

**Complete Streets Advisory Council
Meeting Minutes- DRAFT**

*January 25, 2012
2:00 – 5:00 p.m.
Capitol Commons Building*

Present:

Steve DeBrabander (represented by J. Mayes), Carolyn Grawi, Karen Kafantaris (represented by Felicia Wasson), Kelli Kavanaugh, Lt. Gary Megge, Linda Miller-Atkinson (represented by Frank Raha), Rory Neuner, Megan Olds, Gary Piotrowicz, Barbara Schmid (represented by John Lindenmeyer), Suzanne Schulz, Kirk Steudle (represented by Bill Shreck), Jim Tischler

Not Present:

Andrea Brown, Ken Fletcher, Rochelle Hurst, John Niemela, Christopher White

Welcome – Suzanne Schulz

Chairwoman Suzanne Schulz welcomed everyone to the fifth Complete Streets Advisory Council (CSAC) meeting. She informed the group that there would be a public comment period at the beginning as well as at the end of the meeting. Those wishing to speak were asked to fill out a public comment card and return it to a staff member. Suzanne also stated that there was a conference line available for those who would like to listen to the proceedings. Public comments can be received by email at MDOT-CompletestreetsAC@michigan.gov.

Ms. Schulz introduced the new members Carolyn L. Grawi and Jim Tischler. All the council members and/or their representatives were asked to introduce themselves. It was reiterated that, although representatives are welcome, it was agreed at the first meeting only appointed council members are allowed to vote.

Approval of Minutes

The November 17, 2011, draft meeting minutes were approved unanimously. Ms. Schulz announced that draft meeting minutes are posted on the website: www.michigan.gov/completestreets. The final minutes replacing the draft minutes will be posted next week at that website.

Correspondence

Ms. Schulz noted a letter that was received from Jerrold Jung, Chairman of the State Transportation Commission (STC), thanking the CSAC for its annual report. Each council member received a copy in their packets.

Ms. Schulz referred the group to an email from Linda Atkinson, suggesting possible revisions to the vision. The group discussed the revisions and made some changes. The revised vision is:

CSAC Vision Statement

- A transportation network that is accessible, interconnected, and multimodal and that safely and efficiently moves goods and people of all ages and abilities *throughout the State of Michigan*.
- A process that empowers partnerships to plan, fund, design, construct, maintain and operate complete streets that respect context and community values.
- Outcomes that will improve economic prosperity, equity, *accessibility* and environmental quality.

Public Comment

None received at this time.

Presentations

Polly Kent - Michigan Department of Transportation (MDOT) – Ms. Kent reviewed the CSAC & STC timeline and deliverables for 2012. Ms. Kent discussed identifying model local policies and reviewing sample policy language. During the discussion on timelines, Mr. Lindenmeyer expressed his concern as to how the public would have access to the draft policy. He inquired as to whether the draft policy could be posted on MDOT's website. Ms. Kent replied that it could be posted. The following timeline was discussed:

- CSAC presentation to STC in May 2012
- STC presentation of draft policy for public comments in June 2012
- STC revision/approval of policy in July 2012

It was noted that commission meetings are public meetings and are open for public comments. CSAC members were encouraged to attend a State Transportation Commission meeting. If they are interested; there is a commission meeting the morning of the next CSAC meeting, April 26, 2012.

Frank Raha – State Transportation Commission Advisor – Mr. Raha explained the procedures involved in how the STC develops policy and entertained questions regarding the role of the CSAC in that process. He also fielded questions about the CSAC presentation to the STC. In response to questions about future policy revisions, Josh DeBruyn (MDOT) volunteered some information on the process involved in revising STC's policy on rail acquisition. Some of the information the STC seeks in developing a policy includes:

- History of the topic
- How other states handle the issue
- Who the concerned stakeholders and interest groups are
- Why the policy is important
- How to measure progress
- Any other pertinent information

Typically, the STC requires MDOT to report on implementation some time after the policy takes effect.

Work Session

Before the work session began, Ms. Schulz asked Rory Neuner to discuss the document she provided prior to the last meeting, a set of policy language submitted on behalf of Transportation 4 Michigan. Ms. Neuner walked the group through the document and discussion ensued. A question arose regarding the definition of “functional classification.” Ms. Kent offered an explanation as to the meaning of the term.

The CSAC was then divided into three groups to review/compare the full set of sample policy language included in the group’s 2011 report as “preliminary.” Members were asked to review the sample policy language for alignment with the council’s vision statement.

The CSAC members then reconvened to discuss their suggested revisions to the sample language and other ideas as well.

Brainstorming for Transportation Commission Presentation

Ms. Kent headed this discussion and key elements regarding the presentation to the STC were listed on flipcharts, including:

- Lots of visuals (pictures and/or video)
- Highlight examples for urban and rural
- Outreach plan
- Process and implementation
- Define Complete Streets and how it’s used
- Considers all users
- Where it’s appropriate and where it’s not (quality of complete streets)
- CSAC background
- Context
- Vision → highlight components
- Benefits
- Success → lots to brag about
- Incentives and encouragement

Public Comment

Mr. Gary Howe, a citizen advocate from Traverse City, thanked everyone for their efforts. He has been an advocate of complete streets for over 40 years, seeking a “better and safer community.” He shared his concerns for the safety of citizens in residential areas and cited a death that occurred in a 40 mph zone. He asked that the members of the CSAC take off their stakeholder hats and keep context in mind.

Wrap up – Suzanne Schulz

Each CSAC member was asked to identify one local policy that could serve as a model policy. They were informed that sample local policies could be found at www.micompletestreets.org, but were also encouraged to look at other locations. The policies are to be sent to Michelle Myers at myersm@michigan.gov by March 1. There were no more items to discuss and the meeting was adjourned.

Next Meeting

The next meeting is scheduled for April 26, 2012, from 2:00 – 5:00 p.m. at the Capitol Commons Building.

Adjournment

The meeting was adjourned at 4:30 p.m.

DRAFT