



MEMORANDUM

Date: May 6, 2010
To: City of Richmond staff
From: Brooke DuBose and Matthew Ridgway, Fehr & Peers
Subject: *Public Workshop Plan for the Richmond Bicycle Master Plan*

As part of the development of the Richmond *Bicycle Master Plan*, a full-day planning workshop will be held from 9am-5pm on Saturday, May 15th, 2010. The workshop will be held in the basement of the Redevelopment Agency, at 440 Civic Center Plaza in Richmond.

AGENDA & FORMAT

8:30am: Arrival

Fehr & Peers Team will arrive to set up workshop materials and signs directing participants to the workshop room.

- Please confirm the Redevelopment Agency building will be open and accessible at this hour

9:00am: Greetings & Refreshments

10am: Introduction to the Bicycle Master Plan

Fehr & Peers staff will give a brief presentation about the purpose and goals of the *Bicycle Master Plan*, as well as the goals for the planning workshop. We will also introduce bicycle network and facilities concepts and vocabulary. The workshop format will be explained, and any initial questions will be answered at this time. Niko Letunic will be available to provide Spanish translation throughout the day. The one-page hand-out describing the *Bicycle Master Plan* and comment cards will also be distributed. The presentation and Q&A will end at 10:45am, to allow 15 minutes to prepare for the bicycling tour.

11am: Bicycle Tour of Key Areas

There are three objectives for the bicycling tour: 1) To help workshop participants, City staff and the consultant team become collectively familiar with key issues and opportunities, 2) To discuss bicycle planning concepts in the field where they will have direct application, and 3) To experience, observe and record existing bicycling conditions.

We will split into up to four small facilitated groups for a bicycle tour of key opportunity areas for bicycling improvements. The bike tour will move at a relaxed, beginner pace and will focus on up to four pre-determined routes to look at specific problems and conditions and document issues and opportunities. **City staff and the RBPAC should determine bike routes by May 1st.**

Fehr & Peers will prepare route maps for participants, as well as materials including a “Bikeability Checklist” to record ideas, issues and opportunities. Tour leaders: Matthew Ridgway, Brooke DuBose, Niko Letunic, and a City staff person (perhaps Michael Williams?)

- All bicycle tour participants must sign liability waivers

12:30-1:30pm: Return to workshop location, Lunch

1:30-5:00pm: Planning Session & Open House

After the bike tour, the Fehr & Peers team will begin to develop ideas for the proposed bicycle network based on the bicycling tour. To facilitate this portion of the workshop, a series of information stations will be set up for the public to record ideas and give the master plan development team feedback. These work stations will also be used to record data collected from the bicycle tour.

Ten information stations will be set up around the meeting room. Workshop participants will be given directions for each station, and will be free to visit whichever station they are most interested in. Staff from Fehr & Peers, Eisen|Letunic and the City will be available to answer questions and facilitate discussion at each station.

Stations/Posters will include:

1. **Bicycle Route Maps for the workshop bicycle tour** – Aerial maps showing the bike routes for the morning biking tour will be placed at the sign-in area at the beginning of the day for participants to review. Hand-outs of bike route maps will also be made available. The large-scale maps will be used to record ideas later in the day.
2. **Examples of bicycle facilities** – This station will explain different types of facilities, and include images of multi-use paths, bike lanes, bike routes, bike boulevards, Sharrows and different types of bike parking facilities. Participants will be asked to mark their preferences for the different types of facilities.
3. **Key Destinations & Preferred Routes** – This station will gather information about key local and regional destinations, and preferred routes to bike to these destinations. Participants will also be invited to mark where they live on these maps.
4. **Existing Richmond Bicycle Network** – This station will illustrate the existing bike network, and provide a space for participants to comment on deficiencies, identify maintenance issues like sweeping and faded/worn striping on bike lanes, areas that could be improved on, as well as places that already work well for bicycling. Information collected on the bicycle tour can also be recorded at this station. The station will also illustrate ongoing City projects related to bicycling.
5. **Barriers to Bicycling** – This station will be used to record gaps in the bikeway network and other physical and institutional barriers to bicycling in Richmond (i.e. connections to the Bay Trail, railroad crossings, freeway interchanges, safe locations to lock a bike, bikes allowed in buildings etc.)
6. **Existing + Proposed Bicycle Network – “The Wish List”** This station will be a place for participants to write and draw their ideas for their ideal, complete bicycle network. This can include opportunities for improving existing facilities as well as developing new ones (such as bike routes, lanes, paths, boulevards and bike parking locations.)
7. **Policy Framework:** This station will present preliminary recommendations for the Vision Statement, Goals, Policies, Actions and performance objectives (preliminary

recommendations based on best practices, and the *Richmond General Plan & Contra Costa Countywide Pedestrian & Bicycle Master Plan*.) Participants will be invited to comment on these policies.

8. **Proposed Education, Safety, Encouragement & Outreach Programs** – This station will present preliminary recommendations for support programs to promote safe bicycling in Richmond. Participants will be invited to comment on these programs.
9. **Current Projects in Process –Information on the Richmond Pedestrian Master Plan** (materials TBD)
10. **Laptop station with projector of Community Walk Map** – participants can add information directly to the interactive web map. We can also have a slide show of Richmond bicycling photos.

The project team will be available to answer questions and discuss the public's concerns and ideas for the *Master Plan*. Comment cards will also be available for participants to provide written ideas and feedback.

LOGISTICS

Materials

Fehr & Peers will bring:

- Direction signs to the workshop room
- Sign-in sheet & name tags
- Hand-outs
- Route maps
- Posters
- Pens & markers, sticky dots, large post-it notes, & tape
- Comment cards

Food

Refreshments are expected at the workshop. The City of Richmond will provide food and drinks for a light breakfast and lunch.

Room set-up

Ideally, there will be large walls where station posters can be posted with removable tape. Each of the ten stations will have a 24"x36" poster, and stations should be spread out around the room. If wall space is limited, or we are unable to post on the walls, Fehr & Peers will bring easels. As a last option, station boards can be laid on tables.

Please let the Fehr & Peers team know if any organization would like to include materials at the workshop (i.e. LGC, Contra Costa Health Services, Richmond Spokes, TRAC or any other organization that would like to bring a poster or materials showcasing their projects.)

There should be enough chairs for all workshop participants, and they should be set up to face the initial presentation area. Additional chairs may be set up around each station area in case participants would prefer to be seated for the afternoon portion of the workshop. Several tables will be needed for food, laying out materials, and setting up the laptop and projector.

City of Richmond
Bicycle Master Plan Workshop
May 6, 2010



Fehr & Peers will bring a laptop and projector; please confirm that there is a screen or blank wall we can project on. If the RBPAC would like to show photos during the afternoon portion of the workshop, please bring a flash drive with the photos and we can show them as a looping slide show.

Bike Tour

The routes should be determined by the City and BPAC two weeks before the workshop (May 1st). Each route should be less than 2-3 miles total (remember that we have 90 minutes for this exercise and riding with a group slows the pace considerably.) City staff should prepare and bring copies of the waiver forms for the bike tour.

Spanish Translation

Niko Letunic will be available to provide Spanish translation throughout the day.

Child Care

Volunteer childcare is needed.