

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

Tuesday, April 19, 2016
6:30 p.m.

Present at the Meeting Call to Order –

<i>Craig Faith</i>	<i>Absent</i>	<i>Ed Kraemer</i>	<i>Absent</i>
<i>Bob Busby</i>	<i>Present</i>	<i>Molly Wichman</i>	<i>Present</i>
<i>Craig Luebbert</i>	<i>Present</i>	<i>Eric Kratz</i>	<i>Absent</i>
<i>*Eric Vaughan</i>	<i>Present</i>	<i>Greg Hunsucker</i>	<i>Absent</i>
<i>Jarrold Gravatt</i>	<i>Present</i>	<i>James Ray</i>	<i>Present</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 & INTRODUCTION OF MEMBERS:

Chairman Eric Vaughan called the meeting to order at 6:31 p.m. New board members Jarrold Gravatt and James Ray introduced themselves to the board and shared some of their interests and background. The board welcomed the new board members.

2. PUBLIC COMMENTS:

A resident from the area near Meadow Lane Elementary (located along Independence Ave. near Mulberry Street) attended the meeting and shared concerns with regard to the approved Quik Trip development at the southwest corner of the intersection at M291 Highway and Mulberry. Concerns with regard to traffic, public notifications, proximity to the elementary school, etc. were expressed by the resident. She sought some guidance for change (e.g. how to make Mulberry Street more livable in consideration of the development and how to improve the public notification/engagement process for development projects residents oppose). Much discussion occurred and programs such as the Neighborhood Traffic Safety Program were recommended as an option to consider. The board engagement process for development review in relation to Livable Streets impact during normal business was addressed. A specific historical reference to the subject project was covered and it was noted that during a time of cancelled meetings. However, it was also reviewed by the board as part of the typical agenda (Development Activity Update) after approval by the Council and shown to include or exceed all of the current Livable Streets requirements found within development standards and codes of the City. Mis-communication and public informational processes were a significant issue. She provided her contact information to the Chair for further questions and direction to the appropriate City sources for the development plans, conditions of approval, clarifications, and information.

Craig Faith and Eric Kratz Present at 6:40 p.m.

3. APPROVAL OF AGENDA:

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

4. APPROVAL OF March 15, 2016 MEETING MINUTES:

On motion of Bob Busby, second by Gary Denny, the Board voted unanimously to approve the March 15th, 2016 meeting minutes as written.

5. ELECTION OF CHAIR AND VICE CHAIR POSITIONS:

Eric Vaughan was nominated by the board at large to continue service as the Chair. There were no other nominations. Mr. Vaughan was unanimously elected as Chair by vote of the board for another year term. Molly Wichman, Gary Denny, and Greg Hunsucker were nominated for the position of Vice Chair by various members of the board. Gary Denny was elected Vice Chair for a year's term by a confidential paper ballot.

6. ACTIVITIES, ASSIGNMENTS AND REPORTS:

- Encouragement/Education Committee

Molly Wichman reported on several articles that have been submitted for publication. Gary Denny submitted an additional article for May Bike and Walk Month. She plans to also do some special interest stories (e.g. OATS Driver Stories). Eric Vaughan offered to do an article on HAWK Signal use. Molly welcomes any proposals. The committee described their purpose, activities and process of article publication for new board members Gravatt and Ray to consider participation. Mr. Gravatt decided to join this committee. Mr. Ray was undecided at this time which, if any sub-committee to participate depending on the needs of the board and interests.

- Development Standards/Codes Committee

With regard to Priority 1, Sidewalk's Blocked by Vehicles on Driveways, Craig Luebbert said he reached out to several communities. Overland Park, KS and Kansas City, MO responded to his inquiries. Both of these communities write citations for vehicles that block sidewalks across driveways. He indicated these communities though reactively enforce the condition rather than proactively seek out violations and typically issue warnings before fines. Mr. Luebbert is still researching example ordinances. Eric Vaughan said MARC is also working on a similar ordinance review and is interested in a joint effort with Lee's Summit. Craig Luebbert will meet with the committee to develop recommendations for the board in consideration of recently found information and continued research.

- Event/Organizational Champions
 - Parks and Recreation Bike Route/Trails Brochure Update

Bob Busby said Parks and Recreation was sent the board feedback and incorporated much of the information in the brochure update for Greenway Trails. The map has been updated and includes information connections to the region as well as reference to the future Rock Island Railroad Corridor/KATY Trail. Parks and Recreation has ample material to fill out the back side of the map on the brochure and appreciated the board's comments and suggestions. The back side was not ready yet for publication. Parks and Recreation was interested in a similar Bike Route Map/Brochure, but is not working on it. This could be done in the near future by Public Works, possibly in coordination with Parks and Recreation, and with considerations of the board.

- Miscellaneous Topics

Gary Denny reviewed the May Bike and Walk Month planned activities. He noted the Hy-Vee participation and use of Spring Spin as an event where public officials could participate. Mr. Denny worked with Tede Price at Parks and Recreation on the coordination of elected official participation at the Spring Spin bike event, but the board would be responsible for any invitations. Gary Denny will send invitations to the elected officials for this event. Craig Faith will attend as an elected official and he will check the availability for attendance by state representatives.

Craig Luebbert will talk with American Landscape Architects organization to see if there is a potential connection with Livable Streets of interest.

Eric Kratz mentioned the Tour of KC event and Tour de Lakes event scheduled in the next several weeks.

Eric Vaughan noted the BikeWalkKC Bike Share program expansion into the Longview area. BikeWalkKC also received a grant to form an active living organization through the Healthcare Foundation. He said Lee's Summit will have a seat on the new active living organization. He too listed several upcoming bike and run events and will forward those scheduled activities to Eric Kratz to include on the Livable Streets LS website.

- Committee Appointments

Appointments will be considered at the next board meeting.

7. BUSINESS/DISCUSSION:

- 2017-2021 Capital Improvement Plan

Michael Park handed out the Capital Improvement Plan that has been drafted for Planning Commission and City Council consideration for approval. Specifically, the CIP Livable Streets narrative and matrix were included as well as reference to the full document with all project details. This information is also available online at the City's website. Mr. Park addressed each project, related matters to Livable Streets, answered questions and received support for the proposed CIP from the board.

- Bike Month Preparations

Mr. Park briefly reviewed the status of Bike and Walk Month activities and preparations. Everything is "on-track". Additional information regarding activities can be referenced above and on prior meeting minutes. He confirmed the proclamation has been arranged for 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. He also noted the Water Utility billing message is distributed electronically for those who do not receive any mailing and sent the board public contact email address to Eric Vaughan and Eric Kratz as requested at the March meeting.

- Bike Share - Zagster

Mr. Park introduced some information on Bike Share from Zagster to the board with intentions of gauging board interest in future discussions directly with Zagster on the issue. Eric Vaughan suggested the City consult with BikeWalkKC to study the best options for bike share in Lee's Summit (since many alternatives to Zagster exist and BikeWalkKC regularly performs these types of studies for communities before bike share models and vendors are chosen). The board generally agreed with Mr. Vaughan. Mr. Park commented that Parks and Recreation was also working on a bike share project/program. He had sent the Zagster information to Parks and Recreation as well. Bob Busby will contact Parks and Recreation after Eric Vaughan and Michal Park determine if any BikeWalkKC Study options exist and at what cost to the City. Mr. Busby may contact Parks and Recreation in the interim to find more information on their current efforts in bike share and to what, if any, extent they may share interest in the BikeWalkKC proposal. This item should continue discussion in May.

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 Summit Orchards project, Summit Place construction discussions, and a “fast tracked” project that did not have a schedule opportunity for review by the board before approval, Strother Lofts. Strother Lofts is a redevelopment of the downtown post office. It was in support of Livable Streets, high density, and included a parking structure that meets the long-term parking strategies of downtown.

9. ROUNDTABLE:

Michael Park noted a tour he provided to the Public Works Director of Cour D Alene, Idaho; showing Livable Streets Lee’s Summit and the Neighborhood Traffic Safety Program as a reference model and best practice. The KATY Trail progress update and announcement was shared by Councilman Binney, who stopped by the meeting to say hello. Bob Busby referenced the KATY Trail citizen task force he serves upon that is available to assist, but it has been inactive. Craig Faith thanked the board for its time and camaraderie over the many years of his service. He has been elected to the City Council and will no longer be a board member, but will continue to support the cause any way he can and looks forward to working with the board in a new capacity. Eric Vaughan and the board thanked Mr. Faith. Eric Vaughan said the Rock Island Rail Corridor/KATY Trail acquisition and ground breaking will occur in May and possibly in Lee’s Summit.

10. NEXT MEETING: May 17, 2016

11. ADJOURN:

*There being no further business, on motion by Craig Faith, second by Craig Luebbert, the Board voted unanimously to adjourn the meeting. The April 19, 2016 Livable Streets Advisory Board meeting was **ADJOURNED** at 8:38 p.m.*

Michael Park
City Traffic Engineer