

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

April 27, 2011

1:30 - 3:30 p.m.

Lakeshore Learning Center, Van Wagoner Building

Present:

Andrea Brown, Steve DeBrabander (for Rodney Stokes), Ken Fletcher, Gary Heidel, Rochelle Hurst, Kelli Kavanaugh, Gary Megge, Linda Miller-Atkinson, Rory Neuner, John Niemela, Megan Olds, Gary Piotrowicz, Barbara Schmid, Suzanne Schulz, Kirk Steudle, Christopher White.

Welcome - Director Steudle

Director Steudle stated there would be a public comment period at the end of the meeting. Those wishing to speak should fill out a public comment card and return it to a staff member. Director Steudle also stated there was a conference line available for those who want to listen to the proceedings. Callers can submit their public comments in writing.

Director Steudle reviewed the documents that were included in the Council's packets. They included the following items:

- Agenda.
- Copies of the two complete streets laws.
- Copy of the Open Meetings Act and Freedom of Information Act (FOIA) requirements, which the council is subject to per the law.
- Copy of today's presentation.
- List of things that are already being done to support complete streets.

Introductions

Director Steudle introduced MDOT staff supporting the council: Deb Alfonso, Michelle Myers, Keri Haidamous. He also noted the presence of Frank Raha, Advisor to the State Transportation Commission.

Each council member was asked to speak for a moment about what he/she would like to see the council accomplish over the course of the year:

Suzanne Schulz (The Michigan Municipal League): Provide guidelines and framework to know when and where Complete Streets is appropriate and how funding mechanisms work to facilitate Complete Streets design. Every community is going to be different. Would like to provide guidance to the communities for Complete Streets.

Ken Fletcher (The Michigan Township Association): Would like to see more walkable and rideable communities, help to spread the word on why it is important to have Complete Streets, and help to convince the public on how important Complete Streets are.

Rory Neuner (Pedestrian Organization): Would like to create a vibrant, attractive, and economically viable Michigan, would like a good state policy that works for everybody and can be implemented whether they are in a township or city.

Kelli Kavanaugh (Public Transit Users Organization): Would like to see more education on how Complete Streets is a win for everybody. Looking forward to working together to create safe streets and learn about the different kinds of Complete Streets and how they work in context.

John Niemela (County Road Association of Michigan): Would like to provide a good source of information to share with members in order to develop programs which can then be used in an urban or rural setting. Would also like to educate members and in the process help educate all the participants on the relationship that the road commission has with non-motorized activities.

Gary Heidel (Michigan State Housing Development Authority): Would like to see more walkable communities and Complete Streets will help us achieve that. Complete Streets is one of those policies that works to design and really make communities more walkable. This helps because it improves housing values and creates a better community.

Barbara Schmid (League of Michigan Bicyclists): Would like to bring a Westside perspective to the Complete Streets development. Would like to bring Complete Streets forward and educate people on this and then take that education piece and turn it into actual “on the ground work.”

Chris White (Michigan Public Transit Association): Access to transit is essential to provide safe public transit to all.

Megan Olds (Grand Traverse Regional Land Conservancy): Would like to provide constructive guidance for communities that are hoping to balance transportation needs with air/water quality needs. Would also like to create whole communities that are great places for people to work, live, and play and make it easy for people to get to places they want to visit.

Andrea Brown (Michigan Association of Planning): Would like to deliver information, education, and advocacy to local government planners. Educate them by providing the right tools and resources to advocate Complete Streets.

Rochelle Hurst (Department of Community Health): Would like to create a local policy on Complete Streets to support this effort, with a focus of increasing physical activity to promote a healthy community.

Steve DeBrabander (Michigan Department of Natural Resources): Would like to learn more about the Complete Streets initiative and how DNR can mesh this into its existing recreation trail system to make a more complete system.

Gary Piotrowicz (Oakland County Road Commission): Education is the key aspect of what the communities need. The misinformation that is out there should be cleared up to be sure we are all on the same page.

Gary Megge (Michigan State Police): Every street is different. Some streets are ideal for Complete Streets and some are not depending on where they are and how much traffic there is.

Linda Miller-Atkinson (State Transportation Commission): Concerned with funding. Without funding we are not going to have good shoulder or bike paths for people to get around on. Would like to see the council figure out a way for those that are non-motorized users to bear their portion of the cost to providing Complete Streets. Would also like to see designs for all types of users, such as 4-wheelers and snowmobiles, as well as pedestrians, bicyclists, and handicapped persons.

Director Steudle reviewed a presentation that covered some basic information for the council. The Advisory Council's charge is to provide education and advice to the State Transportation Council, county road commissions, municipalities, interest groups, and the public on the development, implementation, and coordination of Complete Street's policies. The Advisory Council must also advise the State Transportation Commission on adoption of model policies.

Conduct of Council Meetings

Open Meetings Act

- Meetings posted in advance.
- Minutes required and posted within 8 days of the meeting.
- Public comment included at end of meeting.
- No business conducted outside the meeting.

Statutory Overview

Signed into law in August 2010

The Advisory Council shall meet at least quarterly and report annually to the Governor, Legislature, and State Transportation Commission. The first report is due on December 30, 2011 and should contain the following:

- Summary of council's proceedings.
- Statement of instances where the department and municipality were unable to agree on a department project.

Election of Officers

The council shall elect a chairperson, vice-chairperson, and secretary.

Chairperson, Suzanne Schulz was nominated by Andrea Brown, and seconded by John Niemela. Suzanne was willing to serve and was supported. All in favor – none opposed.

Vice-Chairperson, Suzanne Schulz nominated John Niemela. John was willing to serve and was supported. All in favor – none opposed.

Secretary, Director Steudle nominated Andrea Brown. Andrea was willing to serve and was supported. All in favor – none opposed.

Discussion

The council discussed the issues/topics that the council would like to see or discuss in future meetings, then identified the topics of greatest interest through “dot” voting.

- **Funding – innovative – not just in Michigan (6 votes)**
- **Education on types of roads and differing procedures (5 votes)**
- What controversies exist with existing policies in communities (4 votes)
- Community policies vs. ordinances vs. resolutions (3 votes)
- How Complete Streets contributes to economic development in the state and regions (3 votes)
- What liability issues exist (2 votes)
- Education communities need, how can we learn from other community efforts (2 votes)
- Applications that do not require a lot of funding – 1st steps (1 vote)
- Getting permission for pilot projects (1 vote)
- Establish goals (1 vote)
- What educational materials already exist
- What misinformation is out there
- Identify who the players are
- Integrated approach that may offer incentives
- Layer of rules – Matrix needed for differing regulations to offer guidance on where to begin
- What are priorities – what’s most important for user groups
- Maintenance and operations

- Reach outside of state for other ideas
- Stock presentation – statewide view of Complete Streets

Suggested Agenda Topics for Next Meeting

Based on the dot voting exercise, the next agenda will include information on:

- Funding options.
- Different roads and procedures.

MDOT staff will work to include information on other topics as time allows.

2011 Meeting Schedule

Council will need to meet at least quarterly, so the next meeting will be in July, probably the last week in July. MDOT staff will look into the video conference option for future meetings as suggested by council members. It was suggested that this meeting be scheduled for either before, after, or on the day of a Commission meeting to aid in Commissioner Atkinson's traveling schedule.

Public Comment

Todd Scott (Michigan Trails and Greenways Alliance) – Improve access to fresh food and encourage people to live a healthy lifestyle. Educate people on the need for Complete Streets and encourage people to live a more active lifestyle. Some people have a different idea on what Complete Streets actually is and some clarification on the American Association of State Highway and Transportation Official's guidelines might be very helpful to others. Todd also suggested the council look toward urban funding as a possible funding source.

Paul Palmer (The Developmental Disability Council) - People should be trained on Complete Streets so they have all the access they need, even in rural areas. Paul is from Marquette and he would like to be able to go to the U.P. Not just people with disabilities need access, all people need to have access to where they want to go.

Charlene Lizotte (The Developmental Disability Council) - The facilities that these meetings are held at need to have handicapped accessible bathrooms readily available and, an aisle wide enough for a wheelchair to fit through. If the council is going to do video conference, it needs to have closed caption as a video source for the people that are deaf.

Sue Weckerle (City of Birmingham) – Suggested topic would be to review the funding sources that we are legally able to use for funding and make sure we are making good use of those monies. Check into the Act 51 money and make sure that it is being used to the fullest.

Adjournment- The meeting was adjourned at 3:18 p.m.