BICYCLE/GREENWAY/PEDESTRIAN ADVISORY COMMITTEE AGENDA

DATE: THURSDAY, March 3, 2016
TIME: 9:07 A.M.
PLACE: Vista Center 4th Floor Conference Room 4E-12
        2300 North Jog Road, 4th Floor
        West Palm Beach, Florida 33411

1. REGULAR ITEMS
   A. Roll Call
   B. MOTION TO ADOPT Agenda for March 3, 2016
   C. MOTION TO APPROVE Minutes for February 4, 2016
   D. Comments from the Chair
   E. Bicycle/Pedestrian Coordinator’s Report
   F. General Public Comments and Public Comments on Agenda Items

   Any members from the public wishing to speak at this meeting must complete a
   Comment Card which is available at the welcome table. General Public
   comments will be heard prior to the consideration of the first action item. Public
   comments on specific items on the Agenda will be heard following the
   presentation of the item to the Committee. Please limit comments to three
   minutes.

2. ACTION ITEMS
   A. MOTION TO RECOMMEND TRANSMITTAL of the draft FY 17 and 18 Unified
      Planning Work Program (UPWP)

      Attached is the draft FY 17 and 18 Unified Planning Work Program (UPWP) for
      the Palm Beach MPO. The UPWP is a statement of work identifying the planning
      priorities and activities to be carried out within a metropolitan planning area. The
      UPWP includes a description of the planning work and resulting products, who
      will perform the work, time frames, cost, and source(s) of funds. It is essentially
      a business plan and budget for the MPO. The MPO receives approximately
      $1.8M in recurring grant funds but unused revenue carried forward from previous
      fiscal years allows for the proposed expenditure of nearly $2.3M in FY 2017 and
      $2.6M in FY 2018. Federal sources provide 95% of the funding with state and
      county funds making up the balance.

   B. MOTION TO RECOMMEND ADOPTION of the Complete Streets Policy

      MPO Staff and consultants will review the proposed Complete Streets Policy for
      the Palm Beach MPO and highlight the components of the policy. The proposed
      policy is attached.
C. **MOTION TO RECOMMEND APPROVAL** of an Amendment to the FY 2016-2021 Transportation Improvement Program (TIP)

This TIP Amendment serves to update the amount of Federal Transit Administration grant funds rolled forward from the previous TIP (FY 2015-2019) for Palm Tran. The proposed Amendment is attached.

3. **INFORMATION ITEMS**

A. Commuter Challenge Update

MPO staff will provide an update on the Palm Beach Commuter Challenge, a countywide initiative to encourage commuters in Palm Beach County to walk, bike, take transit, and carpool during March. MPO Staff will review participation levels and highlight the opportunities to participate in the challenge and the culminating event to be held on Saturday, April 2 at 9 a.m. in West Palm Beach. The challenge website, [www.PBCommuterChallenge.org](http://www.PBCommuterChallenge.org), is now live for participants to sign up and create teams. Beginning March 1st participants will log miles commuted to and from work that will display on leader boards.

B. Florida Bike Month Update

Staff will present information about Florida Bike Month planning activities scheduled for March 2016. The MPO plans to collaborate with the Palm Beach County Parks Department, the School District and other entities to celebrate Florida Bike Month and Bike to Work Week. Staff will highlight local government proclamations and opportunities to participate in events countywide to support Florida bike month. Detailed information for each event can be found on the MPO webpage [www.bikepalmbeach.org](http://www.bikepalmbeach.org).

C. East Coast Greenway Survey Overview

MPO Staff in conjunction with the East Coast Greenway Alliance are requesting information about the readiness and proposed alignment of the East Coast Greenway in Palm Beach County. This planning exercise seeks to help take advantage of the statewide SUN trails funding.

D. Summary Points from the February 18, 2016 MPO Board Meeting

4. **ADMINISTRATIVE ITEMS**

A. Member Comments

B. Next Meeting – April 7, 2016

C. **MOTION TO ADJOURN**

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**NOTICE**

In accordance with Section 286.0105, *Florida Statutes*, if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purposes, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Public participation is solicited without regard to race, color, national origin, age, sex, religion, disability or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services for a meeting (free of charge), please call 561-684-4143 or send email to MBooth@PalmBeachMPO.org at least five business days in advance. Hearing impaired individuals are requested to telephone the Florida Relay System at #711.
MINUTES OF THE
BICYCLE, GREENWAYS, AND PEDESTRIAN
ADVISORY COMMITTEE (BGPAC)
Thursday, March 3, 2016 9:07 A.M.

Vista Center 4th Floor Conference Room 4E-12
2300 North Jog Road
West Palm Beach, Florida

PDF versions of the agenda, backup material and presentations as well as audio recordings are available for review at
www.palmbeachmpo.org/BGPAC

1. REGULAR ITEMS
CHAIR SABIN called the meeting to order at 9:08 A.M.

1.A. Roll Call
The Recording Secretary called the roll. A quorum was present as depicted in Exhibit A of these Minutes.

MOTION to adopt the agenda. Motion by Mr. Alex Hansen, seconded by Isaac Kovner, and carried unanimously.

1.C. APPROVED: Minutes for February 4, 2016
MOTION to approve the Minutes for February 4, 2016. Motion by Alex Hansen, seconded by Ms. Sally Channon, and carried unanimously.

1.D. Comments from the Chair
CHAIR SABIN commented that this is Florida Bike Month and there are numerous events taking place.

1.E. Bicycle/Pedestrian/TDM Coordinator’s Report
MS. FRANCHESCA TAYLOR reported the following:

- Welcome to Ms. Amanda Parker, Boynton Beach representative, to her first BGPAC committee meeting.
- Farewell to Ms. Joy Puerta, as this is her last BGPAC meeting. MS. TAYLOR gave a brief presentation highlighting Ms. Puerta’s journey as a member on the committee and thanked her for her service.
- Reminder that Local Initiatives (LI) Program and Transportation Alternatives (TA) Program applications are due April 1. She asked that contact be made with Mr. Luke Lambert with questions regarding LI applications and Ms. Taylor regarding TA applications.
- On February 29 the first email newsletter was sent out, she inquired if everyone received it and requested that feedback be provided to the MPO.
• A brief review of Florida Department of Transportation (FDOT) projects previously discussed was provided. MR. STEWART ROBERTSON with Kimley-Horn & Associates on behalf of Lisa Maack of FDOT District 4 explained that this process is to mainly streamline and improve coordination with stakeholders. He invited feedback on the list of projects if necessary.

• Welcomed members of Achilles International and thanked them for attending.

1.F. General Public Comments and Public Comments on Action Item
No public comments.

2. ACTION ITEMS

2.A. RECOMMENDED TRANSMITTAL: Draft FY 17 and 18 Unified Planning Work Program (UPWP)

MR. JEFF WEIDNER, Consultant for Marlin Engineering, Inc. presented the Draft FY 2017-2018 UPWP. He advised that the UPWP is the two year program for planning activities that identifies all the work the MPO will complete and is the document used to invoice the Federal Government showing the business plan of what the activities are for the next two years. He invited feedback from the committee representatives and advised that there is still a chance for input over the next few months leading up to adoption in June. He added that comments can be made via the MPO’s website as well as contacting Renee Cross. Other discussions arose from this presentation.

In his presentation, MR. WEIDNER spoke about suggestion/feedback as to how the MPO could improve the overall experience. MR. HANSEN suggested that one of the ways staff could improve the overall experience is to revisit how documents are posted to the website as he found it difficult to find a document that he was looking for.

MOTION to recommend transmittal of the Draft FY 17 and 18 UPWP. Motion by Mr. Alex Hansen; seconded by Ms. Joy Puerta, and carried unanimously.

2.B. RECOMMENDED ADOPTION: Complete Streets Policy

MR. STEWART ROBERTSON with Kimley-Horn & Associates, Inc. presented a revised Complete Streets Policy and an overview of Complete Streets. He highlighted the components of the policy, namely, the reasons and purposes of complete streets and who the users are and where they rank in terms of considerations. He advised that a draft format of the policy was presented back in September to the MPO board and its committees. Subsequently there have been workshops for stakeholders and a working group was established and is meeting on a monthly basis to help guide and implement what the policy will become when adopted. He presented the timeline to having this policy adopted and encouraged respective municipalities to adopt their own complete streets policy. Several discussions arose out of this presentation, including a public comment by Ms. Marie Urbina in regards to the possibility of combining forms of transportation.

MR. HANSEN stated the recommendations from the Technical Advisory Committee (TAC) and recommended the addition of a definition of Complete Streets and modification to the Transportation User Consideration graphic consistent with the TAC suggestions. CHAIR SABIN suggested that a comment regarding vulnerability be added to the graphic as well.

MOTION to recommend adoption of the Complete Streets Policy. Motion by Mr. Alex Hansen to include a definition of complete streets and modification to the Transportation User Consideration graphic with the inclusion of vulnerability language; seconded by Ms. Joy Puerta, and carried unanimously.
2.C. **RECOMMENDED APPROVAL:** Amendment to the FY 2016-2020 Transportation Improvement Program (TIP)

MS. TAYLOR presented the amendment to the FY 2016-2020 TIP and advised that this is a correction due to an updated roll forward amount from Palm Tran from the Federal Transit Administration funding. She advised that the roll forward amount is now reflected as $5.2M.

**MOTION to recommend approval of amendment to the FY 2016-2020 TIP.** Motion by Mr. Alex Hansen; seconded by Ms. Brenda Arnold, and carried unanimously.

3. **INFORMATION ITEMS**

3.A. **DISCUSSED:** Commuter Challenge Update

MS. VALERIE NEILSON provided an update on the Commuter Challenge, which began on March 1. She highlighted the new billboard on Southbound I-95 by Atlantic Avenue, reviewed features of the Transit App and reported that as of Day 3 there are 39 teams which include four cities, 2,700+ miles commuted and 1,200 lbs of CO₂ saved. MS. NEILSON also did a call to action requesting the members to continue promoting the challenge and requested they use #PBCommuterChallenge on social media.

3.B. **DISCUSSED:** Florida Bike Month Update

MS. TAYLOR provided an update on Florida Bike Month and stated the participation was encouraged in the municipalities by having a call to action to proclaim March as Florida Bike Month. She highlighted events posted to the calendar on the BikePalmBeach.org website and advised members to submit their events to be approved upon review for posting to the calendar.

3.C. **DISCUSSED:** East Coast Greenway Survey Overview

MS. TAYLOR presented an overview of the East Coast Greenway Survey, which will focus on alignment, what has been implemented and what is pending; this will assist in better placement to receive $50 million in SUNTrails funding. She advised that the survey will be sent out electronically by the beginning of next week. Several discussions arose out of this overview and it was recommended that municipalities contact the East Coast Greenway Alliance and to communicate with their fellow municipalities in regards to any modifications to the route to avoid any route disconnections.

3.D. **Summary Points from the February 18, 2016 MPO Board Meeting.**

MS. TAYLOR reported that the board proclaimed March 2016 as Florida Bike Month. She also reported that a brief presentation was given as it relates to bicycle safety products, which is being further reviewed and will be presented to the BGPAC at a later date.

4. **ADMINISTRATIVE ITEMS**

4.A. **Member Comments**

MR. ALEX HANSEN introduced Ms. Heather Tribou, a recently hired Senior Planner for the City of West Palm Beach. She will become the alternate for the City of West Palm Beach, once the appointment process is completed.

4.B. **Next Meeting – April 7, 2016**

4.C. **Motion to Adjourn**
There being no further business the meeting was adjourned at 10:50 a.m.

This signature is to attest that the undersigned is the Chairperson, or a designated nominee, of the Bicycle, Greenways, and Pedestrian Advisory Committee and that information provided herein is the true and correct Minutes for the March meeting of the Bicycle, Greenways, and Pedestrian Advisory Committee, dated this _______ day of _______ April, 2016.

__________________________
Chairperson

AUDIO FILES OF BICYCLE/GREENWAYS/PEDESTRIAN ADVISORY COMMITTEE MEETINGS ARE AVAILABLE ON THE PALM BEACH METROPOLITAN PLANNING ORGANIZATION WEBSITE: www.PalmBeachMPO.org
## EXHIBIT A

Bicycle, Greenways and Pedestrian Committee
Attendance Record 2015 – 2016

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<th>Representative/Alternate</th>
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*2016 Chair  **2016 Vice-Chair  P = Member Present  Alt = Alternate Present  E = Excused Absence  A = Absent/No Attendance  - = Member not assigned  ***New Appointment

Shaded Column – Meeting not held
EXHIBIT A (cont’d)

OTHERS PRESENT
Cletis Mays
Vanina Mays
Heather Tribou
Jessica Josselyn
Robert Sabin
Jeff Weidner
Rosemary Rayman
Cormelia Wantz
Stewart Robertson
Marie Urbina
Anielle Delgado
Renee Cross
Janice Allwood
Nick Uhren
Franchesca Taylor
Valerie Neilson
Malissa Booth

REPRESENTING
Achilles International
Achilles International
City of West Palm Beach
Kittelsen & Associates, Inc.
Boca Bike Club
Marlin Engineering, Inc.
Lake Worth Drainage District
PBC Engineering – Traffic Division
Kimley-Horn & Associates, Inc.
CILO, Inc.
Metropolitan Planning Organization
Metropolitan Planning Organization
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