



E-Bike Safety Task Force

January 7, 2025; 11 a.m.-3 p.m.
City Hall, Building 1, Room 1009
2401 Courthouse Drive

Minutes

Attendance

Members Present

Chuck Cayton, Bryan Hickman, Mike Kelly, Rob Murphy, Mike Nerino, Tom Shattock, Dan Shuman, Mary Werkheiser, Rebecca Wood

Members Virtual

Jean Granger, Jeanne Evans-Cox

Members Absent

Bill Gambrell

City Staff Present

Peter Gaytan, Joshua Goyett, Donna Hernandez, Brooks Hierstein, Tonya Howard, Amanda Jarratt, Bill Kelly, Michael Kirshman, Steve Lambert, Marjay Madace, Pam Matthias, Brent McKenzie, Brande Rumpf, Ali Weatherton, Bradley Wessler

City Council Liaisons Present

David Hutcheson, Stacy Cummings

Facilitators Present

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

Discussion Items

Minutes

The Task Force unanimously approved the minutes of the November 19 meeting.

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

Welcome

1. Julie Brenman of Fountainworks welcomed everyone to the second meeting of the Virginia Beach E-Bike Safety Task Force (Task Force). She thanked staff and members for their time.
2. She reintroduced herself and Laura Gomez-Nichols of Fountainworks as the facilitators for the process.

Agenda and Objectives

1. Ms. Brenman reviewed the meeting's agenda:
 - a. Objectives, Scope, Roles, Rules, Task Force Schedule
 - b. Discuss Vision Ideas from November 19 Meeting
 - c. Addressing Information Requests
 - d. Preliminary Recommendations
 - e. Next Steps
 - f. Adjourn
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

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. 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 City Council presentation will be scheduled 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.

Refining Vision Ideas Activity

1. Ms. Gomez-Nichols reviewed a draft vision based on the members' vision ideas from the November 19 meeting and then split Task Force members into four groups to discuss it further. In their small groups, Task Force members answered the following questions related to the vision ideas:
 - a. Is the vision accurate? Do you have any edits?
 - b. What information do you need to make sure this group can realize this vision?
 - c. Is anything missing from this vision? Is there anything you would like to add?
 - d. Are there any initial/preliminary recommendations that you would make to help realize our vision?
2. After working in small groups, Task Force members shared highlights from their conversations and had a full group discussion.

Addressing Information Requests

1. Ms. Brenman and City Deputy Manager Amanda Jarratt presented the Atlantic Avenue Task Force bike lane recommendations that were presented to City Council on January 6.
2. Brent McKenzie, City Director of Legislative Affairs, and Donna Hernandez, City Attorney, discussed e-bike state code and reminded Task Force members that Virginia does not have authorizing authority as a Dillon's Rule state.
3. Steve Lambert, Active Transportation Planner with the City, presented on the 2021 Active Transportation Plan.
4. Task Force member Mike Kelly shared information he had compiled on various e-bikes that exceed the capabilities of Class 3 e-bikes.

Preliminary Recommendation Activity

1. Ms. Brenman put Task Force members back into their previous four groups and had them develop preliminary recommendations for each station topic. The four station topics were education and signage, infrastructure and location, regulatory issues, and safety and enforcement. Each station had a different City staff member as a station host.
2. Task Force members then reported out what preliminary recommendations their group developed.
3. After all groups reported their preliminary recommendations, Task Force members rotated to each of the four stations. At each station, Task Force members answered the following questions related to the station's preliminary recommendation:
 - a. What barriers does this recommendation present that will have to be overcome to reach our vision? What are the challenges? Consider the perspectives and needs of others in Virginia Beach.
 - b. What about this recommendation helps realize our vision? What benefits does this recommendation bring? Consider the perspectives and needs of others in Virginia Beach.

- c. Are there any edits to this recommendation that could help reach our vision? Is there another recommendation for this topic that aligns with the vision?
4. 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 February 12, 2026, where the group will refine the preliminary recommendations they developed.
2. The February 12, 2026, meeting will be held in this same building and room.

Adjournment

Mr. Cayton adjourned the meeting at 3:00 pm.

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

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
Co-Chair

Jeanne Evans-Cox
Co-Chair