

1. Item_0_CACT_Agenda_2018_03_14

Documents:

[ITEM_0_CACT_AGENDA_2018_03_14.PDF](#)

2. Item_2_CACT_Draft_MinutesItem_2_CACT_Draft_Minutes_2018_02_14-2_2018_02_14-2

Documents:

[ITEM_2_CACT_DRAFT_MINUTESITEM_2_CACT_DRAFT_MINUTES_2018_02_14-2_2018_02_14-2.PDF](#)

3. Item_5_Action_Items_Tracking_180214

Documents:

[ITEM_5_ACTION_ITEMS_TRACKING_180214.PDF](#)

4. Item_6_Council_Feedback

Documents:

[ITEM_6_COUNCIL_FEEDBACK.PDF](#)

5. Item_7_Bikeshare_Update_Memo

Documents:

[ITEM_7_BIKESHARE_UPDATE_MEMO.PDF](#)

6. Item_11_Greenwich_Pace_Car

Documents:

[ITEM_11_GREENWICH_PACE_CAR.PDF](#)

NOTE MEETING LOCATION

AGENDA

CITIZENS ADVISORY COMMITTEE ON TRANSPORTATION

Wednesday, March 14, 2018- 7:00 pm

Thomas Jefferson ES Media Center (Library)

601 S. Oak Street, Falls Church, VA 22046

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1. **Public Comment:**
2. **Action Item:** Approval of Minutes of February 2018
3. **Committee Members Reports:**
4. **Staff Reports:**
5. **Information Item:** CACT 2017 Priority Tracking Sheet
6. **Discussion Item:** Annual Report to Council- Feedback Discussion
7. **Information Item:** BikeShare Update
8. **Discussion Item:** Sustainable Transportation Panel
9. **Information Item:** Walk and Bike to School Day
10. **Discussion Item:** Street Lighting and Walkability
11. **Information Item:** Pace Car Program (see Pace Car Brochure from Greenwich CT.)



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**Please Do Not Remove
Posted March 9, 2018**

Citizens Advisory Committee on Transportation

February 14, 2018 - 7:00 pm- 9:00 pm

TJ Elementary School Media Center

Draft Meeting Minutes

Attendance

CACT Members

Member	Present
Andrea Caumont (Chair)	Yes
Paul Baldino (Vice-Chair)	Yes
Bill Ackerman	Yes
Doug Devereaux	Yes
Addison Heard	yes
Steve Knight	No
Dave Gustafson	Yes

City Staff

1. Jeff Sikes

Liaisons

Liaison	Present
David Snyder (City Council)	Yes
(Planning Commission)	N/A
(Youth Representative)	N/A

Agenda

1. Public Comment
2. Action Item: Approval of the Minutes for March 2017 and November 2017 CACT meetings
3. Committee Member Reports
4. Staff Reports
5. Information Item: CACT 2017 Priority Tracking Sheet
6. Action Item: Election of Officers for 2018
7. Discussion Item: Annual CACT Report to City Council for 2017 (to be presented on February 26th)
8. Information Item: Envision Route 7- Phase III Conceptual Engineering Study
9. Discussion Item: Nelson/ Nygaard Report on Small area Planning Area 8 (Schools parcels)
10. Correspondence and Attachments:

- a. Micro-transit article from Washington Post
- b. 2018 Falls Church Boards and Commissions Goal Setting

1. Public Comment:

There was no public comment.

2. Action Item: Approval of Minutes for the March 2017 and November 2017 CACT Meetings:

The minutes for the March 2017 CACT Meeting were not approved as a quorum of those members was not present. The Minutes of the November 2017 CACT Meeting were approved.

3. Committee Member Reports:

- Paul reported that he attended the City Council Retreat on February 10th and that walkability was a major issue discussed.
- Dave inquired about the construction at the EFC Metrorail station and why it is taking so long.
- Andrea stated that she intends to attend the panel discussion on Resilient, Sustainable Development and how these features can be incorporated into the West Falls Church Development project. The discussion is hosted by the City of Falls Church Environmental Sustainability Council. She also noted that Addison had been reappointed to the CACT for another term, and that Paul Baldino had been appointed Treasurer of Nova Parks. She also reported that neighborhoods along Lincoln Ave had approached Council to thank them and staff for the new crosswalks along Lincoln Ave.
- Council Member Snyder commented on the meeting with Fairfax County Supervisors and WMATA staff about the WMATA proposal for the land owned by WMATA at West Falls Church. He also spoke about funding for WMATA and the hostility for Northern Virginia in the General Assembly.

4. Staff Reports:

- Jeff reported the new reorganizational changes affecting the Department of Development Services. The Department has been renamed to Community Planning and Economic Development Services (CPEDS). Jim Snyder has been named Department Director and will pursue economic development matters. Paul Stoddard has been named as Planning Director.

5. Information Item: CACT 2017 Priority Tracking Sheet:

Paul will update the CACT Project Priority Tracking Sheet to reflect 2018 CACT Initiatives.

- 6. Election of Officers for 2018:** Andrea Caumont was re-elected as Chair-Person and Paul Baldino was re-elected as Vice-Chair for 2018 by a vote of 5-0.

7. Discussion Item: Annual CACT Report to City Council for 2017:

The Committee reviewed the CACT Annual Report for 2017 which will be presented to the City Council on February 26th. In addition to the report attachments will include the Walkability Survey, Memo on Parklets and memo on lower speed limits.

8. Information Item: Envision Route 7-Phase III Conceptual Engineering Study:

Included in the CACT meeting package was a draft report on Phase III of the Envision Route 7 Transit Alternative Project being conducted by NVTC. The project has selected an alternative mode (bus rapid transit) and alignment (Tysons to Mark Center via EFC Metrorail). Phase III will further define cost, identify areas of concern, develop typical sections and identify right of way needs for the project. The City is being asked to participate in Phase III by the contribution of a portion of the study cost and having the City Manager sign a Memorandum of Agreement. The project will take about a year once the consultant is selected.

9. Discussion Item: Nelson/Nygaard Report on Small Area Planning Area 8 (Schools Parcels)

This is a transportation study funded with a TAP Grant, the Nelson/Nygaard report on the small area plan for the Schools Parcels looks at the mobility and accessibility of the site for future schools and commercial mixed- use development. The study looks at ways to accommodate travel demand to and from the site, provides better connections to local and regional transportation facilities such as Rt. 7, the WFC Metrorail station, I-66 and the W&OD Trail. The goals of the study are to increase mode choice and reduce reliance on vehicles, increase walkability and community connectivity, support infill and support transit oriented development. The study acknowledge challenges to site development including significant barriers to walking and bicycling, lack of street connectivity and poor access and wayfinding to the nearby Metrorail Station. The report makes a series of recommendations to meet the identified challenges and to meet the goals of the study.

Status of 2018 CACT Action Items

Updated: February 14, 2018

Action Item	Responsibility	Status
<p>Refine the Neighborhood Traffic Calming Program: Continue review of the NTC Program and examination of alternatives to speed the delivery of effective and cost-efficient solutions.</p> <p>Source: Continuing</p>	<p>Staff All CACT</p>	<p>2017 Jan – CACT agreed to assign member as liaison to each neighborhood working group. Member will attend working group meetings and serve as liaison between group and committee. Mar - Bill is liaison to Great Falls/Little Falls group.</p> <p>2018 Jan – Jeff to lead review and discussion of potential improvements to the NTC program. Deferred until Spring.</p>
<p>Neighborhood Pace Car Program</p> <p>Source: 2014 Annual Report</p>	<p>Staff Steve Andrea</p>	<p>2016 Jun – Staff received printing quote (500 decals for \$360) Oct – DPW agreed to fund printing</p> <p>2017 Feb – Staff advised that decal image received from WABA is not sufficiently sharp for printing - Goal is to start program in Fall 2017 with beginning of the school year. - Steve is coordinating contest to develop Falls Church-specific decal image and revise WABA brochure. - Stephanie is coordinating contest announcement. - Steve to coordinate implementation with GMHS and Andrea with FCEPTA. Apr 4 - Design-a-Decal contest announced. Closed Jun 1. Jul 12 - CACT reviewed alternative designs. Chose one and recommended modifications. Oct 11 – Steve presented final design of decal/sticker and accompanying flyer. Nov 8 – CACT discussed and approved flyer. Andrea, Dave & Paul to identify typos and forward to Steve to modify flyer. Steve to provide final to Jeff. Jeff to advise CACT on printing options. Nov 13 – Steve sent revised flyer to Jeff. Dec 13 – Jeff said staff is exploring options for printing.</p> <p>2018 Jan 10 -Jeff said funding available through TDM grant. Image can be reproduced on sticker or magnet. Spring rollout planned.</p>

Action Item	Responsibility	Status
<p>Walkability Survey: Prepare report to Council on survey results.</p> <p>Source: 2015 Annual Report</p>	<p>Andrea Paul B</p>	<p>2016 Oct-Nov – Survey conducted on City website and in paper form. 224 surveys submitted.</p> <p>2017 Jan – Staff compiled results. Apr 3 – Andrea prepared draft report. Reviewed at CACT meeting. Members asked to submit ideas to Andrea for “Recommendations” section of report. May 10 – CACT approved final report and transmittal to Council. Jul 12 – Jeff unable to open report sent by Andrea. Sep 20 – Andrea will work with Jeff to assure acceptable report format. Jeff will send final report to Council. Dec 13 – Jeff said Paul Stoddard wants survey report to be an attachment to CACT Annual Report.</p> <p>2018 Feb 14 – Survey report attached to CACT Annual Report presented to Council Feb 26. COMPLETED!</p>
<p>Parklets: Report to Council on suitability of Parklets for Falls Church. Attempt to build interest in Park(ing) Day participation – 3rd Friday in Sept.</p> <p>Source: 2016 Annual Report</p>	<p>Doug Paul B</p>	<p>2017 May– Doug researched Parklets and discussed rough draft of report. Jul 12 – Jeff discussed Arlington’s Rosslyn Streetscape Plan that includes parklet design elements. The Rosslyn Business Improvement District plans a prototype parklet in Spring 2018. Oct 11 – Doug provided draft report. Nov 8 – CACT discussed draft report and approved it with specific edits. Paul to make edits, forward to Doug (who wasn’t present at Nov meeting) for review, and finalize report for submission to Council. Jeff advised City has funding for a parklet in 2018. Nov 14 – Doug sent final report to Jeff for submission to Council. Dec 13 – Jeff said Paul Stoddard wants Parklet report to be an attachment to CACT Annual Report.</p> <p>2018 Feb 14 – Parklet report attached to CACT Annual Report presented to Council Feb 26. COMPLETED!</p>
<p>Family Cycling Event: Host an event like the Kidical Mass Rides.</p> <p>Source: 2016 Annual Report</p>	<p>Andrea Bill</p>	<p>2017 May 10 – Andrea discussed possible participation of FABB with Sonja Breehey, FABB VP.</p> <p>2018 Jan 10 – Bill volunteered to join project</p>

Action Item	Responsibility	Status
<p>Speed Limit Reduction: Study/report on benefit of reducing minimum speed limit from 25mph in time for Council's state legislative package. (July 2017?)</p> <p>Source: Council request (Sze) Feb 27, 2017</p>	Addison	<p>2017 Mar 8 - Jeff to ask City Attorney if City already has authority to reduce speed limit. If not, Jeff to advise when input for legislative package is needed. Apr 17 - Jeff submitted request for opinion from City Attorney. Jun 5 - Jeff sent email advising that the City Attorney opined that City can set lower speed limit after a "traffic engineering investigation" and approval of Council. Jul 12 - Jeff said City Attorney's written opinion is "staff confidential." Sep 20 - Jeff will communicate authority to lower speed limit to Council. Dec 13 - Jeff said Paul Stoddard wants the communication about authority to lower speed limit to be an attachment to CACT Annual Report.</p> <p>2018 Jan 10 - Jeff distributed Dec 5 memo communicating City Attorney's opinion on Council's ability to reduce speed limit. Feb 14 - Jeff provided revised memo with comments from Police Dept. Memo attached to CACT Annual Report presented to Council Feb 26.</p> <p>COMPLETED!</p>
<p>Participation in HS Campus Project: CACT should be involved in planning to assure walk and bike accessibility</p> <p>Source: Council request (Duncan) Feb 27, 2017</p>	Steve Bill	Continuing
<p>Walk or Bike to School Day (May 9, 2018): Collaborate with FCCPS Health & Wellness Committee to encourage kids to walk or bike to school.</p> <p>Source: 2017 Annual Report</p>	Andrea Steve Bill	
<p>Park(ing) Day (3rd Friday in September): Working with staff, recommend parklet locations and programming</p> <p>Source: 2017 Annual Report</p>	Doug Dave	<p>2018 Feb 14 - Jeff said staff member, Kerri Oddenino, has been assigned and would welcome help. Funds may be available from TDM grant.</p>
<p>Bike Rodeo/TOPS Event: Contingent on assignment of new DPW representative to CACT</p> <p>Source: 2017 Annual Report</p>	Dave Steve	

Jeffrey Sikes

From: Paul Baldino <paulbaldino@gmail.com>
Sent: Thursday, March 01, 2018 12:07 PM
To: Andrea Caumont
Cc: Jeffrey Sikes
Subject: Council Comments on CACT Annual Report
Attachments: Action items Tracking 180214.docx

Andrea

Here are my notes on Council member comments following the presentation of the CACT Annual Report on February 26th:

- Tarter: Observe September "Walk or Bike to School Day" as well as May date.
- Sze: Increase public information about Play Streets.
- Connelly: Important to work with other boards and commissions.
- Hardi, Litkenhous, and Duncan: Want specifics on traffic calming budget request - projects, proposed solutions, itemized costs.
- Hardi: Falls Church's policy for busing students to George Mason High School is more generous than Fairfax County or Arlington. They require students living within a one-mile radius to walk to school. Wants a benchmark study with recommendations to improve walkability to GMHS.
- Hardi: Falls Church would be an excellent test bed for autonomous buses and shuttles. Would like a shuttle on Broad Street to connect the two Metro Stations. CACT should study.
- Snyder: In his recent door-to-door campaigning, found that traffic calming was a top issue.

Attached is the Tracking Sheet updated as of our February meeting. This can be updated to include the goals in the Annual Report and any of the above items the committee wants to take on.

Paul



CITY OF FALLS CHURCH

DATE: March 14, 2018

TO: Chair Caumont and Members of the Citizens Advisory Committee on Transportation

FROM: Kerri Oddenino, Planner **KO 3-1-2018**

THROUGH: Paul Stoddard, AICP, Director of Planning **PS 3-1-18**

SUBJECT: Bike-Share Project Schedule Update

Introduction

The first phase of the City of Falls Church Capital Bikeshare System is expected to open in Fall 2018. Bike-share station installation will occur in two phases. Phase 1 of the Bike-share Expansion includes 11 stations and will be installed in Fall 2018. Installation of Phase 2 stations will occur in Fall 2019. Phase 2 locations may include previously endorsed locations that require right of way negotiations or may include newly suggested locations.

This memo provides information on the project, including:

- A description of bike-share,
- Policy guidance used to plan the bike-share network,
- Map of phase 1 stations,
- Project costs, and
- Project schedule.

What is Bike-Share?

Bike-share is a bicycle sharing system that allows individuals to borrow shared bicycles on a short-term basis. Bike-share systems are comprised of a network of stations located throughout a geographic area. Capital Bikeshare stations have docks where bicycles are checked in, checked out, and stored. Bike-share allows users to borrow and return bicycles at any station.

Why Bike-share?

Bike-share provides connections to regional transportation networks, including rail, bicycle and pedestrian networks. By providing another transportation option, bike-share increases mode choice and reduces reliance on any single mode (such as automobile).

Bike-share is frequently used as a first mile/last mile solution by individuals traveling to and from rail transit. Bike-share is also used for other short trips, typically in denser urban or urban-suburban areas. In the City of Falls Church, bike-share can provide new connections to the East Falls Church and West Falls Church Metro stations. Bike-share can also provide more options for in-town trips.



Above: Capital Bikeshare Station in Washington, D.C.

How do People Access Bike-share?

Capital Bikeshare users must sign up for a membership. Memberships range from as short as a day to as long as a year (see table below). All Capital Bikeshare rides of less than 30 minutes incur no additional fees. Rides lasting longer than 30 minutes incur additional fees for each additional 30 minute increment. This fee structure encourages short term use of the bicycles, which helps keep the bikes available to meet user demand.

Membership Options (As of February 28, 2018)	
Annual	\$85 or \$8/month
30 Day	\$28
3 Day	\$17
24 Hour	\$8
Single Trip	\$2

Policy Guidance

In 2014, City Council adopted Mobility for all Modes as the City’s Transportation Master Plan. That plan establishes a vision for expanded transportation mode choice and stronger connections to the regional transportation system:

“Provide for the safe movement of people and goods within and through the City via a transportation network that connects to the regional transportation network, offers choices in travel modes, supports economic activity, is sensitive to the environment, and provides equitable access for all City residents, workers, and visitors.”

In 2015, the City Council adopted the City's Bicycle Master Plan, subtitled *Connecting Communities*. The Bicycle Master Plan identifies future corridors for bicycle facilities, including bike-share. As stated in the plan's vision statement, the corridors are designed to provide more bicycle connectivity within and beyond the City:

"Provide a network of bicycle routes that connects the City's commercial areas and neighborhoods, transit facilities, schools, regional bicycle facilities, and designated bicycle routes in neighboring jurisdictions."

Expanding bike-share into the City is strongly supported by adopted City policies. Expanding bike-share will increase travel options, strengthen connections to the regional transportation network, and strengthen connections generally throughout the City.

Station Planning

Several criteria are used to guide the planning of bike-share station locations. These include proximity to key destinations, station density, and accessibility to key bicycle routes. Bike-share stations should be located as close as possible to key destinations including metro stations, cultural attractions, and higher density commercial, retail, and residential activity. Locating bike-share stations adjacent to bicycle facilities improves safety and provides comfortable biking options for bike-share users.

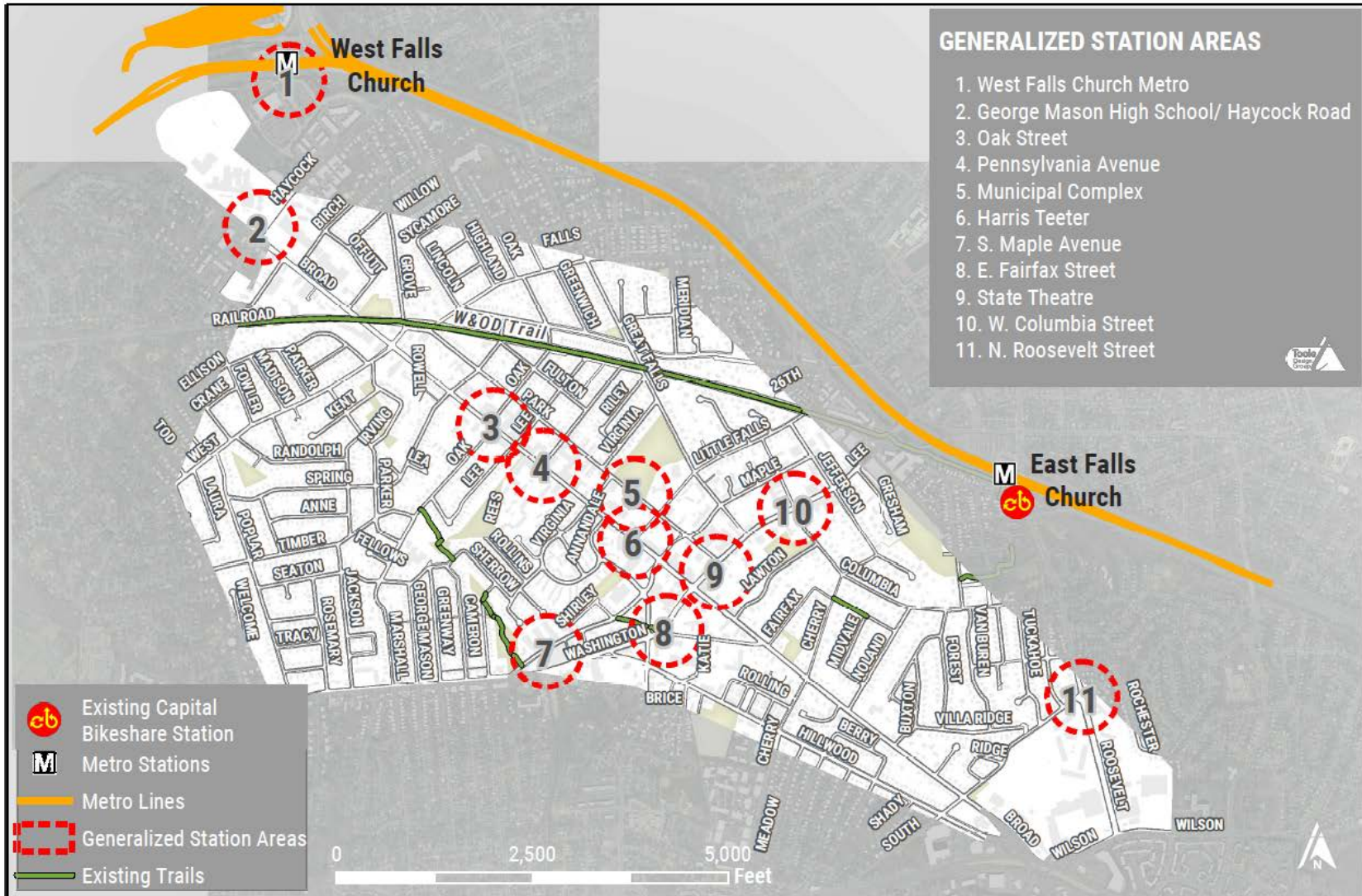
In terms of station density, stations should be located within ½ mile of other bike-share stations, and ideally should be located within ¼ mile of other bike-share stations. This level of density ensures that walking distances between bike-share stations and trip destinations are relatively short – a maximum 2.5 minutes walking time before or after using bike-share if stations are ¼ mile apart.

Station locations were developed through a mix of consultant studies, staff analysis, public engagement, and review with boards and commissions.

Phase 1 Station Locations

Phase 1 station locations were endorsed by City Council at their August 14, 2017 meeting. Due to right of way limitations, installation of the West Street and W&OD Trail, and the Eden Center bike-share station locations are not included in the Phase 1 map. These station locations and additional station locations could be explored as part of a Phase 2 installation.

Phase 1 Bikeshare Station Locations



Project Costs

The City of Falls Church received \$2 million in Regional Surface Transportation Program (RSTP) capital funds for bike-share through the Northern Virginia Transportation Authority (NVTA), transferred by Fairfax County. An additional \$500,000 in operating funds was received through the Northern Virginia Transportation Commission (NVTC) and the Commonwealth Transportation Board (CTB) from the I-66 Inside the Beltway Commuter Choice program. Additional operating support is available from developer contributions.

Capital Bikeshare equipment is owned by localities and managed by a third party. Localities pay for the cost of operation. The third party operator returns revenue collected through membership fees back to the locality.

Capital Costs

As noted above, the City was awarded \$2 million for the purchase of up to 16 bike-share stations. The cost of a 12-dock bike-share station including bikes is \$41,622, and for a 19-dock bike-share station including bikes is \$55,789. The installation of a bike-share station is \$3,200. The total estimated cost of all equipment for the Phase 1 bike-share stations, including installation, is \$831,121.66.

The capital grant funding of \$2 million will comfortably cover the cost of the stations. In addition to the cost of the stations, the capital funds are also being used for soft costs, including consulting fees, right-of-way acquisition, and staff costs. Additionally, the capital funds will be used to fill in gaps in the City's biking corridors needed to support the expansion of bike-share. This could include marking of additional biking routes and/or bike lanes.

Operating Costs

The cost to operate each bike-share station is between \$13,848 per year and \$21,927 per year (note station costs vary slightly based on the number of docks in a station). For Phase 1 stations, operating costs per year will be approximately \$160,412. These costs will be offset by system revenue.

As part of the station planning process, Foursquare Integrated Transportation Planning conducted a ridership analysis. The analysis provided estimates of ridership patterns and expected operating cost recovery for the Bike-share system in the City of Falls Church.

Operating costs can be offset by multiple revenue sources, including user fees, station sponsorship, and advertising fees. Foursquare estimates that user fee recovery for the City's Bike-share system will be approximately 35 percent. Including station sponsorships and advertising fees increases this percentage to 62 percent.

Accounting for system revenue, the annual cost to the City to operate Phase 1 bike-share stations is projected to be between \$62,661.42 and \$107,184.01. As noted above, the City was awarded \$500,000 in operating funds for the first five (5) years of operation. Because of this grant funding, assuming revenue projections hold, the City could operate 14 bike-share stations without incurring local costs for at least the first five years of operation, and additional grant support can be requested for future years.

Project Schedule

Staff anticipates that installation for Phase 1 will occur in Fall 2018 and Phase 2 will occur in Fall 2019. The largest impediment to delivering the stations before Fall 2018 is a combination of manufacturing time and procurement requirements. Because the capital funds are federal, required steps in the procurement process must be followed sequentially (instead of in parallel), and there are additional requirements for review and approval at both the state and federal level.

The longest steps remaining in the procurement process are (1) Invitation for Bid (IFB) and (2) equipment manufacture. The IFB is a 30 day process and the manufacture process is expected to take four to five months. The chart below shows additional timing information.

Frequently Asked Questions

Will my car really make a difference?

Yes. We only need a small percentage of vehicles acting as Pace Cars to slow traffic town wide. This starts a positive cycle. People feel more comfortable walking or cycling, which reduces traffic levels, making streets even safer, meaning even more people can walk or cycle.

Does the Pace Car provoke road rage?

No. Many people who sign up for the Pace Car Program have already been acting as unofficial Pace Cars. The Pace Car sticker credentials your car, explaining to following motorists that there is a reason for your courtesy and safe driving speed.

What happens if I accidentally speed?

Take a breath and slow down. The Pace Car pledge is a declaration of intent, not a legally binding contract. Kicking the speeding habit can be hard work. Allow yourself more time to get places so you won't be so tempted to speed.

Do I only act as a Pace Car in my neighborhood or on all streets?

On all town streets. The Pace Car is a kind of treaty between neighborhoods: you respect the quality of life in our neighborhood and we will do the same for you. The Pace Car promotes a new civility and mutual respect on our streets.

Pace Car Registration Form Town of Greenwich, CT



Name: _____

Address: _____

Phone: _____

E-mail: _____

Greenwich Pace Car Pledge

I want to be part of the solution to Town of Greenwich's traffic problem. I recognize that my driving affects the safety and livability of other people's neighborhoods, just as other people's driving affects my neighborhood.

I hereby pledge to:

- Drive within the speed limit and obey all traffic regulations;
- Share the road safely with pedestrians, bicyclists and other drivers;
- Stop for all school buses and be extra cautious near schools and children;
- Walk, bike, bus or share a ride when possible to help reduce traffic;
- Display my **PACE CAR** sticker and encourage others to take the pledge.

Signed

Dated



Please return this form to: NTCP Dept. of Public Works,
101 Field Point Road Greenwich, CT 06830