion continued after Ms. Damron left, focused on what steps the Committee can take to be more involved in the process. Norman handed out a list of the newly-appointed 21<sup>st</sup> Century Transportation Committee members. This 24-member group was appointed by Governor Easley to study, among other topics, ways to improve the transportation systems of the State and to determine innovative ways to fund transportation needs. "The role of ports, airports, mass transit, rail and pedestrian and cycling access" are also mentioned as being important to "providing the transportation needs of the State."

**Law Enforcement Training Initiative**

Meletioui reported that she and Cliff Braam, member of the Bicycle and Pedestrian Working Group and liaison to the Executive Committee for Highway Safety, had made a presentation to the Justice Academy's Joint In-Service Committee to propose inclusion of a training course on the enforcement of bicycle and pedestrian laws for the 2009 curriculum. The proposal has been accepted and Meletioui will work with an assigned Justice Academy instructor to develop the course.

## Reedy Creek Trail Survey

Meletiou reported on the survey conducted along the Reedy Creek Greenway Trail in Raleigh during October. The survey was designed to collect base numbers on usage. The trail was broken into four 1-mile segments. Surveyors were posted at each end of the segment. Users were separated into bicyclists or pedestrians, with running as a subsection of pedestrians. Information was collected on whether the user was riding/walking alone or in a group of two or more; with a dog or a child(ren); whether they accessed the trail from a previous segment, whether they continued to the next segment or turned around and whether they ran/biked on the road on the adjacent trail, where applicable. Data from the survey is still being analyzed, but, based on a preliminary review, it is estimated that 130,000 people use the trail annually. It is anticipated that the survey will be repeated in the late spring / early summer of 2008 and an intercept survey will also be conducted to learn more about the users.

## Project/Program Updates

- Share the Road Attitude Survey - Norman reported that the MS Society had sent a check for \$10,000 to support the survey sampling. He also reported that the Share the Road license plates are continuing to bring in funds for the various safety initiatives of DBPT. The next step in the process for implementing the survey is to set up specifications and receive proposals from survey companies. Smith made a motion, seconded by Loy, to "Develop a written scope of work to undertake a statistically significant statewide the attitudinal survey with a priority of quality, cost and time, and to work within the NCDOT procurement procedures to solicit proposals." The motion passed unanimously.
- Safe Routes to School – Meletiou provided a brief update on the SRTS activities. A series of regional informational workshops were held in October to provide an overview of the program and information on the upcoming call for proposals. A call for Demonstration Projects was sent out on October 4<sup>th</sup> to selected communities that had initiated a SRTS program and had hosted the national workshop locally. The call for Non-Infrastructure Projects and Action Plan Service Awards was announced on October 22<sup>nd</sup>.
- Mapping Projects – Cockburn and Meletiou gave an update on the Uwharrie Lakes mapping project. Four loops have been identified and preliminary field surveys have been conducted on each route. Meletiou initiated planning for the Scotland County bike map at a meeting with staff and local cyclists on October 23, 2007. The group is very energetic and knowledgeable and Meletiou reported that this project will move quickly to the production stage.
- Web Site Redesign – Meletiou reported that ITRE is working with DBPT staff to revamp the current web site to meet the current NCDOT design and navigation guidelines. In addition to restructuring the site, new content is also being developed. This is a very time-consuming process.

## Committee Activity Updates

Committee members provided an overview of local activities and initiatives in which they have been involved since the last meeting. A summary, as reported by Committee members via email, follows.

### Dan Mikkelson

- Rode 3 days with CNC
- Salisbury Bicycle Plan made a major breakthrough in steering committee philosophy: will evaluate primary routes for adult riders; will identify specific loops for family riding to help train inexperienced riders.
- Attended MPO Conference, which included significant bike/ped sessions.
- Attended Carolina Thread Trail Seminar and Luncheon.
- This year's PE examination included 4 questions on bicycle design.

### Hanna Cockburn

- Coordinated CNC rest stops in Triad.
- Attended MPO Conference in Greensboro, and coordinated bike/ped session.
- Attended Carolina Thread Trail Seminar and Luncheon
- Participated in Greensboro's first bike safety awareness month. Campaign included billboards, website and giveaways. Spoke at the unveiling of the billboard. [GSOsharestheroad.org](http://GSOsharestheroad.org)

### Greg Loy

- Attended Outer Banks Transportation Task Force Bike-Ped Committee Meeting
- Participated in a conference call to discuss a survey to measure motorist attitudes towards bicycles
- Attended Bicycle and Pedestrian Safety Working Group Meeting

### **Claudia Nix**

- Attended regularly scheduled MPO, Healthy Buncombe, Blue Ridge Bike Club and Bike/Ped Task Force meetings
- Received word that our request was denied for a mountain bike park and greenway under the I-240 bridges
- Attended the public hearing for the US 70 corridor plan
- Met with group organizing a community wide health initiative with Memorial Mission Hospital to coordinate with the effort of Healthy Buncombe to get people more physically active
- Met with the Vance Elementary School Assistant Principal to explain the SRTS Demonstration Grant and how they could apply for their Tiny Town program.
- Met with a small committee to make plans to talk with the property owner on Old Hwy 70.
- Met with property owner willing to donate easement but found land not most conducive location for a greenway
- Attended the Asheville Design open house where they were showing off their plan for the I-26 corridor plan.
- Attended the regional SRTS workshop in Asheville.
- Participated in a fun ride Halloween eve that brought out a number of people and a variety of ages (all adult) on bikes. This event was organized for fun and to bring together commuters & recreational cyclists.
- Participated in the Bike Ballot event, an effort to educate local cyclists on the Bike Plan and to get folks out to vote for favorable candidates in the coming city council election. We had 40+ participants. I was there with the bike plan maps to explain them and talked about our accomplishments so far.
- Prepared a white paper with supporting statistics on why the bicycle plan should be accepted and implemented and have sent it to each one of the sitting city council members.
- Attended the Asheville Youth Cycling meeting.

### **Dennis Rash**

- Met with consultants for Charlotte Area Transit System to discuss the need for bicycle and pedestrian paths along the proposed NE Rail Corridor from downtown to UNC Charlotte & I-485. Linkages to the Mallard Creek and Toby Creek Greenways were critical parts of that discussion.
- Discussions (and negotiations with my UNC Charlotte hat on) with Charlotte Parks & Recreation Commission staff and County Real Estate Office on the design and implementation phases of the Toby Creek Greenway itself and the linkages to that Greenway from University Place Shopping Center and adjacent residential communities, and from University Research Park areas.

### **Pete Schubert**

- Attended Bicycle and Pedestrian Working Group meeting
- Has a voting seat on the Durham Site Plan Review Committee
- Attended the kick-off meeting for the ATT bridge design process; 80 people attended
- Rode Cycle North Carolina

### **Jennifer Smith**

- South Greenville Elementary School and Wahl Coates Elementary School implemented the Basics of Bicycling in their fourth grade physical education classes. Safe Communities Coalition provided a helmet and proper fitting for each student (150 participants).
- Greenville hosted one of the regional workshops for Safe Routes to School in October. There were approximately 24 participants.
- There has been a recent bicycle crash in Greenville that resulted in an ECU School of Medicine employee (young mother commuting from work) being severely injured with life long disabilities. This reignited a new interest in local cyclists to make our community more bicycle friendly. The Eastern Carolina Injury Prevention Program (ECIPP) is assisting the group in developing strategies.

### **Other Business**

There was no other business.

## **Adjourn**

The meeting was adjourned at 2:50. The next meeting will be on January 9, 2008. New officers will be elected.

## **Bicycle Committee 2007 Goals**

**Goal 1:** Improve bicycle planning and encourage multi-modal planning across the state

1. Expand and evaluate the Planning grant Program
2. Develop a process to meet the planning needs of small communities
3. Support planning resources development by advocating for more funds and staff capacity
4. Mainstream bicycle planning through coordination and integration into all transportation planning processes

**Goal 2:** Improve Committee communication with constituents, Board of transportation and DOT management

1. Engage advocacy groups and local and regional government agencies
2. Foster working relationship with Division Engineers, MPOs and RPOs
3. Develop presentation materials and seek opportunities to present at conferences and workshops
4. Develop interface with health community and economic development community
5. Support and interface with Healthy Environment Community Initiative

**Goal 3:** Initiate a comprehensive bicycle/motor vehicle ("Share the Road") awareness and education campaign

1. Conduct attitude survey
2. Develop a multi-year business plan and secure funding
3. Engage partners and resources to implement plan
4. Measure effectiveness

**MINUTES of the MEETING of the  
NORTH CAROLINA BICYCLE COMMITTEE  
NORTH CAROLINA DEPARTMENT OF TRANSPORTATION**

**September 12, 2007**

**Conference Call**

**Members Present**

Dan Mikkelson, Chair  
Hanna Cockburn  
Greg Loy  
Dennis Rash  
Claudia Nix  
Pete Schubert  
Jennifer Smith

**Staff Present**

Tom Norman

**Guests**

Mary Meletiou, Bicycle and Pedestrian Program Manager, ITRE

**ACTION ITEMS**

- July 11, 2007 minutes approved, as revised – motion by Rash to circulate electronically with Committee members authorized to approve via email; seconded by Loy.

**DISCUSSIONS, REPORTS and PLANNING SESSION**

**Welcome**

Chair Dan Mikkelson welcomed the committee to the conference call.

**Update on Attitudinal Survey and Funding**

Rash and Meletiou provided an update on activities related to the development of the Attitude Survey. Discussion took place regarding how to handle the \$10,000 donation offered by the MS Society. It was decided that the donation should be made directly to NCDOT. DBPT will administer the project and will work with the various partners to develop agreements, provide opportunities for review of survey instrument, etc.

**New Funding for Regional Bicycle Planning**

Norman announced the approval funds by the NC General Assembly to undertake regional bicycle plans. An annual amount of \$500,000 was allocated and is available for FY 2008 projects. Due to the higher costs of plans that cover large areas, it is envisioned that two to four plans can be funded each year. Guidelines for the program are under development.

**Project/Program Updates**

- Safe Routes to School – Meletiou reported on the upcoming Regional Informational Workshops and the Call for Proposals, scheduled for October. Nix reported on the school-based workshop conducted in Brevard, which she co-facilitated.
- Neuse River Greenway – Norman reported on the City of Kinston / NCDOT involvement in trying to provide a pedestrian bridge over the Neuse River to accommodate the greenway, which city leaders see as a centerpiece of their redevelopment efforts. Norman also reported that Raleigh plans to spend several million dollars from a bond referendum to construct their portion of the project.
- East Coast Greenway Meeting – Norman and Meletiou attended the annual meeting of the NC East Coast Greenway Committee. The ECG Executive Director was in attendance to discuss the preferred alignment of the trail through NC.
- Planning Grant Call for Proposals – The 2008 Call for Proposals was announced on September 5, 2007. An update was provided on plans currently underway.
- Other
  - Uwharrie Region Bike Map – A steering committee meeting was held on September 13 to review the draft routes. A field survey was conducted along the northernmost of the four routes in August. The remaining three loops will be surveyed this fall.
  - Rowan County Map – a meeting to review the final draft routes was held on September 7, 2007. A few minor changes were recommended. The Reimbursement Agreement has been sent to the County for execution.
  - Orange County Map - The Reimbursement Agreement has been sent to the County for execution.

## **Committee Activity Updates**

Committee members provided an overview of local activities and initiatives in which they have been involved since the last meeting. A summary, as reported by Committee members via email, follows.

### **Dan Mikkelson**

- Attended a meeting with organizers of the Carolina Thread Trail, a not-for-profit organization whose mission is to coordinate greenway plans in the Charlotte Region to create a vision for a regional trail system. Their definition of “trail” extends all the way from primitive hiking trails to paved, multi-purpose greenways.
- Attended the Giordana Criterium downtown bike race.
- Data collection phase of Salisbury bike plan nearly complete; preparing for first public workshop.
- Registered for 3 days of Cycle North Carolina.

### **Hanna Cockburn**

- Greensboro and High Point MPOs are both considering establishing working groups for Bike/Ped issues.
- Worked with Cycle NC to host rest stops for October cross-state ride.
- Plans are underway for Greensboro’s first ever Bike Safety and Awareness Month in October.
- Attended Statewide Bike Advocacy Meeting in Greensboro.
- Bicycle toured in Ireland.

### **Greg Loy**

- Attended Outer Banks Transportation Task Force (OBTTF) Bicycle and Pedestrian Committee meetings. Assisted in preparation of a presentation on bike/ped safety along the Outer Banks.

- Attended Bicycle and Pedestrian Working Group Meeting and a subcommittee meeting on school site selection.

### **Claudia Nix**

- Attended and assisted with the Road One class the Bike/Ped Task Force held.
- Attended the regularly scheduled MPO meetings.
- Attended the planning meeting of the new Asheville Youth Cycling group.
- Attended the SRTS web conference aired at AB Tech.
- Attended the Public and steering committee meeting for our comprehensive bike plan.
- Attended the WNC Bicycle Dealer's meeting.
- Met with the Greenways planner of Waynesville to get information for a proposed plan in Asheville going under the I-240 bridges.
- Attended meeting for our local Healthy Buncombe Initiative group.
- Attended Trek World in Wisconsin and gave a talk on being involved in advocacy on a local level.
- Attended the state advocacy meeting in Greensboro, NC.
- Facilitated the local Bike / Pedestrian group meetings.
- Met with our new assistant transit planner to see how we can work together.
- Attended the state Recreational Trails meeting in Greensboro, NC.

### **Dennis Rash**

- Met with consultants for Charlotte Area Transit System to discuss the need for bicycle and pedestrian paths along the proposed NE Rail Corridor from downtown to UNC Charlotte & I-485. Linkages to the Mallard Creek and Toby Creek Greenways were critical parts of that discussion.
- Discussions (and negotiations with my UNC Charlotte hat on) with Charlotte Parks & Recreation Commission staff and County Real Estate Office on the design and implementation phases of the Toby Creek Greenway itself and the linkages to that Greenway from University Place Shopping Center and adjacent residential communities, and from University Research Park areas.
- Met with Sierra Club and Trust for Public Lands representatives and other open space advocates to develop a series of greenway, bike path and sidewalk advocacy messages to support the VOTE AGAINST REPEAL Campaign to preserve the 1/2 cent transit tax.
- Met with UNC Charlotte Urban Institute staff who were preparing the Regional Indicators inventory involving input from city/county representatives across the Metro Charlotte regional on greenway potential greenway locations, land acquisition constraints and funding needs.

### **Pete Schubert**

- Conducted reviews of City of Durham projects to assure consideration of bicycle needs
- Worked to assure developer requirements related to bicycle provisions in Uniform Development Ordinance were being properly applied in the review process by the City of Durham.
- Scope of work for the new Durham bike map is under development.
- Rode MS 150 in New Bern.

### **Jennifer Smith**

- NCDOT Bicycle and Pedestrian Division was able to assist Safe Communities Coalition with the purchase of helmets for the Bicycle Safety Initiative with Pitt County Schools. These helmets will be provided to 4<sup>th</sup> grade students who participate in the Basics of Bicycling.
- The East Carolina Velo Cycling Club is sponsoring a Larissa Molles Memorial Cotton Country Ride on September 23, 2007. Larissa Molles was a cyclist killed by a motorist in Pitt County in September 2004. Larissa was an organ donor. The recipient of her kidney is a cyclist and he and his family are planning to travel from the mid-west for the event.

## **Other Business**

Nix reported on a bicycle fatality in Raleigh.

## **Adjourn**

The meeting was adjourned at 12:30. The next meeting will be on November 14, 2007.

## **Bicycle Committee 2007 Goals**

**Goal 1:** Improve bicycle planning and encourage multi-modal planning across the state

1. Expand and evaluate the Planning grant Program
2. Develop a process to meet the planning needs of small communities
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4. Mainstream bicycle planning through coordination and integration into all transportation planning processes

**Goal 2:** Improve Committee communication with constituents, Board of transportation and DOT management

1. Engage advocacy groups and local and regional government agencies
2. Foster working relationship with Division Engineers, MPOs and RPOs
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**Goal 3:** Initiate a comprehensive bicycle/motor vehicle ("Share the Road") awareness and education campaign

1. Conduct attitude survey
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4. Measure effectiveness

**MINUTES of the MEETING of the  
NORTH CAROLINA BICYCLE COMMITTEE  
NORTH CAROLINA DEPARTMENT OF TRANSPORTATION**

**July 11, 2007**

**ITRE Conference Room 3611**  
NCSU Campus  
Raleigh, NC

**Members Present**

Dan Mikkelson, Chair  
Hanna Cockburn  
Claudia Nix  
Dennis Rash  
Pete Schubert  
Jennifer Smith

**Members Absent**

Greg Loy

**Staff Present**

Tom Norman, Director  
Leza Mundt, SRTS Coordinator

**Guests**

Mary Meletiou, Bicycle and Pedestrian Program Manager, ITRE

**ACTION ITEMS**

- May 9, 2007 minutes approved– motion by Rash; seconded by Nix.
- Motion to recommend use of ITRE staff to assist in development of attitude survey / Share the Road Campaign under existing contract – motion by Rash; seconded by Smith.
- Motion to endorse the use of up to \$17,000 of funds from sale of Share the Road license plate to support development of the Committee's Share the Road Campaign – motion by Rash; seconded by Schubert

**DISCUSSIONS, REPORTS and PLANNING SESSION**

**Welcome**

**Chair Dan Mikkelson welcomed the committee**

Mikkelson presented a certificate of recognition to Claudia Nix, on behalf of the Bicycle Committee to recognize her many years of bicycle advocacy and her achievement in being named the 2007 Bicycle Dealer Advocate of the Year by the National Bicycle Dealer Association.

**Discussion of Attitudinal Survey and Funding**

Rash provided a status report on the potential funds from the MS Society to support the development of the survey. Rash received an email commitment of \$10,000. He will prepare a Letter of Commitment for the MS Society to execute. As an aside, the Committee discussed the law related to safe passing distance and may, at some time in the future, seek legislation to increase the required distance to three to five feet, as some other states have.

The Committee and staff proposed an approach for developing and conducting the survey that would involve the use of ITRE staff in crafting the questions, allow for input by the MS Society, utilize the services of the UNC-C Urban Institute or another appropriate entity to conduct the phone surveys, and, look to ITRE staff to oversee the compilation of the final report. Two motions were passed in support of this approach. Motion 1 states that the Committee “Recommends that DBPT staff engage ITRE under the existing contract to assist the Committee and DBPT staff in support of the development of the Share the Road Campaign.” The motion was made by Rash, seconded by Smith, and passed unanimously. Motion 2 states that, “The Committee endorses the use of the Share the Road license plate funds, up to \$17,000, to support the development of the Share the Road Campaign.” The motion was made by Rash, seconded by Schubert and passed unanimously.

### **Introduction of New Safe Routes to School Coordinator**

Norman introduced Leza Mundt, the new SRTS Coordinator, who joined the DBPT staff on June 18<sup>th</sup>. Mundt reiterated her vision for and commitment to the program. Discussion followed with Committee members expressing their interest and experiences in their communities.

### **Safe Routes to School Webinar and Discussion**

The Committee attended a SRTS webinar sponsored by the Institute of Traffic Engineers. Discussion of the program followed.

### **Project/Program Updates**

Norman provided updates on the following projects:

- Neuse River Greenway
- Trail opportunity along High Speed Rail corridor from Richmond to Raleigh
- ATT Chatham County section funding approved
- DBPT Business Officer position filled
- Uwharrie Region mapping project held first stakeholder meeting

### **Committee Activity Updates**

Committee members provided an overview of local activities and initiatives in which they have been involved since the last meeting.

#### **Dan Mikkelson**

- Planning for Downtown Criterium continues
- Involved with NC Central Park (Uwharrie Region) bike mapping project
- Data collection phase of Salisbury plan underway.

#### **Hanna Cockburn**

- 50 new bike racks will be placed in public locations in Greensboro.
- Two new roads have been marked with edge lines to make room for bikes.
- There is interest in Randolph County for developing a trail opportunity along an abandoned rail corridor.
- Received recommendation for relocation of Bike Route 2 through Guilford County.
- Bike to work week in Greensboro very successful.

## **Greg Loy**

Not in attendance – submitted via email

- Attended Outer Banks Transportation Task Force Bike-Pedestrian Committee Meeting.
- Attended Bicycle Pedestrian Working Group Meetings

## **Claudia Nix**

- Has been attending meetings on a regional trails initiative.
- The Fletcher Flyer bike ride sponsored by the Blue Ridge Bicycle Club had 500 participants and raised \$10,000.
- The Asheville City Council created a line item in their budget to fund greenway development.
- Biltmore Forest has a new ordinance that prohibits bicyclists from riding two abreast.
- The on-line survey for the Asheville bike plan had 800 respondents.
- Six individuals recently completed the LAB 1 training curriculum

## **Dennis Rash**

- Involved in meetings on the I-77 interchange at Langtree Road to determine how to get cyclists through the area.
- Involved in a 14-county initiative to raise funds to tie into the Little Sugar Creek Greenway.
- Coordinating funding from the MS Society participation in the attitudinal survey.

## **Pete Schubert**

- Bike to work week events took place across the Triangle Region. Durham sponsored socials for bicyclists; there were bike to work breakfasts; the 3<sup>rd</sup> annual Ride of Silence was held.
- The Durham Bike/Ped Commission has secured a seat on Durham's Development Review Board.
- The Bike/Ped Commission has created sub-committees to focus on implementation of newly adopted pedestrian and bicycle plans. They have secured some funds to develop a new bicycle map for Durham.

## **Jennifer Smith**

- Shared a news article showcasing the Pedestrian Planning grant award to Winterville.
- Pitt County Safe Kids is one of 12 recipients in the country to receive a Walk This Way grant from Safe Kids Worldwide. The focus of this grant is to enhance the safety environment and pedestrian accessibility at a designated school. A task force which includes injury prevention, law enforcement, City of Greenville, NCDOT, school officials, and FedEx (the funders) are working on safety interventions.

## **Other Business**

Schubert brought up the issue of loop detectors which is being discussed by the NC Legislature.

## **Adjourn**

The meeting was adjourned at 3:20. The next meeting will be on September 12, 2007.

## **Bicycle Committee 2007 Goals**

**Goal 1:** Improve bicycle planning and encourage multi-modal planning across the state

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**MINUTES of the MEETING of the  
NORTH CAROLINA BICYCLE COMMITTEE  
NORTH CAROLINA DEPARTMENT OF TRANSPORTATION**

**May 9, 2007**

Conference Call

**Members Present**

Dan Mikkelson, Chair  
Hanna Cockburn  
Greg Loy  
Dennis Rash  
Pete Schubert  
Jennifer Smith

**Members Absent**

Claudia Nix

**Staff Present**

Tom Norman

**Guests**

Mary Meletioui, Bicycle and Pedestrian Program Manager, ITRE

**ACTION ITEMS**

- March 14, 2007 minutes approved– motion by Rash, seconded by Smith.
- Approval of Committee Goals for 2007 – motion by Schubert; seconded by Rash. Passed unanimously.

**DISCUSSIONS, REPORTS and PLANNING SESSION**

**Welcome**

Chair Dan Mikkelson welcomed the committee to the conference call.

**Approval of Committee Goals**

The Committee reviewed and briefly discussed their goals for 2007 (attached) that were developed during the March 2007 meeting. Schubert moved that the goals be adopted; Rash seconded the motion. It passed unanimously.

**Committee Education Initiative**

Rash provided an update on his activities to develop and secure funding for a Committee initiative to conduct a survey to determine motorists and cyclists perceptions of the issues regarding sharing the road. He reported that he met with Deputy Secretary Susan Coward to make her aware that he had had several conversations with legislators, primarily from the Charlotte/Mecklenburg delegation, to make them aware of the issues and to begin to gather support for a larger initiative. Rash further

reported that he had received a proposal on developing and conducting a statistically significant random sample survey of 1,100 households from the UNC-CH Urban Institute. The cost would be \$27,000. Funds from the sale of STR license plates had been identified as a possible source at the March 2007 meeting; approximately \$17,000 has been collected to date. Rash has communicated with the MS Society to possibly secure an additional \$10,000.

Smith asked about next steps. These are: Rash will secure a letter of commitment from the MS Society; Norman will discuss the initiative with Susan Coward to gain her insight on process; ITRE will develop cost estimates for staff involvement in developing / reviewing questionnaire.

## **Project/Program Updates**

- Staffing - Norman reported that the SRTS Coordinator position has been filled. He also provided an update on other staffing issues; interviewing for the Planner I position has been completed; the Business Officer position has been posted and applications have been received.
- ECG - Norman reported on the issues regarding development and designation of an interim East Coast greenway route through NC. The Committee suggested inviting representatives to an upcoming meeting for a presentation and discussion. Meletiou will follow up on this.
- BPWG Strategies - Norman reviewed the Strategies under development by the Bicycle and Pedestrian Working Group. These include: an initiative to reduce speeding through school zones and the development of a curriculum to make law enforcement officers more aware of bicycle and pedestrian laws.
- Healthy Environment Community Initiative – Norman reported that this collaboration between the Departments of Environment and Natural Resources, Commerce, Health and Transportation may be a national model. A regional CDC administrator attended the last meeting and was very impressed with the concept of agencies working together to promote the benefits of encouraging bicycling and walking, including the health and economic benefits.
- Sharing the Road – Norman shared a letter from an EMS volunteer who has had several experiences with cyclists not moving over to let emergency vehicles get by. His email stated that this has become a topic of discussion at gatherings of EMS personnel from across the state. It is not an isolated incident. Schubert pointed out that this is not just a problem for DBPT to resolve, but that the EMS personnel should be calling the Highway Patrol to report the incidents, as well. Discussion ensued on how to make bicyclists aware of their duty to obey the law in regard to emergency vehicles.

## **Committee Activity Updates**

Committee members provided an overview of local activities and initiatives in which they have been involved since the last meeting. A summary, as reported by Committee members via email, follows.

### **Dan Mikkelson**

- City Park Criterium conducted on March 25
- First meeting of Bicycle Plan Steering Committee conducted on April 26
- Planning for Downtown Criterium continues

### **Hanna Cockburn**

- Attended Mobilizing NC Conference in Greensboro – distributed bicycling maps, promotions – our booth had the tag line “You are the ultimate alternative fuel!”
- Participated in Mountains to Sea Trail alignment meeting in Winston-Salem
- Organized in Bike to Work Week activities in Greensboro, High Point and Asheboro, including a Monday morning media event, ride of silence and three locations for ‘refueling’ stations on Bike to Work Day; accepted declarations of Bike to Work Week from Greensboro MPO and Guilford County Board of Commissioners
- Secured sidewalks and wide outside lanes on an upcoming widening for Business US-220 between Randleman and Asheboro in Randolph County (both cities are participating in the extra cost)
- Facilitated a local safe routes to school planning session for a new intermediate school site in Lexington

### **Claudia Nix**

- Worked with the local committee planning our Strive Not to Drive events
- Still on the Executive Council of Healthy Buncombe which is working on various projects to make policy changes in our community that will enable folks to lead healthy life styles. I am the chair of the active community committee.
- Lead and organized the Bicycle Commuting Workshop
- Attended the NC Recreational Trails meeting in Morehead City to determine who gets funding.
- For National Trails Day held cookout for those doing trail work in the Bent Creek Recreational Area
- Attended the French Broad River Charrette for planning
- Helped with the trail work day for the Alexander Mt. Bike trails around the landfill
- Began compiling information from our assessment around the hospital, AB Tech and Asheville High School
- Attended the Regional Greenways meeting

### **Dennis Rash**

- Worked to develop concept and secure funds for survey on motorist / bicyclist attitudes toward sharing the road

### **Jennifer Smith**

- Safe Communities Coalition worked with Pitt County Schools to provide bicycle helmets and a proper fitting to fourth grade students who participated in the Basics of Bicycling in their physical education class. During school year 2006-07, seven schools participated. 963 students were given helmets and 75 volunteers provided proper fittings.
- Safe Communities sponsored a Kids Ride at the Downtown Greenville Criterium Race on March 31, 2007. The event had great participation. One youth received a new bicycle donated by the Bicycle Post.
- Continue to work with Cit of Greenville officials and NCDOT to advocate for designated bike lanes on new roads and connectivity of sidewalks.

### **Other Business**

There was no other business

## **Adjourn**

The meeting was adjourned at 12:05. The next meeting will be on July 11, 2007.

## **Bicycle Committee 2007 Goals**

**Goal 1:** Improve bicycle planning and encourage multi-modal planning across the state

1. Expand and evaluate the Planning grant Program
2. Develop a process to meet the planning needs of small communities
3. Support planning resources development by advocating for more funds and staff capacity
4. Mainstream bicycle planning through coordination and integration into all transportation planning processes

**Goal 2:** Improve Committee communication with constituents, Board of transportation and DOT management

1. Engage advocacy groups and local and regional government agencies
2. Foster working relationship with Division Engineers, MPOs and RPOs
3. Develop presentation materials and seek opportunities to present at conferences and workshops
4. Develop interface with health community and economic development community
5. Support and interface with Healthy Environment Community Initiative

**Goal 3:** Initiate a comprehensive bicycle/motor vehicle ("Share the Road") awareness and education campaign

1. Conduct attitude survey
2. Develop a multi-year business plan and secure funding
3. Engage partners and resources to implement plan
4. Measure effectiveness

**MINUTES of the MEETING of the  
NORTH CAROLINA BICYCLE COMMITTEE  
NORTH CAROLINA DEPARTMENT OF TRANSPORTATION**

**March 14, 2007**

**Members Present**

Dan Mikkelson, Chair  
Hanna Cockburn  
Greg Loy  
Dennis Rash  
Pete Schubert  
Jennifer Smith

**Members Absent**

Claudia Nix

**Staff Present**

Tom Norman

**Guests**

Randy Billings, Executive Director Piedmont Triad COG  
Mary Meletiou, Bicycle and Pedestrian Program Manager, ITRE

**ACTION ITEMS**

- January 10, 2007 minutes approved as amended– motion by Rash, seconded by Schubert.
- Approve recommendations of Planning Grant Award Committee for submission to the Board of Transportation – motion by Rash, seconded by Cockburn. Approved unanimously.

**DISCUSSIONS, REPORTS and PLANNING SESSION**

**Welcome**

Chair Greg Loy, welcomed the committee and guests. Hanna Cockburn introduced Randy Billings, Executive Director of PTCOG who had come to Raleigh to discuss a project to map and sign a seven county bicycle route through the Uwharrie Region.

**Committee Education Initiative**

Rash reported on a fatal bicycle crash that took place in South Carolina involving a young Mecklenburg County girl. He circulated an article and other materials about the crash and how this tragic event has mobilized the local cyclists to improve conditions for bicycling. Rash has spoken with legislators who are concerned by the lack of courtesy on the road. He has brainstormed with many individuals and would like to pursue an awareness campaign that would have some tangible results. Rash has volunteered to seek funds to initiate such an effort. Norman added that there may be some minimal funds available from the sale of the Share the Road license plates. The Committee will continue discussions on this topic at future meetings.

**Review and Update of Committee Goals**

The Committee reviewed their goals that were adopted in March 2005 to determine what had been accomplished and what new items needed to be added. The list below reflects the new goals.

**Goal 1:** Improve bicycle planning and encourage multi-modal planning across the state

1. Expand and evaluate the Planning grant Program
2. Develop a process to meet the planning needs of small communities
3. Support planning resources development by advocating for more funds and staff capacity
4. Mainstream bicycle planning through coordination and integration into all transportation **planning processes**

**Goal 2:** Improve Committee communication with constituents, Board of transportation and DOT management

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**Goal 3:** Initiate a comprehensive bicycle/motor vehicle (“Share the Road”) awareness and education campaign

1. Conduct attitude survey
2. Develop a multi-year business plan and secure funding
3. Engage partners and resources to implement plan
4. Measure effectiveness

The Committee agreed to review the new goals for adoption at the May 2007 meeting.

Rash asked Norman to speak to the issue of added resources. Norman reported on his presentation to the Joint transportation Oversight Committee on the Planning grant Program to request funds to expand the program to include funding to develop regional bicycle plans.

**Approval of the 2007 Planning Grant Awards**

Meletiou provided overview of the Award Committee recommendations for allocating the 2007 Planning Grant funds. Sixteen communities were recommended for funding with an alternate for each of four regions of the state. Rash moved to recommend the list, as submitted, to the Board of Transportation for adoption; Cockburn seconded.

**Project/Program Updates**

- Bicycle and Pedestrian Working Group Update – Norman noted that there are many fertile areas for discussion. Schubert added that the group is very productive and is thinking broadly. He observed that there is an opportunity to accomplish things that have been on the radar for many years.
- Safe Routes to School Program – Norman reported that the Coordinator position was posted and that applications were received and forwarded to human Resources for review.
- East Coast Greenway efforts in NC – Norman provided an overview of current volunteer efforts in the development of an interim ECG route through NC.

## **Committee Activity Updates**

Committee members provided an overview of local activities and initiatives in which they have been involved since the last meeting. A summary, as reported by Committee members via email, follows.

### **Dan Mikkelson**

- Corresponded with the Town of Spencer concerning SRTS.
- Corresponded with a graduate student from UNC who is studying Greenway Planning.
- Corresponded with a SC law student who is researching bicycle legislation and litigation.
- Attended planning meetings for two bike races:  
City Park Criterium, March 25  
Downtown Criterium, Aug. 2. (part of the Giordana Cross Roads Series)
- Comprehensive Bicycle Plan Status:  
Conducted kick-off planning meeting with consultant
- Citizen steering committee appointed by City Council

### **Hanna Cockburn**

- Attended LAB Road I course in Spartanburg – on my way to getting LAB Instructor certificate
- Spoke at Bicycling in Greensboro (BIG) annual meeting
- Attended kick-off planning meeting for Mountains-to-Sea trail alignment from Greensboro to Stone Mountain State Park
- Participated in Pilot Safe Routes Workshop in High Point
- Zoo Greenway had a citizen's sponsored meeting with Michael Sanera from the John Locke Foundation (I did not attend)
- Provided information/presentations about SRTS to Yanceyville, Seagrove and Lexington

### **Greg Loy**

- Attended Outer Banks Transportation Task Force Bicycle and Pedestrian Subcommittee meeting
- Attended Bicycle and Pedestrian Working Group meeting
- Discussed context sensitive bridge design and bicycle improvements for replacement bridges on Ocracoke Island with several Ocracoke Citizens.

### **Claudia Nix**

- Put on one of the Safe Routes to School workshops in Asheville and assisted in finalizing plans for all four of the workshops which occurred the same day
- Involved in developing a Commuting Workshop as part of our annual Strive Not to Drive events this year in April
- Attended March 8<sup>th</sup> Open House meeting for the Asheville Bicycle Plan; over 100 individuals attended. An online survey was also created to collect information for the plan
- Worked with the Blue Ridge Bicycle Club to donate the proceeds from the Fletcher Flyer Bike ride to the Parks & Greenway Foundation to be used to help fund the Reed Creek Greenway
- Conducted a walkability and bikeability assessment on Biltmore Avenue, McDowell St. and Victoria Road; 22 individuals participated
- Attended the meeting in Charlotte to discuss formation of a statewide advocacy group.

### **Dennis Rash**

- Continuing discussions of bicycle safety issues with the following: Charlotte Bicycle Advocacy Committee; officers of B.I.K.E.S. (advocacy group of retailers, cyclists and planners); and leadership of MS Society
- Discussions about cycling injuries and deaths and need for stronger “Share the Road” education/awareness efforts w/ Mecklenburg Co. District Attorney; NC DOT Boardmembers Cowell and Szlosberg; former Deputy Secretary for Transit King; NC Representatives Alexander, Carney and Ross; Tom and Becky Giblin and their attorney (family of deceased cyclist Rachel Giblin); staff of UNC Charlotte Urban Institute and staff of MarketWise (market research firm) concerning methodology and cost of driver/cyclist attitude survey
- Continuing discussions w/ Charlotte Mecklenburg planners and real estate department officials, and Mecklenburg Co. Parks & Recreation Commission staff about expanding greenways and facilitating cycling connections to UNC Charlotte, University City area and north Charlotte in general
- Follow up meeting w/ Mecklenburg Co. Parks & Recreation Commission staff re: Little Sugar Creek greenway connections into downtown Charlotte
- Meeting and follow up telephone conference w/ staff and board members of Trust for Public Lands about regional funding strategy for connecting Little Sugar Creek greenway into SC “Thread Trail” greenway network

### **Jennifer Smith**

- Participated in the Safe Routes to School Workshop held at Montleiu Elementary School in High Point
- Continued to work on the Walk this Way Project at E.B. Aycock Middle School in Greenville
- Advocated for the inclusion of bicycle facilities on the 10<sup>th</sup> Street- Stantonsburg Road Connector that connects the heart of Greenville with the medical complex and west campus of ECU.
- Safe Communities continues to provide bicycle helmets to fourth grade students who participate in the Basics of Bicycling. Shared the thank you letters received from students.

### **Pete Schubert**

- Gave a presentation on STR to a local company promoting bicycle commuting as a TDM strategy.

### **Other Business**

Mikkelson offered to host the May meeting in Salisbury; the Committee decided to meet in Raleigh but consider meeting in Salisbury or some other location on a future meeting date.

### **Adjourn**

The meeting was adjourned at 2:40. The next meeting will be on May 10, 2007.

**MINUTES of the MEETING of the  
NORTH CAROLINA BICYCLE COMMITTEE  
NORTH CAROLINA DEPARTMENT OF TRANSPORTATION**

January 10, 2007

**Members Present**

Greg Loy, Chair  
Hanna Cockburn  
Dan Mikkleson  
Claudia Nix  
Dennis Rash  
Jennifer Smith

**Members Absent**

Pete Schubert

**Staff Present**

Tom Norman  
Bob Mosher

**Guest**

Mary Meletiou, Bicycle and Pedestrian Program Manager, ITRE  
Sarah O'Brien, Interim Safe Routes to School Coordinator, ITRE

**ACTION ITEMS**

- November 8, 2006 minutes approved as amended– motion by Rash, seconded by Mikkelson.
- Election of Officers – Rash nominated Dan Mikkelson as Chair and Jennifer Smith as Vice-Chair; elected unanimously.

**DISCUSSIONS, REPORTS and PLANNING SESSION**

**Welcome**

Chair Greg Loy, welcomed the committee and turned the floor over to Tom Norman for the election of officers for 2007. Dennis Rash nominated Dan Mikkelson as Chair and Jennifer Smith as Vice-Chair. They were elected unanimously.

**Safe Routes to School Program Update**

Sarah O'Brien, Interim Safe Routes to School Coordinator provided an update on the NCDOT SRTS program. She provided an overview of the status of programs in other states and an overview of possible funding scenarios for NC, noting that there are many factors to take into consideration. Norman stressed the importance of streamlining the process for ease of administration both for the requesting agencies and the DOT. Norman also reported on his presentation to the House Select Committee on School Construction. They discussed the issues related to school siting and the impacts on the opportunity to walk or bike to school.

## **Bicycle and Pedestrian Working Group Update**

Norman reported that two strategies developed by the Bicycle and Pedestrian Working Group were adopted by the Executive Committee for Highway Safety. These strategies are entitled *Training for Law Enforcement Officers on Bicycle and Pedestrian Laws and Local Law Enforcement Strategies to Improve Safety* and *DMV Drivers Handbook Revisions; Sharing the Road with Bicyclists and Pedestrians*. Norman also discussed new strategy ideas.

## **Report On Planning Grant Initiatives**

Mosher provided an overview of 2004-2006 planning grant activity and showed a map highlighting locations and distribution by Highway Division of the 51 applications submitted for the 2007 funds.

## **Project/Program Updates**

- Norman reported that the SRTS Coordinator position has been approved. He will post the position as soon as he receives authorization to proceed.
- ATT in Chatham County - Norman reported that progress has been made in getting an agreement between the Town of Cary and Chatham County. The Town of Cary will provide oversight of the construction contract as Chatham County does not have the staff / agency resources to undertake this activity. Cost projection is \$2.4 million for five miles of trail that includes two bridges. The Town of Cary is currently reviewing the agreement.
- School Siting Issues – this topic was covered during the discussion of the Safe Routes to School Program report.
- Healthy Environment Community Initiative – Norman reported that this is a collaboration between the Departments of Environment and Natural Resources, Commerce, Health and Transportation. The group reports ideas on how the agencies can work together to a quarterly meeting of the Secretaries of the departments. A decision has been made to focus on the Yadkin-PeeDee Lakes region as a pilot project.
- Mountains to Sea Trail – Mosher reported that the master plan is in the hands of the stakeholders for review.
- Ocracoke Bicycle Improvement Project – Mosher reported that the bids on the project are lower than anticipated.
- Other – Norman reported on the Federal Earmark for Little Sugar Creek in Mecklenburg County. There will be \$5 million available over five years. The process is underway to access the funds and identify buildable sections.

## **Committee Activity Updates**

Committee members provided an overview of local activities and initiatives in which they have been involved since the last meeting. A summary, as reported by Committee members via email, follows.

### **Greg Loy**

- Provided comments on TIP projects to RPO
- Attended meeting of the bicycle sub-committee of the Outer Banks Transportation Task Force. They are using the bicycle map to identify gaps in the bicycle facility system. Will make presentation to the Task Force in February.
- Made a trip to Gates County and learned that there is a moratorium on development due to lack of infrastructure to support it. Observed that such development could have a detrimental effect on bicycling in the area.
- Spoke with a staff person from the Transportation Planning Branch who is working to identify bicycle facility needs in Bertie County.

### **Dan Mikkelson**

- Visited Raleigh and Greenville SC greenways and shared observations with the committee.
- Reported that the Gerry Wood Honda dealership of Salisbury sponsored a Christmas bicycle giveaway of 118 bicycles to underprivileged children. The giveaway was coordinated by the Salisbury Police Department.
- Reported on Salisbury's proposal to require recreational open space with new residential development.
- Reported on the status of Salisbury's comprehensive bicycle plan:
  - conducted contract negotiations with the consultant
  - scheduled planning kickoff meeting
  - City Council adopted a Resolution authorizing appointment of the citizen steering committee

### **Hanna Cockburn**

- Planning for SRTS facilitator training and pilot workshops in High Point and Jamestown
- Presentations about the SRTS program to local Kiwanis and Rotary clubs
- Kick-off of Asheboro Pedestrian Plan
- Met with Healthy Randolph Coalition to discuss SRTS, greenways and safety initiatives
- Kick-off planned for western piedmont MST alignment
- Greensboro has opened bike lanes on Florida Street (a major east-west connector)

### **Claudia Nix**

- Worked with the Optimist Club of Asheville promoting the Santa Pal program that donates new bicycles and/or gives special prices for the general public to purchase bicycles that are then given to low-income children. This past year we were able to give away 300 bicycles and trikes. The Safe Kids program donated helmets for each bicycle. Liberty Bicycles was able to donate 100 bikes through shop donations and customers who purchased bikes from them.
- Put on our 4<sup>th</sup> bike lane cleanup session of the bike lane on Riverside Drive.
- Involved in planning for the four Safe Routes to Schools workshop to be held in Asheville.
- Traveled to Portland, Oregon with the National Bicycle Dealer's Association to view their advocacy programs and attend a dealer's business workshop.

### **Jennifer Smith**

- Pitt County has submitted proposal to SAFE KIDS Worldwide to enhance pedestrian safety at E. B.Aycock Middle School. If approved this project will include education and environmental changes.
- In December, there was a fatality of a woman near Washington in Beaufort County. After dark, a motorist struck a bicyclist; the woman stopped to assist the bicyclist and was struck by an oncoming car.
- A representative from Princeville Housing Authority called requesting assistance with bicycle helmets. She explained that several children in the housing project had received bicycles for Christmas and did not have helmets. Referred her to apply for helmets through Division of Bicycle and Ped which she did.

### **Dennis Rash**

- Visited Concord to meet w/ local transit officials concerning bicycle and transit connection issues

- Met w/ Cabarrus County, Kannapolis City Council & key staff concerning development of greenways and bike paths in and connecting to the new Carolina Research Center in Kannapolis
- Discussions and meetings w/ planners, land owners, CATS officials and Carolinas Medical System- University concerning connectivity of greenways to key University City destinations, and expansion of bike path system
- Meeting w/ Lake Norman cycling advocates concerning expansion of, and local funding for, Lake Norman bicycle route
- Discussions w/ Charlotte Bicycle Advocacy Committee representatives, officers of BIKES (advocacy group of cyclists and bicycle retail shops), and representatives of MS Society regarding cycling injuries, group ride safety issues, and strengthening education of law enforcement officers about motorist/cyclist safety and courtesy

### **Other Business**

- Norman distributed copies of the recently-updated "Streetwise Cycling". It is also posted on the web. There were 4,000 web hits on that page in December.
- Claudia brought up her plan to attend the annual Bicycle Summit in Washington, DC in March. A suggestion was made that Committee concerns could be compiled for Claudia to present. Newly-elected Chair, Dan Mikkelson, volunteered to prepare a letter.

Adjourn

The meeting was adjourned at 2:14. The next meeting will be on March 14, 2007.

## January 31, 2006

### Conference Call

### Members Present

Greg Loy, Chair  
Hanna Cockburn  
Dan Mikkleson  
Claudia Nix  
Dennis Rash  
Pete Schubert  
Jennifer Smith

### Staff Present

Tom Norman

### GUESTS

Mary Meletiou, Bicycle and Pedestrian Program Manager, ITRE

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### ACTION ITEMS

- November 9, 2005 minutes approved with no changes – motion by Mikkelson, second by Nix.
- Approval of November 9, 2005 Minutes – Mikkelson moved; Nix seconded.
- Loy elected Chair and Schubert elected Vice-Chair.

### DISCUSSIONS, REPORTS and PLANNING SESSION

#### Welcome

Chair Greg Loy, welcomed the committee and to the meeting / conference call.

#### Approval of November 9, 2005 Minutes

Mikkelson moved to approve the minutes; Nix Seconded. Schubert noted that a section of the Project Updates was incomplete and recommended a correction. The Committee voted unanimously to accept the minutes, as amended

#### Election of Officers for 2006

According to the Committee bylaws, elections of officers are to take place each January. A chairperson may only serve two consecutive terms. Rash nominated Loy for a second term as Committee Chair. Nix seconded and he was unanimously elected. Nix seconded. Loy nominated Schubert for Vice-Chair. Rash seconded and he was also unanimously elected for a second term.

#### Sub-Committee Report on Share the Road Initiative

A subcommittee of Loy, Rash, Nix, Schubert, Smith and Meletiou met via phone on January 26, 2006 to discuss ideas for creating and funding a "Share the Road" awareness campaign. A brief report of the discussion was presented. Significant

funding will be necessary to undertake the campaign. Various possible sources were discussed. Rash suggested a two-pronged approach to build support and seek funding. He sought Committee concurrence to pursue these approaches. First, he proposed to seek support through the Governor's office for funding from the Governor's Highway Safety Program. Secondly, he recommended building public awareness through support from NASCAR personalities and sponsors to target a specific audience. Rash made a motion to pursue these two initiatives; Smith Seconded. The Committee passed the motion unanimously.

Further discussion followed. Rash pointed out that GHSP is in a good position to follow up with law enforcement officers to raise their awareness of applicable laws and the need to enforce those laws. Smith discussed the funding possibilities through the Golden Leaf Foundation, noting that those funds target economic development and may not be a good fit. She also mentioned the Duke Endowment which focuses on injury prevention and wellness.

Loy suggested working with local government cable access stations to air a power point presentation on sharing the road. Rash noted that university cable access stations might also be a good outlet. Meletiou will look into getting materials from the NHTSA Share the Road Initiative for review.

#### Report on Presentation to the Joint Legislative Transportation Oversight Committee

Norman reported on his presentation of an overview of DBPT activities, especially focused on the planning activities, at the January 17, 2006 meeting of the Joint Legislative Transportation Oversight Committee. Senator Clark Jenkins invited Norman to present at this meeting after learning about the DBPT planning efforts and needs at an earlier meeting in Tarboro focused on promoting bicycling in eastern North Carolina. Feedback from the Oversight Committee was, overall, very positive. One member, however, brought up the issue of whether cyclists pay for their use of the road, citing the problem of group cyclists who are not considerate of other road users. Norman observed that some fence mending is needed. The Mecklenburg County representative brought up problems in the Davidson area. Norman suggested that it might be helpful if a local cycling spokesperson meet with the Representative. Rash volunteered to meet with him as he is working with him on some other area transportation initiatives.

#### Project Updates

Norman and Meletiou provided updates on the following projects:

**Bicycle Workshops** - the November bicycle workshops were well attended, with over 25 people on the waiting list. It is hoped that additional bicycle workshops can be offered in the Spring. Overall, almost 500 people have received training in bicycle and/or pedestrian planning and design through this project since July 2004.

**Planning Grants** - Thirty-eight proposals were received. Norman noted that the overall impact of the planning grant program has been to heighten the awareness of bike/ped issues and is beginning to affect the state.

**Neuse River Greenway** - Norman opened the discussion by reporting that during the presentation to the Joint Legislative Transportation Oversight Committee, Senator Jenkins indicated interest in promoting underutilized resources such as rivers that can become tourism destinations. Jenkins asked what it would take to do bike/ped planning at the Division level and indicated that higher levels of funding for such activities could be discussed. He noted that such plans could be used to make better decisions.

Norman also reported that local partners in the project have hired Greenways, Inc. to develop an alignment and cost estimate for the Wake/Johnston County line to Smithfield portion of the project. The planning study will be completed in six to nine months. DBPT engineers will design the project. Acquisition of easements, preliminary engineering and design work may take five years. The time frame could be shorter if additional funds became available.

**Reedy Creek Trail Earth Day Celebration** – Norman reported on the celebration to be held along the Reedy Creek project scheduled for Earth Day, April 22. The various agencies and organizations located along the trail will host a series of events throughout the day.

**Safe Routes to School** – No decision has been made regarding a coordinator for NCDOT.

**Magazine Articles** – Norman shared information from three recent publications that have featured DBPT projects. These include the January issue of Our State Magazine which featured NC's bicycling Highways as one of NC's many firsts; the

November/December issue of Public Roads, which featured the Reedy Creek Greenway project; and, Business Leader Magazine, which devoted the entire issue to greenways and economic development.

#### Committee Activity Reports

Other topics took all the time available for the meeting so it was decided that each Committee member would email a brief overview of their activities since the previous meeting to Meletiou for inclusion in the minutes. The reports that were received are below.

#### Greg Loy

- Appointed to the Outer Banks Transportation Task Force - Bicycle and Pedestrian Committee
- Began review of 2006 Bicycle and Pedestrian Planning Grant Application
- Spoke Briefly with Anthony Roper, NCDOT Division 1 Engineer about Bicycle and Pedestrian Transportation and the Committee.
- Spoke to the Kill Devil Hills Board of Commissioners about sidewalk and bicycle improvements in upcoming budget.

#### Claudia Nix

- Responded to two NC DOT requests for information one on a reroute for bridge replacement in Franklin County on a bicycle signed route another for information in Madison County on a feasibility study for a proposed road connecting Little Pine community to Spring Creek.
- Met with community group in developing a plan to communicate with the land owners on the old Hwy 70 project. Attended a DOT community workshop on the proposed improvements of Howard Gap Road in Fletcher from Hwy 25 to Hwy 64. I proposed they pave a 4' to 6' shoulder rather than 2' since they were purchasing a full 6' on as much of the road as possible since it is a very popular bicycling route and connects to other popular routes. The area around Mt. Home will have a lot of pedestrian and bicycling traffic and needs to provide for both.
- Worked on a grant application for Healthy Communities through our Healthy Buncombe Coalition.
- Met with property owner (Mission Hospitals) and Buncombe County Parks & Rec. regarding a greenway to connect the NC Arboretum with the Biltmore Square Mall.
- In process of planning community meetings for updating our local Bicycle Suitability Map and possibly combining these meetings with the Comprehensive Transportation Program meetings.

#### Hanna Cockburn

- Made a brief presentation to BIG (Bicycling in Greensboro) advocacy group in December. This group is really making headway, with more than 100 people registered on their listserv, and with good attendance at their meetings. They successfully raised enough funds to send their president to the March Bike Summit in DC.
- Hosted a follow-up for attendees of the Bicycle Design workshop, inviting the 13 attendees from Divisions seven and eight. We had five people attend the 'debriefing' session, and I'm attaching the meeting summary. As you can see, the participants are hungry for additional training opportunities that I'm hoping we can pursue.
- I met with Greensboro DOT staff to view and decide the fate of a vintage safety movie called, "On the Right Side" that appears to have been developed back in the late 70's, judging by attire (there is no date on the film or canister). After a lengthy search we located a 16 mm projector, and held a screening. Greensboro staff have taken position of the film with the intension of converting it to DVD. Even though the images were dated, the information wasn't.
- PTCOG is assisting the Darrel McBane and the State Trails Division in identifying a final route for the Mountains to the Sea trail through the eastern piedmont, and will facilitate a meeting this Friday with key stakeholders in Hillsborough to mark up maps, and see if there is consensus about the way forward.
- PTCOG and the PTRPO are sponsoring a regional booth at the April 21-23 Cycle North Carolina Spring Retreat being held in Asheboro this year. We have invited jurisdictions from across the region to participate by providing materials, volunteers or both. We hope we can use this opportunity to continue to promote cycling as a tourism activity in our region.

- I have received and responded to more than 60 emails regarding the design of the final segments of the American Tobacco Trail. All of these advocating for the surface to not be paved, primarily from equestrian enthusiasts. I'm hoping that Pete and I can work with staff to schedule some community workshops this spring to address the issue.

#### Dan Mikkelson

- Reviewed Bicycle TIP projects with David Bender for Divisions 9 and 11.
- Attended Bicycle Planning and Design Workshop in November. It was very good.
- Presented some of the slides at a local neighborhood planning workshop. The slides helped the neighbors visualize options. They adopted the concept of the "classic road diet" (with bike lanes) into their plan for a mile of North Main Street.
- Submitted an application for a Comprehensive Bicycle Plan Grant. The neighborhood plan I just spoke about and the Comprehensive Bicycle Plan will complement each other.
- Attended an organizational meeting for the Giordana Bicycle Race Series. One of the races will be held in downtown Salisbury in August
- Project E-4403, KSP-YMCA Connector is under construction and about halfway complete.

#### Dennis Rash

- Attended the Bicycle Planning & Design Workshop in Charlotte Nov. 14<sup>th</sup>. I echo Dan's positive reaction to the workshop!
- Meet with the interim director of BIKES (a Mecklenburg County bicycle group) to discuss "Share the Road" and the increasing numbers of cyclist/ auto collisions. He wrote an op-ed piece that was published in the Charlotte Observer early January.
- Participated in a symposium on sub-regional planning that emphasized pedestrian & bicycle connectivity in the University City area Jan. 19<sup>th</sup>.
- Met with both Division 10 and 12 Engineers to get updates on bike lane development and TIP proposals for the respective divisions. Of particular interest was the progress of a highly politicized project in Division 12, the Brawley School widening and land acquisition. This has drawn genuine appreciation and support from the cycling community [it's a key link to the proposed Lake Norman Bike Loop], but strong opposition from the local landowners. Mike Holder, Division 12's Engineer, and Judge Bob Collier, Div. 12's Board of Transportation member, have been solid supporters of the median/ bike lanes approach.
- Ongoing meetings with the Bicycle Advisory Committee and BIKES in Charlotte over the death of Todd Weaver, who was killed by a CATS bus driver in December. These meetings have ranged from outrage to a slow recognition of leaving a positive legacy of making the region more cycling-friendly. Appropriate memorials and scholarships for Todd's family have also been issues.
- Continued to work with the NC DOT Rail Division and CATS to develop pedestrian & bicycle linkages to the proposed West Trade Street Gateway bus/train/streetcar station.

#### Other Business

Mikkelson shared his praise for the Bicycle Workshops hosted by ITRE in November noting that he had used the visuals from the workshop at a neighborhood meeting to promote the idea of incorporating a road diet with a curb extension / bulb-out into the redesign of a roadway.

#### Adjourn

The meeting was adjourned at 11:30. The next meeting will be on March 8, 2006.

**May 6, 2006**

Conference Call, 10:00 am to 11:30 am

Members Present

Greg Loy, Chair  
Hanna Cockburn  
Claudia Nix  
Dan Mikkleson  
Pete Schubert  
Jennifer Smith

Members Absent

Jennifer Smith  
Dennis Rash

Staff Present

Tom Norman

GUESTS

David D. King, NCDOT Deputy Secretary for Transit  
Mary Meletioui, Bicycle and Pedestrian Program Manager, ITRE

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ACTION ITEMS

- March 8, 2006 minutes approved with addition of Cockburn's activities – motion by Schubert, seconded by Nix.

DISCUSSIONS, REPORTS and PLANNING SESSION

Welcome and Approval of Minutes

Chair Greg Loy, welcomed the committee to the meeting. Due to time constraints and vacation travel, this meeting was conducted as a conference call.

Discussion of Committee Venues

Loy mentioned a communication from a constituent regarding holding Committee meetings around the state, as noted in the bylaws. After brief discussion, the Committee agreed that meeting in Raleigh is most convenient and cost-effective. However, there was consensus that one meeting a year should be held outside Raleigh to have an opportunity to visit areas where Bicycle TIP projects have been built and to observe best practices.

Committee Advocacy Initiatives

This item was deferred until the next meeting due to the amount of time needed for discussion.

Discussion of Comments on a "Guide to NC Bicycle and Pedestrian Laws"

Norman reported on a communication from a Triangle-based group of cyclists commenting on the "NC Guide to Bicycle and Pedestrian Laws." They expressed concern that certain passages could be interpreted by law enforcement officers in a way would have a negative impact on cyclists' rights. After much discussion and deliberation, the Committee found the concern to be unfounded. Appropriate responses will be made to the group and they will be invited to provide any relevant documentation they have to support their view.

Project Updates

Planning Grant Awards – Norman reported that the Board of Transportation approved the recommendations by the Award Committee and the bicycle Committee. There are now a total of 48 communities that have been funded over the last three years through this program.

Update on Chatham County ATT Project – Norman reported on the issue raised by equestrian trail users related to pavement vs. natural surface. Norman as well as several Committee members has received communications on the topic. Comments are running 6 to 1 in favor of a paved surface, as this is envisioned as both a transportation and recreation facility. Dual use is being explored, with the possibility of providing both a paved and unpaved portion.

FHWA Bike/Ped Teleconference – Meletiou reported on the May 4<sup>th</sup> telecast / webcast that she moderated as part of an FHWA series on the provisions of SAFETEA-LU. Several Committee members had an opportunity to view the broadcast.

Bicycle Design Workshops – Meletiou reported on the one-day bicycle facility design workshops presented by ITRE on April 18, 19 and 20 in Raleigh. Once again, the workshops were very successful, receiving very good evaluations and requests for additional workshops that would provide the next level of design training.

Safe routes to School – Meletiou provided a brief overview of the SRTS program that is being developed in NC. The NC SRTS coordinator will be invited to make a presentation at the next meeting.

Mapping Projects – Meletiou reported on the status of current bicycle mapping projects which include: Orange, Rowan, Catawba and Polk Counties and the Uwharrie Region Map.

#### Committee Activity Updates

Committee members provided an overview of local activities and initiatives in which they have been involved since the last meeting. A summary, as reported by Committee members via email, follows.

#### Greg Loy

- Met as a member of the Outer Banks Transportation Task Force Bicycle and Pedestrian Subcommittee on goals and objectives. The full committee is charged with easing traffic congestion and improving transportation opportunities along the Dare and Currituck Outer Banks. Solicited comments on goals and objectives from Tom Norman.
- Met with Jack McCombs about bicycling on the Outer Banks and his competition experience. Discussed work of the NC Bicycle Committee and the Outer Banks Transportation Task Force Bicycle and Pedestrian Subcommittee.
- Responded to Bob League's email about venues and minutes on the web.
- Worked with Amie Holman to promote the Tour de Cure Ride on the Outer Banks held April 22.
- Attended APA National Conference - Attended sessions on smart growth, heritage tourism, historic trails.

#### Hanna Cockburn

- Attended ATT public workshop in Pittsboro on April 4<sup>th</sup>
- Co-hosted Cycle North Carolina event April 21-23 in Asheboro with more than 400 cyclists.
- Attended final community meetings of Greensboro MPO BiPed Plan; the draft maps are now on-line: [www.greensboro-nc.gov/Departments/GDOT/divisions/planning/bicycle/BiPed.htm](http://www.greensboro-nc.gov/Departments/GDOT/divisions/planning/bicycle/BiPed.htm)
- Launched PedPower: [www.pedpower.org](http://www.pedpower.org)
- Hosted CTE Bike/Ped Teleconference site in Greensboro May 4<sup>th</sup> – 12 attendees
- Developing Bike to Work Day (May 19<sup>th</sup>) activities in region
- Completed field location for first section of the Zoo Greenway in Asheboro; 2 more sections to go
- Working with Greensboro DOT on Safe Routes to School evaluations at 6 elementary schools
- Working on a Safe Routes to School pilot project to get workshops at each rural middle school – 21 sites
- Working on hosting a LAB training for Road I and trainer training to Greensboro

#### Dan Mikkelson

- Helped plan the Catawba College Air Quality Conference (March 22, about 150 attendees). Spoke on community planning relative to air quality and conducted a follow-up interview with Channel 14 News concerning sustainable development.
- Completed Brenner Avenue Greenway construction and served as the clearinghouse for public reaction which has varied from strong support to strong misunderstanding/opposition.
- Began researching the SRTS program and contacting potential partners.
- Watched Mary's TC-39 program (May 4) with up to 5 other staff members.
- Corresponded with NCCBD and encouraged them to partner with NCDOT to address their enforcement concern.

#### Claudia Nix

- Bike/Pedestrian Task Force had several community meetings to get information from citizens on the Comprehensive Transportation plan the NC DOT will be doing. We wanted to be sure to give our constituents a chance to be heard. We developed a specific questionnaire for them and compiled the information and have given it to our local DOT representative.
- Assisted in the organization of this year's Strive Not to Drive event. Due to lack of time this year's event was a little abbreviated from past events, however we feel it made a larger impact because we held a press conference at the Transit Center and had participation from both city and county elected officials. There were radio, newspaper and television representatives at the conference and we received supportive comments from city and county representatives. We had transit participation with the \$.25 fare day, held walk to school day with 5 schools participating, encouraged biking, walking and carpooling to work, although we did not hold our pledge drive for these events. We did have a good film festival and will be picking clips to develop a promotional video for future events.
- Met with David Gantt, Buncombe Co. Commissioner regarding Greenways and to get his support for developing a procedure for land access. Found him very supportive and he arranged for me and Dwayne Stutzman (DENR) to meet before the entire Commission to explain our proposal. David Gantt presented a resolution that the Commissioners accepted in which stated they would support Greenways and develop a plan but they did not designate any money at that time. Dwayne and I also presented to the reinstated Environmental Commission and the Parks and Rec Commission.
- Attended the Rail Legislative Commission Hearing in Asheville on April 7th.
- Met with the Asheville Parking Director to determine where the free bike parking spot would be in the city parking garages.
- Met with our new SORBA club to get their support for helping to develop the new trails around the county landfill.
- Attended the SR2S Teleconference. Had a local bicycle dealer's meeting to coordinate projects.
- Attended the French Broad MPO meeting.
- Attended the Healthy Buncombe Coalition meeting.
- Attended the NC Trails Committee meeting to determine funding recipients.
- Attended the Mts. To the Sea bridge dedication over the Catawba River.

#### Pete Schubert

- Durham's pedestrian plan is working thru local governing board approvals for adoption and hopefully implementation
- I am on the stakeholder committee for the Durham Bicycle Plan being developed - significant update of 1994 MPO plan. Consultant (Greenways, Inc) is working - almost 50% done.
- Durham has hired a designer to provide a replacement greenway bridge over NC147 (Durham Freeway) - Durham's first "signature" bridge. Exciting design on a tight budget - expect significant usage, eventual tie in to light rail station.
- The Durham Bike and Ped Advisory Commission has published several new and updated bicycle education materials - including a glossy color 12 page Basic Bike Commuting guide, a share the road tri-fold, and wallet cards for both motorists and bicycles on driving responsibilities and how to share the road safely.
- B2WW - promoting with TTA and SmartCommute throughout the Triangle area, May 15-19, with biker breakfasts, local retailer discounts/promos, and an innovative bike mentor program.
- Participated in Chatham Co. ATT public meeting and have spread the word among the Triangle cycling community - apparently with significant results in terms of comments in favor of paved surface and to more accurately reflect true levels of present and future trail users.

- Attended Bike Facility Planning and Design workshop - excellent! Speaker, attendees, NCDOT and consultant networking opportunities, presentation, side discussions, etc. Extremely valuable.
- Durham recently did a road diet on Duke University Road

#### Other Business

David King briefly joined the call. He thanked the Committee for their years of service, noting that great benefit has been derived from their views and advice. He observed that "You have to take a few bricks and stones from time to time to get anything done," but went on to reiterate the support from the Board of Transportation for such initiatives as the Planning Grant Program and the Economic Impact Study. He urged the Committee to take satisfaction in the accomplishments and build on them, and to "cultivate understanding to precipitate progress on various projects." He further noted that the work is beginning to "get traction".

Deputy Secretary King then announced that he will retire on June 1, 2006. Loy thanked King for his support and guidance, saying that "we will miss you – your shoes will be hard to fill." King noted again that there is much momentum behind the Bicycle Committee and DBPT initiatives and advised all to "stay the course."

#### Adjourn

The meeting was adjourned at 11:45. Due to scheduling conflicts with the Board of Transportation Meeting, the date for the next meeting must be changed and is to be determined.

### **July 19, 2006**

#### Members Present

Greg Loy, Chair  
Hanna Cockburn  
Claudia Nix  
Dan Mikkleson  
Jennifer Smith  
Dennis Rash

#### Members Absent

Pete Schubert

#### Staff Present

Tom Norman

#### Guests

Terry Canales, PE, Safe Routes to School Coordinator  
Mary Meletioui, Bicycle and Pedestrian Program Manager, ITRE

#### ACTION ITEMS

- May 10, 2006 minutes approved – motion by Mikkleson, seconded by Nix

#### DISCUSSIONS, REPORTS and PLANNING SESSION

Welcome

Chair Greg Loy, welcomed the committee and our guest, Terry Canales, to the meeting. The agenda was re-arranged due to the fact that Deputy Secretary Susan Coward was unable to attend

### Safe Routes to School

Terry Canales, NCDOT Safe Routes to School Coordinator, presented an overview of the new North Carolina SRTS program. Canales explained the funding made available through federal legislation (approximately \$15 million over five years), what the funds may be used for, how communities can secure grant funding, and the purpose of the workshops to be offered at individual schools upon request. Canales asked the Committee how they would like to be involved in the program. All members are very interested in the program and want to be kept informed of resources that can be used to develop local initiatives and activities in their regions. Cockburn reported that the City of High Point is conducting an inventory of existing infrastructure within a two-mile radius of each school in preparation for a local SRTS program.

### Use of Share the Road License Plate Funds

Norman reported that the sales of the STR license plate had gone well and that a portion of the funds collected will be returned to the DBPT. The funds will primarily be used to purchase bicycle helmets for distribution to community groups undertaking safety initiatives.

### Project / Program Updates

American Society of Landscape Architects – Norman reported on his presentation to the NC Chapter of the ASLA on planning and designing bicycle and pedestrian facilities, showcasing NC projects.

Planning Grants – Norman reported that the 2006 grant recommendations were approved by the Board of Transportation. The BOT is very interested in this initiative and sees the program as a major step in the right direction for alternative transportation. Thus far, 48 communities have been awarded a total of \$1.2 million, with the potential to impact 2 million NC citizens. Meletiou reported that as a result of developing a pedestrian plan, the City of Graham Council approved a \$100,000 allocation each year for the next 10 years for sidewalk improvements. In addition, they were awarded a \$60,000 grant to develop the Graham Walks program.

Loy suggested development of a model that can be used by smaller communities that may not need, nor have the resources to support, a comprehensive plan as outlined by the planning grant recommended template. Cockburn added that the RPO's could work with these smaller communities to develop such plans.

### Update on TIP Projects

- Advocacy Initiatives – Cockburn and Meletiou discussed various advocacy initiatives that are underway in NC. There is much interest and the issue will be addressed at a special session at the October Statewide MPO Conference. Loy suggested that it might be possible to create a bulletin to be emailed twice a year to a broad group of interested individuals.

### Committee Activity Updates

Committee members provided an overview of local activities and initiatives in which they have been involved since the last meeting. A summary, as reported by Committee members via email, follows.

Dan Mikkelsen made a power point presentation on different elements of the Salisbury Greenway Trail. He also reported on the following activities:

- Salisbury is planning for a bicycle race in August; this will be the second year of the event
- The MRA for Salisbury's planning grant has been approved

### Claudia Nix

- Met with the Ex. Director for the Asheville Parks & Rec. Foundation Board in an effort of coordinating efforts for Greenways in Asheville. They are working on completing funding for the Reed Creek Greenway along Broadway this will tie into the Glenn Creek Greenway on Weaver Blvd.

- Reported to the Transit Commission on our Strive Not to Drive efforts this past year which were very positive even though we had a smaller event we made more impact with our press conference.
- Conducted a bike lane cleanup along Riverside Drive with the Blue Ridge Bike Club.
- Had several meetings dealing with problems with the Alexander Mt. Bike Facility. Trying to get things back on track with new trail development.
- The Bike/Pedestrian Task Force has just finished printing the NC Bicycle Commuters Guide. It is a great guide for first time commuters giving them tips in how do commute safely. The whole back page has the NC traffic laws that pertain to bicyclists. We paid for the copyright to print 5,000 copies.
- Our Healthy Buncombe Coalition is beginning efforts in West Asheville to develop a Safe Routes to Schools program at Vance Elementary School. This school was chosen because it is already fairly walkable with sidewalks and an active PTA group that has many walking and biking parents.
- My husband Mike, our store manager and I were guests on the local Public Radio station for a talk show called Conversations during the beginning days of the Tour de France. We discussed bicycling equipment, places to ride the Tour and bicyclists rights on the road. The listeners who called in were pretty congenial only had one that was a little negative.
- Our Beginners Riding Clinic that we hold at the Old Asheville Motor Speedway has been hugely successful so far. We co-host the clinic with a local "Oldies" radio station WOXL. Last year we had a total of 50 participants all summer. This year after one month we have already had over 30 participants.

#### Hanna Cockburn

- Greensboro held its first bike to work day
- Greensboro is starting a Blue Bikes program
- The RPO is doing a sidewalk inventory
- High Point is conducting infrastructure improvements around schools in preparation for a SRTS initiative
- Working with Greensboro DOT on Safe Routes to School evaluations at 6 elementary schools
- Bike/ped plan is almost complete
- Greenway from Asheboro to the NC Zoological Park is under development
- Planning is underway for the state MPO conference in October

#### Jennifer Smith

- The Pitt County Board of Commissioners has endorsed the Greenway Plan that will go throughout Pitt County.
- In February 2006 there was a bicycle fatality of an 80+ year old gentlemen. He drove into traffic on HWY# 24 outside Morehead City.
- Met with members of the East Carolina Velo Cycling Bicycle Club and John Rouse from NCDOT to identify routes bicyclists frequently ride. John gave very valuable information to the group regarding road conditions and possibilities. Velo would like to have signage on some of the more popular routes to alert motorists. John explained that often signage or wider lanes is often the first items that are eliminated to cut project costs. A meeting very similar to this was also held with Tom Tysinger and John Brown from City of Greenville. They enlightened the Velo members with small improvements that have been made to make cycling more user friendly.
- Viewed the FHWA Bike/Ped Teleconference.
- Recent Cycling Events include: May 13, Larrissa Molles Memorial Cotton Country Ride; 85-90 riders. May 18, local cyclists participated in the Ride of Silence. June 17<sup>th</sup> and 18<sup>th</sup>, Road Race and Criterium; good participation with 70 to 80 racers.
- Bicycle Safety in Pitt County Schools

Basics of Bicycling was implemented in fourth grade physical education classes in 9 schools. Safe Communities purchased helmets for 880 students and 75 volunteers assisted with helmet fittings.

#### Dennis Rash

- Attended many meeting on the North Rail Corridor
- Bike Charlotte was very successful
- Greenways are resonating in the area
- CATS busses are carrying more bicycles than ever
- Regional Planning Task Force is being developed

#### Greg Loy

- Attended Outer Banks Transportation Task Force Bicycle Committee meeting

#### Other Business

Norman reported on the Healthy Environments initiative, a collaborative effort of the Departments of Transportation; Commerce; Environment and Natural Resources; and Health and Human Services. The Secretaries and staff of each of the Departments meet regularly to discuss ways in which State Government can work together on common goals to improve the environment.

#### Adjourn

The meeting was adjourned at 3:06. The next meeting will be on September 13, 2006.

07/02/07

- Reedy Creek Greenway – Norman reported that the paving is almost complete. This will be a demonstration project to reflect how flexibility in highway design can provide special features for bicyclists and pedestrians while accommodating the needs of other road users.
- Neuse River Greenway – Norman explained that the Federal earmark for this project has been cut back from \$1.6 million to 86% of that figure. Due to reduced funds, the current plan is to build the sections through towns along the corridor rather the sections in more rural areas. The total cost of the entire project is estimated at \$60 million.
- Creation of Bicycle and Pedestrian Work Group of the NCDOT Executive Committee for Highway Safety – Norman reported that this new group that was created as a result of DOT recognition of the need to reduce bicycle and pedestrian injuries and fatalities. The first meeting will take place soon.

#### **September 13, 2006**

##### Members Present

Greg Loy, Chair  
Pete Schubert  
Claudia Nix  
Dan Mikkleson  
Jennifer Smith  
Dennis Rash

##### Members Absent

Hanna Cockburn

##### Staff Present

Tom Norman

##### GUESTS

Susan Coward, NCDOT Deputy Secretary for Intergovernmental Affairs and Budget Coordination  
Phil Bors, Project Officer, Active Living by Design  
Cara Crissler, Project Manager, Active Living by Design  
Mary Meletioui, Bicycle and Pedestrian Program Manager, ITRE

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## ACTION ITEMS

- July 19, 2006 minutes approved – motion by Schubert, seconded by Rash.

## DISCUSSIONS, REPORTS and PLANNING SESSION

### Welcome

Chair Greg Loy, welcomed the committee and guests, NCDOT Deputy Secretary Susan Coward and Phil Bors and Cara Crissler of Active Living by Design, a national program of The Robert Wood Johnson Foundation and part of the UNC School of Public Health. The meeting was convened in Chapel Hill to allow the Committee to attend the official kick-off of the NCDOT Safe Routes to School (SRTS) Program. Following the kick-off event, the Committee met in the conference room of Active Living by Design, located in Southern Village, a neo-traditional development that includes the elementary school where the SRTS kick-off was held. Due to the earlier SRTS kick-off, the meeting started at 11:00 and lasted approximately two hours.

### Presentation on Active Living by Design Initiatives

Cara Crissler and Phil Bors provided an overview of the National Program to encourage communities to create more active environments. Twenty-five communities received funding to undertake a variety of initiatives, many of which include a Safe Routes to School initiative and / or focus on increasing bicycling and walking. These projects are based on the five “P” model of Programs, Physical Activity, Policy, Partnership and Promotions. A comprehensive web site provides details on each initiative. <http://www.activelivingbydesign.org/index.php?id=6>. Crissler and Bors also reported on a statewide grant program funded by the BlueCross Blue Shield Foundation and the NC Health and Wellness Trust Fund. There are two separate funding initiatives, “Fit Together” and “Fit Communities.” Crissler reported that 50% of the Fit Together communities are undertaking some sort of pedestrian program. Meletiou noted that Graham, NC, one of the funded NCDOT Planning Grant Initiative communities received a \$60,000 “Fit Together” grant, partly as a result of having initiated a comprehensive pedestrian plan.

### Introduction of Deputy Secretary Susan Coward

Committee members introduced themselves, providing a brief overview of their activities, experiences and personal interests in bicycling and promoting bicycle-friendly communities. Deputy Secretary Coward then introduced herself, noting that she has been at NCDOT for almost five years. She provided an overview of how she can help the Committee and what she brings to the table. She noted that her responsibilities include developing NCDOT’s legislative agenda and working with the Governor’s Office on the Expansion Budget. Besides the DBPT, her direct reports also include the Governor’s Highway Safety Program, which provides funding to a wide variety of safety projects (including bicycle projects) and the Office of Environmental Quality, which is responsible for implementing Secretary Tippet’s “Environmental Stewardship Policy”. Deputy Secretary Coward is Chair of the Executive Committee for Highway Safety, which includes a newly-created Bicycle and Pedestrian Working Group. She is also involved with the development of the Long Range Multi-Modal Strategic Highway Safety Plan, striving to assure that the focus is not just on highway needs.

Schubert commented on his involvement with the Bicycle and Pedestrian Working Group and noted that it presents a good avenue for focusing on strategies to improve bicycle and pedestrian safety. Other discussion focused on how Deputy Secretary Coward and the Committee and staff can work together. Deputy Secretary Coward noted that she sees her role as that of an advocate in the Secretary’s Office for bicycle and pedestrian issues and needs.

### Committee Activity Updates

Committee members provided an overview of local activities and initiatives in which they have been involved since the last meeting. A summary, as reported by Committee members via email, follows

### Greg Loy

- Attended Outer Banks Transportation Task Force Bicycle Committee meeting
- Serving on NCDOT Bicycle and Pedestrian Working Group

### Dan Mikkelsen

- Contacted Glenn McDonald, Rowan Vocational Opportunities, re: proposal for helmet contract.
- Served on planning committee for the Giordana Crossroads Cycling Classic Bike Race in downtown Salisbury on August 3.
- Attended bike rodeo on September 9.

#### Claudia Nix

- Met with Asheville Airport and Metropolitan Sewage District about easement possibilities for greenways in Buncombe County. Gave them information about the Financial Impact Study for the Outer Banks on bicycle facilities.
- Working with Vance Elementary School on developing a Safe Routes to Schools program. Held an initial meeting with parents and had 16 parents express interest in the program; many are already walk their kids to school.
- Met with a group of individuals interested in developing a three county a Greenway. It would begin in Brevard, go through Henderson County and connect to the NC Arboretum in Buncombe County. We plan to begin a feasibility study of the possibilities.
- The Blue Ridge Bike Club partnered with the United Way Day of Caring and had 45 9<sup>th</sup> graders from Christ School, a private school. They swept the bike lane and picked up trash the entire 2 miles of the bike lane.
- Attended a steering committee meeting of the Hwy 70 Corridor. Our first meeting several weeks ago was exciting. Present were the two consultants who have been hired to assist in the planning for this area which, begins at Ridgecrest, goes through Black Mt. and Swannanoa to Patton Cove Road, just outside of Asheville. Buncombe County is one of the few counties in N.C. that does not have zoning and strip development runs rampant. Present at the table were many DOT managers, the North Fork Southern RR consultant, planners from each of the affected municipalities, Warren Wilson College and myself.

#### Dennis Rash

- Charlotte: continued to work on the connectivity issues involving the University City area, and specifically the need for bike lanes (both on and off road), greenways and crosswalks for University students, faculty and staff. Currently over 11,000 students live either on campus or within 1.5 miles of campus. Meetings have involved Charlotte DOT and Division Engineer Barry Moose, as well as a range of community based groups.
- Charlotte: met and communicated with representatives of the Bicycle Advisory Committee as it attempted to lobby to the restoration of a bicycle/pedestrian bridge that would cross I-277 in order to connect South End along the South Light Rail Corridor to Uptown. That bridge was initially value-engineered out of the Charlotte Area Transit budget. Last report was that chances for funding were improving but not yet better than even odds.
- Kannapolis: delivered an update on regional bicycle/pedestrian issues at the Cabarrus Transportation Summit. The emphasis was on inadequate funding for many important project opportunities. I particularly encouraged the community to begin thinking now about bike/ped opportunities in Kannapolis for the Research Campus that is under construction by David Murdoch's interests.
- Mooresville: met with bicycle advocates concerned about bicycle lanes in their downtown, and about pedestrian safety in recently developed areas near Lake Norman where sidewalks and bike lanes have not been provided before the explosion of development. The Mayor is supportive of a more pedestrian/cycling friendly environment. Local funds may be available.

#### Jennifer Smith

- Four Pitt County Schools have signed up to implement the Basics of Bicycling in their fourth grade physical education classes this semester. Safe Communities will provide a helmet for each student and volunteers will assist with fitting them. This will involve approximately 700 students.
- Pitt County SAFE KIDS and Pitt County and the Pitt County Safe Communities Coalition will be sponsoring a Safe Walk to School event at E. B. Aycock Middle School on October 4, 2006. Local law enforcement will be assisting. Mayor Don Parrot has signed a proclamation for the International Safe Walk to School Day to encourage everyone to consider the safety and health of children.
- NCDOT conducted public hearings for the proposed Greenville Southwest Bypass throughout the county. The formal presentation and public hearing was held on Thursday, September 7, 2006. Over 400 residents attended. Three corridors are being considered. Many concerns were expressed by property owners that may be affected.

- The National Multiple Sclerosis Society sponsored the MS 150 Magical Mystery Bike Tour in New Bern on September 9 and 10, 2006. Over 1500 riders participated with an expectation of raising over 1 million dollars.

Pete Schubert

- Durham City Council adopted the City's new Pedestrian Plan, [DurhamWalks!](#) (one of the first-round planning grantees), including a spending plan for 2005 bond money for \$1.9M of city-wide sidewalk improvements (new construction and maintenance). The ped plan consultant also conducted a thorough city-wide sidewalk inventory, which will aid in plan implementation.
- Durham opened a new 0.6 mile section of the MLK Jr. Pkwy with 3' striped bike lanes (curb and gutter section), completing the missing link in a 4.9 mile roadway with bike lanes, connecting from 15-501 to NC55.
- Durham and the Div. 5 NCDOT staff have set up an informal maintenance agreement where city street sweepers will add all bike lanes (including on SRs) to their regular maintenance schedule.
- Durham has completed a draft comprehensive bicycle plan, which will be presented to governing officials for approval this fall.
- Durham has *yet to award* a design contract for Phase E of the American Tobacco Trail, the missing link between the current NC54 terminus and the Chatham County line.
- Durham and our MPO's first bicycle and pedestrian transportation planner (Alison Carpenter) moved on to greener pastures and Durham is working to recruit a replacement.
- Our Bike and Pedestrian Advisory Commission recruited local law enforcement officers (police and sheriff) to attend our monthly meetings as permanent liaisons, to increase awareness of bike/ped enforcement and legal issues.
- We are in the midst of the [SmartCommute Challenge](#), an effort to reduce single occupant vehicle trips by promoting alternative transportation modes, including biking to work. The Challenge is a pledge to try another mode, with awards to be raffled to those who take the challenge. This annual effort culminates our ozone awareness season each year.
- Greenway Pedicabs started service in Chapel Hill and Carrboro in August, with support from SURGE. The human-powered tricycle taxi service is licensed by both towns.
- GoTriangle.org (a regional alternative commute trip resource) just added a "[Suggested Bike Routes](#)" mapping feature, allowing bike commuters to post their routes for others to see and follow.

Hanna Cockburn (not present at the meeting, but submitted the following activity list)

- Safe Routes to Schools presentation to Caswell County Board of Education
- Planning to host five rest stops in our region for Cycle NC in October
- Presentation to Asheboro City Council and Randolph Board of Commissioners on Greenway

Other Business

There was no other business

Adjourn

The meeting was adjourned at 1:30. The next meeting will be on November 8, 2006.

**November 8, 2006**

Members Present  
 Greg Loy, Chair  
 Hanna Cockburn  
 Pete Schubert

Claudia Nix  
Dan Mikkleson  
Jennifer Smith

Members Absent  
Dennis Rash

Staff Present  
Tom Norman  
Bob Mosher

GUESTS  
Mary Meletiou, Bicycle and Pedestrian Program Manager, ITRE

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### ACTION ITEMS

- September 13, 2006 minutes approved – motion by Smith, seconded by Nix.

### DISCUSSIONS, REPORTS and PLANNING SESSION

#### Welcome

Chair Greg Loy, welcomed the committee. The September 13, 2006 minutes were adopted.

#### Safe Routes to School Program at DBPT – Norman / Meletiou

Norman provided an update on the recent reassignment of the Safe Routes to School (SRTS) Program from the Chief Deputy's Office to the Division of Bicycle and Pedestrian Transportation. He reported that the mandated SRTS position had not previously been created; rather an existing position had been temporarily used by the previous coordinator. He is now in the process of creating the permanent position. Sarah O'Brien of ITRE will be serving as the Interim Coordinator until the position is filled. Norman assured the Committee that no momentum will be lost as a result of this change as ITRE staff has been involved in the development of the SRTS program since its inception. Norman also noted that only 13 states have put out a call for funding proposals to date. Norman cautioned that the approximately \$15 million that NC will receive cannot meet all the needs in the state and that it is important to have an equitable distribution of funds throughout the state.

Norman also brought up the topic of school siting decisions and their impact on children's ability to walk or bike to school. The Committee discussed the issue and recognized that the decision-makers are not always aware of the transportation infrastructure implications of the choices that are made. All agreed that more study is warranted.

#### Bicycle and Pedestrian Working Group Strategies – Norman / Schubert / Meletiou

Norman reported on the two Strategies that were submitted to the Executive Committee on Highway Safety, noting that both were adopted. Meletiou reviewed the strategy to include additional information on traffic laws that apply to bicyclists and pedestrians and motorist interactions with those modes. Schubert addressed the strategy to provide training for law enforcement officers on these laws.

#### Project / Program Updates – Staff

NC Transportation Hall of Fame Award – Norman reported on the Founders' Award presented to DBPT at the annual awards ceremony of the NC Transportation Hall of Fame on October 31, 2006 in Spencer, NC. As stated on the plaque presented to Tom Norman, the award was given "In recognition of Accomplishments in Bicycle and

Pedestrian Projects and Promoting Safety". In his acceptance of the award, Norman recognized the contributions of others, including Bicycle Committee members. Dan Mikkleson was present at the ceremony.

Reedy Creek Greenway – 2006 FHWA Award – Norman reported that the Reedy Creek Greenway had won another award, the FHWA National Award for Environmental Excellence in the Non-Motorized Category. The award was for the partnerships forged to make the project a reality. Norman reminded the Committee that in 2005, the Reedy Creek project received a FHWA Honorable Mention for Excellence in Highway Design.

GHSP Helmet Proposal – Meletiou reported on the request to the Governor's Highway Safety Program to provide \$10,000 to supplement the funds collected from the Share the Road license plates to purchase bicycle helmets. The proposal has been submitted and DBPT is awaiting approval from GHSP.

Regional Greenway Projects – Mosher reported on a meeting of the Trust for Public Land that he attended where there was discussion of \$1 million of funding to develop the concept of a 15 county greenway system. Other regional greenway projects being discussed among stakeholder groups include the Mountains to Sea Trail, the Catawba River Greenway and trails along other river systems connecting multiple counties. The Committee discussed ways to work with local decision makers to help them understand the value of such projects, noting that "cultural tourism" is an important aspect.

Planning Grants – Mosher passed out a map of the state showing the distribution of the 48 existing planning grants to communities across the state. He also provided a status sheet highlighting the progress of projects, by year. Some of the difficulties associated with administering the plan development and bringing them to completion were discussed. Loy highlighted the need to support development of a different level of planning document for those communities that do not need a comprehensive plan, typically smaller communities. Cockburn noted that the lessons learned thus far can help address such questions.

Streetwise Cycling – Meletiou reported that "Streetwise Cycling" will soon be back in print. It is back by popular demand from local cyclists who appreciate the information on laws and urban riding techniques. It has been out of print for some time, although the information has been available in other DBPT publications.

#### Committee Activity Reports

Committee members provided an overview of local activities and initiatives in which they have been involved since the last meeting. A summary, as reported by Committee members via email, follows.

#### Greg Loy

- Attended Outer Banks Transportation Task Force Bicycle and Pedestrian Subcommittee Meetings and provided a report on potential partnerships.
- Attended Bicycle and Pedestrian Safety Working Group – Worked on a resolution for school site selection.
- Distributed Outer Banks Bike Maps

#### Jennifer Smith

- From September through November four Pitt County Schools implemented the Basics of Bicycling in their fourth grade physical education classes. Approximately 700 students participated. Safe Communities purchased a helmet for each student and 49 volunteers assisted in fitting them.
- On October 4, 2007 Pitt County SAFE KIDS and Safe Communities sponsored an International Walk to School event at E.B. Aycock Middle School. Over 100 people participated. There was also a memorial balloon launch for Leslie Hill who was a student that became a pedestrian fatality the year before.

#### Claudia Nix

- Went through National SR2S Instructors training.
- Held our new riders graduation ride and picnic. Had 2 8yr old girls, 10 adults participated in the final event.
- Put on a power point presentation on SRTS for the Healthy Buncombe Coalition.
- Met with the Asheville Chief of Police, Wm. Hogan to get his support of the SRTS program, and several other Bike/Task Force projects.
- RiverLink just completed the negotiations to purchase of the EDACO junkyard over a 5 year period. The city in conjunction with DOT will be connecting the two parks via a sidewalk going in front of the property immediately. After they complete the Brownfield evaluation and cleanup they will be developing the rest of the greenway and parkland. This has been a missing link on the Amboy Rd. greenway.
- Bike/Ped Task Force is working on developing a mentoring program in connecting with the Commuting Guide.

Dan Mikkelson

- Met with Rowan Salisbury School System Route Supervisor to discuss SRTS. It will be an uphill battle, but I am trying to get RSSS to see the benefits of SRTS. Among other things, the state pays for student transportation based on density and efficiency. Although this sounds logical, it creates a financial incentive to bus densely populated areas in close proximity to the schools (i.e.: potential walkers).
- Attended bicycle coordinators meeting and presented road diet controversies at NCMPO conference.
- Attended NCTHF awards ceremony in Spencer.
- Received and reviewing planning consultant proposals for Salisbury's Comprehensive Bicycle Plan.

Hanna Cockburn

- Public workshops on Randolph County Asheboro – Zoo Greenway (I have hundreds of new friends)
- Safe Routes to Schools Facilitator Training
- Safe Routes to Schools presentation to Lexington City Council
- Safe Routes to Schools presentation to Piedmont Triad COG Board of Delegates
- BIG salute to bike lanes 9/24/06 – more than 100 riders participated
- Greensboro MPO has approved the BiPed plan
- MPO Conference bike/ped coordinators meeting (marginal)
- Moderated MPO Conference bike/ped session

Pete Schubert

- Durham Bicycle Plan has been completed
- Attended Bicycle and Pedestrian Working Group Meeting
- New bike/ped coordinator hired for Durham and the MPO
- Working to get Phase E of the ATT underway
- The local bike/ped advisory group has an appointed member on Durham's development review group. They were able to get a transit accommodation

Other Business

There was no other business.

Adjourn

The meeting adjourned at 3:00. The next meeting is scheduled for January 10, 2007.

## **January 26, 2005**

Transportation Building – Room 117 Raleigh, North Carolina

Members Present

Dennis Rash, Chair  
Greg Loy  
Dan Mikkleson  
Claudia Nix  
Pete Schubert  
Jennifer Smith

Members Absent  
Pete Schubert

Staff Present  
Tom Norman

#### GUESTS

Mary Meletiou, Bicycle and Pedestrian Program Manager, ITRE

#### CONTENTS

#### ACTION ITEMS

- November 10, 2004 minutes approved with no changes – motion by Loy, second by Nix.
- Loy elected Chair and Schubert elected Vice-Chair.

#### DISCUSSIONS, REPORTS and PLANNING SESSION

##### Welcome

Chair Dennis Rash, welcomed the committee and guests to the meeting. Jennifer Smith, the new Committee member representing Divisions 2 and 3, was introduced.

##### Election of Officers for 2005

According to the Committee bylaws, elections of officers are to take place each January. A chairperson may only serve two consecutive terms. Schubert nominated Loy for Committee Chair. Mikkelson moved to unanimously elect him as Chair; Nix seconded. Loy nominated Schubert for Vice-Chair. Loy moved that he be elected; Nix seconded.

##### Recap of Major 2004 Accomplishments

Norman discussed the significant accomplishments of 2004. These include staff development, with the hiring of a Planning Program Manager, the upgrade of several positions and in-range increases for others; the successful first year implementation of the Planning Grant Initiative; the presentation of five one-day pedestrian planning and design workshops to DOT and municipal planners and engineers; the publication and marketing of the coastal economic impact study; and, the development and administration of North Carolina Moving Ahead bicycle projects.

##### 2005 Committee Work Plan Discussion

The Committee reviewed the Goals and Proposed Actions, developed in 2002, in order to determine what has been accomplished and what the focus for 2005 should be. As many of the goals from 2002 have been accomplished, the Committee revised the goals for 2005 as follows:

Goal 1 — Improve bicycle planning and encourage multi-modal planning across the state.

1. Support Planning Grant Program to success
2. Identify sources of future funds for Planning Grant Initiative (near term)
3. Support planning resources development by advocating for more funds, and staff capacity (long term)
4. Mainstream bicycle planning through coordination and integration into all transportation planning processes

Goal 2 — Improve Committee communication with constituents, Board of Transportation and DOT management.

1. Publicize goals to advocacy groups and local and regional government agencies
2. Foster working relationship with Division Engineers
3. Develop presentation materials and seek opportunities to present at conferences and workshops
4. Develop interface with health community to create partnerships

These goals and proposed actions will be reviewed and adopted at the March 2005 meeting.

#### Project Updates

Norman provided updates on the bike/ped bridge over the Raleigh Beltline. Meletiou reported on the Safe Routes to School initiative, a new program under development.

#### Other Business

Norman gave an update on the "Share the Road" license plate effort. A legislative sponsor will be sought to introduce the bill.

#### Adjourn

The meeting was adjourned at 2:30. The next meeting will be on March 9, 2005.

### **November 8, 2006**

#### Members Present

Greg Loy, Chair  
Hanna Cockburn  
Pete Schubert  
Claudia Nix  
Dan Mikkleson  
Jennifer Smith

#### Members Absent

Dennis Rash

#### Staff Present

Tom Norman  
Bob Mosher

#### GUESTS

Mary Meletiou, Bicycle and Pedestrian Program Manager, ITRE

#### CONTENTS

#### ACTION ITEMS

- September 13, 2006 minutes approved – motion by Smith, seconded by Nix.

#### DISCUSSIONS, REPORTS and PLANNING SESSION

#### Welcome

Chair Greg Loy, welcomed the committee. The September 13, 2006 minutes were adopted.

Safe Routes to School Program at DBPT – Norman / Meletiou

Norman provided an update on the recent reassignment of the Safe Routes to School (SRTS) Program from the Chief Deputy's Office to the Division of Bicycle and Pedestrian Transportation. He reported that the mandated SRTS position had not previously been created; rather an existing position had been temporarily used by the previous coordinator. He is now in the process of creating the permanent position. Sarah O'Brien of ITRE will be serving as the Interim Coordinator until the position is filled. Norman assured the Committee that no momentum will be lost as a result of this change as ITRE staff has been involved in the development of the SRTS program since its inception. Norman also noted that only 13 states have put out a call for funding proposals to date. Norman cautioned that the approximately \$15 million that NC will receive cannot meet all the needs in the state and that it is important to have an equitable distribution of funds throughout the state.

Norman also brought up the topic of school siting decisions and their impact on children's ability to walk or bike to school. The Committee discussed the issue and recognized that the decision-makers are not always aware of the transportation infrastructure implications of the choices that are made. All agreed that more study is warranted.

#### Bicycle and Pedestrian Working Group Strategies – Norman / Schubert / Meletiou

Norman reported on the two Strategies that were submitted to the Executive Committee on Highway Safety, noting that both were adopted. Meletiou reviewed the strategy to include additional information on traffic laws that apply to bicyclists and pedestrians and motorist interactions with those modes. Schubert addressed the strategy to provide training for law enforcement officers on these laws.

#### Project / Program Updates – Staff

NC Transportation Hall of Fame Award – Norman reported on the Founders' Award presented to DBPT at the annual awards ceremony of the NC Transportation Hall of Fame on October 31, 2006 in Spencer, NC. As stated on the plaque presented to Tom Norman, the award was given "In recognition of Accomplishments in Bicycle and

Pedestrian Projects and Promoting Safety". In his acceptance of the award, Norman recognized the contributions of others, including Bicycle Committee members. Dan Mikkelson was present at the ceremony.

Reedy Creek Greenway – 2006 FHWA Award – Norman reported that the Reedy Creek Greenway had won another award, the FHWA National Award for Environmental Excellence in the Non-Motorized Category. The award was for the partnerships forged to make the project a reality. Norman reminded the Committee that in 2005, the Reedy Creek project received a FHWA Honorable Mention for Excellence in Highway Design.

GHSP Helmet Proposal – Meletiou reported on the request to the Governor's Highway Safety Program to provide \$10,000 to supplement the funds collected from the Share the Road license plates to purchase bicycle helmets. The proposal has been submitted and DBPT is awaiting approval from GHSP.

Regional Greenway Projects – Mosher reported on a meeting of the Trust for Public Land that he attended where there was discussion of \$1 million of funding to develop the concept of a 15 county greenway system. Other regional greenway projects being discussed among stakeholder groups include the Mountains to Sea Trail, the Catawba River Greenway and trails along other river systems connecting multiple counties. The Committee discussed ways to work with local decision makers to help them understand the value of such projects, noting that "cultural tourism" is an important aspect.

Planning Grants – Mosher passed out a map of the state showing the distribution of the 48 existing planning grants to communities across the state. He also provided a status sheet highlighting the progress of projects, by year. Some of the difficulties associated with administering the plan development and bringing them to completion were discussed. Loy highlighted the need to support development of a different level of planning document for those communities that do not need a comprehensive plan, typically smaller communities. Cockburn noted that the lessons learned thus far can help address such questions.

Streetwise Cycling – Meletiou reported that "Streetwise Cycling" will soon be back in print. It is back by popular demand from local cyclists who appreciate the information on laws and urban riding techniques. It has been out of print for some time, although the information has been available in other DBPT publications.

#### Committee Activity Reports

Committee members provided an overview of local activities and initiatives in which they have been involved since the last meeting. A summary, as reported by Committee members via email, follows.

#### Greg Loy

- Attended Outer Banks Transportation Task Force Bicycle and Pedestrian Subcommittee Meetings and provided a report on potential partnerships.
- Attended Bicycle and Pedestrian Safety Working Group – Worked on a resolution for school site selection.
- Distributed Outer Banks Bike Maps

#### Jennifer Smith

- From September through November four Pitt County Schools implemented the Basics of Bicycling in their fourth grade physical education classes. Approximately 700 students participated. Safe Communities purchased a helmet for each student and 49 volunteers assisted in fitting them.
- On October 4, 2007 Pitt County SAFE KIDS and Safe Communities sponsored an International Walk to School event at E.B. Aycock Middle School. Over 100 people participated. There was also a memorial balloon launch for Leslie Hill who was a student that became a pedestrian fatality the year before.

#### Claudia Nix

- Went through National SR2S Instructors training.
- Held our new riders graduation ride and picnic. Had 2 8yr old girls, 10 adults participated in the final event.
- Put on a power point presentation on SRTS for the Healthy Buncombe Coalition.
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- Met with Rowan Salisbury School System Route Supervisor to discuss SRTS. It will be an uphill battle, but I am trying to get RSSS to see the benefits of SRTS. Among other things, the state pays for student transportation based on density and efficiency. Although this sounds logical, it creates a financial incentive to bus densely populated areas in close proximity to the schools (i.e.: potential walkers).
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- Attended NCTHF awards ceremony in Spencer.
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#### Hanna Cockburn

- Public workshops on Randolph County Asheboro – Zoo Greenway (I have hundreds of new friends)
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#### Pete Schubert

- Durham Bicycle Plan has been completed
- Attended Bicycle and Pedestrian Working Group Meeting
- New bike/ped coordinator hired for Durham and the MPO

- Working to get Phase E of the ATT underway
- The local bike/ped advisory group has an appointed member on Durham's development review group. They were able to get a transit accommodation

#### Other Business

There was no other business.

#### Adjourn

The meeting adjourned at 3:00. The next meeting is scheduled for January 10, 2007.

### **March 9, 2005**

Transportation Building – Room 117 Raleigh, North Carolina

#### Members Present

Greg Loy, Chair  
Dan Mikkleson  
Claudia Nix  
Dennis Rash  
Pete Schubert  
Jennifer Smith

#### Staff Present

Tom Norman

#### GUESTS

Jimmy Newkirk, Physical Activity and Nutrition Branch, NC Department of Health  
Mary Meletioui, Bicycle and Pedestrian Program Manager, ITRE

#### CONTENTS

#### ACTION ITEMS

- January 26, 2005 minutes approved with no changes – motion by Rash, seconded by Schubert.
- Adoption of 2005 goals as developed at previous meetings – motion by Rash, seconded by Schubert
- Endorsement of Planning Grant Initiative selection process and recommendations for funding – motion by Mikkleson, seconded by Nix.

#### DISCUSSIONS, REPORTS and PLANNING SESSION

#### Welcome

Chair Greg Loy, welcomed the committee and guests to the meeting.

#### Adoption of 2005 Work Plan

The Committee voted to adopt the goals that were discussed at the January 26, 2005 meeting. Rash made a motion to adopt the goals as presented; Schubert seconded. The goals are as follow:

Goal 1 — Improve bicycle planning and encourage multi-modal planning across the state.

1. Support Planning Grant Program to success
2. Identify sources of future funds for Planning Grant Initiative (near term)
3. Support planning resources development by advocating for more funds, and staff capacity (long term)
4. Mainstream bicycle planning through coordination and integration into all transportation planning processes

Goal 2 — Improve Committee communication with constituents, Board of Transportation and DOT management.

1. Publicize goals to advocacy groups and local and regional government agencies
2. Foster working relationship with Division Engineers
3. Develop presentation materials and seek opportunities to present at conferences and workshops
4. Develop interface with health community to create partnerships

Potential Goal 1 initiatives were discussed, focusing on ways to increase the number and improve the quality of planning grant proposals submitted to DBPT. Committee members suggested that they could individually take the initiative to develop a greater local awareness of the opportunities to submit proposals. Some ideas included attending the TIP hearings, developing a relationship with Board of Transportation members representing Committee Divisions, working with the media and making presentations at local MPO, RPO, TAC and/or TCC meetings. Loy suggested sending a letter about the program to all mayors. Norman noted that Committee members could become a resource for Transportation Planning Branch staff as they work with individual communities to develop comprehensive transportation plans.

Goal 2 will be discussed at a subsequent meeting. Schubert suggested that methods to measure and define success should also be discussed at a future meeting.

#### 2004 and 2005 Planning Grant Updates

Meletioui provided a summary of progress on the 2004 grants and distributed copies of the Award Committee recommendations for 2005 funding. Mikkelson moved that the Committee endorse both the Planning Grant Initiative selection process and resulting recommendations and forward the list of municipalities recommended for funding to the Board of Transportation for review and approval. Nix seconded the motion, which passed unanimously.

#### Health Community/Bicycle Committee Collaboration

Jimmy Newkirk, Physical Activity Director for the NC Department of Health Physical Activity and Nutrition Branch (PAN) attended the meeting to discuss PAN initiatives related to increasing opportunities to bicycle and walk as a part of daily living. He passed out a one-page summary entitled "Physical Activity in North Carolina Communities: Our Health Depends on It". The goal of the program is to increase physical activity. Newkirk provided an overview of the unit's interest in improving the built environment, their efforts to develop partnerships, training and outreach programs, and information on some of the tools they use, in particular, the Active Community Environments Guide which they developed. Discussion of common goals and the need to develop more funding sources followed. Newkirk offered to provide additional statistics and information to support the Committee's efforts.

#### Environmental Excellence Award

Norman reported that the Division of Bicycle and Pedestrian Transportation received a national award, one of only 11, for Excellence in Environmental Design for the Reedy Creek Greenway project. The presentation will be made in Washington, DC on April 22, Earth Day.

#### Safe Routes to School Initiative (SR2S)

Meletioui reported on this new project that involves the delivery of the national SR2S course to six elementary schools in the Triangle area during the week of April 25<sup>th</sup>, 2005.

#### Committee Activity Updates

Committee members provided an overview of local activities and initiatives in which they have been involved since the last meeting. A summary follows.

Jennifer Smith is involved in the Grifton Pedestrian Planning Grant Initiative as a steering committee member. She has contacted her Board of Transportation member and is letting local staff and advocates know of her appointment to the Committee. In addition, a media release on her appointment was sent out. She continues to support the implementation of the Basics of Bicycling in all Pitt County elementary schools by providing a new helmet to each graduate of the program.

Pete Schubert has been networking with the Capitol Area Metropolitan Planning Organization (CAMPO) stakeholder group on the Center of the Region Enterprise (CORE) to look at bike/ped access around RTP.

Dan Mikkelson was involved in developing CMAQ projects for the Salisbury area and was successful in including several sidewalk and greenway projects in the new seven year plan. He also served on the NCDOT Planning Grants Initiative Award Committee. Two local TIP greenway projects are will be going out to bid soon.

Greg Loy served on the NCDOT Planning Grants Initiative Award Committee. He is involved with a newly-formed (informal) group of planners in the RPO area and will use this forum to disseminate ideas and information.

Claudia Nix has contacted Greg Shuler the Division 13 NC Moving Ahead coordinator to discuss bicycle issues. Both he and Jay Swain, Division Engineer have agreed to attend the next Asheville bike/ped committee meeting. Nix also plans to present an overview of the Economic Impact Study to future meetings of the MPO and chamber of Commerce. Nix serves as the activity committee chairperson for Healthy Buncombe and in this capacity is involved with Strive Not to Drive and Walk to School initiatives. She is also working with other stakeholders to develop a missing greenway connection.

#### NC Moving Ahead

Norman provided an update on the NC Moving Ahead Projects. He reported that some projects will be delayed to FY '06 and '07. He also reported the FY '05 Federal appropriation for the American Tobacco Trail to be shared by Durham and Chatham County. When this section is completed, it will close the gap between the two sections currently on the ground, creating a 23-mile trail.

#### Other Business

Norman gave an update on the "Share the Road" license plate effort. A presentation was made to the Board of transportation which supports the effort. Nina Szlosberg will serve as general Assembly liaison to seek a sponsor and co-sponsors. \$10 of the \$50 vanity plate fee will be dedicated to DBPT for use in promoting safety efforts.

#### Adjourn

The meeting was adjourned at 3:20. The next meeting will be on May 11, 2005.

### **May 12, 2004**

Transportation Building – Room 117 Raleigh, North Carolina

#### Members Present

Dennis Rash, Chair  
Gene Griner, Vice-chair  
Greg Loy  
Dan Mikkleson  
Ronnie Ryan  
Pete Schubert

Members Absent  
Claudia Nix

Staff Present  
Tom Norman

Guest  
Nina Szlosberg, Board of Transportation  
David King, Deputy Secretary for Transit  
Valerie Broadwell, EPA Transportation Planner  
Leta Huntsinger, Manager, Triangle Regional Model Service Bureau, ITRE  
Mary Meletiou, Bicycle and Pedestrian Program Manager, ITRE

## CONTENTS

### ACTION ITEMS

- March 10, 2004 minutes approved – motion by Mikkelson, second by Loy.
- Motion to endorse the 18 selected proposals for 2004 Planning Grant funds (see attached list) made by Loy, seconded by Mikkelson.
- Motion to recognize the vital role Gene Griner has played in his eight years on the Bicycle Committee made by Ryan, seconded by Mikkelson

### DISCUSSIONS, REPORTS AND PLANNING SESSION

#### Welcome

Chair Dennis Rash, welcomed the committee and guests to the meeting. Guests attending the morning session were Nina Szlosberg, Board of Transportation; David King, Deputy Secretary for Transit; Valerie Broadwell, Transportation Planner, EPA; Leta Huntsinger, Manager, Triangle Regional Model Service Bureau, ITRE; and, Mary Meletiou, Bicycle and Pedestrian Program Manager, ITRE.

#### Discussion of Air Quality Issues

At the previous committee meeting, an interest was expressed in learning more about air quality issues and how they might relate to bicycling and the availability of funds for construction of bicycle facilities. Valerie Broadwell, a Transportation Planner for EPA and Leta Huntsinger, Manager of the Triangle Regional Model Service Bureau at ITRE presented background information on relevant topics related to this issue. New standards for determining emission standards are under development and it is not known how this will affect NC. Current travel demand models need to be improved to better account for non-motorized travel. It is unclear at this time whether bicycle projects could be used as a mitigation factor in reducing emissions.

#### Planning Grant Awards

Norman and Meletiou reported on the success of the first Call for Proposals for the NCDOT Bicycle and Pedestrian Planning Grant Initiative. Forty-nine proposals were received from across the state. Eighteen municipalities were identified to receive funding totaling \$394,818 (see attached list). Initially, \$350,000 was made available for this program but another \$50,000 was added in light of the demonstrated demand for the funds. Loy made a motion to endorse the selected municipalities. The motion was seconded by Mikkelson.

#### Economic Impact Study

Meletiou handed out the recently completed brochure entitled *Pathways to Prosperity: the Economic Benefits of Investments in Bicycle Facilities*. This document highlights the findings of a study conducted in the summer of 2003 on the system of bicycle facilities in the northern Outer Banks. A presentation on the findings of the study was made to the Board of Transportation on May 5, 2004 and was very well-received. The study was also presented at the ITRE Transportation Roundtable on May 11, 2004 and generated much interest. The Committee discussed the importance of promoting the study findings to appropriate decision-makers.

## Discussion of Bicycle Laws and Enforcement

In response to concerns indicated by Committee member Nix regarding the lack of information and misunderstanding of laws pertaining to the operation of a bicycle, Meletiou made the Committee aware of a project addressing these issues. Through funding from the Governor's Highway Safety Program, a booklet containing all relevant laws regarding bicycles and pedestrians is being produced. It will be published by the end of September and will be distributed to law enforcement agencies and to the public.

## Project Updates

Norman provided updates on staffing and the bike/ped bridge over the Raleigh Beltline.

## Other Business

Ryan made a motion to recognize the vital role Gene Griner has played in his eight years on the Bicycle Committee. The motion was seconded by Mikkelson.

The next meeting will be on July 7, 2004. (Please note that this meeting was subsequently cancelled due to the prolonged hospitalization of a staff member the vacation schedules of several Committee members).

## Adjourn

The meeting was adjourned at 2:40.

## **September 8, 2004**

Transportation Building – Room 117 Raleigh, North Carolina

### Members Present

Dennis Rash, Chair  
Gene Griner, Vice-chair  
Greg Loy  
Dan Mikkelson  
Ronnie Ryan  
Claudia Nix  
Pete Schubert

### Staff Present

Tom Norman, DBPT Director  
David Bender, DBPT Planning Program Manager

### Guest

David King, Deputy Secretary for Transit  
Mary Meletiou, Bicycle and Pedestrian Program Manager, ITRE

## CONTENTS

## ACTION ITEMS

- May 12, 2004 minutes approved – motion by Schubert, second by Ryan.
- Draft Bicycle and Pedestrian TIP Schedule approved – motion by Mikkelson, second by Nix.

## DISCUSSIONS, REPORTS and PLANNING SESSION

### Welcome

Chair Dennis Rash, welcomed the committee to the meeting.

### Review of Proposed Projects for 2006-2012 TIP Schedule

The draft bicycle and pedestrian TIP was distributed for review and discussion. Norman reported on the candidate projects and discussed the problems related to getting good projects submitted from the communities. He noted that the Planning Grant Initiative will have a positive impact on the quality of projects submitted. Norman and Bender reviewed the projects that were submitted and the draft schedule and answered questions from Committee members regarding specific projects.

Rash noted that the Long-Range Statewide Multi-Modal Transportation Plan, recently adopted by the Board of Transportation, included a recommendation to allocate more funding for bicycle and pedestrian improvements. Discussion on how the Committee could be more involved in securing additional funds followed.

The committee voted to endorse the Bicycle and Pedestrian TIP schedule as prepared by staff.

### Recognition of Service of Gene Griner

After eight years of service, Dr. Griner submitted his resignation from the Bicycle Committee in July, pending appointment of a replacement. Rash and King thanked Dr. Griner for his dedication to improving conditions for bicycling and especially noted his role in the passage of a bicycle helmet law in 2001. A unique plaque recognizing his service was presented at the meeting.

### Promoting the Findings of the Economic Impact Study

Norman reported on the promotion of the findings of the coastal economic impact study of bicycle facilities. The NCDOT Public Information Office sent out a press release highlighting the findings. The Committee discussed ways to further publicize the findings of the study.

### Project Updates

Norman reported on the upcoming Pedestrian Planning and Design Workshops scheduled for October 11-15, 2004. Meletiou reported that the final technical report on the economic impact study has been completed and will be posted to the DBPT web site.

### Other Business

There was no other business.

### Adjourn

The next meeting will be on November 10, 2004.

**January 8, 2003**

Transportation Building - Room 309      Raleigh, North Carolina

**Members Present**

Dan Mikkleson  
Gene Griner  
Dennis Rash  
Tom Redinger  
Ronnie Ryan

**Members Absent**

Greg Loy  
Pete Schubert

**Staff Present**

Mary Meletiou  
Tom Norman

**Guests**

Christine Mackey - Director of Tourism Programs  
NC Division of Tourism, Film and Sports Development

Mike Caleen - Vice President, North Carolina Amateur Sports  
Director for Cycle North Carolina

**CONTENTS**

- 1. 1 — November 13, 2002 minutes approved
- 1 — Election of New Chair and Vice-Chair
- 1 — Letter of Support for DBPT to administer all bicycle enhancement projects
- 1 — Adoption of "Criteria for Exceeding TIP Project Funding Cap"
- 1 — Discussions, Reports, and Planning Session
- 2 — Other Business
- 2 — Date of Next Meeting

**ACTION ITEMS**

- \* November 13, 2003 minutes approved (Rash/Redinger) - unanimous
- \* Election of new Chair and Vice-chair
  - Dennis Rash elected Chair - (Griner/Redinger) - unanimous
  - Gene Griner elected Vice-chair - (Ryan/Rash) - unanimous
- \* Letter of support for DBPT to administer all bicycle enhancement projects (Griner/Redinger) - unanimous
- \* Adoption of "Criteria for Exceeding TIP Project Funding Cap" - (Rash/Griner) - unanimous
- \* Committee adjourned at 2:30 PM (Ryan/Rash) - unanimous.

**DISCUSSIONS, REPORTS and PLANNING SESSION**

Welcome - Chairman Mikkelson welcomed the Committee members and staff.

Election of Officers Committee bylaws were reviewed prior to nominations for Chair and Vice-chair. According to the bylaws, Article IV, Section 3., ".....no member may be eligible to serve more than two consecutive full or partial terms in the same office", therefore, the current officers could not be re-elected. Dennis Rash was unanimously elected to be the new Chair (Griner/Redinger) and Gene Griner was unanimously elected as Vice-chair (Ryan/Rash).

Discussion also took place regarding Committee members who have missed more than the allowable number of meetings in a calendar year, as outlined in the bylaws. Out-going Chair, Dan Mikkelson will contact the appropriate members to discuss.

### Committee Goals and Objectives: Next Steps

Meletiou circulated "Committee Goals and Actions - 2002", a compilation of adopted goals, other items considered for goals and the actions for goals 1-4 discussed at the August 29th and November 13th Committee meetings. The Committee reviewed this information and concluded that they would like to move forward on planning and funding issues as a first priority. To that end, Janet D'Ignasio, NCDOT Chief Planning and Environmental Officer and Nina Szlosberg, Chair of the Board of Transportation Environmental Planning and Policy Committee, will be invited to the next Bicycle Committee meeting to discuss ideas and issues related to these topics. A lengthy discussion ensued during which Committee members identified areas of interest and concern as possible topics of discussion. A comprehensive list will be compiled prior to the next meeting via email communications.

### Identify Topics for Discussion with DOT Senior Staff and Management

In addition to the planning and funding issues identified as part of the Goals and Objectives discussion (above), the Committee also noted maintenance as an important topic for future discussion with DOT personnel. Several issues were identified, specifically related to roads where significant bicycle usage occurs. These are: developing a process for adding wide paved shoulders as a part of maintenance projects; maintaining smooth quality pavement on roads used by bicyclists when resurfacing projects are undertaken; and making sure that bicycle improvements are not compromised when a maintenance project is done. Chair-elect Rash and DBPT staff will meet with staff from the Chief Engineer's office to begin discussion of these issues. Appropriate DOT staff will be invited to a future Committee meeting to further explore these issues.

### Transportation Enhancements Program

Mikkelson reported on his experience serving as a member of the NCDOT Enhancement Advisory Council to review and select projects for funding. He observed that many localities were unaware that project funding is also available from DBPT through the TIP process and suggested that an effort should be made to get the word out. Mikkelson expressed the sentiment that "the Enhancement Program and DBPT can be strong allies" and that the Committee will do whatever is needed to support cooperation. There was some discussion centered on streamlining the process of selecting, scheduling and administering bicycle construction projects. A motion was made by Griner and seconded by Redinger to send a letter to Deputy Secretary Sheats, endorsing the concept that DBPT administer all bicycle construction projects that are submitted to DOT, whether through the calls for Enhancement Projects or through the Bicycle TIP.

### Roundtable Discussion of Tourism Links and Opportunities

One of the four primary goals of the Committee is to "research and promote the positive impacts of bicycling", including the areas of tourism and economic development. Christine Mackey, Director of Tourism Programs for the NC Division of Tourism, Film and Sports Development and Mike Caleen, Vice President of North Carolina Amateur Sports and the Director of Cycle North Carolina were invited to participate in a roundtable discussion of the issues and opportunities related to this goal. One idea that was generated is to conduct a survey of Cycle North Carolina riders to determine their spending patterns during the one-week, cross-state tour. Caleen reported that CNC has conservatively estimated cumulative expenditures by riders per overnight town at \$60,000, based on hotel rooms booked and restaurant meals eaten. Information on other types of expenditures has not been collected, but could be included on a new survey. Potential for links with Division of Tourism initiatives was explored. As a preliminary step, a suggestion was made that the Committee participate in the annual Governor's Tourism Conference in April to present information and meet local tourism professionals. It was noted that many Convention and Visitors' Bureaus now have sports marketing specialists on their staff and some already have experience with promoting/hosting bicycle events. Chair-elect Rash will pursue this opportunity. Mackey offered to share various statistics from her Division that may be helpful in developing information on bicycling in North Carolina. Future Committee discussions will include other tourism industry groups such as the NC Bed and Breakfast Association, the NC Association of Convention and Visitors' Bureaus, the NC Chamber of Commerce Association and the Southeastern Chapter of the Society of American Travel Writers.

### Other Business

#### \* Criteria for Exceeding Bicycle TIP Project Funding Cap

The current funding cap for independent bicycle TIP projects is \$400,000. The Committee and staff had previously developed and considered a set of criteria to be applied in evaluating project requests that require a higher level of funding. The final draft was reviewed and adopted at this meeting. A motion to adopt the criteria as presented was made by Rash, seconded by Redinger and unanimously approved.

#### \* Committee Member Absences

Out-going Chair Mikkelson will contact Greg Loy to review his attendance for 2002, as he has missed four meetings. Although the absences have been unavoidable, the by-laws specify that action must be taken once three meetings have been missed.

#### \* Meeting Dates

In 2003, three Committee meetings (including the current meeting) coincide with Board of Transportation meetings. Since most DOT managers (including the DBPT Director) attend the Board meetings, the Committee decided to change the dates of their meetings as follows: the July meeting will be moved to Tuesday, July 8 and the September meeting will be held on Tuesday, September 9. Meletiou will contact absent Committee members to make them aware of these changes.

**\* Staffing Update**

Norman reported on a meeting he and Deputy Secretary King had with staff from the DOT Human Resources unit.

**\* Date of Next Meeting**

The next meeting is scheduled for March 12, 2003, in room 117 at 10:00 am.

**March 12, 2003**

Transportation Building – Room 117 Raleigh, North Carolina

**Members Present**

Dennis Rash, Chair  
Gene Griner, Vice-chair  
Greg Loy  
Dan Mikkleson  
Tom Redinger  
Pete Schubert

**Members Absent**

Ronnie Ryan

**Staff Present**

Tom Norman

**GUESTS**

Janet D'Ignazio, NCDOT Chief Planning and Environmental Officer  
David King, NCDOT Deputy Secretary  
Nina Szlosberg, NCDOT Board of Transportation  
Mary Meletiou, NCSU Institute for Transportation Research and Education

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3 — January 8, 2003 minutes approved  
3 — Discussions, Reports and Planning Session  
3 — NCDOT Planning and Funding Issues  
4 — Staffing Update  
4 — Project Updates  
4 — Identify Topics for Discussion with DOT Senior Staff and Management  
5 — Planning Issues  
5 — Other Business  
5 — Adjourn

**ACTION ITEMS**

\* January 8, 2003 minutes approved (Mikkleson/Redinger) - unanimous

**DISCUSSIONS, REPORTS and PLANNING SESSION**

**Welcome**

The newly elected chairperson, Dennis Rash, welcomed the committee and guests to the meeting. Guests in attendance

were Janet D'Ignazio, NCDOT Chief Planning and Environmental Officer and Mary Meletiou, Bicycle and Pedestrian Program Manager, NCSU Institute for Transportation Research and Education. Nina Szlosberg, NCDOT Board of Transportation member and Chair of the Planning and Environmental Committee attended the afternoon session.

#### NCDOT Planning and Funding Issues

Janet D'Ignazio, NCDOT Chief Planning and Environmental Officer, attended the meeting to present information on NCDOT planning processes and discuss how planning for bicycle transportation can be integrated into these processes. Chairman Rash asked D'Ignazio to describe the strategic planning process. D'Ignazio provided a comprehensive overview, touching on several important points. She stated that the Statewide Planning Branch focus has changed as a result of recent legislation [GS 136-66.2, Development of a coordinated transportation system and provisions for streets and highways in and around municipalities]. This legislation mandates the Department to change from developing Thoroughfare Plans to producing Transportation Plans that include all modes, including bicycle and pedestrian elements. In addition, the law states that the NCDOT will not undertake a transportation plan unless there is local land development plan in place that has been adopted by local officials in the last five years.

Discussion followed regarding whose responsibility it would be to lead the bicycle planning effort. The need for funding was also discussed. It was observed that bike/ped is the only mode without dedicated planning funds. Meletiou presented an update on the bicycle and pedestrian planning initiative currently underway to develop a matching grant program for localities wishing to undertake bike/ped planning efforts.

A more detailed report will be provided at the next meeting. The role of MPO's and RPO's in bike/ped planning was discussed, noting that the public involvement process is a strength of these organizations. However, as most are understaffed, it is unlikely that they would develop local bike/ped plans. Rather, they would serve as conduits for information.

Norman asked D'Ignazio to report on the updated State Transportation Plan and how bike/ped planning is incorporated. D'Ignazio provided an overview, noting that the current investment strategies are heavily weighted toward expanding the road system. There is not enough investment in other modes. The Board of Transportation Strategic Planning Sub-Committee is currently looking at the funding issues. All Sub-Committee members agree that the current trend is not acceptable. A sub-committee report will be presented to the full Board in May, after which it will go to the General Assembly. D'Ignazio observed that a higher priority must be placed on transportation planning across the state. MPO's and RPO's need professional staff to meet the legislative planning mandates. Local advocates also have a role to play in supporting the MPO and RPO staff efforts.

Norman commented that this view dovetails with current DBPT efforts to promote local bike/ped planning. He asked D'Ignazio to discuss how the Statewide Planning Branch is changing its focus to better accommodate planning for other modes. D'Ignazio reported that they are working to broaden out the skill sets needed to undertake this work. The new Branch Manager, to be named shortly, will examine Statewide's vision, structure and process and will articulate this change in the near future.

#### Staffing Update

The appointment of Tom Norman as new Director of the Division of Bicycle and Pedestrian Transportation was announced. Norman then provided an update on staffing issues, describing the current and future staffing and organization of the unit.

#### Project Updates

Deputy Secretary David King discussed an idea for a long-range initiative to develop a Neuse River Greenway from Falls Lake Dam north of Raleigh to New Bern. A three-mile section of greenway in Smithfield is currently funded in the TIP schedule and the City of Raleigh will be constructing a section from Falls Lake Dam to the Johnston County line. These projects could serve as initial links.

Norman gave a report on the Reedy Creek Greenway project in Raleigh, describing the regional nature of the project. This initiative will ultimately link downtown Raleigh to downtown Durham via new greenway construction that links existing facilities in Raleigh, Cary and Durham's American Tobacco Trail.

#### Identify Topics for Discussion with Dot Senior Staff and Management

This agenda item was moved forward. Rash and Norman reported on their productive meeting with Steve Varnadoe, State Maintenance and Equipment Engineer, and his staff to discuss the chip-seal resurfacing program for secondary roads and how it can be improved to provide a smoother surface for bicycling. Norman was asked to follow-up with Emily

McGraw, Pavement Preservation Engineer, to see how her efforts to provide guidance to the local Road Oil Supervisors in applying a smoother surface has progressed. Schubert asked whether local bicycle advocates had been made aware of the problems. Norman reported that the Greenville, NC cyclist who first raised the issue had met with appropriate local NCDOT staff to discuss his concerns. Further discussion centered on how to make Division of Highways offices aware of which roads have high priority for bicycle usage. It was decided that Committee members will contact appropriate Division officials to discuss.

#### Planning Issues

Nina Szlosberg, chair of the BOT Planning and Environmental Committee joined the group to continue the discussion of planning and funding issues. She touched on issues related to expanding bicycle facilities, improving conditions for bicycling and pursuing ecotourism and economic development opportunities. She also noted the connection between improving bicycle transportation and air/water quality issues, livable cities initiatives, quality of life issues and community design issues. She urged the Committee to serve as advocates in these arenas.

#### Other Business

No other business was discussed.

#### Adjourn

The meeting was adjourned at 3:15 pm

The next meeting will be held on May 14, 2003. Jim Rand, Assistant to Chief Engineer, will be invited to discuss Division of Highways related bicycle issues.

### **May 14, 2003**

Transportation Building – Room 117 Raleigh, North Carolina

#### Members Present

Dennis Rash, Chair  
Gene Griner, Vice-chair  
Greg Loy  
Dan Mikkleson  
Tom Redinger  
Ronnie Ryan

#### Members Absent

Pete Schubert

#### Staff Present

Tom Norman

#### GUESTS

Steve Varnedoe, PE, State Maintenance and Equipment Engineer, NCDOT Operations Unit  
Lacy Love, PE, State Road Maintenance Engineer, NCDOT Operations Unit  
Emily McGraw, PE, Pavement Preservation Engineer, NCDOT Operations Unit  
Rhonda Johnson, Artist Illustrator, NCDOT Operations Unit  
Jud Lawrie, Senior Research Associate, NCSU Institute for Transportation Research and Education  
Mary Meletioui, Bicycle and Pedestrian Program Manager, NCSU Institute for Transportation Research and Education

#### CONTENTS

- 6 — Discussions, Reports and Planning Session
- 7 — New Web Site “Tour”
- 7 — Identify topics for Discussion with DOT Senior Staff and Management – Rash
- 7 — Director’s Report
- 8 — Other Business
- 9 — Adjourn

## ACTION ITEMS

\* March 10, 2003 minutes approved (Griner/Mikkelson) - unanimous

## DISCUSSIONS, REPORTS and PLANNING SESSION

### Welcome

Chairman Dennis Rash, welcomed the committee and guests to the meeting. Guests in attendance were Steve Varnedoe, PE, State Maintenance and Equipment Engineer, Lacy Love, PE, State Road Maintenance Engineer, Emily McGraw, PE, Pavement Preservation Engineer and Rhonda Johnson, Artist Illustrator all of the NCDOT Operations Unit and Mary Meletiou, Bicycle and Pedestrian Program Manager, NCSU Institute for Transportation Research and Education

### Resurfacing Program

Steve Varnedoe, Lacy Love, Emily McGraw and Rhonda Johnson of the NCDOT Operations Unit attended the meeting to discuss various issues related to the DOT resurfacing and maintenance programs. In particular, the Committee wanted to learn about the Road Oil Retreatment Program. Reports from local cyclists in various parts of the state indicate that this resurfacing program has diminished the pavement quality on certain rural roadways and has created a rough pavement surface unpleasant to ride on.

To address this issue, Emily McGraw provided a power point presentation to explain what the Operations Unit does, how it is organized and how the Road Oil Retreatment Program operates. McGraw stated that the intent of this preventive maintenance program is to stabilize roads with a less costly surface treatment such as chip seal (\$1.00 per square yard) in the near term, rather than wait 12-15 years until the surface has deteriorated to the point where it must be resurfaced with the more expensive hot mix treatment (\$5.00 per square yard). She provided a comprehensive overview of the elements of the preventive maintenance program, including information on the 2001 Pilot Incentive Program legislation that created this program. Other legislation that impacts highway maintenance/resurfacing programs, particularly the addition of hardened shoulders, was also discussed. McGraw provided insight into the factors that guide decisions on what type of resurfacing treatment will be applied and when it will be applied. She indicated that there is some flexibility in the grade of aggregate that is used in the chip seal process, with the finer grades providing a better surface for bicycles.

Following the presentation, Chairman Rash initiated a discussion on how to best identify the roads that should be considered for the smoother treatment and provide the information to appropriate Division of Highways personnel. There are more than 4,000 miles of bicycle routes designated primarily along secondary roads with low traffic volumes. In addition, there are roads regularly used by local cyclists that are not on designated routes. Also, there are numerous TIP projects to develop new bicycle route systems in counties across the state. It was decided that McGraw, DBPT staff and ITRE staff would work together, with input from Committee members to mark roads on county maintenance maps that have a high priority for a smoother surface treatment. Further discussion will take place between McGraw and Meletiou to refine the process.

### New Web Site “Tour”

Meletiou highlighted new features of the revised web site that is to be launched in the coming month. The search function has been activated and provides the option of searching just the DBPT site or the entire NCDOT site. There are drop-down menus off the top navigation bar to help users find the information they seek more easily. There is a new Check It Out section that will direct users to special features of the site. The Projects section has been expanded and includes a “Project Highlights” section that has descriptions, photos and, in some instances, maps of selected on-road and off-road construction projects. With more than 1,000 pages and 1200 links, the site provides a wealth of information on every aspect of bicycling and walking, from technical information to user guides.

Identify Topics for Discussion with DOT Senior Staff and Management – Rash

The discussions that have taken place with NCDOT senior staff and managers over the past two Committee meetings have been very informative and helpful in providing insights into how bicycle improvements can be incorporated into the regular processes of NCDOT. A representative from Statewide Planning will be invited to the next meeting to discuss how planning for bicycle needs and improvements will be incorporated into the State Transportation Plan.

#### Director's Report

Norman provided an update on the following two topics:

Staffing - Norman is preparing to post several of the vacant positions.

NC Moving Ahead – Currently \$70 million is earmarked for transit. It is possible that a portion of that allocation may be available for on-road bicycle improvements.

#### Other Business

The following four topics were discussed:

Planning Program Update – Norman and Meletiou reported on their recent meeting with David King, Janet D'Ignazio and Dan Thomas to review the draft planning template that has been created to guide the preparation of local bicycle and pedestrian plans and to discuss how to move the planning grant program initiative forward.

Economic Impact Study Update - Jud Lawrie and Mary Meletiou of ITRE provided an update on a project to assess the economic impact of bicycling in coastal communities. They reviewed the methodology and time frame for collecting information. The Committee members completed the draft questionnaire for bicycling visitors who will be intercepted as they are riding on selected bicycle facilities built by NCDOT in Currituck, Dare and Carteret Counties. The purpose of the questionnaire is to determine visitors' use of bicycles on these facilities, their attitudes about biking in the area and to collect information on their expenditures while they are in the area. Other surveys will target local bicyclists, general visitors to the area and Bed and Breakfast and campground owners, in an effort to get a comprehensive picture of bicycling in the area. Ryan made a suggestion that a visual survey of cars coming to the Bogue Banks area could be conducted at the bridges at each end of the island to see how many vehicles are carrying bicycles.

#### Mainstreaming Initiative Update

Norman and Meletiou provided an update of the effort to mainstream bicycle and pedestrian accommodations into the programs and projects of the NCDOT. She provided an overview of the discussions that took place and the issues that were identified in the three meetings that took place in 2001 and 2002. The NCDOT Mainstreaming effort was begun in March 2001, in response to a Policy Guidelines document produced by US DOT in 1999. Copies of the document and cover memo from the FHWA Administrator were circulated to the Committee. The NCDOT Board of transportation Resolution passed in 2000 reiterating the Board's commitment to better accommodation bicycle and pedestrian needs was also passed out. The next Mainstreaming Committee meeting will be held on May 16, 2003. The Committee requested copies of the minutes of the previous meetings.

#### "Denver Bike Arrow" pavement marking

Discussion was postponed to the next meeting to include Committee member Pete Schubert, who was not in attendance at this meeting. He is developing a project to test this pavement marking on selected roads in Research Triangle Park.

#### Adjourn

The meeting was adjourned at 3:00.

The next meeting will be held on July 8, 2003. A representative from the Statewide Planning Branch will be invited to attend. Sig Hutchinson and Claire Hermann of the newly formed North Carolina Bicycle Coalition have also been invited to attend.

**July 8, 2003**

Transportation Building - Room 117      Raleigh, North Carolina

**Members Present**

Dennis Rash, Chair  
Greg Loy  
Tom Redinger  
Ronnie Ryan  
Pete Schubert

**Members Absent**

Gene Griner, Vice-chair  
Dan Mikkleson

**Staff Present**

Tom Norman

**GUESTS**

Dan Thomas, Group manager, NCDOT Statewide Planning Branch  
Sig Hutchinson, Bicycle Alliance of North Carolina  
Mary Meletiou, Bicycle and Pedestrian Program Manager, NCSU Institute for Transportation Research and Education

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10 — Discussions, Reports, and Planning Session  
11 — Economic Impact Study Update  
11 — “Denver Bike Arrow” Pavement Marking  
11 — NC Bicycle Alliance  
12 — Other Business  
12 — Adjourn

**ACTION ITEMS**

- May 14, 2003 minutes approved as corrected (add Ronnie Ryan to list of members present) – motion by Redinger, second by Ryan.

**DISCUSSIONS, REPORTS and PLANNING SESSION**

**Welcome**

Chairman Dennis Rash, welcomed the committee and guests to the meeting. Guests attending the morning session were Dan Thomas, Group Manager, NCDOT Statewide Planning Branch and Mary Meletiou, Bicycle and Pedestrian Program Manager, NCSU Institute for Transportation Research and Education. Tom Norman, DBPT Director, distributed copies of the recently adopted 2004-2010 TIP.

**NC DOT Comprehensive Planning**

Dan Thomas of the Statewide Planning Branch (SWP) was invited to the meeting to provide an overview of the unit, its organization, functions and responsibilities. Rash opened the discussion by explaining that the Committee is trying to become more aware of the internal workings of DOT. He noted that the mission of the Statewide Planning Branch has changed somewhat due to a June 2001 revision to GS 136-66.2 and asked Thomas to include an explanation on how this legislation impacts planning for bicycles and pedestrians in his remarks.

Thomas opened his presentation by describing the SWP organizational structure, focusing on the activities of the planning groups. There are several types of planning activities that the Branch undertakes, including MPO, County, Small Urban Area and Statewide planning. RPO planning efforts are currently under development. Thomas explained that in the 1960's, the legislation guiding SWP's work required coordination of planning for streets and highways to handle existing and projected traffic demands. The 2001 revision states that DOT must coordinate existing and projected highway demand, including bicycle, pedestrian, transit and rail needs. The legislation also requires a Land Development Plan (Blueprint for the Future). Thomas noted that the locality needs to have a vision of what it wants to “look like” in 20 years

and must adopt a land use plan within five years of development or DOT will not adopt the local transportation plan.

Thomas described the Statewide Transportation Plan, noting that it is a map with layers for the different modes. The highway mode, for example, shows how roads should function in the future. There will be a layer for bicycle needs and one for pedestrian needs, as well as for transit and rail. He also passed out a list of definitions of terms used for the Transportation Plan and a sample plan (map) layer. Schubert asked Thomas to describe the process for letting localities know about the new requirements. Thomas reported that presentations had been made to MPO's and RPO's at six regional meetings. SWP is currently summarizing the comments from these meetings. Thomas further explained that the transportation plan represents a commitment – the project will be done, funds will be programmed, etc. from the beginning. He indicated, however, that converting existing thoroughfare plans to transportation plans would take time. The group discussed the importance of undertaking a transportation plan, noting that site plan review, reservation of right-of-way and development of additional cross-section types that can be considered in designing a transportation corridor are important elements to consider.

#### Economic Impact Study Update

Meletioui reported on the study that is underway to determine the economic impact of bicycle facilities built by NCDOT in the northern Outer Banks area. A literature search has turned up some favorable data, supporting the idea that bicycling visitors add significantly to local economies. The intercept survey to interview cyclists riding on Outer Banks bicycle facilities in Nags Head and Duck is scheduled for July 29-August 1. Surveys will also be placed in area Visitor's Centers, bicycle shops, campgrounds and bed and breakfast locations. Local support for this project is very favorable. Municipal staff and Visitor's Bureau personnel have indicated a high level of interest in the findings.

#### "Denver Bike Arrow" Pavement Marking

This topic was postponed from a previous meeting so that Pete Schubert could be present. He works for EPA at RTP and is considering use of these markings on some roadways. The discussion began with Norman providing a history of the pavement marking. The purpose is to direct cyclists to ride in the appropriate part of the roadway and to alert motorists to the presence of bicyclists and support cyclists' right to be on the road. He passed out a draft copy of a 2003 pilot project underway in San Francisco.

Norman reported that the effectiveness of this pavement marking has not yet been determined. The group discussed issues such as dimensions of the marking in regard to cyclist position on the roadway (symbol is 4' x 6'); what category of markings it falls into (informational, warning, etc); the legal liability in case of crash; how frequently such markings should be placed; maintenance issues of paint vs. thermoplastic; etc.

#### NC Bicycle Alliance

Sig Hutchinson of the Bicycle Alliance of North Carolina attended the afternoon session to present the goals of this new bicycle advocacy group and to discuss how the group can work with the Bicycle Committee to further the cause of bicycling in the state. He described the evolution of the group and detailed their areas of focus. At the state level, their goals include promoting the Safe Routes to School program, supporting the rail-banking law, supporting legislation that has been introduced to provide funding for bicycle facilities, providing support to the programs and initiatives of the Division of Bicycle and Pedestrian Transportation, advocating for universal bicycle access to roads and trails, and helping to host a statewide bicycle conference. Locally and regionally, the focus is on training advocates, developing resource information via their web site, facilitating collaboration and communication between bike groups, advocating for local bicycle staff and the development of local bike plans and staff to oversee bicycle, and promoting "Bicycle Friendly Community" development/designation. Hutchinson noted the need for funds to support the organization and solicited ideas on how to target funding sources.

#### Other Business

New Survey Information – Meletioui presented a brief report on the results of two recently conducted polls showing that Americans want better biking conditions: 52% want to bike more and 53% favor increasing federal spending on facilities. Other findings include: 27% of driving age public bicycled at least once during the summer of 2002; bicyclists took roughly 44 million trips on paved roads.

Web Launch – Norman reported that the new web site was launched on July 1, 2003. Response has already been very positive to the expanded information.

First Flight Visions – Greg Loy reported on plans for the First flight Centennial

Celebration and passed out an informative booklet with a calendar of events, history of the flight and more.

Adjourn

The meeting was adjourned at 2:30.

## **September 9, 2003**

Transportation Building – Room 117 Raleigh, North Carolina

### Members Present

Gene Griner, Vice-chair  
Greg Loy  
Dan Mikkleson  
Tom Redinger  
Pete Schubert

### Members Absent

Dennis Rash, Chair  
Ronnie Ryan

### Staff Present

Tom Norman

### GUESTS

Calvin Leggett, PE, Manager, NCDOT Program Development Branch  
Mary Meletiou, Bicycle and Pedestrian Program Manager, NCSU Institute for Transportation Research and Education

### CONTENTS

#### ACTION ITEMS

- July 8, 2003 minutes approved – motion by Redinger, second by Schubert.
- ADD MOTION ON NC MOVING AHEAD

#### DISCUSSIONS, REPORTS and PLANNING SESSION

##### Welcome

Vice Chair Griner, welcomed the committee and guests to the meeting. Guests attending the morning session were Calvin Leggett, PE, Manager, NCDOT Program Development Branch and Mary Meletiou, Bicycle and Pedestrian Program Manager, NCSU Institute for Transportation Research and Education.

##### Enhancement Funding Reauthorization

Calvin Leggett, manager of the NCDOT Program Development Branch, was invited to discuss the debate in Congress on reauthorization of the TEA-21 legislation. The six-year \$247 billion surface transportation reauthorization proposal is known as the Safe, Accountable, Flexible and Efficient Transportation Equity Act of 2003 (SAFETEA). The Committee specifically wished to learn how NCDOT would meet funding commitments for authorized bike/ped TIP projects if the bill were not reauthorized. (Subsequently, the House of Congress passed a five-month extension of TEA-21 on September 24, 2003).

Leggett opened the discussion by providing an overview of the Congressional process for reauthorization. He explained that the reauthorization stalemate is a result of the perceived inequities of Federal Aid funding allocations to states. Some states, including NC, are donor states, contributing more gas tax revenue than is returned through the annual distribution of Federal funds. The Enhancement Program, through which the bike/ped TIP projects are funded is just a small part of the overall Federal funding package. Leggett noted that the "enhancement" portion would probably not be cut out of any final legislation as there are a number of lobby groups supporting these expenditures. He also stated that the NCDOT philosophy to have flexibility in project funding supports the enhancement allocation.

Leggett explained that any decision regarding NCDOT funding for enhancement projects if Congress does not reauthorize TEA-21 legislation would not be his to make. He noted, however, that NCDOT provided funding for bicycle projects and the wildflower program prior to the establishment of ISTEA and the subsequent TEA-21 legislation, so it is unlikely that those programs would be discontinued. When asked whether funding for future projects was secure, he stated that it is unlikely that any changes would be made that would diminish the (bike/ped) program.

Schubert asked what it would take to get more enhancement funding. Leggett answered that there are two issues. The first is that to increase the percentage of Surface Transportation Program (STP) funds set aside for enhancement projects would take an act of Congress. Secondly, for DBPT to receive a greater share of the NCDOT annual enhancements allocation, the disbursement formula set up in 1998 to fund programs within NCDOT would have to be changed. Loy asked if there is any move to provide more funding for DBPT projects. Leggett answered that there is not, although efforts have been made to put this issue before decision-makers.

#### NC Moving Ahead Update

Norman provided an overview of the \$700 million program to improve NC's transportation system. Ten percent of this funding has been set aside for transit and rail with a \$5 million allocation for bike/ped improvements over two years. The projects are on a fast track and are slated to be completed during the 2004 and 2005 fiscal years. DBPT has been reviewing projects to

#### Economic Impact Study Update

Meletiou reported on the study that is underway to determine the economic impact of bicycle facilities built by NCDOT in the northern Outer Banks area. The on-site intercept surveys of cyclists were conducted on July 30 – August 1. Surveys that target general tourists in the area are

#### NC Bicycle Alliance

#### Other Business

New Survey Information – Meletiou presented a brief report on the results of two recently conducted polls showing that Americans want better biking conditions: 52% want to bike more and 53% favor increasing federal spending on facilities. Other findings include: 27% of driving age public bicycled at least once during the summer of 2002; bicyclists took roughly 44 million trips on paved roads.

Web Launch – Norman reported that the new web site was launched on July 1, 2003. Response has already been very positive to the expanded information.

First Flight Visions – Greg Loy reported on plans for the First flight Centennial Celebration and passed out an informative booklet with a calendar of events, history of the flight and more.

#### Adjourn

The meeting was adjourned at 2:30.

**January 9, 2002**

Transportation Building - Room 309 Raleigh, North Carolina

**Members Present**

Jerry Clark  
Gene Griner  
Greg Loy  
Dan Mikkleson  
Tom Redinger  
Ronnie Ryan  
Pete Schubert

**Staff Present**

Mary Meletiou  
Tom Norman  
Curtis Yates

**CONTENTS**

- 1. 1 — Dan Mikkleson elected Chair of Committee for 2002
- 1 — Ronnie Ryan elected Vice-Chair for 2002
- 1 — November 14, 2001 minutes approved
- 1 — Chair gave that the Committee goals will be revisited at March meeting
- 1 — Chair tabled until some future meeting the Committee discussion of bicycles awards program and consideration of some type of recognition of individuals and localities worthy within North Carolina
- 1 — Discussions, Reports and Planning Session
- 1 — Meeting with the Board of Transportation
- 2 — Discussion of Increased funding for Bicycle Facility Planning and Bicycle Facilities
- 2 — Subcommittee Reports
- 2 — Meeting adjourned

**ACTION ITEMS**

- \* Dan Mikkleson elected Chair for 2002 (Ryan/Griner) unanimous
- \* Ronnie Ryan elected Vice Chair for 2002 (Clark/Redinger) unanimous
- \* November 14, 2001 minutes approved (Redinger/Griner) unanimous
- \* Chair gave that the Committee's goals will be revisited at March meeting; through email new goals statements will be distributed and discussed prior to meeting; draft goals will be discussed and finalized either at the March or May meeting
- \* Chair tabled until some future meeting the Committee discussion of bicycle awards program and consideration of some type of recognition of individuals and localities worthy within North Carolina
- \* Committee adjourned at 2:30 PM (Redinger/Schubert)

**DISCUSSIONS, REPORTS and PLANNING SESSION**

The Committee met with the Board of Transportation's Transit Committee. They were introduced and were present for a staff presentation of progress on the long-range plan's goal to provide a continuous bicycle corridor along the coast from South Carolina to the Virginia. This corridor is primarily paved shoulders and is approximately one-third complete. This presentation will be available on the Division of Bicycle and Pedestrian Transportation's web site.

Mikkleson welcomed everyone, opened the meeting and welcomed new member Pete Schubert who represents Divisions 5 and 6. Yates took charge of meeting for the election of Chair for 2002; Mikkleson was re-elected for another one-year term. Mikkleson opened the session of election of vice-chair; Ryan was re-elected as vice-chair.

Meeting with the Board of Transportation - The Committee discussed the earlier meeting with the Board and was pleased with the support. Mikkleson took the opportunity to discuss the need to revisit the Committee's goals that were developed one year ago. At that time, he stated, the Committee needed organizational goals; however, with the changes that have taken place in the interim and the support from the Board, he believes it time to rethink the goals. With agreement from everyone, he stated that the next two meetings would be devoted to establishing a new listing of goals reflecting the current issues and directives within the department.

Discussion of Increased funding for Bicycle Facility Planning and Bicycle Facilities - The Committee discussed the progress on funding since the last meeting.

Yates gave an overview of the current funding status. The TIP currently includes \$4.418 million annually for independent bicycle projects over the next seven years. Negotiations are underway to raise this annual amount \$6. An additional amount of \$250 - 300,000 annually is being sought as matching funding for local planning grants.

Regarding the new program to distribute planning grant funding to localities, Yates presented a map showing the location all the 108 places in North Carolina that have a population of 5000 or greater. This list will constitute the base from which the department will call for planning grant proposals. The list is attached.

#### Subcommittee Reports:

- \* Committee goal #2, "Prepare a media kit to raise awareness for bicycle safety directed to the print media; include a quick reference bicycle safety hand out - No report
- \* Committee goal #3, "publish a Bicycle Transportation Improvement Program (TIP) brochure that answers citizen and localities' questions regarding getting their desired bicycle projects accomplished and improve user access to the TIP process - Griner stated that the Division's web site has all the info necessary for a citizen or locality to understand how to make a bicycle project request; however, he did state that a glossy brochure may be good for a promotion to get more quality projects.
- \* Committee goal #4, "increase the visibility of the North Carolina Bicycle Committee on the DBPT/NCDOT web site and incorporate descriptions and photos of bicycle facilities built by the Department - No report
- \* Committee goal #5, "review and improve the process for selecting Bicycle-TIP projects and devise a means for regular review and update of the status of ongoing projects - Mikkleson reminded the members of the directive from the pervious meeting for each representative to contact their respective division engineers and request any materials or info regarding local bicycle requests. The Committee members would then study these requests, determine local contact persons, and discuss these requests with each locality. This information should be provided to staff as soon as possible and before the May meeting.
- \* Committee's Role at the March 2002 Bicycle and Pedestrian Conference: Committee members will be present throughout the Conference to meet attendees and be spread among the various breakout sessions as widely as possible. Also, the Committee will hold its March meeting at 5 PM on March 12. Conference attendees are invited. The primary subject of the Committee meeting will be to discuss and review goals for the Committee. The meeting will be opened to comments from guests for a limited amount of time.

#### North Carolina Municipalities

##### Population Five-Thousand or Greater

Alamance County  
Burlington  
Elon College  
Graham  
Mebane Gaston County  
Belmont  
Bessemer City  
Cherryville  
Gastonia  
Mount Holly Pitt County  
Greenville

Beaufort County  
Washington  
Granville County  
Oxford  
Randolph County  
Archdale

Asheboro  
Trinity

Brunswick County  
Oak Island  
Guilford County  
Greensboro  
High Point  
Summerfield Richmond County  
Hamlet  
Rockingham

Buncombe County  
Asheville  
Black Mountain  
Halifax County  
Roanoke Rapids

Robeson County  
Lumberton

Burke County  
Morganton  
Harnett County  
Dunn

Rockingham County  
Eden  
Reidsville

Cabarrus County  
Concord  
Kannapolis  
Haywood County  
Waynesville

Rowan County  
Salisbury

Caldwell County  
Lenoir  
Henderson County  
Hendersonville

Rutherford County  
Forest City

Carteret County  
Morehead City  
Iredell County  
 Mooresville  
Statesville  
Sampson County  
Clinton

Catawba County  
Conover  
Hickory  
Newton  
Johnston County  
Clayton

Selma  
Smithfield Scotland  
Laurinburg

Chatham County  
Siler City  
Lee County  
Sanford

Stanly County  
Albermarle

Chowan County  
Edenton  
Lenoir County  
Kinston

Stokes County  
King

Cleveland County  
Kings Mountain  
Shelby  
Lincoln County  
Lincolnton

Surry County  
Mount Airy

Columbus County  
Whiteville  
Martin County  
Williamston

Transylvania County  
Brevard

Craven County  
Havelock  
New Bern  
Mecklenburg County  
Charlotte  
Cornelius  
Davidson  
Huntersville  
Matthews  
Mint Hill Union County  
Indian Trail  
Monroe  
Unionville  
Weddington

Cumberland County  
Fayetteville  
Hope Mills  
Spring Lake  
Moore County  
Pinehurst  
Southern Pines  
Vance County  
Henderson

Dare County  
Kill Devil Hills  
New Hanover County  
Carolina Beach  
Wilmington  
Wake County  
Apex  
Cary  
Fuquay-Varina  
Garner  
Holly Springs  
Knightdale  
Morrisville  
Raleigh  
Wake Forest

Davidson County  
Lexington  
Thomasville  
Onslow County  
Jacksonville

Watauga County  
Boone

Durham County  
Durham  
Orange County  
Carrboro  
Chapel Hill  
Hillsborough Wayne County  
Goldsboro

Edgecombe County  
Rocky Mount  
Tarboro  
Pasquotank County  
Elizabeth City

Wilson County  
Wilson

Forsyth County  
Clemmons  
Kernersville  
Lewisville  
Winston-Salem Person County  
Roxboro

**March 13, 2002**

Transportation Building - Room 117 Raleigh, North Carolina

Members Present  
Gene Griner

Dan Mikkleson  
Tom Redinger

Members Absent  
(Divisions 10 & 12 Seat Vacant)

Greg Loy  
Ronnie Ryan  
Pete Schubert

Staff Present  
Mary Meletiou  
Tom Norman  
Curtis Yates

## CONTENTS

- 1. 3 — Discussions, Reports and Planning Session
- 3 — Committee Brochure
- 3 — Recognition for Jerry Clark
- 3 — Bicycle-TIP Project Requests, Committee Member Reports
- 3 — Subcommittee Reports
- 3 — Local Bicycle Planning Grant Program
- 3 — Share the Road sign request
- 4 — Discussion of Biking and Walking Conference Postponement
- 4 — Committee Awards: Review of old Awards Materials/Process

## ACTION ITEMS

\* There were no action items at this meeting due to the lack of a quorum.

## DISCUSSIONS, REPORTS and PLANNING SESSION

Since no quorum was present the Committee could not make any decisions at this meeting but the three members present decided to discuss various issues relevant to Committee business. Pete Schubert and Greg Loy had last minute work-related difficulties keeping them away and Jerry Clark resigned since the last meeting.

Committee Brochure - Yates distributed copies of the final Committee Brochure for comment.

Recognition for Jerry Clark - Yates presented the certification of appreciation for Jerry Clark to the group and Mikkleson signed it; Yates will process it through Secretary Tippitt's office for his signature and present it to Clark.

Bicycle-TIP Project Requests, Committee Member Reports - Discussion continued regarding the tight TIP scheduling process that had been discussed among Committee members in emails. Tom Norman informed the group of the difficulties in reviewing the TIP meeting transcripts and gathering information about bicycle requests in such a short time. Staff had very little to offer the group at this time. Committee members present did present info on project requests that they were aware of.

In order to get the necessary input of the Committee within the tight TIP scheduling process, Mikkleson decided to call a special meeting April 10, 2002 to finalize the staff's and Committee's suggested new Bicycle-TIP draft schedule of projects. This would allow staff time to prepare and submit the bicycle schedule by the April 15 deadline.

Subcommittee Reports - Mikkleson decided to discontinue the old subcommittees that were set up to work on previous committee goals. The May meeting will be devoted to developing a new set of goals for the Committee and therefore a new subcommittee structure.

Local Bicycle Planning Grant Program - Yates gave the group an update of the work underway to create a bicycle planning grant program for localities to undertake bicycle plans. He informed the group that \$400,000 would be available on October 1, 2002 for the first year's program. All localities over the population of 5000 (108 places) will be eligible for these matching grants. It is anticipated that 8 - 10 projects will be awarded in the first year.

Share the Road sign request - Mikkleson reported on a request from a citizen to change the existing "share the road" sign and replacing it with the wording, "same rights, same responsibilities". The current sign took several years to process

through the national approval authority. North Carolina was the state that developed the existing sign and got it approved; today this sign is a national adopted sign. The group decided not to pursue this request further. It is a motorist awareness sign indicating that bicycles are present in the traffic flow. It is working well and should remain as is.

Discussion of Biking and Walking Conference Postponement - Yates discussed the postponement and prospects for the future.

Committee Awards: Review of old Awards Materials/Process - Mary Meletiou gave an overview of the old awards program. The group stated that they were satisfied with it as it was and may consider it in the future when appropriate.

## **May 8, 2002**

Transportation Building - Room 117      Raleigh, North Carolina

### Members Present

Dan Mikkleson  
Tom Redinger  
Ronnie Ryan  
Pete Schubert

### Members Absent

Gene Griner  
Greg Loy  
Dennis Rash

### Staff Present

Mary Meletiou  
Tom Norman  
Curtis Yates

## CONTENTS

1. 6 — April 10, 2002 minutes approved  
6 — Discussions, Reports, and Planning Sessi  
6 — Meeting Adjourned

## ACTION ITEMS

\* April 10, 2002 minutes approved (Schubert/Redinger) unanimous.  
\* Adjourn (Redinger/Loy) unanimous.

## DISCUSSIONS, REPORTS and PLANNING SESSION

Discussion during most of the meeting was centered on the near term goals for Committee activity. The following list is the draft of potential issues for the Committee to prioritize by the July meeting:

- Improve bicycle planning in communities across the state.
- Raise committee profile with constituents, DOT Board and DOT upper management.
- Develop slide show and/or video for outreach.
- Establish a network between committee members, constituents.

- Improve contacts with tourism agencies.
- Research and promote the positive impacts of bicycling (tourism, economy, health, quality of life, etc.)
- Educate all vehicle operators (auto's and bikes) in how to "share the road".
- Increase funding for independent bicycle projects.
- Big increase in funding for independent bicycle projects (say \$40 Million).
- Analyze best/worst practices of Bicycle TIP projects to improve the success rate.
- Develop TIP brochure (with glossary of terms and procedures).
- Develop candidate pool of Bicycle TIP projects.
- Complete "mainstreaming" of bicycling within DOT upper management.
- Trickle down education of bicycle issues in DOT.
- Define and promote a position relative to smart growth/livable communities.
- Study use/overuse of "share the road" signs.
- Monitor how the current budget crisis impacts the mission of the bicycle program.
- Annual outreach/education event.

Further discussion took place regarding criteria for exceeding the Bicycle-TIP Funding Cap, which was deferred until the July meeting, and the Segway, a new motorized scooter device, which was tabled for possible future discussion.

## **July 10, 2002**

Transportation Building - Room 309      Raleigh, North Carolina

### Members Present

Dan Mikkleson  
Gene Griner  
Dennis Rash  
Tom Redinger  
Ronnie Ryan  
Pete Schubert

### Members Absent

Greg Loy

### Staff Present

Mary Meletiou  
Tom Norman

## CONTENTS

1. 7 — May 8, 2002 minutes approved

- 7 — Adoption of committee goals
- 7 — Concerns related to Segway
- 7 — Discussion, Reports and Planning Session
- 8 — Meeting Adjourned

## ACTION ITEMS

- \* May 8, 2002 minutes approved (Redinger/Ryan) unanimous.
- \* Adoption of committee Goals (Schubert/Ryan) unanimous.
- \* Concerns related to Segway (Schubert/Rash) unanimous.
- \* Committee adjourned at 2:00 PM (Rash/Griner) unanimous.

## DISCUSSIONS, REPORTS and PLANNING SESSION

Introduction of new Committee Member - The new Committee member, Dennis Rash of Charlotte, was welcomed and introductions of each Committee member were made, with each member relating their interest and involvement in promoting bicycling, planning and facility improvements their localities

Committee Goals- Discussion during the morning portion of the meeting was centered on the near term goals for Committee activity. Following is a list of the four priority items:

1. Improve bicycle planning and encourage multi-modal planning in communities across the state.
2. Improve Committee communication with constituents, DOT Board and management.
3. Research and promote the positive impacts of bicycling (tourism, economy, health, quality of life, etc.)
4. Seek increased funding for independent bicycle projects.

Other items considered for goals include:

- \* Develop slide show and/or video for outreach.
- \* Establish a network between committee members, constituents.
- \* Improve contacts with tourism agencies.
- \* Educate all vehicle operators (auto's and bikes) in how to "share the road".
- \* Big increase in funding for independent bicycle projects (say \$40 Million).
- \* Analyze best/worst practices of Bicycle TIP projects to improve the success rate.
- \* Develop TIP brochure (with glossary of terms and procedures).
- \* Develop candidate pool of Bicycle TIP projects.
- \* Complete "mainstreaming" of bicycling within DOT upper management.
- \* Trickle down education of bicycle issues in DOT.
- \* Define and promote a position relative to smart growth/livable communities.
- \* Study use/overuse of "share the road" signs.
- \* Monitor how the current budget crisis impacts the mission of the bicycle program.
- \* Annual outreach/education event.

Division/staffing update - A report was given to the committee on current operations and needs in light of the recent retirement of Curtis Yates, former director. The director's position is posted and will hopefully be filled in the next few months. In the interim, Meletiou and Norman have been given authority to make day-to-day decisions regarding their distinct units. In addition, two staff positions are currently frozen due to the state budget crisis. Staff is trying to keep up with the current workload and growing demand for services. Filling the vacant positions is necessary to meet the expectations of communities and citizens across the state who gave a strong indication at the Transportation Summit, held earlier this year, that bicycle and pedestrian issues are important and high on their list of priorities.

NCDOT Driveway Manual Update - Mikkelson brought the update of the NCDOT Driveway Manual to the attention of the committee. The draft document is nearly complete and public hearings on the updates are scheduled for September or October. Currently, considerations for bicycles are not included. The Committee feels it important to address bicycle issues in this update. Mikkelson will contact Jim Dunlop in the Traffic Engineering unit, who is coordinating the project, to discuss what provisions can be made to include bicycles.

Segways on sidewalks and roadways - The committee discussed the pros and cons of the legal and safety implications of proposed legislation to define the Segway as a "vehicle" and to allow it to operate on greenways and sidewalks. This device can travel at speeds of up to 12 mph. The Committee did not take a position opposing nor supporting such legislation, but passed a motion endorsing the following points of concern:

\* The safety of bicyclists (and pedestrians) as related to this potentially new class of "vehicle" including how it would operate on facilities and the challenges to use policies;

\* Each municipality should be able to make decisions about usage.

Topics moved to next meeting - Discussions regarding criteria for exceeding the TIP Funding Cap, project updates and an email from a concerned cyclist regarding bicycle awareness and safety in Yadkin County were deferred until the next meeting.

Date of next meeting- The next meeting is scheduled for Thursday, August 29, 2002, in room 117, to avoid overlapping the board of Transportation meeting on September 11, 2002, which is the regularly-scheduled Committee meeting date.

## **August 29, 2002**

Transportation Building - Room 117      Raleigh, North Carolina

### Members Present

Dan Mikkleson

Gene Griner

Greg Loy

Dennis Rash

Tom Redinger

Ronnie Ryan

Pete Schubert

### Staff Present

Mary Meletiou

Tom Norman

## CONTENTS

1. 9 — June 10, 2002 minutes approved

9 — Discussions, Reports and Planning Session

9 — Meeting Adjourned

## ACTION ITEMS

\* June 10, 2002 minutes approved (Ryan/Schubert)-unanimous.

\* Committee adjourned at 2:00 PM (Ryan/Griner)-unanimous.

## DISCUSSIONS, REPORTS and PLANNING SESSION

Comments by Deputy Secretary David King - Deputy Secretary King paid an impromptu visit to the Committee to provide an update on DOT and DBPT bicycle initiatives. He reported to the group that this is an exciting, but daunting, time in view of the budget crisis. He assured the Committee that a new Director for DBPT would be appointed as soon as possible and that the work on Mainstreaming/ Integration would forge ahead. King outlined his idea to study the State Government complex area with the goal of improving bicycle and pedestrian access, envisioning it as a pilot project to showcase to other urban areas in NC. He also discussed his thoughts on developing a matching-grant program to encourage communities to undertake comprehensive local bicycle and pedestrian planning. In closing, King challenged the Committee to develop more meaningful dialogue with decision-makers at DOT to promote their stated goals.

Committee Goals and Objectives: Actions on Priority Goals - Discussion centered on how to achieve the priority goals identified at the July 10, 2002 meeting. Within the context of Deputy Secretary King's comments on the importance of planning, the Committee agreed to focus more attention on this goal. Four ideas were discussed:

1. Dan Mikkelson noted his upcoming presentation at the Annual MPO Conference in September as an opportunity to stress the need for good bicycle planning by localities and to provide information on how the Committee can help them make their needs known to the Department.
2. An effort will be made to work with the newly created RPO's to assure that they are aware of opportunities and processes for requesting bicycle facility improvements. The idea of developing eco-tourism through such projects was also discussed.

3. The Committee will encourage the development of MPO bicycle user groups to provide feedback to local staff and the DOT.
4. Ways to fund and implement a local planning grant program in the near term will be pursued.

Improving communication and raising awareness of Committee activities was another point of lengthy discussion. Six ideas were discussed:

1. Invite key people such as DOT senior staff and management, Board of Transportation members and appropriate representatives of other agencies to Committee meetings to hear concerns and exchange ideas.
2. Sponsor round-table discussions
3. Attend TIP meetings to be introduced to attendees as someone with whom bicycle needs can be discussed.
4. Meet with Board of Transportation members from Divisions represented by each Committee member.
5. Network with local committees and user groups.
6. Support the mainstreaming effort in DOT.

Discussion of other priority goals, to research and promote the positive impacts of bicycling and to seek increased funding for independent bicycle projects was deferred to the next meeting.

Project Updates - Tom Norman gave a report/update on twelve construction projects, including:

1. Croatan Sound, Dare County: 5+ mile long Virginia Dare Bridge open; includes wide paved shoulders for bikes and bicycle-safe railings
2. US 158, Currituck County: re-surfacing issue, partial shoulder re-paving resolved
3. Secondary roads re-surfacing, Pitt County: chip seal rough pavement on marked bike routes generates user complaints
4. River Road, New Hanover County: 12 mile re-surfacing project, including wide paved shoulders, underway
5. American Tobacco Trail, Durham: Phases C and D from NC 54 to Durham Bulls Athletic Park completed
6. Battleground Ave. Rail Trail, Greensboro: to be constructed in 2004
7. Brushy Fork Creek Greenway, Winston-Salem: Phase 1 completed
8. Yadkin River Greenway, Wilkesboro: Phase 1 completed
9. WT Weaver Greenway, Asheville: Phase II completed
10. Mazerick Park Greenway, Fayetteville: under construction
11. Williamston Rail Trail: under construction
12. Reedy Creek Greenway, Raleigh: plans underway to connect Meredith College, NC Museum of Art and Umstead State Park

Segway Update - Meletiou reported that the Segway bill was passed. The Committee agreed to monitor usage to see what issues and problems might arise.

Paul Rigsby Email Concerning Cyclists Rights - Dan Mikkelson will respond.

Other Business - Pete Schubert reported on two Durham efforts:

1. Community Forum - "Making Durham Friendlier for Biking and Walking", sponsored by the Durham bicycle and Pedestrian Advisory Commission
2. Bicycle and Pedestrian Compatibility Score Sheet (draft). This is an effort to set standards for developers with point values for bike/ped amenities.

Topics moved to next meeting - Discussions regarding criteria for exceeding the TIP Funding Cap and the NCDOT Driveway manual were deferred until the next meeting.

Date of next meeting - The next meeting is scheduled for Wednesday, November 13, 2002, in room 117 and will begin at 10:00 am.

**November 13, 2002**

Transportation Building - Room 117 Raleigh, North Carolina

#### Members Present

Dan Mikkleson  
Gene Griner  
Dennis Rash  
Tom Redinger  
Ronnie Ryan

#### Members Absent

Greg Loy  
Pete Schubert

#### Staff Present

Mary Meletiou  
Tom Norman

#### GUESTS

David King, Deputy Secretary  
Ruth Sappie, NCDOT Budget Analyst

#### CONTENTS

1. 10 — August 29, 2002 minutes approved
- 10 — Discussions, Reports and Planning Session
- 10 — Meeting adjourned

#### ACTION ITEMS

- \* August 29, 2002 minutes approved (Rash/Redinger)-unanimous.
- \* Committee adjourned at 2:30 PM (Rash/Griner)-unanimous.

#### DISCUSSIONS, REPORTS and PLANNING SESSION

Welcome - Chairman Mikkelson welcomed Ruth Sappie, NCDOT Budget Analyst and invited her to participate in the discussion of Committee goals. David King, Deputy Secretary, was also in attendance for part of the meeting.

Committee Goals and Objectives: Actions on Priority Goals 3 and 4 - Chairman Mikkelson led discussion on actions the committee can pursue to promote their goals. He prefaced discussion with a report on his presentation at the state MPO conference in September. The focus of the presentation was to make participants aware of recently completed bicycle construction projects across the state and the Committee's role in networking with communities to learn of their needs. Goals one and two were discussed at the previous meeting (see minutes from August 29, 2002). Goals three and four were the topic of discussion for this meeting.

- \* Goal 3 - Research and promote the positive impacts of bicycling

The Committee identified the following eight areas for further research/discussion:

- \* Develop interface with the Department of Commerce
- \* Gather economic impact data
- \* Present data to appropriate groups/decision-makers such as the Board of Transportation and tourism industry representatives
- \* Develop a correlation between bicycle facility improvements and tourism
- \* Develop an economic development strategy for communities
- \* Encourage the development of regional "packages" for bicycle touring
- \* Develop contact with affinity partners such as inns and bed and breakfasts; bicycle tour operators, heritage tourism sites, craftspeople, etc.
- \* Promote "quality of life" issues by demonstrating how bicycle improvements enhance modal choice and showing how bicycle-friendly communities improve quality of life.

- \* Goal 4 - Seek increased funding for independent bicycle projects

The Committee identified the following four areas for further research/discussion:

- \* Research the availability of Federal "safety" funds
- \* Develop comprehensive regional bicycle improvement projects that will enhance economic development and seek

funding package for project

\* Get all sources of funds/funding options on the table

\* Communicate needs to the Board of Transportation

#### Criteria for Exceeding Bicycle TIP Project Funding Cap

The current funding cap for independent bicycle TIP projects is \$400,000. The Committee and staff discussed criteria to be applied in evaluating project requests that require a higher level of funding. A set of draft criteria was developed for further discussion.

Staffing Needs Norman passed out a DBPT organizational chart showing existing positions and explained the needs for additional/upgraded positions. The focus is on upgrading the planning capabilities of the unit to fulfill the mandate of G.S. 136.66.2 (passed in 2001) that requires the NCDOT to include bicycle and pedestrian planning in the development of a coordinated transportation system. Improving planning is the Committee's number one goal, as well.

Cycle North Carolina Chairman Mikkelson, who rode two days of the cross-state event, led a lively discussion of the 2002 Cycle North Carolina event. Other Committee members and staff who also rode the event include: Redinger who rode the entire week-long trip; Rash who rode five days; and Norman and Meletiou who rode one day. Deputy Secretary King also rode one day. The consensus was that it was a well-organized event and one that showcases what bicycling in NC is all about. The Committee would like to study the economic impact of such an event on the small towns through which riders pass in an effort to highlight the tourism potential for localities. Mike Caleen, Director of CNC will be invited to the next Committee meeting to provide an overview of the event and its impact.

Other Business Meletiou distributed copies of the Committee By-Laws. The previously distributed set had a mistake.

Topics moved to next meeting Identify Topics for Discussion with DOT Senior Staff and Management, Transportation Enhancements Program

Date of next meeting The next meeting is scheduled for Wednesday, January 8, 2003, in room 309 and will begin at 10:00 am.

#### **March 14, 2001**

Transportation Building - Room 117 Raleigh, North Carolina

##### Members Present

Jerry Clark

Gene Griner

Dan Mikkleson

Tom Redinger

##### Members Absent

Divisions 1 and 4 (Vacant)

Liz Rooks

Ronnie Ryan

##### Staff Present

Mary Meletiou

Tom Norman

Curtis Yates

#### CONTENTS

1. 1 — Dan Mikkleson was elected as Committee Chair (Clark/Redinger) unanimously

1 — The Committee Vice -Chair election was postponed until the May 9, 2001

1 — September 14, 2000 minutes approved (Griner/Redinger) unanimous

1 — Letter will be sent to Secretary Tippet requesting increased funding for on-road bicycle improvements.

- 1 — Committee adjourned at 12:30 PM
- 1 — Discussions and Reports
- 1 — Statewide Conference for State and Local Agencies and Advocates
- 2 — Helmet Legislation
- 2 — Bicycling Highways Route Evaluation and Signing
- 2 — Bicycle TIP
- 2 — Cycle North Carolina
- 2 — Attachment - House Bill 63

## ACTION ITEMS

- \* Dan Mikkleson was elected (Clark/Redinger) unanimously as Committee Chair
  - \* The Committee Vice-Chair election was postponed until the May 9, 2001 meeting
  - \* September 14, 2000 minutes approved (Griner/Redinger) unanimous
  - \* Letter will be sent to Secretary Tippettt requesting increased funding for on-road bicycle improvements.
- Committee adjourned at 12:30 PM

## DISCUSSIONS and REPORTS

The Committee discussed their disappointment over the last couple years of cancellation of meetings and the impact on participation . They talked about generating greater member involvement and creating near and long-term Committee goals. The Committee wants to maintain itself as an active and responsive group. Yates informed the Committee that the vacancy for Divisions 1 & 4 was being filled.

Mikkleson stated that a portion of the next meeting will be spent on the development of short term Committee goals and establishing a Committee vision. He also wants to have representatives from the new administration meet with the Committee.

The remainder of the meeting dealt with programs, promotions, and issues currently involving the Committee's interests, including:

Statewide Conference for State and Local Agencies and Advocates - Following the very successful North Carolina Pedestrian and Bicycle Safety Summit in October 2000, The Committee supports the Department's plans for and offers sponsorship of a two-day conference in October 2001. This Conference would bring state and local interests and citizens together for the logical next steps in bicycle and pedestrian safety programming, training, awareness and organization. This Conference would highlight the initiatives set forth in the 2000 Summit and offer discussions, workshops, and information for making these initiatives work at the local level. The Committee wants its membership to play an important role as facilitators, moderators and organizers at the Conference: leading panels, making presentations, and assisting with the logistics. Following discussion, the Committee offered five major areas around which to develop the concurrent sessions: Facilities, Safety, Health, Helmets, and Schools. They also suggested that a session for the Conference as a whole should focus around the "Walkable Communities" issue which would act as the cohesive factor running throughout the Conference. Yates assured the group that they would be included from the beginning of the planning for the event.

Helmet Legislation - The Committee discussed NCDOT's current efforts to get the bicycle helmet legislation (attached) passed. The Committee supported the original legislation that was passed by the House of Representatives last year, but it failed to come out of committee in the Senate. There is a movement currently underway to convince the Senate to allow the bill out of committee and onto the floor for a vote. It is felt that a Senate floor vote will result in the passage of the bill. The NCDOT management is supporting this legislation and working to generate interest within the Senate. The bill will require all bicyclists under the age of 15 and anyone carried in a child seat on a bicycle to wear an approved helmet.

Bicycling Highways Route Evaluation and Signing - The Committee is very concerned about the need to evaluate the 3000 miles of existing Bicycling Highways routes and the need to maintain these routes; replace missing signs, incorporate changes in highways not reflected in the maps, and account for recent changes in environment/congestion along a route. In continuing their desire to help with the re-evaluation of the state designated Bicycling Highways routes, they want to solicit volunteer help from clubs and individuals to ride and inventory the routes and report back the signing/maintenance needs they find. The Committee also wants the new Division of Bicycle and Pedestrian Transportation web site to offer a place where these evaluators and other users can report route needs, information and concerns. Then the Division will become a more comprehensive clearinghouse for route mapping and signing interests.

Bicycle TIP - Yates reported on his work to increase the funding for independent bicycle projects. Where the Department is incorporating an estimated \$5-15 million annually in incidental bicycle features when it builds new highways, the independent bicycle funding has remained the same for many years. The latest request is to move several million dollars

from the highway side into Division for the sole purpose of funding on-road bicycle improvements where no highway improvement is programmed. Such an addition would free up the existing \$3 million to go toward off-road facilities and other linkage projects. The Committee supports the request and will follow with a letter to Secretary Tippet.

Cycle North Carolina - Griner reported that the 2001 event will be held October 1 - 7. No route has been selected; however, it possibly will be across the northern tier of the state from the mountains to the coast. The 2001 event promises to be larger than last year.

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GENERAL ASSEMBLY OF NORTH CAROLINA  
SESSION 2001

H 2 HOUSE BILL 63

Second Edition Engrossed 3/28/01

Short Title: Child Bicycle Safety Act. (Public)

Sponsors: Representatives McAllister; Adams, Alexander, Barefoot, Bell, Blue, Bonner, Buchanan, Dedmon, Earle, Easterling, Fitch, Hall, Hensley, Lucas, Wainwright, Weiss, Womble, Wright, and Yongue. Referred to: Rules, Calendar, and Operations of the House.

February 7, 2001

A BILL TO BE ENTITLED

AN ACT TO REQUIRE THE USE OF CERTAIN SAFETY EQUIPMENT BY CHILDREN WHILE THEY ARE BICYCLE OPERATORS OR PASSENGERS.

The General Assembly of North Carolina enacts:

SECTION 1. Chapter 20 of the General Statutes is amended by adding a new Part 10B to Article 3 to read:

Part 10B. Child Bicycle Safety Act.

20-171.6. Short title.

This Article shall be known and may be cited as the 'Child Bicycle Safety Act'.

20-171.7. Legislative findings and purpose.

(a) The General Assembly finds and declares that:

1. (1) — Disability and death of children resulting from injuries sustained in bicycling accidents are a serious threat to the public health, welfare, and safety of the people of this State, and the prevention of that disability and death is a goal of all North Carolinians.

(2) — Head injuries are the leading cause of disability and death from bicycling accidents.

(3) — The risk of head injury from bicycling accidents is significantly reduced for bicyclists who wear proper protective bicycle helmets; yet helmets are worn by fewer than five percent (5%) of child bicyclists nationwide.

(4) — The risk of head injury or of any other injury to a small child who is a passenger on a bicycle operated by another person would be significantly reduced if any child passenger sat in a separate restraining seat.

(b) — The purpose of this Article is to reduce the incidence of disability and death resulting from injuries incurred in bicycling accidents by requiring that while riding on a bicycle on the public roads, public bicycle paths, and other public rights-of-way of this State, all bicycle operators and passengers under the age of 16 years wear approved protective bicycle helmets; that all bicycle passengers who weigh less than 40 pounds or are less than 40 inches in height be seated in separate restraining seats; and that no person who is unable to maintain an erect, seated position shall be a passenger in a bicycle restraining seat, and all other bicycle passengers shall be seated on saddle seats.

## 20-171.8. Definitions.

As used in this Article, the following terms have the following meanings:

1. (1) — 'Bicycle' means a human-powered vehicle with two wheels in tandem designed to transport, by the action of pedaling, one or more persons seated on one or more saddle seats on its frame. This term also includes a human-powered vehicle, designed to transport by the action of pedaling which has more than two wheels where the vehicle is used on a public roadway, public bicycle path, or other public right-of-way, but does not include a tricycle.

(2) — 'Operator' means a person who travels on a bicycle seated on a saddle seat from which that person is intended to and can pedal the bicycle.

(3) — 'Other public right-of-way' means any right-of-way other than a public roadway or public bicycle path that is under the jurisdiction and control of this State or a local political subdivision of the State and is designed for use and used by vehicular and/or pedestrian traffic.

(4) — 'Passenger' means a person who travels on a bicycle in any manner except as an operator.

(5) — 'Protective bicycle helmet' means a piece of headgear that meets or exceeds the impact standards for protective bicycle helmets set by the American National Standards Institute (ANSI) or the Snell Memorial Foundation.

(6) — 'Public bicycle path' means a right-of-way under the jurisdiction and control of this State or a local political subdivision of the State for use primarily by bicycles and pedestrians.

(7) — 'Public roadway' means a right-of-way under the jurisdiction and control of this State or a local political subdivision of the State for use primarily by motor vehicles.

(8) — 'Restraining seat' means a seat separate from the saddle seat of the operator of the bicycle that is fastened securely to the frame of the bicycle and is adequately equipped to restrain the passenger in such seat and protect such passenger from the moving parts of the bicycle.

(9) — 'Tricycle' means a three-wheeled, human-powered vehicle designed for use as a toy by a single child under the age of six years, the seat of which is no more than two feet from ground level.

## 20-171.9. Requirements for helmet and restraining seat use.

With regard to any bicycle used on a public roadway, public bicycle path, or other public right-of-way:

(a) — It shall be unlawful for any parent or legal guardian of a person below the age of 16 to knowingly permit that person to operate or be a passenger on a bicycle unless at all times when the person is so engaged he or she wears a protective bicycle helmet of good fit fastened securely upon the head with the straps of the helmet.

(b) — It shall be unlawful for any parent or legal guardian of a person below the age of 16 to knowingly permit that person to be a passenger on a bicycle unless all of the following conditions are met:

1. (1) — The person is able to maintain an erect, seated position on the bicycle.

(2) — Except as provided in subdivision (3) of this subsection, the person is properly seated alone on a saddle seat (as on a tandem bicycle).

(3) — With respect to any person who weighs less than 40 pounds, or is less than 40 inches in height, the person can be and is properly seated in and adequately secured to a restraining seat.

(c) — No negligence or liability shall be assessed on or imputed to any party on account of a violation of subsection (a) or (b) of this section.

(d) — Violation of this section shall be an infraction. Except as provided in subsection (e) of this section, any parent or guardian found responsible for violation of this section may be ordered to pay a civil fine of up to ten dollars (\$10.00), inclusive of all penalty assessments and court costs.

(e) — In the case of a first conviction of this section, the court may waive the fine upon receipt of satisfactory proof that the person responsible for the infraction has purchased or otherwise obtained, as appropriate, a protective bicycle helmet or a restraining seat, and uses and intends to use it whenever required under this section.

SECTION 2. This act becomes effective October 1, 2001.

## **May 9, 2001**

Transportation Building - Room 117 Raleigh, North Carolina

### Members Present

Jerry Clark  
Gene Griner  
Dan Mikkleson  
Tom Redinger  
Ronnie Ryan

### Members Absent

Divisions 1 and 4 (Vacant)  
Liz Rooks

### Staff Present

Mary Meletiou  
Tom Norman  
Madeline Howell  
Curtis Yates

## CONTENTS

- 1. 4 — Action Items
- 4 — Gene Conti, Chief Deputy Secretary speaks to the committee
- 4 — Funding request to be sent to Secretary Tippet
- 5 — Goals and Committee Direction Planning Session
- 6 — NC Bicycle Committee Brochure
- 6 — Helmet Legislation
- 6 — Statewide Conference for State and Local Agencies and Advocates
- 6 — Cycle North Carolina 2001 Update

## ACTION ITEMS

- \* Ronnie Ryan was elected (Griner/Clark) unanimously as Committee Vice-Chair
- March 14, 2001 minutes approved with correction (Griner/Clark) unanimous
- \* Letter to Secretary Tippet requesting increased funding for on-road bicycle improvements was approved (Griner/Ryan) unanimous and signed by Chair.
- \* Seven goals for Committee activity over the next year were approved (Redinger/Griner; Ryan opposed)
- \* Committee contact information to be displayed on Division's Web Site (Griner/Ryan)
- \* Committee adjourned at 2:30 PM (Ryan/Griner)

## DISCUSSIONS, REPORTS and PLANNING SESSION

The Committee welcomed Gene Conti, the new Chief Deputy Secretary for the NC DOT. Conti expressed his personal and professional interest in bicycling and the work of the Committee. He spoke of his service in the US DOT as Deputy Secretary for Policy and told the group that he looked forward to helping with issues as the Committee bring them to the Secretary's attention.

Yates informed the Committee that the vacancy for Divisions 1 & 4 was being filled by Greg Loy, Director of Planning in Kill Devil Hills. He also told the Committee that Liz Rooks had notified him that she will be resigning from her position

representing Divisions 5 & 6.

Yates distributed a letter, as requested by the Committee at the previous meeting, that would go from the Chair to Secretary Tippet. The letter requests the Administration to consider transferring funds from Federal Highway funds into the Division of Bicycle and Pedestrian Transportation's (DBPT) funds. These new monies would go for independent projects to improve highways and streets on the state maintained system, like widening, paved shoulders and other bicycle needs.

Goals and Committee Direction Planning Session - Mikkleson facilitated the Committee and staff in an exercise to develop working goals for the coming year. Madeline Howell, DBPT Artist Illustrator, served as scribe. The seven goals selected include in priority:

- 1) — Prepare a media kit to raise awareness for bicycle safety directed to the print media; include a quick reference bicycle safety hand out.
- 2) — Publish a Bicycle Transportation Improvement Program (TIP) brochure that answers citizen and localities' questions regarding getting their desired bicycle projects accomplished and improve user access to the TIP process.
- 3) — Increase the visibility of the North Carolina Bicycle Committee on the DBPT/NCDOT web site and incorporate descriptions and photos of bicycle facilities built by the Department.
- 4) Review and improve the process for selecting Bicycle-TIP projects and devise a means for regular review and update of the status of ongoing projects.
- 5) — Promote the wearing of helmets with a program to respond to the passage of statewide helmet legislation or to undertake local ordinances if the statewide legislation does not pass.
- 6) — Create a higher profile for the Committee.

Other issues of interest to the Committee but not making the top priority include:

- \* Update and maintain existing Bicycling Highways system of mapped and signed routes
- \* Obtain increased funding
- \* Study use/over use of Share the Road signs
- \* Coordinate with Division/District offices to promote bicycle improvements within maintenance projects
- \* Promote the development of local bicycle plans
- \* Promote alternatives to building 5-lane, center turn lane highways
- \* Update "Streetwise Cycling", the driver's manual for bicyclists
- \* Study and draft bicycle legislation
- \* Promote Cycle North Carolina
- \* Partner with relevant agencies
- \* Network with local advocacy groups

The remainder of the meeting dealt with programs, promotions, and issues currently involving the Committee's interests, including:

NC Bicycle Committee Brochure - The committee reviewed, updated and made suggestions for a new and improved brochure.

Helmet Legislation - Meletiou told the Committee of the NCDOT's current efforts to get the bicycle helmet legislation (attached to previous minutes) passed. She explained that the bill has already passed the House and is awaiting concurrence in the Senate. It is still too early to tell whether the Senate will pass the bill, but several powerful opponents in the past have given their blessing to it this time. The Department is pulling together several stakeholders to prepare for a lobbying effort.

Statewide Conference for State and Local Agencies and Advocates - Yates reported that work was being finalized to contract with ITRE (Institute of Transportation Research Education) at NC State University to provide the oversight and logistics for the event to be held sometime in late October, early November 2001. Break out sessions will probably fall under three major themes: Facilities, Safety/Education, and Health and Fitness. The event will total 300 participants representing local and state government, citizens and professionals with interest in bicycling and walking issues. It will be held in the central part of the state and run for two days. A Steering Committee will begin work very soon. The Committee will have a very active role.

Cycle North Carolina 2001 Update - Meletiou distributed event brochures and reported that the 2001 event will be held October 6 - 13. It will travel across the northern tier of the state from the mountains to the coast. The facilitating agency reports larger registration at this point than last year.

**July 11, 2001**

Transportation Building - Room 309 Raleigh, North Carolina

**Members Present**

Jerry Clark  
Gene Griner  
Greg Loy  
Dan Mikkleson

**Staff Present**

Mary Meletiou  
Curtis Yates

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- 1. 7 — Action Items
- 8 — Discussions, Reports and Planning Session
- 8 — Goals and Discussion of Implementation Strategies
- 9 — Helmet Legislation
- 9 — Statewide Conference for State and Local Agencies and Advocates
- 9 — Cycle North Carolina 2001 Update

**ACTION ITEMS**

- \* May 9, 2001 minutes approved with corrections (Griner/Redinger) unanimous
- \* Move Committee goal "promote the wearing of helmets with a program to respond to the passage of statewide helmet legislation" from the #5 position to the #1 position in priority for Committee attention (Griner/Clark) unanimous
- \* To initiate work on committee goal #1 (see above), the Committee requested a panel session at the next meeting that would bring in several knowledgeable individuals to discuss the NCDOT's promotion of the new bicycle helmet legislation
- \* To initiate work on Committee goal #2, "Prepare a media kit to raise awareness for bicycle safety directed to the print media; include a quick reference bicycle safety hand out," Mikkleson appointed Clark to a subcommittee of one to contact the media and generate ideas for a hand out and bring these ideas to the Committee
- \* To initiate work on Committee goal #3, "publish a Bicycle Transportation Improvement Program (TIP) brochure that answers citizen and localities' questions regarding getting their desired bicycle projects accomplished and improve user access to the TIP process," Mikkleson appointed Griner to a subcommittee of one to review existing Bicycle TIP materials and make a report to the Committee of what publication is needed to improve communications with localities and the public about the TIP process
- \* To continue work on Committee goal #4, "increase the visibility of the North Carolina Bicycle Committee on the DBPT/NCDOT web site and incorporate descriptions and photos of bicycle facilities built by the Department," Mikkleson appointed Loy to a subcommittee of one to study the Division's web site and return to the Committee with suggestions for improved visibility for the Committee.
- \* To initiate work on Committee goal #5, "review and improve the process for selecting Bicycle-TIP projects and devise a means for regular review and update of the status of ongoing projects," Mikkleson stated that he would work with Yates to review the existing process and suggest improvements
- \* Committee adjourned at 2:30 PM (Loy/Griner)

**DISCUSSIONS , REPORTS and PLANNING SESSION**

The Committee welcomed Greg Loy, the new member representing Division's 1 and 4. Loy is the Director of Planning and Inspections in Kill Devil Hills in Dare County. He comes to the Committee as a bicyclist and as an experienced local government administrator who has successfully undertaken several bicycle projects in his local area. He is knowledgeable

in bicycle facility development and the processes of local state partnership.

Yates informed the Committee that Liz Rooks had resigned her seat representing Division's 5 and 6. He stated that work was underway to appoint someone to complete her term, which expires December 31, 2003.

Yates distributed a final draft of the new Committee brochure that was reviewed at the May meeting. Final corrections and additions were made.

To follow up on a request from the last meeting, Meletiou gave the Committee a presentation of the Division of Bicycle and Pedestrian Transportation's web site. The

on-site presentation covered the variety of elements contained and overviewed the anticipated topics to come. Special attention was given to how the Committee was currently represented on the web site.

Mikkleson requested an update regarding the letter sent to Secretary Tippet requesting additional funding for bicycle road improvements. Yates did not have a report on what had happened to this request. Mikkleson stated that he would phone Deputy Secretary David King to get an update and determine what else the Committee could do to move the request along. Mikkleson stressed the importance of this request for additional funding. Further, he stated that this request to shift federal road dollars into the Bicycle-TIP would, in actuality, help the state's backlog of maintenance needs by using federal dollars to make road improvements on roads that need maintenance and bicycle improvements but are not on the state's transportation improvement program for upgrade.

The remainder of the meeting dealt with programs, promotions, and issues currently involving the Committee's interests, including:

Goals and Discussion of Implementation Strategies – Mikkleson continued with the Committee goals setting session that was initiated at the May meeting. He suggested that an immediate change in priorities should be made as a result of the passage and signage into law of the bicycle helmet legislation. At the last meeting, the Committee voted to place this goal at priority five. Due to the timing of this important issue, the Committee agreed to move this goal to priority one. The Committee called for a fact finding panel session at its next meeting to assist the Department in determining how to proceed with getting the word out about the new legislation and what programs the Division of Bicycle and Pedestrian Transportation should put in place to work with localities throughout the state.

To initiate work on the remaining top priority goals of the Committee, Mikkleson appointed sub-committees to look into each issue and return to the Committee with ideas and suggestions. The lower priority issues that did not make the primary list will be reviewed at future Committee meetings.

Helmet Legislation – Meletiou reported that the General Assembly had passed the "Child Bicycle Safety Act" known also as the Bicycle Helmet Legislation. Governor Easley signed the act into law. Basically this act mandates that all children under the age of 16 must wear while riding a bicycle on all public rights-of-way. To accompany this act the Governor's Highway Safety Program plans to set aside \$100,000 to purchase helmets for localities throughout the state that undertake a safety education program. The NCDOT, Division of Bicycle and Pedestrian Transportation will administer this program. Secretary Lyndo Tippitt is in full support of programming throughout North Carolina that promotes wearing bicycle helmets.

Statewide Conference for State and Local Agencies and Advocates – Yates reported that a steering committee was in place to help guide the development the conference. He stated that the intended date of November 2001 had been moved forward to March 2002. The event will register 300+ attendees and be held in Raleigh. The format will consist of concurrent sessions on a variety of bicycle and walking safety topics, including facilities, planning, health benefits and education. These sessions will have a variety of formats from lecture/instruction to panel discussions to demonstration and project examples to in the field hands-on workshops. The Committee will play a big role in making the event a success.

Cycle North Carolina 2001 Update – Meletiou gave an update on the event, which promises to be bigger than last year's.

## **September 14, 2001**

Transportation Building - Room 117 Raleigh, North Carolina

#### Members Present

Gene Griner  
Greg Loy  
Dan Mikkleson  
Tom Redinger  
Ronnie Ryan

#### Members Absent

Jerry Clark  
Divisions 5 and 6 (Vacant)

#### GUESTS

Secretary, Lyndo Tippet  
Deputy Secretary, David King  
Deputy Secretary, Dan Devane  
Alpesh Patel, Statewide Planning

#### Staff Present

Mary Meletiou  
Tom Norman  
Curtis Yates

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1. 7 — Action Items
- 7 — Discussions, Reports, and Planning Session
- 7 — Visits from Secretary's Office
- 7 — Funding for On-Road Bicycle Facilities
- 8 — Bicycle Helmet Promotion, Grants to Localities
- 9 — Statewide Transportation Plan
- 9 — Bicyclists' Rights Issues
- 9 — Subcommittee Reports
- 10 — March 2002 Bicycle and Pedestrian Conference

#### ACTION ITEMS

- \* July 11, 2001 minutes approved (Griner/Redinger) unanimous
- \* Chair will write Secretary Tippet letter thanking him and the Department for undertaking and funding the bicycle helmet promotion
- \* Move Committee goal "promote the wearing of helmets with a program to respond to the passage of statewide helmet legislation" from the #1 position back to its original #5 position in priority for Committee attention
- \* Hold bicyclists' rights issues for future Committee discussions
- \* Prepare listing of 500 miles of NC highway routes that need bicycle improvements for consideration of funding
- \* Chair will write Secretary Tippet letter requesting additional funding for road improvements for bicycling
- \* Invite Secretary Tippet and Board Member Nina Szlosberg to November meeting
- \* Committee adjourned at 2:30 PM (Loy/Griner)

#### DISCUSSIONS , REPORTS and PLANNING SESSION

Mikkleson welcomed everyone and opened the meeting. Yates told the Committee that the Secretary's Office was still working on filling the seat representing Division's 5 and 6. The new member will complete the 4-year term that expires December 31, 2003. He stated that the appointment would hopefully be made prior to the November meeting

Visits from Secretary's Office - In addition to Deputy Secretary David King meeting with the Committee, Secretary Lyndo Tippet stopped by just before noon to greet the Committee and talk about the upcoming bicycle helmet promotion; in the

afternoon Deputy Secretary Dan Devane stopped by to meet the Committee.

**Funding for On-Road Bicycle Facilities:** Regarding additional funding for bicycle projects, Deputy Secretary David King reported to the Committee that he had met with others in the Department to determine how best to go about securing additional funding to undertake road improvements, especially paved shoulders, along critical bicycle routes throughout the state. He stated that he wants the Committee to prepare a list of 500 miles of proposed highways along which paved shoulders will make a significant improvement for bicycling. King went on to say that the individual Committee members should look into some other sources for funding for bicycle projects, including Board of Transportation members' discretionary small urban funds and funding that members of the General Assembly have for road improvements. He suggested that the Committee members contact their respective Board members and legislators

Following meeting with King, the Committee discussed how to best provide the list of 500 miles of proposed projects. They discussed a criteria from which road projects may be selected, including:

- \* the existing 3000 miles of designated Bicycling Highways throughout the state;
- \* pave shoulders along a continuous coastal route that is a goal from the Board of Transportation adopted Bicycling and Walking in North Carolina, A Long-Range Transportation Plan;
- \* road needs from regional and local bicycle route systems;
- \* individual local requests for ; and
- \* special bicycle needs along heavily bicycled highways.

The Committee asked the staff to prepare a listing of potential projects for review at the November meeting.

The Committee agreed to invite both Secretary Tippet and Board Member Nina Szlosberg to the next meeting to discuss the issue of additional funding. They also agreed to send a letter to the Secretary stating the need for additional funds and ask for his support.

**Bicycle Helmet Promotion, Grants to Localities:** Meletiou gave the Committee an update of what has transpired since the July meeting regarding the new bicycle helmet legislation. Secretary Tippet has taken a personal interest in getting the message of the new legislation out to the local enforcement community. He wants to stress the new law as an opportunity to save lives. He is concerned that the economically disadvantaged may not have access to helmets for their children and wants to offer the policing agencies some grant funding to assist with a bicycle helmet give-a-way. An amount of \$100,000 in Federal funds from the Governor's Highway Safety Program has been set aside for this grant program. As a result of a call for proposals, over 200 applications were received totaling almost \$300,000. The Secretary is currently looking for additional funding in order to honor all of the proposals.

Meletiou continued with information on the Secretary's plans for a two-day, six event swing throughout the state to promote the helmet initiative. Each Committee member is invited to participate in these events in their respective areas.

The Committee decided to write Secretary Tippet and thank him for his support and leadership with this bicycle helmet campaign.

**Statewide Transportation Plan:** Alpeh Patel with the Statewide Planning Branch of the NCDOT made a presentation to the Committee about the current update of the Statewide Transportation Plan that has been underway for almost a year. He stated that the NC Bicycle Committee is considered a primary stakeholder in this plan. He asked for their support. The intent of this new plan is to move the NCDOT toward developing an integrated, multimodal transportation system for the state. It will provide the technical and programmatic guidance to meet the transportation demands of the 21st Century. This update is critical to the state's future success, and will serve as a blueprint that prioritizes public infrastructure investment. During a series of stakeholder public meetings held throughout the state, one of the most frequent statements made was the need for additional bicycle and pedestrian facilities and call to recognize such facilities as transportation rather than recreational.

The Committee offered two important points of feedback for the statewide study: 1. The scale of use for bicycle and pedestrian transportation is very different from other modes of transportation. Bike/ped. facilities within close proximity of transit centers are likely to have regional and statewide implications. 2. The consultant's current model shows (about) five parallel modes of transportation, but does not address the interface between modes (intermodality) or the influence of one mode on another (modal choice). Patel stated that he appreciated the input and hoped to continue a dialog with the Committee and wants their input as the plan comes together.

**Bicyclists' Rights Issues:** Yates presented the committee with a packet of news clippings and letters to the Department regarding the rights of bicyclists to be on the road and actions of certain motorists taking their frustrations out on bicyclists, in one case that resulted in a court decision where a judge all but dismissed a case where a man physically assaulted a

bicyclist with a hatchet. The Committee reviewed the materials and deferred the item to a future meeting for further discussion.

#### Subcommittee Reports:

\* Committee goal #2, "Prepare a media kit to raise awareness for bicycle safety directed to the print media; include a quick reference bicycle safety hand out - Clark was absent and no report was given

\* Committee goal #3, "publish a Bicycle Transportation Improvement Program (TIP) brochure that answers citizen and localities' questions regarding getting their desired bicycle projects accomplished and improve user access to the TIP process - Griner reported that he needed additional time and access to materials considered by a previous committee before he will have something for the Committee to consider

\* Committee goal #4, "increase the visibility of the North Carolina Bicycle Committee on the DBPT/NCDOT web site and incorporate descriptions and photos of bicycle facilities built by the Department - Loy reported that he had reviewed the current bike/ped web site and listed several suggestions for improved Committee visibility; he reviewed the list with the Committee and stated that he would discuss them at a future date with staff to determine what it may take to incorporate the changes. Mikkleson stated that he would like emphasis placed on the web on how to apply for TIP projects

\* Committee goal #5, "review and improve the process for selecting Bicycle-TIP projects and devise a means for regular review and update of the status of ongoing projects - Mikkleson reported that he and Yates would work on this process when the next round of TIP hearings near

March 2002 Bicycle and Pedestrian Conference: Yates reported that plans were underway for the conference to be held next March, in Raleigh at the Brownstone Hotel. At present it will be a two-day event with six different break out sessions, each having at least 6 different topic choices. Plenary sessions will be held at the opening and at both lunches with special speakers. The Committee will be asked to participate in different ways.

#### **November 14, 2001**

Transportation Building - Room 117 Raleigh, North Carolina

#### Members Present

Gene Griner  
Greg Loy  
Dan Mikkleson  
Tom Redinger  
Ronnie Ryan

#### Members Absent

Jerry Clark  
Divisions 5 and 6 (Vacant)

#### GUESTS

Board of Transportation Member Nina Szlosberg  
Deputy Secretary David King

#### Staff Present

Mary Meletiou  
Tom Norman  
Curtis Yates

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13 — Discussions, Reports and Planning Session  
14 — Subcommittee Reports  
15 — March 2002 Bicycle and Pedestrian Conference  
15 — Report on 2001 Cycle North Carolina

## ACTION ITEMS

- \* September 12, 2001 minutes approved (Griner/Loy) unanimous
- \* Meletiou will prepare for Chair's signature a letter from the Committee to Secretary Tippet requesting continued support for Cycle Carolina
- \* Prepare a map for January meeting locating all North Carolina localities over 5000 population and indicating which have an existing bicycle plan no more than five years old
- \* Board Member Szlosberg and Deputy Secretary King will meet with Deputy Secretary Sheats and Chief Planning Officer D'gnazio regarding the creation of an annual \$500,000 planning matching grant program for localities to be funded through the highway planning funds coming to North Carolina
- \* Board Member Szlosberg and Deputy Secretary King will meet with Deputy Secretary Sheats and Chief Planning Officer D'gnazio regarding shifting \$3 million from the state's surface transportation funds into the Division of Bicycle and Pedestrian Transportation allocation for the primary purpose of building on-road bicycle facilities
- \* Provide Board Member Szlosberg with Committee email addresses
- \* Prepare and present to the February meeting of the Board subcommittee on the Environment a 20 minute power point presentation the benefits of bicycle projects, successful projects, what's happening in other states, documentation of demand and proof of performance statements
- \* Prepare and present to the January meeting of the Board subcommittee on Transit a 15 minute power point presentation including examples of good projects around the state and the needs existing for on-road and off-road bicycle facilities
- \* Chair assigned each member to meet with the Highway Division Engineers in their two respective state highway divisions prior to the March Committee meeting to request copies of bicycle project requests that were presented at the public meetings in their areas during the Fall; the Committee members are to study the requests and attempt to gather additional information from localities on priority projects in order to present this information to staff
- \* Committee will review old bicycle awards program and consider some type of recognition of individuals and localities worthy within North Carolina
- \* Committee adjourned at 2:30 PM (Ryan/Loy)

## DISCUSSIONS , REPORTS and PLANNING SESSION

Mikkleson welcomed everyone and opened the meeting. Yates told the Committee that the Secretary's Office had appointed Peter Schubert to fill the seat representing Division's 5 and 6. The new member will complete the 4-year term that expires December 31, 2003. He stated that Pete Schubert would not be at today's meeting.

Increased funding for Bicycle Facility Planning and Bicycle Facilities - Board of Transportation Member Nina Szlosberg and Deputy Secretary David King met with the Committee to discuss additional funding for bicycle facility planning and for the construction of on-road improvements for bicycles. Board Member Szlosberg has a strong interest in this issue and pledges to raise the awareness with other Board members as to the needs for bicycling and walking.

1) Planning: Funding for local bicycle facility planning to match local funds was discussed first. Currently, no funds exist specifically for bicycle planning initiatives. Federal legislation requires that all localities plan for bicycle and pedestrian facilities. This mandate is usually met through the inclusion of a bike/ped paragraph in the local transportation plan. Localities may choose to tap into their allocation of federal highway planning funds to develop or produce bicycle plans, but none do because of the demand on these funds for other transportation uses, like hiring planning staff. Therefore, comprehensive bicycle planning generally is not undertaken, bicycle systems planning does not exist, and the locality has no realistic priorities to support the need for bicycle improvement projects.

Funds specifically allocated for comprehensive local bicycle planning will allow localities to thoroughly study bicycle needs in their community and develop the best possible set of priority bicycle needs based on a bicycle systems approach.

Following extensive discussion of the needs, Board Member Szlosberg and Deputy Secretary King agreed to meet with others in the administration to request an annual allocation of \$500,000 that would be used to match local funds for the development of local bicycle plans. DBPT staff will develop necessary plan criteria and guidelines. Funds from existing

federal allocations for planning would be reallocated to the Division of Bicycle and Pedestrian Transportation for implementation.

2) On-Road Bicycle Facilities: Discussion continued with Board Member Szlosberg and Deputy Secretary King regarding the need for additional funding for the construction of on-road bicycle facilities. Currently, the total annual funding allocation for the construction of independent bicycle facilities is \$3 million. These dollars are internally divided among three categories: \$1 million for on-road projects, a little more than \$1 million for off-road projects, and the remainder for spot improvements, mapping and signing, and safety programming. The on-road and off-road categories are greatly under-funded with respect to demand and need.

The off-road projects come from local requests as a part of the TIP process. Even though scheduled highway projects may include bicycle elements as incidental features, funding for bicycle improvements on the vast majority of the state's 78,000 miles of state maintained roads are left with the \$1 million on-road independent funding to accomplish necessary bicycle improvements. These bicycle improvements are costly; the needs are numerous; and the current funding does very little to meet the demand. Adding shoulders to a road could cost anywhere from \$100,000 - \$250,000 per mile (more if there are special conditions). At this level of cost, only a few miles of on-road improvements can be realized each year.

To address bicycle facility needs better, the proposal is to double the current annual funding allocation from \$3 million to \$6 million. The new allocation will place \$3 million into the on-road category, \$2 million into the off-road category and leave the third category at \$1 million. The on-road projects will be selected from the following project types:

- \* the existing 3000 miles of designated Bicycling Highways throughout the state;
- \* add paved shoulders along a continuous coastal route a goal from the Board of Transportation adopted Bicycling and Walking in North Carolina, A Long-Range Transportation Plan);
- \* road needs from regional and local bicycle route systems;
- \* special bicycle needs along heavily bicycled highways.

Funding for bicycle improvements in a state may come from a variety of Federal transportation sources. The Department's current bicycle facility allocations are made from the state's Enhancements apportionment; however, it is noted that road building funding for bicycle improvements may also be shifted from the larger Federal Surface Transportation Program funding coming to North Carolina. Road improvement funds may be more appropriate for certain bicycle projects since on-road bicycle improvements are road improvements, such as paved shoulders. All funding for state bicycle improvements, whether enhancement or surface transportation, are matched by North Carolina statute with state highway funding.

Board Member Szlosberg and Deputy Secretary King agreed to approach the Board and Department administration with this request.

Board Member Szlosberg presented the Committee with a memo dated November 14, 2001 from Chief Planning and Environmental Officer Janet D'Ignazio stating that the current annual allocation to the Division of Bicycle and Pedestrian Transportation is greater than \$3 million. Ms. D'Ignazio calculates the Division of Bicycle and Pedestrian Transportation's annual allocation within the TIP at \$4.418 million. This discrepancy is due to internal accounting procedures as well as removing the Division's funding from the obligation ceiling. The existing TIP that was adopted by the Board of Transportation in July 2001 shows an amount of \$4.418 million set aside for bicycle projects. Ms. D'Ignazio has clarified the numbers and tells Board Member Szlosberg that the current annual allocation for independent bicycle facilities is the \$4.418. It is generally accepted by the NCDOT administration as our Division's approved allocated funding for the new seven year TIP. Staff will further clarify this new funding information following the meeting and report to the Committee its findings.

Nevertheless, the goal of creating a total TIP annual allocation of \$6 million or greater still remains and will be the task of Board Member Szlosberg and Deputy Secretary King.

Outcome of Bicycle Helmet Promotion, Grants to Localities: Meletiou gave the Committee an overview of what the final outcome of Secretary Tippitt's bicycle helmet promotion. Following the promotion kick-off in Raleigh with Governor Mike Easley, the Secretary went on a two-day media event/promotional tour of the state in six locations to generate interest in the new helmet legislation and advertise the statewide helmet give-away for low-income residents. Police agencies (both city and county) were offered the opportunity to apply for a small grant of no more than \$2000 each to purchase bicycle helmets to distribute to needy citizens through a variety of promotional programs that emphasized the new law. Following this event, 235 applications were received and funded. More than \$300,000 was distributed. Over 42,000 helmets were purchased and distributed.

Subcommittee Reports:

- \* Committee goal #2, "Prepare a media kit to raise awareness for bicycle safety directed to the print media; include a quick reference bicycle safety hand out - Clark was absent and no report was given.
- \* Committee goal #3, "publish a Bicycle Transportation Improvement Program (TIP) brochure that answers citizen and localities' questions regarding getting their desired bicycle projects accomplished and improve user access to the TIP process - Griner discussed with the Committee what formats and information was needed to reflect old and new procedures and processes.
- \* Committee goal #4, "increase the visibility of the North Carolina Bicycle Committee on the DBPT/NCDOT web site and incorporate descriptions and photos of bicycle facilities built by the Department - Loy reviewed his recommendations from last meeting and Meletiou updated the group on new things on the web site. An awards program was discussed.
- \* Committee goal #5, "review and improve the process for selecting Bicycle-TIP projects and devise a means for regular review and update of the status of ongoing projects - Mikkleson reported that staff should continue to obtain and process Bicycle-TIP project requests as in the past. He suggested that each Committee member could, in addition to promoting quality project requests at the local level, assist by working closely with their Division Engineers to learn what they know of local bicycle project requests in their areas. The Division engineers receive copies of local TIP's and can give the Committee members copies of the bicycle portions.
- \* Mikkleson stated that he wants each Committee member to contact his two Division Engineers and ask for copies of the written requests. The Committee members would then study these requests, determine local contact persons, and discuss these requests with each locality. Yates stated that there is a project info sheet used in the past that may be helpful when talking with local staff about the bicycle project requests. These info sheets assist in determining if projects are eligible and doable. This information would be valuable in helping staff and the Committee create a listing of new projects to add to the TIP.
- \* Mikkleson asked the each Committee member have these contacts made by the January 9, 2002 meeting
- \* March 2002 Bicycle and Pedestrian Conference: Yates reported that plans were underway for this two-day conference to be held next March 12 and 13 in Raleigh at the Brownstone Hotel. There will be five different break out periods, each having at least 6 different topic choices and a variety of session types. Plenary sessions will be held at the opening and at both lunches with special speakers. It is anticipated that Secretary Tippett will open the session with Chief Deputy Gene Conti giving the Keynote speech. Other plenary or lunch speakers will be the Secretary of Health and Human Services, the editor of Walking Magazine, and possibly the Mayor of Charlotte. The Committee will be asked to host an evening "get to know" pre-dinner function and serve as floating "bicycle ambassadors throughout the conference. The Committee members could also fill in as panel moderators and such. Final plans will be discussed at the January meeting.
- \* Report on 2001 Cycle North Carolina - Meletiou reported on the 2001 event. There were 995 riders representing 36 states, DC, Canada and the Virgin Islands. 30% were female and 70% male. The youngest was 6 years of age and the oldest was 78. This year's route covered 431 miles. Meletiou also reported that this event was the third year that the NCDOT had sponsored the event with funding. The agreement was for the event to be self-sufficient at this point. The NCDOT plans to review the future stability of the event with the host agency, North Carolina Amateur Sports.

## **March 29, 2000**

Transportation Building - Room 117 Raleigh, North Carolina

### Members Present

Jerry Clark  
Gene Griner  
Dan Mikkleson  
Tom Redinger  
Ronnie Ryan

### Members Absent

Charles Hardy  
Liz Rooks

### Staff Present

Mary Meletiou

Tom Norman  
Curtis Yates

## CONTENTS

- Officers Elected for 2000
- Amendment to Committee By-Laws
- Discussion Items
  - Mapping and Signing Maintenance
  - Maintenance Funding
  - Statewide Conference for Advocates and Localities
  - Bicycle TIP
  - Helmet Legislation

## ACTION ITEMS

- \* Gene Griner was elected unanimously as Committee Chair
- \* Ronnie Ryan was elected unanimously as Committee Vice-Chair
- \* Committee By-Laws were offered for amendment changing regular meeting date to every third Wednesday of every odd month.
- \* Committee adjourned at 2:45 PM

## DISCUSSION ITEMS

The Committee discussed their disappointment with the last couple years of declining interest and participation. The pros and cons of more or less frequent meeting dates resulted in the decision to continue, as stated in the by-laws, to meet six times a year, but move the day to the third Wednesday of every odd month. All meetings will be held unless the chair decides to cancel. The by-laws were reviewed to emphasize members' responsibility for attendance and that three misses could result in dismissal from the Committee. The Committee further discussed action items which are geared to improving the current situation, including: "fixing itself"; committee education; improved committee/staff relationships; and understanding the processes at work. To this end, the members requested future meetings to include sessions on historic overview, various procedures and processes, and technical awareness.

The remainder of the discussion primarily focused around issues for future Committee focus. These issues include:

Mapping and signing maintenance — Committee member assistance with maintaining the ever-growing number of miles of statewide and local mapped and signed bicycle routes. Assistance could involve generating local groups to locate missing signs and notify the state and to help with informing the state of changes in map information, ie. shops, clubs, camping, stores, etc. Staff will begin with providing each Committee member with a complete set of the maps located in their respective two Highway Divisions.

Maintenance funding — Work to generate funding for maintaining the state's investment in bicycle facilities where local agreements are not in place to do so.

Statewide Conference — for Advocates and Localities — Committee sponsorship of a two-day meeting which would bring local interests and citizens together for education, awareness and organization.

Bicycle TIP — Improving the number and quality of bicycle project requests to come to the NCDOT for funding. Staff reported on the increasing problem of receiving workable projects from localities for consideration in the TIP. Discussion revolved around methods to get more interest, awareness and technical understanding out to the localities. Further, the current process and the cap of \$300,000 was highlighted as a major concern of the Committee.

Helmet Legislation — Committee discussed support for the bicycle helmet legislation that has been introduced in the General Assembly.

## May 24, 2000

Transportation Building - Room 117 Raleigh, North Carolina

Members Present

Jerry Clark  
Gene Griner  
Dan Mikkleson  
Tom Redinger  
Liz Rooks  
Ronnie Ryan

Members Absent  
Charles Hardy

Staff Present  
Mary Meletiou  
Tom Norman  
Curtis Yates

## CONTENT

- 3 — March committee minutes approved
- 3 — New Bicycle TIP funding apportionment guideline
- 4 — Carry over all projects currently scheduled in Bicycle — TIP in into the into the new draft TIP
- 5 — Increase the per-project, per-location funding cap from \$300,000 to \$400,000 for all new project funding allocations
- 5 — Add nine new projects to the new draft Bicycle — TIP schedule
- 5 — Committee By-Laws were offered for amendment changing regular meeting date to every second Wednesday of every odd month
- 5 — Formal approval of resolution sent to Secretary McCoy requesting the NCDOT endorse the bicycle helmet legislation (Child Bicycle Safety Act) currently in the General Assembly
- 5 — Meeting adjourned at 3:00 PM

## ACTION ITEMS

- \* March 29, 2000 minutes approved (Mikkleson/Clark) unanimous
- \* New Bicycle-TIP funding apportionment guideline (as defined by the attached chart) approved (Rooks/Redinger) unanimous
- \* Carry over all projects currently scheduled in Bicycle-TIP into the new draft TIP (Reddinger/Rooks) unanimous
- \* Increase the per-project, per-location funding cap from \$300,000 to \$400,000 for all new project funding allocations (Rooks/Clark) unanimous
- \* Add nine new projects (listed below) to the new draft Bicycle-TIP schedule (Mikkleson/Clark) unanimous
- \* Committee By-Laws were offered for amendment changing regular meeting date to every second Wednesday of every odd month (Clark/Ryan) unanimous
- \* Formal approval of resolution sent to Secretary McCoy requesting the NCDOT endorse the bicycle helmet legislation (Child Bicycle Safety Act) currently in the General Assembly (letter to Secretary McCoy attached) (Mikkleson/Rooks) unanimous
- \* Committee adjourned at 3:00 PM

## DISCUSSIONS/PRESENTATIONS

Responding to a request from the Committee, Norman provided an historic overview of the Bicycle-TIP from 1987 — Present. He concluded with a Power-Point presentation of four recently completed projects: the American Tobacco Trail rail-trail in Durham; the North Carolina Museum of Art greenway in Raleigh; the Crabtree Creek urban greenway in Raleigh; and paved shoulders in Dare County. Discussion followed regarding project types and how they relate to the Bicycle-TIP process.

Yates followed with a presentation of changes in the Bicycle-TIP scheduling process. These changes are necessary due to certain occurrences in recent years which affect the quality of projects, funding, and the department's ability to respond to the goals and objectives of its long-range plan. These occurrences include: new FHWA policy which fosters the integration of bicycle and pedestrian projects into the mainstream of the state DOT's provision of transportation improvements; the change of the overall NC TIP update from a one-year to a two-year program; the new, special enhancement project-call creating a drain on the pool of available local off-road requests; the slow programming of in-house projects compared to the new, special enhancement projects due to lesser administrative requirements; and the difficulty in receiving good project requests from localities who do not have adequate planning resources available to

make good bicycling and walking decisions.

Yates distributed the attached pie chart which defines the new guideline for the annual Bicycle-TIP funding apportionment. The major divisions in this apportionment include:

\* Local Off-Road projects — This is a \$1+ million/per year allocation which is available for off road bicycle projects requested by localities. Staff and Committee select these additions to the Bicycle-TIP once every two years from local requests.

\* On-Road Bicycle improvements — This is a \$1 million/per year allocation for independent bicycle improvements along state and local designated bicycle routes which are not scheduled for any other highway improvement. Staff and Committee select these additions to the Bicycle-TIP annually from need-based criteria priorities and local requests.

\* Small project bicycle improvements — This is a \$500,000/per year allocation available for spot improvements, parking, signing and other bicycle improvements too small to be handled through the cumbersome two-year administrative TIP process. These improvements are selected periodically throughout the year from a combination of input from the in-house Bicycle and Pedestrian Task Force, Bicycle Committee, and staff and approved by the Board of Transportation.

\* Mapping, Signing, and Safety Education — This is a \$250,000/per year allocation available for the various mapping, route signing and education projects accomplished annually from TIP funding. These projects are selected from local requests and need-based decisions of staff, Committee and Board. Mapping requests come through the formalized TIP process. Safety education projects are developed by staff in coordination with the Bicycle Committee.

Norman distributed the current Bicycle-TIP which had been prepared minus all projects which have been completed or are underway and called for a discussion of the projects that remain. The Committee decided to retain these projects as is in the new TIP draft.

Discussion followed on funding and how inflation has eroded the dollars available making the funds set up for independent bicycle work do less today than when it was first created. The Committee discussed the need to get increased funds into the Bicycle-TIP in order to better respond to the needs of localities and better respond to the Department's long-range plan for bicycling and walking. To immediately affect the new projects which will be added to the Bicycle-TIP, the Committee decided to increase the current state participation per-project cap from \$300,000 to \$400,000. This action would cut back on the number of projects that could be placed in the Bicycle-TIP annually but would assist with the higher cost of the projects scheduled.

Over lunch, the Committee viewed the video of the 1999 Cycle Carolina cross-state bicycle ride which took place in September.

With every update of the Department's Transportation Improvement Program, the Committee adds projects to years three and four of the Bicycle-TIP. New project requests from localities and MPOs were reviewed and the following projects were added to the new draft schedule:

- \* Wilmington, River Road, wide paved shoulders
- \* Henderson, rail-trail
- \* Fuquay, Heritage Trail greenway
- \* Salisbury, Kelsey-Scott Park/Livingstone College greenway connector
- \* Mecklenburg County, Weddington Road bicycle improvement
- \* Davidson, bikeway
- \* Asheville, Swannanoa River greenway
- \* Asheville, Amboy Road Extension greenway
- \* Hendersonville, Oklawaha greenway

Due to difficulty of some members with the regularly scheduled meeting date, the Committee decided against the proposed change in the by-laws and discussed dates when all members could be available. The new decision is to continue, as stated in the by-laws, to meet six times a year, but move the regular meeting date to the second Wednesday of every odd numbered month. All meetings will be held unless the chair decides to cancel. This change in the by-laws was approved and will be finalized at the July 12, 2000 meeting.

At the request of David King, Deputy Secretary, prior to this meeting, Chair Griner polled the Committee to determine support for the bicycle helmet legislation (Child Bicycle Safety Act) pending in the General Assembly. Even though the Committee strongly believes that such legislation, which requires bicyclists under the age of thirteen to wear helmets, should be mandatory for all ages, they unanimously support the bill for the benefit to bicycle safety it will have. A letter

was sent from the Chair to Secretary McCoy stating the Committee's support and requesting the Department's support in the General Assembly. At the meeting, the Committee formalized their support for the Child Bicycle Safety Act.

## July 12, 2000

Transportation Building - Room 309 Raleigh, North Carolina

### Members Present

Gene Griner  
Dan Mikkleson  
Tom Redinger  
Liz Rooks

### Members Absent

Division 2 & 4 Vacant Jerry Clark  
Ronnie Ryan

### Staff Present

Mary Meletiou  
Tom Norman  
Curtis Yates

## CONTENTS

### ACTION ITEMS

- \* May 24, 2000 minutes approved (Redinger/Rooks) unanimous
- \* Committee By-Laws amended changing regular meeting date to every second Wednesday of every odd month (Rooks/Redinger) unanimous
- \* Bicycle Road Improvement Projects Selection Criteria approved (Mikkleson/Rooks) unanimous
- \* Committee adjourned at 1:30 PM

### DISCUSSIONS/PRESENTATIONS

Curtis Yates reported that Charles Hardy had submitted his resignation. The committee requested that Hardy be sent a letter of appreciation and a certificate of service.

Gene Griner opened the floor for discussion of the change in the By-Laws regarding meeting dates. The Committee had two months prior to consider the change. There was no discussion and a unanimous vote to change the regular meeting date to every second Wednesday of every odd month.

At the May meeting, the Committee adopted a new guideline for the annual Bicycle-TIP funding apportionment. One of the major divisions in this apportionment directs \$1 million annually to on-road projects. The Committee requested that this meeting include the development of selection criteria for these on-road projects and the process through which these projects would be approved. Staff presented drafts of Criteria for Selecting Roadway Improvements as Bicycle-TIP Projects and the Selection Process for Roadway Improvements as Bicycle-TIP Projects. The Committee discussed these drafts, made changes and adopted the criteria and process for incorporation with the next TIP cycle. The adopted criteria and process are attached.

Responding to a request from the Committee, Mary Meletiou provided an historic overview of the Division of Bicycle and Pedestrian Transportation's bicycle route selection and mapping process. Previously, Meletiou had mailed each Committee member a package including all maps from their areas of the state. Meletiou showed examples of the different maps which the Division produces and briefly described the process. She gave an overview of the history of bicycle maps in North Carolina starting with the development in the mid-1970's of the North Carolina Bicycling Highways which now consists of over 3000 miles of state designated mapped and signed routes throughout the state. These Bicycling Highways routes form the backbone of the state's system of bicycle routes which now consists of regional, county and local mapped and signed routes. Currently, the Division has completed 20 local and county mapping and signing projects and another 20 are programmed.

Meletiou continued with the historic overview discussing the criteria for selecting routes for mapping and discussing the

sign selection and placement. She also described how the Division got permission in 1989 to use the yellow bike crossing sign with the Share the Road plaque throughout our signing projects to denote areas of particular caution for bike/auto mix.

The Committee decided to further study their individual maps for their areas and come up with suggestions for assisting with surveying the older routes for missing signs and possible improved routing. By their November meeting, each Committee member is to have polled bicyclists from the various mapped localities to determine problem areas. At the November meeting the Committee will discuss what further to do to assist with the mapping and signing program. It was suggested that the new Division web site be used to gather information from users on missing signs and other route problems.

Over lunch, the Committee viewed the new video just completed by the Division entitled Don't Get Stuck: Fix It — Bike Repair Clinic, the latest addition to North Carolina's bicycle safety education materials.

Discussion concluded with the Committee deciding to spend the September meeting on a bicycling field trip to visit several of the new bicycle facilities which have recently been opened.

## Criteria for Selecting Roadway Improvement as

### Bicycle-TIP Projects

Funding in this category is set aside for independent bicycle project improvements and not for bicycle improvements which are an incidental part of a programmed highway or bridge improvement. The independent bicycle roadway improvement projects in this category:

- \* Are consistent with the 1974 Bicycle and Bikeway Act (provision of a statewide system for bicycling);
- \* Meet the goals of the Board of Transportation adopted Bicycling and Walking in North Carolina: A Long Range Transportation Plan (NCDOT, November 1996);
- \* Must be a part of a recognized or designated bicycle route system with state or regional significance that primarily serves a bicycle transportation purpose;
- \* Must make a substantial improvement towards completing or upgrading the given bike route system;
- \* Make a significant bicycle safety improvement to a recognized hazardous roadway situation or upgrades a road as an reasonable alternative to another more hazardous road currently used by bicycles;
- \* Must have local government concurrence and the approval of the Metropolitan Planning Organization, where applicable;
- \* Must incorporate funding for one or more of the following types of roadway improvements:

1. Widened paved shoulders,
2. Re-striping an existing curb and gutter road to provide more width in the outside lane, and increased rail height on bridges with unsafe railing.

- \* Must follow NCDOT and AASHTO standards for bicycle facility improvements;
- \* Must be accomplished within existing public right-of-way; and
- \* Must have logical, reasonable termini.

### Selection Process

- \* Candidate projects are compiled from the following sources:

1. Local Bicycle-TIP requests,
  2. North Carolina Bicycling Highways needs listing, and
- Other regional bicycle routes needs listings;

- \* Priority list is developed by the Division of Bicycle and Pedestrian Transportation staff and NC Bicycle Committee;
- \* Preliminary engineering estimates are generated with assistance from Highway Division (1 — 14) Offices;
- \* Top priority list totaling \$1 million is generated for each new fiscal year listed in the State TIP Schedule of Independent Bicycle Projects;
- \* Local government (and MPO if needed) concurrence is obtained;
- \* Proposed projects are presented to the Transit Committee of the Board of Transportation for Board concurrence at their monthly meetings; and
- \* Approved projects are coordinated with Division offices for implementation.

**September 13, 2000**

Transportation Building - Room 117 Raleigh, North Carolina

Members Present

Jerry Clark  
Gene Griner  
Dan Mikkleson  
Tom Redinger  
Liz Rooks

Members Absent

Divisions 1 & 4 (Vacant) Ronnie Ryan

Staff Present

Mary Meletiou  
Tom Norman  
Curtis Yates

CONTENTS

- \* Board of Transportation Resolution: Bicycling & Walking in North Carolina, A Critical Part of the Transportation System
- \* Pedestrian and Bicycle Safety Summit 2000
- \* Bicycle Safety/Education Programming, Historic Overview
- \* Web Site
- \* Future Meeting Topics/Discussions
- \* Meeting Adjourned
- \* Attachment

ACTION ITEMS

- \* July 12, 2000 minutes approved (Clark/Redinger) unanimous
- \* Committee adjourned at 3:00 PM

DISCUSSIONS/PRESENTATIONS

**BOARD OF TRANSPORTATION RESOLUTION: BICYCLING & WALKING IN NORTH CAROLINA, A CRITICAL PART OF THE TRANSPORTATION SYSTEM** At their September meeting, the Board of Transportation passed a resolution (attached) which strongly demonstrated its commitment to improving conditions for bicycling and walking in North Carolina. This resolution reinforces that bicycling and walking are a critical part of the state's transportation system. Although the department already incorporates bicycle and pedestrian elements - including bike lanes and sidewalks into many of its highway projects, this resolution demonstrates the department's strong commitment to integrating these elements into its long-range transportation system.

Yates told the Committee that during the next two years, a team of NCDOT personnel will review and implement guidelines to successfully integrate bicycle and pedestrian planning into the daily operations of the department. The resolution also encourages cities and towns across the state to make bicycling and pedestrian improvements an integral part of their transportation planning and programming.

The Committee discussed various ways to implement this mainstreaming of bicycling and walking into the Department as well as into local transportation programming.

**PEDESTRIAN AND BICYCLE SAFETY SUMMIT 2000** Meletiou gave an overview of the plans for the upcoming Summit which is to be held in Greensboro. Some 200 attendees are expected representing elected officials, university and college deans, safety officials, state and federal DOT officials, the business community and the citizenry. It is the first such Summit of its kind called by a Secretary of the DOT.

**BICYCLE SAFETY/EDUCATION PROGRAMMING, HISTORIC OVERVIEW** As part of its continuing program historic overview, Meletiou detailed the Division's work regarding safety and education; including, the Basics of Bicycling training for 4th and 5th grades, helmet promotions, materials distribution and support for local safety initiatives.

**WEB SITE** Meletiou informed the Committee of the new and expanded Division of Bicycle and Pedestrian Transportation

web site, [www.dot.state.nc.us/bikeped](http://www.dot.state.nc.us/bikeped)

**FUTURE MEETING TOPICS/DISCUSSIONS** The Committee generated several potential topics for future meetings, including, study state bicycle routing for safety and improvement; consideration of shoulder improvements to enhance state's bicycle routes; and discuss methods of reaching state level and local planning and engineering professionals who deal with bicycle improvements.

Meeting adjourned  
Attachment

**BOARD OF TRANSPORTATION RESOLUTION: BICYCLING & WALKING IN NORTH CAROLINA, A CRITICAL PART OF THE TRANSPORTATION SYSTEM (adopted by the Board of Transportation on September 8, 2000)**

The North Carolina Board of Transportation strongly reaffirms its commitment to improving conditions for bicycling and walking, and recognizes non-motorized modes of transportation as critical elements of the local, regional, and national transportation system.

WHEREAS, increasing bicycling and walking offers the potential for cleaner air, healthier people, reduced congestion, more liveable communities, and more efficient use of road space and resources; and

WHEREAS, crashes involving bicyclists and pedestrians represent more than 14 percent of the nation's traffic fatalities; and

WHEREAS, the Federal Highway Administration (FHWA) in its policy statement "Guidance on the Bicycle and Pedestrian Provisions of the Federal-Aid Program" urges states to include bicycle and pedestrian accommodations in its programmed highway projects; and

WHEREAS, bicycle and pedestrian projects and programs are eligible for funding from almost all of the major Federal-aid funding programs; and

WHEREAS, the Transportation Equity Act for the 21st Century (TEA-21) calls for the mainstreaming of bicycle and pedestrian projects into the planning, design and operation of our Nation's transportation system;

NOW, THEREFORE, BE IT RESOLVED, the North Carolina Board of Transportation concurs that bicycling and walking accommodations shall be a routine part of the North Carolina Department of Transportation's planning, design, construction, and operations activities and supports the Department's study and consideration of methods of improving the inclusion of these modes into the everyday operations of North Carolina's transportation system; and

BE IT FURTHER RESOLVED, North Carolina cities and towns are encouraged to make bicycling and pedestrian improvements an integral part of their transportation planning and programming.