

Bikeable Community Workshop

Planning Guide 2022



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Why host a Bikeable Community Workshop?

Simple steps to make bicycling convenient and safe can pay huge dividends in civic, community, and economic development—as well as overall quality of life. Given the opportunity to ride, residents enjoy dramatic health benefits, reduced congestion, increased property values, and more money in their pockets to spend in the local economy. When your community welcomes bicycling, tourism booms, local businesses attract the best and brightest recruits, governments realize savings, and the local economy thrives.

*Adapted from the Bicycle Friendly Community Resource Guide, created by the Bicycle Alliance of Minnesota.

Biking=Community Health Benefits

Minnesota communities are in search of effective strategies to increase physical activity for their residents, workers and visitors.

The Guide to Community Preventive Services (www.thecommunityguide.org) provides a list of effective population-based strategies to improve physical activity. Three of the strategies are categorized under the area of Environmental and Policy approaches, including:

- Creation of, or enhanced access to, places for physical activity combined with informational outreach activities
- Street scale urban design and land use policies and practices
- Community-scale design and land use policies and practices

People Want More Places to Bike

Half of all trips are 3 miles or less—a reasonable bicycling distance

Minnesota adults support projects that encourage active transportation

- 87% feel the way a community is built has a big effect on how much physical activity people get
- 72% feel there ought to be laws that require communities to build sidewalks and bike paths
- 80% or more of young adults would like to live in a place where they don't need to depend on a car to get around



Community Economic Benefits

Working towards a more bicycle friendly community can create economic benefits in addition to improving health and transportation options.

According to the 2016 MnDOT study on the Economic Impact and Health Effects of Bicycling in Minnesota, in Minnesota alone...

- In 2015, bicycle event visitors supported \$14.3 million of economic activity,
- including \$4.6 million in labor income and 150 jobs
- The average bicycle event visitor spent 121.20 per day
- Bicycle event visitors spent an estimated \$8.5 million while attending events

Increasing bicycling can also help reduce costs associated with preventable diseases.

- Bicycle commuting prevents 12 to 61 deaths per year, saving \$100 million to \$500 million

*Assessing the Economic Impact and Health Benefits of Bicycling in Minnesota (2016). Minnesota Department of Transportation and University of Minnesota

What do people say about Bikeable Community Workshops?

“The Bikeable Community Workshop came at the perfect time for the community of Fergus Falls. They had just started the development of a bicycle and pedestrian plan, and the BCW was an integral part of helping the community prioritize the policies and projects that ended up in the plan.”

—Wayne Hurley, Director of Transportation Planning, West Central Initiative, City of Fergus Falls

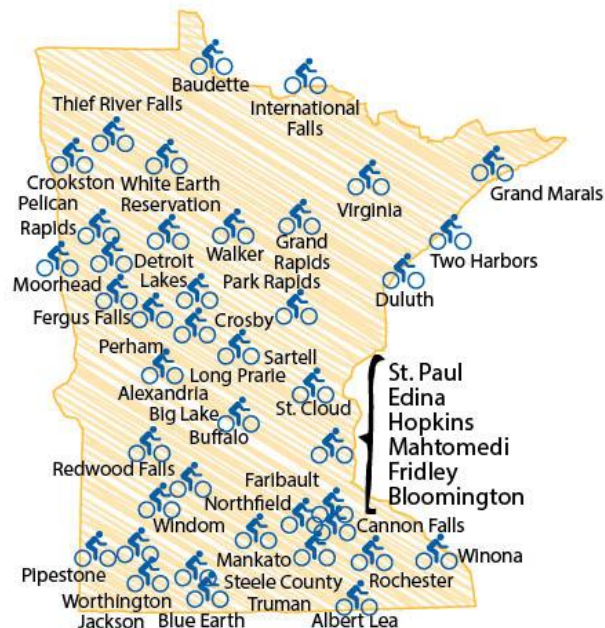
“My community is very bikeable for experienced and adult bikers, but it is the families with children and less experienced bikers you need to think about when determining overall bikeability.”

—Ryan Gunderson, Recreation Coordinator, City of Coon Rapids

Bikeable Community Workshops 2012-2021

Bicycle Community Workshops in Minnesota

November 2021



Albert Lea	Crookston	Hopkins*	Pelican Rapids	Truman
Alexandria	Crosby	International Falls	Perham	Two Harbors
Baudette/Lake of the Woods	Detroit Lakes	Jackson	Pipestone	Virginia
County	Duluth	Long Prairie	Redwood Falls	Walker
Big Lake	Edina*	Mahtomedi*	Rochester	White Earth
Bloomington*	Faribault	Mankato	Saint Cloud	Windom
Blue Earth	Fergus Falls	Moorhead	Saint Paul*	Winona
Buffalo	Fridley*	Northfield	Sartell	Worthington
Cannon Falls	Grand Marais	Park Rapids	Steele County	
	Grand Rapids		Thief River Falls	

* Metro area



Covid-19 and Community Bicycling Opportunities

2022 is the time for action!

The pandemic has changed how communities view and value transportation. In response to social-distancing efforts, biking and walking replaced many vehicle trips for both commuting and leisure. As we rebuild systems, making it convenient for people to continue to bike and walk will be crucial for re-establishing healthy and resilient communities. This is an opportunity to develop safe, healthy, and more resilient communities.

Explosive bicycling growth during pandemic

- Average daily bicycle usage in Minnesota increased 19% from 2019-2020, according to [research](#) by the University of Minnesota and MnDOT.
- Bicycle sales were [up 65%](#) for the 12-month period ending in July 2021, despite supply chain issues limiting product availability
- U.S. Consumers [spent](#) an estimated \$29.5 billion on bikes and bicycle accessories in 2020, an 25% increase from 2019

Investment in biking builds individual and community resilience

- Individuals in areas with higher levels of air pollution experience a 15% increased risk of fatality from Covid-19 according to the [World Resources Institute](#)
- A [Trek survey](#) found 85% of Americans perceive cycling as a safer mode of transportation while social distancing. If Americans must travel within 5 miles during Covid-19, 90% included biking in their top-3 modes of transportation

What Bikeable Community Workshops will look like for 2022:

Workshops will be conducted through a hybrid model, over two sessions:

- **Session One**
 - Virtual three-hour workshop session open to all communities selected
 - This session will include the 6 E's for promoting safe and enjoyable cycling in your community
- **Session Two**
 - Option for virtual or in-person workshop session (depending on state and local Covid-19 guidance for in-person events)
 - This session will include Bike Basics, Group Ride, Ride Audit and Action Planning

We will meet communities where they are, adapting to address current needs. Our workshop format is subject to change depending on public health guidance.

Workshop Key Players

Bikeable Community Workshop (BCW) Team: *This is the team of professionals who will facilitate, present and assist with leading the community bike audit at the workshop held in your community*

BCW Coordinator

- Coordinates all workshops across the state
- Main contact for the BCW team
- Works closely with the Community Coordinator to plan a successful workshop

Biking Expert

- Staff member at the Bicycle Alliance of Minnesota

Health Expert

- Staff member at the Minnesota Department of Health

Transportation Expert

- Staff member at the Minnesota Department of Transportation



Community:

Community Coordinator

- Main Contact for the community and leader of the Community Planning Team
- Works closely with the BCW Coordinator to plan workshop logistics
- Responsible for workshop local logistics, organizing participant recruitment

Community Planning Team

Works to organize and plan the workshop and provides insights regarding your community to the BCW team

- Typically 3-5 team members, including a local public health expert and a public planning expert
- Community experts will facilitate conversation and provide community context
- Assist Community Coordinator with workshop logistics and organization

Workshop Participants

Community stakeholders who are present for the workshop

- Community leaders and organizations
- City/Township/County staff
- School staff and groups
- Business leaders and organizations
- Elected and appointed officials
- Other workshop-specific stakeholders

Participant Invitation Guidance

Recommendations and Regulations for attendance

- The workshop team recommends 15-20 participants at this time
- We suggest inviting up to 30 guests, knowing there will be a drop off in attendance
- This number may be adjusted as we determine formatting and current MDH best practices

Consider the following when determining who to invite to your Bikeable Community Workshop

- Who is likely to be interested and invested in making the community more bikeable?
- Who can help identify equitable solutions?
- Who is needed to bring about any recommended changes in engineering, education or enforcement?
- Are participants representative of the local community?

Workshop Planning Timeline and Checklist

Application Stage: Applications open December 13, 2021 through January 21, 2022

- Read through the entire Bikeable Community Workshop Planning Guide and contact BCW Coordinator with any questions
- Gauge initial community support: Contact other key community leaders and interested parties
- Determine staffing capacity for a Community Planning Team. This team will include one public health community expert and one public planning community expert
- Complete workshop application and submit online:
<https://forms.gle/6fR2jZekRcPdoA936>

Initial Planning Stage: February – March

- Secure staff support for planning the workshop. Decide on Community Coordinator and Community Planning Team
- Secure support from an elected official. ***Request that they provide a welcome at beginning of Session Two of the workshop, and support the long-term goal of creating a more bicycle friendly community***
- Work with BCW Coordinator to determine a workshop date and activity format. Review Participant Invitation List on page 12 and create a list of community members to invite to workshop

Final Planning Stage: March – April

- Revise participant invitation letter and invite participants to workshop
- Work with the Community Planning Team to review workshop agenda and slide presentation
- Review RSVP list and contact community members who haven't responded

Two Weeks Before Workshop

- Confirm equipment and technology needs. Conduct a final inspection of biking destinations
- Finalize slide presentation with BCW Coordinator
- Participate in a conference call with BCW Coordinator, BikeMN, MDH and MnDOT presenters, and community planning team

Workshop Resource Budget Estimate

Community Planning Team: Public health staffing to include workshop planning, administration and co-facilitation. ***Time Commitment of 20-40 hours***

Community Planning Team: Land use planning and transportation staffing to include workshop planning, administration and co-facilitation. ***Time Commitment of 20-40 hours***

Workshop Expenses: Room rental, snacks, coffee, other beverages, lunch or snacks and other needs to create a learning environment suitable for this workshop.

Optional: Provide functional and safe bicycles for all participants who are unable to bring a bike to the mobile workshop portion of the day. Budget estimate is based on a price approximation of \$35/day* per bicycle, for 10-20 participants. **local bike rental rates may vary*

Facilities & Food: \$500

Optional Bike Rental: \$350-\$700

Workshop Logistics & Host Site Requirements:

Workshop Location (virtual session)

Technology Requirements

- All participants must have access to necessary equipment to participate in the virtual workshop session(s), via Zoom
- If multiple participants gather in-person for the virtual workshop sessions, a projection screen and conference room microphone should be used, to avoid audio/video issues
- Zoom System Requirements:
<https://support.zoom.us/hc/en-us/articles/204003179-System-requirements-for-Zoom-Rooms>

Workshop Location (in-person session)

Meeting Room

- Suggested locations: city hall, community center, fire hall, etc.
- The meeting room should provide seating for 25-30 people
- The room should be set up so that participants can view the projection screen
- Parts of our workshop involve small group conversations and discussion. Please ensure the meeting space has an additional room, hallway or other space conducive to splitting up participants into different discussion groups
- There should be space for refreshments and lunch or snacks to be served to participants
- If possible, choose a room with a whiteboard for note-taking and large group action planning
- The room should have dimmed lights and window shades, and no skylights or other openings that prevent light control. We want everyone to be able to clearly view the powerpoint projection.

Technology Requirements

- Projection screen or black wall for powerpoint projection
- Ensure that there is a sufficient number of electrical outlets for laptops and projector
- The room MUST have internet access!!!

Physical Location

- The meeting place should be in a location that is conducive to beginning and ending a 3-5 mile bike route, which participants will partake in on the day of the in-person session
- The meeting room should be large enough so that participants can safely socially distance according to current guidelines
- The building should have adequate bike parking or a place for participants to bring their bicycles inside

Aerial Maps

- The host community is responsible for providing aerial maps of the community. We will use these maps to discuss the mobile workshop route and when working through the community's action plan
- Contact community planning, transportation or engineering to create map image (1/20 scale is preferred)
- Obtain an electronic file of the map image and print 2-4 color copies of the map in poster size (about 2' x 3') OR request that the planning, transportation or engineering office print copies for use at the workshop
- Bring the maps to hang up during setup on the day before the workshop

Supplies & Equipment

The community is responsible for providing the following workshop materials

- Projector and laptop
- Power strip and extension cord
- Nametags
- Aerial Maps
- Colored markers
- Refreshments: Coffee, other beverages, snacks and/or lunch

Workshop Agenda

This is a sample agenda. Specific times may vary and the agenda may be revised for each workshop. Use this agenda as a guideline and include it with the participation emails. Participants are expected to attend the entire workshop. The cumulative time for both sessions of the workshop is six hours—each session is expected to be three hours long. A typical session one will begin at either 9am, 1pm or 6pm. A typical session two will begin at 9am or 1pm.

Mobile Workshop Community Ride will occur in between Session One and Session Two, preferably during the morning or noon hour on same day as Session Two (depending on selected time slot for Session Two)

Bikeable Community Workshop Agenda (Session One)

- **Welcome and Introductions:** BikeMN, MDH & MnDOT Bikeable Community Workshop team members introduce themselves and give an overview of the session
- **Introduction to Equity:** Role of Equity
- **Evaluation & Planning:** Bicycle plans, bicycle counts and land-use planning
- **Engineering:** Engineering examples and resources
- **Small Group Breakout—First 3 E's:** Brief discussion of concepts learned so far in the session
- **Break:** Stretch, refill beverages, etc.
- **Recap Small Group Breakout Sessions:** A designated representative of each small group reports back on their discussion to the larger group
- **Education:** Riding in traffic, Minnesota's Bicycle and Traffic Laws
- **Engagement:**
- **Encouragement:** Examples of encouragement strategies
- **Small Group Breakout—Second 3 E's:** Brief discussion of concepts learned in second half of this session
- **Recap Small Group Breakout Sessions and Wrap-up:** A designated representative of each small group reports back on their discussion to the larger group; Bikeable Community Workshop team wraps-up; online survey

Bikeable Community Workshop Agenda (Session Two)

- **Welcome, Introductions:** Elected official welcoming statement; BikeMN, MDH & MnDOT Bikeable Community Workshop team members introduce themselves and give an overview of the session
- **Bike Basics:** A quick guide to best practice in rules of the road
- **Community Ride & Audit:** a tour and review of community assets, facilities, and destinations
- **Ride Discussion:** Discussion of how the ride felt.
- **Next Steps & Action Planning:** Participants use knowledge gained in workshop and planning worksheets to develop six- and twelve-month action plans for the community
- **Profiles and BFC examples:** Other communities that have held Bikeable Community Workshops and experienced success making their community bicycle friendly.
- **Evaluation and wrap-up:** Complete workshop evaluation forms

Participant Invitation List:

The workshop should include 15-30 participants. This ensures the community has support, resources and volunteers to implement strategies discussed during the workshop.

City/Township/County staff

- Engineer
- Public Works Director
- Planner
- Law Enforcement
- Parks Director
- Recreation Director
- City/County Health Department
- Transit staff
- Fire/EMS staff
- Municipal staff from other jurisdictions for intergovernmental cooperation

School staff and groups

- School superintendent or principal
- PTA/PTO leaders
- Students
- School crossing guard
- Physical Education teachers

Business organizations and leaders

- Business owners
- Representatives from merchant groups
- Chamber of Commerce staff or board members
- Economic development staff or board members
- Builders and developers

Elected and appointed officials

- Mayor, city council or county commissioner(s)
- Elected officials from other nearby jurisdictions for intergovernmental cooperation
- Public Works Commission members
- Municipal Court Judge
- State or Federal elected officials

Community organizations and leaders

- Members of advocacy groups that promote walking or multi-modal transportation planning
- Representatives from service organizations
- Representatives from senior citizen organizations or agencies
- Citizen advocates interested in bike friendliness in the community
- Members of neighborhood groups or associations
- Youth group members
- Faith community leaders or members

- Health and safety groups
- Members of safety coalitions (SafeKids, MADD, AAA)
- Health organizations (American Heart Association, American Lung Association)
- Representatives from the medical community, local clinic or hospital
- Staff from fitness organizations (YMCA, health clubs, walking clubs)
- Insurance agency professionals

Other potential workshop participants

- Representatives from local colleges and universities
- Metropolitan planning organization staff
- MnDOT District Office staff
- MnDOT safety staff, state pedestrian coordinator, state bike coordinator
- News media

Participant Invitation Email/Letter

Revise the draft invitation email/letter (below) and send it to community members at least four weeks before the workshop. Include a copy of the workshop agenda (page 12-13) and directions to the location with the invitation email/letter.

[date]

[address]

Dear [name],

The [host organization or partnership] invites you to attend a Bikeable Community Workshop in [location/city]. This workshop is part of an effort to make our community more bike-friendly. The workshop is being presented by the Minnesota Departments of Health and Transportation and the Bicycle Alliance of Minnesota.

We invite you to participate in this two-session workshop: Session One will be held virtually on [date] from [start and end time] [insert Zoom link]; Session Two will be held on [date] from [start and end time] [if in-person, insert meeting place/address; if virtual, insert Zoom link]. We believe you can help us develop realistic strategies to make our community a safe and more pleasant place to bike and thereby improve the health of all our residents.

[Enclosed or Attached] is a copy of the Workshop Agenda [and directions to the meeting place, if in-person]. At the workshop we will learn more about successful bicycling design, safety, education and encouragement. We will relate these concepts specifically to the community by studying a bike route during the workshop. A bike audit of the community will help us understand and identify obstacles to biking and provide suggestions for short-term and long-term solutions.

One component of Session Two will be a 3-5 mile bike ride at a leisurely pace, highlighting bicycle facilities and opportunities. On the day of the bike ride please wear comfortable shoes and clothing suitable for the weather that day. Also, bring along a bicycle and helmet.

We hope you will be able to participate in this important community workshop. Please contact [host] at [phone number and/or email address] with questions. Register for the workshop using the following link: [insert link]

Sincerely,

[Representative(s) of the Host Partnership Organizations]

Social Media Guidance

- **Post a countdown on Instagram Stories**
 - Countdown sticker lets you set an end date and time. You can customize the name and color of the clock.
 - Viewers can subscribe to receive notifications when the clock runs out, or add the countdown to their own story
- **Create an event page on Facebook**
 - Include all of the details your guests will need. Tag the official pages of invited speakers or special guests
 - Use discussion area of event page to post announcements or answer questions
 - If ticketing through an agency like Eventbrite, link FB account
- **Post teasers with necessary details**
 - Teasers help build up the hype
 - Share interviews with guest(s) of honor
- **Use hashtags**
 - Create a branded hashtag for the event
 - Make it short and easy to spell
 - Use hashtags on all social media content and include on marketing material
 - Use hashtags for, or @, host and partner organizations on social media content
- **Give a sneak peak**
 - Share behind-the-scenes photos and videos of venue, speakers, programs and swag
 - Have fun with this--goofy photos, outtakes

News Release

Revise the draft news release (below) and share with local media to publicize the workshop. Add a quote or two from the host organization or others who are partnering to hold the workshop.

[Organization Name] Joins Forces with BikeMN to Bring Bikeable Community Workshop to [City]

[City], Minn., [Month, Day], [Year] - Cities across the state are striving to create activity-friendly environments by rethinking community design. Community design is one of the best ways to combat health problems that are on the rise due to inactivity. To give the [City Name] area a boost in thinking about how active transportation can play a key role in the community, [Organization Name] will host a Bikeable Community Workshop on [Date] focusing on the tangible benefits of a well-designed bikeable community.

“Bikeable Community Workshops have been a powerful tool for building teams and focusing work to move communities quickly on the path to being more liveable and bikeable places to live, work and visit,” said Nick Mason, Deputy Director of the Bicycle Alliance of Minnesota.

The workshop is designed to provide local leaders and planners with the technical assistance to create a more bikeable community. The workshop will identify real-world problems and hands-on solutions. The workshop is designed for local elected officials, public administrators, health officials, transportation planners and other local interested parties.

[Insert quote here from organization. Example: “We’re really excited to host this workshop and get decision makers and community members in the same room to talk about what active transportation could look like in our community.”]

Bikeable communities accommodate all types of transportation, including cars and transit, but focus on a safe and convenient environment for pedestrians and bicyclists. People-friendly facilities might include such amenities as bike lanes, safe shoulders, gathering spots, benches, aesthetic landscape design and traffic-calming roadways.

Bicycling has a proven positive impact on the health of Minnesotans, as well as the economy. Research from the Minnesota Department of Transportation(MnDOT) shows the cycling industry and bike events in Minnesota generate more than \$625 million in economic activity and that those who bicycle commute have 28% lower odds of hypertension.

[Organization Name] is hosting the workshop, which is being facilitated by the

Minnesota Departments of Health (MDH) and Transportation (MnDOT), and the Bicycle Alliance of Minnesota. The workshop will be held [virtually and/or in-person (location)] on [date].

More about BikeMN:

The Bicycle Alliance of Minnesota (BikeMN) is working towards a Minnesota where every person everywhere can easily walk, bike, and roll, as ways to move in daily life. The mission of BikeMN is to engage people, provide education and advocate for biking and walking. Visit www.bikemn.org for more information.

Post-Workshop Actions

After the workshop, we want the momentum around creating a more bicycle friendly community to continue to grow. At each workshop we will assist with the creation of an action plan and work with you to come up with ideas for next steps that your community can take to begin working on your priority goals. Below is a summary of those steps:

Step 1: Prioritization

- Summarize the Action Plan developed at the workshop
- Set up a meeting for the group to discuss which items from the larger Action Plan will be prioritized over the next six months and twelve months
- Write a list of items you will prioritize at the 6-month and 12-month targets.

Step 2: Focus

- From the targeted items listed for 6-month and 12-month action, determine who will take the lead on each item and steps the group will take towards completing these action items
- Create a more detailed outline for each action item

Sample Outline:

- Project Idea
- List public partners: City, Council, Schools
- List private partners: Nonprofits and businesses
- Resources: Materials, funds, etc.
- Specific short and long-term goals

Step 3: Action

- Set up a regular meeting schedule with participants
- Present the Action Plan to elected officials, key decision makers and other community groups that are interested in the community's bicycle friendliness
- Schedule meetings with staff in public agencies that have a role identified in the Action Plan. This may include city planning, public works, parks and recreation and school transportation
- Contact local media to cover follow-up stories
- Form a community bicycle advocacy group
- Form a city bicycle advisory committee
- Set p regular meetings between city employees who are working on goals identified in the Action Plan
- Integrate Action Plan recommendations into the community's Comprehensive Plan
- Pursue funding to implement Action Plan recommendations
- Form groups to conduct bike or walk audits
- Become a Bicycle Friendly Community
- Offer bicycle education courses to community members
- Organize encouragement activities in the community

FAQ

Will Bikeable Community Workshops enact COVID-19 safety measures? 2022 Bikeable Community Workshops will be conducted via a hybrid model of virtual and in-person facilitation.

How will the hybrid model of Bikeable Community Workshops be different from workshops held in the past? In past years, the workshop was held on one day. However, in 2021 workshops were held remotely with two sessions on two separate days. With the hybrid model, there will be a remote "Day One" session for all communities selected and the option for an in-person/hybrid "Day Two" session for individual communities selected.

My community has applied to host a workshop before and was not selected. Can we apply again? Yes! Any community that has not previously held a Bikeable Community Workshop is eligible to apply again.

Can I apply to have one workshop cover multiple communities in a region? We typically hold workshops at the level of a specific city, town, township, or reservation. If you represent or work with multiple communities that you would like to host a workshop, please submit separate applications for each one. We no longer hold county-wide workshops.

My community has hosted a Bikeable Community Workshop in the past. Can we apply again? 2022 Bikeable Community Workshops are only open to communities that have never hosted a BCW before.

What is the time commitment for the Community Coordinator? The Community Coordinator should expect to spend 4-6 hours each month between February and April recruiting participants, reserving a workshop space, collecting background information and collaborating with the BCW Team. We expect that the community coordinator and members of the planning team are available on the day before Session Two (in-person) of the workshop to assist with set up, pre-ride the bike route, and have a meeting and/or dinner with the MDH, MnDOT, and BikeMN team to discuss community specifics. The Community Coordinator should be present for the entirety of both sessions of the workshop.

I have more questions about the application process or workshop. Who should I contact? Contact Tim Brackett, the Bikeable Community Workshop Coordinator: tim@bikemn.org or 319.883.1650

Additional Materials

NACTO COVID-19 Response Toolkit | COVID-19 response and recovery guidance and tools for efforts to connect cities and provide relevant, actionable resources and guidance to the people who help share our streets | <https://nacto.org/program/covid19/>

Active Living Research–Community Audit Tools | A variety of research-based tools for community audits | <https://activelivingresearch.org/toolsandresources/toolsandmeasures>

Bicycle Alliance of Minnesota | Provides resources for community education | Offers Traffic Skills 101 course, hosts bicycle rodeos, shares bicycle safety information and promotes upcoming bicycle-related events | www.bikemn.org/education

Bicycle Friendly Communities | League of American Bicyclists | Learn how to become a Bicycle Friendly Community | www.bikeleague.org/programs/bicyclefriendlyamerica

Bicycle and Pedestrian Safety Resources | Minnesota Department of Transportation | Bicycle Safety and Education | <http://www.dot.state.mn.us/bike/safety-education.html>

Bicycle Parking Guide | Association of Pedestrian and Bicycle Professionals | Provides guidance and recommendations for safe and adequate bicycle parking | <https://www.apbp.org/bicycle-parking-solutions>

Designing for Bicycles and Pedestrians | Minnesota Department of Transportation | Provides transportation practitioners with a quick reference guide of basic guidance and public involvement tools to assist in developing bicycle and pedestrian network at the community level | www.dot.state.mn.us/bike/

Health Impact Assessments | Design for Health | Health Impact Assessments identify and evaluate the effects of policies, plans, programs and designs on health | <http://designforhealth.net/hia/>

Let's Go for a Walk | A quick community walkability assessment tool in a brochure format | <https://www.health.state.mn.us/communities/physicalactivity/docs/letsqoguide.pdf>

Minnesota GreenStep Cities | Minnesota Pollution Control Agency | An action-oriented voluntary program offering a cost-effective, simple pathway to implementing sustainable best practices that focus on greenhouse gas reduction | <http://greenstep.pca.state.mn.us/>

National Association of City Transportation Officials | An organization committed to raising the state of the practice for street design and transportation | <http://nacto.org>

National Bike Month Guide | League of American Bicyclists | Provides guidance on planning strategic events for bike month | www.bikeleague.org/bikemonth

National Complete Streets Coalition | An organization invested in making streets and roads safe for all users | <http://smartgrowthamerica.org/program/national-complete-streets-coalition/>

Preparing Minnesota for the Age Wave: Report on Transform 2010 | Minnesota Department of Health, Minnesota Department of Human Services, Minnesota Board on Aging | Information on Communities for a Lifetime | <http://www.cmcoa.org/downloads/cmcoacfl.pdf>

Safe Routes to School | Minnesota Department of Transportation | Helps build safe routes for kids to walk and bike to school...and get the exercise they need | www.dot.state.mn.us/saferoutes

Trail Planning, Design, and Development Guidelines | Minnesota Department of Natural Resources | Provides guidelines and common language for developing motorized and non-motorized trails at the local, county, regional and state level | www.dnr.state.mn.us/publications/trails_waterways/index.html

Walk! Bike! Fun! Curriculum | Bicycle Alliance of Minnesota | Walk! Bike! Fun! helps children ages five to thirteen learn traffic rules, the potential hazards when traveling, and handling skills needed to bike and walk effectively, appropriately and safely through their community | www.walkbikefun.org

Working with Elected Officials to Promote Healthy Land Use Planning & Community Design | National Association of County and City Health Officials (NACCHO) | www.naccho.org

Acknowledgements

This Planning Guide describes the steps needed to plan and conduct a Bikeable Community Workshop. It is based on the League of American Bicyclists, Bicycle Friendly program and the Smart Cycling education curriculum. In addition, concepts from workshops designed by the Michigan Department of Transportation (DOT) were also incorporated. Michigan's DOT has conducted numerous workshops in their state for many years.

The Minnesota Departments of Health(MDH) and Transportation(MnDOT) and the Bicycle Alliance of Minnesota(BikeMN) acknowledges the League of American Bicyclists and Michigan DOT for their development of resources used in this workshop. MDH, MnDOT and BikeMN thank them for granting permission to replicate similar workshops in Minnesota.

MDH, MnDOT, and BikeMN also acknowledge the support provided by Minnesota pilot sites in 2012, Coon Rapids, Duluth, Mankato, and Saint Paul, for testing the workshop framework and providing insights for improvement.

Revised: December 9, 2021

Development of the Bikeable Community Workshop Planning Guide was facilitated by the Minnesota Departments of Health and Transportation and the Bicycle Alliance of Minnesota.

For more information, contact:

workshops@bikemn.org