



# Bicycle and Pedestrian Advisory Board

Monday, March 10, 2014

5:30 – 7:30 P.M.

777 E. Waterman, Building 200  
Wichita Transit Van Maintenance Facility  
Conference Room

## Agenda

<u>Item</u>	<u>Time</u>	<u>Description</u>
1.	5:30 pm	<b>Call to Order</b> Jack Brown, Chairperson
2.	5:31 pm	<b>Volunteer for Meeting Notes</b> Jack Brown, Chairperson
3.	5:33 pm	<b>Approve February Meeting Notes</b> Jack Brown, Chairperson
4.	5:40pm	<b>Provide Project Tracking Reports by Board Members</b> Jack Brown, Chairperson
5.	5:50 pm	<b>City of Wichita Bicycle Facility Maintenance - Street Maintenance Division</b> Aaron Henning, PW&U Street Maintenance
6.	6:30 pm	<b>Bicycle and Pedestrian Advisory Board Bylaws</b> Barry Carroll, WBPAB Member
7.	6:45 pm	<b>Kansas Health Foundation Healthy Living Grant Application</b> Scott Wadle, Planning Department
8.	7:00 pm	<b>Kansas Health Foundation Recognition Grant Application</b> Elizabeth Ablah, KU School of Medicine – Wichita
9.	7:10 pm	<b>Streets Safety Brochure</b> Scott Wadle, Planning Department
10.	7:25 pm	<b>Closing Thoughts</b> Jack Brown, Chairperson
11.	7:30 pm	<b>Public Comments</b> Jack Brown, Chairperson

Notice – City Council Members may attend this meeting.



## City of Wichita Bicycle and Pedestrian Advisory Board

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### Minutes

<b>Members Present:</b> Jack Brown, Maxine Bostic, Barry Carroll, Jerry Jones, Tom Lasater, Anna Mosher, George Theoharis		
<b>Members Absent:</b> Alex Umberger, Tyler Stutzman, David Bell & Ryan Hollingshead		
<b>City Staff:</b> Scott Wadle, MAPD; Julianne Kallman, PW&U Engineering		
<u>Item</u>	<u>Time</u>	<u>Description</u>
1.	5:30 pm	<b>Called to Order:</b> Jack Brown, Chairperson
2.		<b>Volunteer for Taking Meeting Notes:</b> Barry Carroll volunteered to take the meeting notes. No questions or objections were raised.
3.		<p><b>Provide Project Tracking Reports by Board Members:</b></p> <ul style="list-style-type: none"> <li>• Maxine Bostic reported on the Redbud and stated that lighting is important for the safety of residents who about the trail.</li> <li>• Barry Carroll reported that plans for the 1<sup>st</sup> and 2<sup>nd</sup> Street Bikeways are moving forward. The DABs will consider the plans in the future.</li> </ul> <p>There was considerable discussion on the most effective way to receive updates on the various bike/ped projects. Rather than each board member emailing Paul Gunzleman about a project, perhaps there is a more efficient way to obtain the needed information. The board will discuss this matter with Paul at a future meeting.</p>
4.		<b>Approval of the January 14, 2014 Meeting Notes:</b> Jack Brown inquired if any changes were needed to the minutes or if anyone wanted to make a motion. Board members indicated that the following corrections were needed: a) Jerry Jones was present at the January 2014 meeting; b) correct the spelling of 'Theoharis,' and c) the February meeting date was incorrectly listed as the 14 <sup>th</sup> [the correct date is the 10 <sup>th</sup> ]. The minutes were <b>approved</b> by consensus with these amendments.
5.		<b>City of Wichita Bicycle Facility Maintenance by Public Works and Utilities Department Street Maintenance Division:</b> Jack Brown announced that Aaron Henning and Joe Pajor from the City of Wichita Public Works and Utilities Street Maintenance Division would not be able to attend due to a snow event. Mr. Brown indicated that both Mr. Henning and Mr. Pajor had committed to attending the March WBPAB meeting.
6.		<b>Douglas Design District Street Designs – Washington to Hillside:</b> Julianne

		<p>Kallman, PW&amp;U Engineering, provided a PowerPoint presentation that outlined the parameters of the project. The project will develop construction level designs.' The plans will be presented to the Design Council on March 18<sup>th</sup>. The District Advisory Board will also be asked to review the plans and provide comments. There will be no bike lanes on Douglas but there will be shared lane markings 'sharrows' consistent with the recommendations in the Wichita Bicycle Master Plan.</p> <p>Ms. Kallman also indicated that the plans would account for the north-south crossings along Douglas recommended in the Wichita Bicycle Master Plan. Maxine Bostic suggested that there should be a presentation to the WIN Board as well. It was suggested that the WBPAB board would like to review the final plans and make a formal recommendation to the City Council as soon-as-possible. The board members <b>thanked Ms. Kallman</b> for her informative presentation and comments.</p>
7.		<p><b>Adopt Bicycle and Pedestrian Advisory Board Bylaws:</b> Barry Carroll and Tom Lasater provided a brief summary of the bylaws. After a brief discussion of the minor changes, Tom Lasater moved [Maxine Bostic] that the bylaws be approved as amended. Motion <b>carried</b> 6-0.</p>
8.		<p><b>Approve Bicycle and Pedestrian Advisory Board Letterhead:</b> The board <b>approved</b> the letterhead design at the January 2014 meeting. The members thanked Jerry Jones for making improvements to the letterhead image.</p>
9.		<p><b>Schedule Special Meeting for Bikeway Designs:</b> Jack Brown noted that the board may need to schedule a 'special call meeting' [as outlined in the bylaws] in order to consider and make recommendations on the proposed Bikeway Designs. The members were in agreement to meet as needed.</p>
10.		<p><b>Closing Thoughts:</b> Jack Brown, Chairperson, asked members if they had anything to add before closing the meeting. Following a brief discussion, the following items were discussed: a) that all staff members and citizens who address the council will be treated with courtesy and respect; b) safety for cyclists and motorists is a priority; c) an invitation will be extended to the Police Department to discuss safety matters; d) a 'second retreat' or brainstorming session may be needed; e) the board would like to make begin making recommendations for 'second year projects,' f) the board wants to provide input early [rather than later] into the planning process for biking-related projects; g) all board members will personally deliver a letter and report to the Mayor, Manager and/or City Council members who appointed them.</p>
11.	7:20 pm	<p><b>Public Comments:</b> There was no one from the public.</p>

There being no further business, the meeting was adjourned at 7:20 pm.

The next regularly scheduled meeting will be held on **Monday, March 10, 2014**.

**BYLAWS**  
***WICHITA BICYCLE AND PEDESTRIAN ADVISORY BOARD***  
**CITY OF WICHITA, KANSAS**

**ARTICLE I**

**PURPOSE AND ORGANIZATION**

SECTION 1. The purpose of the Wichita Bicycle and Pedestrian Advisory Board (WBPAB) shall be to advise the Mayor; City Council; the City Manager; all departments; all offices of the city; city boards and committees; and other public agencies that provide services within the city, on matters related to bicycling and/or walking and the impact that their actions may have on the bicycling and/or walking environment – as provided in Section 2.12.1142 of the City Code.

SECTION 2. The Wichita Bicycle and Pedestrian Board shall be composed of 11 members; seven (7) shall be appointed by the City Council and four (4) will be appointed by the City Manager, as provided in Section 2.12.1141 of the City Code. Per Section 2.12.020(1) of the City Code, each Board member shall hold his or her office for a term of two (2) years and until their successor is appointed and qualified. No more than four (4) consecutive terms can be served as provided in Section 2.12.020(5) of the City Code. Per Section 2.12.030(b), in the event of death, resignation or other disqualification of any member, his or her successor shall be appointed to fill only the unexpired term created by such vacancy. All members of the WBPAB shall be residents of the City of Wichita, as provided in Section 2.12.010 of the City Code.

SECTION 3. Any member of the WBPAB may be removed by the City Council for the same cause as any appointive officer and as provided by Section 2.12.020 (7) of the City Code.

SECTION 4. All members of the WBPAB shall serve without compensation.

**ARTICLE II**

**POWERS AND DUTIES OF THE WBPAB**

**SECTION 1.** The WBPAB shall advise the Mayor; City Council; the City Manager; all departments; all offices of the city; city boards and committees; and other public agencies that provide services within the city, on matters related to bicycling and/or walking and the impact that their actions may have on the bicycling and/or walking environment, as provided in Section 2.12.1142 of the City Code. This includes, but is not limited to:

- (a) the creation, development, and revision of plans and policies related to bicycling and walking, including the Wichita Bicycle Master Plan;
- (b) the implementation of plans and policies related to bicycling and walking, including the Wichita Bicycle Master Plan;
- (c) the routing, operation, and safety of bicyclists and pedestrians;
- (d) the establishment of priorities for new bicycle and/or pedestrian facilities or enhancement of existing bicycle and/or pedestrian facilities;
- (e) funding for new bicycle and/or pedestrian facilities or enhancement of existing bicycle and/or pedestrian facilities, including the City Capital Improvement Program;
- (f) the designs for new bicycle and/or pedestrian facilities or enhancement of existing bicycle and/or pedestrian facilities;
- (g) the designs for improvements to roadways that impact plans and policies related to bicycling and walking;
- (h) the language of ordinances and regulations that effect bicycling and/or walking;
- (i) the establishment of priorities for maintenance and cleaning of roads, paths, sidewalks, and other facilities used by bicyclists and/or pedestrians; and
- (j) the implementation of education and enforcement policies, projects and programs related to bicycling and walking.

SECTION 3. Before entering upon the duties of their office, the members of the WBPAB shall subscribe to an oath of office.

### **ARTICLE III**

#### **MEETINGS OF THE WBPAB**

SECTION 1. Regular meetings of the WBPAB shall be held the second Monday of each month at 5:30 pm at the Wichita Transit office conference room, 777 E. Waterman, Wichita, Kansas, unless otherwise specified. When the date of a regular meeting comes on a legal holiday, the Chairperson of the Board shall designate, at the prior monthly meeting, the date for the next regular meeting.

SECTION 2. A regular full-time city employee shall be assigned in writing by the City Manager as ex officio secretary, also known as the WBPAB Coordinator, to the WBPAB for the purpose of maintaining records, minutes and handling of administrative matters without the right to vote or perform any other function than provide administrative services, as provided in Section 2.12.020(6) of the City Code. For the purposes of the WBPAB, the ex officio duties to maintain the minutes shall consist of reviewing draft minutes developed by WBPAB members and making the Board approved minutes available to the public.

SECTION 3. The WBPAB shall designate officers as provided in Section 2.12.020 of the City Code: a President, also known as the Chairperson; a Vice-President, also known as the Vice Chairperson; and one Vice-President; also known as the WBPAB Secretary.

SECTION 4. The WBPAB Chairperson shall prepare and distribute to the WBPAB members and the Board Coordinator a notice of the meeting and an agenda. The WBAB Coordinator shall provide a copy of the agenda to the City Manager's office. Any member of the Board may request matters to be placed on the agenda by advising the WBPAB president no later than noon (12:00 p.m.) the Friday two weeks prior to the date of the next regular meeting.

SECTION 5. Special meetings may be called by the WBPAB Chairperson or any majority of the WBPAB by giving notice at least twenty-four (24) hours in advance of said special meeting to all members of the WBPAB. The object of the meeting shall be submitted to the WBPAB in writing, and the call and the object, as well as the action of the WBPAB thereon, shall be entered upon the records of the WBPAB, and no other business shall be transacted except that mentioned in the call.

SECTION 6. A quorum shall consist of a majority of the members of the WBPAB appointed and qualified at any given time. Business of the WBPAB shall be conducted by majority vote of the members present once a quorum has been established.

SECTION 7. All meetings of the WBPAB shall be conducted in accordance with Robert's Rules of Order except insofar as modified by these bylaws and the rules and procedures adopted by the WBPAB.

## **ARTICLE IV**

### **OFFICERS AND THEIR DUTIES**

SECTION 1. The officers of the WBPAB shall be as follows:

President, who shall be elected by the WBPAB from its number and shall preside at all meetings of the WBPAB and shall sign, execute, act, and deliver for the WBPAB all documents of any kind required or authorized to be signed or delivered by said WBPAB.

Vice-President, who shall be elected by the WBPAB from its number and, in the absence or disqualification or disability of the Chair, shall perform the duties of the Chair and act in place of the Chair, with the full power and authority which the Chair would have were the Chair present.

Vice-President Secretary, who shall record all proceedings of the WBPAB and shall perform such other duties as may be required by law or ordinance.

SECTION 2. The WBPAB shall appoint such other officers as may be required by law or ordinance or as the business of the WBPAB demands.

SECTION 3. An annual election of officers shall be held at the meeting held at the first meeting following August 1st every year. The officers so elected shall serve for a term of one (1) year and a maximum tenure of office not to exceed two (2) consecutive terms, as provided in Section 2.12.020(3).

## **ARTICLE V**

### **RULES AND PROCEDURES**

The WBPAB shall adopt appropriate rules and procedures for the conduct of meetings and for the transaction of the Board's business.



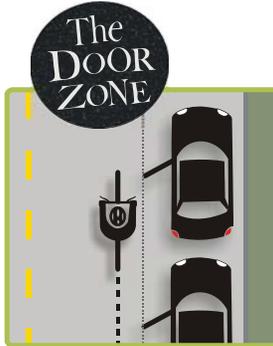
# Safety Rules & Guidelines for Motorists & Bicyclists

## FOR MOTORISTS -



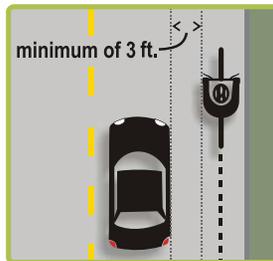
### The Door Zone

When opening your car door, you are required to make sure that it is safe to do so and that it can be done without interfering with the movement of other traffic, including people riding bicycles.



K.S.A. Article 15 Ch. 8-1577

**Opening and Closing Vehicle Doors-** No person shall open the door of a motor vehicle on the side available to moving traffic unless and until it is reasonably safe to do so, and can be done without interfering with the movement of other traffic, nor shall any person leave a door open on the side of a vehicle available to moving traffic for a period of time longer than necessary to load or unload passengers.



### Three-foot law

Motorists are required by law to pass people bicycling with a clearance of at least three feet.

K.S.A. Article 15 Ch. 8-1516

(c) (1)

**Three-foot Law-** The driver of a vehicle overtaking a bicycle proceeding in the same direction shall pass to the left thereof at a distance of not less than three feet and shall not again drive to the right side of the roadway until safely clear of the overtaken bicycle.



## FOR BICYCLISTS -



### Traffic laws for motorists also apply to bicyclists

When riding a bicycle on a roadway, a bicyclist has the same rights and responsibilities as a motorist. This includes obeying traffic signals and stop signs. Bicyclists must know and obey all traffic laws and are subject to the same fines as motorists.

K.S.A. Article 15 Ch. 8-1587

### Traffic Laws for Motorists Also Apply to Bicyclists-

Traffic laws apply to persons riding bicycles. Every person riding a bicycle upon a roadway shall be granted all of the rights and shall be subject to all of the duties applicable to the driver of a vehicle by this act, except as otherwise provided in K.S.A. 8-1586 to 8-1592, inclusive, and except as to those provisions of this act which by their nature can have no application.

**Be conspicuous** Every bicycle, when ridden at nighttime, must be equipped with a lamp on the front, visible for at least 500 feet, and a red reflector on the rear. A red light visible from a distance of 500 feet to the rear may be used in addition to a red reflector.



K.S.A. Article 15 Ch. 8-1592

### Lamps, Brakes and Other Equipment on Bicycles-

(a) Every bicycle when in use at nighttime shall be equipped with a lamp on the front which shall emit a white light visible from a distance of at least five hundred (500) feet to the front and with a red reflector on the rear of a type approved by the secretary of transportation which shall be visible from all distances from one hundred (100) feet to six hundred (600) feet to the rear when directly in front of lawful lower beams of head lamps on a motor vehicle. A lamp emitting a red light visible from a distance of five hundred (500) feet to the rear may be used in addition to the red reflector.

**Always ride with traffic** It is both illegal and dangerous to ride against traffic. Ride on the right-hand side of the road with the flow of traffic. If the travel lane is too narrow to accommodate a motor

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vehicle and person bicycling, then ride your bicycle in the center of the lane. This is the safest place since motorists are required by law to pass bicyclists by a distance of at least 3 feet.



**Bicyclists/Motorists yield to pedestrians**

The law requires that bicycle riders and motorists yield to pedestrians.

**K.S.A. Article 15 Ch. 8-1509**

**Pedestrian control signals.**- Whenever special pedestrian-control signals exhibiting the words “walk” or “don’t walk” or symbols of “walking person” or “upraised palm” are in place, such



signals shall indicate as follows: (a) Flashing or steady walk or walking person. Pedestrians facing such signal may proceed across the roadway in the direction of the signal and shall be given the right-of-way by the drivers of all vehicles.

**Call 911** No matter how careful we are to follow traffic laws and ride defensively, we can’t control others’ driving habits; accidents may happen. In the event you are involved in an accident call the police. If a police report is filed based on information gathered at the scene, the story can’t change later on if you need to submit an insurance claim.



City Hall - 455 N. Main  
Wichita, KS 67202



# Motorist Safety Rules & Guidelines



for People on Bicycles



for People in Cars