

(BPAC) Bicycle & Pedestrian Advisory Committee Meeting Minutes

The Bicycle & Pedestrian Advisory Committee (BPAC) met on December 10, 2020 @ 5:30 p.m. via a Zoom Teleconference Meeting.

Attendance:

Members	Attendance
John Foley, Chairperson <i>Term expires: 7/31/2022</i>	X
Sandy Pope, Vice Chairperson <i>Term expires: 11/30/2022</i>	X
Alex McRae, Committee Member <i>Term expires: 10/31/2021</i>	X
Mary Buffington, Committee Member <i>Term expires: 10/31/2022</i>	X
Melissa Wilson, Committee Member <i>Term expires: 3/31/2022</i>	X
Marion Keenan, Committee Member <i>Term expires: 12/31/2020</i>	X
Matt Drew, Committee Member <i>Term expires: 5/31/2023</i>	X
City Council	
Michele Gregory, Council Liaison	A
Staff Support	
William White, Secretary	X

Mrs. Anne Roane, City Planner, attended the meeting to give the Committee an overview of the City's rezoning effort.

AGENDA:

1. Opening

- Mission: "B-PAC serves as the community's connection to city and county government and planning agencies concerning bicycling and walking activities in Salisbury."
- Meeting was called to order at 5:30 PM in motion made by Mr. Drew and seconded by Mrs. Keenan.
- Review Meeting Minutes: Members of the Committee approved meeting minutes for the November Meeting. The motion was made by Mr. Foley and Mr. Drew seconded.
- Review Agenda: The Committee reviewed the Agenda for the December 10, 2020 BPAC Meeting. The motion was made by Mr. Foley and Mr. Pope seconded.

2. New Business

- **City Rezoning Overview** – Mrs. Roane gave the Committee an overview of the City’s rezoning project, a 2-year project that is about 50% complete. It will be a more modern form-based code, vs. the conventional Euclidean use-based code. Form based codes allow for more intense land uses, provided the form of the development fits the neighborhood, and is more flexible allowing the City to evolve. Other changes that may be allowed under the new code and are under review:
 - Accessory Dwelling Units (ADUs) – Allows property owner to install small apartments or “granny flats” on their property
 - Accessory Commercial Units (ACUs) – Allows property owners to have a small commercial unit on their property
 - Predetermination of zoning for properties annexed it – New code may designate areas adjacent to the City for certain uses with the understanding that those areas are most likely to be annexed

Mrs. Roane also asked the Committee for ideas for outreach regarding the plan. Mrs. Buffington suggested outreach at SU involving the GIS/Geography students and PACE. Mr. Drew also suggested reaching out to some areas of the County that are nearly surrounded by the City limits to explain to them the purpose of the Zoning and encourage annexation into the City.

3. Old Business

Mr. White provided an update for ongoing project based on the implementation of the City’s Bicycle Masterplan or other related projects:

- **Bicycle Master Plan Implementation**
 - **Updates on Northwest Bikeways, Phase 1** – Streets are resurfaced, and the striping for the project is just waiting on clear weather
 - **Carroll St Cycle Track** – 30% Designs have been delivered, Traffic Impact study for the US 13/Carroll St intersection is underway.
 - **Fitzwater Cycle Track** – Concrete works under construction.
 - **Rail Trail** – Grant awarded for Design of Phase 1 from Fruitland to Milford St.
 - **College Ave** – Grant Awarded for Separated Bike Lane Design along College Ave from Riverside Drive to US 13 Business
- **Active Transportation Masterplan** – Mr. Drew spoke regarding the project charter for the Active Transportation Masterplan. The draft charter as presented is attached below.
- Discussion of an “Open Streets” event was pushed to the January meeting.

4. Next Meeting-The next BPAC meeting will be on Thursday, January 14, 2020, via Zoom, at 5:30 PM

Meeting adjourned at 6:42 PM. Mr. Pope made the motion and Mrs. Wilson seconded.

Active Transportation Plan Study - Project Charter

1. Formal authorization
 1. Project Sponsor
 1. Amanda Pollack or Julie Glantz
 2. Project Manager
 1. Will White
 2. Responsibilities - Manage project to meet scope schedule and cost requirements
 3. Will is authorized to use all approved resources dedicated to the project
 3. Plan Development Facilitator
 1. Andy Kitzrow
 2. Responsibility - Be a resource to the project manager to facilitate community feedback and plan development
2. High level requirement (Big Hairy Audacious Goal!)
 1. Provide safe, connected facilities for walking, running or biking between common destinations for a minimum of 50% of the daily trips made by residents of Salisbury by 2025
3. Goals & Objective
 1. Develop an 5-year planning document to outline specific improvements to bike and pedestrian transportation facilities in and near Salisbury Maryland
 2. Project scope to include City of Salisbury and areas adjacent to Salisbury
 3. Plan must build from, align with, and be complementary to similar existing Salisbury and State of Maryland plans
 1. Salisbury Vision Zero Plan
 2. Salisbury Bike Master Plan
 3. Salisbury Rail with Trail Plan
 4. Salisbury Urban Greenways Masterplan
 5. Gap study for existing Salisbury sidewalks
4. Project Schedule
 1. Jan 2021 - Project kick-off
 1. Lead by Will
 2. Supported by Andy
 2. Feb-Mar 2021 - Community outreach & visioning sessions
 1. Lead by Andy
 2. Supported by Will & BPAC
 3. April-June 2021 - Develop draft plan & review with specific key stakeholders & community
 1. Lead by Andy



City of Salisbury

Jacob R. Day, Mayor

2. Supported by Will & BPAC
 4. July 2021 - Finalize and adopt plan
 1. Lead by Andy
 2. Supported by Will and BPAC
 5. Project Budget
 1. Will - XX hours
 2. Andy - XX hours
 3. Resources for community meetings & outreach
 4. Resources for study & plan development
 6. Plan must include cost estimates and implementation schedule for proposed facilities
 7. Plan must be developed to work with the capital budgetary constraints of the City of Salisbury for work within Salisbury
 8. Plan must be developed to work with the capital budgetary constraints of Wicomico County for work adjacent to Salisbury
4. Study Area



1. Key stakeholders, decision makers
 1. Stakeholders
 1. Community organizations
 2. "Utility" walkers and people who bike (as a primary means of transportation)
 - 3.
 2. Decision Makers
 1. Salisbury Mayor
 2. Salisbury City Council
 3. Wicomico County Council
 4. Wicomico County Executive