

PLEASE NOTIFY ACOG AT 234-2264 (TDD/TTY 234-2217) BY 5:00 P.M. MARCH 17, 2008
IF YOU DESIRE A SIGN-LANGUAGE INTERPRETER AT THE MEETING.



association of central oklahoma governments

Chair Mark Sharpton
Logan County Commissioner

Vice-Chair Willa Johnson
Oklahoma County Commissioner

Secretary/Treasurer Kathy Walker
Nichols Hills Councilmember

Interim Executive Director
John G. Johnson

MEMORANDUM

DATE: March 13, 2008
TO: Bicycle-Pedestrian Advisory Committee (BPAC)
FROM: Douglas W. Rex, Division Director
Transportation Planning & Data Services (TPDS)
SUBJECT: Meeting Notice

The Bicycle-Pedestrian Advisory Committee will hold its first regular meeting on

WEDNESDAY, MARCH 19, 2008 AT 10:00 A.M.

in the ACOG Conference Room, 21 East Main Street, Suite 100, Oklahoma City, Oklahoma.

AGENDA

- I. CALL TO ORDER ([ATTACHMENT I](#))
- II. ACTION ITEM:
Consider recommending that the ITPC approve the BPAC Bylaws. ([ATTACHMENT II](#))

- III. ITEMS FOR INFORMATION ONLY:
 - A. Review of the Trails Report from the 2030 OCARTS Plan ([ATTACHMENT III-A](#))
 - B. Report on 2007 Bike to Work Day and Plans for 2008 ([ATTACHMENT III-B](#))
- IV. NEW BUSINESS
- V. ADJOURN

June BPAC Meeting: 10:00 a.m. Wednesday June 18, 2008

Deadline for June BPAC Agenda Items: 4:00 p.m. Thursday, June 5, 2008

BICYCLE-PEDESTRIAN ADVISORY COMMITTEE**VOTING MEMBERS AND ALTERNATES**

CITY/ORGANIZATION	MEMBERS	ALTERNATES
BETHANY		
BLANCHARD		
CHOCTAW	Mark Seibold City Planner	Robert L. Floyd City Manager
COLE		
DEL CITY	Geranium Carrington Economic Development Director	
EDMOND	Jan Fees City Planner	Anne Loughren Program Coordinator, Parks & Recreation
FOREST PARK		
GOLDSBY		
GUTHRIE	Justin Fortney Guthrie Transportation Authority Member	Verdell Smith Parks Superintendent
HARRAH	Paul Wiegert Supervisor, Parks & Recreation	Art Sipes Code Administrator, Code Enforcement
JONES CITY		
LEXINGTON		
LUTHER		
MIDWEST CITY	Anais Starr Assoc Current Planner	
MOORE	Elizabeth Jones Community Development Director	Kent Sanmann Associate Planner

CITY/ORGANIZATION	MEMBERS	ALTERNATES
MUSTANG		
NEWCASTLE		
NICHOLS HILLS		
NICOMA PARK		
NOBLE		
NORMAN	Angelo Lombardo Traffic Engineer	James Briggs Park Planner – Parks & Recreation
OKLAHOMA CITY	Lanc Gross Planner III	Randy Entz Planner III
PIEDMONT		
SLAUGHTERVILLE	Marsha Blair Town Administrator	Perry Pichot Code Enforcement
SPENCER		
TUTTLE		
THE VILLAGE		
WARR ACRES	Hon. Dean Johnson Councilmember Ward 3	
YUKON	Casey Barnett Supervisor – Parks & Recreation	Jason Beal Recreation Leader – Parks & Recreation
CANADIAN CO.		
CLEVELAND CO.		

CITY/ORGANIZATION	MEMBERS	ALTERNATES
LOGAN CO.		
OKLAHOMA CO.		
CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY (COTPA)	Larry Hopper Principal Planner	Diponker Mukherjee Planner II
CLEVELAND AREA RAPID TRANSIT (CART)		
OKLAHOMA DEPARTMENT OF TRANSPORTATION	Ernestine Mbroh SRTS Program Director	Joe Khatib Transportation Manager I
OKLAHOMA DEPARTMENT OF HEALTH		
BIKE CLUBS/ASSOCIATIONS	Tim Tillman ECO Edmond	
CITIZENS OR NEIGHBORHOOD ASSOCIATIONS	Mark Gibbs Urban Neighbors	
	Jennifer Gooden Homeless Alliance	
WALKING AND RUNNING ASSOCIATIONS		

NON-VOTING MEMBERS AND ALTERNATES

CITY/ORGANIZATION	MEMBERS	ALTERNATES
U.S. DOT - FEDERAL HIGHWAY ADMINISTRATION (FHWA)	Isaac Akem Community Planner – OK Division	
U.S. DOT - FEDERAL TRANSIT ADMINISTRATION (FTA)	Pearlie Tiggs Community Planner – Region VI	

ACOG

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MEMORANDUM

DATE: March 13, 2008

TO: Bicycle-Pedestrian Advisory Committee

FROM: Douglas W. Rex, Division Director
Transportation Planning & Data Services

SUBJECT: Review of the Bicycle-Pedestrian Advisory Committee Bylaws

INFORMATION:

The regional Bicycle-Pedestrian Advisory Committee (BPAC) will serve as an advisory body to the Intermodal Transportation Policy Committee (ITPC), and will participate in the establishment of regional transportation goals, track the region's present and future trail networks, review alternative networks and intermodal strategies, and will eventually provide recommendations to the ITPC on the regional transportation plan to be adopted for 2035.

The proposed BPAC Bylaws are attached for your review.

BPAC will provide a forum to discuss the future regional efforts for a bicycle/pedestrian friendly community and ways to collaborate efforts in educational campaigns and connectivity of trails and bikeways.

ACTION REQUESTED:

Consider recommending that the ITPC approve the BPAC Bylaws.

BYLAWS
BICYCLE - PEDESTRIAN ADVISORY COMMITTEE

- ARTICLE I. GENERAL
- ARTICLE II. PURPOSE
- ARTICLE III. MEMBERSHIP AND STRUCTURE
- ARTICLE IV. MEETINGS
- ARTICLE V. ADVISORY ROLE
- ARTICLE VI. SEVERABILITY CLAUSE

ARTICLE I. GENERAL

SECTION 1. NAME. This committee shall be known as the Bicycle-Pedestrian Advisory Committee (BPAC) of the Association of Central Oklahoma Governments (ACOG).

SECTION 2. EFFECTIVE DATE. The effective date of these bylaws shall be upon adoption by the Intermodal Transportation Policy Committee (ITPC) and endorsement by the ACOG Board of Directors on March 27, 2008.

SECTION 3. AMENDMENTS TO BYLAWS. These bylaws may be amended by majority vote of the ITPC and endorsed by the ACOG Board of Directors on their own motion or in response to recommendations forwarded to the ITPC by the Bicycle-Pedestrian Advisory Committee (BPAC)

ARTICLE II. PURPOSE

SECTION 1. PURPOSE. The purposes of the BPAC shall include:

- a. To update and maintain the regional bicycle and pedestrian system and serve in a planning and technical advisory capacity to the ACOG Board of Directors.
- b. To supplement and aid the functions and purposes of ACOG, as defined in the Agreement Creating the Association of Central Oklahoma Governments, effective February 16, 1977, as amended.
- c. To generate public interest in, and attention to, various elements of bicycle and pedestrian planning in the ACOG Region; and to coordinate with local bicycle and walking clubs, local, state, and federal agencies related to bicycle and pedestrian planning.
- d. To provide the ITPC and the ACOG Board of Directors with advisory recommendations in matters related to bicycle and pedestrian development.
- e. To act in any way reasonably related to any of the above-mentioned purposes.

ARTICLE III. MEMBERSHIP AND STRUCTURE

SECTION 1. REPRESENTATION. The BPAC shall consist of, but not limited to, representatives of the following groups:

- a. Local Government – One official staff member from each of the member local governments within the OCARTS area representing any of the following disciplines: Planning, Engineering, or Parks and Recreation. In the absence of these staff, the Chief Executive officer or designee may serve on the committee. (1 Vote each)
- b. Oklahoma Department of Transportation (ODOT) (1 Vote)
- c. Central Oklahoma Transportation and Parking Authority (COTPA) (1 Vote)
- d. Cleveland Area Rapid Transit (CART) (1 Vote)
- e. Oklahoma Department of Health (1 Vote)
- f. Bicycling clubs and/or associations (2 Votes)
- g. Walking and Running clubs and/or associations (2 votes)
- h. Citizens or Neighborhood Associations (2 Votes)
- i. Other Federal, State and Local agencies shall serve in an advisory, non-voting capacity.
- j. Other groups, associations or persons, as approved by the BPAC Committee.

SECTION 2. ALTERNATES. Alternate representatives may be designated to act on behalf of voting and non-voting members with all the privileges accorded thereto provided the alternate fulfills the representation requirements under Section 1. The BPAC Chair shall be notified in writing of the appointment, reappointment or replacement of a member's alternate. An the alternate may serve for more than one member, but may only serve as an alternate for one member at a time.

SECTION 3. Proxies. Each member shall have the power to appoint a proxy who is not already a member or alternate of the BPAC to act in the member's capacity at any meeting in the event the member or alternate cannot attend, if the proxy designation is made:

- a. In writing for a specific period of time, or
- b. By telephone or personal contact with the ACOG Executive Director or designee for one meeting.

A designated proxy, as provided in this section, shall have the right to exercise one vote in all individual proceedings and shall not be permitted to exercise one or more proxies on behalf of other members or alternates.

SECTION 4. APPOINTMENT. The members and alternates of the BPAC shall be confirmed by the ITPC and endorsed by the ACOG Board of Directors.

SECTION 5. TERMS. Members of the BPAC shall be appointed for an indefinite term, to serve as long as qualified under Section 1, above.

SECTION 6. VACANCIES. In the event of a vacancy on the BPAC, the vacancy shall be filled according to the procedures of ARTICLE III, Sections 1 and 4. Vacancies shall be deemed to exist in any of the following cases:

a. A member resigns.

b. A member, or his/her designated alternate, who has not attended three (3) consecutive meetings shall be considered an inactive member. An inactive member will be notified of his/her status and may be considered for replacement by the ITPC and ACOG Board of Directors should he/she fail to attend subsequent meetings of the BPAC.

SECTION 7. MEMBERS' OBLIGATION. Each member of the BPAC is charged with the responsibility of assisting the ITPC and the ACOG Board of Directors and other elected and appointed officials with their decision-making responsibility by making recommendations on important bicycle and pedestrian issues. As part of the above responsibility, members should foster a constructive interchange of views and attempt to develop an areawide agreement on bicycle and pedestrian planning efforts.

SECTION 8. Chairman. The Chairman of the BPAC shall be the ACOG Executive Director or his/her designee.

SECTION 9. SUBCOMMITTEES. The BPAC shall have the power to create standing committees. Appointment of members to subcommittees shall be by the Chairperson, subject to approval of the membership, and shall not be limited to BPAC members. The Chairperson of a subcommittee shall be appointed by the BPAC Chairperson and shall be someone who is a member of the BPAC.

ARTICLE IV. MEETINGS

SECTION 1. MEETING TIME AND PLACE. Regular quarterly meetings of the BPAC shall be held on the third Wednesday of March, June, September and December (or as determined by a majority vote of the Committee) at 10:00 a.m. in the ACOG Conference Room, 21 E. Main St, Suite 100, except when this date conflicts with holidays or the BPAC or Board of Directors requests a change. Meetings may be cancelled or special meetings called at the discretion of the BPAC Chairman or the ACOG Executive Director.

- SECTION 2. MEETING NOTICES AND MINUTES. ACOG staff will send out a meeting notice to all members, by mail or email, approximately one week in advance of each meeting. Minutes of each BPAC meeting, based on notes and taped recordings of the meeting, will be prepared by ACOG staff. Such minutes shall accurately reflect the conduct of the meeting, all activity and relevant discussion occurring at the meeting and a record of all votes taken, including a discussion of minority points of view. Tape recordings of all BPAC meetings shall be preserved at least twelve (12) months from the date of the meeting and be available for review by any interested party.
- SECTION 3. QUORUM. A quorum shall consist of one-third of the current appointments from designated voting membership. Business conducted in the absence of a quorum shall be noted with a statement that a quorum was not present.
- SECTION 4. OPEN MEETINGS. All meetings of the BPAC shall be conducted with no restrictions on the attendance of observers, citizens, or press, and in accordance with the Oklahoma Open Meetings Act.
- SECTION 5. CONDUCT OF MEETINGS. All meetings of the BPAC shall be conducted in accordance with Robert's Rules of Order.
- SECTION 6. VOTING; MAJORITY. Each BPAC member, or properly designated alternate, other than those listed in Article III, Section 1 (i) above, shall have the right to exercise one vote in all individual proceedings of the BPAC. Majority vote shall consist of a majority of those members and alternates present and voting.

ARTICLE V. ADVISORY ROLE

- SECTION 1. ADVISORY FUNCTION. BPAC may, on its own motion, bring important matters relative to bicycle and pedestrian planning to the attention of the ITPC and the ACOG Board of Directors.
- SECTION 2. SPECIAL PROJECTS. BPAC, on its own motion, or on a motion by a member of the ITPC, may undertake special projects, programs or studies of policy areas, utilizing the available resources of BPAC.

ARTICLE VII. SEVERABILITY CLAUSE

- SECTION 1. SEVERABILITY. The provisions of these bylaws are severable, and if any part hereof shall be held void by the ITPC and the ACOG Board of Directors, such holding shall not affect or impair any of the remaining parts.

ACOG

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MEMORANDUM

DATE: March 13, 2008

TO: Bicycle-Pedestrian Advisory Committee

FROM: John Sharp, Program Coordinator
Transportation Planning & Data Services

SUBJECT: Review of the Trails Report from the 2030 OCARTS Plan

INFORMATION:

Bicycle and Pedestrian transportation is an important component of the Oklahoma City Area Regional Transportation Study (OCARTS) area planning process. The process of updating the 2030 OCARTS Plan is underway and staff would like to engage the BPAC to discuss the future regional efforts for a bicycle/pedestrian friendly community and ways to collaborate efforts in educational campaigns and connectivity of trails and bikeways.

The existing and planned bicycle facilities, as well as recommendations from the last Trails Report, are attached for your information. The entire report can be found at the following link: <http://www.acogok.org/Newsroom/Downloads08/trails.pdf>.

At the March meeting, staff would like to discuss this report and ways in which the report could be updated to reflect current conditions.

ACTION REQUESTED:

None. For information only.

**Table 1:
Existing & Planned Bicycle Facility* Mileage by OCARTS Community**

ENTITY	EXISTING MILES	PLANNED MILES	TOTAL MILES
Choctaw	2.14	39.12	41.26
Del City	2.15	1.61	3.76
Edmond	3.60	127.00	130.60
Guthrie	0.80	22.33	23.13
Hall Park	1.25	0.63	1.88
Harrah	1.73	6.49	8.22
Logan County	0.00	7.26	7.26
Midwest City	7.99	0.00	7.99
Moore	1.91	32.08	33.99
Mustang	1.64	0.00	1.64
Newcastle	0.00	2.52	2.52
Nichols Hills	0.49	1.39	1.88
Noble	0.36	0.00	0.36
Norman	99.98	47.83	147.81
Oklahoma City	71.85	138.71	210.56
Piedmont	0.55	0.00	0.55
Purcell	0.88	0.00	0.88
Warr Acres	0.00	1.62	1.62
Yukon	0.52	0.00	0.52
TOTALS	197.84	428.59	626.43

*Facilities include multi-use and bicycle facility miles as of February 2005. Statistics for the City of Norman include approximately 94.9 miles of on-street bicycle facilities.

PRELIMINARY BICYCLE RECOMMENDATIONS

- Encourage municipalities to adopt ordinances providing for the implementation of safe bicycle facilities within communities that meet minimum design standards as provided by AASHTO¹.
- Encourage connection of bicycle facilities between municipalities throughout the region, as well as linking neighborhoods with popular destinations, such as schools, employment centers, retail establishments, tourist attractions, medical facilities and outdoor recreation areas (i.e. parks and lakes) within communities.
- Encourage cooperation and coordination among cities, state agencies and the private sector, when developing trails plans or connections between cities in the region.
- Continue to regularly update the OCARTS area bicycle database containing existing and planned facilities.
- Encourage public awareness, education and safety relating to bicycles. Various forms of media could be used to increase public awareness, education, and acceptance of bicycle traffic. Encourage communities and bicycle groups to provide information through the local school systems on bicycle safety and etiquette. Similar bicycle awareness curriculum could be provided as part of drivers' education classes or defensive driving courses, as well as an education program for bicyclists.
- Promote bicycle facilities by encouraging Bike to Work days and encourage employers and businesses to provide bicycle support facilities (secure bike parking and showers) for employees who bicycle to work.
- Evaluate potential connections between transit routes, park-and-ride lots, pedestrian ways, and existing and planned bike routes for opportunities to improve connections among transportation modes.
- Explore opportunities for preservation/construction of bicycle facilities within floodways, greenways, public open spaces, utility rights-of-way, abandoned railroad rights-of-way, and school land.
- Encourage cities and the Oklahoma Department of Transportation to include wider shoulders and wider pavement or lanes for bicycles when constructing and improving arterial streets, highways, and bridges.
- Encourage local governments to pursue a variety of funding sources to plan and implement bicycle facilities including federal, state, local, and private funds.

¹Guide to the Development of Bicycle Facilities, updated in 1999 by the American Association of State Highway Transportation Officials (AASHTO).

- Encourage cities and the Oklahoma Department of Transportation to develop on-street bicycle facilities, where appropriate, improved with signage, pavement symbols, and actuated signals as a cost-effective alternative to off-street facilities.
- Encourage the Central Oklahoma Transportation and Parking Authority (COTPA) and Cleveland Area Rapid Transit (CART) to install bicycle racks on its public transit buses.

Extended Vision Recommendations

In order for Extended Vision plans and facilities to become a reality, local governments must formally decide to adopt and sponsor such routes by adding them to their local master trails plans and/or securing funding for their construction. Local priorities and available funds will ultimately determine which facilities are constructed. However, the full regional plan—with Extended Vision routes—can provide an informal guide for future bicycle and multi-use trail development. Figure 2 is a map of the preliminary 2030 Extended Vision trails network.

PRELIMINARY PEDESTRIAN RECOMMENDATIONS

- Encourage local municipalities to adopt and enforce ordinances requiring sidewalk construction in conjunction with new residential and commercial development and redevelopment along adjacent arterial, collector, and neighborhood streets. All such sidewalks must be in conformance with the Americans with Disabilities Act (ADA).
- Explore opportunities for preservation/construction of pedestrian pathways within floodways, greenways, public open spaces, utility rights-of-way, abandoned railroad rights-of-way, and school land.
- Pedestrian systems should be linked with transit stop locations, nearby schools, and retail centers. The transit stops should include such amenities as bus shelters or benches for pedestrians.
- Encourage local governments to pursue a variety of funding sources to plan, implement, and maintain sidewalks using federal, state, local and private revenues. Communities should include sidewalks in conjunction with federal aid street improvement projects, as appropriate.

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MEMORANDUM

DATE: March 13, 2008

TO: Bicycle-Pedestrian Advisory Committee

FROM: John Sharp, Program Coordinator
Transportation Planning & Data Services

SUBJECT: Report on 2007 Bike to Work Day and Plans for 2008

INFORMATION:

The Association of Central Oklahoma Governments has assisted with the coordination of the Central Oklahoma Bike to Work Day since its inception in May 2005. The event continues to grow and staff is excited about this year's event that will be held on Friday, May 16, 2008.

Last year Oklahoma City, Edmond, Norman, Guthrie, and Yukon all held group rides. In addition, the cities of Moore and Choctaw signed proclamations stating May 18, 2007 as Bike to Work Day. Overall, more than 300 cyclists participated throughout the region. Both METRO Transit - Central Oklahoma Transportation and Parking Authority (COTPA) and Cleveland Area Rapid Transit (CART) provided demonstrations of their bike racks on their buses for attendees.

In addition, over 500 people responded to ACOG's online Bicycling survey. For a second year in a row, the top two reasons why people do not ride their bicycles are because they (1) want more on-road, striped bikeways, and (2) do not feel safe riding on the roads. A general overview of the survey results will be given at the March meeting.

In order to begin preparation for the 2008 Bike to Work Day, ACOG will be hosting a **Bike to Work Day 2008 Stakeholders Meeting on Friday, March 28, at 3:30 p.m. in the ACOG Board Room**. Interested entities are encouraged to send a representative.

ACTION REQUESTED:

None. For information only.