

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

Tuesday, June 18, 2013
7:00 p.m.

Present –

<i>* Craig Faith</i>	<i>Present</i>	<i>Ed Kraemer</i>	<i>Absent</i>
<i>Bob Busby</i>	<i>Present</i>	<i>Ryan Philyaw</i>	<i>Absent</i>
<i>Dan Wiltshire</i>	<i>Present</i>	<i>Eric Kratz</i>	<i>Absent</i>
<i>Kathryn Biagioli</i>	<i>Present</i>	<i>Greg Hunsucker</i>	<i>Present</i>
<i>Mike Barnett</i>	<i>Present</i>	<i>Matthew Fuller</i>	<i>Present</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 7:00 p.m.

2. PUBLIC COMMENTS:

None

3. APPROVAL OF AGENDA:

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

4. APPROVAL OF April 16, 2013 MEETING MINUTES:

On motion of Bob Busby, second by Mike Barnett, the Board voted unanimously to approve the May 21st, 2013 meeting minutes.

5. COMMITTEE ASSIGNMENTS AND REPORTS:

- Encouragement/Education Committee

Kathy Biagioli has a meeting scheduled with Linda Thompson, R7 School District (Lee's Summit) Transportation Director, on Monday June 24th at 1:00 in her office (Stansbury Center on Tudor Road). She and Ed Kraemer will discuss and plan activity coordination with Linda regarding the October Walk/Bike to School events. The intent of the meeting is to encourage activity and participation as much as possible from the school district. Ms. Biagioli invited any board member to attend the meeting. Kathy Biagioli also noted the article she published (a reprint authored by somebody else) for the month of June.

- Designations/Awards Committee

Dan Wiltshire mentioned interest in a bingo event through the print media (Journal/Tribune) related to Bike/Walk Month next year. The bingo event would encourage bike/walk activities as a challenge to check off the bingo board (e.g. Bike in Movie, Ride of Silence, Walk/Run 5K). Craig Faith noted a LS360 presentation and update to City Council on July 13 that included LSAB recognition as a completed Key Performance Area Goal in the LS360 Strategic Plan. Other accomplished goals and activities in the Transportation KPA were discussed too (e.g. Rock Island RR Corridor, and implementation of the Airport Business Plan).

- Development Standards/Codes Committee

Craig Faith reported a discussion between he and Jim Green, Police Captain (Traffic). Police will provide assistance to the Development Standards/Codes Committee in its assignment to review ordinances (Police related), only as needed by the committee. Police do not need to be present during committee discussions and do not need step-by-step participation. Police would like a report of activity when the committee convenes and progresses on the assignment. Craig provided an overview of the committees assigned task, outlined the direction (start on item 1 from the committee's recommendation in prior meeting minutes then proceed through items 2 and 3, but no assignment of items 4 and 5). Craig gave a written summary of existing related ordinances for the committee to review with the work plan (refer to attachment). Craig Faith and Michael Park had not yet coordinated a meeting between Parks Department and the Arts Council representation to brain storm ideas for shared activity. Since Ed Kraemer was not in attendance, a report of his conversations with Parks and Recreation Department regarding Tour De Lakes bike funding projects was not provided.

Michael Park gave the board an expanded list of organizations for potential activity meetings in coordination with LSAB. The list includes: Arts Council, Downtown Lee's Summit Main Street, Historic Preservation Commission, Rotary (3 organizations), Lee's Summit School District, Blue Springs School District, Planning and Development Department, Codes Administration Department, Beautification Commission. Greg Hunsucker asked, and the board agreed, the School Districts should be higher priority given the amount of coordination with Bike/Walk to School activities. Kathy Biagioli said she would talk with Linda Thompson about this issue. Bob Busby suggested, and the board agreed, Craig Faith and Michael Park should prioritize the remaining list for board consideration and assignment. Dan Wiltshire recommended the presentations done by Michael Park and Ed Kraemer continue and recycle through all the previously noted organizations, as the list is updated, on a routine basis. The board agreed; this is valuable information and the general topic of Livable Streets should be revisited routinely to keep Livable Streets in regular discussion throughout the community as well as informative for changing members of various organizations. Craig Faith suggested the presentation be adapted to a more general nature (as opposed to the specific conference or organization related topic focus) and such presentation could then be used by all board members for community education about Livable Streets. Michael Park will provide a new/adapted presentation that is more generic and present this presentation to the board for review and refinement at a future LSAB meeting.

6. DISCUSSION:

- Interactive review of livablestreetsls.com with branding integration

Michael Park worked with the board to review and note suggested changes to the Livable Streets website. This review was conducted interactively with the website and those suggested changes are listed below:

- *Can we get some website analytics (Google analytics) for website activity (e.g. hits)?*
- *On the Livable Streets webpage, Add a description of Livable Streets (definition of Livable Streets by Lee's Summit, resolution?) under the Livable Streets heading. Move the existing links for the resolution, short term goals, and long term goals beneath this heading.*
- *On the Livable Streets webpage, create a new Livable Streets Advisory Board heading and move the current text regarding the citizen board under this new heading. Keep the existing text unchanged...it's good. Add a link to the ordinance that created the LSAB under this description of the board under the same heading. Move the existing Guiding Principles link under this heading too. Text link to the Livable Streets Advisory Board*

- Meetings (that will take the user to the Meetings webpage where all the LSAB meeting minutes can be located). Add a new text link “Livable Streets Advisory Board Members/Contact” with a link to a list of current members and liaisons (Council and Staff), noting the current Chair and Vice Chair. The list should include contact information (email) for the Staff Liaison, Council Liaison, Chair and Vice Chair only.*
- *On the Livable Streets webpage, create a new Livable Streets Accomplishments heading and move the two existing Walk Friendly and Bike Friendly banners beneath the new heading. Both banners should be linked (when clicked) to the sponsored program, respectively. Add text links to the Lee’s Summit Walk Friendly Community Application and Feedback Report and the Lee’s Summit Bike Friendly Community Application and Feedback Report. These four documents are available on the City’s website (search documents/publications in the Public Works webpage).*
 - *On the Meetings webpage, provide at least 12 months of meeting minutes. Michael Park will send prior meeting minutes to include.*
 - *On the Links webpage, consider changing the text links to headings for all the logos (smaller scale, but legible) with links retained rather than a text link to the logos.*
 - *Add a webpage in the menu for Planning/Maps. This new webpage should include headings for Transit, Bicycle, Pedestrian, Cyclist/Pedestrian Shared Use and Vehicular, and Misc. The Transit subheading should have links to the City’s Transit Demand Study (on the City’s website), Transit Map (on the City’s website) and City’s Transit webpage (includes links to KCATA and OATS). The Bicycle subheading should have links to the City’s Bicycle Transportation Master Plan, MARC Bicycle Transportation Plan/Map and the City’s Bicycle Transportation Master Plan Map, Bicycle Friendly Community Application, Bicycle Friendly Community Feedback Report. The Pedestrian subheading should have a link to the City’s Sidewalk Inventory and Assessment Study, ADA web link, Walk Friendly Community Application, Walk Friendly Community Feedback Report, etc. The Cyclist/Pedestrian Shared Use subheading should have links to the City’s Greenway Master Plan Map, Greenway Master Plan, and MARC Trails Plan/Maps, Safe Routes to School Maps and City School Safety Study. The Vehicular subheading should include links to the City’s Thoroughfare Master Plan, City’s Street Classification Map, City’s Traffic Volume Map, City’s Speed Limit Map (all available by reference to the City’s website). The Misc. subheading could include the State Transportation Improvement Plan, the City’s Capital Improvement Plan, the MARC Transportation Improvement Plan, etc.*
 - *On the Calendar webpage, change the webpage heading from Calendar to Events/Activities. Update the calendar or remove the calendar and provide links to local events and activities (e.g. City’s calendar of special events, bike rides, etc.) and to regional events and activities (e.g. Bike Walk KC calendar of events and activities). This will keep the information current and useful. Provide a separate link for Meetings that takes you to the Meetings webpage.*
 - *Home page looked great.*
 - *Main website image...Can it be encapsulated in the branding “picture frame” or use several varied size “picture frames” that are overlapped by the image (blue/white/green outline street image)? Change the top thin green line to the branded orange color?*
 - *Main website banner (blue bar below the aforementioned image where the main webpage headings are listed)...Change the color to match the branded orange, keep the white text. Change the fonts to Calibri.*
 - *Website generally, change all fonts to Calibri. Keep the section headings black (bold), but change the subtext, paragraphs to the branded orange color. The light gray smaller text should remain light grey.*
 - *Can additional pictures be added that illustrate Livable Streets in a picture frame?*
 - *Consider creating a Livable Streets Lee’s Summit logo to place to the right of the LS Livable Streets Lee’s Summit brand. Suggestions included a circular or spherical shape with the main image currently on the webpage scaled and flattened or wrapped as*

applicable with text "Livable Streets Lee's Summit" circling the shape. Work with Michael Park on this concept. The LSLs logo is not necessary, but a suggested consideration.

Michael will work with Matthew Fuller and Eric Kratz (website administrator) to incorporate these suggestions, as practicably. He will send the suggested changes via email to both Matthew and Eric. The website changes have no deadline and will occur over time with a monthly update during committee reports (as applicable to the progress) by Matt and/or Eric. Any future suggested changes are welcomed and should be directed to Matt and Eric (copy Michael Park).

7. PROJECT UPDATES/UPCOMING EVENTS:

- Development Activity Update

Michael Park provided an update on current development projects.

8. ROUNDTABLE:

Michael Park noted the motorized bicycle ordinance will be considered again by City Council Community and Economic Development Committee in June/July. He also noted Council Public Works Committee asked staff to develop a financially unconstrained list of all possible sidewalk, trail/shared use path, street, and storm sewer improvement needs such that all streets would be up to current standards (curb and gutter, sidewalk where ordinance requires, trails/paths and bike routes where master planned, widening roadways to permanent standards – no unimproved roads or interim roads). Mr. Park also noted Public Works was given approval to discuss the Rock Island Corridor acquisition in Lee's Summit for its Chipman Road project, and other capital improvements, whereas previously it had been on hold pending County and MARC Transit Planning initiatives since both County and MARC plans have stalled for an indefinite period. Greg Hunsucker asked if the board would have a presence in Downtown Days. The board liked this idea for future downtown festivals such as Downtown Days, October Fest, Summer Concert Series, etc. and it would need to update its Livable Streets information/pamphlets and coordinate with the event sponsors for involvement. The board desired to discuss this proposal in more detail at the next board meeting.

9. NEXT MEETING: July 16, 2013

10. ADJOURN:

*There being no further business, on motion by Bob Busby, second by Mike Barnett, the Board voted unanimously to adjourn the meeting. The June 18, 2013 Livable Streets Advisory Board meeting was **ADJOURNED** at 8:32 p.m.*

Michael Park, PE, PTOE
City Traffic Engineer