

**LIVABLE STREETS ADVISORY BOARD
ACTION LETTER
CITY OF LEE'S SUMMIT**

Tuesday, January 17, 2012
5:30 p.m.

Present –

<i>*Ed Kraemer</i>	<i>Present</i>	<i>Julie Ellis</i>	<i>Present</i>
<i>Ajia Tenney</i>	<i>Present</i>	<i>Bob Busby</i>	<i>Present</i>
<i>Ryan Philyaw</i>	<i>Present</i>	<i>Dan Wiltshire</i>	<i>Present</i>
<i>Eric Kratz</i>	<i>Present</i>	<i>Kathryn Biagioli</i>	<i>Present</i>
<i>Craig Faith</i>	<i>Present</i>	<i>Donnie Priest</i>	<i>Present</i>
<i>Valerie Salazar</i>	<i>Present</i>		

Staff Liaison Michael Park and Council Liaison Bob Johnson were also present.

1. CALL TO ORDER:

Chair, Dr. Ed Kraemer, called the meeting to order at 5:30 p.m.

2. WELCOME NEW MEMBER, VALERIE SALAZAR:

Valarie Salazar was introduced by Dr. Kraemer, as the newest board member replacing Sam Breckenridge. Ms. Salazar provided some of her background and interests in Livable Streets, other board members reciprocated.

Dr. Kraemer welcomed the first board meeting of 2012 and provided a brief review of 2011 Livable Streets activities and accomplishments.

3. APPROVAL OF AGENDA:

On motion of Julie Ellis, second by Ajia Tenney, the Board voted unanimously to approve the published agenda.

4. APPROVAL OF OCTOBER 18, 2011 MEETING MINUTES:

On motion of Bob Busby, second by Dan Wiltshire, the Board voted unanimously to approve the December 20, 2011 meeting minutes.

5. NEW BUSINESS:

- Development of LSAB Committees

Dr. Kraemer announced the establishment of three LSAB committees, chairs for each committee, board member volunteers represented on each committee and entertained any additions or changes.

Dan Wiltshire would chair the Designation and Awards Committee. Bob Busby would join Dan Wiltshire on the committee.

Craig Faith would chair the Development Standards and Codes Committee. Ajia Tenney, Donnie Priest, and Julie Ellis would join Craig Faith on the committee.

Kathy Biagioli would chair the Encouragement and Education Committee. Ryan Philyaw, Eric Kratz and Valerie Salazar would join Kathy Biagioli on the committee.

Dr. Kraemer would be involved in each of the three committees, most notably present at the Development Standards and Codes Committee.

A committee report would be scheduled for each board meeting. The following reports were provided regarding recent activities and opportunities.

Kathy Biagioli noted the BikeWalkKC organization in coordination with MARC will be holding a meeting at MARC Offices on Thursday Jan. 19th, 2012 open for anyone to attend. A discussion on bicycle and pedestrian activities, particularly related to planning Bicycle Month, would occur at this meeting. Michael Park further described the content and purpose of the meeting and availability for anyone to attend. The meeting was the first of the year, set to explore and schedule regional bicycle and pedestrian activities throughout 2012.

Dan Wiltshire attended a MARC meeting on Tuesday Jan. 10th, 2012 and was given information for multimodal route planning (integrating routes for walking, biking, and transit). Three of the 9 people in attendance were from Lee's Summit. Routing information is available on MARC's website among others. Dan Wiltshire added several Lee's Summit bike parking racks to the bikekc.org website. MARC may also have some pedestrian and bicycle counting instruments available to share with interested organizations. Dan Wiltshire also mentioned that he and Kathy Biagioli were able to get Spin Pizza and the Bike Shop to submit applications for Bicycle Friendly Business designation in Lee's Summit. Response from the League to these businesses should be in time for the June meeting. Send support for these businesses to info@bicycledfriendlybusiness.org. This effort should help the City achieve Bicycle Friendly Community designation. The absence of Bicycle Friendly Business in Lee's Summit has been detrimental to the City's Bicycle Friendly Community application in the last two years. Aja Tenney asked if Mr. Wiltshire and Ms. Biagioli needed help to research other potential business applications. Mr. Wiltshire welcomed any help. The group discussed potential businesses and organizations (the application is not limited to business, but includes not-for-profits, churches, governments, etc.) to target; Gusto Coffee, Bike America, Libraries, and others.

Craig Faith said he would like to schedule a Development Standards and Codes Committee meeting by the end of January 2012. He reinforced the frustrations that may exist on this committee as a result of limited authority (they cannot create policy), but that each member should embrace their role to create beneficial cause-effect research, proposals, and endorsements that further Livable Streets. Dr. Kraemer noted the importance of this committee to work through staff, in particular staff liaison and City Traffic Engineer Michael Park.

6. Project Updates/Upcoming Events:

- Development Activity Update

There were no development updates to report. Mr. Park commented, whenever the next Preliminary Development Plan or Preliminary Plat application requiring City Planning Commission, City Council, and associated public hearings are submitted for City consideration, the staff report, which includes a Livable Streets summary, would be sent to the LSAB Chair and Vice Chair for review. At the discretion of the Chair, it may be appropriate to forward the staff development report to the Development Standards and Codes Committee. Mr. Park addressed questions regarding schedule of the staff report to the LSAB and the role of an LSAB review. The board review is not required (the board is advisory to the City Council) and is not an additional step in the development process. The information would be provided to the board as noted prior to the

first public hearing (Planning Commission), and members of the board could review and make comment as part of the development public hearing process.

7. Discussion – Planning and Development with Bob McKay (Director):

Mr. Bob McKay, Director of Planning and Development, presented a table describing the application process for development. Mr. McKay discussed this table and each step of the development process from review (pre-application meetings) to approval (City Council). Mr. McKay also described the Unified Development Ordinance (UDO), its many sections that provide development standards and codes (e.g. landscaping, lighting, parking, sidewalks, Crime Prevention through Environmental Design, etc.), and the process for its amendment. Amendments to the UDO can only be proposed by Mr. McKay as the Director of Planning and Development, Mr. Steve Arbo as the City Manager, or City Council. The process for UDO amendment generally moves from staff proposal to City Council Committee (Community Development Committee) to Planning Commission to City Council in a public hearing environment. Mr. McKay also provided some information regarding zoning and associated regulations, then proceeded to discuss the M-150 Corridor Overlay District as an initiative with design standards. Mr. Park explained that staff must follow the established standards and codes, protect life/safety, and ensure adequate public infrastructure in its development review and recommendations. Staff cannot require items that are not otherwise required in codes and standards. For example, if the codes do not require bike racks, staff cannot require bike racks. Staff may suggest a development include or make provisions for additional improvements that are not regulated. However, only City Council can waive requirements (modifications). Mr. McKay explained that while the City Council may grant modifications, only the Board of Zoning and Adjustments can grant variances to the code. If a project would like to add features/elements to a project that are not required, no special approval is necessary and such inclusion may assist in project support, approval by Council or possibly the acceptance of other modifications.

Mr. Park further described the Livable Streets Summary in the staff report. This summary, required by the Livable Streets resolution, includes a general description of all the livable streets elements in a development project that meet standard/codes, those which do not or have been requested by the applicant for modification (and staff position), and any additional livable streets elements in the project that are not otherwise required. It is simply a concise livable streets summary for the project.

Council Liaison Johnson made sure everyone understood the development process applies to not only the large developers (e.g. RED), but also the small businesses and home owners. His opinions regarding the development process, standards and regulations were made known.

Mr. McKay described the continuous need to update and change the UDO to keep pace with current best practices, materials, life/safety regulations, and quality. The board agreed, Dan Wiltshire and Kathy Biagioli noting better product should be desired, remove what doesn't work and apply what does to advance the community. The board thought it was appropriate to have good standards, and that standards should apply to large and small projects alike. Mr. Park and Mr. McKay responded, many small projects may be addressed through Codes, building permits, administrative approvals; that not all projects require the described public hearing process. Specifically, many projects may already be substantially approved as part of a larger preliminary plan and projects with less than 25% expansion and little to no traffic impact do not require the public hearing process associated with preliminary planning. Several project examples were provided by Mr. McKay and Mr. Park.

Ms. Ellis absent at 6:44 p.m.

8. ROUNDTABLE:

Mr. Park discussed changes to the Route 152 commuter bus service that went into effect on Jan. 1st, 2012. The changes were to increase ridership on the first of four morning trips and reduce

overcrowding on the fourth morning trip. Data from the first two weeks of service indicate increased ridership and no overcrowding. There has been some objection to the change by riders, particularly those on the first bus. Staff is evaluating options to respond. Mr. Park also provided an update regarding the progress of APWA Section 5302, Bicycle Design Criteria. Mr. Park serves on the committee drafting Section 5302 at MARC. The criteria was reviewed and endorsed by MARC Bike/Ped Advisory Committee and will be presented by Mr. Park to the MARC Total Transportation and Planning Committee in the next couple months.

Ryan Philyaw asked if OATS provided transit service throughout Lee's Summit city limits. Mr. Park confirmed, OATS does provide citywide service. Information regarding transit service is available on the City's website. Mr. Philyaw suggested the board could do more to promote these services throughout the community as part of the board's education effort.

Mr. Park also commented on the importance of ADA compliance and recent focus of Public Works on ADA.

9. **NEXT MEETING:** February, 21 2012

10. **ADJOURNMENT:**

There being no further business, on motion by Ajia Tenney, second by Kathy Biagioli, the Board voted unanimously to adjourn the meeting. The January 17, 2012 Livable Streets Advisory Board meeting was **ADJOURNED** at 7:00 p.m.

Michael Park, PE, PTOE
City Traffic Engineer

Attachments:

1- Chart – Planning Process