

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

Tuesday, December 18, 2012
7:00 p.m.

Present –

<i>* Ajia Mignon</i>	<i>Absent</i>	<i>Ed Kraemer</i>	<i>Absent</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>Absent</i>
<i>Kathryn Biagioli</i>	<i>Present</i>	<i>Valerie Salazar</i>	<i>Absent</i>
<i>Mike Barnett</i>	<i>Present</i>	<i>Vacant</i>	
<i>Craig Faith</i>	<i>Present</i>		

Staff Liaison Michael Park was present.

1. CALL TO ORDER:

Vice-Chair, Craig Faith, called the meeting to order at 7:00 p.m.

2. PUBLIC COMMENTS:

None

3. APPROVAL OF AGENDA:

On motion of Ryan Philyaw, second by Dan Wiltshire, the Board voted unanimously to approve the agenda with proposed amendments by Craig Faith. Craig Faith proposed an amendment under Item #5, Development Standards/Codes Committee "Craig Faith – Police Dept., Fire Dept." should read "Kathryn Biagioli/Craig Faith – Police Dept., Fire Dept."

Eric Kratz present at 7:03 p.m.

4. APPROVAL OF November 20, 2012 MEETING MINUTES:

On motion of Dan Wiltshire, second by Bob Busby, the Board voted unanimously to approve the November 20th, 2012 meeting minutes.

5. COMMITTEE ASSIGNMENTS AND REPORTS:

- Encouragement/Education Committee

Kathryn Biagioli provided an update on the committee's work. An article submitted by Mike Barnett should be published the last week of December. She said Ajia is drafting an article for next January. A top 3 reasons for board service and support of livable streets has been submitted to Ms. Biagioli from all board members. She will use this list as needed for future article resources. Ms. Biagioli is invited to attend an R7 principals meeting (including the R7 Transportation Director) on February 7th at 8:00 a.m. at Richardson Elementary to discuss Walk/Bike to School activities. Ms. Biagioli will represent the board and provide a brief presentation (about 15 minutes) at this meeting. Anyone from the board may attend, however, only she is allotted time during the meeting for a presentation on livable streets and the related Walk/Bike to School activities.

- Designations/Awards Committee

Michael Park made the board aware of the feedback report received from the League of American Bicyclists associated with this year's application and bronze BFC designation. Bob Busby would like to the board to review and discuss this report at a future agenda, to which the board unanimously agreed. Michael Park would coordinate this future agenda item with the board chair and vice-chair. The board and Mr. Park also desired to place this report on the City website and LSAB website when available.

Mr. Park acknowledged a Walk Friendly Community Guidebook had been published by the national Pedestrian and Bicycle Information Center. He had provided information to the authors related to Lee's Summits supporting activities for an improving pedestrian environment and subsequently, Lee's Summit is referenced multiple times as a positive example for other communities across the country. This guidebook is available online, and several paper copies were distributed. Craig Faith would provide a copy of the guidebook to the Chamber.

- Development Standards/Codes Committee

Activity updates for standards/codes committee discussion was conducted to the extent committee members had completed their meeting with assigned organizations:

Craig Faith and Ed Kraemer have a meeting scheduled for Friday, December 21, with Nancy Bruns at the Chamber of Commerce. A meeting with the Police Chief has yet to be scheduled with Craig Faith and Kathy Biagioli.

6. BUSINESS:

- Letterhead

In absence of Ajia Mignon, this agenda item was tabled to next month.

7. PROJECT UPDATES/UPCOMING EVENTS:

- Website Server Application

Michael Park noted an application was submitted to the City's Chief Information Technology Officer. City Administration had commented this application as exemplary in its intentions and thought there would be no problem getting approval.

- Traffic Enforcement – Bicycle Enforcement Position Statement by the Board

Michael Park provided information to Ajia Mignon, Chair, to craft a final letter to the Police Chief from the board, he but had not received any final letter to give to the Police Chief in return. Craig Faith has a scheduled meeting with the Police Chief and would provide the meeting minutes related to this issue in absence of the final letter. A final letter will continue to be pursued and submitted as planned by the board.

- Branding

Michael Park noted the branding initiative, now called marketing, has started and that he had contacted Melissa Fears in the City Managers Office to coordinate a meeting with the Chair (Ajia Mignon), Vice-Chair (Craig Faith), himself and the newly hired brand manager, Mr. James McKenna, to discuss shared community interests in Livable Streets.

- Project Solicitation of Potential Bond Issue

Michael Park noted the City Council Capital Improvements Committee had recommended two projects, Pryor Road paved shoulders from Longview Road to Hook Road and a package of Cultural Arts improvements for consideration of a potential April No-Tax Increase Bond Issue. This recommendation would be considered by City Council within the next month for final approval.

- Development Activity Update

Michael Park provided an update for recent development projects including, Wal-Mart application near M-150 and Market, Walgreens construction near M-150 and Ward, and Price Chopper preliminary plans near Todd George Pkwy and US 50 Highway.

8. Discussion – Residual Sidewalks:

At the request of Bob Busby, Mr. Park responded to general questions regarding residual sidewalks, the plan to address residual sidewalks and priority for sidewalk improvements. Mr. Park gave a brief history of sidewalk inventory, condition assessment, and gaps. He also gave some background in sidewalk funding, standards for location, ADA compliance efforts and challenges, and council established priority for repairs and gap closures (new sidewalk). Questions and subsequent board discussion had a unique focus towards new sidewalk (i.e. gap closures), particularly, how the board might recommend a single new sidewalk project where it did not currently fall within the council policy of prioritization and/or current available funding for capital improvements, such as Orchard Street, for consideration in the annual Capital Improvement Plan. The board expressed its desire to revisit this issue again at the next meeting. This future discussion may result in a board drafted plan or board policy for the identification of existing streets, specifically one street each year, that benefit most from new sidewalk and such actions by the board could be a tool used by the City staff in future budgeting capital improvements.

9. ROUNDTABLE:

The date of Council consideration for capital improvement projects to be placed on an April ballot initiative was confirmed to occur at the upcoming December and following January Council meetings. It was also noted that bicyclist will be allowed to tour Christmas in the Park, a 5-mile loop near Longview, on Saturday.

Michael Park reported the outcome of MARC's Transportation Enhancement Committee's project review and recommendations for federal funding. The City had submitted Pryor Road paved shoulders for funding consideration. This project did not score well enough for recommendation. However, pedestrian crossing improvements along M-291 from US 50 Highway to I-470, submitted by MoDOT, did receive funding recommendation.

Mike Barnett asked if there was any update on the motorized bicycle ordinance the board had considered in the previous months. Mr. Park said this issue had not been reconsidered by Council yet, but the board information had been provided to the Council committee chairman. The board had completed its duty in this regard. If any further activity occurs, it will be done by the Council.

Dan Wiltshire asked to revisit the board process when it considers a council requested recommendation on issues at the time another issue arises needing the board review and then again shortly after any issue is addressed by the board at the request of council. A review of the process is good for improvement and would help avoid any disjointed discussions similar to recent experience. Dan suggested a comprehensive review of any board process and all recommendations should occur next time prior to any final decision.

Dan Wiltshire also asked if there is enough reason or benefit to maintain the Designations and Awards Committee at the current time. The board generally agreed a current need still exists even though the City has achieved Walk Friendly and Bicycle Friendly Community designations and these designations are valid for several years. There still remains an opportunity for more Bicycle Friendly Businesses.

Michael Park reported the resignation of board member Val Salazar. Ms. Salazar noted her intentions to attend graduate school next semester and the time required for her studies prevents her continued board service. The board noted appreciation for Ms. Salazar's involvement. A request for her replacement will be submitted to the Mayor's office.

10. NEXT MEETING: *January 15, 2013*

11. ADJOURN:

*There being no further business, on motion by Bob Busby, second by Mike Barnett, the Board voted unanimously to adjourn the meeting. The December 18, 2012 Livable Streets Advisory Board meeting was **ADJOURNED** at 8:15 p.m.*

Michael Park, PE, PTOE
City Traffic Engineer