

## **Bike Friendly Kalamazoo**

### **Session Minutes**

KRESA Main Campus

May 14, 2016; 4-5pm

#### **Participants**

Ethan Alexander, Open Roads Bicycle Project & KRESA  
Megan Arndt, Associate Transportation Planner, Kalamazoo Area Transportation Study  
Deb Buchholtz, Commissioner, Road Commission of Kalamazoo County  
Paul Guthrie, Laboratory Manager, Bronson Methodist Hospital  
Megan Hicks, District Director, State Senator Margaret O'Brien  
Marc Irwin, Public Relations Chair, Kalamazoo Bicycle Club  
Kendall Klingelsmith, Director of Parks, Rec. & Sr Citizen Svcs, City of Portage  
Brian Persky, Sports Event Development Mgr, Discover Kalamazoo  
Julie Rogers, District 5 Commissioner, Kalamazoo County  
Ken Schippers, Village Manager, Village of Vicksburg  
Paul Selden, Director of Road Safety, Kalamazoo Bicycle Club  
Dick Skalski, City of Kalamazoo, Senior Construction Engineer (former)  
Paul Sotherland, Professor of Biology, Emeritus, Kalamazoo College  
Meg Zapalowski, President, SW MI Mountain Biking Assn, President Team Clark Logic

#### **Meeting Summary**

##### Welcome and Introductions

Paul Selden welcomed participants, briefly outlining BFK's role in facilitating communications among the community's stakeholders.

##### In-Session Project Work

Participants divided up to work on one of five projects:

1. Bicycle Route Sign Planning
2. BFK Logo Design Sketching
3. Bicycle Network Naming Research
4. Educational Presentation / Planning
5. Non-motorized Plan "Template"

Projects are described in more detail beginning on the next page.

##### Report-backs/Further Input

Report-backs on each project followed, with participants from all groups offering further input.

##### Next Steps

Paul Selden described a series of next steps for BFK's involvement on these projects. Most of the projects will be handled in meetings focusing on individual projects, or off-line using the phone or email. He asked participants interested in that kind of follow up to share their names and the type of project(s) they were most interested in. Their names are listed in a separate section, below.

Selden mentioned that Rebekah Kik from the City of Kalamazoo might be requesting input and volunteer assistance involving bike lanes, routes and sharrows. If so, an email request for volunteers would be sent out.

Selden reminded the group that Kalamazoo Bike Week is coming from May 14-21, and that a KATS-BFK "Bicycling in 2016 & Beyond" community meeting will be held on May 18, 4-5pm, at KRESA's main office in the Wile Auditorium.

## Project Summaries

Project instructions to participants are below, together with summaries of each project progress report.

### 1. Bicycle Route Sign Planning

#### *Instructions*

Experience with or knowledge about at least some aspect of the process for bicycle route signing--or being a potential user of bike route signs--is a prerequisite for working on this project.

As individuals, use a blank sheet of paper and take 5-10 minutes to outline the steps required to post a bike route, to the best of your knowledge. Obvious steps include mapping a route, locating signs, securing necessary authorizations/permissions, funding, and possible additional jurisdiction approvals (depending on location). List major and minor steps that follow what needs to happen after mapping a route. Be sure to include details/tips for steps (big or small) that may not be obvious.

Then, compare your notes and pick someone to collate the steps on a separate blank sheet of paper (to save time you may code your individual sheets as to a "master sequence"). List the names of the participants in the project on any sheets turned in. Be sure to turn in that sheet to Paul at the end of this session.

#### *Report (Group: Richard Skalski, Deb Buchholtz)*

1. Map at contiguous route  
Prioritize as region  
    Based on safety, destinations
2. Once clearly defined – informal meet w/ responsible  
Submit application  
Create budget – funding
  - share road vs. lanes/routes  
    No single answer
  - as region consider setting one approved sign → model
  - KATS as lead
  - \*safety is top priority vs. directional (wayfinding)

## 2. BFK Logo Design Sketching

### *Instructions*

Later this year BFK will be asking all our participants to submit ideas for a BFK logo. (We've been doing so informally to generate ideas in preparation.) This project is aimed generating more ideas.

As individuals, use a blank sheet of paper and take 5-10 minutes to sketch new ideas for a BFK logo. Don't worry about getting it perfect; this is intended to be hand-drawn for purpose of getting ideas out in the allotted time. You can use the existing logo ideas (handed out at meeting) to build off of or create your own completely different ones. Do this step on your own without discussion.

Use about half of the remaining time to comment on all the ideas, and the other half to develop more ideas or modify what you have done. Print your name on any logos you would like to submit for consideration as part of this process turn them in to Paul at the end of this session. Ideas submitted must be done so voluntarily, without restriction on their possible future use as our logo.

*Report (Group: Megan Arndt)*

*Note: Arndt drew a number of logos. They will be included in future rounds of logo solicitation and judging.*

*BFK intends to request logo ideas from its entire group of participants. During the judging process, to reduce the potential for bias, the names of logo submitters will not be made public until final decisions are made. For this reason, logos drawn during this meeting are not reproduced here, since their authorship would be obvious. In the meantime, BFK may use one or more provisional logos on a trial basis.*

*Thanks to Megan Arndt, Paul Guthrie, Ryan Johnson and David Hauschild for logo ideas they have kindly submitted today and in the past.*

### 3. Bicycle Network Naming Research

#### *Instructions*

A bicycle network is composed of bike lanes, routes, trails and sharrows. Often, a specific trail is given a name (such as the Kalamazoo River Valley Trail or the Tart Trail) but the entire network (that may include a number of trails, etc.) is not given a name. BFK is facilitating an effort to name our entire network, for purposes of marketing and public relations.

First 15 minutes (or so)

Use the internet to find guidelines other communities may have used to come up with a name for their entire bicycle route network.

As you do this you may find examples of names that other communities have given to their entire bicycle network.

IMPORTANT: As you come across guidelines and/or names, email links to those you find helpful to yourself and to Paul ([pselden@aol.com](mailto:pselden@aol.com)).

Last 15 minutes (or so)

Discuss what you found with others in your group. Pick someone to summarize key points that may be relevant, and note them on a blank sheet of paper (please print or write very neatly).

*Report (Group: Brian Persky, Ken Schippers; Paul Selden also contributed)*

#### Guidelines

Principles for including everything

- Marketable
- Cultural significance
- Regional significance
- Applicable to all modes of bike transportation
- (- Bikeway/Interurban)

We came up with interurban just based on the definition of the word (we thought it seemed appropriate given the nature of the topic): Interurban definition, of, located in, or operating between two or more cities or towns. [follow-up email from Persky]

Same principle for the term “bikeway” – A bikeway is a lane, route, way or path which in some manner is specifically designed and /or designated for bicycle travel. [follow-up email from Persky]

Guideline documents for name creation

“Guidelines for naming a bicycle network” - Phoenix (wayfinding guidelines)

[https://www.michigan.gov/documents/mdot/MDOT\\_BicycleandPedestrianTerminologyBooklet\\_445994\\_7.pdf](https://www.michigan.gov/documents/mdot/MDOT_BicycleandPedestrianTerminologyBooklet_445994_7.pdf)

<https://www.bicyclenetwork.com.au/general/for-government-and-business/2865/>

[https://www.azmag.gov/Documents/BaP\\_2015-05-26\\_Valley-Path-Brand-and-Wayfinding-Signage-Guidelines.pdf](https://www.azmag.gov/Documents/BaP_2015-05-26_Valley-Path-Brand-and-Wayfinding-Signage-Guidelines.pdf)

[https://www.azmag.gov/Documents/BaP\\_2015-05-26\\_Valley-Path-Brand-and-Wayfinding-Signage-Guidelines.pdf](https://www.azmag.gov/Documents/BaP_2015-05-26_Valley-Path-Brand-and-Wayfinding-Signage-Guidelines.pdf)

<http://www.dot.ca.gov/hq/oppd/hdm/pdf/chp1000.pdf>

<http://nacto.org/publication/urban-bikeway-design-guide/>

Kalamazoo Area Bicycle Network / Suffix ideas (ideas circled on group report are underscored here)

- |            |                     |                             |
|------------|---------------------|-----------------------------|
| - Tour     | - Trail             | - Valley                    |
| - Loop     | - Mobile Path       | - Rideway                   |
| - Ride     | - Greenway          | - Network                   |
| - Corridor | - Bypass            | * <u>Bikeway</u>            |
| - Gateway  | * <u>Interurban</u> | - <u>Regional</u>           |
|            |                     | - <u>Southwest Michigan</u> |
|            |                     | - Shared-use Path           |

Name Idea

- Southwest Michigan Interurban Bikeway / Cycleway
- Southern “
- Kalamazoo Valley “

#### 4. Educational Presentation / Planning

One of BFK's long-term goals is to expand educational opportunities for bicycle skills training throughout the greater community. By "education" we mean skills training (vs. awareness building where information may be presented in a brochure, an article, billboards or public service announcements, but where new skills/new behaviors are not practiced or demonstrated during the session). Awareness-building is being addressed separately.

Ethan Alexander will facilitate, deciding how best your time can be used. Participants working on this project may work as individuals or as a group depending on what works best. It is okay to work on either or both of these projects as long as the objective can be completed during this session.

Project 4a: Outline a plan to fill your perception of the biggest needs for hands-on bicycling skills education, that are not already being addressed by current offerings (e.g., Open Roads' programs, KBC's Bike Camp, and Safe Kids Bike Rodeo; see <http://bikefriendlykalamazoo.org/education-safety/>). Plan as if you could find the resources to make it happen, (but include steps oriented at finding the resources).

In this project it may be most efficient to work as individuals for 5-10 minutes, and then discuss it as a group.

Then, compare your notes and pick someone to collate the steps on a separate blank sheet of paper (to save time you may code your individual sheets as to a "master sequence"). List the names of the participants in the project on any sheets turned in. Be sure to turn in that sheet to Paul at the end of this session.

AND/OR

Project 4b: Help complete a bicycle training program (started by BFK volunteers). NOTE: a link to a draft of this project is at

[http://bikefriendlykalamazoo.org/wp/wp-content/uploads/2016/04/BFK\\_Safety\\_Class\\_Adult\\_Adv\\_With\\_Notes.pptx](http://bikefriendlykalamazoo.org/wp/wp-content/uploads/2016/04/BFK_Safety_Class_Adult_Adv_With_Notes.pptx)

Decide how much of the current draft version of the program can be completed during this session, and then complete that objective during this session. Please email whatever you have completed both to Ethan (he will give you his email address) and to [pselden@aol.com](mailto:pselden@aol.com) at the end of your work.

*Report: Bicycle Education Needs (Group: Megan Hicks, Meg Zapalowski, Ethan Alexander)*

Road Riding

- Road Riding 101 - 3 Hour Class

Trail Riding

- Trail Riding 101 - 3 hour class
- Pedal: Women's Mountain Bike 101

Urban Riding (Big Need)

- Urban Riding 101 - 3 hour class
- Safe Transport
- Sun Screen

Maintenance

- Pedal: Women's maintenance 101
- Pedal: Tune up University
- Open Roads: Open Shop

Bike awareness/Education within Drivers education

Notes:

- Link Pedal Shop Class on BFK

## 5. Non-motorized Plan “Template”

### *Instructions*

Paul Guthrie will facilitate this project. The deliverable is a non-motorized plan template, refined to whatever level can be completed during the meeting. NOTE: a temporary link to the draft of this project is at

[http://bikefriendlykalamazoo.org/wp/wp-content/uploads/2016/04/GenericNonMotorizedPlan\\_BikeFriendlyKalamazoo-draft-150216.doc](http://bikefriendlykalamazoo.org/wp/wp-content/uploads/2016/04/GenericNonMotorizedPlan_BikeFriendlyKalamazoo-draft-150216.doc)

NOTE: it will almost be impossible to work on this project unless you brought a laptop or very capable portable computing device.

Please email whatever you have completed both to Paul Guthrie (he will give you his email address) and to [pselden@aol.com](mailto:pselden@aol.com) at the end of your work.

*Report (Group: Marc Irwin, Paul Guthrie, Kendall Klinglesmith, Paul Sotherland)*

**Actions:** The group reviewed the BFK draft document “Generic Non-Motorized Plan” (NMP) created in late 2014. This document was an outline that included the chapters to include in a NMP. Under each chapter were internet links to NMP that previous BFK participant had reviewed and found to be good examples. On the 4/14 meeting the four participants checked the links and removed those that were no longer active.

**Next Steps:** The NMP document will be revised into two sections. The first will be a concise listing of the NMP’s referenced with internet links to those complete documents. The second section will be a template with selected texts for each chapter. Kendall K will see what is available as an additional example/reference from the City of Portage and send to Paul G. Paul G will compile the revisions to the document.

### **Volunteer Project Preferences**

- 1: Brian Persky, Deb Buchholtz, Dick Skalski
  - 2: Paul Guthrie, Megan Arndt
  - 3: Brian Persky, Ken Schippers, Kendall Klingelsmith
  - 4: Kendall Klingelsmith,
  - 5: Paul Guthrie, Kendall Klingelsmith,
- City of Kalamazoo Routing: Brian Persky  
Community Awareness: Julie Rogers

*Note: We will continue to use email to ask for volunteers on these and other projects.*

*Minutes Prepared by Paul Selden  
Distributed April 21, 2016.  
Corrections greatly appreciated.*

*Thank you to KRESA for providing these facilities,  
and thank you for participating in our meeting today!*