



CITY OF REDMOND
Community Development Department

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Bicycle & Pedestrian Advisory Committee Agenda

Redmond City Hall Conf. Room 200 - 411 SW 9th Street – **Note New Location!**

Monday, April 3, 2017

4:00-6:00 PM

Agenda

BPAC MEMBERS		TIME	ITEM
AGENDA	David Swift, Chair	4:00 PM	CALL TO ORDER / INTRODUCTIONS
	Katie Hammer, Vice Chair	4:05 PM	APPROVAL OF MINUTES A. February 6, 2017 (Exhibit 1) B. March 6, 2017 (Exhibit 2)
	Bill Braly	4:05 PM	ACTION ITEMS A. 2017/18 Draft Work Plan Adoption (Exhibit 3, pgs. 9-10)
	Fred Bray		DISCUSSION ITEMS
	Shirlee Evans	4:35 PM	A. Presentation on 5 Year Capital Improvement Plan
	Andrea Green	5:15 PM	B. 4 th Street Quiet Street Design Work Session
	Donald Hundt	5:45 PM	C. Subcommittee Updates: 1. Safe Routes Draft Action Plans 2. Downtown Bike Corral 3. Marketing - Bike, Walk and Roll Implementation 4. Wayfinding/Bike Map 5. Deschutes Bike Boulevard Demonstration 6. Play Streets Event
	Hayes McCoy		
	Mike Ricketts	5:45 PM	CITIZEN COMMENTS
	Brook Hewitt - Ex Officio	5:50 PM	COMMITTEE COMMENTS
	5:55 PM	STAFF COMMENTS	
	6:00 PM	ADJOURN	

Anyone needing accommodation to participate in the meeting must notify the City's ADA Coordinator, at least 48 hours in advance of the meeting at 541-504-3036, or through the Telecommunications Relay Service (TRS) which enables people who have difficulty hearing or speaking in the telephone to communicate to standard voice telephone users. If anyone needs Telecommunications Device for the Deaf (TDD) or Speech To Speech (STS) assistance, please use one of the following TRS numbers: 1-800-735-2900 (voice or text), 1-877-735-7525 (STS English) or 1-800-735-3896 (STS Spanish). The City of Redmond does not discriminate on the basis of disability status in the admission or access to, or treatment, or employment in, its programs or activities.

Exhibit 1



DRAFT

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BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE

MINUTES

February 6, 2017

716 SW Evergreen Avenue, Conference Room A, Redmond, Oregon

Commissioners Present: Chair David Swift, Vice-Chair Katie Hammer, Bill Braly, Fred Bray, Andrea Green, Donald Hundt, Hayes McCoy (*absent: Shirlee Evans, Mike Ricketts; 2 vacancies*)

Youth Ex Officio: Brook Hewitt

City Staff: Mike Caccavano, *City Engineer*; Cameron Prow, *TYPE-Write II*

Visitors: George Endicott, *Mayor*; Jackson Lester and Judy Watts, *Central Oregon Intergovernmental Council (COIC)*; Brian Potwin, *Commute Options*; Jim Rich, *Redmond Grange*

Media: None

(The 3 digits after a motion title show the number of members voting in favor/opposed/abstaining.)

CALL TO ORDER

Chair Swift opened the regular meeting of the Redmond Bicycle and Pedestrian Advisory Committee (BPAC) at 4 p.m. with a quorum of members (7 of 9) present.

SWEARING IN OF NEW MEMBERS

Mayor Endicott administered the oath of office to Mr. Hundt, Mr. McCoy, and Ms. Hewitt.

CITIZEN COMMENTS

Mayor Endicott said he was on the League of Oregon Cities (LOC) board of directors and was the president of the Oregon Mayors Association. The LOC Policy Committee intends to support the legislative transportation package for the State of Oregon. Improving vehicle gas mileage has had an adverse effect on state coffers, resulting in collection of fewer gas tax dollars. He discussed potential impacts from transportation funding at the state level on driving costs statewide and funding of bicycle and pedestrian projects in Redmond. He will meet with legislators in Salem, Oregon, this week.

INTRODUCTIONS

Chair Swift invited everyone present to introduce themselves. Mr. Caccavano noted Senior Planner Scott Woodford was absent due to illness.

ELECTION OF CHAIR/VICE-CHAIR

Chair Swift opened nominations for officers for calendar year 2017.

Motion 1 (7/0/0): Mr. Braly moved to continue the current leadership – Mr. Swift as Chair and Ms. Hammer as Vice-Chair – for 2017. Mr. Swift and Ms. Hammer agreed to serve in those capacities. Ms. Green seconded the motion which passed unanimously.

APPROVAL OF MINUTES

A. November 7, 2016

B. December 5, 2016

Motion 2 (7/0/0): Ms. Hammer moved to approve the minutes of November 7 and December 5, 2016, as written. Mr. Braly seconded the motion which passed unanimously.

DISCUSSION ITEMS

A. Play Streets Event – Update

Mr. Potwin summarized results of the brainstorming session held just before today's BPAC meeting. Mr. Braly, Ms. Evans, and Ms. Hammer are representing BPAC and Mr. Woodford is serving as staff liaison. At today's meeting, Mr. Braly and Ms. Hammer discussed core objectives, goals, and timeline (spring 2018) for "Redmond Streets Alive." The core objective is to educate Redmond citizens on current practices pertaining to active transportation, community health, public spaces, and a vibrant local economy. Goals included highlighting active transportation designs in real time, increasing residents' physical activity, increasing economic opportunities for local businesses, increasing neighborhood mobility and connectivity, and creating an opportunity for ongoing community education on safe practices for people walking, rolling, and riding bicycles. This group would like to combine this event with the Deschutes Avenue demonstration project. He suggested members of local businesses, nonprofits, and active transportation groups be encouraged to participate in the planning process. Vice-Chair Hammer said citizens were welcome to join the working group. This group will meet monthly on the 1st Monday at 3 p.m.

BPAC concerns included background of this idea and planning for a long lifespan.

B. Winter Biking/Walking Issues

Chair Swift suggested BPAC consider building relationships with downtown business owners. Mr. Braly commended the City for its efforts in spite of a tight budget during a 50-year event. Members identified issues impacting citizens' ability to walk and bike in Redmond this winter:

- Lack of City enforcement of street and sidewalk clearing in residential and commercial areas following snow events. Kids walking in the street often don't pay attention to cars. Residents with mobility issues (wheelchairs, scooters, walkers) are especially challenged.
- Who should citizens call when they need assistance? This could be an opportunity for sports team fund-raisers and/or outreach to students from local public and private schools.
- Relying on neighbors to do this is idealistic but not practical.
- Clearing of sidewalks and streets by homeowner associations, renters, and absentee landlords is sporadic.
- Who removes snow on trails in the Dry Canyon or on 19th Street?
- Better coordination is needed so City crews plowing roads don't cover cleared sidewalks.
- Can citizen volunteers drive City equipment if they sign a waiver of liability?
- What about a volunteer database citizens could call at need?

Mr. Potwin discussed what the City of Bend did about snow removal this winter. Bend also has a volunteer coordinator with a database of people who can help with residential clearing needs.

Mr. Caccavano responded to BPAC concerns about City snow-clearing requirements and practices. Residential neighborhoods don't have a timeline for snow removal. Businesses have at least 24 hours to clear sidewalks. Enforcement is by complaint. City Council discussion of this issue has not resulted in any changes to policy due to budgetary constraints. Redmond does not have a volunteer coordinator. He said he would forward BPAC concerns to Council and other staff.

C. Subcommittee Updates

1. **Safe Routes Draft Action Plans:** Chair Swift summarized the background and purpose of this project (not affiliated with the federal Safe Routes to School program) to improve safety of student travel routes to/from local schools. Ms. Green said she sent her plan for Elton Gregory Middle School to Mr. Woodford in May 2016; she has not heard anything back from school staff. Ms. Hammer said she sent hers a long time ago but hadn't done anything new. Mr. Caccavano said he had yet to review the Sage Elementary plan with the City Transportation Division.

Members attributed the difficulty in drafting an action plan for Redmond Proficiency Academy to the school's operating multiple campuses.

2. **Downtown Bike Corral:** Chair Swift reported this project was on hold. Ms. Hammer said feedback was minimal and a lot of it wasn't from downtown business owners.
3. **Marketing – Bike, Walk, and Roll Implementation:** Ms. Hammer identified the members, purpose, and goals of this subcommittee. The subcommittee has not met for a while. This subcommittee's efforts would be enhanced by input from those with experience in using social media. Mr. Woodford e-mailed her last week about her interest in this subcommittee; she responded but has had no reply. She said she was assuming this subcommittee would meet before the next BPAC meeting.

Ms. Green said she was interested in this subcommittee but had not been informed about meeting dates/times.

4. **Wayfinding/Bike Map:** Mr. Bray said this subcommittee was working to develop a map to help families, advanced bikers, and children navigate the city. In addition to Mr. Caccavano's efforts, Mr. Woodford has been working with Redmond Chamber of Commerce on a paper map. Completing this project has been challenged by the need to coordinate with projects to establish wayfinding signage for City streets and parks.

Mr. Caccavano provided a short demonstration of his efforts to create interactive mapping using the City's GIS (Geographical Information System) software. Last summer's engineering intern, now an OSU-Cascades student, has been working to map the ADA (Americans with Disabilities Act) inventory data and assist with the bike mapping project. Mr. Caccavano shared maps of ADA assessment, curb ramps, sidewalks on ADA access routes, bicycle stress analysis, bicycle network improvements, capital improvements, and emergency transportation routes. He discussed improvements planned for South Canal Boulevard (Obsidian Avenue to Odem Medo Road), Homestead Canal Trail (Maple Avenue to Dogwood Avenue, Highland Avenue to Odem Medo, Timber Avenue to Yew Avenue), and South 15th Street (Highland to Obsidian). He promised to send BPAC members a link to the mapping system and requested their feedback.

Mr. Braly reported Mr. Caccavano made a similar presentation to the Deschutes County BPAC last week. BPAC comments included encouragement about the interactive mapping process, route ideas, bike lane width, multi-use trail options, debris in existing bikeways, and aids to help students learn about color-coding of bike routes.

Mr. Caccavano said the City was getting ready to order wayfinding signage for downtown.

5. **Deschutes Bike Boulevard Demonstration:** Chair Swift said the "Quiet Streets" project was intended to encourage more bicycle traffic by removing barriers.

Exhibit 1

Mr. Caccavano reported Mr. Woodford wasn't comfortable with BPAC's idea to rename this project as "Quiet Streets" though the name change would be more inclusive of travel modes other than bicycles. The current plan, if approved by Council during staff's update on the bike network, is to add thermoplastic signage when the weather improves this year in April or May. He identified the proposed route on Deschutes Avenue and where signage for this project would be added. An educational component, still being planned, will also be needed.

Members discussed incorporating education into a grand-opening event, media coverage (Facebook, City webpage, local news outlets), adding new street signage to the Oregon Bicyclist Manual, and impact of moving city hall on traffic patterns near "quiet streets."

D. New Downtown Transit Hub – Presentation from COIC

Mr. Lester outlined (PowerPoint) COIC's plans to develop a new, permanent transit hub in Redmond which will also serve as the center of the community connector system. The new hub will be located between Lowe's and Fred Meyer on Kalama Avenue. His presentation included existing services, recent changes to the community connector system, design requirements, project budget, and benefits of the new site. Ms. Watts discussed outreach plans and said the new Redmond transit hub would create a great opportunity to educate the public.

BPAC concerns about the new hub location included parking (number of spaces, availability to the public, zoning allowance for raised parking), bike parking (type, cover, design), bus accessories (bike racks, flexible seating systems), how to encourage more use of transit, education outlets, and timeline for completion (end of 2017).

ACTION ITEMS

None.

CITIZEN COMMENTS

None.

COMMITTEE COMMENTS

Chair Swift recommended doing a fuller introduction of all members at the next BPAC meeting. He asked when the City would be moving to the new City Hall. Mr. Caccavano said today's BPAC meeting would be the last meeting in Room A for any committee. Staff will start moving to the new city hall, department by department, within two weeks.

STAFF COMMENTS

Next meeting: Monday, March 6, 2017, 4 p.m.

ADJOURN

With no further business, Chair Swift adjourned the meeting at 6 p.m.

APPROVED by the Redmond Bicycle and Pedestrian Advisory Committee and SIGNED by me this _____ day of _____, 2017.

ATTEST:

David Swift
Chair

Deborah McMahon
Planning Manager



DRAFT

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BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE

MINUTES

March 6, 2017

446 SW 7th Street, Redmond Chamber of Commerce Conference Room, Redmond, Oregon

Commissioners Present: Chair David Swift, Vice-Chair Katie Hammer, Fred Bray, Andrea Green, Hayes McCoy (*absent: Bill Braly, Shirlee Evans, Donald Hundt, Mike Ricketts; 2 vacancies*)

Youth Ex Officio: Brook Hewitt

City Staff: Scott Woodford, *Senior Planner*; Troy Rayburn, *Programs Assistant*; Mike Caccavano, *City Engineer*; Cameron Prow, *TYPE-Write II*

Visitors: None

Media: None

(The 3 digits after a motion title show the number of members voting in favor/opposed/abstaining.)

CALL TO ORDER

Chair Swift opened the regular meeting of the Redmond Bicycle and Pedestrian Advisory Committee (BPAC) at 4:05 p.m. without a quorum of members (4 of 9) present. Vice-Chair Hammer arrived at 4:15 p.m., establishing a quorum.

APPROVAL OF MINUTES

None.

DISCUSSION ITEMS

A. Centennial Park Expansion Presentation

Mr. Rayburn, Project Manager, presented an information flyer and map: "What Do YOU Envision for the Centennial Park Expansion Project?" The expansion area is 0.99 acre (43,125 square feet) of the block bounded by SW Deschutes and Evergreen Avenues and SW 8th and 9th Streets. Ideas to date: community garden, bocce ball court, small stage (concerts, political speeches), historic milestones of Redmond along path between current park and new city hall, and open space. He asked if BPAC wanted to propose a bike repair station since SW Deschutes Avenue will eventually become a bike boulevard. The first meeting of the nine-member Centennial Park Expansion Task Force will be on March 8. A citizen advisory committee (CAC) will receive group presentations at the new Redmond City Hall, 411 SW 9th Street, 2nd Floor, Civic Room 207, on March 29, 2017, 5 p.m. He outlined what presentations should include and requested BPAC assistance in publicizing this community involvement opportunity.

BPAC concerns included budget, infrastructure improvements needed, construction timeline, relocation of The Printing Post, safe crossing of SW 8th Street between existing and new park areas, permanent location of the ice rink, parking, bike racks, and nature play areas in swales.

Following discussion of bike repair stations (shade, wayfinding signs to local bike shops, sponsorship potential), Mr. Bray volunteered to make a presentation on this amenity at the CAC

Exhibit 2

meeting on March 29. Ms. Green said she would speak to Redmond bike shops regarding their interest in bike repair stations. Mr. Caccavano offered to assist Mr. Bray.

B. 2017-2018 Draft Work Plan Discussion

Mr. Woodford presented his staff report, outlined the work plan process, and discussed potential carryover projects from the 2016-2017 work plan and new ideas. The work plan for each fiscal year (July 1 through June 30) is based on the City Council-adopted Bicycle Refinement Plan.

Mr. Caccavano recommended combining presentations of the new work plan and bike network plan to Council. He offered to share his five-year capital improvement plan at the April meeting.

BPAC members reviewed the 2016-2017 work plan. Concerns included using the bike boulevard grand opening to do a small education event, planning a larger Play Streets event with Commute Options for spring 2018, adding a bike repair station in the Dry Canyon (heavier bike use than Centennial Park) that could also promote bike tutorials/clinics, multi-use path/sidewalk in the Maple Meadows Master Plan, automatic counters that distinguish between bikers and walkers, and new school sites. Following discussion, BPAC members agreed by consensus to rename bike boulevards in Redmond to "Quiet Streets" to include more activities than biking.

Mr. Woodford said he would make the changes suggested by members and re-present the draft 2017-2018 work plan for BPAC adoption at the April meeting.

C. Subcommittee Updates

1. **Safe Routes Draft Action Plans:** Mr. Woodford said no progress had been made.
2. **Downtown Bike Corral:** Mr. Woodford reported this project was still on hold.
3. **Marketing – Bike, Walk, and Roll Implementation** (Ms. Hammer, Ms. Green): Ms. Hewitt indicated interest in attending subcommittee meetings. Ms. Green suggested, and members agreed, that Ms. Hewitt could also help by posting information on Instagram.
4. **Wayfinding/Bike Map:** Mr. Woodford said the bike map had been adopted and it was now a matter of finding the time to make the bike map more user-friendly. He said he would request help from Charlie Rucker. Mr. Rucker, a former employee with the Redmond Chamber of Commerce, did a really nice job on the historic walking trail brochure. Mr. Caccavano requested BPAC feedback on the mapping technology he shared at the February meeting and promised to send a link.
5. **Deschutes Bike Boulevard Demonstration:** Mr. Woodford said this item was covered under BPAC discussion of Agenda Item B (above).
6. **Play Streets Event:** See BPAC discussion of Agenda Item B (above). Vice-Chair Hammer summarized results of the first meeting in February 2017, including the idea about naming Redmond's event as "Streets Alive." The planning group agreed to meet at 3 p.m. the first Monday of every month.

ACTION ITEMS

None.

CITIZEN COMMENTS

None.

COMMITTEE COMMENTS

Vice-Chair Hammer recommended appointing a second BPAC member to attend Neighborhood Revitalization meetings due to the number of issues under consideration. BPAC should be represented due to its concern about bikeable and walkable neighborhoods. She requested meeting notices be sent earlier for scheduling efficiency. Mr. Woodford said he would pass Ms. Hammer’s request to Planning Manager Deborah McMahon. Mr. Caccavano reported this group was interested in the bike network plan and access (sidewalk) plan and he shared those with the consultant.

Chair Swift said he would miss the August meeting; Vice-Chair Hammer agreed to chair that meeting. He noted BPAC would need to schedule an alternate meeting date in September as its regular first Monday date is Labor Day, a national holiday. Mr. Woodford said BPAC often skips the September meeting due to working on the annual counting program.

Mr. Bray announced he would lead a second bike train event at Tom McCall Elementary School the week of May 8-12, 2017. He will meet with the principal on March 10 to finalize a date and route for before and after school. His goal was to exceed the 53 riders he had for the first event in 2016 and he wanted to present the materials in Spanish as well as English. Members discussed getting photos of this event for BPAC promotional purposes and whether waivers would be needed from the students’ parents.

STAFF COMMENTS

Mr. Caccavano said he would e-mail information about sidewalk clearing to BPAC which City Manager Keith Witcosky was working on. Ms. Green requested that cinders not be redeposited on sidewalks after homeowners have cleared them. Mr. Caccavano explained City policy and practices regarding sidewalk clearing. Staff are working to inform homeowners of schedules to better coordinate sidewalk-clearing and street-sweeping activities. He presented an information packet which included a letter from the Federal Highway Administration, granting permission for intersection bicycle boxes (IA-18.16 Intersection Bicycle Boxes Oregon DOT) to be used in Oregon.

Next meeting: Monday, April 3, 2017, 4 p.m.

ADJOURN

With no further business, Chair Swift adjourned the meeting at 5:50 p.m.

APPROVED by the Redmond Bicycle and Pedestrian Advisory Committee and SIGNED by me this _____ day of _____, 2017.

ATTEST:

David Swift
Chair

Deborah McMahon
Planning Manager



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EXHIBIT 3

DATE: April 3, 2017
TO: Redmond Historic Landmarks Commission (HLC)
THROUGH: Kate Porsche, Community Development Director
FROM: Scott Woodford, Senior Planner
SUBJECT: 2017/18 Work Plan Adoption

Report in Brief:

This report outlines the process for adopting the BPAC Work Plan for the upcoming 2017/18 fiscal year and includes work plan items for consideration of adoption by the BPAC.

Discussion:

The 2017/18 fiscal year for the City of Redmond extends from July 1, 2017 to June 30, 2018. The BPAC Work Plan guides the work of the BPAC during that timeframe. The City Council adopts the budget for next fiscal year each spring and takes the tasks and budget needs of each department and committee into consideration during budget conversations. At the February meeting, we discussed the work plan and recommendations were made. The attached 2017/18 Draft Work Plan (Attachment A) incorporates the suggestions and is ready for consideration of adoption by the BPAC.

Redmond Bicycle Pedestrian Advisory Committee– Draft 2017/18 Work Plan



BICYCLE GOAL: INCREASE RIDERSHIP IN THE CITY OF REDMOND WITH A FOCUS ON THE BASIC CYCLIST

STRATEGY	Action	Priority	Time-frame	Responsibility:
INFRASTRUCTURE IMPROVEMENTS	Install, promote and monitor the Deschutes Avenue Quiet Street demonstration project (user surveys, pre and post user counts, ODOT video, etc.) and make improvements where necessary	Medium	6/30/18	City of Redmond (COR), BPAC
	Design and install bicycle and pedestrian wayfinding signage per the Bicycle and Pedestrian Wayfinding Plan	High	6/30/18	COR, BPAC
	Install bicycle parking (such as bike corrals) and bicycle repair stations in destination points, such as downtown, schools, commercial centers, parks, Dry Canyon etc.	Medium	6/30/18	COR, Redmond School District (RSD), Urban Renewal Authority (URA), RAPRD
	Implement the Safe Routes to School project	High	6/30/18	COR, RSD, BPAC
	Implement the Bicycle and Pedestrian Network Plan	High	6/30/18	COR, BPAC, Planning Commission, City Council
BRAND THE SYSTEM	Implement the BPAC Marketing Plan	High	6/30/16	BPAC, Chamber of Commerce, RAPRD
	Plan for and conduct a Play Streets event and commence planning for an Open Streets event for summer 2019	High	6/30/18	BPAC, COR, RAPRD, Commute Options
EDUCATIONAL PROGRAMMING	Continue working with Commute Options and RAPRD on educational programming for youth for biking and walking	High	6/30/18	RAPRD, RSD, BPAC and Commute Options
	Educate public on Quiet Streets (newsletters, signage, website, etc.) commencing with bike boulevard demo project	Medium	6/30/18	BPAC, COR
MEASURE AND MONITOR RIDERSHIP	Conduct Sept. Bicycle/Pedestrian Counts – consider 2 nd count when school is out, fewer count locations & investigate motion sensor to count high activity areas, such as the Dry Canyon	High	6/30/18	BPAC, Community Volunteers
	Establish Improvement Targets	Medium	6/30/18	BPAC

