

# BICYCLE PEDESTRIAN COORDINATING COMMITTEE

10:00 a.m., Tuesday, September 30, 2014  
Fort Myers Regional Library, Room A  
1651 Lee Street, Fort Myers, FL 33901  
239-244-2220



## AGENDA

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### Call to Order/Roll Call

- 1) \*Approval of the August 26, 2014 BPCC Meeting Minutes

### New Business

- 2) Review and Comment on Cape Coral Bike Ped Master Plan (Don Scott)
- 3) Report on Bike Ped Education and Awareness on Cape (Stephen Chupack)
- 4) Report on Secretary Hattaway's Presentation from September MPO Board Meeting (Ron Gogoi)
- 5) Discussion on Implementation of Wayfinding Signs Countywide (Dan Moser)
- 6) Discussion on Sharrow Use on Constrained Roadways in Lee County (Dan Moser)

### Old Business

- 7) Staff Update on Ongoing MPO Projects
- 8) Updates on the Policy for Pedestrian Recalls on Pedestrian Pushbutton Signals

### Other Business

- 9) Public and Member Comments on Items not on the Agenda
- 10) Local Government Reports on Bicycle Pedestrian Related Projects
- 11) LeeTran Report
- 12) FDOT Report
- 13) Announcements
- 14) Information and Distribution Items

### Adjournment

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\* Action Items + May Require Action

All meetings of the Lee County Metropolitan Planning Organization (MPO) are open to the public. In accordance with the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting should contact Mr. Ron Gogoi at the Lee MPO 48 hours prior to the meeting by calling (239) 244-2220; if you are hearing or speech impaired call (800) 955-8770 Voice / (800) 955-8771 TDD. Or, e-mail [rgogoi@leempo.com](mailto:rgogoi@leempo.com).

The MPO's planning process is conducted in accordance with Title VI of the Civil Rights Act of 1964 and related statutes. Any person or beneficiary who believes he or she has been discriminated against because of race, color, religion, sex, age, national origin, disability or familial status may file a complaint with the Florida Department of Transportation District One Title VI Coordinator Robin Parrish at (863) 519-2675, or by writing her at P.O. Box 1249, Bartow, Florida 33831.

**MINUTES OF THE LEE COUNTY MPO BICYCLE PEDESTRIAN  
COORDINATING COMMITTEE**

**Held on August 26, 2014**

The meeting of the Bicycle Pedestrian Coordinating Committee was held on August 26, 2014 at the Fort Myers Regional Library, Room A, 1651 Lee Street, Fort Myers.

Those in attendance included:

Andy Getch	LCDOT
Anna Bielawska	LeeTran
Avelino Cancel	City of Fort Myers
Dan Moser	Injury Prevention Council
Linda Carter	CAC
Lee Waller	Lee County Parks
Mark Tesoro	Lee Memorial Health System
Masood Mirza	City of Cape Coral
Stacy Revay	Collier County Growth Management Division
Steve Avakian	City of Sanibel
Steve Jansen	Lee County CTST
Syndi Bultman	Lee Memorial Health System

Others in attendance included Ron Gogoi and Brian Raimondo with the Lee County MPO; D’Juan Harris with FDOT; Roman Serrano with the Lee County Sheriff’s Office; Sue Faulkner with Collier MPO; Sally Kreuzscher with Safe Kids; and Melanie Payne with the News-Press.

**CALL TO ORDER**

Mr. Jansen called the meeting to order at 10:00 am and asked the attendees to introduce themselves. Mr. Gogoi reported that a quorum was present.

**AGENDA ITEM #1 – APPROVAL OF THE AUGUST 26, 2014 BPCC MEETING MINUTES**

**MOTION BY MR. MOSER TO APPROVE THE AUGUST 26, 2014 BPCC MEETING MINUTES. SECONDED BY MS. CARTER. MOTION CARRIED UNANIMOUSLY.**

**NEW BUSINESS**

**AGENDA ITEM #2– DISCUSSION OF ISSUES ON ACCOMODATING A SHARED USE PATH ON SR 80**

Mr. Ryan Weeks from FDOT informed the committee that building a 10' wide multi use path on the north side of SR 80 from Shoreland to Buckingham Road as called for in the scope would drive up construction costs to \$2.2 million. The construction funds currently programmed for this project is \$1.2 million. The excessive costs is due to mitigating the impacts to the existing linear ponds that will result from the construction of the shared used path. On the other hand, building a 6' wide sidewalk will bring the costs down to \$1.2 million with less impacts to the linear ponds. The project could be built along the entire length in the current schedule as a 6' wide sidewalk, or it could be staged into 2 segments and built as a 10' multi use path with different time schedules and more money. Mr. Weeks asked for directions from the committee as to how to approach this project.

**MOTION BY MR. GETCH FOR FDOT TO DESIGN THE ENTIRE LENGTH OF THE PROJECT AS A 10' WIDE MULTI USE PATH AND EVALUATE STAGING THE PROJECT BASED ON MONEY IN AVAILABLE BUDGET AND FOR MPO STAFF TO BRING BACK THE BALANCE OF PROJECT FOR COMMITTEE'S CONSIDERATION IN THE FUTURE. SECONDED BY MR. MOSER. MOTION CARRIED UNANIMOUSLY.**

### **AGENDA ITEM #3 – REVIEW AND COMMENT ON DRAFT 2014 CONGESTION MONITORING REPORT**

Mr. Getch shared his comments on the 2014 Congestion Monitoring Report (CMR) with the committee. Mr. Gogoi explained the public involvement in the congestion management process is an important component. The MPO's congestion reporting surveys have drawn praise from the FHWA and the documentation of congestion reported by the public is encouraged by the feds. The MPO also uses performance measures to evaluate the transportation network which is done every 3 years in the CMR, and staff will provide this component of the CMR again in 2015. Map 3 showing congested locations will be modified, and comments received as part of the input process will be addressed. The way congestion is defined in the report will be explained. Mr. Getch suggested changes to Map 3 that included distinguishing roadways which are being monitored for congestion and those facilities which are already failing, and adding a legend for constrained facilities where congestion has been accepted. Mr. Moser stated money is there for County administration to expand LeeTran bus service that could alleviate congestion but the money is not being paired up with the right priorities.

### **AGENDA ITEM #4 –REPORT ON FINDINGS OF LCSHO BIKE PED EDUCATION AND ENFORCEMENT EVENTS**

Roman Serrano with the LCSO gave a report on 4 large scale operations they conducted on hot spots in the month of August with the High Speed Visibility Enforcement grant. The large scale operations were supplemented with officers using overtime hours to conduct specific enforcement operations. The hot spots locations included Pine Island Road from US 41 to Bus 41, Bus 41 from Powell Road to Marianna, US 41 from Boy Scout Road to Andrea Lane, Old 41 from Bonita Beach Road to Rosemary Avenue, West Terry Street from the Middle School to Matheson, Palm Beach Boulevard from Veronica Shoemaker Parkway to Underwood, and Ortiz from Palm to Ballard. They handed out at

least 60 bicycle light kits, issued 89 citations to motorists for speed and stop sign violations, issued 124 written warnings to mostly bicyclists as part of bike ped education, and gave 12 verbal warnings. The LCSO has submitted a full HVE grant for next fiscal year and the large scale operations conducted with those funds would hit corridors in Lehigh Acres including Homestead Road from Lee to Alabama, and Lee Boulevard by the Walmart.

**AGENDA ITEM #5 – REPORT ON SR 78 AND DEL PRADO BOULEVARD INTERSECTION REVIEW**

Chairperson Jansen reported on the CTST intersection review of SR 78 and Del Prado Boulevard. The issue was the bulbout at the SW corner of the intersection that does not allow the continuation of the bicycle lane on Del Prado Boulevard southbound after crossing Pine Island Road. Discussion ensued regarding whether it was the County or the state that owned the water treatment area at the SW corner, next to the 7-11. Mr. Jansen suggested that if the retention pond is in right of way belonging to the county, a project to realign the sidewalk across the retention pond and add the bicycle lane would be brought up before the BPAC for funding. The County would approach the state to do the project if the pond was in the state right of way.

**AGENDA ITEM #6 – PRESENTATION OF MPO BICYCLE/PEDESTRIAN SAFETY AUDIT REPORT**

Mr. Raimondo presented the recommendations from the Bicycle/Pedestrian Safety Audit Report which involved RSAs at 4 intersections in Lee County including SR 78 and Santa Barbara Boulevard, SR 80 and Marsh Avenue, US 41 and Gladiolus/Six Mile Cypress Parkway, and Colonial Boulevard and Six Mile Cypress Parkway.

**OLD BUSINESS**

**AGENDA ITEM #7 – STAFF UPDATE ON ONGOING PROJECTS**

The Committee decided not to hold a joint meeting with the Collier Pathways Advisory Committee on September 30<sup>th</sup> due to lack of items, and instead hold a regular BPCC meeting on that date. Ms. Stacey Revay and Ms. Sue Faulkner provided updates on the River of Grass Greenway project. Mr. Ryan Weeks provided an update of the design currently under way for the westernmost segment from 6L Farms to CR 92, and he reported that construction is programmed in FY 2015/16.

Mr. Gogoi provided updates on two ongoing MPO projects including the Bus Queue Jump and Bus Pullout Study.

**OTHER BUSINESS**

**AGENDA ITEM #8 – PUBLIC AND MEMBER COMMENTS ON ITEMS NOT ON THE AGENDA**

Mr. Gogoi introduced Mr. D’Juan Harris as FDOT’s new liaison to the Lee MPO.

**AGENDA ITEM #9 – LOCAL GOVERNMENT REPORTS**

Mr. Getch reported that the County BPAC will be looking at a big list of projects to prioritize from, and that he would be also including the SR 78 and Del Prado project to that list. He also asked committee members to spread the word that there were a couple of vacancies in the BPAC.

Mr. Tesoro reported that the Lee Memorial Trauma Service evaluated the injury numbers for April and that there were 20 bike versus auto injuries of which 14 were trauma alert.

**AGENDA ITEM #10 – LEETRAN REPORT**

Ms. Bielawska announced that LeeTran would be holding its 6<sup>th</sup> Annual Food Drive on September 21<sup>st</sup> and they will be working with Publix and Harry Chapin Food Bank to collect food for the Lee County community. Last year they collected 157,957 lbs. of food. She also reported that the July ridership numbers declined by 4.81% passenger trips as compared to same month in 2013, and that they are on track to complete the construction of the new operations facility in January.

**AGENDA ITEM #11 – FDOT REPORT**

None.

**AGENDA ITEM #12 – ANNOUNCEMENTS**

None.

**AGENDA ITEM #13 – INFORMATION AND DISTRIBUTION ITEMS**

None.

The meeting adjourned at 12:00 P.M.

## **REVIEW AND COMMENT ON THE DRAFT CAPE CORAL BICYCLE PEDESTRIAN MASTER PLAN SCOPE OF SERVICES**

**RECOMMENDED ITEM:** This is not an action item. The committee is being asked to review and comment on the attached scope of services for developing a Bicycle Pedestrian Master Plan for the City of Cape Coral.

FDOT's Work Program and MPO's Transportation Improvement Program includes a project to develop a Bicycle Pedestrian Master Plan for the City of Cape Coral in the current fiscal year. The project came to be funded on the basis of being one of the project priorities submitted annually for Lee MPO's Multi-modal Enhancement 'Box' funds. MPO staff has developed the **attached** draft scope of services and is currently seeking input from the City of Cape Coral and other stakeholders, and will be seeking comments from the BPCC at its September 30<sup>th</sup> meeting.



## **CITY OF CAPE CORAL BICYCLE AND PEDESTRIAN MASTER PLAN**

### **SCOPE OF SERVICES**

DRAFT

**Lee County Metropolitan Planning Organization**  
815 Nicholas Pkwy E  
Cape Coral, FL 33990  
[www.leempo.com](http://www.leempo.com)

## **1.0 PROJECT DESCRIPTION**

The goal of this project is to develop an inventory of needed bicycle and pedestrian facilities in the City of Cape Coral, including traffic safety and operational improvements at major intersections, that will help guide the implementation of those facilities. The project will include public involvement activities that will engage the community throughout the planning process. The City of Cape Coral has a current population of 174,000, covers a land area of 105 square miles and has 218 miles of arterial and collector roadways. The City has 19.2 miles of paved shoulders, 50 miles of bike lanes, 8.5 miles of shared use pathways and 66.5 miles of sidewalks.

## **2.0 SCOPE OF SERVICES**

The consultant will provide planning, public outreach and engineering services to address the identification of needed facilities throughout the City. This analysis will identify proposed facilities to address gaps in the system, new facilities that are needed to provide access between neighborhoods and attractions, and facilities that are needed to enhance the safety and use of the existing and developing bicycle/pedestrian network.

### **2.1 PROJECT KICKOFF MEETING**

The consultant will conduct an initial meeting with city staff and community stakeholders to help identify background data and project resources that will help complete a successful project. This meeting will be used to discuss the project schedule, gather contacts for information that will be used throughout the study, data items that may be needed for the study, provide background on the need for the project and expectations and to get input on the meeting attendees priorities.

This meeting will also be used to establish a Project Advisory Committee that will meet on a regular basis to review and provide input on the development of the Cape Coral Bicycle Pedestrian Master Plan. The Project Advisory Committee will be comprised of stakeholders, representatives from the City of Cape Coral and residents that will help guide the development of the Plan as well as providing an important public involvement link back to the community. The Consultant will schedule up to seven Project Advisory Committee meetings as part of this project.



## 2.2 EXISTING FACILITY DATA

Using existing GIS data sources from the City of Cape Coral, Lee County and the Lee MPO, the Consultant will develop a database and base map of existing bicycle and pedestrian facilities within the City. The database should include all of the necessary facility attributes that will be used to develop a safe, continuous network of bicycle and pedestrian facilities. The attributes should include the width of the facilities, type of surface, whether it is signed and striped etc. Enough detail on facilities outside of the City of Cape Coral should be provided to determine future logical connections to facilities in surrounding jurisdictions. The data shall also include information on projects that are programmed within the next five years. Much of this data already exists but this task includes data verification and field review to ensure we are starting with an accurate base map.

This task also includes getting the latest GIS data layers that will help determine project needs, priorities and issues that may be present in developing the proposed needed facilities. These data items include but are not limited to: roadway network, traffic counts, functional classification, bicycle and pedestrian crashes, transit routes and bus stop locations, aerials, right-of-way maps, utility plans, land use, parks, conservation areas, schools and recreation facilities, large employers and major attractions.

## 2.3 PUBLIC INVOLVEMENT

Two formal public meetings will be held to discuss the purpose and need for the project and to solicit public input into the overall proposed bicycle/pedestrian network. Once the database and base map of existing and programmed facilities, along with the production of other related site investigation and general background research is completed, the Consultant will be responsible for the coordination of the first public meeting in the City of Cape Coral. The purpose of this meeting is to obtain public comment and opinions relative to the purpose and goals of this project and where the public believes facilities are needed. The second public meeting will involve a report on the Consultant's findings and the recommended proposed bicycle and pedestrian facilities. The second public meeting will be held prior to the final report preparation.

In addition to the two public meetings (and the Project Advisory Committee meetings listed under section 2.1), the Consultant should plan for attending and presenting up to ten additional MPO Committee/Board and City Council meetings to present the status and results of the study. The timing of these meetings will be determined in conjunction with MPO and City of Cape Coral staff.

The public involvement activities will include the development of tables, maps and graphics that can be displayed on the MPO's and City of Cape Coral's websites. This content will be developed and used to help reach out to the neighborhoods, ~~bike organizations~~ bicycle clubs, schools, bicycle pedestrian and other activists etc. through a variety of outreach methods developed by the Consultant and the Project Advisory Committee.

## **2.4 DESIGN CRITERIA**

The Consultant will prepare a table of proposed bicycle and pedestrian facility design criteria that will be used to outline minimum requirements. The design criteria will be developed for paved shoulders, bike lanes, sidewalks, pathways that identifies the material, width and signing and striping that are the minimum requirements for the development of the proposed facilities. Any special requirements will be identified as part of this process to help the Consultant and staff develop better cost estimates.

The design criteria should also include a write up on other bicycle and pedestrian treatments that the City of Cape Coral may want to consider developing. These items could include, but are not limited to, the development of sharrows, bicycle boxes, painted bike lanes, raised crosswalks etc. This write up should also include the most recent guidance on ADA requirements for use by City staff as they develop and implement the needed facilities.

## **2.5 FUNDING ANALYSIS**

With the assistance of the City of Cape Coral and MPO staff, the Consultant will evaluate the existing implementation funding strategies. This includes identifying what project funding will be eligible for each of the projects based on functional classification, access to schools etc. The goal of this task, from looking at the recent history of the funding, is to identify the projects that the City of Cape Coral will strive to develop over the short and long term, if the

funding allocations stay at a similar level ~~that has been obtained~~ to those over the last ten years.

This task will also provide other possible grant funding opportunities that the staff could submit for in the near future to try and speed up the development of projects and to get further down on the project needs list. This analysis should include possible future grant opportunities that the City should keep an eye on as the opportunities change over time (for example, if Amendment 1 passes, what trail facilities ~~have been~~ included in the Plan ~~that~~ may be eligible for ~~going after those~~ funds tied to Amendment 1).

## **2.6 ASSESSING NEEDS AND RECOMMENDING THE PROPOSED BICYCLE AND PEDESTRIAN NETWORK**

Using the data that has been collected as part of the initial tasks and from the public involvement and outreach activities, the Consultant will develop a database and illustrative maps showing the proposed facility improvements for consideration. The end result of this task is a comprehensive list of bicycle and pedestrian facilities that are needed to meet the existing and future demand. The development of the needed bicycle and pedestrian facilities will be driven by the following criteria:

- Gaps in the system and system continuity
- Previously identified need
- Crash data and safety issues
- Traffic counts
- Access to schools and attractions
- Connections to other transportation modes
- Right-of-way availability

The recommended facilities should include one or more of the following types of improvements:

- New or relocated sidewalks or pathways
- New or relocated bike lanes or paved shoulders
- New or reconstructed bicycle and pedestrian amenities such as loops, signals, signs, railings, striping, lighting

Also as a part of this task, the Consultant shall review the existing signed bike route loops to determine if there are any additional facilities or amenities that are needed to complete the routes.

## 2.7 DEVELOP BICYCLE/PEDESTRIAN PROJECT COSTS

The Consultant will develop planning level cost estimates for each of the proposed projects that are needed to complete the City of Cape Coral Bicycle and Pedestrian network of facilities. ~~The prioritization needs to take into account where there are issues with conflicts, such as drainage issues, utility conflicts or a lack of right-of-way to develop the proposed facility.~~ Based on the prioritization of the projects and the expected current funding level from section 2.6, the Consultant will develop an Engineers cost estimate for the higher priority projects. The Engineer's cost estimates will be developed for the projects that are expected to be submitted for grant funding for the second five years (i.e. the five years after the current projects that are included in the five year MPO TIP and City of Cape Coral CIP).

## 2.8 PRIORITIZATION OF PROJECTS

Through the coordination and review of staff, stakeholders and the public, the Consultant will develop a prioritization process to determine the general order that the projects should be completed based on need. The prioritization needs to take into account where there are issues with conflicts, such as drainage issues, utility conflicts or a lack of right-of-way to develop the proposed facilities. The prioritization process should be consistent with the requirements for how the City currently seeks grant funding to make maximum use of those opportunities. The prioritization process will be vetted through the Project Advisory Committee for approval.

## 2.9 FINAL REPORT

The final report shall identify the background on the project, the existing facilities, the existing ~~funding~~ and future funding opportunities, the bicycle and pedestrian facilities -that are needed to complete a safe, continuous system of bicycle and pedestrian facilities throughout the City and their prioritization and projected cost to complete those facilities. This data should be provided in tables, maps and graphic format for presentations and use by the City of

Cape Coral staff. Upon review and approval by the Lee MPO Board, the Consultant will provide ten bound copies of the City of Cape Coral Bike/Pedestrian Master Plan to MPO staff. GIS files will be provided electronically ~~for to~~ both ~~the~~ MPO and the City of Cape Coral staff. A .pdf version of the final report, including appendices, maps and graphics will be provided electronically.

## **2.10 TIMELINE**

The Consultant must complete all work within one year from the issuance of the Notice to Proceed by the Lee County MPO.

## **2.11 PROJECT BUDGET**

The Project Budget is \$152,000.



**CITY OF CAPE CORAL BICYCLE AND PEDESTRIAN MASTER PLAN**  
**SCOPE OF SERVICES**

Lee County Metropolitan Planning Organization  
815 Nicholas Pkwy E  
Cape Coral, FL 33990  
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## 2.0 SCOPE OF SERVICES

The consultant will provide planning, public outreach and engineering services to address the identification of needed facilities throughout the City. This analysis will identify proposed facilities to address gaps in the system, new facilities that are needed to provide access between neighborhoods and attractions, and facilities that are needed to enhance the safety and use of the existing and developing bicycle/pedestrian network.

### 2.1 PROJECT KICKOFF MEETING

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This meeting will also be used to establish a Project Advisory Committee that will meet on a regular basis to review and provide input on the development of the Cape Coral Bicycle Pedestrian Master Plan. The Project Advisory Committee will be comprised of stakeholders, representatives from the City of Cape Coral and residents that will help guide the development of the Plan as well as providing and important public involvement link back to the community. The Consultant will schedule up to seven Project Advisory Committee meetings as part of this project.

Commented [p1]: Add MPO staff?

## 2.2 EXISTING FACILITY DATA

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This task also includes getting the latest GIS data layers that will help determine project needs, priorities and issues that may be present in developing the proposed needed facilities. These data items include but are not limited to: roadway network, traffic counts, functional classification, bicycle and pedestrian crashes, transit routes and bus stop locations, aerials, right-of-way maps, utility plans, land use, parks, conservation areas, schools and recreation facilities, large employers and major attractions.

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Two formal public meetings will be held to discuss the purpose and need for the project and to solicit public input into the overall proposed bicycle/pedestrian network. Once the database and base map of existing and programmed facilities, along with the production of other related site investigation and general background research is completed, the Consultant will be responsible for the coordination of the first public meeting in the City of Cape Coral. The purpose of this meeting is to obtain public comment and opinions relative to the purpose and goals of this project and where the public believes facilities are needed. The second public meeting will involve a report on the Consultant's findings and the recommended proposed bicycle and pedestrian facilities. The second public meeting will be held prior to the final



report preparation. The consultant's will evaluate the comments received at this meeting and will modify its report if needed.

In addition to the two public meetings (and the Project Advisory Committee meetings listed under section 2.1), the Consultant should plan for attending and presenting up to ten additional MPO Committee/Board and City Council meetings to present the status and results of the study. The timing of these meetings will be determined in conjunction with MPO and City of Cape Coral staff.

The public involvement activities will include the development of tables, maps and graphics that can be displayed on the MPO's and City of Cape Coral's ~~website~~websites. This content will be developed and used to help reach out to the neighborhoods, ~~bike organizations~~bicycle clubs, schools, bicycle pedestrian and other activists etc. through a variety of outreach methods developed by the Consultant and the Project Advisory Committee.

## 2.4 DESIGN CRITERIA

The Consultant will put together a narrative compiling the existing design features currently used by the City in the construction of bicycle pedestrian facilities. In addition, tThe Consultant will prepare a table of proposed bicycle and pedestrian facility design criteria ~~that will be recommended to be used~~ to ~~outline~~ outlining minimum requirements. The recommended design criteria will be developed for paved shoulders, bike lanes, sidewalks, ~~pathways~~bikepaths and multi-use paths that ~~identifies~~identify the preferred material, minimum width and signing and striping features that are the minimum requirements for the development of the proposed facilities. Any special requirements will be identified as part of this process to help the Consultant and staff develop better cost estimates.

The design criteria should also include a write up on other bicycle and pedestrian treatments that the City of Cape Coral may want to consider developing. In particular an evaluation on whether adding pavement next or adjacent to the existing travel lanes could be a recommended approach to address bicyclists and pedestrian instead of the existing practice of building concrete sidewalks and on street bike lanes. These items ~~evaluation could also~~ These items could include, but are not limited to, the development of sharrows, bicycle boxes, painted bike lanes, raised crosswalks etc. This write

up should also include the most recent guidance on ADA requirements for use by City staff as they develop and implement the needed facilities.

## 2.5 FUNDING ANALYSIS

With the assistance of the City of Cape Coral and MPO staff, the Consultant will evaluate the existing implementation funding strategies. This includes identifying what project funding will be eligible for each of the projects based on functional classification, access to schools etc. The goal of this task, from looking at the recent history of the funding, is to identify the projects that the City of Cape Coral will strive to develop over the short and long term, if the funding allocations stay at a similar level ~~that has been obtained to those~~ over the last ten years.

This task will also provide other possible grant funding opportunities that the staff could submit for in the near future to try and speed up the development of projects and to get further down on the project needs list. This analysis should include possible future grant opportunities that the City should keep an eye on as the opportunities change over time (for example, if Amendment 1 passes, what trail facilities ~~have been included in the Plan that~~ may be eligible for ~~going after those funds~~ )- tied to Amendment 1).

## 2.6 ASSESSING NEEDS AND RECOMMENDING THE PROPOSED BICYCLE AND PEDESTRIAN NETWORK

Using the data that has been collected as part of the initial tasks and from the public involvement and outreach activities, the Consultant will develop a database and illustrative maps showing the proposed facility improvements for consideration. The end result of this task is a comprehensive list of bicycle and pedestrian facilities that are needed to meet the existing and future demand. The development of the needed bicycle and pedestrian facilities will be driven by the following criteria:

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- Crash data and safety issues
- Traffic counts
- Access to schools and attractions
- Connections to other transportation modes

- Right-of-way availability

The recommended facilities should include one or more of the following types of improvements:

- New or relocated sidewalks or pathways
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Also as a part of this task, the Consultant shall review the existing signed bike route loops to determine if there are any additional facilities or amenities that are needed to complete the routes.

## 2.7 DEVELOP BICYCLE/PEDESTRIAN PROJECT COSTS

The Consultant will develop planning level cost estimates for each of the proposed projects that are needed to complete the City of Cape Coral Bicycle and Pedestrian network of facilities. ~~The prioritization needs to take into account where there are issues with conflicts, such as drainage issues, utility conflicts or a lack of right of way to develop the proposed facility.~~ Based on the prioritization of the projects and the expected current funding level from section 2.6, the Consultant will develop an Engineers cost estimate for the higher priority projects. The Engineer's cost estimates will be developed for the projects that are expected to be submitted for grant funding for the second five years (i.e. the five years after the current projects that are included in the five year MPO TIP and City of Cape Coral CIP).

## 2.8 PRIORITIZATION OF PROJECTS

Through the coordination and review of staff, stakeholders and the public, the Consultant will develop a prioritization process to determine the general order that the projects should be completed based on need. The prioritization needs to take into account where there are issues with conflicts, such as drainage issues, utility conflicts or a lack of right-of-way to develop the proposed facility. The prioritization process should be consistent with the requirements for how the City currently seeks grant funding to make maximum use of those opportunities. The prioritization process will be vetted through the Project Advisory Committee for approval.

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## 2.10 TIMELINE

The Consultant must complete all work within one year from the issuance of the Notice to Proceed by the Lee County MPO.

## 2.11 PROJECT BUDGET

The Project Budget is \$152,000.

## **REPORT ON BICYCLE PEDESTRIAN EDUCATION AND AWARENESS IN THE CITY OF CAPE CORAL**

**RECOMMENDED ITEM:** This is not an action item. Committee member Stephen Chupack will report on ongoing efforts in Cape Coral for bicycle pedestrian safety education and awareness.

Following the recent bicycle fatality that occurred on Kismet Parkway involving a school student, bicycle advocacy groups and the City of Cape Coral officials have met to discuss ideas to develop a program for bicycle pedestrian safety and awareness. The Cape Police Department is considering submitting a High Visibility Enforcement Grant to FDOT for bicycle pedestrian education and enforcement. Committee member Stephen Chupack will report on these efforts at the September 30<sup>th</sup> BPCC meeting, and discuss opportunities for partnering with other organizations around the county to supplement/complement countywide bicycle pedestrian safety awareness.

## **REPORT ON SECRETARY HATTAWAY'S PRESENTATION FROM THE SEPTEMBER MPO BOARD MEETING**

**RECOMMENDED ITEM:** This is not an action item. Staff will report the highlights of a presentation provided by FDOT District 1 Secretary to the MPO Board.

Billy Hattaway, FDOT District 1 Secretary, gave a presentation at the September 19<sup>th</sup> MPO Board meeting on the statewide bicycle pedestrian safety initiative, the new FDOT complete streets policy, and the use of modern roundabouts. Highlights from that presentation will be shared by MPO staff at the September 30<sup>th</sup> BPCC meeting.

## **DISCUSSION ON IMPLEMENTATION OF WAYFINDING SIGNS COUNTYWIDE**

**RECOMMENDED ITEM:** This is not an action item. Committee member Dan Moser will initiate a discussion on the implementation of bicycle pedestrian wayfinding signs countywide, and a discussion on the installation of appropriately signed bike lanes per the MUTCD.

The MPO's Bicycle Pedestrian Master Plan calls for the BPC to take the lead in implementing uniform bicycle pedestrian signage system across the county. The signage which would also provide navigation for bicyclists along the facilities would promote bicycle pedestrian safety and awareness. Since the adoption of the plan in 2011, the Lee County BOCC took the initiative in implementing a bicycle and wayfinding sign system along parts of the Lee Tour De Park Parks and University Loop segments. In addition, the City of Cape Coral in partnership with Cape Coral Bike Ped has been marking 100 miles of interconnected bike routes with sponsored wayfinding signage. The MPO's TIGER project could possibly install wayfinding signage along some bicycle facilities within this project but staff would not be able to make any commitments until the bids for design build services come in, and the project awarded. At the September 30<sup>th</sup> meeting, Committee member Dan Moser will lead a discussion on efforts that will lead towards implementing this type of signage along bicycle facilities by other local governments in Lee County within their jurisdictions. He will be also discussing appropriately signed and marked bike lanes as per the Florida Green Book and MUTCD.

## **DISCUSSION ON SHARROW USE ON CONSTRAINED ROADWAYS IN LEE COUNTY**

**RECOMMENDED ITEM:** This is not an action item. Committee member Dan Moser will initiate a discussion on development of criteria for implementation of shared lane markings/sharrows on constrained roadways.

In Florida, shared lane markings or sharrows can be installed on roadways only where the posted speed limits are not greater than 35 mph as per the *Florida Green Book*. They also cannot be placed on bike lanes and paved shoulders according to the MUTCD, and the center line of a sharrow must be placed at least 4' from the face of a curb, or edge of the pavement. In Lee County, sharrows have been installed on the Gladiolus Drive segment west of A & W Bulb Road, and is also included in the 30% design plans for implementation in reconstructed segments of Estero Boulevard where the existing right of way is 50' and can only support a three lane road with sidewalks.

At the September 30<sup>th</sup> BPC meeting, committee member Dan Moser will lead a discussion on use of sharrows on constrained roadways in Lee County, and development of criteria that determines their use on such roadways.



## **UPDATES ON THE POLICY FOR PEDESTRIAN RECALLS ON PEDESTRIAN PUSHBUTTON SIGNALS**

**RECOMMENDED ITEM:** This is not an action item.

Committee member Dan Moser has requested an update on the research from LCDOT from other areas in Florida regarding a policy which determines a need for a pedestrian recall, automatic walk signal, vs. a need for a manually activated pushbutton signal to cross a side street. At the June 24<sup>th</sup> BPC meeting, Committee Chairman Steve Jansen had stated that he would get in touch with FDOT to find out if they have a policy or process on pedestrian walk and recalls that could be implemented in Lee County.

## **INFORMATION AND DISTRIBUTION ITEMS**

1. Amended BPCC Bylaws
2. Updated BPCC Roster



## **BICYCLE PEDESTRIAN COORDINATING COMMITTEE BYLAWS**

Adopted October 22, 1999

Amended June 26, 2012

Amended June 24, 2014

Ratified by Lee County MPO on September 19, 2014

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# **BYLAWS**

## **of the Lee County Metropolitan Planning Organization**

### **BICYCLE PEDESTRIAN COORDINATING COMMITTEE**

#### **Section 1. NAME**

The name of this committee shall be the Bicycle Pedestrian Coordinating Committee (BPCC).

#### **Section 2. RESPONSIBILITIES**

It shall be the responsibility of this committee to:

- A. Coordinate the bicycle/pedestrian planning and programming activities of all agencies participating in the Lee County MPO;
- B. Review local land development regulations to identify funding opportunities and incentives for developers to provide bicycle/pedestrian facilities;
- C. Assist local governments in locating additional funding sources for bicycle and pedestrian improvements, developing inventories of their bicycle and pedestrian facilities, and other tasks on which assistance may be requested;
- D. Review and recommend bicycle and pedestrian projects for federal and state funds including but not limited to Local and Regional Transportation Enhancement, Multimodal Transportation Enhancement Box, and Safe Route to School Program funds;
- E. Update and maintain the county-wide inventory of existing, programmed, and planned bicycle and pedestrian facilities developed as part of the Lee County Bicycle Pedestrian Master Plan.
- F. Oversee the implementation of the Lee County Bicycle Pedestrian Master Plan and update the Plan periodically. Also participate and provide input during the comprehensive updates and amendments of the MPO Long Range Transportation Plan;
- G. Continue to support and encourage sustainability initiatives in Lee County;
- H. Review state Project Development and Environment (PD&E) studies and design plans to ensure that adequate provisions for cyclists and pedestrians are included in the planning and designs of new and reconstructed highways, and that they are consistent with the MPO's Countywide Bicycle Pedestrian Master Plan and the MPO Long Range Transportation Plan, or any specific committee recommendations that may have come out of any MPO meeting;
- I. Capitalize on opportunities for developer implementation of bicycle pedestrian improvements;
- J. Capitalize on opportunities for Public Private Partnerships to implement bicycle pedestrian improvements;
- K. Partner with community groups to host public events to educate the community about the Bicycle Pedestrian Master Plan and seek their involvement and support in implementing the bike/ped improvements identified in the Plan; and
- L. Review and assess Demonstration and Special Projects, and Spot improvements identified in the Master Plan and develop strategies for addressing these needs.
- M. Review and assess bicycle and pedestrian signage countywide for consistency and uniformity, and identify opportunities for providing signage and way finding

### Section 3. **RELATIONSHIP TO THE TMOC AND OTHER AGENCIES**

- A. Proposals affecting motorized traffic operations shall be coordinated with the Traffic Management Operations Committee (TMOC) by participation of a BPCC member on the (TMOC). This member shall be appointed by the committee at a regular BPCC meeting.
- B. The committee should work directly with local and state government agencies, and other governmental and non-governmental institutions as necessary to coordinate their bicycle and pedestrian planning and programming activities.

### Section 4. **MEMBERSHIP**

- A. **VOTING MEMBER:** The voting membership of this committee shall consist of one primary representative and an alternate from each of the following agencies:
  - ❖ City of Bonita Springs
  - ❖ City of Cape Coral
  - ❖ City of Fort Myers
  - ❖ Town of Fort Myers Beach
  - ❖ City of Sanibel
  - ❖ Lee County Department of Transportation
  - ❖ Lee County Community Traffic Safety Team
  - ❖ MPO Citizen Advisory Committee
  - ❖ LeeTran
  - ❖ Lee County School District
  - ❖ Lee County Injury Prevention Coalition
  - ❖ Lee County Parks & Recreation
  - ❖ Lee County Visitor and Convention Bureau
  - ❖ Lee Memorial Health System
  - ❖
  - ❖ Four At Large Citizens
  - ❖ Lee County Port Authority
- B. **NON VOTING ADVISORY MEMBER:** This committee shall also include a non-voting advisory member from Collier County, and non-voting members from participating law enforcement agencies
- C. Each member entity in the BPCC shall appoint one person to represent it on the committee, and may also appoint one or more alternate members to represent it in the absence of its appointed representative.
- D. In the case of At Large Citizen Members, appointments shall be made by the MPO Policy Board. All such appointments are subject to ratification by a majority of members of the MPO at a regular MPO meeting at which a quorum is present.
- E. The At Large Citizen Members of the BPCC shall be citizens and year-round residents of the Metropolitan Planning Organization's transportation study area. Members or their immediate family members (spouse, child, parent or sibling) shall not be declared candidates or elected officials of the Lee County Commission, municipalities in Lee County or Lee County Constitutional Officers. The At Large members shall not be employees of any of the local governments represented on the MPO or of the state or federal departments of transportation. Should the status of any of these BPCC members change in such a way as to disqualify him/her

from membership under the terms of this paragraph, his/her membership shall automatically terminate. Those who thus become ineligible for BPCC membership shall provide written notice to the MPO staff the BPCC Chairman.

- F. At Large Members shall be granted an excused absence if they contact MPO staff prior to the meeting via email or by phone with a follow up email as to why they were unable to attend the meeting. Excused absences are counted as a regular absence. However, MPO staff will keep a record of excused and unexcused absences and present this record to the MPO Board if the member is in violation of the participation requirements. Should any member be absent from three (3) consecutive regular BPCC meetings, or from four (4) out of six (6) consecutive regular BPCC meetings within a twelve (12) month period, staff recommendation will be made to the MPO Board to remove this member for lack of participation, regardless if the absence was excused or unexcused.
- G. Should a temporary circumstance prevent an At Large Citizen Member from participation, a leave of absence may be granted by the BPCC for a period of no more than three (3) months. The member should submit the request to MPO Staff in writing and address it to the BPCC Chairman.
- H. All At Large Members will be required to complete the BPCC Application in Appendix C before they are appointed by the MPO Policy Board to ensure that they meet all the requirements.
- I. Agency appointees shall try to attend the meetings regularly. If they are unable to attend these meetings on a regular basis they should inform MPO staff, and have another staff person appointed immediately by the Department Head or the Appropriate Official.

## Section 5. OFFICERS

- A. The officers of this committee shall consist of a Chairperson and a Vice Chairperson, both of whom shall be regular (*i.e.* not alternate) voting members of the committee.
- B. An election for both officers shall be held at the first regularly scheduled meeting of each calendar year.
- C. The term for each office shall be one calendar year, unless at the end of the year the Chairperson has served for less than six months, in which case his or her term shall continue until the end of the following calendar year.
- D. An officer shall not serve consecutive terms in the same office.
- E. The Vice Chairperson shall automatically become Chairperson the year following his or her election (or sooner if a vacancy occurs in the Chairpersonship), with subsequent elections being held only to fill the office of Vice Chairperson, unless both offices should simultaneously become vacant.
- F. A Vice Chairperson shall be elected at the first meeting of each calendar year, unless the Chairperson has served for less than six months, and at the first meeting following the occurrence of a vacancy in the office.
- G. The Chairperson shall preside at meetings of the committee and shall be responsible for the conduct of the meetings. The Chairperson shall be authorized to speak for and to sign correspondence and documents on behalf of the committee. The Chairperson shall appoint subcommittees and members to chair them, and appoint members to represent the committee on joint task forces or other committees. The Chairperson shall consult with the MPO staff agency on the scheduling of meetings and their agendas.
- H. The Vice Chairperson shall, during the absence of the Chairperson or his inability to serve, have and exercise all of the duties and powers of the Chairperson. The Vice Chairperson shall also perform such other duties as may be assigned him by the Chairperson.
- I. In the absence of both the Chairperson and the Vice Chairperson from a meeting, a temporary Chairperson shall be elected.
- J. The Chairperson, or his/her designee, shall present a monthly report of the BPCC meetings to the MPO Policy Board.

**Section 6. MEETINGS**

- A. Meetings shall be held monthly at 10 a.m. on the Tuesday the week before the Technical Advisory Committee meeting, or as deemed necessary by the Chairperson and MPO staff agency.
- B. The members shall be sent agendas, and whenever possible, minutes of the previous meeting, no less than eight days before the date of each meeting. Agendas shall be sent to members either by regular mail or e-mail. Meetings may be cancelled, rescheduled, or relocated at the discretion of the Chairperson or MPO staff. However, on such occasions an eight (8) day advance notice shall be given to members by email. Members shall inform the staff agency at least twenty-four hours before the meeting whether they will attend.
- D. A quorum shall consist of 6 primary members, or their alternates.
- E. A joint meeting between the Lee County MPO Bicycle Pedestrian Coordination Committee and the Collier County Pathway Advisory Committee shall be held at least once a year for the purpose of regional coordination. Quorum requirements for the BPCC in such meetings shall be 6 members.
- H. When a BPCC member abstains from a vote due to a conflict they must complete Form 8B which is included in Appendix B. BPCC member's conflicts of interest and compliance issues are guided by Section 112.3143 of the Florida Statutes.
- I. Meetings will be open to the public. The public may be allowed the right to speak or participate in the discussion at the discretion of the Chairman.

**Section 7. SUBCOMMITTEES**

Subcommittees may be appointed by the Chairperson to address specific projects or issues.

**Section 8. AMENDMENTS**

- A. These Bylaws may be amended at any meeting by the affirmative vote of two-thirds of the voting members or their alternates present, provided a copy of the proposed amendment(s) shall have been mailed or e-mailed to each member at least four calendar days before the meeting.
- B. Amendments shall be effective upon ratification by the MPO Policy Board.

# LEE COUNTY METROPOLITAN PLANNING ORGANIZATION BICYCLE PEDESTRIAN COORDINATING COMMITTEE

19 SEATS    CURRENT VOTING MEMBERS: 19    QUORUM: 6

\*CHAIRPERSON            \*\*VICE-CHAIRPERSON

<b>BPCC Appointed Members</b>		
<b>Agency</b>	<b>Representative</b>	<b>Alternate</b>
Citizens Advisory Committee (CAC)	Linda Carter** 704 Homer Avenue, North Lehigh Acres, FL 33971 Home: (239) 368-6846 <a href="mailto:mslindacarter@comcast.net">mslindacarter@comcast.net</a>	David Urich 3919 McKinley Avenue Fort Myers, FL 33901 Cell: (239) 850-2413 <a href="mailto:d.urich@comcast.net">d.urich@comcast.net</a>
City of Bonita Springs	Jeff Davis 9220 Bonita Beach Road Bonita Springs, FL 34135 239-949-6262 <a href="mailto:Jeff.davis@cityofbonitasprings.org">Jeff.davis@cityofbonitasprings.org</a>	Nicole Perino 9220 Bonita Beach Road Bonita Springs, FL 34135 239-949-6262 <a href="mailto:Nicole.perino@cityofbonitasprings.org">Nicole.perino@cityofbonitasprings.org</a>
City of Cape Coral	Masood Mirza Traffic Engineer P.O. Box 150027 Cape Coral, FL 33915 <a href="mailto:mmirza@capecoral.net">mmirza@capecoral.net</a>	Stephanie Smith Project Manager P.O. Box 150027 Cape Coral, FL 33915 239-242-3218 <a href="mailto:srsmith@capecoral.net">srsmith@capecoral.net</a>  Gary Gasperini Engineer IV P.O. Box 150027 Cape Coral, FL 33915 <a href="mailto:ggasperini@capecoral.net">ggasperini@capecoral.net</a>
City of Fort Myers	Avelino Cancel P.O. Drawer 2217 Fort Myers, FL 33902 239-321 7454 <a href="mailto:acancel@cityftmyers.com">acancel@cityftmyers.com</a>	<b>(VACANT)</b>
City of Sanibel	Stephen Avakian 9445 Beverley Lane Sanibel, FL 33957 239-395-1363 <a href="mailto:Savakian@aol.com">Savakian@aol.com</a>	<b>(VACANT)</b>
Community Traffic Safety Team	Steve Jansen* LCDOT, Traffic Section 5650 Enterprise Parkway Fort Myers, FL 33905 239-694-7600 / 239-533-8503 <a href="mailto:jansensj@leegov.com">jansensj@leegov.com</a>	Jay Anderson Executive Director, Stay Alive.....Just Drive <a href="mailto:justdrivefla@embarqmail.com">justdrivefla@embarqmail.com</a>



Injury Prevention Coalition	Dan Moser 1449 Linhart Avenue Fort Myers, FL 33901 239-334-6417 <a href="mailto:dan@floridabicycle.org">dan@floridabicycle.org</a>	Diane Holm <a href="mailto:Diane_Holm@doh.state.fl.us">Diane_Holm@doh.state.fl.us</a> 239-332-9561 Cell: 850-519-5728
Lee County Department of Transportation	Andy Getch Engineering Manager I 1500 Monroe Street P.O. Box 398 Fort Myers, FL 33902 239-533 8510 <a href="mailto:getchaj@leegov.com">getchaj@leegov.com</a>	David Wagley 1500 Monroe Street P.O. Box 398 Fort Myers, FL 33902 239-533 8510 <a href="mailto:wagleyd@leegov.com">wagleyd@leegov.com</a>
Lee County Department of Parks & Recreation	Jason Lamey Planner Terry Park 3410 Palm Beach Blvd. Fort Myers, FL 33916 239-634-1454 <a href="mailto:jlamey@leegov.com">jlamey@leegov.com</a>	Lee Waller Land Stewardship Coordinator Terry Park 3410 Palm Beach Boulevard Fort Myers, FL 33916 239-707-0862 <a href="mailto:jwaller@leegov.com">jwaller@leegov.com</a>
Lee County School District	Elisa Yanes Safety Inspector Specialists Lee County School District 3308 Canal Street Ft. Myers, FL 33916 (239)479 4294 <a href="mailto:elisaY@leeschools.net">elisaY@leeschools.net</a>	Robbyn Hall Safety Inspector Specialists (239) 479 4208 <a href="mailto:RobbynSH@LeeSchools.net">RobbynSH@LeeSchools.net</a>
LeeTran	Wayne Gaither Principal Planner 6035 Landing View Road Fort Myers, FL 33907 239-533-0344 <a href="mailto:wgaither@leegov.com">wgaither@leegov.com</a>	Anna Bielawska 6035 Landing View Road Fort Myers, FL 33907 239-533-0344 <a href="mailto:ABielawska@leegov.com">ABielawska@leegov.com</a>
Town of Fort Myers Beach	Belinda Smith Town of Fort Myers Beach 2523 Estero Boulevard Fort Myers Beach, FL 33931 Phone: 239.765.0202 <a href="mailto:belinda@fortmyersbeachfl.gov">belinda@fortmyersbeachfl.gov</a>	<b>(VACANT)</b>
Lee County Visitor and Convention Bureau	Simone Behr, CVA Visitor Services Coordinator 2201 Second Street, Suite 600 Fort Myers, FL 33901 239 590 4855 <a href="mailto:Sbehr@leegov.com">Sbehr@leegov.com</a>	Nancy MacPhee Program Manager Lee County Visitor & Convention Bureau 2201 Second Street, Suite 600 Fort Myers, FL 33901 (239) 338-3500 <a href="mailto:nmacphee@leegov.com">nmacphee@leegov.com</a>
Lee Memorial Health System	Mark Tesoro Injury Prevention Educator Trauma Services 239 343 3672 (w) 239 343 2968 (c) <a href="mailto:mark.tesoro@leememorial.org">mark.tesoro@leememorial.org</a>	Syndi Bultman Injury Prevention Manager Trauma Services <a href="mailto:Syndi.bultman@leememorial.org">Syndi.bultman@leememorial.org</a>

Lee County Port Authority	Josh Philpott Lee County Port Authority 11000 Terminal Access Road Fort Myers, FL 33913 239 590 4618 <a href="mailto:Jophilpott@flycpa.com">Jophilpott@flycpa.com</a>	(VACANT)
Member-At-Large	Dru Doyle 2230 Camino del Mar Sanibel, Florida 33957 239 233 1514 <a href="mailto:drudoyle@mindspring.com">drudoyle@mindspring.com</a>	
Member-At-Large	Alexander Harrill 6650 Crestridge Loop Fort Myers, Florida 33912 239 947 7474 <a href="mailto:alexander@laneinsurancegroup.com">alexander@laneinsurancegroup.com</a>	
Member-At-Large	Ryan Chute 12712 Aston Oaks Drive Fort Myers, Florida 33912 239 849 0438 <a href="mailto:RShute@M-DA.com">RShute@M-DA.com</a>	
Member-At-Large	Steve Chupack 2720 SW 37 <sup>th</sup> Terrace Cape Coral, Florida 33914 239 218 8496 <a href="mailto:schupack@comcast.net">schupack@comcast.net</a>	
<b>BPCC Members - Non Voting</b>		
Collier County Growth Management Division	Stacy Revay <a href="mailto:stacyrevay@colliergov.net">stacyrevay@colliergov.net</a>	Reed Jarvi 2800 North Horseshoe Drive Naples, FL 34104 <a href="mailto:ReedJarvi@colliergov.net">ReedJarvi@colliergov.net</a>
Cape Coral PD		
Fort Myers PD		
Lee County Sheriff's Office		
Florida Highway Patrol		

\*Chairman \*\*Vice-Chairman

September 19, 2014