



BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE AGENDA
Tuesday, December 13, 2022 - 5:30 PM
Council Chambers

All public meetings of the City of Newport will be held in the City Council Chambers of the Newport City Hall, 169 SW Coast Highway, Newport. The meeting location is accessible to persons with disabilities. A request for an interpreter, or for other accommodations, should be made at least 48 hours in advance of the meeting to Erik Glover, City Recorder at 541.574.0613, or e.glover@newportoregon.gov.

All meetings are live-streamed at <https://newportoregon.gov>, and broadcast on Charter Channel 190. Anyone wishing to provide written public comment should send the comment to publiccomment@newportoregon.gov. Public comment must be received four hours prior to a scheduled meeting. For example, if a meeting is to be held at 3:00 P.M., the deadline to submit written comment is 11:00 A.M. If a meeting is scheduled to occur before noon, the written comment must be submitted by 5:00 P.M. the previous day. To provide virtual public comment during a city meeting, a request must be made to the meeting staff at least 24 hours prior to the start of the meeting. This provision applies only to public comment and presenters outside the area and/or unable to physically attend an in person meeting.

The agenda may be amended during the meeting to add or delete items, change the order of agenda items, or discuss any other business deemed necessary at the time of the meeting.

A. CALL TO ORDER AND ROLL CALL

B. AGENDA ADDITIONS AND PUBLIC COMMENT

Chairperson asks staff if any items have come to their attention since agenda publication

C. COMMITTEE COMMENT

An opportunity for members of the BPAC to bring to the BPAC's attention any item not listed on the agenda

D. REPORTS AND PRESENTATIONS

D1. Liaison Reports

D2. NACTO (National Assn. of City Traffic Officials) - Presentation by Herb

D3. Collision Report

E. OTHER BUSINESS

E6. Welcoming Person

[Memo - Ryan Hashagen Visit.docx](#)

E2. FY 2023-2034 Goals and Objectives

[Memo re G&O's.pdf](#)

[DRAFT 12.1.22 Goals and Objectives 2023-2024.pdf](#)

[Goals and Objectives 2022-2023.pdf](#)

[G&Os Annual Calendar.pdf](#)

[NMC 2.05.055.pdf](#)

E3. Working with Vision 2040 Advisory Committee

E4. Work Grid

[DRAFT Work Grid.pdf](#)

E5. Discussion - Fewer Meetings?

[Bylaws.pdf](#)

E1. Oregon Bicycle and Pedestrian Advisory Committee (OBPAC) Outreach Letter

[OBPAC Letter.pdf](#)

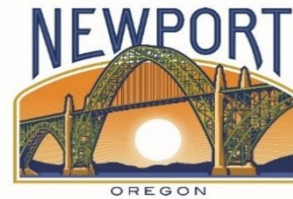
G. PUBLIC COMMENT

An additional opportunity for members of the audience to provide public comment

H. CONFIRM NEXT MEETING DATE

I. ADJOURNMENT

Memo



To: BPAC
From: Staff Liaison Beth Young, AICP
Subj: Ryan Hashagen Visit in January
Date: 12/9/22

Community activist Ryan Hashagen will be coming to the January 10 BPAC meeting. I would like to propose that one BPAC member volunteer to research his work in the Portland Area (there are a lot of articles at bikeportland.org), and prepare questions to ask Ryan at the meeting. I could give you his contact info if you would like to email or talk to him before the meeting. He is experienced at working within a community to effect bike/ped change and we are lucky to have him visit and talk with us.

Better Naito is only one of the many projects that he has been a part of. -by

Better Naito

<https://bikeportland.org/2020/10/07/all-systems-go-as-better-naito-forever-earns-unanimous-city-council-support-321474>

Memo



To: Bicycle and Pedestrian Advisory Committee (BPAC)
From: Staff Liaison Beth Young, AICP
Subj: Items for Discussion regarding 2023-2024 G&O's
Date: 11/29/2022

The following are my ideas and suggestions for the 2023-2024 BPAC Goals and Objectives. I would like the BPAC to consider, discuss and add more ideas/suggestions prior to approval. City Council is requesting that BPAC approve its '23-24 G&O's by December 30, 2022.

Goal 3: Work with local groups, agencies and organizations to promote active transportation in Newport

Note: BPAC may run out of bike maps in 2023-2024. Suggest objective "update map before next reprint and/or reprint map." In addition: "acquire funding for map update/reprint."

Idea: "regularly provide materials to Library, P&R, NPD and City of Newport for their social media outlets."

Goal 4: Maintain positive working relationships with City Council, advisory committees and commissions, and City staff to implement BPAC active transportation goals

Suggestion: "hold annual joint meeting with PRAC (August)"

Suggestion: "prepare an annual or semi-annual report to the City Council."

Idea: add objectives regarding working with Newport Police Dept. These could be: meeting with NPD to discuss collaboration ideas and/or collaborating on a detailed "crash map."

Goal 6: Work to make BPAC decisions and actions equitable for all.

This would be a new goal. Suggestions are: encouraging people from underserved groups, including youth, to apply to BPAC, agenda and minutes in Spanish, add equity question to candidate interview, look for ways to improve understanding.

DRAFT BPAC Goals and Objectives 2023-2024

Approved _____



The following are the DRAFT 2023-2024 Goals and Objectives. These are carryovers from the current G&O's approved in July 2022 with minor changes noted in *italics*.

Goal 1: Work to make Newport's transportation modes safer for all

formerly: Work to make Newport's transportation modes safer

- a. Report new safety hazards directly to Public Works.
- b. Work with City Council, Newport Police Department and ODOT to gather informative crash data involving active transportation.

Goal 2: Help City Council identify active transportation funding sources

- a. Maintain a "potential funding sources" spreadsheet.

formerly: Maintain an "Active Transportation Grant Opportunities" spreadsheet with key deadlines.

- b. Work toward applying for a Safe Routes to School Project Identification Program (PIP) grant. Recommend applying for program to City Council, early 2024 (application window January-March).

formerly: Do preliminary work toward applying for Safe Routes to Schools Project Identification Program grant (next application window February-March 2024).

Goal 3: Work with local groups, agencies and organizations to promote active transportation in Newport

formerly: Work with local groups, agencies and organizations, especially active transportation groups, to promote active transportation in Newport

- a. Stock bike maps throughout town.

- b. Work with schools, Newport Police Department and other agencies and organizations to promote Walk and Roll to School Day (October) and/or Bike and Roll to School Day (May).

formerly: Work with schools and other groups to promote National Walk and Roll to School Day (October 12, 2022) or National Bike and Roll to School Day** (May 3, 2023).*

- c. Promote an improved signage system that links bike and pedestrian routes to city trailheads, especially the Ocean-to-Bay and Lighthouse-to-Lighthouse trails.

formerly: Promote an improved signage system that links bike and pedestrian routes to city trails, programs and/or events, especially the Ocean-to-Bay and Lighthouse-to-Lighthouse trails

- d. Do preliminary work toward a future citywide active-transportation event (make community connections, research other cities' events, create a living list of potential activities).

Goal 4: Maintain positive working relationships with the City Council, advisory committees, commissions, and City staff to implement BPAC active transportation goals

- a. Invite key staff members for Q-and-A sessions (as needed).
- b. Hold joint meetings with other advisory committees and commissions on matters of mutual interest (as needed).

formerly: Hold joint meetings with other advisory committees on matters of mutual interest (as needed).

- c. Liaison with select advisory committees (each BPAC member chooses at least one committee, follows their meetings and reports to BPAC possible matters of mutual interest).

formerly: Continue to liaison one-on-one with select advisory committees and commissions (read their minutes, go to a meeting or meetings, report to BPAC possible joint endeavors)

Goal 5: Track City's street infrastructure projects

formerly: Track city street infrastructure projects

- a. Invite key staff members for Q-and-A sessions (as needed).
- b. Maintain a list of city projects, from pre-grant applications to construction completion.

BPAC Goals and Objectives 2022-2023

Approved 7/12/22



Goal 1: Work to make Newport's transportation modes safer

- a. Report new safety hazards directly to Public Works
- b. Work with City Council, Newport Police Department and ODOT to gather informative crash data involving active transportation

Goal 2: Help City Council identify active transportation funding sources

- a. Maintain an "Active Transportation Grant Opportunities" spreadsheet with key deadlines.
- b. Do preliminary work toward applying for Safe Routes to Schools Project Identification Program grant (next application window February-March 2024)

Goal 3 : Work with local groups, agencies and organizations, especially active transportation groups, to promote active transportation in Newport

- a. Stock bike maps throughout town (ongoing)
- b. Work with schools and other groups to promote National Walk and Roll to School Day* (October 12, 2022) or National Bike and Roll to School Day** (May 3, 2023).
- c. Promote an improved signage system that links bike and pedestrian routes to city trails, programs and/or events, especially the Ocean-to-Bay and Lighthouse-to-Lighthouse trails
- d. Do preliminary work toward a future citywide active-transportation event (make community connections, research other cities' events, create a living list of potential activities)

Goal 4: Maintain positive working relationships with the City Council, advisory committees and commissions, and City staff to implement BPAC active transportation goals

- a. Invite key staff members for Q-and-A sessions (as needed)
- b. Hold joint meetings with other advisory committees on matters of mutual interest (as needed).
- c. Continue to liaison one-on-one with select advisory committees and commissions (read their minutes, go to a meeting or meetings, report to BPAC possible joint endeavors)

Goal 5: Track city street infrastructure projects

- a. Invite key staff members for Q-and-A sessions (as needed)
- b. Maintain a list of city projects, from pre-grant applications to construction completion

*formerly Walk to School Day **formerly Bike to School Day

Memo



To: BPAC
From: Staff Liaison Beth Young, AICP
Subj: Goals and Objectives: Annual Schedule
Date: 10/28/22

*Every November and/or December, each advisory committee and department renews, revises or remakes its Goals and Objectives (G&Os) for the upcoming fiscal year (July 1-June 30). Here is the annual schedule, with this year's dates inserted. **Bold** indicates BPAC involvement.*

Late October – Notice is sent to all advisory committees' staff liaisons and department heads.

November and/or December– ACs revisit last year's G&Os and revise if needed.

End of December – Deadline for department heads and liaisons to submit G&Os (12/30/22). This is done internally through the online website.

January – The Vision 2040 Advisory Committee presents annual report to the City Council (1/3/23). City Council goal-setting meeting (1/9/23). City Council approves draft G&Os (1/17/23).

February – The Vision 2040 Advisory Committee provides a report on draft G&Os to the City Council (1/17/23).

March – City Council holds public meeting and adopts G&O's for the upcoming fiscal year, which includes all departmental and advisory committees' G&O's.

Early April – Upcoming fiscal year's G&O's appear on public website <https://www.goals.newpororegon.gov> (note these webpages are currently only accessible by a Google search: Strategic Goals Objectives Newport Oregon, then click on "Committees").

July 1 – Committees commence to implement new (2023-2024) Goals and Objectives.

(over)



City of Newport, OR Strategic Goals & Objectives



Home Vision 2040 City Council Committees Departments

Login

Committee Goals

Goal Type(s) All selected (4) Committees(s) Bicycle and Pedestrian Advisory Committee Year(s) 2022-23, 2023-24
Get Selected Select View: Table Timeline

2022-23

Bicycle and Pedestrian Advisory Committee (2022-23)

PDF Copy Excel Print Column visibility Show 10 entries Search:

Goal#	Goal Title	Goal Type	Goal Progress	V2040 Strategies	Objectives
37	Safety	Ongoing			423 Report new safety hazards directly to Public Works
				A1 A3 A10 A11 A12 A15 B4 E4 E6 E13 F1 F7	424 Work with City Council, Newport Police Department and ODOT to gather informative crash data involving active transportation.
					425 Inform City Council on Vision Zero and other crash-reduction programs and policies that might work for Newport (if asked)

Screenshot of BPAC's Goals and Objectives page for the current year (2022-2023). All departmental and advisory committees' goals and objectives are listed here along with which parts of Vision 2040 they support. For example, Goal "Safety" supports twelve Vision 2040 strategies. (note: BPAC's 7/12/22 update of 2022-2023 G&Os are not reflected here).

Newport Municipal Code (NMC) Chapter 2.05.055

The following is NMC 2.05.055 which describes the organization and mission of the Bicycle and Pedestrian Advisory Committee. This chapter was enacted by Ordinance No. 2118, effective September 21, 2017.

2.05.055 Bicycle and Pedestrian Advisory Committee

- A. The Bicycle and Pedestrian Advisory Committee shall consist of seven regular members, and up to three alternate members.
- B. Regular and alternate members shall serve three-year terms. All members must be residents, or business owners, of the City of Newport.
- C. An alternate member shall only vote in the absence of a regular member.
- D. The City Manager shall designate a staff member to attend all Bicycle and Pedestrian Advisory Committee meetings. The staff member may participate in discussions and shall act as secretary for the committee, but shall have no vote.
- E. The Bicycle and Pedestrian Advisory Committee may have the responsibility to:
 - 1. Advise the City Council regarding issues relating to bicycle and pedestrian transportation, safety, recreation, and education.
 - 2. Act as a resource to the City Council to provide additional information related to the unique problems associated with non-motorized transportation.
 - 3. Act as a source of current information to the City Council in matters relating to the use of the bicycle or pedestrian routes as a means of transportation in the City of Newport.
 - 4. Review, at the request of the City Council, the goals and objectives of the existing state and city Bicycle and Pedestrian Master Plans, and recommend changes.
 - 5. Advise the City Council of potential funding for bicycle and pedestrian enhancements.
 - 6. Explore and recommend, to the City Council, methods to efficiently and safely move bicyclists and pedestrians through Newport.
 - 7. Support the City Council in creating a greater awareness of non-motorized travel as viable transportation options
 - 8. Recommend to the City Council locations for safe and convenient bicycle parking at all city-owned facilities.
 - 9. At the request of Council, review bicycle and pedestrian involved motor vehicle accidents to identify safety priorities and remedial measures.

BPAC 2022 - 2023 Work Grid

2022

<p>September</p>	<p>October Send Notice to department heads and advisory committee liaisons.</p> <p>Who is returning in January?</p>	<p>November ACs revisit last year's G&Os and revise if needed</p> <p>Interview Candidates if needed</p>	<p>December Deadline for department heads and liaisons to submit G&Os (12/30/22).</p> <p>Interview Candidates if needed</p>
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2023

<p>January Ryan Hashagan presentation</p> <p>1/3/23 - The Vision 2040 Advisory Committee presents annual report to the City Council</p> <p>1/9/23 - City Council goal-setting meeting</p> <p>1/17/23 - City Council approves draft G&Os</p>	<p>February 1/17/23 - The Vision 2040 Advisory Committee provides a report on draft G&Os to the City Council</p> <p>Safe Routes to Schools Project Identification Program grant</p> <p>National Bike and Roll to School Day Planning</p>	<p>March City Council holds public meeting and adopts G&O's for the upcoming fiscal year, which includes all departmental and advisory committees' G&O's.</p>	<p>April Early April – Upcoming fiscal year's G&O's appear on public website</p>
<p>May Walk and Roll Planning</p>	<p>June</p>	<p>July July 1 – Committees commence to implement new (2023-2024) Goals and Objectives.</p>	<p>August BPAC hosts the Parks and Rec Adv. Comm. joint meeting</p>
<p>September</p>	<p>October Who is returning in January?</p>	<p>November Interview Candidates if needed</p>	<p>December Interview Candidates if needed</p>



City of Newport BPAC 2022 – 2023 WORK PLAN

OVERVIEW

The BPAC Committee: The purpose of the committee is to advise the City Council on issues related to active transportation per Newport Municipal Code Chapter 2.05 (Boards and Commissions) Section 2.05.001 (Applicability and Authority), Section 2.05.001(Board, Committee, and Commission Appointments and Service) and Section 2.05.055 (Bicycle and Pedestrian Advisory Committee).

MEMBERS

GOALS and/or ACTION ITEMS

Goal 1: Work to make Newport’s transportation modes safer

- a. Report new safety hazards directly to Public Works
- b. Work with City Council, Newport Police Department and ODOT to gather informative crash data involving active transportation

Lead:

Supporting members:

Partners and resources:

Timeline:

Budget:

Goal 2: Help City Council identify active transportation funding sources

- a. Maintain an “Active Transportation Grant Opportunities” spreadsheet with key deadlines.
- b. Do preliminary work toward applying for Safe Routes to Schools Project Identification Program grant (next application window February-March 2024)

Goal 3 : Work with local groups, agencies and organizations, especially active transportation groups, to promote active transportation in Newport

- a. Stock bike maps throughout town (ongoing)
- b. Work with schools and other groups to promote National Walk and Roll to School Day* (October 12, 2022) or National Bike and Roll to School Day** (May 3, 2023).
- c. Promote an improved signage system that links bike and pedestrian routes to city trails, programs and/or events, especially the Ocean-to-Bay and Lighthouse-to-Lighthouse trails

d. Do preliminary work toward a future citywide active-transportation event (make community connections, research other cities' events, create a living list of potential activities)

Goal 4: Maintain positive working relationships with the City Council, advisory committees and commissions, and City staff to implement BPAC active transportation goals

- a. Invite key staff members for Q-and-A sessions (as needed)
- b. Hold joint meetings with other advisory committees on matters of mutual interest (as needed).
- c. Continue to liaison one-on-one with select advisory committees and commissions (read their minutes, go to a meeting or meetings, report to BPAC possible joint endeavors)

Goal 5: Track city street infrastructure projects

- a. Invite key staff members for Q-and-A sessions (as needed)
- b. Maintain a list of city projects, from pre-grant applications to construction completion

OTHER ACTION ITEMS:

Each year we have a “goals and objectives” exercise. BPAC revisits existing G&O’s for the upcoming FISCAL year (starts July 1). Admin asks me to put them online on an internal City webpage, and City Council approves them. In the past admin has been clear as mud on when they need these things done. Things have been weird because of Covid and being short-staffed. I talked to the new Asst. City Mgr Erik Glover asking for clarification, which I will forward to you when I hear from him.

Some of the Objectives are cyclical. You could add those to the Work Calendar

What other committees are we following and should we put their report outs on the grid

Oregon Coast Bike Route Update

*Bylaws of the
City of Newport
Bicycle and Pedestrian Advisory Committee*

Article 1

This committee shall be called the Newport Bicycle and Pedestrian Advisory Committee.

Article 2: Purpose

The purpose of the committee is to advise the City Council on issues related to active transportation per Newport Municipal Code Chapter 2.05 (Boards and Commissions) Section 2.05.001 (Applicability and Authority), Section 2.05.001 (Board, Committee, and Commission Appointments and Service) and Section 2.05.055 (Bicycle and Pedestrian Advisory Committee).

Article 3: Membership

1. Committee members are appointed by the City Council.
2. At the City Council's option, the Committee may review applications, interview candidates, and make recommendations to the City Council.
3. The Committee shall consist of a minimum of seven members and up to three alternate members.
4. All terms are two-year terms that end on the 31st of December.
5. If a member leaves mid-term, a vacancy is created. When that vacancy is filled the new member shall complete the remainder of that term.
6. All members in good standing are given the option of serving a (or another) two-year term.
7. Alternate members vote only when quorum (four members) is not met.

Article 4: Leadership

1. A new chairperson and vice-chairperson shall be voted on by the majority of the members on the first meeting of each year.
2. The chairperson shall start and end meetings, introduce agenda items, and lead discussion as needed.
3. The vice-chairperson shall fulfill the chairperson's role in their absence.

Article 5: Meetings

1. The Committee shall conduct monthly meetings (twelve times a year) unless circumstances do not allow.
2. Meetings are usually the second Tuesday of each month, 5:30 p.m. to 7:00 p.m. Members may decide to continue a meeting at or near the meeting's end (7:00 p.m.).
3. Members may decide to schedule additional meetings by majority vote.
4. Individual members are not obligated to attend more than twelve meetings in a given year. "Attending" a meeting includes meetings that did not reach quorum.
5. If membership quorum is not reached by 15 minutes past the scheduled meeting time, the meeting shall be "called" by the Chairperson or, in their absence, an attending member.
6. If a meeting is cancelled due to lack of quorum, the attending members may decide whether or not to schedule a make-up meeting and shall determine the day and time.
7. At least four members, including alternate members, shall constitute quorum.

Article 6: Amendments

1. These bylaws may be amended at any time by the Newport City Council. The committee shall make requests to the City Council for necessary and appropriate amendments.



Oregon

Kate Brown, Governor

Oregon Bicycle and Pedestrian Advisory Committee

555 13th St NE, Suite 2

Salem OR 97301-4178

www.oregon.gov/ODOT/Get-Involved/Pages/OBPAC

To: All Bicycle/Pedestrian/Active Transportation Committees in Oregon
From: Outreach Task Force, Oregon Bicycle and Pedestrian Advisory Committee
Subject: How Can OBPAC Help You?
Date: November 23, 2022

Thank you for your work encouraging safe biking and walking in your community. As the members of the Oregon Bicycle and Pedestrian Advisory Committee (OBPAC), we are reaching out to you to learn how we can be of assistance in helping your group reach its goals. This is part of our effort to better connect, coordinate and collaborate with active-transportation advisory bodies throughout Oregon.

OBPAC is an eight-member all-volunteer committee appointed by the governor that acts as a liaison between the public and Oregon Department of Transportation. We advise ODOT in the regulation of bicycle and pedestrian traffic, the establishment of bikeways and walkways, and other statewide bicycle and pedestrian issues. The committee meets six times a year to support implementation of the Oregon Bicycle and Pedestrian Plan and to listen to the views and concerns of interested citizens, local officials and ODOT staff. You are always invited to attend OBPAC meetings; links and info are [here](#).

We would like to hear from you on how OBPAC can help your group. On the second page of this letter is a list of suggestions, but we encourage your group to come up with your own ideas. How can we help you?

Please respond by **January 23, 2023**. After we have received responses we will be inviting you and all the other members of your group to a statewide evening listening session via in February or March, 2023. We will take ideas generated by this process into consideration as we update our Work Plan.

Please send your email (or attachment) response to Lauren Morris, laurenmorris@coquilletribe.org, and feel free to contact her if you would like more information or clarification, 541-888-9494 ext. 2251. We are looking forward to this collaboration!

Sincerely,

André Lightsey-Walker, Lauren Morris, Aaron M. Mendez and Beth Young

Outreach Task Force, OBPAC

Brainstorming: Ways OBPAC Can Help Local BPAC's¹

These are just a few suggestions; please add your own ideas.

- Regularly provide info to BPAC's on current statewide active transportation issues (new legislation, new ODOT programs, draft documents, etc.)
- Ask ODOT to create a resource page for local BPACs on the ODOT website that includes a library of Oregon active transportation documents (the Bike Bill, *Blueprint for Urban Design*, etc.), tools and links.
- Create a "Best Practices for BPACs" document
- Create a "How to Establish a BPAC in Your Community" document
- Share info between BPAC's (successes, what is working, good ideas, lessons learned)
- Create a discussion forum (list serve) for all BPAC members, ODOT staff and OBPAC members
- Ask ODOT to create a recognition process for local BPAC's
- Connect local BPACs with their local [Area Commission on Transportation](#)'s active transportation representative.
- Create a communication link between BPACs and OBPAC regarding state-designated regional bike routes that pass through BPACs' jurisdictions.

¹ Advisory committees that promote active transportation have different names; we are using the generic "BPAC" (bicycle and pedestrian advisory committee) here.