

Bicycle Pedestrian Coordinating Committee
Lee County Metropolitan Planning Organization
Tuesday, September 26, 2023
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 27, 2023 Meeting Minutes
5. *Approval of the SS4A Funded Safety Action Plan Scope (Don Scott)
6. *Approval of the SUN Trail Priorities (Ron Gogoi)
7. Discussion on the FDOT Proposed Collier to Polk SUN Trail Alignment (Don Scott)
8. Presentation on the Caloosahatchee Bridge Pedestrian Facility (Joe Lauk)
9. Traffic Enforcement Report (LCSHO)
10. Discussion of Proposed Amendment to the BPCC Bylaws (Ron Gogoi)
11. Local Agency/FDOT/MPO Updates
12. Public and Member Comments on Items not on the agenda
13. Announcements
14. Topics for next meeting
15. Information and Distribution Items

Adjournment

*Action Items *May Require Action

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Bicycle Pedestrian Coordinating Committee
Lee County Metropolitan Planning Organization
Tuesday, June 27, 2023
Fort Myers Collaboratory
2031 Jackson Street,
Fort Myers, FL 33901
10:00 a.m.



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 Henry Burden.

Agenda Item #2 - Roll Call/Introductions

MPO staff recorded the roll as those in attendance introduced themselves. There was a quorum. Those in attendance included:

From the BPCC

Carl Karakos	City of Fort Myers
Clarissa Diaz	LeeTran
David Wheaton	Member-at-Large
Dawn Huff	LeeTran
Diane Holm	Injury Prevention Coalition
Henry Burden	Member-at-Large/Chair
James Lear	Cape Coral Police Department
Jason Freeman	Town of Fort Myers Beach
Laura Dodd	City of Cape Coral
Lee Waller	Lee County Parks and Recreation
Rachel Pierce	City of Sanibel
Sean Gibbons	City of Bonita Springs
Simone Behr	Lee County Visitor and Convention Bureau
Syndi Bultman	Lee Health Trauma
Teresa Lewis	Member-at-Large/Vice-Chair

Others in attendance included Ron Gogoi and Brian Raimondo with the Lee County MPO; Thomas Marquardt with Lee County Department of Transportation; Alisha Cody with Cape Coral Police Department; Tanya Merkle and Patrick Bateman with FDOT; and Steve Neff with AIM Engineering.

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

There were no public comments on items on the agenda.

Agenda Item #4 - *Approval of May 23, 2023 Meeting Minutes

Ms. Teresa Lewis made the motion to approve the May 23, 2023 Meeting Minutes. Mr. Lee Waller seconded the motion. There were no objections, and the motion passed unanimously.

Agenda Item #5 - Presentation on the US 41 at Bonita Beach Road PD&E Study

Mr. Patrick Bateman with FDOT presented this agenda item on the US 41 at Bonita Beach Road PD&E Study. He provided a Power Point presentation that can be viewed at the following link: [US 41 at Bonita Beach Road Study](#). Mr. Bateman pointed out that Bonita Beach Road is along the SUN Trail Network and therefore the study is recommending shared used paths on both sides of this roadway within the project limits. He also reported that this was consistent with FDOT's recent policy for substitution of bike lanes with shared used paths in urban situations where posted speed limits are 40 or 45 mph. He reported that the study was going to be completed early next year and that design, right of way, and construction were not yet funded. To a question from Mr. Carl Karakos on cost benefit comparison for the two options, Mr. Bateman replied that an Intersection Control Evaluation was conducted that compared safety, operational cost over the life of the intersection, and capital costs for both options. The cost to build the Displaced Left Turn was higher than building an expanded traffic signal but there were far greater safety benefits associated with the Displaced Left Turn that in the long term the economic benefits resulting from reduction of traffic crashes from the Displaced Left Turn trumped the economic benefits of the Expanded Traffic Signal Option. And it is the same argument why a roundabout would always be a winner vs a traffic signal. To a question from Chair Burden, Mr. Bateman replied that ramps in the transition area would direct cyclists from bike lanes to the shared used paths and that traffic signals around the intersection would determine the locations of those transition points and ramps. To another question he replied that the MUTCD does not allow green colored pavement in crosswalks and that it is only allowed on bike lanes to his knowledge, but he would look into it.

Agenda Item #6 - Presentation on the SR 31 and SR 78/Bayshore Road Projects

Mr. Bateman presented slides of the improvements proposed for the SR 31 PD&E and SR 78/Bayshore Road Capacity Study. His presentation can be found at the following link: [SR 31 and SR 78/Bayshore Road Projects](#). To a question from Chair Burden, he replied that all proposed developments along SR 31 within Lee County were taken into account during the PD&E Study for both SR 31 segments including the 71 acre Mike Greenwell property which was recently rezoned as commercial. He stated that both SR 31 and SR 78 within the project limits were along the SUN Trail Network and therefore the study recommends shared use paths on both roadways.

Agenda Item #7 - Midtown Streetscaping Master Planning Update

Mr. Carl Karakos introduced Mr. Steve Neff with AIM Engineering, the City's consultant on the project. Mr. Neff provided an update using the map, typical sections, and street plans attached to this item in the agenda packet as reference. These attachments are [posted to the MPO website](#). Mr. Neff explained each typical section. A context sensitive approach was used to design the streetscape with a target speed of 25 mph or lower for all streets. The consultant in concert with staff had decided to allocate more space to pedestrians and provide street parking on one side following the feedback from the March BPPC meeting. Ms. Teresa Lewis commented that a Fort Myers Council member objected to on-street parking on Jackson Street at a Fort Myers Council workshop, and she advocated for protected bike lanes instead. Mr. Neff expressed caution as that may work against slowing vehicular speed in that corridor. To a comment by Ms. Lewis that there were some questions raised regarding on street parking in the same workshop, Mr. Neff replied that the City Manager made a commitment at the end of that workshop to continue to look at on street parking in the midtown streets.

Agenda Item #8 - LeeTran Presentation on Mobility on Demand

Ms. Clarissa Marino Diaz with LeeTran presented this agenda item on LeeTran's Mobility on Demand services. She provided a Power Point presentation that can be viewed at the following link: [LeeTran Mobility-on-Demand](#). To a question from one of the committee members, Ms. Dawn Huff replied that

the Transit Development Plan also recommends Mobility on Demand for North Fort Myers and the City of Cape Coral.

Agenda Item #9 - Local Agency/FDOT/MPO Updates

Mr. Gogoi presented the Lee MPO updates. He reported that he modified the SUN Trail Priority Table by adding the ped overpass to the scope of the JYLP Enhancement project. LCDOT would maintain the bridge if it is built but would not be responsible for funding the bridge construction. He also reported on a project to install lidar sensors at the Wilson Pigott bridge. His slides can be seen at the following link: [MPO Updates](#) Mr. Sean Gibbons gave an update for the City of Bonita Springs.

Agenda Item #10 - Public and Member Comments on Items not on the agenda

Chair Burden reported that public comments from a member of the public, Mr. John Majka, were included in the agenda packet. The comments are also [posted to the MPO website](#).

Agenda Item #11 - Announcements

An announcement for the SR 78 public meeting was included in the agenda packet, [posted in the MPO website](#), and was mentioned at the meeting.

Agenda Item #12 - Topics for next meeting

Topics suggested for the August 29th BPCC meeting included bike ped metrics used by local governments, Complete Streets Ordinances updates from local governments, and local law enforcement updates.

Agenda Item #13 - Information and Distribution Items

There were no information and distribution items.

The meeting was adjourned at approximately 12:07 p.m.

An audio recording of the meeting can be accessed at the following link: [BPCC June 27, 2023](#)

*Action Items *May Require Action

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**REVIEW AND APPROVE THE SAFE STREETS FOR ALL SAFETY ACTION
PLAN SCOPE OF SERVICES**

ACTION ITEM: Review, provide comment and approve the draft scopes of services (**attached**) for developing the Comprehensive Safety Action Plan.

The Lee County MPO has been awarded \$300,000 (to be matched with \$75,000 in MPO local funds) in federal Safe Streets for All funding to develop a Comprehensive Safety Action Plan. The Action Plan will identify projects, programs and strategies that will reduce fatalities and serious injuries for all modes of travel within Lee County. FDOT will also be developing a Safety Action Plan for the State roadways in Lee County, so the MPO's funding and scope is focusing on the other public roads within the County.

The attached draft scope of work for review outlines the tasks that will be conducted as part of the development of the action plan. The tasks in the scope follow the outline that was included in the grant application and it includes similar tasks/methodology that is included in FDOT's scope. In addition, the scope includes coordination opportunities with FDOT and their consultant conducting the State Road Action Plan. The scope has been updated to reflect the comments that were made at and following the committee meetings over the last two months.



Development of a Comprehensive Safety Action Plan
Draft Scope of Services

Lee County Metropolitan Planning Organization
P.O. Box 150045, Cape Coral FL 33915 www.leempo.com

1 INTRODUCTION

The Lee County Metropolitan Planning Organization is seeking to develop a Comprehensive Vision Zero Safety Action Plan that identifies projects, programs and strategies that will reduce fatalities and serious injuries for all modes of travel within the County. FDOT will be conducting a Vision Zero Action Plan at the same time for the FDOT maintained roadways within the County and this scope includes coordination amongst the two efforts to provide consistency in the plan.

2 SCOPE OF SERVICES

The Consultant will be responsible for the Tasks that are listed below.

Task 1: Project Management

The Consultant and the Lee MPO will finalize a work plan and schedule for the development of the Comprehensive Vision Zero Safety Action Plan. Expectations for the project's scope of work, schedule, contacts and invoicing requirements will be established at a kick-off meeting. This task will include all work related to management of the project that includes invoicing, progress reports, coordination activities with staff deliverables related to those coordination meetings.

Deliverables:

- Virtual attendance and materials for the kick-off meeting
- Monthly virtual coordination meetings with MPO staff
- Monthly invoices and progress reports in a format consistent with USDOT requirements

Task 2: Safety Action Plan Stakeholder Team Meetings

The safety action plan will be produced in coordination with the MPO's partners and the Consultant will develop a Safety Action Plan Team that will participate in the development of the action plan. The safety action plan team will include the representatives from the local jurisdictions, FDOT, FHP, local law enforcement, EMS/Fire, Lee Health, LeeTran, Lee County Schools, VCB, local advocacy groups and community organizations. The stakeholder team will provide oversight and help guide the action plan development with local community knowledge and insight.

It is anticipated that there will be four action plan team workshops as part of this project that will occur roughly following the development of the items outlined below:

- An initial meeting providing information on the project, safe systems approach and vision zero program, initial information from the crash analysis and input on the public involvement survey
- A second meeting is anticipated to include input on potential infrastructure and non-infrastructure countermeasures based on the crash analysis results and input on the draft criteria and prioritization process
- The third meeting is anticipated to review and provide input on the prioritized projects, programs and strategies and review the next steps and funding opportunities
- The fourth meeting is anticipated to be done virtually and include input from the stakeholder team on the draft action plan document following distribution and time for review

Deliverables:

- Agendas, presentation/handout materials in support of stakeholder meetings
- Consultant staff involvement in facilitating stakeholder meetings

Task 3: Public Involvement and Outreach Activities

The Consultant, with the MPO staff, will put together a short outline of the planned public involvement activities that are anticipated to be included as part of the project. This should include a minimum of two stand-alone public meetings scheduled separately from regularly scheduled MPO Committee, Board or other project specific public meetings. One of the public meetings is anticipated to occur after the crash analysis has been completed. This meeting will include examples of countermeasures that may be looked at to address what the crash data is showing. The second public meeting is anticipated to occur after the countermeasures have been identified along with applying the draft tiering prioritization analysis. The draft and final priority recommendations and documents will be brought through the stakeholder, MPO committees and Board for public review and approval. The Consultant will be responsible for scheduling the meetings, developing maps, graphics and tables for presentations and staffing for the public meetings.

The Consultant will also develop public survey that includes information on the project and questions regarding safety issues, driver behavior, questions and potential recommendations. The survey will be sent out by the MPO and will be used to provide notification of the project along with capturing recommendations and opinions that may help determine countermeasures.

Deliverables:

- Presentations and handout materials to support of virtual and in person public meetings

- Development of a survey that provides information on the project and questions for the respondents
- Development of outreach materials, data and graphics that can be sent out by the MPO and the stakeholders ahead of public meeting activities

Task 4: Conduct High Injury Network and Crash Analysis

The methodology for developing the high fatality and injury analysis conducted by FDOT on the state system will be reviewed to help develop consistency on how the High Injury Network is developed. The crash data will come from SIGNAL 4 for the most recent 5 year period, outside of the prior 60 days. Additional data may be used, insurance, traffic management systems (i.e. cameras and lidar) and/or transportation data platforms (Ritis, Inrix, etc.) The data will cover all modes of travel on non-state public roads. This data will serve as the baseline for reporting future fatalities and injury performance measures as required by the ongoing grant requirements. Later, this will also be used to measure what projects and programs were successful in reducing fatalities and injuries as well as what has not worked.

In a GIS database, the crash data will be combined with other available roadway characteristic data to help determine issues and potential solutions. These other data sources may include the following: number of lanes, sidewalks, pathways and bike lanes/paved shoulders, posted speed limits, railroad crossings, lighting, traffic counts, traffic signals/intersection controls and round-a-bout locations, transit stops and ridership, heavy truck traffic, bicycle pedestrian counts, land use and demographic data. This will be made available in a web application, building upon the concept of the Florida Highway Safety and Motor Vehicles and Signal4 web sites. The deliverable will be a dynamic, useful web application for key stakeholders (law enforcement, government officials, LeeTran, Lee Trauma, public, etc), with exposed data adapted to user needs.

In this website, The consultant will develop a High Injury Network using the data in the GIS database. The High Injury Network will identify the locations and corridors with the County with the highest frequency of fatal and serious injury crashes. The High Injury network will provide a framework for recommendations for implementation projects, programs and strategies. The crash analysis will identify and focus on factors and issues that appear to be contributing factors in fatal and serious injuries crashes including but not limited to lighting, speed, land use, intersection/mid-block, driver behavior, number of lanes and roadway type. The Consultant will develop up to ten collision profiles that describe the primary factors that lead to fatalities and serious injuries on the High Injury Network and reflect the fundamental safety challenges in the County. The collision profile adds nuance to the collision landscape analysis by identifying some combination of factors that are present at a given location. The collision profiles developed under this task not only tell a story of where the collisions are occurring but they also identify some primary

risk factors that lead to collisions which will help identify countermeasures. The consultant will provide a statistical and probability model that will develop a regression analysis of the factors of past crashes, but also provide a model for future projections if the factors are in place. The Consultant will coordinate with the MPO and stakeholders to identify the High Injury Network.

Depending on the results of the crash analysis, this task may include more in depth crash analysis in up to five areas to help answer questions raised by the MPO or stakeholders. This may include Artificial intelligence models for data and photo/video analytics, 3D models, etc. The models developed and derived data will be exclusive use and ownership of the Lee County MPO. This analysis may include a review of the crash reports or coordination with local agencies to determine more specifically what is occurring in those areas and projections of risk for the future.

The Consultant will develop a technical report outlining the key findings from the crash analysis and the High Injury Network. The technical report will include maps, graphics, tables and charts illustrating the key issues about the roadway characteristics, behavior factors, environmental and socio-economic factors that are contributing to the fatalities and serious injuries.

Deliverables:

- Web site that is adaptable to user login credentials, leveraging Collision database in GIS format included with other available data.
 - Preference is for this web site and models to leverage and be able to integrate with ESRI ArcGIS platform
- It will include:
 - Identification of crash patterns, rates and trends on the non-State public roadways
 - High injury network map
 - Identify the locations, severity, contributing factors and types of crashes
 - Identify both focused and systematic issues related roadway characteristics, land use and other factors indicative of increased crash risk
 - Develop up to ten collision profiles that define key factors associated with fatal and severe injuries
 - Produce a crash analysis technical report and a prediction models.

Task 5: Identify Countermeasures and Prioritize Projects, Programs and Strategies

The Consultant will coordinate with MPO staff and stakeholders to develop a set of criteria that will serve as the background for the prioritization of the projects and programs to be implemented. The prioritization should be in groupings of higher,

medium and lower priority to provide flexibility to the maintaining/implementing agencies based on project phasing, timing, upcoming programmed projects etc. The prioritization process should consider equity by assessing the impacts of proposed projects and programs on different populations giving higher priority to environmental justice communities consistent with grant requirements and opportunities for future phases. In addition, the prioritization process should include information on the estimated cost for the project for development and on-going, as well as information on general phasing and timing. This will also include information on who will be the responsible agency for implementing the project, program or strategy. The prioritization should also include information on previously completed or programmed projects that might influence future crash statistics as well as including opportunities to include countermeasures within currently programmed projects.

Deliverables:

- Project prioritization methodology and criteria including recommendation of people(organization), process(on-going management to deliver on goals) and tools
- Proposed projects, programs and strategies for implementation with timing
- Plan with prioritized projects, programs and strategies in a tier level of high, medium or low priority with project cost and implementation information

Task 6: Develop Goals, Policies and Recommendations for Next Steps

The goals and policies will be developed to provide information on the next steps that should be taken to implement the prioritized projects, programs and strategies. This task will include providing recommendations on items that we should start/continue working on to ensure that we put ourselves in the best position to apply and receive Safe Streets for All implementation funding. This task will also include providing an overview of safety funding (infrastructure and non-infrastructure) opportunities outside of the Safe Streets for All funding program that the different implementing agencies could be using currently or in the future to help fund and implement the prioritized projects. Key metrics will be defined with explanation of Responsibility and Accountability.

Deliverables:

- Chapter that includes recommendations for next steps along with various funding opportunities

Task 7: Produce a Draft and Final Comprehensive Safety Action Plan Document

The Consultant will produce a draft Comprehensive Safety Action Plan based on the findings from the work identified in the previous tasks. The draft Action Plan will include crash trends and emphasize projects, programs and strategies that will help reduce

fatalities and serious injuries on the non-state public roadways with an emphasis on underserved communities. The draft Action Plan document will include feedback from the public outreach efforts, MPO committees, the stakeholders, local jurisdictions, FDOT etc.

Following a review and documentation of the comments received and changes made, as necessary, a final Action Plan document will be developed for MPO committee recommendation with final adoption by the MPO Board.

Deliverables:

- Draft and final Comprehensive Safety Action Plan document
- Presentation of the draft Comprehensive Safety Action Plan to the BPCC, TMOC, TAC, CAC and MEC or MPO Board for review and comment
- Presentation of the Final Comprehensive Safety Action Plan to the BPCC, TMOC, TAC and CAC for recommendation of approval and the MPO Board for approval
- Final Comprehensive Safety Action Plan document addressing final comments for submittal to USDOT

Task 8: Develop a Performance Measure Plan Outline

The Consultant will develop a Safety Action Plan performance measure outline for MPO staff to follow for reporting the status on a yearly basis. This data will start with the base year reporting of fatalities and serious injuries but will also include how the MPO may go about illustrating the specific reporting for projects, programs or strategies moving forward. The reporting should account for equity, project costs, effectiveness and lessons learned to help with the future implementation of similar projects. A comparison of best-case/lessons learned will be summarized and metrics that support the goals will be proposed for Lee County to become best-in-class.

Deliverables:

- Safety Action Plan outline with reporting data consistent with grant agreement requirements and monitoring of long term status

3 SCHEDULE

The Consultant must complete all work by March 31, 2025.

4 TASKS OR ACTIVITIES NOT INCLUDED IN THE SCOPE OF SERVICES

5 MPO's RESPONSIBILITIES

The MPO will provide previous safety action plan documents, information of previous safety outreach efforts and programs and stakeholder contact information.

6 PROJECT BUDGET

The Project Budget is \$375,000.

APPROVAL OF THE SUN TRAIL PRIORITIES

RECOMMENDED ACTION: Recommend MPO approval of the 2023 SUN Trail Priorities.

In anticipation of an FDOT call for proposals for SUN Trail Program funds in October, staff have been working on a list of potential projects. A final list of projects along with recommended priorities have now been developed after committee input provided at the last two BPCC meetings. The BPCC will be asked to approve the recommended priorities at the September 26th meeting.

These priorities will be enclosed in the grant applications that will be developed for each project as part of the SUN Trail Program funding process. Applications are expected to be due to FDOT by December 31st.

PROPOSED 2023 LEE MPO SUN TRAIL PRIORITIES

FM #	Project	From	To	Improvement Type	Length (miles)	Programmed Phase	Next Phase	PDC Estimate	SunTrail Fund Request	Local Match	Recommended Priority
NA	JYLP Enhancement	North Canal Crossing next to Daniels Pkwy Trailhead	South (Ten Mile) Canal Crossing	(1) Replace 6' sidewalk with a 12' shared use path (2) Build a ped overpass at Daniels Pkwy to maintain linear character of the trail	0.50	NA	PE CST + CEI (SUP) CST+ CEI (Bridge) Total	\$1,142,349 \$4,400,000 <u>\$6,955,844</u> \$12,498,193	\$12,498,193	\$0	1
NA	Littleton Rd	US 41	North Tamiami Trail/Business 41	Shared Use Path (North Side)	0.66	NA	PE CST + CEI Total	X	X	\$0	2
NA	SR 80	Broadway Ave	Silk Bay Blvd/1st St	Shared Use Path (South Side)	1.71	NA	PE CST + CEI Total	\$1,150,000 <u>\$8,760,000</u> \$9,910,000	\$9,910,000.00	\$0	3
NA	SR 80	Buckingham Rd	Broadway Ave	Shared Use Path (North Side)	8.04	NA	PE CST + CEI Total	\$3,150,000 <u>\$27,050,000</u> \$30,200,000	\$30,200,000	\$0	4

Notes:

X LCDOT is working on planning level cost estimates

DISCUSSION ON FDOT'S PROPOSED COLLIER TO POLK REGIONAL SUN TRAIL ALIGNMENT

DISCUSSION ITEM:

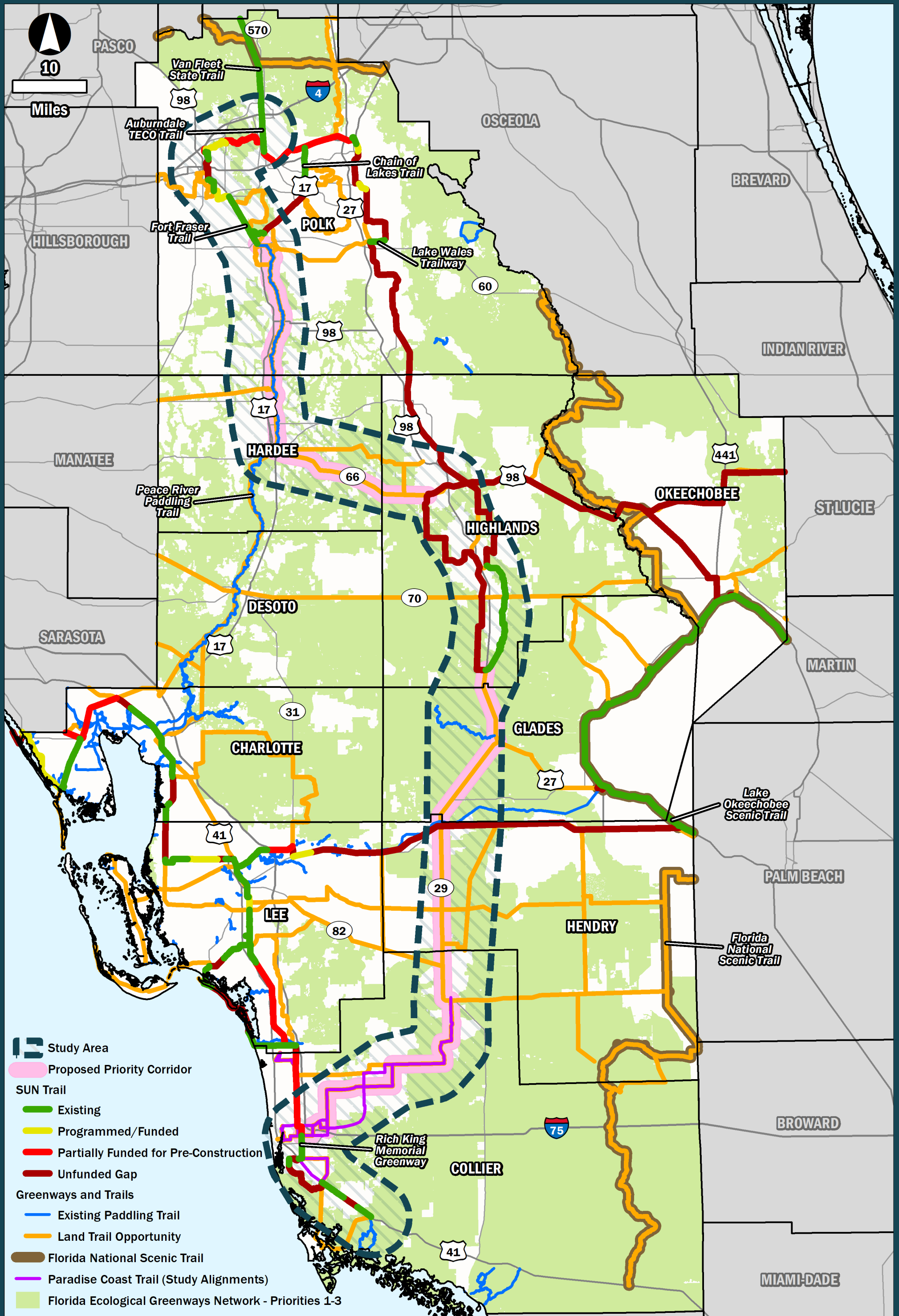
The recently approved SB/HB 106 increased annual funding for the SUN Trail Program from \$25 million to \$50 million, including a \$200 million appropriation in FY 2024 to fund new SUN Trail project. The approved bill also advanced project phases programmed currently in the outer years of FDOT's 2024 – FY 2028 Work Program. Finally, SB/HB 106 calls for recommendation of priorities for regionally significant trails within or connecting to the Florida Wildlife Corridor. FDOT is using this new requirement to promote a trail through the heartland from Collier County to Polk County.

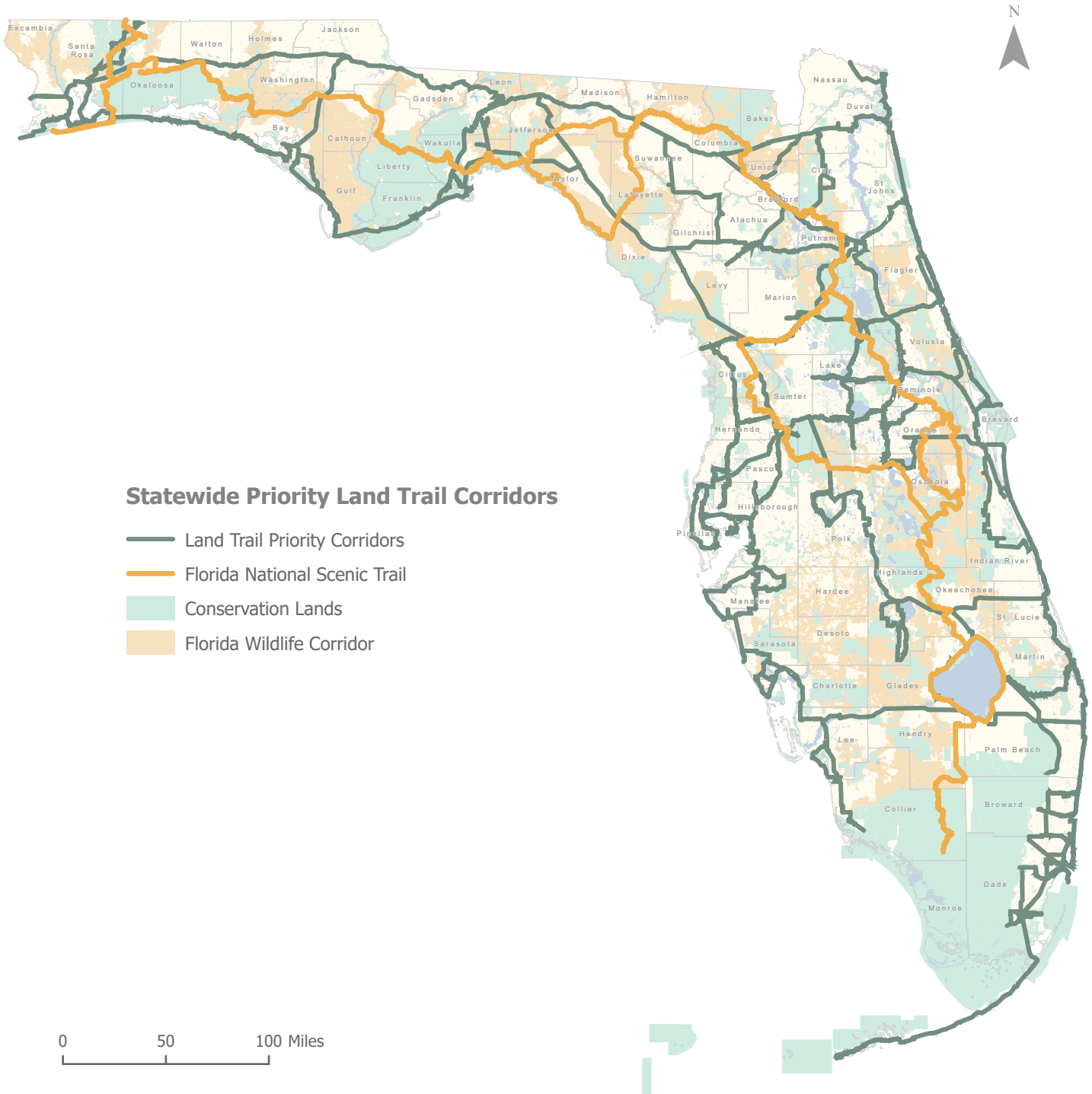
A map showing the alignment of FDOT's regional trail is **attached**. A map of Office of Greenway and Trail's (OGT) current priority trails overlaid on top of conservation lands and the Florida Wildlife Corridor is also **attached**.

At the September 26th BPCC meeting, staff will discuss this trail, consistency of the new trail with requirements set in HB/SB 106, and FDOT plans to bolster support for the addition of this trail to the OGT SUN Trail Priority Map. Staff will also discuss the possible impacts to completion of regional trail systems already included in the SUN Trail Network such as the Gulf Coast Trail.

Collier to Polk Regional Trail

Proposed Priority Corridor





PRESENTATION ON THE CALOOSAHATCHEE BRIDGE PEDESTRIAN FACILITY

INFORMATION ITEM:

A design build project is under way to add an 8' wide sidewalk on the west side of the Caloosahatchee Bridge in Downtown Fort Myers. The project will also add a sidewalk on the west side of US 41 from the north end of the bridge to south of North Shore Park in North Fort Myers. The southern terminus of the project is West First Street along the Loop Ramp. Early concepts and options for the bike ped facility were presented previously at various BPCC meetings by MPO staff. Joe Lauk, PM for this project, will provide a presentation at the September 26th BPCC meeting.

TRAFFIC ENFORCEMENT REPORT

INFORMATION ITEM:

At the September 26th BPCC meeting, the Lee County Sheriff's Office will provide an overview of traffic enforcement provided by the agency. Among other things, the overview will cover the agency's current enforcement policy and practices, driver and bike/ped education regarding following the rules of the road, roadway corridors/locations where most traffic violations have been observed and the number of citations/warnings to motorists and cyclists this year compared to last year, etc.

DISCUSSION OF PROPOSED AMENDMENTS TO THE BPCC BYLAWS

DISCUSSION ITEM:

Staff are proposing to amend the BPCC Bylaws. The proposed amendments include changing the term limits of officers to be in line with the bylaws of the other MPO advisory committees. This means officers can be reelected after the expiration of their one year terms and can serve consecutive terms.

Amendments also include cleaning up the language in the *Responsibilities* Section of the Bylaws by deleting responsibilities that do not serve a purpose or may be outside the purview of this committee.

The proposed changes are shown in the **attached** document. Staff will initiate a discussion of the changes at the September 26th BPCC meeting, take in comments, and bring a final version for approval at a subsequent 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

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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 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.