



Bicycle & Pedestrian Advisory Commission

Meeting Summary
June 22, 2020 at 6:00 p.m.

NAME	REPRESENTATION
Rebecca Brouwer (RB)	City
Sarah Elder (SE)	City
Andy Lynch (AL)	Alamance County ETJ
Chelsey Morrison (CM)	Orange County
Patty Philipps (PDP)	City Council Delegate
Sylvia Sichi (SS)	City
Aaron Davis (AD)	Recreation & Parks Director
Cy Stober (CS)	Development Director

Matt Engwall (City) had an unexcused absence.

Public Participation: Sean Ewing joined the Zoom call.

APPROVAL OF MAY 18, 2020, MEETING SUMMARY

AL moved to approve the minutes.

CM seconded the motion.

A unanimous vote supported the motion.

FY21 MEBANE CITY BUDGET UPDATE

RB began the discussion of the budget update by recognizing the Council's vote on the budget made the front page of the *Mebane Enterprise*. RB asked PDP to provide an update on the City's approved budget.

PDP noted that Council appeared to be on board with the budget in May. Prior to the June meeting, a couple of members of Council determined it may not be prudent to proceed with the greenway due to the pandemic and subsequent shutdowns. Council worked with the City Manager, with three members pushing to have projects move forward. A feeling existed that too much had already been done to not keep moving forward. PDP commented that City staff are currently working through the easement process for the greenway.

CS reminded the BPAC of grants received to support the greenway, noting support exists to keep the project moving forward. He also provided an update on the bidding process for trails at Cates Farm, remarking that AD is receiving the bids.



Bicycle & Pedestrian Advisory Commission

Meeting Summary

June 22, 2020 at 6:00 p.m.

CS remarked that the City is working to finalize language for easement acquisition letters. The letters should be going public soon. Since the City is borrowing money, it must be approved by the Local Government Commission (LGC). The City is likely to go before the LGC in the fall.

RB asked if only three properties were affected by the easement acquisition.

CS responded that the properties asked to donate easements in the past related to the east-west connector. Roughly 12 other properties are to be affected by the north-south connector. CS also remarked that some realignment has occurred due to environmental agreements and to reduce costs of bridges.

RB asked if changes, such as realignment, could be made more visible. She mentioned use of a shared drive to keep the BPAC informed of changes.

CS suggested further discussion of the BPAC's involvement. He noted that like the resurfacing schedule, realignment of trails and shared-use paths impact the BPAC's work and members need to be kept in the loop on changes. CS commented that as the City moves forward with construction of the greenway, the BPAC should be in the passenger seat. An opportunity also exists for the BPAC to provide feedback for planned improvements on Jackson Street. This could involve dialogue with engineers and those hired for construction.

RB asked if there were any other budget updates.

CS reminded the BPAC of \$10,000 included with the FY21 budget for the BPAC to use for improvements like bike boulevards. He mentioned inviting Wayne Pore, City of Mebane Public Works Director, to the July or August meeting to help with scheduling.

RB stated that she prefers to have Wayne attend a meeting after the BPAC has discussed bike boulevard improvements. She noted ME has expressed interest in bike boulevards. RB would like to have ME in



Bicycle & Pedestrian Advisory Commission

Meeting Summary

June 22, 2020 at 6:00 p.m.

attendance before having the conversation and suggested the BPAC move the bike boulevard discussion to July. This would mean a request for Wayne to attend the August meeting. RB asked if anyone else had strong feelings about bike boulevard improvements, noting SS and confirming her availability to attend the July meeting.

Before ending the budget discussion, RB recognized those that provided comment during the June meeting of the City Council.

PDP also thanked those who provided comment and stated their voices were heard by Council.

RB noted that one thing she heard from the Council's discussion of the budget was that the greenway and other projects are staying in the budget and the City is moving forward as planned, but the future cannot be predicted.

PDP agreed and remarked that is the case every year. With every budget, the City does its best to plan for the future.

CS commented that the only thing not subject to change is the tax rate.

RB noted that the June meeting of City Council was a very long meeting, with PDP agreeing.

CS remarked that budget meetings are always very long due to presentations by all department heads.

PDP stated that she felt Council received the most public input this year, for which she was grateful. However, Council was not able to hear from department heads.

SHARING BPAC 2019 ANNUAL REPORT

RB remarked that the BPAC 2019 Annual Report & 2020 Work Plan was initially discussed to be shared at the June City Council meeting. Those plans changed after the May meeting.



Bicycle & Pedestrian Advisory Commission

Meeting Summary

June 22, 2020 at 6:00 p.m.

CS noted that he failed to revise the document and will edit the document according to the input he already received.

AL asked about public involvement with keeping BPAC-related projects as a priority for Council. He noted that the budget is what it is and was curious about the type of role the BPAC can play in sustaining momentum on the projects. AL imagines visible support for projects that is not overbearing.

PDP said the Council is likely to continue meetings over Zoom. Members of the public can participate during the meeting or provide written comment. She suggested “taking the temperature” of Council and determining how much education may be needed. PDP noted the importance of paying attention to what is going on and not pushing too far. She said Council has received comments and input from people outside of the BPAC, allowing BPAC-related projects to become natural topics of discussion.

RB commented that she recently reviewed responses to a survey distributed by Mebane on the Move. She thinks recent and past responses may be of interest to the BPAC. RB noted that many individuals have shared their email addresses and wish to be involved with community initiatives. She noted the responses were: “greenway, greenway, greenway.”

RB asked if the addition of a graphic was the only change to the annual report and work plan.

CS said the graphic just needs to be added and captioned.

RB asked if the BPAC should try to share the document with Council at the July or August meeting.

PDP responded that she does not think July is the right time and suggested the August meeting.

RB said she would certainly be available via Zoom in August and asked if the meeting would be virtual.

PDP and CS both recognized that a virtual meeting is possible in August.



Bicycle & Pedestrian Advisory Commission

Meeting Summary

June 22, 2020 at 6:00 p.m.

RB remarked that the BPAC is not bound by any type of reporting requirements. She suggested that the BPAC keep to the plan established during the May 18th meeting. RB confirmed with AL his availability for a Zoom meeting in August.

CS asked if a final draft of the annual report and work plan should be added to the BPAC webpage prior to the presentation to City Council.

PDP suggested presenting to Council first, noting a preference of Council Members to see documents before they appear on the website.

REVISIT BIKE BOULEVARD IMPROVEMENTS

The BPAC decided to move this discussion to the agenda for the July meeting.

MEBANE OUTDOORS CAMPAIGN

SS asked BPAC members to identify their favorite designs for three different yard signs. From pre-meeting emails, the BPAC primarily considered two favored designs with white backgrounds, as opposed to a design with a blue background.

RB liked both designs. She suggested the removal of “look out for us” from the “Mebanites on Bikes” sign. She does not believe the phrase affects the messaging and its removal will make the sign easier to read.

SE agreed with RB. She noted that removal of the phrase may allow something else on the sign to be enlarged. SE liked both designs and had no preference.

PDP commented that she liked both designs. The sign with leaves reminds her of old National Park signs. PDP drove by the signs in SS’s yard but stopped on the street to view them better. She found the design without the leaves easier to read. PDP suggested that the design with leaves be located at more static locations and the simpler design without leaves be located at thoroughfares and busier locations.

SS noted that she really likes the blue design for the “Bikers Live Here” sign.

CM asked about having different designs around town and perhaps adding more blue to the signs with white backgrounds to help with coordination.



Bicycle & Pedestrian Advisory Commission

Meeting Summary

June 22, 2020 at 6:00 p.m.

AD commented that the City follows the branding guidelines, and the blue design is very aligned with those guidelines. He was unsure about the font selection on some designs and suggested reviewing the fonts provided in the branding guidelines.

AL said all the signs are aesthetically pleasing. He commented that following the same aesthetic provides more continuity for the campaign. AL suggested the need for more than two designs if variety is desired. He noted that some things could be moved around but he did not see a bad design. To AD's point, some of the fonts are from the style guide. Ultimately, AL thinks any design that is chosen will be strong.

CS commented that currently the only signs like the blue signs are the notice of public hearing signs by Planning & Zoning. A simpler and larger design was recently introduced for public hearing signs.

RB stated she was unclear if a consensus existed and began summarizing what she heard from the discussion.

CM said her previous comment was more about not doing one white and one blue but having consistency. She stated her preference for the more colorful options – the signs with a white background and brighter colors. CM described these signs as more eye-catching and fun.

RB asked if the BPAC preferred similarity in design or a variety.

The BPAC agreed to a similarity in design.

RB asked about background color for the signs, noting the blue design is more aligned with existing marketing by the City and the two white designs had been described by BPAC members as playful, colorful, and eye-catching. RB asked BPAC members to share any other opinions about the designs.

AL remarked that when it gets darker earlier in the day, the blue signs will be more difficult to read.



Bicycle & Pedestrian Advisory Commission

Meeting Summary

June 22, 2020 at 6:00 p.m.

RB asked if the BPAC preferred darker or lighter backgrounds.

The BPAC agreed to lighter backgrounds.

RB moved the discussion to choosing between the blocky and leafy designs with white backgrounds.

RB suggested removing “look out for us” from the “Mebanites on Bikes” sign.

SS asked if it was possible to mix between blocky and leafy designs.

BPAC members were okay moving forward with a mix of blocky and leafy designs given the similarity of the designs.

PDP suggested using the blocky design for the “Watch Me Bike” sign, noting the three different sizes of bikes appeals to younger people.

RB asked the BPAC if agreement existed for using the blocky design for the “Watch Me Bike” sign. The BPAC agreed.

SE suggested going with the blocky design for the “Mebanites on Bikes” sign. She noted the phrase “we are everywhere” stands out better on the sign.

RB suggested the leafy design for the “Bikers Live Here” sign.

SE and PDP agreed.

RB noted the Mebane logo as in a strange place and asked if a reverse, white logo existed so that it could overlay the leaves.

CS said the City does have this type of logo.

RB asked if the main font was in the guideline.



Bicycle & Pedestrian Advisory Commission

Meeting Summary

June 22, 2020 at 6:00 p.m.

AL said it was not and the font could be tweaked easily.

RB confirmed the sign selections with the BPAC, receiving unanimous support.

The BPAC thanked SS. SS recognized Shawn Gibbs and his efforts to design the signs.

CS reminded the BPAC to submit final designs to City staff who will send to the City Manager for approval.

RB asked if there was anything else to discuss with the campaign. She reminded the BPAC of discussion at the last meeting about distribution of the signs. The BPAC will be the primary distributor of signs.

CS remarked that if it is a promotional campaign, storing a few signs with Planning, Recreation & Parks, and/or at City Hall will help with responding to individuals interested in obtaining a sign. CS suggested reserving 25 signs for City locations.

AD commented that the MACC is fully-staffed although not open to the public. He said it would be simple to coordinate a distribution from the MACC.

RB suggested that once signs are received, an email can go out to BPAC members and they can request how many signs they need. Then, the signs can be advertised on email listservs and social media.

CS noted the importance of tracking demand, especially if it exceeds supply.

RB reminded the BPAC that if they are distributing signs, these are sunk costs. The signs will not be returned.

PDP suggested keeping track of who receives a sign so that a system may be considered in the future. She referenced that Alamance



Bicycle & Pedestrian Advisory Commission

Meeting Summary

June 22, 2020 at 6:00 p.m.

Community College communicates via email about campaigns and asks individuals to put their yard signs out during certain weeks. PDP reiterated that this is a thought for the future and may be too much to coordinate now.

RB said she liked PDP's idea and noted that by tracking who has a sign, the BPAC could identify who might support future campaigns.

AD suggested utilizing Recreation & Parks software that can send targeted messages to individuals participating in certain activities and programs. He said a list could exist of those who pick up signs.

AL left the meeting early.

RB concluded the discussion, noting that the BPAC had decided on the signs and distribution. More details will be worked out over email. SS will still be the point person for the signs. RB asked if the signs could be delivered to the MACC.

AD noted that the current setup of the lobby at the MACC is ideal for holding the signs. The furniture has been pushed to the side and plenty of room exists. AD commented that if the MACC does open to the public, they can figure out another place for the signs.

SS asked if someone is at the MACC during business hours.

AD said someone is there from 8:00 to 5:00.

NEW & ONGOING BUSINESS

RB asked for any updates on City projects.

CS noted that he stole AD's thunder earlier by providing an update on the greenway and Cates Farm bid packet. He could not think of any other updates.

AD provided an update that he described as possibly not BPAC-relevant. The fitness court is nearing completion at the Mebane Community Park. The Recreation & Parks Department is treating the area as a playground so two



Bicycle & Pedestrian Advisory Commission

Meeting Summary

June 22, 2020 at 6:00 p.m.

things are keeping it from opening: 1) covid-19 2) graphics dealing with liability. AD said he is excited and happy about the fitness court. Additionally, he commented on two new benches at Holt Street Park and future active-play stencils that will be painted around the walking track at Holt Street Park. The stencils are reusable.

RB stated she had a new item for discussion. She said many of the walking trail signs around the city look like they are deteriorating, with the signs peeling. RB asked if this is something that could appear in a budget.

CS asked if RB was suggesting the City replace the signs. He noted the City did not do much when the signs were first erected. Mebane on the Move did. CS remarked that the City has benefitted greatly from the signs, and he thinks a lot of support would exist to replace the signs and money may be available in the existing budget. The sign would need to be drafted and designed, like the process for the yard signs. CS asked if RB was comfortable moving forward with the process at a staff level.

RB said that would be great and described the current layout of the sign. She remarked that trail callouts on the map need to be refreshed, such as with Cates Farm, and the greenway will need to be added. RB thought acting now may be premature since work on the greenway alignment is still underway.

PDP suggested waiting until next year to update the signs.

RB said the signs should last another year but need to be on someone's radar. She commented that a package of cohesive signs across the city would be helpful.

CS stated that he and AD will be making requests next fiscal year related to outreach materials for parks and bicycle and pedestrian facilities. It will be an inter-departmental effort that requires Council approval.

SS asked if this outreach would involve handouts indicating the locations of walking trails, restrooms, etc.



Bicycle & Pedestrian Advisory Commission

Meeting Summary

June 22, 2020 at 6:00 p.m.

CS responded that a map is good for focusing on areas, such as downtown. A larger scale is required to capture everything in the city. CS suggested a balanced approach and that a brochure could be a good option to consider over the next 9-12 months. A brochure could be used as an outreach tool and inform how updated signage may look. CS noted that more consideration is likely required for determining how to capture infrastructure on the fringes of Mebane.

AD suggested using bubbles or callouts to highlight sections of the map.

CS said a brochure may also be an effective way to gather everyone's input before updating mounted maps.

CS shared that he and AO attended the first Main Street orientation. This type of work in Downtown Mebane will help tie together the larger pedestrian network and help promote the area as a destination. Promotion of future BPAC efforts may be linked to this work.

RB commented that she, SS, and SE were involved in determining the walking trails for MOTM. She suggested the BPAC revisit the walking trails and consider incorporating other areas, such as West End. RB views this as an opportunity to be more inclusive and revisit trails, new sidewalks, etc. She suggested this is an item for a future agenda, and, perhaps in the spring, the BPAC could consider naming walking trails and placing markers. RB suggested members of the BPAC visit the urban trails and consider future opportunities.

CS commended RB, SS, and SE for the existing MOTM walking trail map.

RB suggested adding the walking trail item to the Trello Board.

AD provided an update on MebFit videos, noting videos for Tai Chi, Yoga, and Zumba have been posted and more are to come.



Bicycle & Pedestrian Advisory Commission

Meeting Summary

June 22, 2020 at 6:00 p.m.

RB asked to view the Trello Board and for the BPAC to discuss.

CS asked if a brochure should be added.

RB agreed to add the brochure and a card about consideration of walking trails.

CS noted an upcoming public process with the revision of the City's Unified Development Ordinance (UDO). CS invited the BPAC to offer thoughts on how bicycle and pedestrian considerations could be better incorporated into the UDO.

RB commented that the UDO is a dense document and asked for City staff to bring forth recommendations to the BPAC.

CS stated more information will be available in the fall and winter.

SS asked if the bicycle rodeo card should be moved.

RB commented that the rodeo would be cancelled for 2020 but the Trello card could be updated to read 2021.

SS asked if the BPAC could assume no fall festival.

RB commented to make no assumptions and asked if Destination Downtown handled the fall festival.

AD confirmed that Destination Downtown puts on the fall festival and echoed RB to make no assumptions about the cancellation.

RB suggested waiting until spring of 2021 for the bicycle rodeo.

AD commented that the BPAC should have a clear vision of what should happen at the rodeo to coordinate with the Dogwood Festival.

RB asked to view the Projects Board. She remarked a tiny segment of Jackson St improvements has been completed and suggested moving the Jackson St cards from exploration/submitted to approved/budgeted.



Bicycle & Pedestrian Advisory Commission

Meeting Summary

June 22, 2020 at 6:00 p.m.

CS commented that the BPAC should provide guidance on expectations for the Jackson St improvements, regarding design and construction. Typically, sidewalks are constructed in the spring. The easement acquisition will take the most time. CS suggested getting the design process going by the fall.

RB asked for a list of priorities regarding projects and staff time.

CS suggested using the upcoming conversation with Public Works to inform the timeline for bike boulevards and bike lanes, leaving Jackson St as the major project remaining. He commented that at a staff level, it involves coordination between departments and notifying engineers to understand availability.

SS asked about the Trello card for the crossings on S Fifth St.

CS said to move all crossings to submitted, noting two crossings for the single S Fifth St card.

RB asked about the crossing at N First St.

CS noted it is the crossing at Stagecoach and is the east-west crossing from the pocket park to the Food Lion.

Sean Ewing asked how many of the crossings were NCDOT-funded.

CS noted the connection with NCDOT was part of the delay. The City has offered to provide the paint and thermoplastic provided NCDOT gives permission for the crossings. CS commented the paint is high-visibility paint. With permission and approval from the NCDOT, the crossings could quickly be completed, likely within a week.



Bicycle & Pedestrian Advisory Commission

Meeting Summary

June 22, 2020 at 6:00 p.m.

PDP commented that she like using the Trello Board for tracking projects.

RB asked if having few projects in the exploration phase is a true reflection of things. She asked if the two greenway projects will just sit at the exploration stage.

CS noted that the two projects represent an alignment not in the adopted plan. He commented that the plan is being outpaced by development, but the City's Complete Streets Policy is helping with including bicycle and pedestrian improvements with new development. CS stated that he and AO did explore state funding for updates to the City's Bicycle and Pedestrian Plan, considering an annual grant for bike and ped planning, requiring 20% match to NCDOT. CS noted that the Planning Department is likely to request the match from City Council with the next budget. He remarked that standard planning practice is to update plans every four to five years, and it has been five years since the plan was adopted. CS suggested adding a plan update to the exploration category. CS estimates the update to be \$30,000 to \$35,000, requiring approximately \$7,000 in matching funds.

RB asked about the BPAC's role.

CS noted the process would begin in March or April and need a resolution from the City Council. A recommendation from the BPAC would be appropriate at that time.

RB asked AO to track due dates, possibly adding them to the Trello Boards.



Bicycle & Pedestrian Advisory Commission

Meeting Summary

June 22, 2020 at 6:00 p.m.

CS noted that part of the NC 119 bypass project is the completion of Corregidor Street, which will involve a bicycle and pedestrian connection from West End to the MACC.

RB asked about the Corregidor sidewalk schedule.

CS responded it is likely in the summer or fall of 2021.

AD noted that it had been a few months since he spoke with someone from NCDOT but is aware the project is not on schedule.

CS commented that the City had received funds from the Burlington-Graham MPO (BGMPO) to complete a corridor plan to connect Lowes Boulevard to NC 119. GoTriangle also received funds from the BGMPO to evaluate needs for a permanent park-and-ride lot in Mebane. CS noted it may not be within the scope of BPAC but is multi-modal access and involves first-mile, last-mile accessibility by bike or sidewalk. CS believes it will begin in the winter or spring and would need to know BPAC's desire to be involved in project. The City would be involved in determining the best location for a new, permanent park-and-ride lot.

RB said she is fine to be updated on the project and not be directly involved.

SE agreed to the idea to be invited to participate and receive updates from City staff.

RB added cards to the Other/Admin Trello Board for a biannual presentation to City Council and review of MOTM community input data. She invited BPAC members to review the Trello Boards often and add cards as needed.

The meeting was adjourned at 7:45 p.m.

Meeting summary by Ashley Ownbey, City of Mebane Planner