

## **Meeting Minutes**

### **Salem Bicycling Advisory Committee**

Tuesday, September 18, 2018, 6:30 p.m.  
City Hall Annex, 98 Washington Street  
First Floor Conference Room

Members Present: Richard Frank, Jayne O’Leary, Eric Papetti, Ray Swartz, Kylie Sullivan,  
Michael Williamson, Michael Jaros

Members Absent: Joseph O’Neil (Chair), Dan Shuman  
Also Present: Tom Devine, Senior Planner

Jaros calls the meeting to order.

### **Meeting Minutes – May 22, 2018 and July 17, 2018**

Sullivan motions to approve both sets of minutes. Swartz seconds and six vote in favor. Frank abstains.

### **FY19 Community Preservation Plan – Request for Comment/Input**

Devine states that a member of the Community Preservation Committee may be coming to the meeting and suggests that the Chair table the item until later in the meeting in case that person arrives later.

### **Discussion of Draft Bike Parking Guidelines**

Devine says that he prepared a rough draft to stimulate discussion among Bike Committee members. He found that guidelines for number of spaces varies across communities that have ordinances or guidelines. One option is to set at ratio of bike spaces that is tied to the car parking requirements, but he finds that that result in bike parking numbers that don’t make sense. However, all communities seem to differentiate between short-term bike parking for visitors and customers and long-term for residents or employees. The latter is typically more secure and protected from the elements.

Devine states that Planning Board has discretion to require certain amenities for special permits (less for just site plan review). And developers appreciate when a community has guidelines so they know what is expected of them.

Sullivan asks if the proposed number of required long-term spaces, 1 per 4 employees, is excessive, seeing as the new City Hall Annex’s indoor bike racks are rarely used. The Committee discusses the numbers.

Devine says that in preparing the draft guidelines, he has consulted with Amanda Chiancola and Ashely Green who have recently staffed the Planning Board. Devine says he or Ashley Green will present the draft to the Planning Board. Papetti says he mainly wants to know what the Planning Board wants for these guidelines. He would also like to know what their thoughts are for bike parking in the context of overall traffic mitigation.

Williamson suggests that downtown commercial establishments may not have space for bike parking and therefore in such places racks provided by the City may be more appropriate.

The Board discusses what will trigger the guidelines. Devine states that this would apply to all Planning Board reviews, which is triggered by number of units, square footage, or use. Devine wonders if the Salem Redevelopment Authority and Design Review Board should refer to these guidelines as well, since many downtown projects are not subject to Planning Board review, but still go through SRA or DRB review.

Sullivan suggests that including images in the guidelines would be helpful to show which rack types are preferred. Papetti says it is important to have illustrations to help designers and contractors.

Williamson states that he would like to see an option to have a reduction in the number of parking spaces in a development in exchange for bike parking. Devine says he would like to see that too, where bike parking and other public benefits could be provided as a trade for required parking spaces. Papetti says this could be integrated into traffic mitigation through the Planning Board.

### **Discussion of Locations for Additional Public Bike Racks**

Devine says that an intern confirmed locations of existing City and Salem State bike racks. Devine and Nick Downing began a list of additional locations, which he hopes the Committee can add to. Sullivan remarks that wherever racks on parking meters are lost as the City converts to kiosk parking payment, racks should be added to offset the loss.

The Committee emphasizes the need for bike parking at the following locations:

- YMCA on Sewell St.
- Derby Wharf
- Public Library
- Ends of Essex Street Pedestrian Mall
- Ropes Mansion
- New Hampton Inn
- Canal Street Bike Path
- Deacon Giles on Canal St.
- Salem Athenaeum
- Salem Willow
- All Salem Schools
- Long-term parking at Salem State

- Vinnin Square
- Dube's Restaurant on Jefferson Ave.
- Police Station
- McCabe Park
- Leslie's Retreat Park
- New marijuana shops
- City Hall
- Bertram Field
- Old Salem Greens golf course and Salem Woods

Devine notes that funding is in place to purchase a number of new racks.

### **Bicycle Master Plan Update**

Devine reports that the draft plan is online and will be unveiled at a 9/24/2018 open house. The Steering Committee reviewed it at a recent meeting and a number of members, including Michael Williamson, conducted a thorough review. Toole will be going through those comments and any we hear at the open house and revise the plan accordingly.

The Committee expresses satisfaction with the plan and notes that there is a lot of implementation work to be done. Devine encourages members to attend the open house.

### **Discussion of 2020 Bike Share Operator Procurement**

Devine states that this agenda item is to follow up on Karl Alexander's Zagster presentation at the last meeting. There will have to be a procurement process when Zagster's contract expires. It would probably be a 6-month process if just for Salem. But if it is a collective process involving adjoining communities, more time would be needed. Papetti thinks coordinating with MAPC would be desirable and we should look at other options, such as e-bikes. The next generation may not look anything like the current system. Devine says that he and Nick Downing have initiated a conversation with MAPC staff regarding collective procurement.

Williamson asks if we would be prepared if collective procurement doesn't materialize? Can we arrange it so that the system we have is compatible with the systems neighboring communities select? Frank says Lynn was flooded with bikes from two operators, the bikes were scattered about, and the quality of the bikes is low. Papetti thinks Lime's bike quality is better than Ofo and Ant bikes.

### **Miscellaneous Updates**

Sullivan announces the upcoming Salem for All Ages Transportation Fair at the Community Life Center. Devine will be there to promote the bike share.

The Committee asks about the MassWorks project at Boston Street to Flint Street. Devine says that it remains tied up in a wetlands permit DEP appeal regarding the flood zone, but it is designed and funded and will eventually proceed.

## **FY19 Community Preservation Plan – Request for Comment/Input, continued**

Devine states that last year the Bike Advisory Committee's comments were incorporated into the Community Preservation Plan's criteria for determining which parks, open space, housing, and historic preservation projects to fund. The Bike Committee asked that requests for funding be ranked higher when they include bike facilities as feasible. Since then, the new Bike Master Plan is being completed. So he suggests that the Community Preservation Plan reference the new Bike Plan. Papetti says some Bike Plan recommendations may be eligible for CPA funding. Devine states that bike facilities by themselves are probably not eligible unless part of a greater park project. Papetti asks what the timing is for requesting funding. Devine says the funding application deadline is typically in the spring.

Devine says he hopes to provide a comment letter to the Community Preservation Committee regarding the new Bike Plan. He will draft it and take any additional comments from the Bike Committee.

### **Adjourn**

Sullivan motioned to adjourn at 8:04 p.m., Swartz seconded, and all voted in favor.