



Bicycle Advisory Board

Tuesday July 18, 2023 – 6:00 PM to 7:30 PM

HYBRID – TELECONFERENCE AND IN-PERSON

VIRTUAL LOCATION:

MS Teams ([Link Here](#) and at Bottom of Agenda)

IN-PERSON LOCATION:

City Council Briefing Center, Spokane City Hall - Basement
808 W. Spokane Falls Blvd.
Spokane, WA 99201



Staff Liaisons: Ryan Shea (509) 625-6087 rshea@spokanecity.org
Inga Note (509) 625-6331 inote@spokanecity.org

6:00 – 6:15 Board Briefing Session:

- 1) [Approve June 20, 2023, minutes](#)
- 2) Liaison Reports
- 3) Chair Report
- 4) Staff Liaison Updates

6:15 – 7:30 Informational, Discussion and/or Action Items:

- 1) Introduction to the Priority Bicycle Network project
- 2) Workshop: Identifying Gaps and Barriers in the Bicycle Network
 - Links:
 - i. [Bike Master Plan GIS Map](#)
 - ii. [Bike Master Plan](#)

Next BAB meeting is scheduled for Tuesday August 15, 2023 at 6pm

Microsoft Teams Meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 286 203 272 720

Passcode: 4iFwLM

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

[+1 424-566-7556,,94307830#](tel:+1424566755694307830) United States, Los Angeles

Phone Conference ID: 943 078 30#

[Find a local number](#) | [Reset PIN](#)

[Learn More](#) | [Meeting options](#)

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION: The City of Spokane is committed to providing equal access to its facilities, programs and services for persons with disabilities. The Council Briefing Center in the lower level of Spokane City Hall, 808 W. Spokane Falls Blvd., is wheelchair accessible and also is equipped with an infrared assistive listening system for persons with hearing loss. Headsets may be checked out (upon presentation of picture I.D.) through the meeting organizer. Individuals requesting reasonable accommodations or further information may call, write, or email Human Resources at 509.625.6363, 808 W. Spokane Falls Blvd, Spokane, WA, 99201; or msteinolfson@spokanecity.org. Persons who are deaf or hard of hearing may contact Human Resources through the Washington Relay Service at 7-1-1. Please contact us forty-eight (48) hours before the meeting date.

Bicycle Advisory Board - Draft Minutes

June 20, 2023

City Council Briefing Center

Meeting Minutes: Meeting called to order at 6:00 PM by Grant Shipley

Attendance:

- *Board Members Present* Grant Shipley (Chair), Charles Greenwood, Pablo Monsivais, Taylor Stevens, Lauren Pangborn, Brian Falteisek, Aren Murcar, Christina Ramirez,
- *Board Members Not Present:* Satish Shrestha
- *Quorum Present:* yes
- *Staff Members Present:* Colin Quinn-Hurst,

Public Comment:

None

Briefing Session:

Minutes from the April 18, 2023 meeting approved unanimously.

1. **Liaison Report -**

- Grant Shipley reported that CTAB did not meet, there is a makeup meeting is scheduled for June 21st.

2. **Chair Report -**

- Grant Shipley encouraged everyone to ride along Pacific Ave and except for two blocks it connects the city with a bike route.
- He also reported that he has asked many people for their opinion on protected bike lane on Riverside and has received positive feedback.

3. **Staff Report -**

- Ryan Shea reported that Pablo Monsivais is now the BAB representative to the Plan Commission Transportation Subcommittee.
- Ryan Shea gave a follow-up report about the Right-of-way vacations reviewed by BAB. Pacific Ave. vacation decided not to proceed with the vacation. The applicant to vacation Elm has also not continued forward.
- Ryan Shea sent the BAB notes that were taken during the mobile BAB meeting last month and requested comments and changes from the Board.
- The Post Street Bridge project grant funds stipulated that the bridge be used for vehicular traffic, so the bridge must be open to vehicles once the bridge construction is complete.
- Summer Parkways is scheduled for June 21st from 6pm-9pm. The route can be found online: <https://summerparkways.com/>

Workshops:

1. Howard Street Pedestrian and Bike Improvements

- Presentation provided by City Staff
- Questions asked and answered
- Discussion ensued

2. Maple/Ash proposed Bike Lane Feedback

- Presentation provided by City Staff

Note: Minutes are summarized by staff. A recording of the meeting is on file with Planning Services.

- Questions asked and answered
 - Discussion ensued
3. Safe Streets for All (SS4A) Grant Letter of Support from the BAB
- Presentation provided by City Staff
 - Questions asked and answered
 - Discussion ensued
 - Motion
 - Lauren Pangborn motioned that the Bicycle Advisory Board approve the letter of support, with edits, from the Bicycle Advisory Board of the Safe Streets for All grant. Seconded by Christina Ramirez. Motion carried unanimously (7,0)

Meeting Adjourned at 7:30 PM

Next Bicycle Advisory Board Meeting scheduled for Tuesday, July 18, 2023

SCOPE OF WORK

City of Spokane Priority Bicycle Network

INTRODUCTION

This Scope of Work outlines the process for developing a priority bicycle network that connects all districts of the city that is suitable for people of all ages and abilities. The results of this project will identify a priority bicycle network but will not assign design guidance to individual segments. A separate effort will update street design guidelines and identify suitable design treatments to achieve a low stress network suitable for people of all ages and abilities.

SCOPE OF WORK

Task 1: Project Management

1.1 Progress Reports and Invoicing

Prepare and submit monthly formal progress reports and weekly informal e-mail progress check-ins. The formal monthly progress report will describe the work underway or completed in the subject month and the status of individual tasks. The weekly informal progress report will provide weekly progress as well as a one week look ahead update. The monthly progress reports will be included with the monthly invoices.

1.2 Project Coordination

Coordination of efforts include conducting, coordinating, and scheduling project activities and assuring quality control. Every effort will be made to maintain effective communication with the team and key project stakeholders. This also includes the project kick off meeting, weekly team meetings, and biweekly City coordination meetings as needed.

Deliverables:

- Monthly Progress Reports and Invoices.
- Weekly informal progress check-ins (e-mail).
- Meeting Agendas and Notes for the kick-off and biweekly City coordination meetings (up to 6 meetings).

Task 2: Network Prioritization

2.1 Kickoff Workshop with City

- Facilitate a workshop meeting with City staff to review criteria and confirm direction for prioritization methods.
 - Confirm network to be evaluated:
 - Spokane web map (bicycle/pedestrian master plans)
 - Six-Year Comprehensive Streets Program

- Comprehensive Plan Appendix D: Transportation
- Previous planning documents
- Master list of projects and status
- Discuss opportunities to leverage relevant previous methodologies and analyses:
 - Spokane Bicycle master Plan (2017)
 - Division Connects prioritization process
 - City's LTS results
 - Displacement Risk Assessment (Housing Action Plan)
- Confirm possible goals and categories for prioritization criteria:
 - Safety and Comfort (LTS, crash history, etc.)
 - Barriers (existing geography, waterways, highways and high-volume arterials)
 - Network connectivity (existing network, gaps, and barrier crossings)
 - Access to destinations (land use, demand, etc.)
 - Equity (within overburdened community, provides multimodal connections, public health, improves access to high needs schools, etc.)
 - Implementation (grant ready, existing project, etc.)

Deliverable

- Summary of meeting with action items

2.2 Assemble GIS Network Data and Prioritization Methodology

- Assemble and update GIS network data.
- Development of the prioritization categories in coordination with the project team along with a breakdown of the meaning and relevance of each category to establish a shared understanding of the goals, purpose, and scope of the project. This prioritization methodology development process will also inform the creation of Network Development Principles (Task 2.4).

Assumptions

- Scoring criteria will not be weighted.
- The City will provide needed data; this task assumes that no new data will be created.

Deliverable

- Technical Memorandum #1: Prioritization Methodology

2.3 Initial Corridor Scoring and Calibration

- Based on the selected prioritization categories and local scoring criterion, the analysis will be performed to establish a preliminary list of network routes for review by the project team.
- Prioritization categories address a range of local needs and allow differences between projects to be identified. To confirm that the prioritization process follows the identified goals of the network, each of the proposed categories are associated with a goal.

Assumptions

- Deliverable may include charts, maps, tables and/or infographics.

Deliverable

- Technical Memorandum #2: Initial Prioritization Results

2.4 Develop Priority Bicycle Network and Network Development Principles

- Use the initial prioritization results from task 2.3 and refine a priority bicycle network using project team feedback based on City consultation with advisory committees and boards.
- Develop a brief memo that documents the Network Development Principles, such as network density, directness of travel, and level of comfort. This document will translate the network goals and priority considerations developed through the prioritization process into principles to guide future network development.

Assumptions

- City staff undertake most of the refinement of the priority bicycle network.
- Deliverable may include charts, maps, tables, GIS shapefiles, and/or infographics.

Deliverable

- Technical Memorandum #3: Priority Bicycle Network and Network Development Principles
- GIS shapefiles

DRAFT