

# HISTORIC TRIANGLE BICYCLE ADVISORY COMMITTEE

*JAMES CITY COUNTY*  *CITY OF WILLIAMSBURG*  *YORK COUNTY*

**MONDAY, OCTOBER 27, 2025, 7:00 PM**

**CITY OF WILLIAMSBURG**

**STRYKER CENTER**

**412 NORTH BOUNDARY STREET**

**WILLIAMSBURG, VA 23185**

## **AGENDA**

1. CALL TO ORDER
2. PUBLIC COMMENT PERIOD
3. APPROVAL OF MINUTES FROM THE JULY 14, 2025 MEETING
4. OPEN DISCUSSION OF BYLAWS
5. VDOT ISSUES
6. BICYCLE CO-OP OF WILLIAMSBURG REPORT
7. BIKEWAY PROJECTS STATUS REPORT  
YORK  
JAMES CITY COUNTY  
WILLIAMSBURG
8. OLD BUSINESS
9. NEW BUSINESS/ROUND TABLE
10. ADJORN

**DRAFT**  
**HISTORIC TRIANGLE BICYCLE ADVISORY COMMITTEE**  
**JAMES CITY COUNTY**  **CITY OF WILLIAMSBURG**  **YORK COUNTY**  
**MEETING MINUTES**  
July 14, 2025

Members Present: Mark Suiter, Grace Bascetta, Nancy Carter, Rich Howell, Iyanla XO, Brent Kaup, David Slulouff

Members Absent: Rich Thompson, Daniel Brownlee, Jon Cookson, Brent Segeleon

Staff: Madison Scalf, Tom Leininger, Thomas Wysong

The meeting was called to order at 7:00 p.m. by Nancy Carter, Chair. A quorum was established.

### **Schedule**

Due to Columbus Day falling on Monday, October 13th, and local cyclists being out of town for a Shenandoah trip the following week, the committee discussed alternative dates. After discussion, a motion was made and seconded to move the October meeting to Monday, October 27th. The motion passed unanimously.

The committee discussed meeting location and decided to continue meeting at the current location rather than attempting York County again, citing challenges with the previous York County meeting attempt and the Colonial Parkway closure making travel difficult.

### **Public Comments**

There were no public comments.

### **Introductions**

Several new members were welcomed to the committee. **Iyanla XO** from the Williamsburg Area Transit Authority introduced herself, expressing interest in representing public transportation perspectives. **Brent Kaup**, a Williamsburg resident and daily bike commuter, stated he joined to help make the area more accessible for cyclists. **Dave Slulouff** from James City County, who participates in triathlons, brought experience through his wife's planning background. **Madison Scalf** introduced herself as the new planner at York County, and noted she was substituting for Caitlin that evening, and shared her passion for making York and Williamsburg more accessible for bikers and pedestrians, particularly given her experience at William & Mary where friends were hit while biking.

Existing members also reintroduced themselves. **Chair Carter** described herself as a family cyclist living in Williamsburg's Port Anne neighborhood. **Rich Howell**, an engineer who cycles approximately 3,000 miles annually, noted his absence due to work commitments. **Grace Bascetta** from James City County expressed interest in bicycle safety. Mark Suiter, a three-year committee member and retired CPA from York County, serves on the Peninsula Bicycle Association board and cycles about 3,500 miles annually.

## Approval of Minutes

Minutes from the April 21, 2025 were reviewed after brief discussion about members not having had time to review them thoroughly. The motion to accept and approve was made, seconded, and passed.

## Chair Comments

**Chair Carter** noted her hearing impairment and asked for patience in the meeting room's acoustics. She indicated that upcoming speakers would be discussed during new business to energize the committee's work.

## Recreational Trails and Historic Areas

This agenda item was rescheduled as the expected parks and recreation representative was not present. The presentation that was planned was postponed to a future meeting.

Committee members discussed current conditions on recreational trails, particularly noting construction work on the Virginia Capital Trail near Route 5 where people had already crashed. Members expressed concern about finding reliable information on road construction that affects cycling routes. A member reported cycling on Saturday and encountering miles of rough surface with gravel, no lines, and no bike path due to construction between what appeared to be significant stretches of the trail. The discussion highlighted the need for better communication about construction schedules and road conditions that impact cyclists, with suggestions to contact VDOT for more comprehensive construction information beyond their current traffic-focused app.

## VDOT Issues

The committee received a report from **Chair Carter** about **Mr. Cookson's** recent interaction with VDOT regarding improvements to the intersection by a trail crossing. Mr. Cookson had used VDOT's automated website tool to submit road issues and received a productive response from a VDOT representative. Their conversation focused extensively on adding more dramatic striping to the intersection, including zigzag striping similar to what is used in European cities, rather than the simple crosswalk stripes currently in place. This type of striping, along with green pavement sections in some locations, provides much more visibility for the crossing.

The committee discussed ongoing maintenance issues, particularly tree trimming that affects both traffic signs and cyclist visibility. Members noted that trees tend to grow out and cover road signs, yield signs, and stop signs, especially during certain times of the year. The Virginia Capital Trail is maintained by VDOT, with additional volunteer efforts by local groups including WAB members who sometimes work with tree trimmers for self-help maintenance. Committee members were encouraged to use VDOT's website and app to report issues, noting that attaching pictures is particularly helpful.

A success story was shared regarding traffic lights that were not detecting bicycles. VDOT was contacted and was able to desensitize the sensors, making them more responsive to bicycles, though the improvement is not perfect but significantly better than before.

The committee clarified that for James City County and York County, all roads are maintained by VDOT, so road issues within the right-of-way should be reported to VDOT. For city issues, residents can contact the Public Works Department directly.

## Bicycle Co-op of Williamsburg Report

There was no one present from the Co-op to give a report.

## Bikeway Project Status Reports

### York County

**Ms. Scalf** provided updates on three York County projects. The Victory Boulevard Trail Segment 1 from Bowman to Big Bethel (UPC 1115509) is currently in preliminary engineering and recently held a design public hearing. Citizens expressed concerns about signal timing and intersection issues at Big Bethel and Victory. The Smith Farms developer has proffered to upgrade the signal in conjunction with right-turn lane and intersection improvements on southbound Big Bethel, with the developer's consultant actively working on plans for approval.

A significant concern was raised about construction impacts, with a committee member reporting that meeting materials indicated Victory Boulevard from Route 134 (Hampton Highway) to Big Bethel Road would be completely closed for 15 months during construction, affecting approximately 19,000 cars per day. The member had contacted VDOT and Tom Shepperd but had not received responses. This complete closure was described as potentially catastrophic and likely an error in the publication materials. **Ms. Scalf** agreed to investigate this issue and provide clarification.

Victory Boulevard Trail Segment 2 from Big Bethel to Sinclair Lane (UPC 119281) received funding support, with preliminary engineering in August 2026. The committee learned that this shared-use path was originally planned to extend all the way to Yorktown Road but had to be reduced to Sinclair Lane due to inflation and funding constraints.

York County will also submit TAP applications for Section 2 of Trail 757 from Ella Taylor Road at Harwoods Mill to Darby Road, and a crosswalk for the Tabb High School area.

### Williamsburg

**Mr. Wysong** updated the members on the City Council vote to support a funding application for a multi-use path on Jamestown Road. He also provided an update about a bike-rack installation program for businesses in partnership with the City.

### James City County

**Mr. Leininger** reported on several long-range James City County projects. Croaker Road widening is under construction and will continue until December 2027. The Long Hill Road shared-use path, which he emphasized will connect many existing shared-use paths, is under construction from January 2027 through late spring 2028.

The Pocahontas Trail widening project from just past the Busch Gardens interchange to Magruder Avenue (roughly halfway between Busch Gardens and James River Elementary School) will be under construction from 2028 to 2030. This project includes an 8-foot wide shared-use path as part of Trail 757 and represents phase one of the project, with a planned phase two to extend to James River Elementary School for a total distance of approximately 1.2 miles.

James City County has submitted applications similar to York County's for sidewalk projects, including one near Matoaka Elementary School and another for a sidewalk back towards Newtown to link with existing sidewalks, ultimately connecting to Veterans Park and the broader Newtown area network.

A committee member inquired about the status of a proposed crossing over, under, or

around Route 199 at Monticello Avenue that had been previously discussed. **Mr. Leininger** explained that while they had floated solutions to HRTPO including more signage and painting, they are waiting for HRTPO's preferred designation to avoid pursuing funding for interim solutions only to have HRTPO later request a different approach like a bridge. The decision has been left to the County Administrator and Assistant County Administrator to discuss with Bob Crum from HRTPO, though their busy schedules have limited the frequency of these discussions. A question was asked about impacts from the recent federal spending bill on proposed projects. **Mr. Leininger** explained that the localities rely on HRTPO for updates. **Chair Carter** asked about and received updates about potential development at the Eastern State Hospital property.

### **Old Business**

There was no old business.

### **New Business/Round Table**

The committee discussed rumble strips on roads that prevent cyclists from having enough room to cycle safely. **Chair Carter** discussed a future presentation by the State trails office. She then discussed the bylaws and membership and requested that members review the bylaws for any needed updates. **Mr. Suiter** requested a presentation about Trail757 at a future meeting.

Meeting adjourned at 7:50 p.m.

**BY-LAWS  
HISTORIC TRIANGLE BICYCLE ADVISORY COMMITTEE**

**Adopted September 15, 1997  
Amended November 15, 1999  
Amended January 27, 2003  
Amended January 24, 2022**

**ARTICLE I. BY-LAWS ESTABLISHED**

The Historic Triangle Bicycle Advisory Committee hereby adopts these by-laws in order to facilitate the activities and duties of said Committee. The Historic Triangle Bicycle Advisory Committee may be referred to herein as "the Committee."

**ARTICLE II. PURPOSE OF COMMITTEE**

**Section A. General Statement of Purpose.**

The Committee shall serve as an advisory body to the planning commissions and governing bodies of the City of Williamsburg, James City County, and York County. The Committee shall help formulate plans for bicycle facilities, promote bicycle safety and awareness, and recommend transportation improvements to enhance bicycling opportunities for all citizens.

**Section B. Specific Functions.**

The Committee shall have the following specific functions:

1. Review and recommend updates to the regional bicycle facilities plan.
2. Analyze roadway improvement and construction projects in the region and provide cycling-related comments to the appropriate agencies.
3. Promote cycling and pedestrian safety for all citizens.
4. Such other functions as the Committee shall take on that fit within the purpose of the Committee or as may be requested by or approved by the governing bodies.

**ARTICLE III. MEMBERSHIP**

**Section A. Appointment.**

The Committee shall consist of fifteen (15) members as follows:

1. Twelve (12) voting members:
  - A. Six (6) of whom two (2) shall be residents of and appointed by the governing bodies of each of the three member jurisdictions. The membership shall be staggered with two (2) members (one from each locality) serving an initial term of one (1) year, two (2) members (one from each locality) serving an initial term of two (2) years, and two (2) members (one from each locality) serving an initial term of three (3) years. All subsequent appointments shall be for three years. Terms shall begin on 1/1 and expire on 12/31.
  - B. Three (3) who shall be appointed by the Committee as at-large members, and who shall reside in one of the three (3) jurisdictions. The membership of the at large members shall be staggered with one member serving an initial term of one (1) year, one (1) member serving an initial term of two (2) years, and one member serving an initial term of three (3) years. All subsequent appointments shall be for three years. Terms shall begin on 1/1 and expire on 12/31.
  - C. One (1) who shall be appointed by and represent the Colonial National Historical Park.
  - D. One (1) who shall be appointed by and represent the Colonial Williamsburg Foundation.
  - E. One (1) who shall be appointed by and represent the College of William and Mary.
2. Three (3) non-voting members:
  - A. Three (3) who serve by virtue of their positions, consisting of the Planning Director, or his or her designee, from each of the three jurisdictions.

Representatives from other organizations or agencies having an interest in the affairs and activities of the Committee may be asked to serve in an advisory capacity. Advisory members shall have no voting rights.

**Section B. Replacement.**

The governing bodies may replace members appointed by them at any time at their discretion.

**Section C. Vacancies.**

Vacancies shall be reported to the entity that made the appointment. Such vacancies shall be filled in like manner as original appointments (if applicable, the term of office is limited to the unexpired term of office).

**Section D. Compensation.**

Committee members shall serve without monetary compensation.

**ARTICLE IV. OFFICERS**

**Section A. Officers.**

Officers of the Committee shall consist of a Chair, Vice-Chair, and Secretary.

**Section B. Elections.**

1. The Chair and Vice-Chair shall be elected from the voting members following a process of soliciting nominations from the members of the Committee. The Chair and Vice-Chair shall reside in different localities.
2. The Secretary shall be the Planning Director, or his appointed designee, from one of the three (3) jurisdictions. This position shall rotate yearly between these three Committee members.
3. Elections shall occur annually at the first meeting of the calendar year.
4. Officers shall be elected for a twelve-month term, beginning February 1.
5. Candidates receiving a majority vote shall be declared elected to office.
6. Terms of all officers shall expire on January 31.

**Section C. Vacancies.**

In case of a vacancy for the Chair or Vice-Chair, an election shall be held at the next meeting following such vacancy, provided that at least five (5) days written notice of such election shall have been provided to all Committee members.

**ARTICLE V. DUTIES OF OFFICERS**

**Section A. Chair.**

The Chair shall call meetings and conduct meetings of the Committee, appoint members and chairs of subcommittees, initiate and respond to correspondence on behalf of the Committee, and represent the Committee at meetings of planning commissions, governing bodies, or other agencies, commissions, groups, or bodies deemed appropriate.

**Section B. Vice-Chair.**

The Vice-Chair shall substitute for the Chair when necessary.

**Section C. Secretary.**

The Secretary shall keep true and correct records of all official meetings. The Secretary's official meeting notes shall be available to the public upon request. The Secretary shall mail meeting notices and shall inform the membership of forthcoming election dates.

**ARTICLE VI. SUBCOMMITTEES**

The Committee may organize itself into subcommittees established along functional lines for the conduct of Committee business.

**Section A. Special Subcommittees.**

The Committee may at such times as it deems necessary or proper organize special committees to carry out such functions as circumstances may require.

**Section B. Subcommittee Membership.**

The Chair may appoint members to one or more subcommittees. The subcommittee membership may be augmented by individuals who are not Committee members.

**Section C. Subcommittee Chairs.**

The subcommittee chairs shall be appointed by the Committee Chair and shall serve at the pleasure of the Chair. The term of office for subcommittee chairs shall be coterminous with that of the Committee Chair.

**ARTICLE VII. MEETINGS**

**Section A. Scheduling Meetings.**

The Committee shall meet no fewer than four (4) times per year. The date, time, and place for Committee meetings shall be established by the Committee.

**Section B. Agenda Preparation.**

The activities at any regular meeting of the Committee shall be in accordance with a formal agenda. Such agenda shall be distributed to the Committee and made available to the public not less than one week prior to each meeting. The agenda may be amended in order or through the addition or deletion of items by a majority of the members present. The public shall be provided an opportunity to address the Committee at each regularly scheduled meeting.

**Section C. Special Meetings.**

Special meetings of the Committee may be called by the Chair or by written request of at least two (2) members delivered to the Secretary. The time, place and purpose of the special meeting shall be designated in the meeting notice. Such meeting notice shall be delivered no less than one week in advance of the special meeting.

**Section D. Work Sessions.**

Work sessions of the Committee may be scheduled by the Committee at any regular or special meeting of the Committee. The time, place, and purpose of the work session shall be outlined in the work session notice. Such notice shall be delivered to Committee members no less than one week in advance of work sessions. No formal business may be conducted at a work session.

**Section E. Attendance.**

Any member who is absent from two (2) successive regularly scheduled meetings of the Committee may, upon referral by majority vote of the Committee, be removed from office by the entity which made the appointment.

**Section F. Quorum.**

A simple majority of the voting members of the Committee then serving shall at all times constitute a quorum. Motions shall be adopted by a majority of those members present and voting.

**Section G. Rules of Procedure.**

Meetings shall be conducted in accordance with procedures prescribed in these by-laws. General parliamentary rules, as given in *Robert's Rules of Order*, shall be observed.

**ARTICLE VIII. AMENDMENTS**

These by-laws may be amended by a three-fourths vote of the voting Committee members present. Proposed amendments shall be submitted to the Committee at a regular meeting and acted upon at the next regular meeting.