



DRAFT

**Bicycle/Trails Advisory Committee  
Meeting Minutes  
March 27, 2017  
Chesapeake General Hospital Lifestyles Center  
5:00 p.m.**

***Voting Members Present:***

Chad Triolet  
Steve Allen  
Elizabeth Bell  
Aaron Bull  
Laura Fitzgerald  
Tammy Hill  
Beth Reitz  
John Arthur

***Voting Members Not Present:***

Doug Connolly  
Ava Ryan  
Joe Younkin

***Staff Present/Others Present:***

Mark Woodward, Planning Department  
Kevin Kaul, Parks, Recreation, and Tourism Department  
Steve Froncillo, Department of Public Works  
Benjamin Camras, Planning Department  
Sean O'Reilly, Citizen  
Tom Lilley, Tidewater Bicycle Association

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The meeting was called to order at 5:04 PM by Chairman Chad Triolet.

Committee members introduced themselves. Mark Woodward introduced new City of Chesapeake senior planner Benjamin Camras and guest Sean O'Reilly.

Steve Allen made a motion to approve the minutes of the February 27, 2017 meeting. Aaron Bull seconded the motion and the motion was approved.

**Old Business: BikeFest Tasks**

Aaron Bull and Chad Triolet confirmed the Facebook page is active. Tammy Hill stated only admin posts are visible on the timeline. The group discussed the visibility of visitor posts on the timeline to increase participation.

**Follow-up Item:** Facebook Admin will manage posting guidelines to allow visitor posts to be visible on main timeline of Facebook page.

Aaron Bull stated the TBA website and Facebook page are still in development and will update the group once both features are live. Aaron Bull stated the BikeFest flyer has been provided for site content.

**Follow-up Item:** Aaron Bull will brief committee on status of TBA website and Facebook page.

The group discussed posting the flyers to the City website. Chad Triolet will confirm the flyer has been posted to the City website. Benjamin Camras will have the flyer posted to the BTAC website. Chad Triolet confirmed he will send both versions of the flyer (disclaimer and non-disclaimer versions) to Kevin Kaul for PRT to post.

**Action Item:** Chad Triolet will confirm the flyer has been posted to the City website.

**Action Item:** Benjamin Camras will coordinate posting to BTAC website.

**Action Item:** Chad Triolet will provide Kevin Kaul with flyer for posting on PRT website.

Mark Woodward provided details of the proclamation to be held in the Mayor's office. The proclamation will occur on April 11<sup>th</sup> at 5:45 PM. Mark Woodward explained the proclamation is scheduled prior to City Council meeting held the same day. Chad Triolet conducted an informal poll to gauge committee participation at the proclamation. Six committee members tentatively confirmed their attendance.

**Follow-up Item:** Chad Triolet will confirm attendance for proclamation at next BTAC meeting.

Kevin Kaul stated PRT could provide funds for the CPS Nutrition Bus. Kevin Kaul stated Doug Connolly will need to contact CPS to confirm their participation in BikeFest. The group discussed the Nutrition Bus would be a good addition to the BikeFest vendors and would like their participation as the budget allows.

**Action Item:** Doug Connolly will contact CPS to discuss the availability and cost of the Nutrition Bus for BikeFest.

Benjamin Camras confirmed Bob Olsen with the Thirsty Frog food truck will be attending BikeFest.

Chad Triolet confirmed CPS will be providing bike helmets for BikeFest.

Kevin Kaul stated the chief park ranger contacted CPD and there will be a bike patrol present at BikeFest. Tammy Hill presented a conversation she had with the Chesapeake Fire Department. The Fire Department can be present with a fire truck at

BikeFest for a period of one hour with a formal agreement or their presence can be reserved for two hours, beginning at 2:00 PM, with a special event use permit. Kevin Kaul stated Bridgette Hoilman will need to coordinate the special event use permit with assistance from Joshua Fisher.

**Action Item:** Tammy Hill will contact Joshua Fisher (PRT) to coordinate with Bridgette Hoilman (Fire Department) about a special event use permit and the Fire Department's participation in BikeFest.

Aaron Bull stated Don Peterson (formerly with All About Bikes) will be present as a bike mechanic to work with participants. No bike shops will be active at BikeFest.

Tammy Hill stated additional follow-up was needed with the Health Department about their participation in BikeFest.

**Follow-up Item:** Tammy Hill will follow-up with the Health Department and provide an update to the committee about their possible participation in BikeFest.

The group discussed the availability of a static wildlife display. Kevin Kaul stated he will follow-up with PRT about the use of one.

**Follow-up Item:** Kevin Kaul will follow-up with PRT about the availability of a static wildlife display.

The group discussed the availability of a pop-up tent for BTAC station. Kevin Kaul stated he will follow-up with PRT to see if a pop-up is available. Tammy Hill stated she will follow-up with the Health Department to see if they have one available.

**Follow-up Item:** Kevin Kaul will determine if PRT has a pop-up BTAC can use at BikeFest.

**Follow-up Item:** Tammy Hill will follow-up with the Health Department to see if they have a pop-up available for use by BTAC at BikeFest.

The group discussed having t-shirts for committee members for BikeFest and other official events. Tammy Hill detailed her research about having t-shirts printed by Quick T's. Tammy Hill stated Quick T's could produce a two color design with the t-shirt as a single color and the BTAC logo printed with a single contrasting color. Tammy Hill stated she will need to order the t-shirts by the second week of April to ensure their availability for BikeFest. Chad Triolet suggested applying some of PRT's \$500 budget for BikeFest toward the purchase of t-shirts. Steve Allen made a motion to approve this initiative, which was seconded by John Arthur. Tammy Hill will follow-up with Quick T's to finalize pricing and coordinate with Kevin Kaul to complete the order process through PRT. Aaron Bull suggested a bright colored shirt with dark logo in breathable material if pricing allows. Benjamin Camras stated he will provide the official committee membership list to Tammy Hill to facilitate gathering t-shirt sizes

from everyone. The group decided to try and expedite this process to have the t-shirts ready for the Mayor's proclamation.

**Action Item:** Tammy Hill will finalize design and pricing with Quick T's and coordinate with Kevin Kaul to complete the order process through PRT.

**Action Item:** Benjamin Camras will provide Tammy Hill with official membership roster to help with the ordering process.

Kevin Kaul asked Tammy Hill to consult with Quick T's about purchasing water bottles with similar color scheme and design as t-shirts. Tammy Hill stated she will coordinate with Kevin Kaul on the pricing of water bottles in addition to t-shirts.

**Action Item:** Tammy Hill will determine pricing for water bottles with Quick T's and coordinate with Kevin Kaul to purchase them.

### **Old Business: Other Initiatives**

Kevin Kaul stated there were no dates to share for the Saturday morning summer program sponsored by PRT. Chad Triolet asked the group to consider committing to participating one Saturday this summer when dates are available for discussion.

**Follow-up Item:** Kevin Kaul will provide the Saturday morning summer program dates for BTAC when they are available.

The group discussed the Advisory Letter that will be submitted to City Council stating the projects BTAC would like to see advanced. Steve Froncillo stated the letter needs to include narratives about each project detailing its benefits and connectivity to existing trail facilities. Kevin Kaul stated City departments represented at BTAC will need to confirm the Advisory Letter's contents prior to City Council submission. Chad Triolet suggested forming a subcommittee to develop the Advisory Letter. Chad Triolet stated the drafted Advisory Letter would need to be presented to BTAC for approval at the July meeting. The approved Advisory Letter would be submitted to City Council in September for consideration during their capital improvements budgeting process. It was determined the subcommittee will be represented by John Arthur, Aaron Bull, Chad Triolet, and City of Chesapeake BTAC staff liaisons. The subcommittee will convene in June.

**Follow-up Item:** Chad Triolet and Benjamin Camras will follow-up with the subcommittee members to schedule the June meeting.

### **New Business: Open Discussion**

Mark Woodward explained the concerns of citizen attendee Sean O'Reilly who is requesting a sidewalk be installed on Johnstown Road roughly between Waters Road and Parker Road. Sean O'Reilly elaborated on these concerns, stating the neighborhoods adjacent to Johnstown Road have a critical need for pedestrian

infrastructure to improve safety. Sean O'Reilly further explained the various speed limit zones on Johnstown Road exacerbate the unsafe conditions pedestrians and bicyclists face. Steve Froncillo explained how sidewalks are currently constructed in the City. Steve Froncillo stated retrofitting older neighborhoods and roadways without sidewalks requires grants for funding as there is no dedicated funding source for constructing sidewalks where they do not already exist.

**Follow-up Item:** Planning staff will continue to facilitate discussion with Sean O'Reilly about sidewalk installation on Johnstown Road.

John Arthur stated the HRTPO has initiated a study to determine how Hampton Roads can connect to the Virginia Capital Trail. John Arthur also stated Suffolk has begun developing a Bicycle and Pedestrian Master Plan. Mark Woodward stated the City will undergo this effort in the near future. Mark Woodward stated the initial step is developing a prospectus for a Bicycle and Pedestrian Master Plan, which would be presented to BTAC for discussion.

**Follow-up Item:** Planning staff will work on developing a prospectus for a Bicycle and Pedestrian Master Plan to present to BTAC.

**Next Meeting Date:** The next BTAC meeting is scheduled for April 17<sup>th</sup> at 5:00 PM. Steve Allen made a motion to confirm this date. Tammy Hill seconded the motion and the motion was approved.

Chad Triolet adjourned the meeting at 6:21 PM.

BGC