

MEETING NOTES

BICYCLE AND PEDESTRIAN SUBCOMMITTEE

DATE: Tuesday, May 18th, 2004

TIME: 1:00 P.M.

PLACE: COG, 777 North Capitol Street, NE
First Floor, Room 1

CHAIR: Jim Sebastian,
District Division of Transportation

**VICE-
CHAIRS:** Charlie Denney
Arlington County DPW
Michael Jackson
Maryland Department of Transportation,

Attendance:

Fatemeh Allahdoust	VDOT/NOVA
Cheryl Cort	Washington Regional Network for Livable Communities
Charlie Denney	Arlington County DPW
Eric Gilliland	WABA
David Goodman	Arlington County
Jim Gugel	Frederick County
Michael Jackson	MDOT
Daniel Janousek	City of Gaithersburg
Katherine Kelley	City of Rockville
Rich Metzinger	National Park Service
Allen Muchnick	Virginia Bicycling Federation
Mimi Murray	Fairfax DOT
Jeff Radaw	City of Rockville
Jim Sebastian	District of Columbia
John Wetmore	Perils for Pedestrians

COG Staff Attendance:

Bicycle and Pedestrian Subcommittee
Notes from the May 18, 2004 Meeting
Page 2

Michael Farrell
Mark Hersey
Andrew Meese
Gerald Miller

1. General Introductions.

Participants introduced themselves.

2. Review of the Minutes of the March 16th, 2004 Meeting

Minutes were approved.

3. Relations between WMATA and Bike/Ped Staff of the Member Jurisdictions

Michael Farrell, MWCOG

No WMATA staff was available to discuss this item. Lora Byala, the WMATA representative to the TPB Technical Committee, should be available for the July 20th meeting.

Sharonlee Vogel, the former de facto representative to the Bike/Ped Subcommittee, has retired. Her locker management duties have been assumed by Robin McClelland, a customer service manager who will not be able to work on bicycle or pedestrian issues apart from bike locker rental. WMATA is not currently represented on the bicycle and pedestrian subcommittee.

Lora Byala has recommended that jurisdictional bicycle and pedestrian staff people work through WMATA's Jurisdictional Coordinating Committee. This is a staff-level committee that has a function within WMATA similar to the TPB Technical Committee and the TPB. Lora Byala is the WMATA staff person to that committee.

Allen Muchnick suggested that the subcommittee pass a resolution urging WMATA to improve planning bicycle and pedestrian access to the Metro stations, and pass it up to the Technical Committee. Michael Farrell suggested that we have a discussion with Lora first. If need be a smaller, interested group could meet with her prior to the July 20th bike/ped meeting to discuss station area development.

No one is going to disagree with the goal of improving pedestrian and bicycle access to Metro stations. However, several responses are likely to suggestions that bicycle and pedestrian access planning be improved. WMATA staff are likely to say that (1) they're already doing it routinely as part of every project and (2) that they do not have the staff or other resources to dedicate to this, and in particular do not have the resources to devote a staff person to it full-time, and (3) most of the access problems are on the jurisdictional side and aren't WMATA's responsibility. Michael Farrell suggested that we have a staff-level conversation first, and figure out how we

Bicycle and Pedestrian Subcommittee
Notes from the May 18, 2004 Meeting
Page 3

can cooperate better. Would working through the JCC representative work? If that is not a solution then who else at WMATA should we talk to? One complaint that we have had is that suggestions from the jurisdiction's bike/ped coordinator will get to WMATA, and disappear, and the jurisdiction will never hear why its suggestions were rejected. Better staff-level relations, so that the jurisdictional staff know exactly with whom they should be communicating at WMATA for each project might help matters.

Several subcommittee members suggested that WMATA should be sending a representative to the meetings of this subcommittee on a regular basis.

Jim Sebastian suggested that we have two needs. One is for someone at WMATA to handle bike/ped issues, the other is someone to attend meetings of the bicycle and pedestrian subcommittee. Sharonlee Vogel could not handle all the issues, but she did attend meetings and she could usually get back to us with a "No" when we raised issues. Now we don't even know who is saying "No". Sharonlee Vogel even served as Chair of this subcommittee once. Charlie Denney suggested that he might ask Chris Zimmerman to get us a representative from WMATA. Whatever representative WMATA sends should be prepared to brief us on what WMATA is doing for bicycles and pedestrians, other than to tell us in general terms that it's being taken care of. We would also like to hear more about the organization of the JCC.

Jim Sebastian suggested that he draft a memo requesting that (1) a WMATA staff person to attend the next meeting of the bicycle and pedestrian subcommittee to explain the organization and activities JCC and to explain what WMATA is doing to promote bicycle and pedestrian access, (2) that a staff person at WMATA be assigned to attend the bi-monthly meetings of the bicycle and pedestrian subcommittee on a regular basis and (3) that, in view of the numbers of passengers walking and bicycling to WMATA, additional staff time be allocated to bicycle and pedestrian access at WMATA.

Gerald Miller suggested that when Jim Sebastian next briefs the TPB Technical Committee and the TPB, he should emphasize the need to improve coordination on bicycle and pedestrian access.

We should examine past studies such as Access 2000 to see whether it noted needed improvements on WMATA property. Jim suggested that WMATA should do more to reach out to the jurisdictions to get them to improve pedestrian and bicycle access.

Several subcommittee members asked about the Access for All Committee and how we might contribute to their work, as well as our subcommittee to theirs. Gerald Miller explained that the Access for All Committee has been focusing on transit information as well as MetroAccess. The Access for All Committee is an advisory group, not a technical or staff committee. They are interested in the work of the bike/ped subcommittee, and they have been briefed on the subcommittee's activities. Access for All also has an interest in improving pedestrian access to

Bicycle and Pedestrian Subcommittee
Notes from the May 18, 2004 Meeting
Page 4

Metro, and they will probably reinforce that message to the TPB.

Cheryl Cort suggested that the bike/ped subcommittee be a good forum to create standards for bus stop access. Gerald Miller replied that the TPB committee structure is not set up to deal with transit issues; WMATA has its own committee structure, particularly the JCC, to deal with transit issues. Transit coordination has deliberately not been part of the TPB's transportation planning. Access for All's contributions to bus stop information is the first time a TPB committee has had a significant effect on Metro's activities. The bicycle and pedestrian subcommittee has only fairly recently focused on pedestrians, it used to deal with bicycles only.

Allen Muchnick suggested that we get a presentation from WMATA on what the JCC does, and that we organize, as part of our educational series, a forum on pedestrian and bicycle access to transit. We could get speakers both locally and from outside the region. Someone suggested the current Mayor of Charlotte.

- Jim Sebastian will draft a memo requesting that (1) a WMATA staff person to attend the next meeting of the bicycle and pedestrian subcommittee to explain the organization and activities JCC and to explain what WMATA is doing to promote bicycle and pedestrian access, (2) that a staff person at WMATA be assigned to attend the bi-monthly meetings of the bicycle and pedestrian subcommittee on a regular basis and (3) that, in view of the numbers of passengers walking and bicycling to WMATA, additional staff time be allocated to bicycle and pedestrian access at WMATA.
- Michael Farrell will investigate the possibility of a forum on pedestrian and bicycle access to transit to be held this fall. Other ideas for a fall educational event are not precluded.

4. Bike to Work Day 2004 Event Report
Mark Hersey, MWCOG

Mark Hersey reported on May 7, 2004 Bike to Work Day event. Once again, the region met its goals for participation, with more than 4,000 riders. The weather was good for the third year in a row. In Rockville a timed race between a cyclist and an auto commuter was heavily covered in the media. The group discussed whether Bike to Work Day should be held later next year, to coincide with the national bike to work week. The event could benefit from the national publicity, and vice-versa. The question is how much; the group thought that most publicity was local. On the other hand, changing the event date could cause confusion. Charlie Denney suggested that the Arlington government might make the first Friday of every month a local bike to work day, with participants receiving free food or some other incentive. The survey of participants is a valuable source of information on bicycle commuters.

- The Bike to Work Day Committee will deal with planning Bike to Work Day, starting in Friday.

5. Maryland Bicycle and Pedestrian Advisory Committee's new Safe Routes to School Guidebook

Michael Jackson, MDOT

The guidebook was prepared by Toole Design. It is a how-to kit for setting up a Safe Routes to School program. Copies have been made available to the school superintendents. CD's are available. It will be posted within a couple of weeks at www.marylandtransportation.com. Michael Jackson can mail a CD to anyone who would like to e-mail him at mjackson3@mdot.state.md.us. John Wetmore added that some federal funds would soon be available for Safe Routes to School. Jim Sebastian suggested making copies available to the PTA's.

6. COG Bicycle/Pedestrian Projects Progress and Event Reports

Michael Farrell, MWCOG

- Walkable Communities Workshops. A series of 8 half-day workshops took place May 3 – May 7, in Olney, the Long Branch area of East Silver Spring, Oxon Hill, Capitol Heights, Fort Totten, Minnesota Avenue/Benning Road, Landmark area of Alexandria, and Route 1 in Fairfax County. Two instructors from the National Center for Bicycling and Walking led the workshops. CD's of their presentation are available. Attendance was good, with not less than 20 at each workshop. There was heavy DOT participation, and relatively little citizen participation due to the daytime schedule. This was a one-time opportunity to bring these workshops to the region on a subsidized basis. Implementation in the hands of the locals. One finding of the workshops is that is difficult to deal with pedestrian access without looking at land use and redevelopment, especially in areas that have large blocks and few public rights of way. Michael Farrell will write a general summary of the workshops, but the detailed recommendations, maps, etc. were left with the local coordinators. There will be follow-up in about a year to see what has happened at these sites.
- Michael Farrell noted that we have been doing two educational or training events per year, although the work program only mandates one. When the work program is revised in December, we may want to think about revising it to mandate two events. We have enough good ideas for workshops to do two per year, and there has been plenty of demand for our workshops, even when we charge. We have not done a workshop on bicycling for quite a while, and ADA is a topic that needs to be revisited regularly. Access to transit is a hot topic; a forum on pedestrian and bicycle access to Metro might be timely. The amount of work needed per workshop varies considerably. A generic

Bicycle and Pedestrian Subcommittee
Notes from the May 18, 2004 Meeting
Page 6

presentation by a single instructor is easy to organize. Jim Sebastian remarked that he found more value in workshops with a field view or case study element, which tend to be more complicated to organize. Charlie Denney suggested that the summary include a list of instructors who can put on this kind of a workshop.

- The ADC Bike Map, Sixth Edition, is finished. The group examined some samples.
- The Street Smart Pedestrian and Bicycle Safety campaign is finished, although the evaluation is not yet done. Applications for funds have been submitted to the Virginia DMV and the Maryland Office of Highway Safety. An application will be submitted to the District Department of Transportation at the appropriate time. The City of Alexandria has put \$5,000 into its budget for Street Smart FY 2005. Local sponsor dollars are critical, because there is a federal matching requirement of 20%. We can only use the federal dollars that we can match. If we want this program to continue over the long haul, it would be helpful if each local sponsor budgeted for it on an annual basis.

Mimi Murray conveyed Fairfax County's displeasure over the allocation of 8% of the program funds to COG overhead and salary, something they hadn't been aware of. Michael Farrell expressed surprise that Fairfax County was unaware of it, since they had funded the program last year, and the 8% figure was discussed at the planning meetings that created this program. Charlie Denney was also unaware of the 8% allocation to COG. Michael Farrell promised to make sure that this was clear to all sponsors. The 8% figure hasn't changed since the start of the program.

For FY 2005 we will write an RFP and hold a competitive bid. We expect that the current consultant, Design House, will be in a position to make a well-informed bid. However, both the appearance and substance of fairness require that projects be periodically re-bid, absent compelling justification for a sole-source relationship. We will put the RFP out well ahead of time, with the proviso that the project is scalable, and that the funding may be less than this year, or there may be no project at all if there is no funding. Next year's campaign will take place in April, 2005.

Charlie Denney asked for a copy of the April 5th press conference video.

- Bicycle/Pedestrian Project Database. We have projects from the ETIP, and also projects submitted by DDOT, Arlington, and Montgomery County. We will put what we have on-line and add the rest later. Michael Farrell will distribute the strawman to those who want it.

Bicycle and Pedestrian Subcommittee
Notes from the May 18, 2004 Meeting
Page 7

- Report to the TPB Technical Committee in June. Since the bicycle and pedestrian subcommittee is a subcommittee of the TPB Technical Committee, we should report to them on our activities at the next Technical Committee Meeting on June 5th. Jim Sebastian agreed to make the report to the TPB Technical Committee and subsequently to the TPB. One of the topics of the presentation will be the relationship between the bicycle and pedestrian subcommittee and WMATA.

7. Notable Sessions at Recent Conferences

Numerous people attended Jim Sebastian's presentation on the DC Bike Plan at APA. The bicycle tours were also popular. Bruce Appleyard had a good session on walking access to school. Both Bikewalk Virginia and the National Congress of Pedestrian Advocates were lightly attended.

8. Member Jurisdiction Updates

Jim Sebastian produced a brochure describing bicycle parking requirements for garages in the District of Columbia. DDOT will pay half the cost of bike parking in existing garages. DDOT is paying \$100,000 for bike racks over the next two years, most of which will go on the street, but some of which will be put in garages. Inverted U racks cost \$100 each, installed, though the price is lower for large installations. Business Improvement Districts are a possible source of funds. Charlie Denney introduced Arlington's new pedestrian coordinator, David Goodman. Arlington is updating its bike plan, which is ten years old, and will be updating its comprehensive plan. Cheryl Cort announced that Dan Burden is speaking tonight at the National Capital Planning Commission, and will also be leading planning charrettes over the next couple of days. Michael Jackson presented a children's guide to bicycling. VDOT will now accommodate bicycles and pedestrians in all road projects, so there is a big demand for education. WABA had a very successful singles ride as well as Bike to Work Day. 150 people came to the singles ride. Fairfax County gave warnings for failure to yield to pedestrians during the April Street Smart

Adjourned.