



## E-Bike Safety Task Force

November 19, 2025; 11 a.m.-3 p.m.  
City Hall, Building 1, Room 2018  
2401 Courthouse Drive

### Minutes

#### Attendance

##### Members Present

Bryan Hickman, Chuck Cayton, Mary Werkheiser, Rob Murphy, Rebecca Wood, Jean Granger, Bill Gambrell, Tom Shattock, Mike Nerino, Jeanne Evans-Cox, Mike Kelly

##### Members Absent

Dan Shuman

##### City Staff Present

Amanda Jarratt, Ali Weatherton, Andrew Damon, Brent McKenzie, Brooks Hierstein, David Jarman, Donna Hernandez, Heather Hartle, James Gordon, Jamik Alexander, Joshua Goyet, Ric Lowman, RJ Mattes, Steve Lambert, Brad Wessler, Wendell Phillips, Tiffany Russell, Pam Matthias, Peter Gaytan

##### City Council Liaisons Present

David Hutcheson, Stacy Cummings

##### Facilitators Present

Julie Brenman, Laura Gomez-Nichols, Alevtina Newman (virtual)

#### Discussion Items

##### Welcome

1. Deputy City Manager Amanda Jarratt welcomed everyone to the first meeting of the Virginia Beach E-Bike Safety Task Force (Task Force). She thanked staff and members for devoting time and energy to the initiative.
2. She introduced Julie Brenman, Laura Gomez-Nichols, and Alevtina Newman of Fountainworks as the facilitators for the process.

##### Agenda and Objectives

1. Ms. Brenman reviewed the meeting's agenda.
2. She reviewed the Task Force's objectives:
  - a. Review current state and local laws on e-bikes

- b. Study public safety and health risks
- c. Evaluate best practices from other communities
- d. Recommend strategies for education, enforcement, signage, or code changes

### Welcome from Council Liaisons

1. Councilmember Cummings thanked everyone for their participation. He explained that there have been increasing e-bike complaints from residents this year. He further explained that the Commonwealth regulates e-bikes very similarly to regular bikes and that technology has outpaced regulation. He stated the City needs recommendations to make this situation safer for cyclists and pedestrians.
2. Councilmember Hutcheson also thanked and welcomed everyone. He explained that safety is a priority, there are important differences between types of e-bikes, and that there are important differences between different parts of the City (e.g., the Resort Area, Town Centre, VB Trail, etc.). He expressed that he does not believe there is a one-size-fits-all solution to this issue and that improved signage and education could have a significant impact.
3. Ms. Brenman explained that the Council Liaisons will endeavor to attend all meetings, but they are not required to and they are not voting members. Council Liaisons may attend meetings virtually, but Task Force members must attend in person.

### Legal Issues and Requirements

1. Ms. Brenman reviewed pertinent legal issues to the Task Force.
  - a. This is a Mayor's Task Force.
  - b. Task Force meetings are public meetings. They will be publicized and the public can attend.
  - c. The Task Force will not have its own website.
  - d. Meeting minutes and a more detailed meeting summary will be produced and distributed after each Task Force meeting.
  - e. As this is a public task force, the group is subject to FOIA. Task Force members should not throw away or delete any notes.
  - f. This group is subject to sunshine laws. This means any meeting (in-person, by phone, virtually, etc.) of more than two Task Force members where e-bikes are discussed is not allowed unless it is properly publicized in advance.
  - g. There will be a Chair and Vice Chair whose main responsibilities will be presenting recommendations to City Council.

### Scope, Roles, and Expectations

1. Ms. Brenman explained the Task Force's scope as follows.
  - a. The following issues are in-scope:
    - i. Advise City Council on strategies to improve safety, education, and infrastructure related to the growing use of electric bicycles in Virginia Beach.
    - ii. Recommend to City Council strategies for education, enforcement, signage, or code changes.
  - b. Microtransit (e.g., rideshares, trolleys), Hampton Roads Transit, and other modes of transport (e.g., pedicabs, golf carts, etc.) are out-of-scope.
2. Over the course of the Task Force, Task Force members will attend on behalf of the entire City and create and vote on recommendations. Task Force members are the only individuals who will vote on

recommendations. City staff will attend Task Force meetings in an advisory capacity and they will offer support and expertise from their work. Fountainworks will be a neutral third-party facilitator and will organize and structure advisory group meetings.

3. Task Force members are expected to be respectful, give space for everyone to speak, and come to meetings prepared.

### **Task Force Schedule**

1. The Task Force will have five meetings: November 19 to kickoff, January 7 to understand key topics, February 12 to clarify vision, March 6 to make preliminary recommendations, and March 26 to finalize recommendations. After the Task Force has concluded the meetings, the Task Force Chairs will present the recommendations to City Council. The date and time will be announced at a later date.

### **Consensus Decision-Making**

1. The intention is to work through consensus and have all members agree on all recommendations. If this is not possible, the Task Force will work to get as close to consensus as possible and will use majority voting.

### **Introductions**

1. Task Force members took turns introducing themselves. Each member shared an aspiration and a fear they have for the group.
2. Staff and the facilitators introduced themselves.

### **Background Information**

1. Brent McKenzie, the City Director of Legislative Affairs, shared a presentation on state and local e-bike regulations.

### **Chair and Vice-Chair Elections**

The Task Force unanimously approved Chuck Cayton and Jeanne Evans-Cox as Task Force Co-Chairs.

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Bill Gambrell, Member  
**SECONDER:** Tom Shattock, Member  
**AYES:** Hickman, Cayton, Werkheiser, Murphy, Wood, Granger, Gambrell, Shattock, Nerino, Evans-Cox, Kelly  
**ABSENT:** Shuman

### **Background Information**

1. Steve Lambert, Active Transportation Planner with the City, discussed recent efforts of the Resort Advisory Commission (RAC), Transportation Parking, Pedestrian Committee (TPPC), and the Active Transportation Advisory Committee (ATAC) to address issues and concerns around e-bikes in Virginia Beach.
2. Tiffany Russell, the City Director of Communications, presented on the City's e-bike safety campaign.
3. Capt. Bradley Wessler of the Virginia Beach Police Department presented on public safety and police concerns related to e-bikes. Joshua Goyet, Virginia Beach Fire Department Assistant Chief, also shared the Fire Department's concerns.

4. Deputy Manager Jarratt instructed Task Force members to familiarize themselves with the handout shared with them that details e-bike best practices in other locales.

### Vision for Success Activity

1. Ms. Gomez-Nichols explained to Task Force members that there were four stations around the room. Each station pertained to a different topic and would have a different City staff member as a station host. The four station topics were education and signage, infrastructure and location, regulatory issues, and safety and enforcement. Task Force members would be broken into four groups and rotate to each of the four stations. At each station, Task Force members would answer the following questions related to the station's topic:
  - a. What are the opportunities for this topic?
  - b. What are the pain points for this topic?
  - c. What is your vision for success?
  - d. What other information do you need?
2. After all groups had visited each station, station hosts shared brief highlights from their stations.

### Next Steps

1. Ms. Brenman reminded the Task Force that the next meeting is January 7, 2026 where the group will review additional information that was requested in this meeting.
2. The January 7, 2026 meeting will be held in this same building but in room 1009.

### Adjournment

Mr. Gambrell moved to adjourn the meeting and Mr. Shattock seconded, with no one opposing. The meeting was adjourned at 3:00 pm.

**RESULT:** APPROVED [UNANIMOUS]  
**MOVER:** Bill Gambrell, Member  
**SECONDER:** Tom Shattock, Member  
**AYES:** Hickman, Cayton, Werkheiser, Murphy, Wood, Granger, Gambrell, Shattock, Nerino, Evans-Cox, Kelly  
**ABSENT:** Shuman

Copies of the proposed plans, ordinances, amendments and/or resolutions are on file and may be examined by appointment in the City Manager's Office at the Municipal Center, Building 1, Suite 2107, 2401 Courthouse Drive, VBV 23456. To make an appointment, call Pam Matthias at 757-385-4242.

If you require a reasonable accommodation for this meeting due to a disability, please call Pam Matthias at the City Manager's Office at 757-385-4242. If you are hearing impaired, you can contact Virginia Relay at 711 for TDD service.

Chuck Cayton  
Chair

Jeanne Evans-Cox  
Co-Chair