

Steps in Bicycle & Pedestrian Planning

Activity	Person(s) Responsible
Initial Team Meeting	Health Department, Area Development District (ADD), Mayor, Main Street Director, City Tourism, City Highway Department
Compose Survey – Paper Form & Google/Survey Monkey Version	Health Department
Announce Bike/Ped Plan Survey at City Council and Chamber of Commerce Meeting. Have official press release for local newspapers.	Health Department
Collect Survey Answers – Do in 2 weeks. Designate someone to enter paper survey answers	Health Department, ADD, City Tourism, City Council, Main Street Director
Distribute Survey Answers to Team	Health Department
Print large maps of existing sidewalks, crosswalks, bike lanes, trails, etc	Area Development District (ADD)
Conduct Stakeholder Meeting	<p>Health Department send invites & set up room. ADD leads the meeting. Include school superintendent, KYTC Highway District Office Planner and Traffic Engineer, City Council, City Mayor, Main Street Program, School Officials (Principal, Track Team/Cross Country Team Coach, those that involve students using sidewalks), college official that deals with sidewalks/bicycling, and enthusiasts that conduct walks and bike rides in the community. It would be valuable if someone that has accessibility issues could attend to identify areas they cannot go to in a wheelchair.</p> <p>This Stakeholder Meeting is to discuss the survey results and mark on the large maps as to problem areas and suggestions. Designate someone to be note taker.</p>
Walkability & Bikeability Audits	<p>Team composed of Health Department, ADD, Main Street Program, City Tourism, City Council Person. Designate one person to take photos, another to take notes. You can either cover the whole town, or use the key areas identified from your surveys. Find someone that rides bicycles to do the bikeability audit of existing bike lanes.</p> <p>You can also have the health department to host “Walk with a Mayor” or bike event and have participants to do the audit.</p>
Bicycle Rack Inventory	Area Development District (ADD)
Gather all of the notes from Surveys, Stakeholder Meeting & Audits to compose the plan	Health Department gives to ADD

Identify key projects for completion (this can be through email or another meeting)	Health Department, ADD, Mayor, Main Street Director, City Tourism
Take photos of events & key areas needing improvement	Health Department
Write the Plan	Area Development District (ADD)
Review the Plan	Team composed of Health Department, ADD, Main Street Program, City Tourism, City Mayor, City Highway Department Person, KYTC Highway District Office, and Troy Hearn
Present the Plan for Adoption at City Council Meeting	Health Department with ADD Present
Send approved plan to KYTC to post on website	Area Development District (ADD)