



City of Norman Bicycle Advisory Committee
Minutes for December 14, 2015, 6:30 PM
City of Norman Municipal Complex
201 West Gray, Study Session Room

(1) Roll Call and Introduction of Visitors

Attendees: Thomas Woodfin, Kim Floyd, Meghan Wieters, Gordon Carrie, Lee Krumholz

Visitors: None

Staff: Angelo Lombardo, James Briggs, Officer Livingston

(2) Approval of October 2015 Meeting Minutes

Motion by: Kim **2nd By:** Gordon

Approved: unanimously

(3) Agenda

- A. Ruby Grant Park / Little River Greenways initiative (all) - James Briggs discussed both the part of the trail that will be privately built and alignments that are under discussion related to Norman Forward funding.
 - **ACTION ITEM: James Briggs will bring some graphics for potential alignments for discussion at next meeting.**
- B. Bike/Ped Counter Installation (Meghan/Tom) - Meghan discussed how the Eco-Counters were going at their installed locations. She provided a print-out reporting from Oct. 1 – Dec. 13th of both bicycle and pedestrian counts (system can't differentiate between bike & peds passing the passive infrared sensor).
- C. Bike Skills Park presentation to Parks Advisory Board (Tom) – Tom shared the evolving but almost complete presentation for a proposed skills park. Kim, Quyen and James will present the skills park proposal to the Parks Board at the Jan. 7th meeting.
- D. Expansion of Bike Map to include new cycling routes / signage (Gary) – tabled for a future meeting
- E. Status reports:
 - CART Updates – (Karleene/Stephen) –unable to attend meeting but requested for the next meeting for an item on the agenda to discuss their usage of bike racks on buses and repair stations.
 - Enforcement (OFC Smallwood) – new anti-texting state & municipal law – Officer Livingston indicated so far she had not written a ticket for texting while driving. Committee asked to be kept informed of how this new law is going from the law enforcement perspective.
 - City of Norman Updates (Angelo, James) –
 - Bicycle Friendly Community Re-application – James Briggs passed out questions that need to be answered for the application and asked that the BAC work on preparing some of the responses and send to him. We need to finalize (or work on finalizing) the answer for the application at our next BAC meeting Jan. 11th. It will make that meeting go faster if people have performed some of the research ahead of time.
 - Regional Transit Authority Task Force formation: transit & bicycles – discussion on the first step the region is taking to work towards more comprehensive transit system and planning.
 - Education: 2015 OK Bike Summit report (Lee, Kim, Tom) – discussion about the success of the Bike Summit in Stillwater; towns/cities that are asking to be considered for the next one include: Norman, Tahlequah, and Muskogee.
 - OU Campus (Lee) – no updates
 - Bikeshare (Sara Kaplan) – RFP nearing completion in Jan for bikeshare program; coordination with OU bikeshare program
 - ACOG Envision 2040 Citizens Advisory Committee updates – ACOG (Tom) ODOT 5-year Plan summary – last meeting canceled.

AGENDA ITEMS FOR NEXT MEETING:

- **Bicycle Friendly Community Re-application** -BAC members will send or bring their research on how to answer as many of the questions from the application as possible to facilitate a working meeting to help James with application. (Assignment is attached to minutes)
- **Ruby Grant Park / Little River Greenways initiative** – graphics from James to facilitate discussion
- **CART Updates** – (Karleene/Stephen) –discuss their usage of bike racks on buses and repair stations and new options/technology they may be using for these counts.
- **Bicycle Training during Freshman Orientation** – Tom Woodfin will discuss possibility of working with the video people from Center for Teaching Excellence to create a video to improve bicycle skills and safety for new students.
- **Enforcement (OFC Smallwood)** – updates on new anti-texting state & municipal law

(5) Adjournment 7:37 pm

Next Meeting: January 11, 2016

Committee member	Title	Original Term	Term Begins	Term Ends	Ward	Liaison
Michelle Carr	Member	7/10/2012	2/13/2010	2/13/2013	2	
Lee Krumholz	Member	5/22/2012	2/13/2011	2/13/2014	4	
Gary Miller	Member	2/13/2007	2/13/2011	2/13/2014	8	
Thomas Woodfin	Chair	9/13/2011	2/13/2015	2/13/2018	6	OU
Meghan Wieters	Secretary	3/12/2013	3/12/2013	2/13/2016	8	
Quyen Wickham	Member	6/11/2013	2/13/2014	2/13/2017	6	
Kim Floyd	Vice Chair	6/11/2013	4/13/2015	2/13/2018	6	
Gordon Carrie	Member	4/14/2015	4/14/2015	2/13/2016		

Ex-officio members:

James Briggs
Angelo Lombardo
OFC Katie Perry (NPD)

BAC member– Assignment

Work on the potential responses to the following questions for the application (based on your expertise or knowledge). We will discuss and refine at our Jan. 11th meeting so that James Briggs can integrate and submit with application in Feb.

You can send your potential responses to James Briggs ahead of the meeting if you have them done beforehand so he can attempt fill those into the application for our meeting's discussion.

Questions relevant for us to fill in - extracted from the Bicycle Friendly Application:

50. What specific bike infrastructure investments have been made around schools? If no schools, write N/A.

51. Describe any other amenities or infrastructure improvements that your community provides or requires that create a comfortable and attractive bicycling environment. (500 word limit)

EDUCATION

52. What percentage of your public and private elementary schools offer regular bicycle education?

- ☐ **None**
- ☐ **1-25%**
- ☐ **26-50%**
- ☐ **51-75%**
- ☐ **75-90%**
- ☐ **More than 90%**
- ☐ **Not applicable**

52a. Which type of bicycle education is offered to elementary students?

Check all that apply.

- ☐ **Bicycle education is a routine part of the PE curriculum**
- ☐ **Bicycle rodeo(s)**
- ☐ **Bicycle safety presentation**
- ☐ **Bicycle-related after-school program**
- ☐ **Bicycle summer camp**
- ☐ **Other**

If other, please describe (250 word limit)

53. What percentage of your public and private middle schools offer regular bicycle education?

- ☐ **None**
- ☐ **1-25%**
- ☐ **26-50%**
- ☐ **51-75%**
- ☐ **75-90%**
- ☐ **More than 90%**
- ☐ **Not applicable**

53a. Which type of bicycle education is offered to middle school students?

Check all that apply.

- ☐ **Bicycle education is a routine part of the PE curriculum**
- ☐ **Bicycle rodeo(s)**
- ☐ **Bicycle safety presentation**
- ☐ **Bicycle-related after-school program**
- ☐ **Bicycle summer camp**
- ☐ **Other**

If other, please describe (*250 word limit*)

54. What percentage of your public and private high schools offer regular bicycle education?

- ☐ **None**
- ☐ **1-25%**
- ☐ **26-50%**
- ☐ **51-75%**
- ☐ **75-90%**
- ☐ **More than 90%**
- ☐ **Not applicable**

54a. Which type of bicycle education is offered to high school students?

Check all that apply.

- ☐ **Bicycle education is a routine part of the PE curriculum**
- ☐ **Bicycle safety is taught as part of the driver education curriculum**
- ☐ **Bicycle safety presentation**
- ☐ **Bicycle-related after-school program**
- ☐ **Bicycle summer camp**
- ☐ **Other**

If other, please describe (*250 word limit*)

55. Are bicycles provided to low-income students by the school district, police, non-profit or other entity to allow every student to participate in hands-on bicycle education instructions?

- ☐ **Yes**
- ☐ **No**

If yes, please describe (including funding source, if known).

56. Outside of schools, how are children taught safe cycling skills?

Check all that apply

- ☐ **Learn to ride classes**
- ☐ **Bike clinics or rodeos**
- ☐ **ABCs of Family Biking, family bike show-and-tell, or similar program focused on families with toddlers and young children**
- ☐ **Youth bike clubs**
- ☐ **Youth development road or cross racing teams**
- ☐ **Youth development mountain bike racing teams**
- ☐ **Helmet fit seminars**
- ☐ **Safety town area**
- ☐ **Trail riding classes**
- ☐ **Other**
- ☐ **None of the above**

If other, describe (*250 word limit*)

57. How many times per year are the following adult bicycling education classes held within your community?

Answer all that apply (in numbers)

Traffic Skills 101 classes or equivalent (full-day training course, including classroom and on-bike instruction)

Cycling Skills classes (three to four hour classroom training courses)

Commuter classes (one to two hour classes)

Bicycle maintenance classes or workshops

57a. Do any of the above classes specifically target:

- ☐ **Women**
- ☐ **Seniors**
- ☐ **Families with toddlers and young children**
- ☐ **Non-English speakers**
- ☐ **Minorities/People of Color**
- ☐ **Low-income populations (as defined by local regulations)**
- ☐ **University students**
- ☐ **LGBTQIA**
- ☐ **ADA community**
- ☐ **Homeless community**

57b. If there are bicycle education classes targeting Non-English speakers, please list the language(s) that the course and materials are provided in.

58. Is the bicycle education curriculum taught in your community accredited by the League of American Bicyclists? Learn more about the accreditation at

bikeleague.org/content/accreditation-program.

- ☐ **Yes**
- ☐ **No**

59. Do you provide any of the following educational materials published by the League of American Bicyclists to community residents and/or businesses?

- ☐ [Smart Cycling Quick Guide](#)
- ☐ **Smart Cycling Student Manual**
- ☐ [Smart Cycling Education videos](#)
- ☐ **Other**

If other, please describe (100 word limit).

60. Do you offer regular bicycle skills courses for your transportation engineers and planners that include on-bike instruction and in-traffic cycling?

- ☐ **Yes**
- ☐ **No**

61. Has your community hosted a League Cycling Instructor seminar in the past two years?

- ☐ **Yes**
- ☐ **No**

62. How many League Cycling Instructors are there in your community? *TIP: Enter your community name under “Connect Locally” at bikeleague.org. Then click “Find League Cycling Instructors” in the top right corner of the map to see a list of active instructors.*

62a. List League Cycling Instructors that have taught *at least one class during the past 12 months.* (250 word limit)

62b. Are there any other active bicycle safety instructors that are not affiliated with the League of American Bicyclists? Please list their names and affiliation.

63. Do you have a ticket diversion program?

Check all that apply

- ☐ **For motorists**
- ☐ **For cyclists**
- ☐ **No**

64. What have you done in the last 18 months to educate motorists and bicyclists on sharing the road safely?

Check all that apply

- ☐ **Public service announcements**
- ☐ **Share the Road educational videos on community website/TV channel**
- ☐ **Community newsletter/magazine article**
- ☐ **Information in new resident packet**
- ☐ **Information for students and parents from the school system**
- ☐ **Utility bill insert**
- ☐ **Flyer/handout**
- ☐ **Info sessions/lunch seminars**
- ☐ **Bicycle ambassador program**
- ☐ **Newspaper column/blog on bicycling**
- ☐ **Dedicated bike page on community website**
- ☐ **Billboards**
- ☐ **Share the Road Signs**
- ☐ **Share the Road information in driver's education**
- ☐ **Other**
- ☐ **None of the above**

If other, describe (*250 word limit*)

65. Which of the following groups of professional drivers have training that includes information on sharing the road with cyclists?

Check all that apply

- ☐ **City staff**
- ☐ **Taxi drivers**
- ☐ **Transit operators**
- ☐ **School bus operators**
- ☐ **Delivery drivers**
- ☐ **Other**
- ☐ **None of the above**

If other, describe (*100 word limit*)

66. Describe any other education efforts in your community that promote safe cycling. (*500 word limit*)

ENCOURAGEMENT

67. Do you have a community-wide trip reduction ordinance or program?

- ☐ **Yes**
- ☐ **No**

If yes, describe the ordinance/program and the results, and include link if available. (250 word limit)

67a. Does your trip reduction program use individualized marketing similar to the [Portland, OR SmartTrips program](#) to identify and support current and potential bike commuters in your community?

☐ **Yes**

☐ **No**

If yes, describe the program and the results. (250 word limit)

68. What mapping and route finding information is available for your community, which has been updated in the last 18 months?

Check all that apply

- ☐ **Web-based route finding service**
- ☐ **Smart phone app**
- ☐ **Printed/digital bicycle network map**
- ☐ **Printed/digital mountain bike trails map**
- ☐ **Printed/digital greenways and trails map**
- ☐ **Printed/digital Safe Routes to Schools map(s)**
- ☐ **None of the above**

69. How do you promote National Bike Month/your own dedicated Bike Month?

Check all that apply

- ☐ **Official Proclamation**
- ☐ **Community-wide Bike to Work Day/Week**
- ☐ **Bike to School Day/Week**
- ☐ **Bike to Church Day or similar**
- ☐ **Community Rides**
- ☐ **Mayor-led/Council-led Ride**
- ☐ **Public Service Announcements**
- ☐ **Videos promoting bicycling on community website/TV channel**
- ☐ **Publish a guide to Bike Month Events**
- ☐ **Bike Month Website**
- ☐ **Commuter Challenge**
- ☐ **Challenges aimed at students biking to school**
- ☐ **Non-commuting related (i.e. errand-running) challenges and programs**
- ☐ [National Bike Challenge](#)
- ☐ **Bike Commuter energizer stations/breakfasts**
- ☐ **Car-free days**
- ☐ **CycloFemme Ride**
- ☐ **Kidical Mass Ride**
- ☐ **Open Streets/Ciclovía/Sunday Parkways**
- ☐ **Mentoring program for new riders**
- ☐ **Bike valet parking at events**
- ☐ **Bicycle-themed festival/parade/show**
- ☐ **Public education campaign relating to cycling (e.g. with a focus on public health or environmental benefits)**
- ☐ **Trail construction or maintenance day**
- ☐ **Other**
- ☐ **No promotion**

If other, describe (250 word limit)

69a. How many Open Streets/Ciclovia/Sunday Parkways events were held in 2014?

69b. How many residents participated in the following events in 2014. Write 'N/A' if no such event occurred in your community. Write 'No Data' if participation numbers are unknown.

Bike to Work Day(s)

Bike to School Day(s)

Open Streets/Ciclovia/Sunday Parkways

70. How do you promote bicycling outside of your official Bike Month?

Check all that apply.

- ☐ **Community and charity rides**
- ☐ **Mayor-led/Council-led Rides**
- ☐ **Videos on bicycling on community website/TV channel**
- ☐ **Public Service Announcements**
- ☐ **Trail construction or maintenance day**
- ☐ **Kidical Mass Ride**
- ☐ **Open Streets/Ciclovia/Sunday Parkways**
- ☐ **Commuter Challenge**
- ☐ **Non-commuting related (i.e. errand-running) challenges and programs**
- ☐ **Challenges aimed at students biking to school**
- ☐ **[National Bike Challenge](#)**
- ☐ **Business program that provides discounts for customers arriving by bicycle**
- ☐ **Triathlons and bicycle races**
- ☐ **Bike commuter events**
- ☐ **Car-free days**
- ☐ **Publish a guide to community bicycle events**
- ☐ **Mentoring program for new riders**
- ☐ **Bike valet parking at events**
- ☐ **International Bike to School Day in October**
- ☐ **Bicycle-themed festivals/parades/shows**
- ☐ **Public education campaign relating to cycling (e.g. with a focus on public health or environmental benefits)**
- ☐ **Community celebration/ride each time a bicycle project is completed**
- ☐ **Other**
- ☐ **No promotion**

If other, describe (*250 word limit*)

71. List all public cycling events that occur annually in your community. (*500 word limit*)

72. Are any bicycle events specifically marketed to one or more of the following?

- ☐ **Women**
- ☐ **Seniors**
- ☐ **Families with toddlers and young children**
- ☐ **Non-English speakers**
- ☐ **Minorities/People of Color**
- ☐ **Low-income populations (as defined by local regulations)**
- ☐ **LGBTQIA**
- ☐ **ADA community**
- ☐ **Homeless community**

73. How does the municipality sponsor or actively support bicycle events?

Check all that apply.

- ☐ **Organize the event**
- ☐ **Fund event**
- ☐ **Contribute in-kind funding (i.e. police presence, closing roads, etc)**
- ☐ **Assist in promoting the event**
- ☐ **Other**
- ☐ **No support/ Not applicable**

If other, please describe (*100 word limit*)

74. Does your local tourism board or chamber of commerce promote bicycling in your area?

☐ **Yes**

☐ **No**

If yes, describe (*100 word limit*)

75. Are there cycling clubs in your community?

Check all that apply

- ☐ **Recreational bike clubs**
- ☐ **Mountain bike clubs**
- ☐ **Friends of the Trail groups**
- ☐ **National Mountain Bike Patrol**
- ☐ **Racing clubs or teams**
- ☐ **Kidical Mass, Family Bike Party, or other family-oriented groups**
- ☐ **Other**
- ☐ **No**

If other, describe (*100 word limit*)

75a. List the names of the clubs.

76. Which of these bicycling amenities do you have in your community?

Check all that apply

- ☐ **BMX track**
- ☐ **Velodrome**
- ☐ **Cyclocross course**
- ☐ **Mountain bike park**
- ☐ **Pump tracks**
- ☐ **Bicycle-accessible skate park**
- ☐ **Loop route(s) around the community**
- ☐ **Other**
- ☐ **None**

If other, describe (*100 word limit*)

77. Does your community currently have a bike sharing program that is open to the general public (excluding private bike sharing systems limited to employees of a certain business)?

☐ **Yes**

☐ **No**

☐ **Launching this year**

If yes or launching this year, please provide details about the system below.

77a. What type of system is your bike sharing program?

- ☐ **Automated kiosk-style bike share system**
- ☐ **GPS-enabled bike share system**
- ☐ **Short-term bike rentals**
- ☐ **Long-term bike rentals**
- ☐ **Bike library (free rentals)**
- ☐ **Unregulated program (i.e. Yellow Bike)**
- ☐ **Other**

If other, please describe. (100 word limit)

77b. How many bikes are in the system?

77c. How many stations are in the system?

77d. How many trips are being made annually?

77e. Are there options for transporting children as passengers?

- ☐ **Yes**
- ☐ **No**

78. Do you have any current League of American Bicyclists designated [Bicycle Friendly Businesses](#) in your community?

- ☐ **Yes**
- ☐ **No**

If yes, list the names of the businesses and their award level. (250 word limit)

78a. Do you have a local Bicycle Friendly Business program?

- ☐ **Yes**
- ☐ **No**

If yes, please share a link to the program page and a list of certified businesses.

78b. Do you have a Bicycle Friendly Business district?

- ☐ **Yes**
- ☐ **No**

If yes, describe (250 word limit)

79. Are there any institutions of higher education in your community?

- ☐ **Yes**
- ☐ **No**

79a. If yes, please list their names. *NOTE: If more than ten institutions, please list the largest five.*

79b. If yes, are you partnering with your local institutions of higher education on bicycle related programming? Please describe. (250 word limit)

79c. If yes, are there any community bicycle programs or campaigns (e.g. enforcement, education, encouragement) targeting college or university students? Please describe. (250 word limit)

79d. If yes, do you have any current League of American Bicyclists designated [Bicycle Friendly Universities](#) in your community?

☐ **Yes**

☐ **No**

If yes, list the names of the institutions and their award level.

80. How many for-profit specialty bicycle retailers (shops dedicated primarily to selling bikes and bike-related equipment) are there in your community?

80a. List their names.

81. Does your community have a bike co-op or non-profit community bike shop?

☐ **Yes**

☐ **No**

If yes, describe its services (250 word limit)

81a. If yes, does the co-op/non-profit community bike shop receive support from the local government?

☐ **Grants**

☐ **Free or subsidized property/space for a duration of at least 5 years**

☐ **Contracts for services, e.g. bicycle skills or maintenance education, event support, etc**

☐ **Free bicycle safety accessories for distribution, e.g. helmets or lights**

☐ **Provision of abandoned or impounded bicycles for resale**

☐ **Free PSA or advertizing space**

☐ **Other**

If other, describe (250 word limit)

If the local government provides grants and/or free/subsidized property/space to the co-op/non-profit community bike shop, please list the annual value for each (*in Dollar*).

82. Does your community have youth recreation and/or intervention programs centered on bicycling?

Check all that apply

☐ **Trips for Kids chapter**

☐ **Earn a Bike program**

☐ **Create a Commuter program**

☐ **Other**

☐ **None**

If other, describe (100 word limit)

83. Describe any other programs or policies your community has to encourage cycling. (500 word limit)