

**MINUTES**  
**Bicycle & Pedestrian Advisory Committee**  
City Commission Room  
1101 Poyntz Ave, Manhattan, KS 66502  
March 17, 2017

**Members Present:** Paul Benne, Brent Chamberlain, Joe Edmunds, Brian Hardeman, Julie Hettinger, Adam Inman, Jared Tremblay

**Members Absent:** Dave Colburn, Jonathan Eden, Karen Hawes, Seth Scobee

**Staff Present:** John Adam, Senior Long-Range Planner; Ben Chmiel, Long-Range Planner; Jay Guarneri, Infrastructure Analyst; Brian Johnson, City Engineer; Melissa Kirkwood, Community Relations Officer; Mark Lee, Traffic Engineer and Staff Liaison; Doug May, Current Planner; Emma Rearick, Bicycle and Pedestrian Coordinator; Wyatt Thompson, Senior Park Planner

**Public Attendance:** 0

B. Hardeman called the meeting to order at 9:03 a.m.

**Approval of Minutes**

J. Edmunds moved to approve the February 2017 minutes, A. Inman seconded. Motion passed unanimously.

**Staff Reports**

M. Lee reported on the following:

- He welcomed the new Riley County Health Department representative, Julie Hettinger, and asked everyone to introduce themselves.
- Safe Routes to School stakeholders met last month to discuss prioritizing projects from the report over the next ten years. Staff also met with school principals to hear their feedback about priorities.
- There are a few upcoming sidewalk projects:
  - Pioneer Lane from North Manhattan Ave to McCain Lane, construction in summer 2017
  - Sunset Ave from the K-State parking lot to Anderson Ave, a meeting next week to discuss landscaping with property owners
  - Staff held a neighborhood meeting for the Valley Drive/Fort Riley Boulevard project. Residents expressed their concern for losing on-street parking spots. Staff will continue to look at design and discuss options. B. Johnson added that the project will go before the Commission as a Board recommendation, and requested that BPAC members be present to show their support.

-He noted that he would like to see more community input, and proposed that a new BPAC meeting time could help increase public participation. He asked for feedback. A. Inman said that he would not mind moving to an evening meeting. B. Hardeman mentioned that they had originally switched to a daytime meeting because space at City Hall in the evening can be limited. B. Johnson suggested over a lunch hour, and M. Lee asked if late afternoon would work. A. Inman proposed that every other meeting could be an evening meeting, and B. Chamberlain suggested quarterly.

-He noted that it would be nice to have more committee presence during Bike Month events to increase the committee's visibility.

E. Rearick reported on the following:

-[Kandango](#), a multi-day event where cyclists will stay in Manhattan and participate in groups rides during the day, is scheduled for June 8 – 11.

-Construction on the Knox Lane trail is scheduled to begin the first week of April.

-Construction at the intersection of 17<sup>th</sup> Street and Poyntz Ave is in progress. A crosswalk on the east side of the intersection has been included, as the committee requested.

-Concrete has been poured for the school zone flashers on Juliette Ave near Bluemont Elementary School. B. Johnson added that all the parts are ready to go and should be installed over spring break. A. Inman shared that during school hours, cars drive quickly Eastbound on Osage St by Woodrow Wilson Elementary School.

-A Bike Month planning meeting was held on March 7, and the next is scheduled for April 11. She added that there could be an opportunity for the committee to have a presence at the Little Apple Pedal on Sunday May 7. J. Tremblay volunteered that he would be there and could represent the committee.

J. Guarneri reported that he is still finalizing the 2017 Bike Map, and is fairly confident that he will send it to the printers by the end of March to have them available by May.

### **Public Comments**

No one spoke.

### **Letter of Support for Bicycle Safety and Awareness Program**

J. Tremblay gave a brief review of the Bicycle Safety and Awareness Program, designed to educate elementary school children, and asked for a letter of support for the program from the committee. B. Chamberlain said that he would be happy to help draft a letter. B. Hardeman asked when J. Tremblay would need the letter. J. Tremblay responded that by the April meeting would be fine. A. Inman motioned to provide a letter of support for the BSAP program, B.

Chamberlain seconded. The motion passed unanimously. J. Tremblay added that because of funding timelines, the program may not be implemented in August 2017 but instead in 2018.

### **Parks and Recreation Update**

W. Thompson updated the committee on recent activities of the Parks and Recreation Department. He described the Facility Feasibility Study, Trail Projects, Park Master Planning, and Events & Activities. Committee members asked questions about trail/loop priorities, completing Linear Trail, ongoing goals, and the total cost to complete Linear Trail as a 10-foot path around the City.

B. Johnson added that the City Commission has approved an amendment to design the trail underpass under the Wildcat Creek Bridge on Scenic Drive, as part of the current Anderson Ave project.

### **Community Development Update**

J. Adam, B. Chmiel, and D. May presented an overview of the Community Development Department and its activities. They covered the Comprehensive Plan, Land Use, Neighborhood & District Plans, proposed Urban Core Residential Bicycle Parking Requirements, Current Planning, and Bike/Ped Facilities. B. Chamberlain asked that they consider bicycle parking needs of the future. B. Hardeman asked about the best way for the committee to have input on planning issues. J. Adam replied that staff oversight by M. Lee, J. Guarneri, and E. Rearick was important for ongoing design reviews, and the staff may ask for committee feedback on the new Unified Development Ordinance. B. Hardeman noted that it is a challenge to connect separate projects, unlike the giant development projects and trail systems in Johnson County. He asked how to create connection opportunities in the City core. J. Adam replied that it is important to sustain the vision and have the tools in place to hold developers to the plan. B. Johnson said that the current development policy is for developers to pay 1/3 the cost of a trail and the City to fund the remaining 2/3. B. Chamberlain suggested that it may be time to change the ratio, especially if it has been in place for a long time. B. Johnson recommended reviewing the existing guidelines and comparing them to those of other cities. B. Hardeman asked if there were any thoughts on a new Bicycle Master Plan. B. Chmiel replied that there are a lot of existing studies and data sets available for the area, but they are not gathered all in one place. B. Hardeman asked if there is a timeline for a new plan. J. Tremblay stated that a new Bicycle Master Plan could probably be done in-house, perhaps in conjunction with the MPOs next Long Range Transportation Plan. M. Lee noted that the Community Development department is currently working on a lot of plans, and it would be good to wrap up some current projects before starting a new one. B. Hardeman said he wanted to make sure that a new plan is on people's radar. M. Lee noted that it might be good to work with K-State. J. Edmonds added that they may need to consider Pottawatomie County, too.

### **Bike/Ped Crash Data Logistics**

E. Rearick began by saying that there had been some questions about whether the committee should review bicycle and pedestrian crash data and if so, how often. J. Tremblay shared that the Flint Hills MPO is working with the City, K-State, and Central Dispatch to gather crash data. Ideally, they would like to map the crashes graphically and have all the information available to the public. They will soon be required to report the data to the state.

B. Hardeman asked if any crashes are missed. B. Chamberlain added that there are good mobile apps to self-report crashes. J. Tremblay replied that crashes can be hard to track, unless there is major damage to a vehicle or an injury, so they are going back through the data. E. Rearick asked how often the committee could be updated. J. Tremblay replied that perhaps an annual update would be appropriate, because they will report to the Kansas Department of Transportation (KDOT) once per year. P. Benne asked what month they report to KDOT, and J. Tremblay replied that KDOT does not currently have a standard. B. Hardeman asked if the committee should check in with the MPO every six months. J. Tremblay requested that the committee check back in June.

J. Tremblay also reported that KDOT approved spending \$32,000 on bicycle and pedestrian counters. The counters will be shared among the Manhattan, Topeka, and Lawrence MPOs; each will have the counters for 4 months of the year.

B. Hardeman adjourned the meeting.

**Next Meeting: April 21, 2017**