

Transportation Commission

Complete Streets Subcommittee Meeting

7/27/2017

Participants: Michele Dillon, Kathryn Schartz and Steve Evans

Agenda

1. **Organization of subcommittee - do we need a chairperson, who is interested in doing this?**
2. **Meeting documentation - consolidation of notes**
3. **Considerations for other subcommittee members - Public Works, MPO, other City Departments**
4. **Considerations for other members - General public, special interest groups, experts from the public (who are they)**
5. **Develop a list of resources - useful websites, technical manuals, organizations (National Complete Streets Coalition)**
6. **Need to define purpose of subcommittee, develop measurable goals and workplan/action plan**
7. **Outline process for review of current Lawrence Complete Streets Policy**
8. **Future meetings - how often and what day/time is best**
9. **Adjournment**

Transportation Commission Complete Streets Subcommittee Minutes

July 27, 2017 at 3:30 pm at Independence, Inc.

Attendees: Michele Dillon, Steve Evans, Kathryn Schartz

Items discussed:

1. Organization of subcommittee/roles of members:
 - a. Steve will take on the role of committee chair to prepare/propose agenda, communicate with Dave Cronin
 - b. Kathryn will record the meeting minutes and prepare drafts of revised Complete Streets policy
2. Considerations for other members on the committee:
 - a. From city departments such as Public Works, MPO to have guidance, input, and expertise of city employees to help with decision making and goal setting; Steve will coordinate and ask for input from Transportation Commission, MPO and Public Works
 - b. From general public and/or special interest groups, perhaps on an ad hoc basis to provide information and input. Note: the proceedings of this subcommittee will be reported to the Transportation Commission, allowing public review and comment at that time, Steve will coordinate and ask for input from Transportation Commission, MPO and Public Works
3. Development of list of resources
 - a. Steve will begin developing this list to include websites, technical manuals, and organizations (such as the Complete Streets Coalition)
4. Definition of purpose of subcommittee. This will be the primary task at the next subcommittee meeting. Some suggestions included:
 - a. Development of a document that, if adopted, will serve as a guide for decision-making at all levels for street and sidewalk design, development, and maintenance
 - i. Should be user-friendly to help Transportation Commission, City Commission, and City employees to evaluate and consider each issue
 - ii. Should encompass:
 1. Residential, rural, and business streets and walkways
 2. Lights, signage, and crosswalks
 3. Traffic calming devices and other safety measures
 - b. Identify goals, work plans, and action plans for the subcommittee
5. Outline of process for review of the current Complete Streets policy
 - a. Members asked to read current policy prior to next meeting and identify points to consider
 - b. Kathryn to review models for planning and mapping change
 - c. Need to identify all stakeholders who will be impacted by policy
6. Future meetings
 - a. Will meet every other week on Thursday afternoons
 - b. Next meeting August 17 at 4:00 pm at Wheatfield's