

City of Norwalk
Bike/Walk Commission Meeting
November 6, 2017, 6:00pm
Norwalk Health Department, 2nd Floor Library

Attendance: Jud Aley, Colin Grotheer, Mike Heslin, Kevin Kane, Nancy Rosett (chair)

Ex Officio Members: Theresa Argondezzi (Acting Director of Health), Steve Kleppin (Director of Planning and Zoning)

Other City Staff: Kaitlin Latham (Health Education Associate, Health Department), Paul Sotnik (Senior Civil Engineer, Department of Public Works)

1. **CALL TO ORDER**

Ms. Rosett called the meeting to order at 6:02pm and a quorum was present.

2. **PUBLIC COMMENT**

No member of the public present.

3. **APPROVAL OF OCTOBER MEETING MINUTES**

Commissioner Kane motioned to accept the October 2, 2017 Bike/Walk Commission minutes as presented. Commissioner Aley seconded. The motion passed with all commissioners in favor.

4. **SUBCOMMITTEE REPORTS**

a. Bike Plan Subcommittee:

Mr. Grotheer is working with the Public Works Department to display the City's bike plan via GIS, incorporating ways to display existing facilities and proposed facilities in a readable way. He will provide access to his Google Map to all commissioners for their input, as the Google Map can overlay on GIS for two-way collaborations.

Ms. Latham will put links to new GIS bike plan maps on the Commission's website.

b. Bike Share Subcommittee:

The City received seven responses to the bike share RFP. Bids were opened last Thursday, and the review committee will score submissions by November 14. The

committee plans to invite top scoring companies for face-to-face interviews.

Mr. Aley shared that Gunnar Waldman is interested in participating in the bike share subcommittee.

c. DPW Liaison Subcommittee:

Ms. Rosett reviewed the October 20 DPW liaison committee meeting minutes.

Mr. Sotnik described catch basin options for West Rocks Road, noting that catch basins with smaller openings cause issues with flooding even though they're more bike friendly. If the public observes that catch basins are improperly installed, let DPW know by calling customer service or using the Click & Request App and they'll inspect the site. There is no acceptable amount of sinkage for catch basins.

d. Norwalk Community College (NCC) Subcommittee:

The proposal for adding 32 parking spaces along Richards Avenue was approved by the Traffic Authority. Subcommittee members will ask NCC for input on limits for parking times.

Mr. Grotheer noted that despite several conversations on the subject, an additional crosswalk on north side of campus was not built into the plan. Mr. Sotnik will talk with DPW about this matter.

e. Safety/Outreach Subcommittee:

No report.

f. Strategic Plan Subcommittee:

Ms. Rosett reviewed the goals from the ordinance that created the Commission. The Commission now follows the fiscal year (July – June) rather than calendar year (January – December), so the proposed goals for this current fiscal year must be accomplished by June 30, 2018.

The Commission agreed to remove goals 5 and 7; to establish the Pedestrian Subcommittee of Ms. Argondezzi, Mr. Kane, and Ms. Latham; and to include the following under goal 6: “6.1: Participate in the annual Public Works open house event”.

Commissioner Heslin motioned to accept the Strategic Plan with the aforementioned changes. Commissioner Aley seconded. The motioned passed with all Commissioners in favor.

Mr. Grotheer suggested that Planning and Zoning require bicycle parking for all new developments or redesign projects. Mr. Kleppin asked for data on bicycle parking usage in other cities, and for sample language on this matter.

Mr. Heslin suggested asking for public input on priority areas in pedestrian plan development via Facebook polls, surveys, and page boosts.

g. Website Subcommittee:

Kaitlin will update the Commission's website to include the following: a link to Facebook, GIS maps, documents designed by Peter Franz on Commission accomplishments, and the new strategic plan for FY2017-2018.

5. WALKING UPDATE

Ms. Latham invited the group to join Silvermine NorWALKers on Saturday, November 11, 2017 for a 4 mile walk through the Silvermine Fowler Preserve. Meet at Silvermine School's lower parking lot at 8:00am. She also noted that walk leader participation has dropped off in West Norwalk and East Norwalk, and she is working to recruit leaders for new neighborhoods. A breakfast planning meeting for walk leaders is scheduled for January 5, 2018, 7:30am at the Silvermine Market (breakfast not included).

Ms. Latham discussed innovative projects she learned about at the National Walking Summit in September.

Finally, Ms. Latham asked for the Commission's input on the *Step It Up: Action Institute to Increase Walking and Walkability* Request for Funding Assistance. She will contact absent Commission members for their input, and obtain contact information for WestCOG representatives from Mr. Kleppin.

6. 2018 MEETING SCHEDULE

Ms. Rosett reviewed the proposed meeting schedule for 2018, as follows:

- January 8, 2018
- February 5, 2018
- March 5, 2018
- April 2, 2018
- May 7, 2018
- June 4, 2018
- July 2, 2018
- August 8, 2018
- September 10, 2018
- October 1, 2018
- November 3, 2018
- December 7, 2018

Commissioner Kane motioned to accept the 2018 meeting schedule. Commissioner Heslin seconded. The motion was passed with all Commissioners in favor.

7. DPW LIAISON MEETINGS

Ms. Rosett agreed to be the sole permanent attendee of DPW Liaison meetings. The second and third Commissioners will rotate depending on the agenda topics. Commissioner Heslin motioned to keep the meeting private, and to not invite the public, with the option of making meetings public at any point in the future with agreement amongst Commissioners. Commissioner Grotheer seconded. Commissioners Aley and Kane abstained. The motion passed.

8. EMAIL LINK ON WEBSITE

The Commission's website will list a general Bike/Walk Commission email address that the public can use to provide comments and input. Ms. Rosett and all future chairs will forward any emails to all commission members. Ms. Rosett will send the email address to Ms. Latham to upload to the website.

9. UPDATE ON MAPLE AVENUE

The Department of Public Works and Commission members met with Norwalk Hospital regarding pedestrian crossings on Maple Avenue. Mr. Sotnik reminded attendees that due to the 13% grade on Maple Street, installing a crosswalk at Maple Street and Prospect Avenue would not meet design standards, making it not only dangerous but illegal. Public Works will consider installing a crosswalk up the hill where the grade is less steep and sight lines improve.

Ms. Rosett suggested installing a 3' raised sidewalk refuge in the center of street at the intersection of Maple and Prospect. The refuge might serve the same purpose as a crosswalk, slowing traffic coming down hill, and pedestrians would only have to walk halfway across the road to safety, if they so choose.

10. ADJOURNMENT

The meeting adjourned at 7:46pm.

The next meeting will be held on Monday, December 4, 2017 at 6:00pm in the Norwalk Health Department's 2nd floor library.