

BICYCLE PEDESTRIAN COORDINATING COMMITTEE

Lee County Metropolitan Planning Organization

Tuesday, August 23, 2022

Fort Myers Collaboratory

2031 Jackson Street,

Fort Myers, FL 33901

10:00 a.m.



AGENDA

1. **Call to Order**
 2. **Roll Call/Introductions**
 3. **Public Comments on Items on the Agenda**
 4. *Approval of the June 28, 2022 Meeting Minutes
 5. Proposed Collier County SUN Trail Alignment Changes (Scott Philips)
 6. Crash/Speed/Micromobility Management on Sanibel Pathways (Chief Donovan)
 7. Overview of the 2022 Dangerous By Design Report (Don Scott)
 8. Traffic Crash Related Trauma Injuries (Syndi Bultman)
 9. FDOT/MPO/Local Agency Updates
 10. Public and Member Comments on Items not on the Agenda
 11. Announcements
 12. Information and Distribution Items
- Adjournment**
-

*Action Items *May Require Action

Public participation is solicited without regard to race, color, national origin, sex, age, disability, religion, or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact Calandra Barraco with the Lee County MPO at 239-330-2243 or by email at cbarraco@leempo.com at least seven (7) days prior to the meeting. If you are hearing or speech impaired call (800) 955-8770 Voice / (800) 955-8771 TDD. 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 they have been discriminated against because of race, color, national origin, sex, age, disability, religion, or familial status may file a complaint with the Lee County MPO Title VI Coordinator, Calandra Barraco, at 239-330-2243, or in writing at P.O. Box 150045, Cape Coral, Florida 33915-0045.

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Lee County Metropolitan Planning Organization

Tuesday, June 28, 2022, 10:00 a.m.

Fort Myers Collaboratory

2031 Jackson Street,

Fort Myers, FL 33901



Meeting Minutes

Agenda Item #1 – Call to Order

The in-person meeting was called to order at approximately 10:00 a.m. by BPCC Chair Teresa Lewis.

Agenda Item #2 - Roll Call/Introductions

MPO staff called and recorded the roll. There was a quorum. Those in attendance included:

From the BPCC

Brandon Kaczmarek	Lee County Parks and Recreation
Carl Karakos	City of Fort Myers
David Wagley	Lee County Department of Community Development
David Wheaton	Member-at-Large
Dawn Huff	LeeTran
Diane Holm	Injury Prevention Coalition
Farhan Butt	Lee County Department of Community Development
Henry Burden	Member-at-Large/Vice-Chair
James Lear	Cape Coral Police Department
Jennifer Hagen	Member-at-Large
Jorge Puente	LeeTran
Lee Waller	Lee County Parks and Recreation
Nancy Crocker	Lee County School District
Pim Tan	City of Cape Coral
Rachel Pierce	City of Sanibel
Randy Krise	Lee MPO Citizen Advisory Committee
Scott Stryker	Village of Estero
Sean Gibbons	City of Bonita Springs
Syndi Bultman	Lee Health Trauma Services
Teresa Lewis	Member-at-Large/Chair
Tracey Walton	Lee Health Trauma Services

Others in attendance included Ron Gogoi and Don Scott with the Lee County MPO; Thomas Marquardt with Lee County DOT; Clarissa Marino Diaz with LeeTran; Jodi Walborn with the Blue Zones Project SWFL; Michael Tisch with Collier County; Victoria Peters with FDOT; LCSO detail Deputy.

Agenda Item #3 - Public Comments on Items on the Agenda

There were no public comments on items on the agenda.

Agenda Item #4 - *May 24, 2022 Meeting Minutes

Mr. Henry Burden made the motion to approve the May 24, 2022 Meeting Minutes. Ms. Syndi Bultman seconded the motion. There were no objections, and the motion passed unanimously.

Agenda Item #5 - School District of Lee County Update

Mr. Ron Gogoi presented this agenda item prepared by Mr. Joel DeGuzman with the School District of Lee County as an update on School District activities. The Power Point presentation included slides with information on the school district's ten year plan, project methodology, project findings, current west area sub zones, west zone project recommendations, current east area sub zones, east zone project recommendations, current south area sub zones, south zone project recommendations, capacity projects, next steps, and contact information. The presentation can be viewed here: [Lee County School District Update](#) The committee discussed calculations used for the presentation, zone configurations, student projections, Innovation School, FGCU partnership, new schools locations, pathways to schools, school zone speed limits, safer pick-up and drop-off concerns, traffic concerns around schools, developer involvement, bus routes/stops, development codes, use of impact fees, coordination between entities, and attorney actions.

Agenda Item #6 - Discussion of SRTS Project Proposals

Mr. Ron Gogoi presented this agenda item for discussion on the potential Safe Routes to School (SRTS) projects in anticipation of the 2022 call for projects for SRTS Program funds. He provided a Power Point presentation that included slides with information on SRTS program highlights/overview, responsibilities for school district and applicant, list of potential projects to consider, and maps of the potential project areas. His presentation can be viewed here: [SRTS Presentation](#) The committee discussed involvement of the local entities, Lee County BOCC project considerations, applications, updating the cost estimates/dates/signatures on resubmittals, and coordination on application and analysis.

Agenda Item #7 - Immokalee Tiger Grant Presentation

Mr. Mike Tisch with Collier County presented this agenda item on the status of the Immokalee TIGER Grant. He then provided a Power Point presentation that included slides with information on grant overview, grant process, the location of Immokalee and the project in Collier County, project implementations of sidewalks and streetlights, additional drainage needed, additional funding provided by Collier County, planned bus stops, proposals and firm selection process, approval process for selection committee rankings, funding, preliminary study on bicyclist and pedestrian traffic, intersection lighting locations, new transfer station for transit, His presentation can be viewed here: [Immokalee TIGER Grant](#) The committee discussed locations of jobs for Immokalee residents, planned pathways and sidewalk widths, advertising/solicitation for project, design/build project process, increase of project costs, project limits and infrastructure, SR 29 widening project, University of Florida extension services in Immokalee, possibility of Wi-Fi at transit station, phase two of transit station which is being completed by Collier Area Transit, outside of the grant, and project date.

Agenda Item #8 - Rail Trail Study Public Meeting Report

Mr. Gogoi presented this agenda item as a report on the recent Rail Trail Public Meeting. He provided a Power Point presentation that included slides with information on public involvement, public meeting summary, public comment summary, rankings of alternatives, and public meeting photographs. His presentation can be viewed here: [Rail Trail Presentation](#) The committee discussed the cost differences between alternatives, rail banking, advantages of using existing rail for trail platform, commuter rail possibility, different land needs/right-of-way needs for different rail and transit options, leasing a 20' ft corridor (Rail With Trail option) as opposed to buying the entire right of way width (Rail to Trail option), appraisal, agreements, next steps, one-year pause by Seminole Gulf before coming back to the table to negotiate, appraisal price of \$70 million, use of corridor factor in the calculation, the benefit of a sales tax like the Legacy Trail, possible use of grant funding, funding of construction, Conservation 2020 example, reasoning behind terminating the trail at Alico, and definition of an active railroad.

Agenda Item #9 - Summary of April Florida Greenways and Trails Council Meeting

BPCC member Scott Stryker, who also serves as a member of the Florida Greenways and Trails Council (FGTC), presented a summary of the recent FGTC meeting held on April 6th in St. Petersburg that he had attended. His Power Point presentation included slides with information on an overview of the Council, benefits of trails, updates to the FGTS five year plan, goals of previous five year plan, workshops held, meeting frequency, types of trails, trail towns in Florida, connecting trails, creating a trail network, and providing additional update after October meeting. The presentation can be viewed here: [FGTC Presentation](#) The committee discussed events to promote trails, attendees of meetings, moving meeting locations, types of representatives appointed, representatives from each area, ability of residents to champion projects from our area by attending meetings, Sanibel ideally suited to apply for a trail town designation, benefit of being a trail town, application process for becoming a trail town, process for appointment to Council, types of trail substrates, promoting official routes, and education of users.

Agenda Item #13 - Information and Distribution Items

Mr. Gogoi asked to discuss this non-agenda item on SR 80 issues prior to Agenda Item #10/Local Agency Updates. He provided information on pictures he had taken regarding drainage issues after heavy rain and noted he also sent the pictures to FDOT staff. He showed additional pictures on configurations of the route along SR 80 including angles, stop bars, and inconsistencies. The pictures provided by Mr. Gogoi at the meeting can be viewed here: [SR 80 Presentation](#) The committee discussed who the pictures were sent to in FDOT, stop bar inconsistencies, angles of route, providing information to project manager of construction, approval of the design, coordination with FDOT, comfortable bicycle speed on route, and fixing the areas of concern.

Agenda Item #10 - FDOT/MPO/Local Agency Updates

Ms. Victoria Peters with FDOT mentioned the Work Program process and cycle. The committee briefly discussed FDOT staff changes, Cape Coral SUN Trail limit changes, coordination with FDOT staff on SUN Trail changes, FDOT contact emails, and time frame for Work Program requests. Mr. Carl Karakos provided an update on the First and Second Street projects in Fort Myers.

Agenda Item #11 - Public and Member Comments on Items not on the Agenda

There were no public comments on items on the agenda.

Agenda Item #12 – Announcements

Ms. Dawn Huff with LeeTran reported LeeTran staffing changes. Chair Lewis noted there was no meeting in July. The committee briefly discussed a presentation that will be provided by the City of Sanibel at the August meeting.

The meeting was adjourned at approximately 12:00 p.m.

An audio recording of the meeting can be accessed at the following link: [June 28, 2022 BPCC Audio](#)

***Action Items *May Require Action**

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REVISED SUN TRAIL ROUTE ALIGNMENT IN COLLIER COUNTY

INFORMATION ITEM:

Earlier this year the Florida Department of Environmental Protection, Office of Greenways and Trails (OGT) announced it was updating the Florida Greenways and Trails System Plan and Maps and was seeking public comments for new or revised SUN Trail routes.

In response to this announcement, the Collier MPO in collaboration with the Collier MPO's Bicycle and Pedestrian Advisory Committee, the Naples Pathways Coalition and other stakeholders revised and submitted a new SUN Trail route alignment to OGT for the Collier MPO planning area. The revised alignment was developed using new data and input provided by the MPO and stakeholders to ensure the route is in accordance with the alignment proposed in the Paradise Coast Trail Feasibility Study, the Collier MPO's 2019 Bicycle and Pedestrian Master Plan and other County led projects. The revised alignment ties into the shared-use pathways proposed in the FDOT Old 41 PD&E Study and the Lee MPO's Rail-Trail Feasibility Study at Veteran's Memorial Boulevard which is adjacent to the Collier and Lee County line and the City of Bonita Springs. The revised Collier MPO SUN Trail alignment is shown in **Attachment A** while the original SUN Trail alignment is shown in **Attachment B**. Scott Philips with the Collier MPO will be at the August 23rd BPCC meeting to provide an update.

In the case of the Lee County portion of the SUN Trail network, the BPCC passed a motion at its January 25th meeting that the current OGT Land Trail alignments in Lee County from the 2018 – 2022 Priority and Opportunity Land Trail **be maintained** in the 2023 – 2027 FGTS Master Plan update.

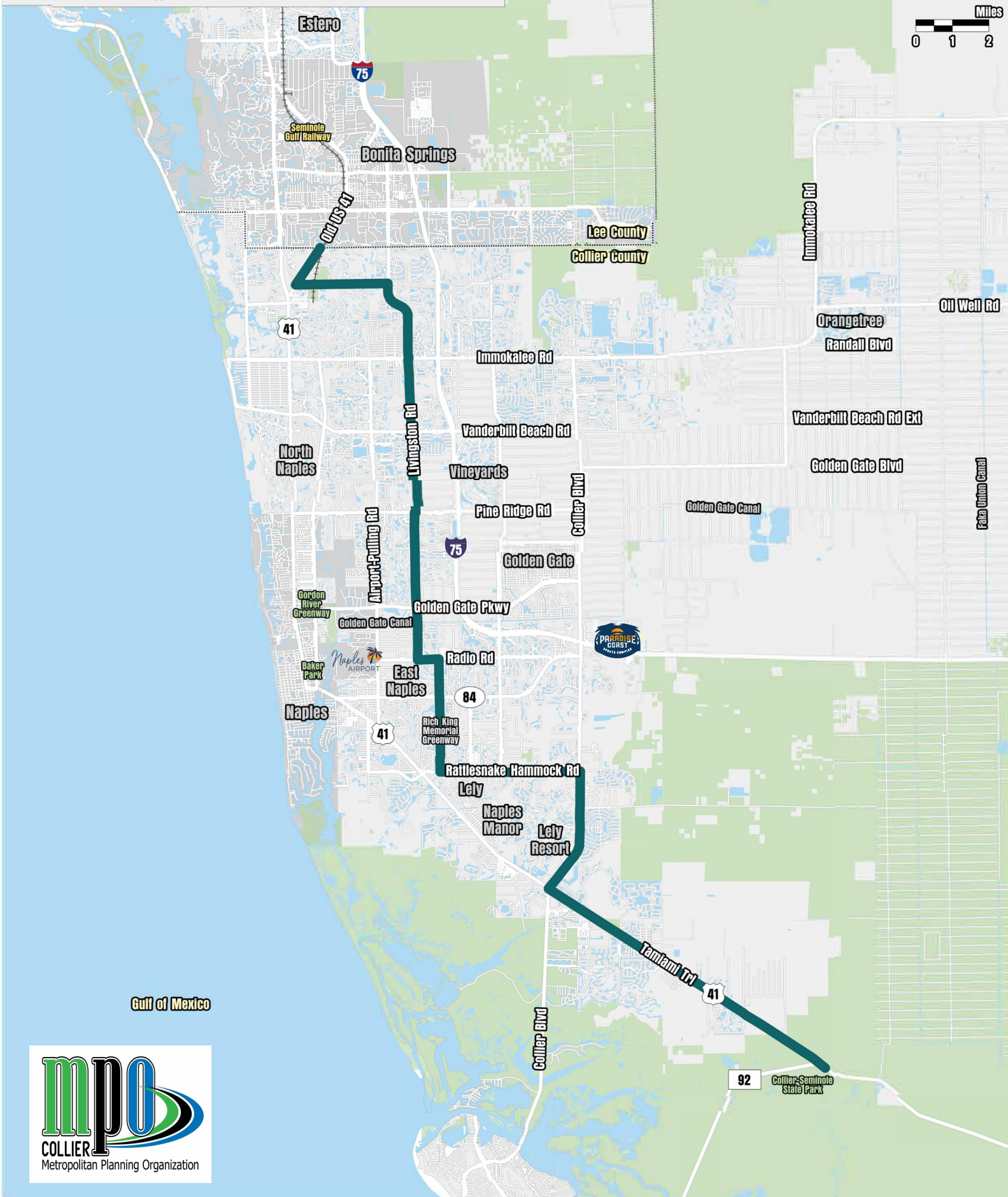
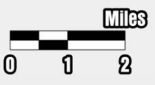
Collier MPO Updated SUN Trail Alignment

Attachment 1



LEGEND







- Proposed Collier Priority Trail Corridor
- Draft for MPO Board Approval 05/13/22



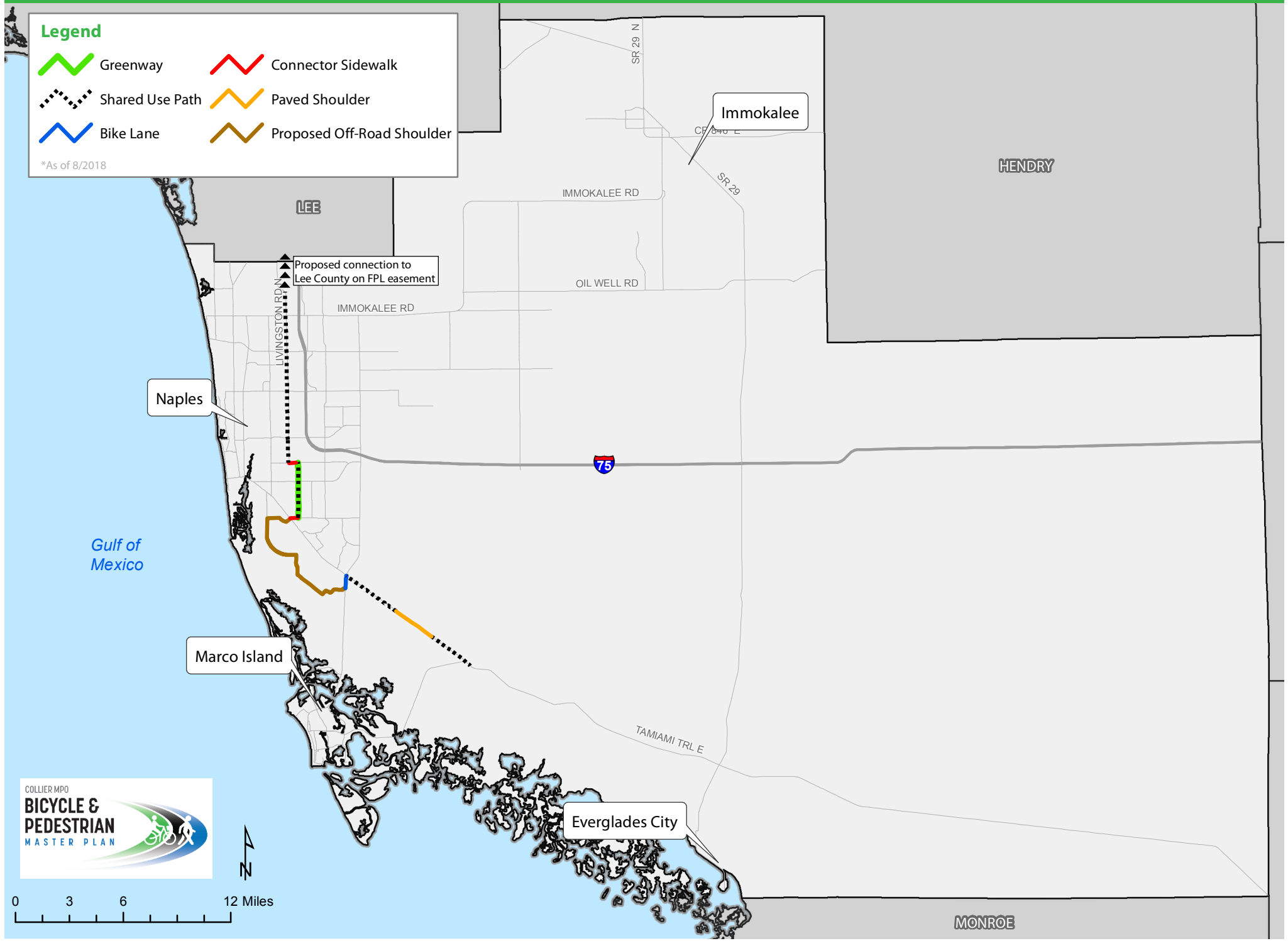
Gulf of Mexico



Legend

-  Greenway
-  Connector Sidewalk
-  Shared Use Path
-  Paved Shoulder
-  Bike Lane
-  Proposed Off-Road Shoulder

*As of 8/2018



MONROE

CRASH SPEED MICROMOBILITY MANAGEMENT ON SANIBEL PATHWAYS AND STREETS

INFORMATION ITEM:

At the August 23rd BPCC meeting, Chief Donovan of the City of Sanibel Police Department will provide an update of crashes on the City's pathways and streets, and also report on micromobility and speed management measures that are currently undertaken (or being considered) by the City along its pathways.

The City is one of three communities in Lee County which restricts the use of micromobility devices. The City's ordinance allows only Class I E - bikes on pathways. Class 1 E-bikes are those that are equipped with a motor to provide assistance only when the rider is pedaling and ceases to provide assistance when the E - bike reaches a speed of 20 miles per hour. In addition, electric scooters and other micromobility devices are not allowed on bicycle paths, sidewalks, shared use paths, or any portion of roadways set aside for exclusive use of cycles, or cycles and pedestrians. They are also not allowed to be rented.

OVERVIEW OF 2022 DANGEROUS BY DESIGN REPORT

DISCUSSION ITEM:

In July, the National Complete Streets Coalition and Smart Growth America released the Dangerous by Design 2022 Report. An overview of this report will be provided by MPO staff at the August 23rd BPCC meeting.

TRAFFIC CRASH RELATED TRAUMA INJURIES

INFORMATION ITEM:

At the August 23rd BPCC meeting, Syndi Bultman with Lee Health will provide a presentation that takes a close look at patient data from Florida Trauma Centers since January 2019. The data primarily covers trauma injuries brought on by traffic crashes and the general costs associated with such crashes.

ANNOUNCEMENTS

- A. 2022 Safe Route to School Application Workshop FDOT D-1 on August 23rd from 1 p.m. to 4 p.m. Open the **attached** SRTS workshop schedule and click the District 1 link to register for the workshop.

- B. Burnt Store Road PD&E Study In Person Public Workshop on August 30, 2022 from 5 to 7 p.m. at Northwestern Regional Library, 519 Chiquita Boulevard North, Cape Coral. A Live Online Option is available on September 1, 2022, starting at 6 p.m. Newsletter with registration links for both the in person and virtual meetings is **attached**.



SAVE THE DATE! MARK YOUR CALENDAR!



Safe Routes to School Application – UPDATE

Seeking Solutions to Advance Walking and Biking at Your School

This 3-hour workshop explains the SRTS Program, gives tips on how to: structure a competitive grant, complete the application, and improve its chances of being selected for some of the \$7,000,000 in Florida’s SRTS funding this cycle. Attendees will be going over areas that need improvements in the applications received in previous year. This will help in determining whether the current criteria will need to be changed. One key issue we will be speaking on is “Scope Creep”. We are jamming 5 hours’ worth of knowledge into this 3-hour workshop. FDOT Central Office and District staff will be providing the workshop together. **Save your district’s date.**

Florida Department of Transportation - **District 1**

August 23, 2022 - 1 p.m. – 4 p.m.

[Register now!](#)

Florida Department of Transportation - **District 4**

August 22, 2022 - 8:00 a.m. – 11:00 a.m.

[Register now!](#)

Florida Department of Transportation - **District 2**

August 25, 2022 - 1:00 p.m. – 4 p.m.

[Register now!](#)

Florida Department of Transportation - **District 5**

August 31, 2022 - 8:30 a.m. – 11:30 a.m.

[Register now!](#)

Florida Department of Transportation - **District 3**

August 30, 2022 - 8:30 a.m. – 11:30 a.m.

[Register now!](#)

Florida Department of Transportation - **District 6**

August 22, 2022 - 1:00 p.m. – 4 p.m.

[Register now!](#)

Florida Department of Transportation - **District 7**

August 24, 2022 - 8:30 a.m. – 11:30 a.m.

[Register now!](#)

Register early as these classes fill up quickly. But remember, only register once. 😊

Steven A. Andrews
 Florida Department of Transportation
 Environmental Management Office
 801 N. Broadway Avenue
 Bartow, FL 33830



You're Invited to a Public Workshop!

Date and Time:

In-Person: August 30, 2022 from 5 to 7 p.m.

Northwest Regional Library

519 Chiquita Blvd N, Cape Coral, FL 33993

OR

Live Online: September 1, 2022 from 6 to 7 p.m.

Register at: <http://www.swflroads.com/burntstorerd/vanburentocharlottectyline>

PROJECT SCHEDULE

Study Activities	2020		2021		2022				2023		
	Q1/Q2	Q3/Q4	Q1/Q2	Q3/Q4	Winter	Spring	Summer	Fall	Winter	Spring	Summer
Study Begins	●										
Data Collection	■				■						
Project Newsletters	▲						▲		▲		
Coordination and Development of Alternatives		■									
Alternatives Public Meeting							★				
Refine and Evaluate Alternatives							■				
Finalize Draft Study Documents								■			
Public Hearing									★		
Finalize Study Documents for FDOT									■		
OEM Approval (Location and Design Concept Acceptance, or LDCA)											●

The Alternatives Public Workshop is developed in compliance with Title VI of the Civil Rights Act of 1964 and related statutes. FDOT solicits public participation without regard to race, color, national origin, age, sex, religion, disability, or family status. Persons who require special accommodations under the Americans with Disabilities Act or persons who require translation services (free of charge) should contact Cynthia Sykes, District One Title VI Coordinator, at least seven (7) days prior to the meeting at (863) 519-2287, or by email at Cynthia.Sykes@dot.state.fl.us. If you are hearing or speech impaired, please contact the agency using the Florida Relay Service, (800) 955-8771 (TTY) or (800) 955-8770 (voice).

Burnt Store Road PD&E Study

From Van Buren Parkway to Charlotte County Line
Lee County
Financial Project ID No. 436928-1-22-01



The Florida Department of Transportation (FDOT), District One, invites you to an alternatives public workshop for a Project Development and Environment (PD&E) Study for the widening of Burnt Store Road from Van Buren Parkway to the Charlotte County Line in Lee County, Florida. There will be an in-person open-house on August 30, 2022 from 5 to 7 p.m., and live online meeting on September 1, 2022, from 6 to 7 p.m.

The purpose of the study is to evaluate alternative concepts to widen this segment of Burnt Store Road from two to four lanes, with future accommodation of six lanes, to address projected travel demand as a result of area-wide growth. The proposed project may also include the addition of paved shoulders/marked bike lanes, sidewalks, and/or a shared-use path.

UPCOMING WORKSHOP

You can participate in the public workshop online or in-person. The same material will be displayed at both the in-person and online meetings, and will be posted on the project website (<http://www.swflroads.com/burntstorerd/vanburentocharlottectyline>) by August 23, 2022.

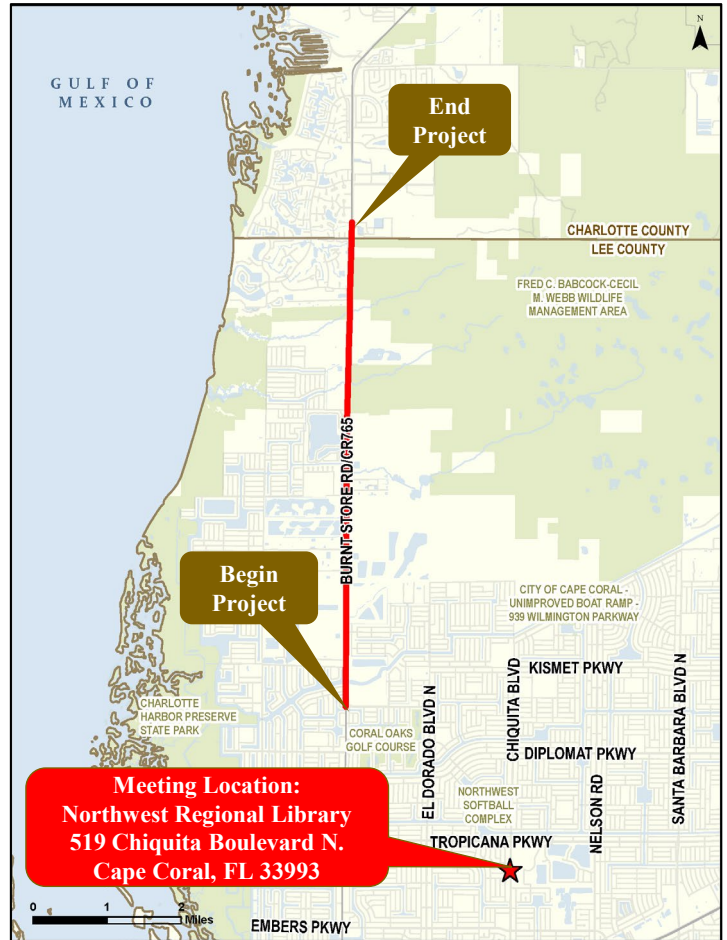
In-person Option: The in-person alternatives public workshop will be held on August 30, 2022, at the Northwest Regional Library, 519 Chiquita Blvd N, Cape Coral, FL 33993. The in-person workshop will be in an “open house” format from 5-7 p.m.

Live Online Option: Attend virtually on September 1, 2022 starting at 6 p.m. The same material will be covered in the online public workshop and will include a live question-and-answer component. To attend virtually from a computer, tablet or mobile device, please register in advance by visiting <https://tinyurl.com/burntstore> or register on the project website (<http://www.swflroads.com/burntstorerd/vanburentocharlottectyline>). Once registered, attendees will receive a confirmation email containing information about joining the workshop online. Please note, Internet Explorer cannot be used to register or attend this GoTo Webinar.

The environmental review, consultation, and other actions required by applicable Federal environmental laws for this project are being, or have been, carried out by FDOT pursuant to 23 U.S.C. § 327 and a Memorandum of Understanding dated May 26, 2022, and executed by FHWA and FDOT.

Para Materiales del Proyecto En Español

Para ver este boletín y otros materiales del proyecto en español, visite el sitio web del proyecto en <http://www.swflroads.com/burntstorerd/vanburentocharlottectyline> / o contacte Sra. Karina Della Sera de la Oficina del Departamento de Transporte de Florida por teléfono al (863)519-2750. También puede usar el correo electrónico: Karina.Dellasera@dot.state.fl.us



ONLINE REGISTRATION

To attend online on September 1, 2022, please register in advance through one of the following methods:

- Visiting: <https://tinyurl.com/burntstore>
- Visiting the project website at <http://www.swflroads.com/burntstorerd/vanburentocharlottectyline>
- Scanning the QR Code below

Once registered, attendees will receive a confirmation email containing information about joining the meeting online.

Please note that registration and attendance via the website links work best in the Google Chrome, Microsoft Edge, or Firefox web browser. Internet Explorer cannot be used to register or attend this GoTo Webinar.



For more information, contact:

FDOT Project Manager Steven A. Andrews | (863) 519-2270 | Steven.Andrews@dot.state.fl.us

INFORMATION AND DISTRIBUTION ITEMS

- A. MPO Board Ratified Amended BPCC Bylaws
- B. 4th Edition Bicycle Map will be distributed to members and guests at the August 23rd BPCC meeting



BICYCLE PEDESTRIAN COORDINATING COMMITTEE BYLAWS

Adopted October 22, 1999

Last Amended May 24, 2022

Ratified by Lee County MPO Board on June 17, 2022

815 Nicholas Parkway East
P.O Box 150045 Cape Coral 33915-0045
239 244 2220
Fax: 239 790 2695
www.leempo.com

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 Metropolitan Planning Organization (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, updating their bicycle pedestrian plans, 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 Transportation Alternative, Multimodal Transportation Enhancement Box, SUN Trail Program, Safe Route to School Program, and Carbon Reduction 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, and participate in discussions on emerging technology (Micromobility, Autonomous, Connected, Electric and Shared Vehicles (ACES), On Demand Delivery Services, etc.) that may impact pedestrians and bicyclists;
- 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;
- 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, and identify opportunities for providing signage and way finding;
- N. Oversee the implementation of the MPO Bike Ped Safety Action Plan and update it as needed;
- O. Participate in FDEP updates of the Florida Greenways and Trails Master Plan, and in any trail alignment updates to the Lee County portion of the SUN Trail Network. Periodically update the Bike Facilities Map of Lee County, and develop, update, and maintain interactive bicycle and pedestrian maps and/or map apps as needed.

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

- A. Proposals affecting motorized traffic operations shall be coordinated with the Lee County MPO's 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 four (4) At Large Citizens, and representatives 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

 - ❖ Village of Estero
 - ❖ Lee County Department of Community Development
 - ❖ Lee County Community Traffic Safety Team
 - ❖ MPO Citizen Advisory Committee
 - ❖ LeeTran
 - ❖ School District of Lee County
 - ❖ Lee County Injury Prevention Coalition
 - ❖ Lee County Parks & Recreation
 - ❖ Lee County Visitor and Convention Bureau
 - ❖ Lee Memorial Health System
 - ❖ Lee County Port Authority
- B. **NON-VOTING ADVISORY MEMBER:** This committee shall include non-voting members from law enforcement agencies in Lee County.
- C. Each voting agency member shall appoint a staff person and an alternate to represent it on the committee . A voting agency member which includes one of the six municipalities may choose to appoint, at its discretion, a non-staff person from the general public as its representative due to staff availability constraints. However, in such cases, the appointee must reside within the municipal city limits of that member agency.
- 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 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 and the BPCC Chairman. These requirements will also apply to non-staff members from the general public appointed by a municipality.

- 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 of if the absence was excused or unexcused. This requirement will also apply to non-staff members from the general public appointed by a municipality, however, MPO staff recommendation for removal of the member will be made to the Town, Village, or City Council of that municipality through its Office of the Clerk.
- G. Should a temporary circumstance prevent an At Large 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. This requirement will also apply to non-staff members from the general public appointed by a municipality.
- 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. This will also apply to non-staff members from the general public appointed by a municipality.
- 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. This does not apply to non-staff members from the general public appointed by a municipality.

Section 5. OFFICERS

- A. The officers of this committee shall consist of a Chair and a Vice Chair, 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 Chair 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 Chair shall automatically become Chair the year following his or her election (or sooner if a vacancy occurs in the Chair), with subsequent elections being held only to fill the office of Vice Chair, unless both offices should simultaneously become vacant.
- F. A Vice Chair shall be elected at the first meeting of each calendar year, unless the Chair has served for less than six months, and at the first meeting following the occurrence of a vacancy in the office.
- G. The Chair shall preside at meetings of the committee and shall be responsible for the conduct of the meetings. The Chair shall be authorized to speak for and to sign correspondence and documents on behalf of the committee. The Chair shall appoint subcommittees and members to chair them and appoint members to represent the committee on joint task forces or other committees. The Chair shall consult with the MPO staff agency on the scheduling of meetings and their agendas.
- H. The Vice Chair shall, during the absence of the Chair or his inability to serve, have and exercise all of the duties and powers of the Chair. The Vice Chair shall also perform such other duties as may be assigned him by the Chair.
- I. In the absence of both the Chair and the Vice Chair from a meeting, a temporary Chair shall be elected.
- J. The Chair, 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 Chair and MPO staff.
- 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 Chair or MPO staff. However, on such occasions an eight (8) day advance notice shall be given to members by email. Members shall inform MPO staff 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 BPCC and the Collier MPO Bicycle and Pedestrian Advisory Committee, and a joint meeting between the BPCC and the Charlotte County-Punta Gorda MPO Bicycle Pedestrian Advisory Committee shall be held respectively as needed 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 Chair.

Section 7. **SUBCOMMITTEES**

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

Section 8. **PUBLIC COMMENT PROCEDURE FOR MEETINGS AND WORKSHOPS**

- A. Each BPCC agenda will provide for public comment period for items on the agenda and items not on the agenda.
- B. Public comments will be limited to three minutes per speaker, The three minute limit may be modified by the Chair through an affirmative vote of two-thirds of the voting members present or their alternates.

Section 9. **AMENDMENTS**

- A. These Bylaws may be amended at any meeting by the affirmative vote of two-thirds of the voting members present or their alternates, 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.