

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

Tuesday, January 21, 2014
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>Molly Wichman</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>Absent</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 and City Council Liaison Rob Binney were present.

1. CALL TO ORDER:

Chair, Craig Faith, called the meeting to order at 7:03 p.m.

2. PUBLIC COMMENTS:

None

3. APPROVAL OF AGENDA:

On motion of Dan Wiltshire, second by Bob Busby, the Board voted unanimously to approve the agenda as posted.

4. APPROVAL OF November 19, 2013 MEETING MINUTES:

On motion of Dan Wiltshire, second by Eric Kratz, the Board voted unanimously to approve the November 19th, 2013 meeting minutes as written. The December meeting was cancelled.

5. COMMITTEE ASSIGNMENTS AND REPORTS:

- Encouragement/Education Committee

Ed Kraemer present at 7:09 p.m.

Kathy Biagioli noted the December article "Eyes on the Road" was published in the Journal. It had also been submitted to the Tribune, but not published yet. Mr. Binney suggested Kathy resubmit the article to the Tribune. Ms. Biagioli said the article was re-tweeted on Twitter by a transportation professional. She reminded the board how it's important to credit any references when submitting articles for publication; you never know who will read the article or send it somewhere else for others to read. Craig Faith is writing an article for January related to pedestrian safety/walking safely in inclement winter weather conditions (snow and ice). Ideas for February articles were solicited. Dan Wiltshire will write an article based on Bike America's recent Bicycle Friendly Business designation. He is going to interview Bike America and will include their feedback in the article.

- Designations/Awards Committee

Dan Wiltshire announced Bike America recently received Bronze Bicycle Friendly Business designation from the League of American Bicyclists. Lee's Summit now has two Bicycle Friendly Businesses (Bike Stop received prior designation). Lee's Summit has more Bicycle Friendly Businesses (2) than any other community in Missouri (tied with KCMO). Mr. Wiltshire explained the Bicycle Friendly Business program, general requirements and a few examples for those board members unfamiliar with this national accomplishment/recognition. Eric Kratz added Bike America's achievement to the Livable Streets web page. The web page includes more information for Bicycle Friendly Business and Bicycle Friendly Community reference.

- Development Standards/Codes Committee

Aija Mignon present at 7:15 p.m.

Craig Faith provided an update on final drafting of the board recommended Bicycle related ordinance revisions. The revisions are ready for submittal to the Police Department, but have been placed on hold pending some stability in the Police Department personnel organization/responsibilities. The Chief of Police very recently retired and staff responsibilities are changing, at least on an interim basis, within the Department. A new Chief should be hired within 6-9 months. A transition will occur and submittal of the board recommendations will not wait for a new Chief of Police, but they should be deferred until interim positions are established and a normal working environment is settled. Craig also noted that John Knox Village is working with a development group from Dallas, TX that would like to integrate Livable Streets into any future redevelopment plans at John Knox Village.

6. BUSINESS/DISCUSSIONS:

- LSAB Strategic Plan Performance and LSAB Activity Measures

Michael Park reviewed current MOE's (e.g. crashes, plan progress, levels of service, public opinion surveys, and strategic plan action steps) for each mode (i.e. transit, bicyclists, pedestrians, and vehicular traffic). Most MOE's are readily available in the Annual Transportation Report on the City's website. The 2013 Annual Transportation Report should be completed by the end of February; most statistical measures are already available, but not yet formatted for reporting/documentation. With regard to LSAB Strategic Plan progress measures, the board would like a simple check box scorecard/progress matrix. Examples for tracking suggested include Yes, No, In-Progress, Abandoned for each action step in the strategic plan. Mr. Park will draft a strategic plan progress/activity measure matrix prior to the next board meeting for review by the board in February. The board indicated this would be helpful in evaluating its work and identification of strategic goals that may need to be amended, deleted, or where new goals may be appropriate. Ed Kraemer suggested a review of the strategic plan goals and objectives might be best suited for a time when all the anticipated new members of LSAB have been appointed. This may be in April, May or June 2014. The board generally agreed. Dan Wiltshire asked if projected MOE's could be developed for future years to set some targets or expectations. Some examples might include anticipated improvements and how that impacts progress of plan implementation, level of service, etc. Michael Park said that could be done for several MOE's and may be constrained by a 5 year forecast (City uses a 5-year financially constrained Capital Improvement Plan). He would try to bring the board some projected information at the time which the board has Livable Streets MOE's/updates on their meeting agenda. Developing these types of projections may take substantial time; advance notice is required.

- Neighborhood Assessments for Walkability

This agenda item was postponed to February at the request of Craig Faith with consensus of the

board. He said this agenda item would take about 15 minutes.

- Future LSAB Presentation/Update to City Council

Craig Faith led the discussion, noting the importance of LSAB updates to City Council. An annual update is recommended. It is an activity described in the LSAB Strategic Plan. Council Liaison Rob Binney suggested a City Council Work Session is most appropriate venue to update City Council on the activities of LSAB. Mr. Park recommended a review of the Livable Streets Strategic Plan, achievements, board activities, brief history, and development summary be conducted by the board to City Council after the City Council and Mayoral elections are completed. Mr. Binney and Mr. Park recommended the board plan for a presentation that lasts only about 15 minutes. Preference was expressed to present just prior to the LS360 update at the same Work Session as LS360 provides its quarterly Council progress report. The LSAB should note it is a product and achievement of LS360. The LSAB presentation may ask Council for any suggested goals it would like the board to consider as it revises its strategic plan and targets monthly activities. The board was in general agreement with the aforementioned approach. This update would likely occur sometime in June/July.

7. PROJECT UPDATES/UPCOMING EVENTS:

- Development Activity Update

Michael Park provided a brief summary of recent development activity. It was noted that all recent development has complied with the Livable Streets resolution, or exceeded the current requirements for pedestrian and bicycle accommodation. There was no discussion.

8. ROUNDTABLE:

Michael Park reviewed board member term limits (3-year terms) and board structure (11 members by ordinance), as well as reappointments and replacements that will be needed prior to the February meeting. Terms will expire February 17th, 2014 for Ed Kraemer and Eric Kratz; both are seeking reappointment. Terms will expire February 17th, 2014 for Mike Barnett and Kathy Biagioli; both are seeking replacement. Kathy said she could be available at the next meeting and thereafter until replaced to help in any transition. A couple recommended names with interest forms have been sent to the Mayor's Office for consideration by Mr. Park. Additional citizen interest is needed though. Eric Kratz and Bob Busby indicated they would contact potentially interested people to encourage their submittal of interest forms to the Mayor's Office.

Aija Mignon said she is moving to Kansas City, MO in the very near term. She received a promotion at work. She works in Kansas City, MO. As a result of these changes in her life, she is resigning from the board effective immediately. She was very thankful for the opportunity to serve on LSAB and the board expressed their gratitude for her service.

Craig Faith mentioned a new class of Citizens Leadership Academy started in January. This class might have some attendees with interest in LSAB.

The board made special remarks thanking those members who are departing and those who are seeking reappointment.

9. NEXT MEETING: February 18, 2014

10. ADJOURN:

There being no further business, on motion by Bob Busby, second by Dan Wiltshire, the Board

*voted unanimously to adjourn the meeting. The January 21, 2014 Livable Streets Advisory Board meeting was **ADJOURNED** at 8:13 p.m.*

Michael Park, PE, PTOE
City Traffic Engineer