

**City of Norwalk
Bike/Walk Commission
Meeting Agenda
August 6th, 6:00 pm
Health Department, 1st Floor Waiting Room
137 East Avenue, Norwalk CT 06851**

1. 6:00 Public Input
2. 6:10 Approval of July 2nd minutes (See attached)
3. 6:15 Chair's Report (See attached)
4. 6:25 Committee Reports
 - a. Bike Plan – Colin Grotheer
 - b. Bike Share – Nancy Rosett
 - c. DPW Open House – Mike Heslin
 - d. Norwalk River Valley Trail (NRVT) – Jim Carter
 - e. Pedestrian Plan (See attached) – Deborah Lewis
 - f. Pump Track – Gunnar Waldman, Monika Stokes
 - g. Safety/Outreach – Jud Aley
 - h. Strategic Plan – Deanna D'Amore (See attached)
 - i. Website – Peter Franz
 - j. Planning and Zoning Liaison – Jud Aley
 - k. Public Works Liaison – Nancy Rosett (See attached)
 - l. Redevelopment Liaison – Colin Grotheer
5. 7:10 Old Business
 - a. Walking Update – Kaitlin Latham
 - b. DPW Update – Bruce Chimento
 - c. Bike Lanes on Richards Avenue – Bruce Chimento
 - d. Moving bike rack inside the Maritime Garage to the sidewalk – Bruce Chimento
 - e. Bike Trough Repair – Bruce Chimento
 - f. Intersection of Water and Washington Streets – Bruce Chimento
6. 7:30 New Business
 - a.
7. 7:30 Adjournment

Next meeting: September 10th, 2018
6:00 – 7:30 pm
Health Department Waiting Room (1st Fl.)

Attachment 2:

**CITY OF NORWALK
BIKE/WALK COMMISSION
REGULAR MEETING
JULY 2, 2018**

ATTENDANCE: Nancy Rosett, Chair; Peter Libre; Jud Aley; Colin Grotheer; Vincent Scicchitano

OTHERS: Deanna D'Amore, Director, Health Department; Bruce Chimento, DPW Director; Paul Sotnik, Civil Engineer DPW; Tim Sheehan, Executive Director, Redevelopment Agency; Jackie Lightfield, Norwalk 2.0

CALL TO ORDER

Ms. Rosett called the meeting to order at 6:04PM.

Ms. Rosett welcomed Mr. Scicchitano and said that he is newest member to the committee.

1. PUBLIC COMMENT

Ms. Lightfield said that she heads special projects for the City of Stamford and one of the projects is to expand on what is currently being done with bike share, and they have brought in Lime Bike and they are not only looking at dock less bike share but are also looking at scooters. She said they will be doing a pilot program sometime this summer depending on the logistics, and they are looking at the scooters primarily as an opportunity to solve the last mile issue. She suggested coordinating with what the City of Norwalk and the City of Stamford is doing so that there are not multiple vendors competing along the Metro North line, and to also get the consistent experience and if the committee is interested she suggested they invite Lime Bike in to do a presentation on their electric scooters and their dock less bikes which include electric bikes. She said there is no cost to the city for the program and they are not looking for any contractual relationship with any municipalities but are looking to partner with organizations that will help to navigate these types of mobility solutions.

2. APPROVAL OF JUNE 4TH MINUTES

- ** MR. ALEY MOVED TO APPROVE THE MINUTES.**
- ** MR. LIBRE SECONDED THE MOTION.**
- ** THE MOTION PASSED UNANIMOUSLY.**

3. CHAIR'S REPORT

Ms. Rosett reported and said that the Redevelopment Agency had provided a list of the bike racks in the city, and the next step is to take someone from DPW around to determine where signage should be installed because some of them are not easily found and said if there is anyone on the commission that would like to help to let her know. Mr. Aley said that there is a bike rack in the Maritime Garage and requested it be moved outside so that it will be more likely to be used.

Ms. Rosett said that there was a walk that was jointly sponsored by the Art Commission a few weeks ago in the Merritt 7 area, and more than 50 people had attended and that she had sent them an email thanking everyone that attended the walk, and she has also added them to the commission's mailing list. She said there was an also a brief survey asking how they enjoyed the walk and she included the responses that she had received. She said they are now looking at the pedestrian audit and once Ms. Latham returns it will be posted to the website. She said that the Arts Commission would be interested in sponsoring another walk with the commission if interested. There was discussion ensued and it was decided that Ms. Rosett will contact Ms. Wallerstein and schedule another walk.

Ms. Rosett presented and discussed the operating budget and she and Ms. D'Amore will be meeting her financial person to discuss the procedures for spending the funds, and if there are things that the committees are working on that they need money for to let her know.

Mr. Sotnik presented and discussed the capital budget. Mr. Libre said Richards Avenue is now ready for bike lanes. Mr. Grotheer asked if the capital budget is limited to bike safety improvements. Mr. Chimento said it could also be used for signs. Mr. Grotheer asked if it could be used for flexible bollards or delineators. Mr. Chimento said "yes"

Ms. Rosett presented the letter that the Executive Director of the Norwalk River Valley Trail requested that the committee write a letter in support of the Connecticut Trails and Greenways program in which they would receive money from.

**** MR. GROTHEER MOVED TO AUTHORIZE MS. ROSETT TO SEND THE LETTER ON BEHALF OF THE COMMISSION.**

**** MR. LIBRE SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

Ms. Rosett said that the commission is mandated by the ordinance to report annually to the Common Council and she has sent the evaluation regarding the strategic plan for the past year to them along with strategic plan for the upcoming year. Mr. Chimento suggested that the commission go through a committee such as the Health, Welfare and Public Safety so that there is a recommendation by a committee to the Common Council.

4. COMMITTEE REPORTS

a. Bike Plan

Mr. Chimento provided an update on the contract for P3GM and said that he is waiting on the document from the Legal Department saying they will not create a contract until the Common Council approves the concept.

Ms. Rosett said that Lime Bikes was one of the vendors that had responded to the RFP for the bike share program but were not one of the final three that were invited in to make a presentation partly because they have not been in existence long and the committee was firmly against a dockless system because there have been a number of municipalities that have had significance problems with dockless. She also suggested holding off on the scooter until the bike share program is launched.

b. Bike Share

Mr. Sotnik said that they have sent all the information to Safety Markings to begin the pavement markings in the Marvin and Pine Hill areas. He provided an update on East Avenue regarding moving the parking to the opposite side of the street on the lower half from Cottage Street to Seaview Avenue and that there is an issue and will most likely put the bike lane on the south side of the street

c. DPW Open House

There was no discussion.

d. Norwalk River Valley Trail (NRVT)

There was no discussion.

e. Pedestrian Plan

There was no discussion.

f. Pump Track

Ms. Rosett said the committee is working with Parks and Recreation to find a location and they are also working on raising money to create the pump track.

g. Safety/Outreach

Ms. Rosett said that Mr. Scicchitano may be interested in joining the safety and outreach committee. Mr. Aley said that he would welcome the help. Ms. Rosett said that Ms. Biscuglie is an American League of bicyclist trained instructor and she has been helping with a summer program and said if there is anyone that is available during the day and would like to help with the program to let her know. Mr. Scicchitano said he would be interested in joining the committee and that safety and outreach is important because if people don't feel safe they will not use the bike lanes. He also said

there are so many areas that they can grow on regarding outreach and suggested partnering with the schools to teach kids to ride bikes.

h. Strategic Plan

Ms. Rosett said that Ms. D'Amore has agreed to take over the committee and they are working on getting it into the Health Departments format so that it has more detail on the steps that will be taken on each of the objectives with timeframes, and she hopes to have it committee at the August meeting for review.

i. Website

There was no discussion.

5. OLD BUSINESS

a. Walking Update

Ms. D'Amore said that the Norwalk Hospital has been using the NorWALKer maps for their employee wellness and have been doing lunch walks and have been very favorable to them and have been promoting them within their staff.

Ms. Rosett said that the NorWALKing program which is the walks before the Wednesday night concerts at the beach started last Wednesday and they are held at 6:15PM and the walkers receive a raffle ticket for a \$15 gift certificate to Ripkas and that two are raffled off each Wednesday.

b. DPW Update

Ms. Rosett asked what the status is regarding the crosswalk from Park Street to the green. Mr. Chimento said that it was denied by the First Taxing District.

c. Crosswalk on Wall Street @ Knight Street

Mr. Chimento said the crosswalk is in process. Ms. Lightfield asked if there is an estimated time when it will be completed. Mr. Chimento said "no".

d. Bike Trough Repair

There was no discussion.

e. **Bike Lanes on Wall Street**

Mr. Libre discussed the plan that he had received for the Redevelopment Agency and said the plan does not have any bike lanes but does have the width sufficient for bike lanes and said to have them there would need to be parallel parking on both sides of the street. Mr. Chimento said at this point there has nothing been presented to him for a design and there is no project or plan that he is aware of. Mr. Sheehan said that the plan has never been approved by anyone at the city level and the developer's consultants have come up with the concept and there is a host of issues associated with the plan.

6. NEW BUSINESS

a. Appointment of Liaisons

Mr. Rosett said that she had requested appointing liaisons to Planning & Zoning, DPW and Redevelopment so that there is a commissioner who can interface more closely during commission meetings with each of the groups and make suggestions. Mr. Grotheer said that he will work with Redevelopment; Mr. Aley said he would work with Planning and Zoning and Ms. Rosett said that she will work with DPW.

Ms. Rosett said that Mr. Libre's term ended on June 30, 2018 and thanked him for his years of services both to the task force and the commission and hopes that he will continue to be actively involved.

7. ADJOURNMENT

**** MR. ALEY MOVED TO ADJOURN.**

**** MR. LIBRE SECONDED THE MOTION.**

**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:25PM.

Respectfully submitted,

Dilene Byrd
Telesco Secretarial Services

Attachment 3:

Link to drawing of lanes on Route 1 from Belden Avenue to the Westport town line:

https://drive.google.com/file/d/1npCY9Ztw8QTMqsD32uL3EM3vSY3_OSME/view?usp=sharing

Attachment 4h:

**Norwalk Bike/Walk Commission
Strategic Plan: FY 2018-2019**

Goal 1: Promote Complete Streets programs and facilities for bicycles and pedestrians in the City of Norwalk				
Objectives	Activities/Strategies	Responsibility/Lead	Timeframe	Measures
1.1 Complete east side north/south bike route connections	1.1.1 Map the connections	Bike Plan Committee	By 10/18	
	1.1.2 Work with Department of Public Works to have bike lanes and sharrowed routes implemented			
1.2 Encourage any Department of Public Works engineers who are involved with street design or traffic attend Complete Streets training	1.2.1 Find three webinars or articles about Complete Streets to share with Department of Public Works engineers	Department of Public Works Liaison, Safety/Outreach Committee	By 10/18	One webinar per quarter/trimester
1.3 Continue working to bring a bike share program to Norwalk	1.3.1 Support the City's effort to roll out a program by the spring of 2019	Bike/Walk Commission Chair	Ongoing	

Goal 2: Review, promote, and update the City of Norwalk 's Master Bicycle Plan				
Objectives	Activities/Strategies	Responsibility/Lead	Timeframe	Measures
2.1 Add providing sheltered bicycle parking and/or a secure location at City-owned facilities	2.1.1 Develop inventory of existing bicycle parking in the City	Bike/Walk Commission Chair	By 8/18	
	2.1.2 Identify sites needing bicycle parking at City-owned facilities			
	2.1.3 Work with the City to add the sites identified in 3.2.2			
2.2 Update the map of existing and planned bicycle facilities in the City	2.2.1 As bicycle facilities are added, add them to the map	Senior Civil Engineer, GIS Analyst, Bike Plan Committee	Ongoing	

Goal 3: Review, promote, and update the City of Norwalk 's Pedestrian Plan

Objectives	Activities/Strategies	Responsibility/Lead	Timeframe	Measures
3.1 Develop scorecards for measuring the conditions for walking/running in Norwalk	3.1.1 Develop the scorecard	Pedestrian Committee	By 7/18	
	3.1.2 Field test the scorecard with groups of citizens			
3.2 Develop a short list of priority pedestrian trouble spots or connectivity opportunities in Norwalk (e.g., crosswalks and sidewalks)	3.2.1 Review assessment data (e.g. scorecard results, police reports, NorWALKer reports, etc.) to identify potential priorities	Pedestrian Committee		
	3.2.2 Provide recommendations on priorities			
3.3 Work with the Department of Public Works to implement improvements from 3.2		All Commissioners	Ongoing	

Goal 4: Review and provide advice in the implementation of the transportation component of the Plan of Conservation and Development (POCD)

Objectives	Activities/Strategies	Responsibility/Lead	Timeframe	Measures
4.1 Participate in the final meetings for the POCD	4.1.1 Chair will attend all POCD Oversight Committee Meetings	Bike/Walk Commission Chair	By 12/18	
	4.1.2 At least three Commissioners will attend the citywide forum on the draft POCD			
4.2 Advocate for the inclusion of biking and walking initiatives in the POCD		All Commissioners	By 12/18	

Goal 5: Review and provide advice on transportation and other projects having an impact on walking and biking in the City of Norwalk from the earliest stage possible

Objectives	Activities/Strategies	Responsibility/Lead	Timeframe	Measures
5.1 Appoint a liaison to Planning and Zoning to keep advised of current development projects	5.1.1 Appoint a liaison	Bike/Walk Commission Chair	By 7/18	
5.2 Appoint a liaison to the Redevelopment Agency to keep advised of current or future studies	5.2.1 Appoint a liaison	Bike/Walk Commission Chair	By 7/18	
5.3 Appoint a liaison to the Department of Public Works to keep advised of current or future studies	5.3.1 Appoint a liaison	Bike/Walk Commission Chair	By 7/18	

Goal 6: Coordinate and promote public awareness campaigns, education, and events related to bicycle and pedestrian issues

Objectives	Activities/Strategies	Responsibility/Lead	Timeframe	Measures
6.1 Participate in at least one community outreach event per quarter	6.1.1 Participate in at least one community outreach event per quarter	Safety/Outreach Committee Chair, Department of Public Works Open House Committee Chair	Ongoing	
6.2 Continue to update the Commission's website and social media with relevant content	6.2.1 Post new information to the Commission's website at least once a month	Website Committee Chair, Health Education Associate	Ongoing	
	6.2.2 Post to social media at least once a week			
6.3 Send a minimum of four news releases to the media	6.3.1 Work with the City's Communications Manager/Grants Coordinator to send a minimum of four news	Safety/Outreach Committee Chair	One per quarter	

	releases to the media			
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Goal 7: Research funding opportunities to support the mission of the Commission				
Objectives	Activities/Strategies	Responsibility/Lead	Timeframe	Measures
7.1 Apply for a minimum of two grants	7.1.1 Work with the City's Communications Manager/Grants Coordinator to apply for a minimum of two grants	Safety/Outreach Committee	By 6/19	

Attachment 4k:

Bicycle Parking Signs

Link to pictures:

https://drive.google.com/drive/folders/11KO2TYR28o_ZRX92bq97zFGnsv-1NjDm?usp=sharing

Placement of signs:

Rack near the women's bathroom at Calf Pasture Beach - Put a sign with a right pointing arrow on a channel post behind and to the rear of the rack.

Rack at Ripka's Beach Cafe - Ask Ripka's to remove the signs and umbrellas blocking the bike rack and then either put a sign on the building or on a channel post to the right of the rack with a left pointing arrow. Or move the rack to the other side of Ripka's.

Rack at the entrance to Veteran's Park (next to the boat launch) - Put a sign in the grass next to the guard house on a channel post with a right pointing arrow (facing the incoming traffic).

Rack at the IMAX theater - Once the excess foliage is removed, you will see where the best place to put is sign would be.

Rack inside the Maritime Garage - For northbound traffic on North Water Street, put a sign with a left pointing arrow on the pole across the street from the entrance to the garage. For southbound traffic on Water Street, put a sign on the railing at the exit from the garage with a right pointing arrow.

Rack at Maritime Aquarium entrance - Put a sign with no arrow on a channel post in the dirt behind the rack. Trim the tree back.

Rack at Oyster Shell Park - Drill into the concrete and put a sign without an arrow on a channel post behind the rack.

Rack at the Lockwood Mathews Gate House - Put a channel post at the intersection of the Harbor Loop Trail and the sidewalk going to the rack with signs with appropriately facing arrows on either side of the post.

Rack at Center for Contemporary Printmaking in Mathews Park - Put a channel post next to the roadway where the sidewalk going back to the rack intersects with signs with appropriately facing arrows on either side of the post.

Rack at Pinkney Part - Put a channel post inside the stone wall near the entrance to the park with signs with appropriately facing arrows on either side of the post.

Rack at Bayley Beach - Put a channel post next to the end of the rack nearest the parking lot with a bike parking sign with no arrows.

Rack at the South Norwalk Branch Library - Put a channel post at the entrance to the library closest to Martin Luther King Jr. Boulevard with signs with appropriately facing arrows on either side of the post.