



## Legislation Text

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**File #:** 18-06, **Version:** 1

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**TITLE:**

Bicycle Plan Update

**PURPOSE:** The purpose of this agenda item is to provide the Board the latest information on the schedule and scope of the bicycle plan update as well as the proposed steering committee members.

**DEPARTMENT:** Planning

**CONTACT INFORMATION:** Zach Hallock, 919-918-7329, [zhallock@townofcarrboro.org](mailto:zhallock@townofcarrboro.org); Tina Moon, 919-918-7325, [cmoon@townofcarrboro.org](mailto:cmoon@townofcarrboro.org)

**INFORMATION:** Town staff developed an RFP for planning services and issued a call for proposals in October 2018, which was open through October 29<sup>th</sup>, 2018. A staff selection committee was developed to select between the different consulting firms from which proposals were received. Alta Planning and Design was selected through this process, and they were contacted to indicate they were selected on November 16<sup>th</sup>, 2018, as indicated in the RFP. The Town Manager then entered into a contract with Alta on December 7<sup>th</sup>, 2018.

Town staff met with Alta staff for a project kick-off meeting on Monday, January 7<sup>th</sup>. This meeting discussed key goals identified by Town staff, project scope, schedule, public involvement process, and potential stakeholder groups to participate in the steering committee. As the recipient of an NCDOT planning grant, the content of the Town's bicycle plan update is expected to follow NCDOT's content standards for bicycle and pedestrian plans, which can be found at:

<https://connect.ncdot.gov/municipalities/PlanningGrants/Documents/Content%20Standards%20for%20NCDOT%20Bicycle%20and%20Pedestrian%20Plans.pdf>

The overall scope of services to be provided by Alta to the Town are summarized as follows:

1. **Project Management:** Alta's project manager and the Town's transportation planner will coordinate at regular intervals (monthly or more as needed) to track the progress of the work performed, invoice expenses monthly, and coordinate with NCDOT for flexibility in the standards where applicable.
2. **Committee Meetings:** Alta staff will develop and print meeting materials, facilitate meetings, deliver summaries of meetings, and provide monthly updates. Content of the four committee meetings will cover: plan schedule, public involvement, project vision, target areas, plan review process, existing conditions, draft network & projects, and the final draft plan & implementation strategies.
3. **Data Collection and Assessment:** Alta staff will:
  - a. Update the GIS inventory of existing bicycle facilities
  - b. Analyze existing conditions, demographics, bicycle deficiencies, needs & opportunities, and current stress level for bicyclists on existing roadways
  - c. Conduct a visual inventory with digital photography

- d. Review existing plans programs and policies in Carrboro
4. Public Involvement: Alta will develop content for use on the Town Website, social media postings (Facebook, NextDoor, Twitter, etc) and a public comment form to evaluation perceptions on bicycle issues in Carrboro. Alta will conduct up to Six (6) interviews with project stakeholders and provide support for a “piggyback” event to take place at a major event which many people will already be attending, along with one outreach session to the general public to present the preliminary network maps, parts of the draft plan, and the prioritization program. This feedback will be incorporated into the final plan.
5. Draft Plan: Alta will develop the draft Updated Comprehensive Bicycle Plan based on NCDOT’s content standards for bicycle and pedestrian Plans. Sections of note within the plan include: existing conditions summary, recommended system plan, intersection/roadway crossing improvements, recommended policies & programs, updated design guidelines, implementation plan, and priority projects. The working draft network and project recommendations will be presented during steering committee meeting #3, so that feedback can be appropriately incorporated into the draft plan.
6. Client Review: Alta will coordinate the review process and incorporate separate sets of comments from the Town and from NCDOT in order to develop the final document.
7. Final Plan and Presentations: Town staff will compile the final comments from staff, NCDOT, and the general public in order to submit final consolidated revisions to Alta; this will be used to develop the final project deliverables. Alta will present the final draft plan during steering committee meeting #4 and during a public hearing to the Board of Aldermen for approval of the final plan.

The estimated schedule, as determined by Alta and Town Staff can be found as Attachment B.

During the kick-off meeting, discussion of the steering committee indicated that it might be beneficial to have a preliminary “technical committee” which could support the project team by assisting with developing the initial conditions assessment and data procurement as needed. This would potentially consist of transportation staff from other stakeholder agencies (NCDOT, Orange County, DCHC MPO, Town of Chapel Hill, and Carrboro Public Works) as well as members of the Carrboro Transportation Advisory Board and Greenways Commission.

Staff anticipates that other public agencies and Town of Carrboro advisory boards identified to participate in the steering committee will select a representative independently. Community stakeholder groups will apply for their positions and have their representative be appointed by the Board at a later date, at which time the Board will also select a liaison from its membership to participate in the steering committee.

The list of possible stakeholder groups which Town Staff have identified to participate in the steering committee (and technical committee) can be found as attachment C.

**FISCAL & STAFF IMPACT:** There is no staff or fiscal impact from receiving the update.

**RECOMMENDATION:** Staff recommends the Board consider the resolution (Attachment A) receiving the update and directing staff to advertise/solicit members from stakeholder groups to participate in

the Bicycle Plan Update steering committee, and provide comment on stakeholder groups as desired.