

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

Tuesday, March 15, 2016
6:30 p.m.

Present at the Meeting Call to Order –

<i>Craig Faith</i>	<i>Absent</i>	<i>Ed Kraemer</i>	<i>Present</i>
<i>Bob Busby</i>	<i>Present</i>	<i>Molly Wichman</i>	<i>Present</i>
<i>Craig Luebbert</i>	<i>Absent</i>	<i>Eric Kratz</i>	<i>Absent</i>
<i>*Eric Vaughan</i>	<i>Present</i>	<i>Greg Hunsucker</i>	<i>Present</i>
<i>Barbara Keller</i>	<i>Absent</i>	<i>Matthew Fuller</i>	<i>Absent</i>
<i>Gary Denny</i>	<i>Present</i>		

*City Council Liaison Dave Mosby was Absent and Staff Liaison Michael Park was Present. *Chair*

1. CALL TO ORDER:

Chairman Eric Vaughan called the meeting to order at 6:34 p.m.

2. PUBLIC COMMENTS:

None

3. APPROVAL OF AGENDA:

On motion of Ed Kraemer, second by Gary Denny, the Board voted unanimously to approve the published agenda.

4. APPROVAL OF February 16, 2016 MEETING MINUTES:

On motion of Bob Busby, second by Ed Kraemer, the Board voted unanimously to approve the February 16th, 2016 meeting minutes as written.

5. ACTIVITIES, ASSIGNMENTS AND REPORTS:

- Encouragement/Education Committee

Molly Wichman reported on several articles that have been submitted for publication. Gary Denny is doing an additional article for May Bike and Walk Month (to be published in May). That article has been drafted and should be submitted to Molly by the end of March. Molly indicated she has enough material for articles covering the next couple months. Eric Vaughan also noted any future contacts to BikeWalkKC (formerly Sarah Shipley) should be directed to him at BikeWalkKC.

- Development Standards/Codes Committee

Eric Vaughan said the assigned committee held a meeting this month to discuss the list of standard/code work priorities. Atop of that list was the Police Department's request to review and propose ordinance recommendations related to enforcement issues where vehicles are parked upon driveways that block pedestrian access routes (e.g. sidewalks). Greg Hunsucker clarified this particular issue addresses the obstruction of pedestrian routes by parked cars; it does not address snow clearing or similar maintenance issues at this time. The committee did not want to introduce other controversial policy or regulation for snow removal from sidewalks (or similar sidewalk maintenance activity). The next two work issues shared the same priority, the timing

requirements for sidewalk construction in new development, and bike parking requirements for various types of new development. Both of these issues involve regulations in the Unified Development Ordinance (UDO). The fourth work priority pertains to “zero entry” ADA design codes for development in the UDO. The fifth work priority would address maximum parking/shared parking regulations in the UDO. The board agreed to these work priorities. The committee will hold a work session to develop recommendations for the first priority to be considered by the board at a future meeting.

- Event/Organizational Champions
 - Tour de Lakes Update

Bob Busby reported Eric Vaughan will address the Tour de Lakes coordination and progress updates moving forward. Mr. Vaughan indicated Tour de Lakes representative received the suggestions for fund use shared by the board. The representatives were interested in a capital investment rather than an educational program, training, marketing, etc. and would consider those capital investment suggestions the board offered. He will continue discussions with the Tour de Lakes representatives and offer support by the board if asked. There were no other updates at this time and future updates will be provided as a miscellaneous report when available.

- Parks and Recreation Bike Route/Trails Brochure Update

Bob Busby said Parks and Recreation is already working on an update to the existing Greenway Trails brochure, but they would like some input/feedback from the board on improvement opportunities. However, any board comments need to be sent to Parks and Recreation fairly soon since the draft brochure is expected by the end of April. He also noted Parks and Recreation is not interested, nor associated, with City brand incorporation and will maintain the Parks and Recreation image. This is an informational and content update to the brochure, not a brand change. Greg Hunsucker suggested each board member review the current brochure and submits their comments to Mr. Busby. The board agreed to this approach and Mr. Busby will assimilate all the comments and communicate those to Parks and Recreation. Eric Vaughan will send an email to the board requesting all members participate in the review and share the board's instruction to send comments through Mr. Busby.

- Downtown Lee's Summit Main Street Coordination Update

No updates at this time.

- Miscellaneous Topics

No updates from Molly Wichman or Ed Kraemer with regard to Chamber of Commerce, Marketing or Health Education Advisory Board. Eric Vaughan requested a copy of the Jackson County Health Assessment survey data that Dr. Kraemer worked on with HEAB. Michael Park received a copy of this data from Dr. Kraemer and will send a copy to Mr. Vaughan.

Gary Denny reviewed the May Bike and Walk Month planned activities. The proclamation has been arranged by Mr. Park and will be held during the first Thursday City Council meeting in May. The entire board is invited to accept the proclamation and encouraged to attend. The meeting begins at 6:15 p.m. Michael has also arranged for a message regarding May Bike and Walk Month to be included in the water utility bills during the month of April or May. Gary asked if you don't get a water utility bill in the mail (paper), does the message show up in an email? Mr. Park did not know if water utilities includes this type of public communication shown on paper bills within the email billing system, but he would check and let them know at the next meeting.

Michael sent information for Bike and Walk Month as well as some safety information to administration for inclusion in the Spring/Summer Community Counts newsletter. The additional articles for May Bike and Walk Month were discussed previously by the Education and Encouragement Committee. Gary and Molly will have multiple articles ready for May. Gary Denny will coordinate a bike and healthy food display at the local Hy-Vee stores that have been done in years past. Ed Kraemer will talk with Melissa Fears in the public information office at City Hall to broadcast some safety tips on LSTV for bicycling and advertise the numerous bike, walk, run and other events planned in Lee's Summit throughout the spring and summer. The event advertisement may reference Molly's article. Gary Denny and Ed Kraemer will reach out to the Mayor and City Council per the boards interest in a political presence, and potential participation, at the City sponsored Spring Spin bicycle event. They will work with Tede Price at Parks and Recreation, and Melissa Fears, to help coordinate the political engagement. If successful, the Mayor and/or Council engagement would make a good article for future publication and BikeWalkKC would be very interested in promoting the activity through various media opportunities. Bob Busby will ask the local libraries to do a display for Bike and Walk Month. At this time, no other activities are planned for Bike and Walk Month in consideration of the many activities already in progress.

Greg Hunsucker recalled the end of school year is approaching and last year's efforts for a backpack informational initiative (e.g. healthy activities brochure). He is updating that brochure of information and will be reaching out to the schools for distribution at the end of year hoping for better success this year than last given more time for preparation and notice before school ends. He asked if anyone had questions, who should they contact. Is there an email address for the board? Michael will find out and let Eric Vaughan, Greg Hunsucker and Eric Kratz know. Greg will ask Eric Kratz if the board website has any contact information.

Eric Vaughan said he is working on another handlebar happy hour in Lee's Summit. When the date and location is known, he will invite the Mayor and Council to attend. Mr. Vaughan will gather a list of events planned in Lee's Summit and elsewhere to send to Eric Kratz to update the website.

6. DISCUSSION: Standards/Codes Committee Review of Issues & Priority:

This discussion was captured under agenda Item #5.

7. DISCUSSION: Bike Month Preparation:

This discussion was captured under agenda Item #5.

8. PROJECT UPDATES/UPCOMING EVENTS:

- Development Activity and Capital Project Updates

Michael Park generally shared information regarding current development projects and on-going progress of capital projects. In particular, he commented on the Transit Study and discussed transit services currently offered, their operations and potential future services considered in the study. Michael also specifically discussed the Capital Improvement Plan schedule, summarized the proposed projects added to the CIP and advised the board a review would be available to them in April. Among the general activity update for capital projects and development, the following development project activities were noted: progress related to the QT development and its conditions of approval, and conversations of development (albeit no formal applications) with the City Council for Paragon Star (Soccer Complex at View High and I470), Exergonix Property (M291 & US 50 Interchange Redevelopment), and Summit Orchards (development near Chipman and Ward).

9. ROUNDTABLE:

Michael Park noted a interview with the St. Joseph media regarding Livable Streets Lee's Summit he conducted a couple weeks ago. He also mentioned Barbara Keller has submitted her resignation from the board due to an increase in schedule conflicts associated with her job. The Mayor is aware of the need to appoint a replacement for Matthew, Barbara and Craig Faith.

10. NEXT MEETING: April 19, 2016

11. ADJOURN:

*There being no further business, on motion by Ed Kraemer, second by Greg Hunsucker, the Board voted unanimously to adjourn the meeting. The March 15, 2016 Livable Streets Advisory Board meeting was **ADJOURNED** at 8:08 p.m.*

Michael Park
City Traffic Engineer