



Bicycle & Pedestrian Advisory Commission

MINUTES

January 26, 2008 ▪ 10:00 AM
Nasher Museum

Members Present: Scott Carter, Dan Clever, Alan Dippy, Diane Daniel, Jim Dunlop, Greg Garneau, Henri Gavin, Bo Glenn, Tim Griffin, Ken Kaye, Lars Trost, Pete Schubert, Linda Smith, Jack Warman

Members Absent: N/A

Staff Present: Mark Ahrendsen, Dale McKeel

Guests Present: N/A

Public Present: N/A

1. Call to Order – Dan Clever called the meeting to order at 10:12 am.
2. Review of 2007 BPAC Goals.
 - *Statewide Group.* Dan said that information about the statewide bicycle and pedestrian advocacy group had been sent out by Dale and Diane. There may be interest in in designating a liaison from BPAC to the statewide group and providing financial support.
 - *Bike-Ped Coordinator.* This position was requested by BPAC but not funded in the City of Durham 2007-2007 budget.
3. Review of 2007 BPAC Goal – Committees.
 - *Pedestrian Plan Implementation Committee.* Diane reported that the pedestrian committee was formed in 2007 and has prepared a digest of the pedestrian plan and a progress report on plan implementation. She stated that the committee does not need to meet soon and stated that she desires to move from the pedestrian committee to the communications committee.
 - *Bicycle Plan Implementation Committee.* Scott reported that the committee was formed in 2008, has some non-BPAC member attendees, and meets monthly on the second Monday. The committee has moved forward on advocating for Phase 1 bike plan projects and establishing stronger links with city and NCDOT staff. The committee is also tracking progress on the ATT and Third Fork trail projects. The committee will prepare a digest of the bike plan and a progress report on plan implementation and work on a bike map in 2008.
 - *Development Committee.* Pete reported that the committee meets monthly on the first Wednesday. The committee has been keeping up with site plan review and DRB

attendance and is beginning to review zoning cases. For 2008, the committee is working on a calendar of city and state processes; revisions to the UDO; process for tracking project progress; and miscellaneous changes to existing city and state policies.

- *Communications Committee.* Alan reported that the committee has done a lot of work on the website to add documents and make things more accessible. For 2008 the committee is looking to refine the BPAC identity through a new logo and handout item; set up at the farmer's market, and get more people involved with the listserv and website. Upcoming events include BTWW which is May 12-16.
 - *Discussion of Possible Operations Committee.* Jack discussed his proposal for an operations committee (attached). After much discussion, there was consensus that the Development committee would morph into the Operations committee and that one of the items the committee will tackle is the preparing a master tracking database on Googledocs.
 - *Committee Reports and Minutes.* Jack discussed his proposal for a new format for committee reports and minutes (attached).
4. 2008/09 Goals. The committee developed a list of goals (attached) and also identified the following short term action items:
- Send information on the 21st Century Transportation Commission to BPAC (Dale).
 - Send letter to 21st Century Transportation Commission reminding them of the importance of bicycle and pedestrian transportation (BPAC)
 - Send letter to City Council on funding the bike-ped coordinator position (BPAC)
 - Send talking points on "coffee with council" to listserv.
 - Include bike and ped projects in CIP.
 - Give people ideas for improving bicycle and pedestrian transportation in Durham:
 - a. Address neckdowns on Anderson Street
 - b. Fund the plans / make the investment
 - c. Remember that plans were carefully thought out through a community process using objective criteria
 - Encourage provision for bicycles as roads are resurfaced (both by the City and State) and use the bike plan as a guide.
 - Send TIP info to the listserv.
5. Meeting Structure. Jack briefly discussed his proposal for guest speakers (attached). There was agreement to look at a consent agenda to streamline the meetings; attaching committee reports to the agenda and making oral committee reports brief; and putting action items in the agenda.
6. Interlocal Agreement. A subcommittee consisting of Jim, Bo, and Dan was formed to discuss changes to the interlocal agreement.

Meeting adjourned at 1:35 p.m.

Minutes respectfully submitted by Dale McKeel.

2008 Goals

Durham Bicycle and Pedestrian Advisory Commission

	Goal	Committee
1	Pedestrian plan digest	Ped Plan Imp
2	Pedestrian plan progress report	Ped Plan Imp
3	Bike map	Bike Plan Imp
4	Bike plan - phase 1 projects	Bike Plan Imp
5	Calendar of stuff (important dates)	Development
6	UDO - policy revisions	Development
7	New handout item	Communications
8	More cycling / demand for cycling / more peds	Communications
	More cycling / demand for cycling	Bike Plan Imp
	More peds	Ped Plan Imp
9	Study success stories and successful policies	Bike Plan Imp
	Study success stories and successful policies	Ped Plan Imp
10	Regional oversight	BPAC
11	Rural attention	BPAC
12	Every road striped	Bike Plan Imp
13	Superstar speaker - transit/bike/ped	Communications
14	Calendar of cycling events (e.g., bike rodeos)	Communications
15	Bike drivers education	Communications
16	Better contacts, input, & connections - govt leaders, PACS	BPAC
17	Law enforcement	Bike Plan Imp
18	Law enforcement	Communications
19	Better coordination w/ planning dept and commission	Development
20	Expand BPAC	BPAC
21	Double listserv participants	BPAC
22	Interaction / membership from minority communities	BPAC
	Interaction / membership from minority communities	Communications
23	Alston Avenue	Bike Plan Imp
	Alston Avenue	Ped Plan Imp
	Alston Avenue	Communications
24	Leverage ATT Phase E	BPAC
25	Southpoint welcome station	BPAC
26	NC 147 ped bridge	Ped Plan Imp
27	Funding (including 21st century commission)	BPAC
28	Connect to bike-ped commissions statewide	BPAC
29	Additional bike-ped planner	BPAC
30	Better contacts with Duke & NCCU	BPAC

Note: Goals are in order of brainstorming at annual retreat. Priorities will be set by BPAC committees and the Commission as a whole.

2008 Goals

Durham Bicycle and Pedestrian Advisory Commission

Goals - Bike Plan Implementation Committee		
3	Bike map	
4	Bike plan - phase 1 projects	
8	More cycling / demand for cycling	
9	Study success stories and successful policies	
12	Every road striped	
17	Law enforcement	
23	Alston Avenue	
Goals - Ped Plan Implementation Committee		
1	Pedestrian plan digest	
2	Pedestrian plan progress report	
8	More peds	
9	Study success stories and successful policies	
23	Alston Avenue	
26	NC 147 ped bridge	
Goals - Communications Committee		
7	New handout item	
8	More cycling / demand for cycling / more peds	
13	Superstar speaker - transit/bike/ped	
14	Calendar of cycling events (e.g., bike rodeos)	
15	Bike drivers education	
18	Law enforcement	
22	Interaction / membership from minority communities	
23	Alston Avenue	
Goals - Development Committee		
5	Calendar of stuff (important dates)	
6	UDO - policy revisions	
19	Better coordination w/ planning dept and commission	
Goals - BPAC		
10	Regional oversight	
11	Rural attention	
16	Better contacts, input, & connections - govt leaders, PACS	
20	Expand BPAC	
21	Double listserv participants	
22	Interaction / membership from minority communities	
24	Leverage ATT Phase E	
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To: BPAC Members

From: Jack Warman

Subject: Retreat topic - Recommendation for a new committee, the Operations Committee

Over the last several months we have come across situations where we have been trying to identify who the right owner(s) would be for a given project or task. In some cases, its been trying to identify a commission member, but in many cases, its been trying to find the right committee. Two examples are our response to the Anderson St neckdowns and subsequent follow-up and our goal of working with NCDOT on a recurrent basis.

One commonality among the items that have arisen has been their nature as tactical projects as opposed to strategic. That is, these are items that are happening now and need immediate and on-going attention. With that common trait, these items seem like a conceptual fit for the DRB Committee. The DRB Committee has regular, recurrent deliverables to the city, and a growing number of informal processes evolving around the site plan/zoning review role. However, these items can also be a good fit for the Ped and Bike Plan Implementation Committees, as they often involve specific goals and areas that are covered in the Ped and Bike plans.

Based on our not having an intuitive, single point of contact for items like this, I recommend we create an Operations Committee that will be chartered to manage the day-to-day activities of the commission.

Members

The Operations Committee will be comprised of the members of the existing DRB Committee, at least one member of the Pedestrian Plan Implementation Committee, at least one member of the Bicycle Plan Implementation Committee, and as always, others who are available to contribute

Goals

At the highest level, the goals of the Operations Committee are two-fold. First, provide a single committee that is managing the existing tactical roles of the commission and second, to provide a "go-to" group who can take on new items as they arise.

Additionally, putting the tactical activities in one group will position us to be able to evolve a "methodology," albeit informally, that can be shared across issues and across committees. That is, just as there will be an existing committee expected to own new issues, there will likely be existing processes for managing those issues. This methodology can be reused as at least a starting point when new issues come up, and can also be used as a base for any other committees who take on other new projects.

At the more ground level, the Operations Committee would be chartered to own the following things:

- DRB representation (1-n people)
 - Attend meetings
 - review site plans
 - review zoning plans
- Track implementation projects
 - Pedestrian plan projects (1 Ped Plan Imp Rep)
 - Bike plan projects (1 Bike Plan Imp Rep)
- Track relevant non-plan initiatives (1 person)
 - ie Anderson St
 - Hillandale Rd
 - Miami Blvd
 - Admin projects like the budget process
- Track NCDOT projects and initiatives (1 person)
 - repaving, etc

To: BPAC Members

From: Jack Warman

Subject: Retreat topic - Recommendations on committee reports

As the commission grows and our committees become increasingly active, I think it makes sense to standardize our communications between the individual committees and the entire commission. My goals in presenting this recommendation are two-fold, first to build consistency that will allow the committee activities to scale for the long-term, the mid-term and the immediate-term. And second, to make the most efficient use of the committee time in the monthly BPAC meetings.

In building consistency in communications, we ensure that the committees have more scalability than they currently have. That is, we reduce the dependency on one person's domain knowledge, smooth the knowledge transfer process and ensure that the committees maintain momentum when member transitions occur. For long-term situations, standardization will address the inevitable occurrence of members leaving BPAC. For mid-term situations, standardization will address members moving among committees during their term. And for immediate-term situations, standardization will make it easy for a committee member to substitute for another in documenting and reporting committee events in situations where the chair or another facilitator is unavailable.

The primary means of accomplishing this standardization is through the committee reports that are presented to the commission each month. By creating a template for the committee meetings that can be used by all committees, we create clear expectations for each committee on what information needs to be captured, create talking points for the commission meeting, create a log of discussions and accomplishments, document future goals and build a BPAC knowledge base.

In the next sections, I will discuss a template I've drafted that can be used for capturing committee meeting minutes, my recommendation for the subset of of the meeting minutes information that should be presented in the monthly BPAC meetings and some "best practice"-type recommendations for getting the most out of the template and the meetings.

Documenting and Presenting the Committee Report

The published meeting minutes report will be the full account of the meeting. This report will include the standard meeting metadata such as date, time, location, attendees (BPAC members, citizen members, guests), and sections for each agenda topic that includes the presenter, notes from the discussion, conclusions reached, actions that BPAC should take, and follow-up items with owner and target timeframe.

The final section of the report will be a page to capture the information that will be presented in the Committee Reports segment of the monthly BPAC meeting. This section should include concise bullet points for the committee's accomplishments on each topic, the actions the committee is requesting of the commission (motions, etc), goals for the coming month and any other comments. There is also a comments section not associated with any topics for other comments the committee would like to make to the commission.

This report should be published in a shared document repository for future reference, and can be published as part of the monthly BPAC agenda for review by all commission members.

Best Practices

The following "best practice"-type recommendations can help committees work more efficiently and accomplish more during their monthly meetings, as well as help the committees more efficiently and effectively communicate to the entire commission.

Have a clear agenda: A way to add efficiency to the limited time of the committee meetings is to have a clear agenda created by the chair or facilitator with input from the entire committee. A clear agenda distributed in advance will allow the committee members to consider the topics before

the meeting and bring considered opinions to the meeting for discussion. The agenda should include not just the topic, but a brief summary and the expected outcome. For example, instead of including "Anderson St neckdowns" as an agenda item, add the topic with this information: Anderson St Neckdowns - discussion of personal experiences, discussion of listserv comments, what recommendations should we make to BPAC?

Distribute the agenda and committee report early: In order to allow careful consideration of the topics by committee members, the agenda and subsequent committee reports should be distributed as early as possible. Also, by following a rough schedule, committee members will know when to be expecting a meeting agenda and be mentally prepared when a request for contributions arrives - in other words, its not coming out of the blue. As an example, the following rough timeline could be successful in providing committee and commission members time to consider the points and contribute prior to the meetings and in the meetings:

- 2 weeks prior to committee meeting: Chair/facilitator sends reminder of the upcoming meeting, a rough agenda and request for other agenda topics to be sent in the next 4 days.
- 10 days prior to committee meeting: Chair/facilitator compiles recommended agenda topics.
- 1 week prior to committee meeting: Chair/facilitator sends reminder of the upcoming meeting with completed agenda.
- 2 days prior to committee meeting: Chair/facilitator sends final confirmation of the upcoming meeting.
- 3 days after committee meeting: Chair sends compiled meeting minutes for committee review and comment. Minutes should be sent with the comment, "these minutes will be sent in 2 days, please send comments by that time."
- 5 days after committee meeting: Chair sends edited meeting minutes to Dale and Dan along with requests for additions to the BPAC agenda.

Provide recommendations rather than open-ended questions: Instead of opening topics by asking open-ended questions, provide a clear, actionable recommendation to your committee and the commission for discussion and consideration. For example, instead of saying, "what do y'all think of the Anderson St neckdowns?" say "I think the Anderson St neckdowns make the an important bike corridor less bike-friendly and I'd like our committee to discuss this with the end goal of moving that the commission draft a letter to the city expressing our frustration and asking Mark A to come speak to us about it." And, instead of saying, "Mark's comments to NCDOT on the Alston Ave project look ok, what do you think?" say "our committee has discussed Mark A's recommendations regarding the Alston Ave widening project and believe his recommendations are the right step because [reason 1], [reason 2], and [reason n], we would like to have a 10 minute discussion on this topic and move that the commission...."

Express your accomplishments and goals as "elevator-speeches": In order to move efficiently through the Committee Reports segment of the monthly meeting, consider using a one to two sentence "elevator speech" to summarize each accomplishment and goal in your presentation.

Use the template: Using a template, either as a printed copy, or on a laptop, to capture notes during your committee meeting will help ensure that you capture all the relevant information from your meeting and communicate it effectively back to the commission.

BPAC Committee Meeting Minutes

[Committee Name]

[Month DD, YYYY] • hh:mm • [meeting location]

Facilitator		Note taker	
In attendance		Regrets	
Comments			

Agenda Topics

Topic:

Presenter:

Discussion		
Conclusions		
BPAC Actions		
Follow-up Items	Owner	Timeframe

Topic:

Presenter:

Discussion		
Conclusions		
BPAC Actions		
Follow-up Items	Owner	Timeframe

Topic:

Presenter:

Discussion		
Conclusions		
BPAC Actions		
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Topic:

Presenter:

Discussion		
Conclusions		
BPAC Actions		
Follow-up Items	Owner	Timeframe

Topic:

Presenter:

Discussion		
Conclusions		
BPAC Actions		
Follow-up Items	Owner	Timeframe

BPAC Meeting - Committee Report

Topic:

Accomplishments:

-
-
-

Requests for BPAC actions:

-
-
-

Goals for next month:

-
-
-

Comments:

Topic:

Accomplishments:

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Requests for BPAC actions:

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Goals for next month:

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Comments:

Topic:

Accomplishments:

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Requests for BPAC actions:

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Goals for next month:

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Comments:

Topic:

Accomplishments:

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Requests for BPAC actions:

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Goals for next month:

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Comments:

Topic:

Accomplishments:

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Requests for BPAC actions:

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Goals for next month:

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Comments:

Other comments:

To: BPAC Members

From: Jack Warman

Subject: Retreat topic - Recommendation for guest speakers at BPAC meetings

One aspect of the commission meetings that I have appreciated for the last few months has been the inclusion of guest speakers. As a relatively new member of BPAC, I find a lot of value in meeting the professionals who can help us and with whom we need to work in order to make Durham a more pedestrian and bicycle-friendly community. I've enjoyed and learned so much from the guest speakers that I think it's something we should formalize and expand. This would help us to make the most of our limited time with the guests, and potentially spur greater interest and involvement from our constituents in our commission.

With those goals in mind, I'd like to make the following recommendations about welcoming guest speakers to BPAC meetings:

- * Inviting guest speakers should be owned by Communications committee
- * In order to facilitate planning, guest speakers should be scheduled more than a month in advance (with the exception of those speaking on time-specific topics).
- * We should ask stakeholders for recommendations on who to invite. Stakeholders would include BPAC members, committee members who are not on the commission, and members of the public.
- * When a speaker is selected, the following things should take place to identify the most relevant topics to cover in the time available:
 - o Email to BPAC to identify questions/topics we have for the speaker
 - o Email to listserv to find out what questions/topics our constituents have for the speaker
 - o Find out what topic(s) the speaker would like to address
 - o Find out what questions/topics the speaker has for us
- * Each month, we should send reminders to the listserv about the upcoming speaker
 - o beginning of the month reminder
 - o week before - include speaking agenda if available
 - o day before - include speaking agenda
- * After the meeting, we should distribute the speaker's presentation publicly