

# Agenda



## Basic Motions

Motion  
*Calls for Action*  
Debatable  
Simple Majority

Motion to Amend  
*Changes Original*  
Debatable  
Simple Majority

## Other Motions

Table  
*Postpone Vote*  
No Discussion  
Simple Majority

Close Debate  
*End Debate & Vote*  
No Discussion  
2/3 Majority

Reconsider  
*Change Prior Decision*  
Voted in Majority  
Within One Meeting  
Debatable  
2/3 Majority

Recess  
*Take a Short Break*  
No Discussion  
Simple Majority

Consensus Process  
*If 1-Vote Majority*  
Debatable  
3 Votes to Pass

Adjourn  
*End the Meeting*  
No Discussion  
Simple Majority

Actions and discussion are governed by motions. Only 3 motions on the table at once (a 4<sup>th</sup> would be out of order). Most recent motion is considered first.

## ☐ Convene meeting + Reminder: Turn off Cell Phone

- I. Roll Call/Quorum \_\_\_\_\_ Board Members (quorum = 7)
- II. Pledge of Allegiance
- III. Additions/Deletions/Approval of Agenda
- IV. Approval of Minutes (see Attachment A)
- V. Member Announcements
- VI. Public Comment Period
- VII. Advisor (Non-Voting) Reports
- VIII. Old Business

## **New Business**

- IX. Reports from Subcommittees: Evans Street/Old Tar Road Recommendation to NCDOT – Engineering Subcommittee
- X. Work Plan for 2013 (see draft plan – Attachment B)
- XI. Website for BAPC
- XII. Walk-Friendly Community Application
- XIII. Facilities Discussion
  - a. Green Mill Run Greenway/10<sup>th</sup> St.
  - b. Speed Cushions – 5<sup>th</sup> St. Uptown
- XIV. Updates/Reports
  - a. Public Works
  - b. Recreation and Parks
- XV. Adjourn  
Next Meeting: February 6, 2013  
Time Adjourned \_\_\_\_\_

## Board Members

**Chair**

1. Brian Glover

**Chair-elect**

2. Harry Stubbs
3. Patrick Harris
4. John Swart
5. Henry H. Robbins
6. Kathryn Kavanagh
7. John Kenney
8. Robin Little
9. Gunnar Swanson
10. Liz Brown-Pickren
11. Robert Turner
12. Vacant

**Advisors (non-voting)**

Herb Garrison (ECU)  
Jennifer Smith (VMC)  
James Rhodes (Pitt County)

**Ex-officio**

Gary Fenton (Rec & Parks)  
Scott Godefroy (Public Works)

**Staff Liaison**

Mark Gillespie (Rec & Parks)  
Lynn Raynor (Public Works)

**Engineering Subcommittee**

Gunnar Swanson  
Harry Stubbs  
Pat Harris

**Education/Encouragement Subcommittee**

Liz Brown-Pickren  
Rob Turner

**Enforcement Subcommittee**

John Kenney  
Robin Little

**Evaluation Subcommittee**

Brian Glover  
Henry Robbins

**Items for Future Consideration****Greenville Bicycle and Pedestrian Commission Mission:**

*The Greenville Bicycle and Pedestrian Commission is hereby created for the primary purpose of advancing Greenville as a bicycle and pedestrian friendly community and for encouraging bicycling and walking among its citizens and visitors. The Commission will also provide advice and recommendations to the Greenville City Council on questions related to bicycle and pedestrian issues.*

**Greenville Bicycle and Pedestrian Commission Purpose:**

- To study and promote the integration of bicycling and walking in City policies and practices;
- To study proposed changes in laws, regulations, and codes concerning bicycle riders, pedestrians, users of personal mobility devices, and related stakeholders and to advise the City Council;
- To educate and inform the public and local officials on bicycle and pedestrian issues;
- To facilitate citizen participation in matters involving bicycle and pedestrian questions;
- To serve as an advisory and discussion board for new bicycle lanes, sidewalks, trails, and routes proposed by City staff and other groups.

# ***ATTACHMENT A***

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***(October 3, 2012 Minutes)***  
***(November 7, 2012 Minutes)***

*Action:* For your review and approval.



City of Greenville  
**Bicycle and Pedestrian Commission**  
Summary Minutes  
Wednesday, October 3, 2012 @ 6:00PM  
City Hall – City Council Chambers  
200 West Fifth Street

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**BOARD MEMBERS PRESENT:**

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Brian Glover, Chair | <input checked="" type="checkbox"/> Robert Turner  | <input checked="" type="checkbox"/> Harry Stubbs      |
| <input checked="" type="checkbox"/> Henry H. Robbins    | <input checked="" type="checkbox"/> Chip Davis     | <input type="checkbox"/> Patrick Harris               |
| <input checked="" type="checkbox"/> John Kenney         | <input checked="" type="checkbox"/> Gunnar Swanson | <input checked="" type="checkbox"/> Liz Brown-Pickren |
| <input type="checkbox"/> Uriah Ward                     | <input type="checkbox"/> Robin Little              |   |

**ADVISORS PRESENT:**

- |  |  |                                       |
|--|--|---------------------------------------|
| <input type="checkbox"/> Herb Garrison | <input checked="" type="checkbox"/> Jennifer Smith | <input type="checkbox"/> James Rhodes |
|--|--|---------------------------------------|

**EX-OFFICIO PRESENT:**

- |                                      |   |
|--------------------------------------|---|
| <input type="checkbox"/> Gary Fenton | <input type="checkbox"/> Scott Godefroy |
|--------------------------------------|---|

**STAFF LIAISONS**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Mark Gillespie | <input checked="" type="checkbox"/> Lynn Raynor |
|--|---|

**MEETING AGENDA, DISCUSSION AND ACTIONS:**

The meeting was opened at 6:00pm and the following items were discussed.  
*Agenda items are in bold print with the highlights of the discussion and actions below the agenda item.*

**I. ROLL CALL**

**II. PLEDGE OF ALLEGIANCE**

**III. APPROVAL OF AGENDA**

Motion to accept the October 3, 2012 agenda as presented.

Motion: John Kenney

Second: Henry Robbins

Motion carried.

**IV. APPROVAL OF MINUTES**

Motion to approve the September 5, 2012 minutes.

Motion: Harry Stubbs

Second: Liz Brown-Pickren

Motion carried.

**V. ANNOUNCEMENTS**

Harry Stubbs –Intermodal Transportation Center has been narrowed down to two sites and those sites will go to City Council for them to choose. Contractors had an open house that was well attended and good input was gathered from the community. Mr. Stubbs requested they have space for bike rentals, bike racks and walking space for pedestrians.

**VI. PUBLIC COMMENT PERIOD**

None



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- VII. NOTE ON RECONSTITUTION OF SUBCOMMITTEES (BRIAN GLOVER)**  
Subcommittees have been reformed. Have subcommittees listed on the agenda for others to see who is on what subcommittee. Need to repopulate Education/Encouragement Committee with a chair. Two vacancies on Commission. A motion was made to add Vice-Chair Election to the agenda for next meeting in November.  
Motion: John Kenney  
Second: Robert Turner  
Motion carried.
- VIII. REPORT ON NCDOT EVANS STREET/OLD TAR ROAD WIDENING PROJECT (JO PENROSE)**  
Conceptual plan right now, planning meeting last week well attended by residents on that corridor. Project is about 4 miles long, construction is scheduled for 2019-2022. Develop a resolution of over the next month to be approved at the 11/7/2012 meeting. Brian Glover will write a statement for the Commission to send in as a comment by 10/22/2012.
- IX. LOCATIONS FOR DONATED BIKE RAKE (ENGINEERING SUBCOMMITTEE)**  
Harry Stubbs - First recommendation is site between Winslow's and Starlight Café (Merchant's Alley). The second site is on 4<sup>th</sup> Street by the Roses Parking Lot and Harris's Parking Lot (not a parking lot area). A motion was made to approve the Fifth Street site for the donated bike rack.  
Motion: Liz Brown-Pickren  
Second: Gunnar Swanson  
Motion carried.
- X. BIKE MAP UPDATE DISTRIBUTION ALTERNATIVES (EDUCATION/ENCOURAGEMENT SUBCOMMITTEE)**  
Maps have not been delivered at this time, looking at 2-2 1/2 weeks out. A motion was made to table this item until the meeting on 11/7/2012.  
Motion: John  
Second: Robert Turner  
Motion carried.
- XI. UPCOMING OPPORTUNITIES FOR BAPC REPRESENTATION (BRIAN GLOVER)**  
It would be great to have representation at the Pitt County Fair, the NC Bike Summit on 10/12-13, and on Wed, Oct 17 for from 11:30am - 1:30pm the ECU Fitness Walk (expecting close to 500 people). Hope there will be bike maps available. Liz Brown-Pickren will create a flyer to bring back to the Commission for approval to have at such events.
- XII. REPORT ON MANUAL BIKE/PED COUNTS (CHIP DAVIS)**  
Standard Streamline Count at South Tar River Greenway (Count 1) was 77 bicyclists and 164 pedestrians. At the same location for Count 2 there were 50 bicyclists and 91 pedestrians. The second location was Evans and 5<sup>th</sup> Street intersection with 19 bicyclists. (Please see BAPC Bicycle and Pedestrian Count Results attached).



City of Greenville  
**Bicycle and Pedestrian Commission**  
Summary Minutes  
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---

**XIII. PROPOSED CHANGE TO SIDEWALK BIKING ORDINANCE (BRIAN GLOVER)**

A motion was made to keep the current ordinance in place that we have right now, the Enforcement Subcommittee should study the idea of finding a place where one side walk part of a North/South street be designated to find a shared use sidewalk.

Motion: John Kenney

Second: Harry Stubbs

Motion carried.

**XIV. UPDATES**

**A. PUBLIC WORKS, SCOTT GODEFROY**

1. Looking at different sites for Greenville Transportation (see video).
2. Greenmill Run Greenway is still underway, should be working on acquisition of easements soon.
3. South Tar Greenway Phase III – surveying is being done now. Making progress.
4. Bike lanes – difficult process to try and identify areas where bike lanes can be created.

**B. RECREATION AND PARKS, MARK GILLESPIE**

1. Greenmill Run Greenway – burms are built up from silt, hopefully will drain off better. Con't to be a problem let him know.
2. Meet with Lamarco Morrison and signs are being ordered around the Drew Steele Center for the greenway.

**C. VIDANT MEDICAL CENTER, JENNIFER SMITH**

1. Today is International walk to School Day, had events over the county, over 60 events throughout NC.
2. Bicycle Summit is next Friday and Saturday - Ellen Walston is going to be speaking there as well as Mike Haze.
3. NCDOT Regional workshops on Complete Streets in the Willis Building on Friday, will participate in a panel.

**XV. AGENDA ITEMS FOR FUTURE CONSIDERATION**

**XVI. MOTION TO ADJOURN**

Motion: Gunnar Swanson

Second: Harry Stubbs

Motion carried.



City of Greenville  
**Bicycle and Pedestrian Commission**  
Summary Minutes  
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Having no further business, the meeting adjourned at 7:36 PM.

Respectfully submitted,

*Laura J. Davenport*

Laura J. Davenport  
Administrative Secretary  
*Recreation and Parks Department*

## BAPC Bicycle and Pedestrian Count Results

Standard Screenline Count		Standard Bicycle Intersection Count	
	Loc. #1: South Tar River Greenway		Loc. #2 Evans/5th Intersection
<b>Count</b>	#1	<b>Count</b>	#1
<b>Date</b>	9/12/2012	<b>Date</b>	9/15/2012
<b>Time</b>	5-7 PM	<b>Time</b>	12-2 PM
<b>Weather</b>	Sunny and clear	<b>Weather</b>	Sunny and clear
<b>Total Bicycles</b>	77	<b>Total Bicycles</b>	19
<b>Male</b>	47		
<b>Female</b>	30		
<b>Total Pedestrians</b>	164		
<b>Male</b>	64		
<b>Female</b>	100		
<b>Others</b>	10		
<b>Count</b>	#2		
<b>Date</b>	9/15/2012		
<b>Time</b>	12-2 PM		
<b>Weather</b>	Sunny and clear		
<b>Total Bicycles</b>	50		
<b>Male</b>	33		
<b>Female</b>	17		
<b>Total Pedestrians</b>	91		
<b>Male</b>	43		
<b>Female</b>	48		
<b>Others</b>	4		



City of Greenville  
**Bicycle and Pedestrian Commission**  
Summary Minutes  
Wednesday, November 7, 2012 @ 6:00PM  
City Hall – City Council Chambers  
200 West Fifth Street

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**BOARD MEMBERS PRESENT:**

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Brian Glover, Chair | <input checked="" type="checkbox"/> Harry Stubbs   | <input type="checkbox"/> Patrick Harris               |
| <input checked="" type="checkbox"/> Henry H. Robbins    | <input checked="" type="checkbox"/> Chip Davis     | <input checked="" type="checkbox"/> Liz Brown-Pickren |
| <input checked="" type="checkbox"/> John Kenney         | <input checked="" type="checkbox"/> Gunnar Swanson | <input type="checkbox"/> Robert Turner                |
| <input type="checkbox"/> Uriah Ward                     | <input type="checkbox"/> Robin Little              |   |

**ADVISORS PRESENT:**

- |  |   |                                       |
|--|---|---------------------------------------|
| <input type="checkbox"/> Herb Garrison | <input type="checkbox"/> Jennifer Smith | <input type="checkbox"/> James Rhodes |
|--|---|---------------------------------------|

**EX-OFFICIO PRESENT:**

- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> Gary Fenton | <input checked="" type="checkbox"/> Scott Godefroy |
|--------------------------------------|--|

**STAFF LIAISONS**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> Mark Gillespie | <input checked="" type="checkbox"/> Lynn Raynor |
|--|---|

**MEETING AGENDA, DISCUSSION AND ACTIONS:**

The meeting was opened at 6:00pm and the following items were discussed.  
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**I. Roll Call**

**II. Pledge of Allegiance**

**III. Approval of Agenda**

Motion made to amend the agenda by adding the Meeting Schedule as an item and adopt agenda as amended.

Motion: John Kenney

Second: Harry Stubbs

Motion carried unanimously.

**IV. Approval of Minutes**

Motion made to table minutes until the January meeting.

Motion: Gunnar Swanson

Second: John Kenney

Motion carried unanimously.

**V. Announcements**

A. EC Velo has bikes for cops coming up. Includes a race and road ride with meal. Think its 11/19.

B. Island review from Emerald Isle. They have a Task Force that has been challenged to raise ½ the funds to expand their greenway.

**VI. Public Comment Period**

A. Margaret Vareshag – Lives in West Pointe off of Old Stantonsburg Rd, there are no sidewalks. Sidewalks stop at Viquet, they have no sidewalks. Would like to request the Commission examine why there are no sidewalks because there is a need.



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Examine the idea of expanding the sidewalks in her area. Includes Hwy 264 and B's BBQ road. Area is also in need of a park and recreation area.

**VII. Report from Vidant Medical Center (Jennifer Smith)**

None

**VIII. Advisor (Non-voting) Reports**

None

**IX. Old Business**

None

**NEW BUSINESS**

**X. MEETING SCHEDULE**

A motion was made to keep the same meeting schedule.

Motion: Harry Stubbs

Second: Liz Brown-Pickren

Motion carried unanimously.

**XI. ELECT A NEW CHAIR (BRIAN GLOVER)**

Motion made to nominate Harry Stubbs.

Motion: John Kenney

Second: Liz Brown-Pickren

Motion carried unanimously.

**XII. REPORTS FROM COMMITTEES**

A. Education/Encouragement Subcommittee

1. Bike Map Distribution Plan – Minutes from the subcommittee meeting provided. (Attached to minutes).

Motion made to adopt the numbers in the minutes as the initial distribution point.

Motion: John Kenney

Second: Henry Robbins

Motion carried unanimously.

2. BAPC Promotional Flyer – provided a sample of the flyer and the Commission made a few recommendations.

**XIII. RESOLUTION SUPPORTING BIKE/PED INFRASTRUCTURE ON EVANS/OLD TAR ROAD NCDOT PROJECT (BRIAN GLOVER)**

Motion to adopt the resolution as presented.

Motion: Liz Brown-Pickren

Second: Henry Robbins

Motion failed.

Discussion ensued. Group editing took place. Possibly discuss in a Public Input Meeting. Motion made to give the resolution to the Engineering Subcommittee to wordsmith and bring back suggested edits to the Commission in January.

Motion: Liz Brown-Pickren



City of Greenville  
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Second: Henry Robbins  
Motion carried unanimously.

**XIV. GREENVILLE COMPLETE STREETS ORDINANCE (BRIAN GLOVER)**

Not sure if an ordinance or policy would be appropriate. Chairman Glover provided examples of a Complete Streets Policy and Complete Streets Ordinance. Motion made to recommend to City Council to adopt a Complete Streets Policy based on NCDOT policy.

Motion: Gunnar Swanson  
Second: John Kenney

**XV. TRAIL ETIQUETTE SIGN/GREENWAY BELL ORDINANCE (MARK GILLESPIE AND BRIAN GLOVER)**

Mr. Gillespie provided a sample of the trail etiquette sign to place on key entrance points on the greenway. Mr. Kenney recommended a picture sign for announcing yourself when passing. He will look for an example to send to Mr. Gillespie. Do not feel like they need an ordinance.

**XVI. WEBSITE FOR BAPC (BRIAN GLOVER)**

What is the best way to have a website for the Commission? IT will need to create the website. Mr. Raynor suggested the Commission look at the Redevelopment Commission's website for ideas.

**XVII. UPDATES/REPORTS**

A. Public Works

1. No update on the Green Mill Run Greenway. Chairman Glover asked to revisit the bike crossing on 10<sup>th</sup> St from the Green Mill Run Greenway within the next few months.
2. South Tar Greenway, Phase III is underway (collecting data).

B. Recreation and Parks

1. Green Springs Park now has ADA accessible parking and walkways to the shelter.

**XVIII. ITEMS FOR CONSIDERATION AT NEXT MEETING**

**XIX. ADJOURN**

Motion made to adjourn.

Motion: John Kenney  
Second: Liz Brown-Pickren  
Motion carried unanimously.

Having no further business, the meeting adjourned at 7:42PM.



City of Greenville  
**Bicycle and Pedestrian Commission**  
Summary Minutes  
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Respectfully submitted,

*Laura J. Davenport*

Laura J. Davenport  
Administrative Secretary  
*Recreation and Parks Department*

Greenville Bicycle and Pedestrian Commission  
Education and Encouragement Subcommittee Meeting  
October 15, 2012  
6pm, Room 328 City Hall

Present: Liz Brown-Pickren (BAPC-EES), Rob Turner (BAPC-EES), Pat Harris (BAPC), Ashley Cox (ECU Parking & Transportation Services), Brad Beggs (ECU Adventure Program)

We discussed various locations and assigned numbers of maps per location based on these concepts:

1. We have 10,000 maps that may need to last five years so we should be somewhat frugal in our distribution. We thought to distribute 4,000 maps the first year then 1,500 maps each year after to restock existing distribution points and to stock new distribution points.
2. Distribute large quantities to organizations which can pass them out to their members.
3. Encourage mounting unfolded maps as posters in central locations. Two would go to each organization in case they want both sides and can't put them in a glass doorway.
4. Maximize internet use by maintaining and publishing a link to an e-map and the distribution sites for the hard copies.
5. Avoid including hard copies of the maps in mass handouts – like ECU freshman orientation packets – that might be thrown away; include the link above instead.
6. Marsha Hall, who provided many of the suggestions below, also thought we could market the new map by having an event: hide treasures all along the route, give out door prizes, or an afternoon that involves getting people out there, live music, BMX bike show, PeeDee Pirate, walk or bike the whole route get a free something free...

People who offered suggestions before the meeting have our thanks: Mark Gillespie, Brian Glover, Marsha Hall, James Rhodes, Harry Stubbs.

Suggested Distribution Sites and Quantities for Pitt County Bicycle Maps

Fold	Un	Organization	Justification
500	10	Greenville Recreation & Parks	Pass on to Community Schools & Rec. Center, Jaycee Park, Drew Steele, links in seasonal brochures, senior centers
500	5	ECU Parking & Transportation	
500	5	ECU Adventure Program	
20	2	Pitt County Planning Department	
100	18	ECU Freshman Orientation Organizers	Pass link on to incoming freshmen, distribute poster in dorms
	2	ECU Human Resources	Link
100	2	Pitt County Visitor Center	
20	2	Greenville Chamber of Commerce	
	2	Greenville Utilities Invoice	Include link on invoices occasionally
20	2	NCDOT	
20	2	BMX Club	
100	2	Vidant Hospital	Include links with orientation information, include maps with wellness plans
100	2	Greenville-Pitt Association of Realtors	
200	6	Pitt County Schools Bike Safety Program	Traveling display and give links
20	2	Pitt County Medical Society	
600	8	Bike Shops	Bike Post 1, Bike Post 2, Babits Bikes, Recycle Cycles
200	2	Pitt County Public Health	
100	2	Amexican	
300	50	FROGGS	
	10	Gyms Fitness Centers	About ten around here???
434	30	BAPC / EES	Our subcommittee could attend events like Freeboot Friday, First Friday, and the Umbrella Market with a display.
3834	166	4000 total	

# ***ATTACHMENT B***

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***(Draft 2013 Work Plan)***

*Action:* For your discussion and adoption.

Bike/Ped Commission: 2013 Work Plan Suggestions  
Brian Glover  
Draft, 12/13/2012

A. Singular projects:

1. Draft a Complete Streets Policy.
2. Complete the Walk-Friendly Community application.
3. Create a BAPC Website.
4. Commission bike-safety and greenway-etiquette promo videos.
5. **Make and maintain a bike/ped infrastructure priority list.**
6. Organize Bike Month events, including a commuter breakfast and City Council ride.
7. Work with police on enforcement – create a rules of the road card.
8. Discuss Greenway bell requirement.
9. Annual bike/ped count.
10. Clarifying the 10<sup>th</sup> St. / Green Mill Run Greenway crossing: signage.
11. Identify places for speed limit reductions.
12. Discuss pilot projects from the Bicycle / Pedestrian Master Plan: HAWK signals, bike detector loops, etc.

B. Ongoing projects:

1. Bike Map Distribution
2. Greenway Advisory: Green Mill Run Phase II and S. Tar River Phase III
3. Steering committees: West 5<sup>th</sup>, Street Lighting, MTAC