

## BICYCLE ADVISORY COMMITTEE (BAC) ORGANIZATIONAL GUIDELINES

### Functions

The Bicycle Advisory Committee (BAC) serves as an advisory committee to the Town of Vienna's Transportation Safety Commission (TSC) by providing citizen input in planning the bicycle transportation infrastructure improvements and in promoting bicycling initiatives to promote and grow a bicycle culture within the Town of Vienna.

The BAC reports directly to the TSC who then reviews any recommendations and reports to the Mayor and Town Council.

### Objectives

1. Identify ways in which the Town of Vienna may increase its bicycle network and improve continuity throughout the Town (such as by Town Bike Routes) by identifying and connecting a network of on and off road routes to the greater Washington area bicycle network.
2. Identify ways to make the Town of Vienna a bicycle-friendly community as a means of encouraging a healthy lifestyle, and promoting a cleaner environment. To achieve this objective, the BAC may:
  - a. Propose bike safety awareness initiatives and programs.
  - b. Review area bicycle plans and initiatives such as Safe Routes to School:
  - c. Coordinate initiatives with the Transportation Safety Commission and Pedestrian Advisory Committee.
  - d. Coordinate with the Department of Planning and Zoning assuring that bicycle amenities are included in all development/redevelopment applications including rezoning, special permits and special exceptions.
  - e. Work with local businesses to encourage bicycle use among their patrons and employees
3. Identify ways to support businesses, residents and visitors by enhancing bicycle access to Town amenities, which include connections to other modes of transportation and places of interest, such as:
  - a. Transit connections, both Metrorail and bus (Metrobus and Fairfax Connector services);
  - b. Pedestrian connections to neighborhoods and the commercial corridors along Maple Avenue and Church Street; and Cedar Lane
  - c. Community, civic, education, parks and recreation centers.
4. Provide open communication mechanisms to the public, by means including:
  - a. Meeting agenda and action items reports:
  - b. Periodic reports to the TSC every six months, which will include updates on status, findings and recommendations.

### Meetings

The Committee will meet every other month (alternating months with Pedestrian Advisory Committee) before the regularly scheduled Transportation Safety Commission meeting, on the Last Tuesday of each month except December and August. Joint meetings with the Pedestrian Advisory Committee or the TSC may be held as deemed necessary by the TSC but no less than once a year. Meetings will begin at 7:00 pm in the Council Chambers at Town Hall.

All meetings will comply with all of the Virginia Freedom of Information Act's requirements for notice and public access.

Minutes of all meetings shall be maintained by the Committee's recording secretary or clerk of the Committee and be available for public inspection.

Staff Representative: Jennifer Sigler, (703) 255-6382 Public Works

## Membership

There will be a total of seven members: two selected by the TSC from its membership, who will serve as chairperson and vice-chairperson and function as the conduit between the respective bodies; and five at-large appointments by the Town Council. Member shall be Town residents and the term of service shall be two years (or the completion of an unexpired term, as necessary). Those interested in serving as at-large members must submit a completed Boards and Commissions Application for the Town Council's consideration.

Council will review overall committee progress after two years.