

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

Tuesday, May 21, 2013
7:00 p.m.

Present –

<i>* Craig Faith</i>	<i>Present</i>	<i>Ed Kraemer</i>	<i>Present</i>
<i>Bob Busby</i>	<i>Absent</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>Greg Hunsucker</i>	<i>Present</i>
<i>Mike Barnett</i>	<i>Absent</i>	<i>Matthew Fuller</i>	<i>Absent</i>
<i>Ajia Mignon</i>	<i>Absent</i>		

Staff Liaison Michael Park was present.

1. CALL TO ORDER:

Chair, Craig Faith, called the meeting to order at 7:05 p.m.

2. PUBLIC COMMENTS:

None

3. APPROVAL OF AGENDA:

On motion of Ed Kraemer, second by Greg Hunsucker, the Board voted unanimously to approve the agenda.

4. APPROVAL OF April 16, 2013 MEETING MINUTES:

On motion of Dan Wiltshire, second by Ryan Philyaw, the Board voted unanimously to approve the April 16th, 2013 meeting minutes.

5. COMMITTEE ASSIGNMENTS AND REPORTS:

Council Liaison Rob Binney present at 7:11 p.m.

- Encouragement/Education Committee

Kathy Biagioli mentioned a successful photo-op at the Flights of Fancy that included her, Eric Kratz, Dan Wiltshire, Craig Faith, Councilman Allan Gray, and Councilman Rob Binney. The event photo will be published in the Journal next to a Bike/Walk Month related article written by Ed Kraemer' on behalf of the Health Education Advisory Board and on the Livable Streets LS website and Facebook page. Kathy also wrote an article published in the Journal and Tribune for Bike/Walk Month. Her article pertained to activity impacts on brain health. Ryan Philyaw is slated to write an article for publication in June. The board should continue to seek any opportunities for future article subjects from other sources (e.g. Complete Streets.org, BikeWalk KC). These types of resources can assist in redistribution of existing information to help reduce the amount of authoring required from board members. Distracted Driving, another article topic suggested, is an important subject gaining regional and national attention. Greg Hunsucker recommended, with full support of the board, an article that recaptures the purpose of Livable Streets. Ed Kraemer noted in the absence of Mike Barnett that Hy-Vee has four bikes donated by Bike America on display and donation for Bike/Walk Month.

- Designations/Awards Committee

Dan Wiltshire and Kathy Biagioli presented the Bike/Walk Month proclamation received from the Mayor to the board.

Bob Busby present at 7:26 p.m.

- Development Standards/Codes Committee

Bob Busby reported, with committee approval, the following direction for board consideration:

The context of this direction is rooted in previous organizational meetings with assignment from the board to prioritize its recommended activities based only on available information obtained from the organizational requests for Livable Streets related codes and standards review assistance.

1. *Since the Police Department provided the most specific request in assistance from the board, the first item to be broached is the Police Departments request to review bicycle related ordinances. Although the Police Department only mentioned bicycle related ordinances, the committee determined a more inclusive livable streets review of ordinances often associated with Police enforcement was applicable. Supporting this decision of the committee, several other organizations expressed a more broad interest in livable streets that pertain to pedestrian mobility too. Generally, a plan needs to be created by the LSAB to perform this action of ordinance review. After the scopes are understood, which include existing ordinances and potentially new ordinances (e.g. exemplary ordinances in best practice from other communities), Craig Faith as Chair of the Board, with the Board's consent, should formulate a work plan. The Police Department is part of this plan. Will they just provide a pile of stuff? Will they sort it? Will they want to be there with us as we review? How do they want a report out? Etc. Etc. As mentioned, the ordinance review was grown at the committee level to include:

 - a. *Bicycles*
 - b. *Bicycles intersecting Pedestrians*
 - c. *Just Pedestrian ordinances*
 - d. *Vehicles and trails intersections, if any*
 - e. *Street and trails intersections, if any*
 - f. *Leash Laws.**

When the review is complete and assuming any ordinance revisions or new ordinances adopted by Council, the Police Department and LSAB need to develop a plan for incremental implementation that includes public education prior to enforcement.

2. *If State Level laws for the previous items are available we could review those with the Police Department to assess applicability, conflict and influence on local ordinances or vice averse.*
3. *After the above are completed, the next item should be a review of other suggested code and standard issues such as bicycle parking, maximum parking, landscaping limitations, etc. that might be under ordinance. Do not staff this at this time.*
4. *Follow up on the Capital campaign should begin. Set up a meeting with the Arts Council and Parks Department to discuss the Amphitheater changes and anything that can be*

accomplished now. Bike racks, entry way art. Not discussed at our meeting is whether Arts and Parks are already doing this, or conversely, do they want to discuss this together in the first place, but we want to try.

5. If we are spending any money from Tour De Lakes on bicycle amenities (bike racks was discussed), then we should also discuss this issue with the Arts Council. This item is like Item 4, except that it is already “in the works” as Parks has brought this forward to LSAB, but 4 is a new idea, yet to be vetted. Item 5 will be discussed by LSAB as part of the regular meeting agenda business.

The board agreed to all points reported. Craig Faith will talk with Police Department about its level of involvement and assemble existing related ordinances for review (with assistance of Michael Park) to prepare a work plan for board adoption. Craig Faith and Michael Park will coordinate a meeting with Parks Department and the Arts Council representation to brain storm ideas, including bicycle racks and park/trail benches along the trail system and places of interest, specifically the trail between Harris Park and Downtown, Legacy Park, the proposed Amphitheatre, proposed Downtown Public Performance Space, Downtown Generally. The board approved in this direction.

With regards to potential assignment of other activity meetings, the board desired a list of additional organizations to consider. Michael Park will prepare an expanded list of potential organizations the committee could meet with for mutual assistance in advancing livable streets. This list would be available for board consideration at the June meeting.

6. **BUSINESS:**

In response to a Parks and Recreation request, the board collectively listed ideas it supports for which specific bicycle related funds from the Tour de Lakes may be used. That list includes: bicycles for children, bicycle racks (potential Arts partnership), bicycle helmets or a bicycle helmet program, bike education (e.g. rodeo), and bike share programs. Ed Kramer will take these ideas to Parks and Recreation and report any comment or decision by Parks and Recreation back to the board.

7. **DISCUSSION:**

- LSAB Leadership Meeting with Jim McKenna (Brand Manager)

Michael Park, Craig Faith and Bob Busby had a meeting with Jim McKenna to discuss several issues in partnership between the board and branding (Ed Kraemer attended late). A standardized brand and templates for LSAB were provided by Mr. McKenna and shared with the board. Michael Park will send the PowerPoint templates to the board for any presentations. This brand should be used in all public correspondence, website, Facebook, etc. The board does not need any approvals to use the brand and should use these templates freely. The board may generate its own logo to compliment the brand standard. The assigned brand standards included colors, text, wording, etc that cannot be change by the board. The board was encouraged to use the “picture frame” theme. Branding will incorporate ads that feature livable streets and incorporate more livable streets in the brand integration. For example, an Ad will be published for Bike/Walk Month presented by Livable Streets as part of the series of picture frame branding. Mr. McKenna requested pictures, he suggested advertisement media, and wanted key points/phrases or copy points and information to include in branding about livable streets Lee’s Summit. He suggested the board continue its outreach through newsletters, LSTV, newspaper articles, etc. He encouraged LSAB use the brand in its education activities too. Often times the media, especially print media, cost for advertising space. Sponsorships (e.g. Bike Shop) should be

considered since the board does not have a budget. There were many opportunities for shared benefits, extending from advertising to bike rack design and bench design that captured some of the City's brand (e.g. logo). Michael Park and Craig Faith (Chair) will develop some key points/copy points to share with Mr. McKenna. The board preferred a consolidated effort by Mr. Parks and Mr. Faith as opposed to a board review and consensus of information in coordination with Mr. McKenna. If the board had any pictures or messages they wanted to share in regards to this issue, they should send this information to Craig Faith and/or Michael Park.

The board desired to create a letterhead using the brand and review the livable streets website considering brand integration. A future board meeting will include these tasks on the agenda.

8. PROJECT UPDATES/UPCOMING EVENTS:

- Development Activity Update

None

9. ROUNDTABLE:

Craig Faith noted last week was National Law Enforcement and this week is National EMS week. Michael Park reminded the board of its intent to include a legal Q/A and Bicycle Friendly Community Feedback Report review at a future meeting. He also invited the board to attend a public meeting for 2nd Street corridor improvements, a livable streets project that included a "road diet" for 2nd Street between Jefferson and Independence. This meeting was scheduled Tuesday, May 28 from 4:30 to 6:30 in the Howard Conference Room – City Hall. Dan Wiltshire mentioned a LS360 Update scheduled for Council Work Session on June 13th. Dan also asked when the board might review any rail to trail ordinances exhibited by other communities pertaining to the Rock Island RR Corridor. Ed Kraemer suggested an update from City Manager Steve Arbo would be most appropriate before the board considered this issue. The board agreed and though this too would make a good agenda item in the future.

10. NEXT MEETING: June 18, 2013

11. ADJOURN:

There being no further business, on motion by Bob Busby, second by Greg Hunsucker, the Board voted unanimously to adjourn the meeting. The May 21, 2013 Livable Streets Advisory Board meeting was **ADJOURNED** at 8:48 p.m.

Michael Park, PE, PTOE
City Traffic Engineer