

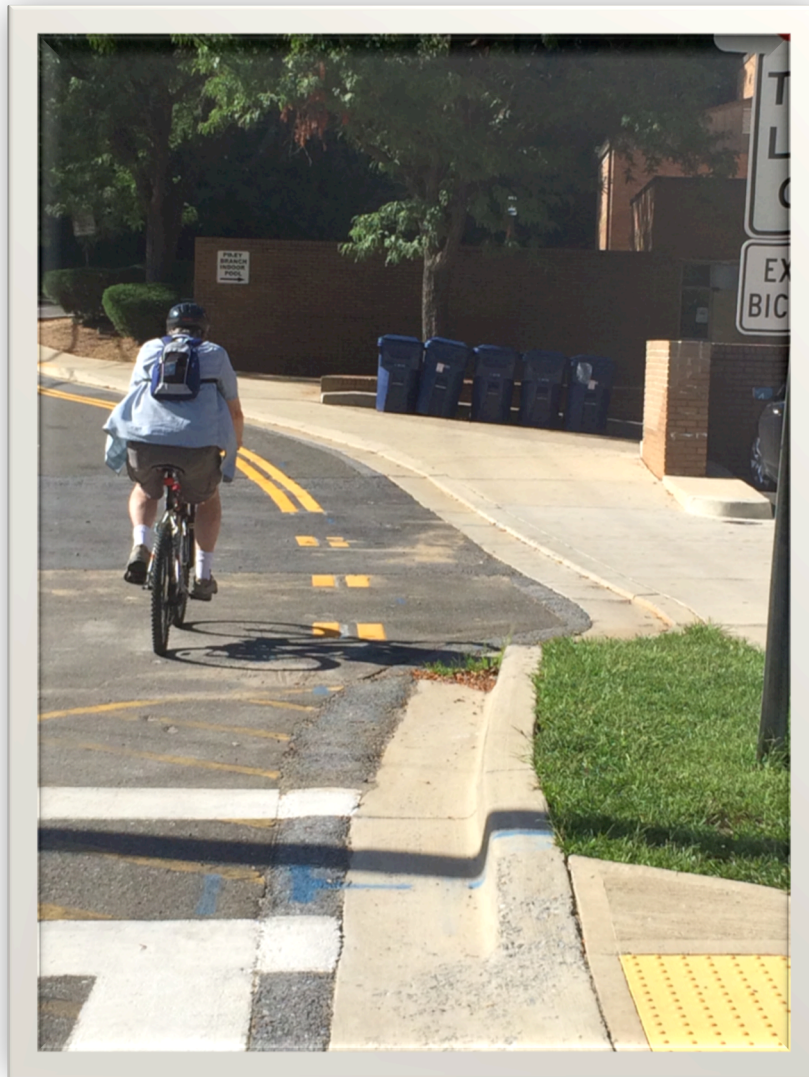
Presentation

Agenda Item #	1
Meeting Date	January 12, 2015
Prepared By	Jessie Carpenter City Clerk
Approved By	Brian T. Kenner City Manager

Discussion Item	Safe Roadways Committee Report
Background	<p>The Safe Roadways Committee serves in an official advisory and coordination role to the City Council on all matters related to transportation. The purpose of the Committee is: a) to advise the City Council on transportation-related issues including, but not limited to, pedestrian and bicycle facilities and safety, traffic issues, and transit services; and, b) to encourage Takoma Park residents to use alternatives to driving, including walking, bicycling, and transit.</p> <p>Current members of the Committee are:</p> <ul style="list-style-type: none"> • Elizabeth Cattaneo • Joe Edgell (Chair) • Sheryl Gross-Glaser • Katherine (Kacy) Kostiuk • Michael Vincent McCabe, Jr. • Ryan Morden • Kathryn Nolfi • Sharon Rogers • Curt Seiss <p>The Committee will report to the City Council on January 12.</p>
Policy	The City Council is committed to the goal of creating a sustainable, pedestrian-friendly and walkable community.
Fiscal Impact	N/A
Attachments	<ul style="list-style-type: none"> • Safe Roadways Committee Annual Report (December 2014) • Included with the Report is an appendix containing minutes of all meetings. The document is available at: http://www.takomaparkmd.gov/citycouncil/agenda/2015-01-12 Alternatively, individual meeting minutes are available on the Committee's web page: http://www.takomaparkmd.gov/bcc/safe-roadways-committee.
Recommendation	Hear the presentation
Special Consideration	

Takoma Park Safe Roadways Committee Annual Report

December 2014



“Transportation is a social problem. It’s not just the poor, it’s everybody. It involves the whole fabric of a community, it’s mobility and it’s commerce. Leaving the solution to each person on a hit-or-miss basis leaves people constantly in debt to the car.” - Sammie A. Abbott (Mayor, Takoma Park 1980-1985)

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Recommendations and Summary

The Safe Roadways Committee (SRC) plans to focus in the next year on:

1. Intersection improvements for all users

- Line-of-sight obstructions (from both private homeowners and city/county/state equipment) that make intersections less safe for pedestrians, drivers, and cyclists and increase the risk of accidents.
- Poor design or absence of intersection signage and markings that result in unsafe conditions
- Timing of traffic lights and/or structure of intersections
- Working with SHA on intersection improvements related to SHA-controlled roadways

2. Examination of the City’s sidewalk and pedestrian policy and bikeshare program

The SRC will study whether the current sidewalk policy fully realizes the city’s goals to create a walkable and safe livable community in all wards of Takoma Park. The SRC also plans to investigate the Capital Bikeshare program in Takoma Park to determine if there are improvements or expansions that can be made.

3. Examination of the City’s traffic calming policies and procedures

The SRC will study whether the current traffic calming regulations, policies, and procedures is appropriately responsive to citizen needs. The SRC will also examine whether the regulations, policies, and procedures base decisions on data available, and where data is not available, whether the regulations, policies, and procedures require data gathering prior to decision-making.

In reaching the SRC's recommendations, this report explains the role of the SRC and reviews its accomplishments during the last year. Summaries of the SRC's 2014 meetings held in the last year are set forth below. The report also provides summaries of the reports we issued. Our recommendations for next year are made based on meetings with city leaders, our research and our own experiences as residents of the City of Takoma Park.

About the Safe Roadways Committee

This annual report reviews the work of the [Takoma Park Safe Roadways Committee](#) (SRC) during the last year and will provide recommendations to guide the committee's work in the next year. Takoma Park Municipal Code requires the SRC to “[p]repare an



annual report to the Council on the activities of the Committee” See TPMC § 2.16.130(D).

The SRC serves as the City Council's official advisory committee on all matters related to transportation. TPMC § 2.16.100.

Council directed the SRC “[t]o advise the City Council on transportation-related issues including, but not limited to, pedestrian and bicycle facilities and safety, traffic issues, and transit services” and “[t]o encourage Takoma Park residents to use alternatives to driving, including walking, bicycling, and transit.” TPMC § 2.16.110.

Reconstituted in 2013 after a hiatus of a few years, the SRC commenced monthly meetings and invited city leaders to attend meetings and address their city-wide and ward-specific priorities. We heard from our

mayor, all six members of the City Council, the city planner, the director of the city's Safe Routes to School program, the city manager, the city media specialist, and police representatives. Topics discussed included pedestrians, bikes, transit, and traffic-calming issues, as well as the challenges of working with the State Highways Administration (SHA). Details of these conversations can be found in the committee's meeting minutes, which appear in an appendix to this report and on the [SRC website](#). Additionally, a summary of takeaways from those conversations appear in this report.

During the past year, the SRC wrote two recommendations and submitted these to the City Council. A synopsis appears later in this report. Based upon our discussions over the past year, the SRC plans in the coming year to focus on intersection improvements

that would improve the safety of pedestrians, cyclists, and drivers; changes in the methods and process used for traffic calming; improvements to create better pedestrian safety; and increased access to and use of Bikeshare in Takoma Park. In addition, we aim to improve the [SRC website](#), which already contains the committee's purpose, meeting minutes, and its reports so the public can better participate in City transportation improvements.

Please refer to the appendices for the minutes from all the committee meetings, copies of the committee's recommendations, and other reference information.

Acknowledgements

The members of the SRC wish to thank Mayor Bruce Williams, the members of the Takoma Park City Council, City Planner Erkin Ozberk, Director of the Takoma Park Safe Routes to School Program Lucy Nehrer, City Manager Brian Kenner, City Media Specialist Craig Terrill, and Sergeant Kurt Gilbert and Captain Tyrone Collington of the Takoma Park Police Department for meeting with the committee to share their concerns and suggestions to make Takoma Park a city that is safer and attractive to pedestrians, bikers, and people with disabilities.

We thank the City Clerk, Jessie Carpenter, for her incredible assistance in getting the SRC operating again, renewing the memberships of committee members, and arranging for our meetings. If it were not for Ms. Carpenter, the SRC simply could not function.

We thank our Secretary, Katherine (Kacy) Kostiuik, for her complete minutes of every meeting. That she is able to keep up and record our fast-moving discussions is a wonder to us all.

Summary of Discussions with City Leaders

This section identifies the leaders who spoke with the SRC and lists the main problems or challenges they identified as needing the attention of the SRC, the city, and in many cases, the Maryland State Highway Administration (SHA). Each meeting is discussed separately, with guests listed in order of their appearance and bullet points of the guests' priorities. The meeting minutes provide a complete record of what occurred at each meeting. These appear in the appendices to this report.

Erkin Ozberk, City Planner (November 2013 meeting)

- Improving bikeability and the safety of cyclists on Takoma Park roadways.
- The challenges of working with SHA to make pedestrian or bike improvements on state highways in the city.

Bruce Williams, Mayor (January 2014 meeting)

- Sidewalk policy - the two main focuses of the city council regarding sidewalks have been on creating sidewalks where they don't exist so that there is a connected network of sidewalks, and revamping existing sidewalks to comply with ADA regulations. The Mayor noted that implementation requires strategy because of limited funding.
- More signs for safety - recommendations regarding how crosswalk signs could be more effective at protecting pedestrians.
- The challenges of working with a variety of different government bodies and jurisdictions (i.e. installing a sidewalk on an SHA-maintained street)
- Consider permitting bikes on sidewalks

Seth Grimes, Councilmember for Ward 1 (March 2014 meeting)

- The challenges of working with SHA on state-maintained streets - whether SHA allows any-way crossings or diagonal pedestrian crosswalks; reducing speeds on a SHA roads for safety; the breakdown in communication when SHA did not consult the city when it adjusted signals at a major intersection; and addressing pedestrian/elderly residents' safety due to speeding and short signals at the crosswalk at the intersection of Carroll and Tuli.
- The possibility of installing a BikeShare station in certain areas, such as parking spots on Laurel or Carroll Ave
- Addressing future traffic and public transportation, biking, and pedestrian needs as a result of the forthcoming Metro redevelopment.

Sergeant Kurt Gilbert, administrative sergeant, and Captain Tyrone Collington, commander of the operations division (April 2014 meeting)

- Communicating with and utilizing the police department to respond, assess, and address pedestrian and bike safety issues reported to the SRC
- Utilizing the new MetroCount machine to provide reliable measurements of vehicle speed and traffic reports so that the city and PSRC can collect accurate data to use in response to requests for traffic calming devices.

Terry Seamans, Councilmember for Ward 4 (May 2014 meeting)

- Councilmember Seamans discussed intersections that are unsafe in Ward 4.
- Unsafe intersection and crosswalk that is under the jurisdiction of SHA.
- Crosswalk markings that have not remained visibly prominent over time, as promised by the vendor.
- Maintenance of an existing pedestrian path used by middle school children.

Craig Terrill, Media Specialist, City of Takoma Park (May 2014 meeting)

- Redo of SRC website
- Making complaints easier to submit, perhaps with SeeClickFix

Tim Male, Councilmember for Ward 2 (May 2014 meeting)

- Unsafe bus stop location, but would take great effort to move.
- Unsafe sidewalk on SHA road near hospital.

- No demand to change Takoma Park sidewalk policy.

Lucy Neher, Director of the Takoma Park Safe Routes to School Program (June 2014 meeting)

- Bike-roadway work being completed.
- Positive survey responses, especially about traffic signals at major pedestrian intersections.
- Complaints about lack of sidewalks.
- Students want to be able to walk to school.

Fred Schultz, Councilmember for Ward 6 (June 2014 meeting)

- May be a good time to revisit the sidewalk installation policy, which is based on residents' demand. There are two sides to this debate.
- Too much diversity of types of speed bumps in the city; lack of access for emergency vehicles.
- Unsafe intersection for cars at SHA-controlled major road.

Jarrett Smith, Councilmember for Ward 5 (July 2014 meeting)

- Dangerous intersection on road linking side streets and roadway controlled by the Maryland-National Capital Park and Planning Commission (M-NCPPC).
- Requests from constituents for traffic calming; do not have data.
- Unsafe conditions for pedestrians at intersection of major road controlled by SHA.
- Need for crosswalks on another major road controlled by SHA.
- Question of whether Takoma Park has the resources to take control of SHA-controlled roads and intersections in the city.

Kate Stewart, Councilmember for Ward 3 (July 2014 meeting)

- Problems with SHA-controlled roads and intersections in terms of pedestrian signage, crosswalks, and safety.
- May be a good idea to compile a comprehensive list for the city of concerns with SHA-controlled roads and intersections.
- Wants to be creative about bike lanes.
- Considering a job corps of young people to do snow removal.
- Exploring whether the city should create a parking authority.

Summary of 2014 SRC Reports

The SRC wrote and submitted two recommendations to the city council during the 2013-2014 year. Below is a brief summary of the committee's recommendations outlined in these papers. Copies of the original documents can be found on the SRC website.

In our [Snow and Ice Storm Response Recommendations memo \(3/3/14\)](#), and [corresponding presentation to the City Council \(4/21/14\)](#), we documented that the city does not reliably clear snow and ice from sidewalks where it has responsibility and often plows snow into crosswalks, impeding foot, wheelchair, stroller, and bike traffic and safety. We recommended that the city recalibrate its snow- and ice-clearing procedures to ensure pedestrian and bike routes are cleared soon after storms, with priority given to core paths, and that the city pursue increased enforcement of current snow/ice clearing laws against private property owners who do not comply with their legal responsibility to clear snow and ice from their property.



925 Sligo Creek Parkway

In our [Bikeshare position paper](#) to the City Council (2/1/14), we advocated for the city to support expansions of the Bikeshare program in



and near Takoma Park as a way to improve and increase opportunities to make cycling safer, easier, and more affordable and convenient for residents and commuters. We also argued against moving the existing Bikeshare station located by the city gazebo in response to a few aesthetic concerns registered with the city primarily due to the extreme cost. The SRC recommended instead that the money that would be used to move the existing station instead be used for new Bikeshare stations.

SRC Priorities for 2014-2015

Based on issues identified by city leaders who spoke at SRC meetings, as well as committee members' individual observations and concerns, the SRC identified four priorities for the upcoming year. These include:

Intersection improvements

The committee plans to look into the following and other concerns regarding intersections and make recommendations to the city based on data and research findings, as well as a sense of community needs:

- Line-of-sight obstructions (from both private homeowners and city/county/state equipment) that make intersections less safe for pedestrians, drivers, and cyclists and increase the risk of accidents

- Poor design or absence of intersection signage and markings that result in unsafe conditions
- Timing of traffic lights and/or structure of intersections
- Working with SHA on intersection improvements related to SHA-controlled roadways

Traffic-Calming Recommendations

The SRC will study whether the current traffic calming regulations, policies, and procedures is appropriately responsive to citizen needs. The SRC will also examine whether the regulations, policies, and procedures base decisions on data available, and where data is not available, whether the regulations, policies, and procedures require data gathering prior to decision-making.

Pedestrian and Sidewalk Policy and Bikeshare Program Improvements

The committee will advise the city on how to enhance the safety, continuity, and accessibility of roads and sidewalk networks to aid the mobility, health, and commuting options of pedestrians and people with disabilities in Takoma Park and help reduce the use of motor vehicles. The committee will work with the city to reform the current piecemeal, sometimes inefficient sidewalk policy to fully realize the city's goals to create a walkable and safe livable community in all wards of Takoma Park.

The SRC also plans to investigate the Capital Bikeshare program in Takoma Park to determine if there are improvements or expansions that can be made.

List of Appendices

List of SRC members

Minutes of meetings

Safe Roadways Committee Members

Current Members

Elizabeth Cattaneo
Joe Edgell (Chair)
Sheryl Gross-Glaser
Katherine (Kacy) Kostiuk
Michael Vincent McCabe, Jr.
Ryan Morden
Kathryn Nolfi
Sharon Rogers

Curt Seiss

Former Members

Sylvia Borenstein
Jason R. Cheek
Scott Williams

**City of Takoma Park Safe Roadways Committee
Introductory Meeting, November 12, 2013**

MINUTES

1. Meeting convened at 7:30pm with the following committee members in attendance: Sheryl Gross-Glaser; Kacy Kostiuk; Jason Cheek; Sylvia Borenstein; Liz Cattaneo; Scott Williams; and Joe Edgell.
2. The proposed agenda was approved and follows:
 - Introductions (all)
 - Committee Responsibilities (city staff)
 - Committee Communications & Public Records (City Staff, Joe)
 - Committee Structure (all)
 - Meeting schedule (currently the second Tuesday of the month)
 - Discussion of things committee should focus upon (all)
 - Agenda items for December's meeting
3. Everyone introduced themselves and explained why they had joined the committee and what they hope to accomplish.
4. Jessie Carpenter, the City Clerk, presented on committee housekeeping details, including the Open Meetings Act, interface with the City Council, and committee responsibilities. Jessie noted that Maryland law now requires one committee representative to take the Open Meetings Act training and asked us to appoint one person and notify her who this would be. She noted that the committee's meetings would be open to the public and that as a result, we should try to set our meeting dates and locations in advance. Joe asked whether the City would provide a listserv for the committee. Jessie suggested that the committee use a commercial service like Google or Yahoo Groups, as the City does not provide that service. She noted that any online group established by the committee would be subject to the Freedom of Information Act requirements for disclosure, should a request be made for those records.

5. Erkin Ozberk, the City's planner, attended the meeting. Erkin discussed planning, which is a City function under the housing and community development department and involves commercial streetscapes, lights, bins, and designs/styles. He noted that the designs of City Planning are installed by the Public Works Department, which does the work of improving crosswalks, moving curbs, etc.

Erkin noted that he has worked on getting more bike facilities in City. He started a bike-to-work day a couple of years ago. He has also helped apply for and win money from a state program so that the City could make bike-friendly improvements.

Erkin said that the City Planning Division also works with way-finding signs.

Erkin discussed the challenges of long-range transportation planning and the need to work with many other nearby jurisdictions and partners (i.e. WMATA, DC government, State Highways Association, etc.).

Erkin mentioned the Safe Routes to School program and said that the coordinator (Lucy) works with five schools on education, as well as projects such as installing bike and scooter racks at schools and organizing a 5K race.

Erkin discussed other projects such as like "Grant Avenue berm" and noted that there are a variety of resources available on the city website under the link "transportation," as well as "standards and guidelines." For example, there is information about a recent bike and pedestrian safety study. He noted that if the committee is interested in doing research and collecting data through things such as bicycle or pedestrian counts or observations, he would be happy to provide guidance. He has started collecting some data on pedestrian use of the intersection near East-West Highways and New Hampshire Avenue.

Sylvia asked Erkin if there has been research related to the new transit center in Langley Park. Erkin noted the cross-jurisdictional nature of this work and said that other organization lead the effort there (including the

State Highways Association's pedestrian safety audit for Langley Park). There has been no funding for improvements, however. He noted that the planning for the transit center came about because of concerns for pedestrian safety, as there are approximately 12,000 pedestrians using the area daily. Some upcoming improvements include improving crosswalks and getting a new signal by RiteAid. This is the first part of the project before the transit center is installed.

Scott asked if Erkin had any hopes or fears related to this committee. Erkin noted that he appreciated the multimodal approach. Scott also asked how the community currently expresses concerns about transportation and whether there is a systematic collection of this data. Erkin said that a lot of the questions go to the Public Works Department, as well as the Police Department. They respond and react, but he does not believe there is a clearinghouse across city departments on information about concerns or complaints related to transportation issues. Erkin himself has been collecting information related to bike-related concerns. Scott asked whether a clearinghouse would be helpful, and Erkin said it might be.

Liz asked about working with committees similar to the Takoma Park Safe Roadways Committee in different jurisdictions. Erkin wasn't specifically aware of these groups. He mentioned that a lot of cities have bicycle advisory committees. Liz noted that she met someone who is on a committee in Silver Spring that is similar to the Safe Roadways Committee. Erkin added that it may be beneficial to look into the Arlington Transportation Partners group.

Sylvia asked about cross jurisdictional issues and who we should contact first if we have questions better directed toward Montgomery County staff than the City. Erkin said we could reach out directly or work with City staff first.

Scott noted that most of Takoma Park's "major" roads are not City roads, and Erkin added that for the most part, the "numbered" highways are controlled by the State Highways Association. Piney Branch, Carroll Ave, New Hampshire Ave, East-West Highway (Philadelphia/Ethan Allen Aves),

and University Ave are all owned by the state. Flower Ave used to belong to the state but is now a city-owned street. He briefly discussed the city's Flower Avenue Green Street project.

Erkin noted that it can take time to make changes related to the streets owned by the State Highway Association (SHA). The city must submit plans for things such as adding a sidewalk (which they recently did across East-West Highway near the Co-op) and that it could take a year for approval. The SHA has many different priorities and is focused not just on our city.

Sheryl asked whether the SHA is more traffic-flow oriented rather than interested in pedestrian and bike concerns. Erkin thought this was probably the case. The group discussed bike standards as state-wide vs. district and whether it would be useful to work with SHA on things such as updating their standards more frequently. Sheryl asked about ASHTO vs. NASHTO, and Erkin noted that ASHTO is warming up to the idea of cycle tracks.

6. Committee structure was discussed. Ideas tossed out were: operating the group with no chairperson, having a single chair person, or having co-chairs. Several members expressed a preference for the structure that a chairperson can bring to the group. Joe Edgell was nominated to chair the committee. He accepted the nomination and was selected by consensus of all in attendance.

7. The Open Meetings Act training was discussed. Sheryl volunteered to take the training for the committee, and it was agreed by unanimous consent that Sheryl would be the committee's representative for the Open Meetings Act.

8. The committee discussed starting a listserv. The merits of Google and Yahoo were discussed and debated. The committee decided to set up a Google Group, and Scott volunteered to establish the group. The committee decided unanimously to establish the group as a private discussion group.

9. The committee discussed minute-taking, including the possibility of rotating this responsibility or assigning it to one person. Kacy volunteered to be responsible for taking meeting minutes, with Liz as a backup.

10. Meeting times were discussed. The second Tuesday and the second Thursday of each month were considered. The group is leaning toward the second Thursday, but due to conflicts, decided to keep it on the second Tuesday for December with the understanding that the date of the January meeting will be finalized at the meeting next month. The next meeting date was set for Tuesday, December 10, at 7:30 p.m.

11. The committee did a roundtable in which each person discussed the issues they were most interested in working on. The following topics were discussed by the people below:

a. Sheryl -- Most interested in pedestrian issues and creating opportunities for safe walking

b. Kacy -- Also interested in walking issues. Also interested in focusing on parts of the city outside the main downtown area. Mentioned that it can be difficult for the average person to give input related to transportation issues; she is interested in finding a way to make this more open to average person.

c. Jason -- Most interested in high-traffic streets that do not have sidewalks and biking infrastructure (specifically on Maple Ave).

d. Sylvia -- Interested in pedestrian safety, particularly in the Langley Crossroads area (jaywalking concerns). Also mentioned that it may be beneficial to synchronize traffic lights in this area.

e. Liz -- Interested in pedestrian safety, bike lanes, streets without sidewalks, and building a resource guide for community members. Suggested working with CASA and other community groups. Also concerned about street lighting issues.

f. Scott -- Focused on the bikeability of the city and particularly bikeability to schools. Interested in collecting data and citizen input, possibly to map troublespots. Also noted issues with the RideOn bus and its lack of reliability.

g. Joe -- Interested in creating traffic calming solutions that are data-supported, changing laws to be more friendly to human-powered transportation such as biking and walking, working towards a bike and pedestrian master plan for the city, and getting transit organizations to be more responsive to concerns (RideOn was given as an example).

12. Erkin noted that an important outcome of the committee might be producing a report for the City Council. As tips for making that report more effective, he suggested making a few clear recommendations rather than scattering too many ideas into the report and making it overwhelming. He noted that the committee should be sure not to get ahead of the City Council on any issues. He distributed the Takoma Park "who-to-call" cards with information about where to call for issues such as streetlight outages, downed trees, etc. He discussed how to report light outages to PEPCO and where the pole number is so that this information can be reported to PEPCO. He suggested that the committee might consider encouraging a systematic way of getting people in each neighborhood to check on lights and report outages.

13. Joe noted that there is a lot of third-party software that could provide data to the city at low cost. He noted there is an app that measures rough streets and can report that data to city staff. He noted there are apps that allow citizens to report problems to their government and suggested that the committee might investigate these and inform the City Council about ones that might be useful.

14. Sheryl was a member of the previous Safe Roadways Committee and noted that it was primarily focused on bike-related concerns. She noted that the group dissolved as the members got busy and meetings became infrequent and then ceased.

15. Joe said that he would make a list of everyone's top issues/interests and incorporate them into an online survey so that people can rank their preferred priorities in hopes that there might be a consensus on what the committee will focus on.

16. The meeting adjourned at 8:58 p.m.

**City of Takoma Park Safe Roadways Committee
Monthly Meeting, December 10, 2013**

MINUTES

1. Meeting convened at 7:30pm with the following committee members in attendance: Sheryl Gross-Glaser; Kacy Kostiuk; Jason Cheek; Sylvia Borenstein; Liz Cattaneo; Scott Williams; Joe Edgell; and Ryan Morden.
2. The meeting was held at the home of Sheryl Gross-Glaser rather than at the Community Center because City offices and facilities were closed due to bad weather earlier in the day. Ryan posted notices on the Community Center doors so that any interested members of the public could come to our meeting at this alternate location.
3. The committee reviewed the proposed meeting agenda. No changes were suggested. Scott moved to approve the agenda. Sheryl seconded the motion. All members of the committee voted to approve the agenda.
4. The committee reviewed the meeting minutes from the November meeting. No changes were suggested. Scott moved to approve the minutes. Sheryl seconded the motion. All members of the committee voted to approve the minutes. Kacy will make them into a PDF file and send them to Jessie Carpenter for the public record.
5. Next on the agenda was a time for comments from the public. No members of the public were in attendance. Joe explained that we will always have this time available on the agenda in case someone attends and wants to speak.
6. Joe asked if any committee members had introductory comments.
 - a. Sheryl mentioned that the Community Transportation Association of America has a report coming out regarding bike routes. She will send a link to the report to the committee listserv when it is released.
 - b. There was a brief discussion of the committee listserv. All committee members agreed that it was working well as a communication tool. Joe noted that there is a list of contact information for all the committee members in the binder we received at the last meeting.
7. The committee had a long discussion about its priorities for the coming year. As decided at the previous meeting, Joe circulated an online priorities survey prior to this meeting, and all committee members voted on what they felt should be the committee's top priorities.
 - a. Joe reviewed the results of the survey. Improving bike and pedestrian access on high-traffic streets was the priority that received the most votes on the survey. The committee agreed we might make this a top priority.
 - b. Sylvia suggested that some of the priorities listed separately could be combined. For example, maybe creating traffic-calming solutions would be a way to improve pedestrian access on busy streets. Joe noted that speed bumps are problematic for bikers but said they can be made more bike-friendly. He has talked with the City about this, and there are plans to create more bike-friendly bumps on Flower Avenue.
 - c. Scott suggested that creating a bike and pedestrian master plan might be a way to achieve the goal of improving bike and pedestrian access on the roads. Since one of the priorities on the survey was to create a master plan, Scott asked the committee for input on why they prioritized improving access rather than creating a master plan. Joe said that he voted from improving access because most of the major roads are controlled by the state, and the state is not working well with the City. He thinks it might be beneficial for the City to focus on working with the state to do something like get the "share roads" signs painted on the state highways that go through Takoma Park. He noted that this was part of the state's bike master plan but that he was told the road isn't wide enough. Joe also

- mentioned that the secretary of the State Highway Administration (Melinda Peters) is very receptive to improving bike access and safety on roads but that some of her staff is not as receptive.
- d. Kacy suggested that since everyone agreed to focus on bike and pedestrian access on busy streets, maybe we should focus on that and pick only one priority, since it was a rather large one.
 - e. Scott suggested building a plan with the City Council and then seeing if we could use that as leverage with the state might be an approach to take. Liz said she was hesitant to focus on a master plan due to desire to make tangible results and not overreach.
 - f. Joe asked what the committee wants to accomplish and what would each person would consider success after a year. He noted that the committee will draft a report for the City Council after a year. He added that he would also like to check in with the Council quarterly. He asked if producing some type of document is a goal of the group, and/or if we want to produce something more.
 - i. Sylvia supported the idea of producing something tangible but thought it might be nice to have a document or information we could pass down to future committees. Perhaps our yearly report could be a sort-of agenda of that this community could use to set priorities for the future.
 - ii. Scott supported the idea of doing more data collection in order to get more support for our initiatives. He suggested gathering opinions and/or data on traffic flow, since it might be useful to know where incidents are happening but also what opinions people have. Joe noted that his experience reaching out is that the same vocal community members are usually the ones to respond and that sometimes it gives a skewed view as a result, with the general population perhaps being content and not responding. He mentioned that one of the reasons this committee was created was for us to serve as representatives of the community.
 - iii. Kacy supported doing more data collection because she felt it was hard to know what to focus on without having more information.
 - iv. Sheryl mentioned that a City planning office would usually be the one to create a master plan. She supported focusing on two or three specific areas of the city that have issues and trying to enact a positive change in those places. She felt this would help establish the committee as effective and useful. Joe noted that the Takoma Park offices are small and that as a result, it might be difficult to find the manpower and time to create a master plan.
 - v. Joe said that there is likely money available to us if we want to do traffic surveys and that we could ask for traffic studies to be set up in certain areas.
 - vi. Sylvia noted that our focus might change as we work more and learn more, so she cautioned against too much specificity in our planning of priorities.
 - vii. Joe suggested that our yearly report could be the start of a master plan.
 - g. Going back to the results of the priorities survey, Joe noted that most committee members supported recommending law changes to make them more bike and pedestrian friendly (7 of 8 committee members thought this priority should be toward the top of those voted on). Jason mentioned the "Idaho Stop" law for bicycles, and there was a brief discussion of the difficulties of enacting a law like this when neighboring jurisdictions have very different laws. Joe noted that it is not legal to bike on the sidewalk anywhere in Takoma Park, whereas DC has a law that you can bike on the sidewalk except in the city core.
 - h. Joe suggested that if we have ideas we want to pursue but aren't certain about doing on a large scale, we could make recommendations for pilot projects that could be enacted and researched for further information.

- i. Ryan said he liked the idea of enacting law changes because it seems tangible. He suggested looking at reports to see where incidents have happened and maybe look at the codes and suggest revisions.
 - j. Sheryl said that she is interested in improving roadway design so that people naturally do what's safer and that we work with people's natural patterns rather than try to create a law that might not be consistent with human nature.
 - k. Joe said we could try to ask for data from places like Google and phone app companies that collect data on where people are driving, walking, and biking. Liz wondered if we could get data from surveys done by WMATA regarding where people live compared to where buses go.
 - l. Liz said maybe a subcommittee or adhoc group could be formed to focus on citizen input related to transportation issues. She suggested open sourcing more information so that we could gather more data and could also build more support for the committee from the community and City Council.
 - i. Sheryl noted that there is an easy way to register complaints or problems online in New York City. There is also an online map where you can view all recent complaints. She felt it might be helpful to have a service like this for easy, fast reporting of issues and for us to collect more data.
 - ii. Jason said that Montgomery County and DC have 311 numbers you can call to report a pothole or other problems.
 - iii. Joe noted that many people say they don't know how to get involved or feel cut out of the process, but very few of those people seem to actually try to learn how to do so, or actually exercise those opportunities when they do know how. However, there are some people who work multiple jobs or have other responsibilities and simply can't attend City Council meetings.
 - iv. Liz suggested working with CASA on transportation issues of interest to Latino residents.
 - v. Joe suggested a having a booth at the Folk Festival and/or other events as a way for us to reach out to the community.
 - m. Another priority on the survey was to promote the new Bikeshare program. This did not receive many high votes. Ryan supported this priority because it's a brand new system and could have a positive effect on community biking. He suggested that the committee could look at data on bike usage and could have a tangible goal of increasing ridership on the BikeShare.
 - n. Joe noted that the committee had been talking for 45 minutes and had not yet settled on its priorities. He suggested possibly creating a series of subcommittees related to our top interests and then letting each committee focus on its particular areas of interest. All other committee members agreed. The following subcommittees were created, and the people listed below agreed to be a part of these subcommittees:
 - i. Outreach Subcommittee: Scott, Kacy, and Liz
 - ii. Data Gathering Subcommittee: Sylvia, Kacy, and Joe
 - iii. Bike and Pedestrian Subcommittee: Scott, Ryan, Sheryl, Liz, and Jason
 - iv. Law and Regulation Subcommittee: Ryan, Sylvia, and Joe
 - o. The committee members agreed that these subcommittees would communicate with each other and do work between our committee meetings and report to the larger committee at our meetings.
8. There was a period for committee members to comment on any issues since the last meeting.
- a. Liz gave feedback on the listserv, which she felt was working well. She suggested that if committee members want feedback or are sharing something that requires action, we should make that clear in the subject or body of the post.

- b. There was a brief discussion regarding the possibility that the bikeshare location in front of the gazebo downtown would be moved. Joe has asked for a list of possible new locations for the current station located at the Gazebo from Seth Grimes. He was told he would get the list but that it is not available right now. No one on the committee felt the location of the bikeshare station by the gazebo was problematic. Sheryl said she would talk with Seth about this, since he is her ward's representative.
 - c. Joe had shared on the committee listserv a link to a bike video meant for police. There was a brief discussion of the view. Joe noted that cyclists in the community have complained about interactions with the police and that there has been debate about requiring officers to live in Takoma Park, which is not currently the case. Jason felt that the video was useful and that it might be beneficial for police officers to see. Joe said that he e-mailed Cathy Plevy to ask if the police chief had seen the video, but he hasn't heard back. Joe asked if the committee would support sending a link to the video directly to the police chief. The committee members unanimously agreed that Joe should do this. Sheryl suggested copying the mayor and City Council on the e-mail, but it was decided not to copy them because we did not want to appear to be trying to pressure the police chief. Ryan noted that the video said a car needs three feet between it and a bike in order to safely pass the bike. The video included signs specifically pointing this out, which might be useful on a street like Ethan Allen Ave, where there isn't room for a bike lane.
- 9. Sheryl attended the Open Meetings Act training and reported on what she learned. She said that the committee meetings must be open to the public and the public has a right to observe the meetings. The committee can give the public an opportunity to participate/comment but is not required to do so. The public has a right to be notified of meetings ahead of time in a "reasonable" and "customary" manner (i.e. we should not unexpectedly/suddenly change how to notify the public of the meetings if we have been doing it a certain way in the past). The public should have access to meeting minutes following the meetings. The committee can create subcommittees, which are also subject to the rules of the Open Meetings Act but only if the subcommittee consists of a quorum and is making decisions. The definition of a "meeting" is a quorum of committee members and discussion of public business. The committee should be sure that the meeting space includes enough space for the public to attend. The committee cannot ban recording of its meetings but does not need to tolerate disruptions. It is possible for the committee to have closed meetings, but certain special procedures need to be followed. The committee must produce written minutes after each meeting; included in the minutes should be: all items considered, any actions taken, and any formal votes. The minutes must be approved promptly and must be available to the public. The committee should retain records for at least one year. If anyone feels that the committee is not following the Open Meeting Act procedures, there is a Compliance Board they can report to.
- 10. The committee discussed plans for its next meeting.
 - a. The agenda at the next meeting will include housekeeping items, a moment for public comments, introductory comments by committee members, reports from the subcommittees, committee responses to issues that arise between meetings, and a discussion of the next meeting and agenda. Additional items may be added to the agenda prior to the next meeting.
 - b. The committee discussed changing the meetings from the second Tuesday to the second Thursday of each month because of time conflicts for some members on Tuesdays. Ryan made a motion to change from the second Tuesday to the second Thursday of each month. Jason seconded the motion. All committee members voted in favor of the change. The next meeting will be at the Takoma Park Community Center on January 9, 2014, at 7:30 p.m.
- 11. The meeting adjourned at 9:07 p.m.

**City of Takoma Park Safe Roadways Committee
Monthly Meeting, January 9, 2014**

MINUTES

12. The meeting convened at 7:30pm with the following committee members in attendance: Kacy Kostiuk; Sylvia Borenstein; Liz Cattaneo; Scott Williams; Joe Edgell; and Ryan Morden.
13. The committee reviewed the minutes from the previous meeting. Scott moved to approve the minutes. Sylvia seconded that motion. The committee voted unanimously to approve the minutes.
14. Joe asked if anyone had additions or changes to the planned agenda for this meeting. There was unanimous consent to approve the agenda without any changes. The approved agenda is:
 - (a) Housekeeping (agenda and last month's meeting-minutes approval) - 5 mins (Joe)
 - (b) Public comments (if any) - 5 mins (Public)
 - (c) Introductory comments by committee members - 5 mins (All)
 - (d) Mayor Bruce Williams to Discuss City-Wide Issues (30 mins) (All)
 - (e) Subcommittee Reports - 30 mins (All)
 - (1) Ped & Bike (Scott, Ryan, Sheryl, Liz, Jason)
 - (2) Outreach (Scott, Liz, Kacy)
 - (3) Data Gathering (Sylvia, Kacy, Joe)
 - (4) Law & Regulation (Ryan, Sylvia, Joe)
 - (f) Debrief from Council Member Smith Discussion - 5 min (Ryan)
 - (g) Bikeshare Rack - 5 min (Ryan)
 - (h) Next month's meeting date & agenda suggestions - 5 mins
15. The committee invited Mayor Bruce Williams to speak about city-wide roadways issues and ways he thought the committee could provide useful support and/or information to the city council.
 - a. Joe gave brief overview of the committee's progress so far.
 - b. Mayor Williams asked if the committee was interested in addressing the city council. Joe said that at minimum, the committee plans to produce a yearly report for the council but that committee members were also considering producing a master plan for the city and/or may want to address the council about other issues prior to the yearly report.
 - c. Committee members introduced themselves to Mayor Williams and told a bit about their interests and background.
 - d. Mayor Williams began his remarks by addressing pedestrian issues related to sidewalks. He explained that the city council gets requests from individuals and groups for new/different sidewalks. He noted that historically, it had been a challenge to fund these requests because money had not previously been set aside for these improvements. Now that the city uses speed camera funds that can be appropriated for these requests.
 - i. Mayor Williams noted that the two main focuses of the city council regarding sidewalks have been on creating sidewalks where they don't exist so that there is a connected network of sidewalks, and revamping existing sidewalks to comply with ADA regulations.
 - ii. The city council has committed money each year to meet these needs. He estimated that the total was approximately \$500,000 or \$600,000 per year for new sidewalks and ADA compliance changes. Mayor Williams said that the council is committed to finding ways to continue to build new sidewalks in a

- priority where they are most needed. He noted that any way the Safe Roadways Committee could contribute to this process would be helpful.
- iii. Sylvia asked what the process was for determining sidewalk priorities. Mayor Williams said the process include a review of the overall network and requests from individuals or groups/associations. He noted that even after a request comes in and is approved, it takes time to design and build the new sidewalk -- possibly up to two years before the final sidewalk is produced.
 - iv. Joe asked if Daryl Braithwaite, public works director, would have a list of sidewalk priorities that she could share with the committee. Mayor Williams said that she should be able to share that and added that there is also a list related to street priorities.
 - v. Mayor Williams pointed out that storm-water drains and connections to existing sidewalks need to be considered during the building of new sidewalks. He also noted that it is often more cost- and time-efficient to make ADA adjustments to existing areas of sidewalk in the area where a new sidewalk is being built because the equipment is already available, even if those sidewalks are newer than other existing sidewalks located elsewhere.
 - vi. Liz asked if there is separate funding for ADA compliance, and Mayor Williams said that there is no additional funding for this. It comes from the funds generated by the speed cameras in the city.
 - vii. Mayor Williams said that about four years ago, the council worked with consultants who estimated that it would cost about \$45 million to make all the needed changes and additions to the city sidewalks. He said the real cost would actually be much higher because this estimate did not include sidewalks on state-controlled roads. At that time, the city thought that the state would maintain the sidewalks they had built along the state roads, but they later learned this will not be the case.
 - viii. Mayor Williams said that the speed cameras are not just for generating revenue but have been successful in reducing accidents. The annual police report a couple of years ago, prior to speed cameras being installed on New Hampshire Ave, reported 423 accidents on the portion of the road in the City of Takoma Park. After the installation of the cameras, a later police report recorded only 10 accidents. Joe noted that this is an example of data correlation rather than cause and effect, and pointed out that the area where the accidents were being measured was much larger than just the spot with the cameras and that it was not possible to deduce that the cameras alone caused this reduction.
 - ix. Mayor Williams discussed the construction work on the bridge on New Hampshire. He said the contractor appears to have made some mistakes and that he thinks the State Highway Association is considering hiring someone else for the job. As a result, the project is temporarily on hold.
 - 1. Joe noted that the Takoma Park New Hampshire Avenue Charrette put forward a proposal in the past for beautifying the New Hampshire corridor. As part of that proposal, main traffic lanes on New Hampshire would be reduced to two lanes per side with the third lane used as a local-access lane, and the SHA rejected the proposal with the answer that restricting traffic to the two lanes plus one concept would result in too much congestion. However, now the lanes are restricted to only two lanes on each side, and it does not appear that there has been massive congestion as a result. Joe said that he hopes the council would consider using this as an example to the SHA that a local lane on New Hampshire Ave could work.

- x. Liz asked if there would be more fixed-location traffic cameras in the future. Mayor Williams said at this point there have not been more proposed. Two were put on Carroll, one removed was then moved to New Hampshire Ave. If there's a request, the police study it and see if it's worth it. Costs can be high.
- xi. Mayor Williams offered to provide the committee with a link to the police's annual report, where there are figures related to the accident decrease on New Hampshire Ave during the period when the speed cameras were installed.
- xii. Mayor Williams said it would be helpful if the committee looked at and gave recommendations regarding how signs regarding crosswalks could be more effective at protecting pedestrians -- i.e. where those signs are best located, the possibility of starting a local campaign to make people aware of these signs, etc. It was noted that populations in some other states seem to yield to pedestrians more than people in our area do
 - 1. Last month Joe researched signs and found they aren't generally very effective. He feels that education changes in law are necessary to improve the pedestrian safety issues regarding crosswalks (for example, drivers aren't required to stop unless the pedestrian steps off the curb (and you can't step out in front of a car legally either).
 - 2. Sylvia asked whether police could set up a patrol near a crosswalk and pull over to give warnings or talk with drivers about stopping for pedestrians. This was done in Rockville recently and seemed helpful. Liz suggested that it would be helpful if the Takoma Park Police Department could do something like this.
- xiii. Mayor Williams discussed the International Walk to School Day, which happens every fall and involves more or less all the elementary kids in Takoma Park. He noted that transportation to school is a double-edged sword: if parents drive kids to school, they encounter congestion and contribute to even more congestion, but because of that congestion, they may feel it's not safe for kids to walk to school. The city provides crossing guards, and if they meet the requirements of the county, those positions are reimbursed by the county. The two crossing guards at Takoma Junction were recently added at the request of parents.
- xiv. Mayor Williams noted that difficulty of getting crosswalks on the state highways in Takoma Park. He said it took about 15 years to get the crosswalk put in near the Capitol City Cheesecake. He said the SHA often responds to requests by saying the spot doesn't warrant a crosswalk based on their criteria, so he wonders if their criteria need to be reconsidered for certain urban locations. It has also been difficult getting support or attention from the SHA for the installation of way-finding signs that say things like "hospital" or "college." SHA has claimed that signs need to be extremely large based on their overall regulations for state highways, but this doesn't make sense for an urban area with little space on the sides of the road.
- xv. Mayor Williams asked what the committee thought about the location of the BikeShare racks in front of the gazebo in downtown Takoma Park. Based on discussions at the previous meeting and via e-mail, the committee members agreed that this was not a concern for them. Mayor Williams noted that it could cost up to \$25,000 to move the rack but that there have been requests from the community, including a petition. The committee members unanimously said they felt it would be best to channel existing energy and money into building the BikeShare system and getting more stations, including one at the Metro station, rather than moving an existing station.

- xvi. Mayor Williams said that current state law states that unless specified otherwise, it is illegal to ride a bike on a sidewalk. There was a bill to switch it around to be legal unless specified otherwise. Mayor Williams said this might be something to work on if the committee was interested. Joe suggested that perhaps it should be authorized to ride on the sidewalk on Ethan Allen Ave; Seth asked about pedestrian safety. Sylvia noted that it might be better to improve the roads for bicyclists and wondered whether allowing people to bike on the sidewalk might delay needed improvements to the roads.
- xvii. Mayor Williams said that planning for the purple line still moving forward but that the Town of Chevy Chase has decided to authorize hiring an attorney to fight the purple line construction. If everything proceeds as currently planned, construction will start in 2015 and be completed by 2020. That will change transit, connections, and how everyone thinks about our roadway systems. Mayor Williams also noted that the purple line could help increase business to our local commercial area, which may help increase revenue for the city. However, he also noted that it will be important to protect small businesses.
 - 1. Joe asked about the possibility of bus rapid transit on New Hampshire Ave. Mayor Williams said the city council and the state are working to reconcile their different visions. The city's vision includes rapid bus transit on New Hampshire Ave, and it seems like the state will work with them on this.
- xviii. Mayor Williams said that he has heard complaints about the RideOn bus system not running on time and not having functional apps. He asked if the committee members had observed similar things. The committee had previously discussed this issue amongst itself and noted that this was an issue for many people. Scott told Mayor Williams that the committee had not decided to pursue this issue because it seemed like there wasn't much the committee could do to change this. Mayor Williams said that if the issue is important, the committee could pursue work on it and talk with the council about it.
 - 1. Joe brought up the concern that the committee did not want to "get ahead" of the council and asked if the best procedure for issues such as this would be to address the council or to write an independent letter and send it to RideOn. Mayor Williams said it was best for the committee to take recommendations and questions to the city council, since it can be confusing for outside parties if the committee acts independently.
 - 2. Joe suggested that in addition to an annual report, the committee might want to create one or more committee position papers that are presented to the city council when a "hot issue" comes up, such as the RideOn issue.
- xix. Mayor Williams said that the SHA is continuing to refine the details on the project of repairing the Carroll Ave bridge. The city has agreed not to close the nearby section of Sligo Creek on Sundays during construction so that this can be used as a detour route during the period of the construction. This portion of Sligo Creek Ave is usually closed to motorized vehicular traffic on Sundays. The bridge is supposed to be closed for one year. Joe asked whether there was concern that Sligo Creek Ave in this section may not resume being closed on Sundays after it is opened for this project; Mayor Williams said he does not think this will be a problem. Joe mentioned that there is currently a problem with the gate closing this section of Sligo Creek Ave where it meets Maple Ave. The gates have been closed using a chain, but this makes it impossible for bikers and walkers to get through without going off the road onto the grass. Joe said that he

- will send a picture of this to Mayor Williams. Ryan asked whether there would be traffic lights installed by the hospital on Maple during the construction; Mayor Williams said he did not know of plans related to this. SHA has agreed to postpone work on the bridge until the New Hampshire Ave project is finished.
- xx. Kacy asked about aesthetic considerations for the roadways. Mayor Williams said that a group came to present at a city council meeting during the summer and presented a long PowerPoint Presentation related to their aesthetic concerns for the sidewalk improvements. One complaint was that the new nubby mats on the curbs were being painted bright yellow rather than the color(s) they had previously been. The group requested consistency, and the city council agreed to paint these mats red in the future, rather than yellow. Mayor Williams said they are in the process of naming people to work on the aesthetics concerns with the goal of prioritizing a few specific things.
 - 1. Joe noted that things like artsy bike racks, sidewalks with mosaics, etc., can be really attractive and improve the feel of the roadways. Mayor Williams noted that the major barrier is cost. He also noted that there is an amazing amount of variation in possible sidewalk materials to be used and that it can get very complicated.
 - xxi. Scott asked what successful committees have done in the past and what this committee might be able to learn from this. Mayor Williams suggested that the committee be proactive and create chances to talk with the city council. He noted that the committee does not have to wait a year to communicate in the annual report but can address the council at any time, even if just in an e-mail. He said it is probably too late to propose state legislation this year but that that any work for next year should begin soon because issues need to be discussed and decided upon before July in order to be ready to take them to the state legislature.
 - xxii. Sylvia asked about the campaign to reduce/eliminate the number of people standing in medians and asking for money from people in cars. Mayor Williams said the campaign seems to be helping but that the cold weather might also be an explanation for the reduction in people on the medians recently. Mayor Williams noted that the firefighters have their fill-a-boot campaign for muscular dystrophy and that that campaign is a major reason that soliciting from the median is not outlawed.
 - xxiii. Ryan asked if there were any timing issues to be aware of in terms of city-specific issues (rather than state ones), and Mayor Williams said that there were no specific timing issues to be aware of.
 - xxiv. Mayor Williams noted that Kay Daniels-Cohen (council member for ward 3) is having worsening health problems and therefore likely may not be available to speak with the committee. He offered to address any questions or concerns related to issues in ward 3 himself.
 - e. Mayor Williams left the meeting. He was scheduled in the agenda to speak for approximately 30 minutes but spoke for nearly an hour. Joe asked the committee if it seemed useful to continue to have city council members speak to the group. He said he had let him speak for longer because it seemed useful and because he was the mayor and could provide a broad overarching perspective but that he could hold future council members to the amount of time set on the agenda, if desired. The committee unanimously agreed that it was helpful to have council members address the committee but that for the sake of committee productivity, it would be best to limit presentations from future speakers to 30 minutes unless the committee voted during that meeting to extend the time for the speaker.

- f. Each subcommittee gave a brief report:
 - i. The pedestrian and bike subcommittee had no business to report this month, as it had not yet formally gotten started on its initiatives.
 - ii. The outreach subcommittee gave a brief overview of its activities and plans.
 - 1. Kacy said the subcommittee had decided to focus on three main areas, including soliciting more widespread input from the community (through a survey and tables at community events), improving outreach materials (by reviewing existing materials, recommending new ones, and working with other groups with similar interests), and increasing community support for safe roadways initiatives (through tables at events, the survey, and working with other community groups).
 - 2. Kacy said that the group's next steps included:
 - a. Determining goals and talking points for conversations with community groups and citizens at community events;
 - b. Contacting city staff and/or council members to get information about methodology and dissemination methods used for previous surveys;
 - c. Developing a list of possible community events to attend and finding out steps and timing required to arrange to have a table at these events;
 - d. Making a list of existing roadways materials to review; and
 - e. Making a list of organizations/groups to reach out to and what type of collaboration or questions might be addressed to whom.
 - 3. Scott said that it would be beneficial to try to connect with similar roadways committees in the county. Liz said that she has contacts on a Silver Spring committee and a Kensington committee and will talk with them about this possibility. Joe said it might be worthwhile to have a joint meeting with these other groups sometime.
 - 4. Joe said that he asked Jessie Carpenter for an official committee e-mail address (something like "saferoadways@takomapark.md.gov). She has agreed to create one that all community members can access and can use for things related to surveys and/or outreach. Jessie can also put a link to a survey on the city webpage if desired.
 - 5. Joe said that he set up a Twitter account for the committee. He suggested that the outreach committee talk about how/if there are ways the committee might want to use the account. It is @tpsaferoads and is currently a private account with nothing visible publicly.
- g. The planned end time for the meeting (9 p.m.) was reached at this point. Kacy moved to extend the meeting by 15 minutes. Sylvia seconded the motion. The motion was passed unanimously with the caveat that the meeting would not be extended for an additional 15 minutes afterwards.
- h. Subcommittee reports continued:
 - i. The data-gathering subcommittee gave a brief overview of its progress.
 - 1. Sylvia said that the committee had created a list of data-collection tools that incorporate government and/or citizen input. She said the committee has been assessing the possible effectiveness of each of these tools. Joe said that it will be necessary to get buy-in from the city in order to pursue use of most of these tools.
 - 2. Kacy said that she has an interest in examining other sources of research and data, such as utilizing data that is related to issues in Takoma Park

- but was collected elsewhere and/or considering possible solutions other cities have used.
3. Scott said that the Safe Routes to School coordinator sends surveys home with kids each year and that the committee might want to request a copy of their data.
 4. Sylvia said the subcommittee plans to meet with city staff to discuss data that is already available and consider ways additional tools might be useful.
- ii. The subcommittee on law and regulation gave a brief report.
 1. Sylvia said that she read the municipal code and saw a few areas that could be focused upon, including road illumination and traffic-calming devices. She said she was concerned about the wording related to traffic-calming devices, as it seemed like this was primarily at the discretion of the city without much citizen input. She also noted that there were not any specifics listed related to road illumination (such as where lights should go and/or how this should be determined).
 2. Sylvia said that the legislative session for the state just got started, but she has not had a chance to look at what bills are going forward. Joe asked committee members to forward to the committee any e-mails about roadways-related laws that they might receive from representatives.
 - i. Ryan attended the previous city council meeting and gave a brief report. He said that Bob Sheldon again brought up the issue of the bikeshare station by the gazebo. A petition to move this station was created, and 15 area businesses signed it.
 - i. Committee members agreed that they did not support moving the bikeshare station and would rather that money was spent to expand and improve the bikeshare system.
 - ii. Joe suggested that this might be the committee's first position paper to the city council. Ryan questioned whether addressing this directly would be giving more credence to it and create more talk about the issue. Joe said he felt a counterpoint to the people complaining about the station might be needed. Ryan said he would work on a draft of a position paper and would send it to the committee via e-mail for review, with the goal of trying to send it to the city council before the committee's next monthly meeting.
 - j. Ryan reported on a meeting with ward 5 council member Jarrett Smith. He said that Jarrett is interested in ways to engage the student body at Washington Adventist University and connect them to the rest of the community more through transportation and other means. They also discussed the Flower Ave Green Street Project, which will aim to improve sidewalks, add more traffic-calming measures, add shelters/benches for bus stops, improve the stormwater system, and more.
 - k. Joe asked if committee members had items to add to the agenda for the February meeting. Scott said that he would like to discuss ways to improve the bike route to schools.
 - l. Ryan moved to adjourn the meeting. Liz seconded the motion. Committee members unanimously voted to end the meeting.
 - m. The meeting was adjourned at 9:20 p.m.

**City of Takoma Park Safe Roadways Committee
Monthly Meeting, February 20, 2014**

MINUTES

16. The meeting convened at 7:30pm with the following committee members in attendance: Kacy Kostiuk; Sheryl Gross-Glaser; Scott Williams; Joe Edgell; and Ryan Morden.
17. The committee reviewed the minutes from the previous meeting. Ryan moved to approve the minutes. Scott seconded that motion. The committee voted unanimously to approve the minutes.
18. There were no public comments, as there was no one present from the public.
19. The committee discussed the topic of making roads and sidewalks safer and more accessible for bikes and pedestrians after snowstorms.
 - a. Joe asked the other committee members about their impressions of the sidewalks after the recent snowstorm. Ryan said that he went to the post office as the snow was coming down and the sidewalk was not cleared.
 - b. Joe showed a series of pictures he had taken of the sidewalks after the snowstorm.
 - i. One picture showed a shoveled sidewalk on private property next to a sidewalk covered in snow, located on public property.
 - ii. Another picture showed a sidewalk that had been cleared but the sidewalk ramps for wheelchair-users were covered in snow that plows had pushed to the side of the road. Kacy noted that these ramps were not useable even about a week after the snowstorm as a result of the snow piled up on the side of the road and that they were difficult for pedestrians to cross even if not disabled.
 - c. Joe suggested that the committee consider writing a second position paper related to clearing the streets in a better and safer way for bikes and pedestrians. He noted three main issues: ADA access, ensuring that the sidewalks on public property are cleared, and clearing some key roadways in a way that makes them safe for bikes as well as cars. He said that he had tried to bike to work a few days after the snowstorm and that the roads were still not safe for bikes.
 - d. Sheryl said that there appears to be no enforcement of the requirements to shovel the sidewalk on your property. It doesn't seem like anyone in the city is monitoring this. She also felt there might be a need for a pot of money to assist those who can't physically clear their own sidewalks but can't afford to pay someone else to do it.
 - e. Ryan asked if anyone knew the amount of time allowed before a sidewalk has to be cleared. Joe said he thought it was approximately 24 hours after the snowfall. Ryan said that one problem is that people may be out of town during a snowstorm and not there to clear the sidewalks. He also said he wasn't sure what "reasonable expectations" were for the city in terms of rapid and thorough snow clearing.
 - f. Joe said that he felt the city is prioritizing driving by clearing the roads in the way they currently do, making it difficult to walk or bike and hence encouraging people to drive rather than use other modes of transportation. He suggested that some of the money for snow removal could possibly be used to purchase equipment meant to clear snow off sidewalks. He also felt that the public employees who plow could be directed not to pile snow in front of sidewalk ramps.
 - g. Sheryl noted that a few years ago during "Snowmageddon," the plows would push snow from the streets onto the sidewalks, so people had to clear their sidewalks multiple times to keep the snow off of them.
 - h. Joe said he knows the city staff works very hard and might feel frustrated by the committee's requests to make changes to snow removal, but he doesn't think it would be unreasonable to ask them to change how they are doing the work (i.e. not piling snow in front of sidewalk ramps) and to focus more on pedestrian and bike access than they currently are. He said he recognizes that initial snow removal efforts may focus on roads but that after these initial efforts are completed, the city should turn their focus to issues related to pedestrians and bicyclists.
 - i. Joe noted that there are snow emergency routes and requirements not to park on certain streets during those times. The Committee believes that Maple Ave is an emergency

- route with those rules. Joe suggested possibly having a similar arrangement for bicycles, such as a few streets specifically cleared to safe biking standards, even if all streets are not cleared for bikes. This would allow the city to focus on these areas and bikers to know which streets they could use after a snowfall.
- j. Sheryl mentioned that the Easter Seals has some material related to ADA issues and that the committee could look at these materials as a resource and perhaps pass some of it onto the city council with the position paper.
 - k. Joe said the committee could also print the photos he took and include those with the paper.
 - l. Ryan suggested that he would like to see more encouragement of citizens to do their part in clearing the snow. He said that his councilmember sent out an e-mail asking people to clear their sidewalks and encouraging them to consider helping by clearing sidewalks by the local us stop. He felt that maybe encouraging citizens to do more could help alleviate some of the stress on the city.
 - m. Joe said he supports more citizen involvement but feels the committee should emphasize the city's role and efforts because citizens alone are not responsible for doing this job.
 - n. Sheryl said she feels that it's important for both the city and citizens to do their parts and be involved. She felt that more enforcement of regulations about clearing sidewalks and other issues might cause citizens to do their part more.
 - o. Joe showed a picture of the sidewalk in front of one of the apartment buildings on Maple Avenue, where the company that cleared the parking lot had dumped all of the snow onto the sidewalk. He noted that this is an issue of lack of code enforcement.
 - p. Kacy said that safe and comfortable passage on sidewalks seems to be a general problem throughout the year. She said that she often sees overgrowth of shrubbery or other plants that narrow the sidewalk or hang too low overhead, and there is a problem with the placement of garbage cans during garbage pick-up on streets such as Lincoln Avenue. She said that because the garbage cans are placed in the sidewalk and often thrown by the garbage-truck operators into the middle of the sidewalk without concern for blocking it, it becomes impossible for wheelchairs, strollers, or even walkers to get past. Joe suggested taking pictures of the garbage-can issue and sending these to the city to ask for help in enforcing ADA regulations and making sidewalks passable.
 - q. Ryan said that now seems like a good time to focus on the snow issues and address other issues in the future.
 - r. Joe asked if anyone wanted to volunteer to write the first draft of a position paper on snow removal, but if the Committee wanted him to, he was willing to do the first draft since he raised the issue. Joe noted that he will send the first draft to the committee for edits. He said he thinks it would be good to aim to send out this position paper within the next couple of weeks while the issue of snow is fresh in the Council member minds.
20. The committee discussed the Takoma Junction bus stop, which councilmember Tim Male has proposed eliminating due to traffic issues.
- a. Joe said that there used to be a bus bay at the bus stop (which is on Ethan Allen Avenue going in the direction of the Takoma Metro station) and that this allowed buses to pull to the side so that cars could go by while passengers got on and off. The Takoma Junction Task Force suggested removing the bump-out in front of the bus bay so that buses could go straight through the intersection because bus drivers were complaining that they could not pull out into the lane after they pulled over because cars did not let them in. Joe said that instead of removing the bump-out, the city filled in the bus bay so that now buses cannot pull over and cars cannot get around the buses. As a result, many cars unsafely pass the bus by driving into the lane of oncoming traffic.
 - b. Joe noted that Tim believes the only way to solve the safety issue is to eliminate the bus stop at this intersection. However, this would mean a long walk to the next bus stop,

which is located across from the Takoma Park Fire Station. He said that many passengers use the stop proposed for removal to transfer from the DC Metro buses headed to Silver Spring to the RideOn buses headed to the Takoma Metro.

- c. Joe said that some people have suggested relocating the bus stop to the area in front of the gas station, located after the intersection where it currently is. This would mean a shorter walk than eliminating the stop altogether and would enable bus drivers to pull to the side of the road and cars to go around because there are two lanes of traffic at that part of the road.
 - d. Ryan said that the president of RideOn is scheduled to come to a Takoma Park City Council meeting in the near future. He did not remember the exact date. Joe asked him to look into this and e-mail the committee with this information so that members could attend at that time if they are available.
 - e. Scott said that he believes it is important to have a bus stop at the Takoma Junction because there is a busy food store and a struggling commerce area there.
 - f. Ryan mentioned that in Washington state, there is a law that cars must yield to buses if they have their blinkers on. He thought this may be a recommendation for the county or state to consider.
 - g. Joe said that Tim has been circulating a petition to eliminate the bus stop and said that if Tim presents this petition to the city council, the Safe Roadways Committee could ask the council to refer the issue to this committee for study and review.
 - h. Scott said he wondered if Metro and RideOn have good data on the number of people get on and off at each stop. Joe said that he believes Metro does have a lot of data but is not sure about RideOn.
21. The four subcommittees reported on their progress and work since the last meeting.
- a. Pedestrian and bike subcommittee:
 - i. Ryan said that the subcommittee has not been very active and that he thinks these issues may be more appropriate as general at-large committee issues, rather than a subcommittee.
 - b. Outreach subcommittee:
 - i. Scott said that he started reaching out to other bike and pedestrian safety committees or subcommittees in the area. Joe said that there is a bike and pedestrian subcommittee in the Metropolitan Washington Council of Governments, although he said he thinks this is not a citizen's committee. He said that Montgomery County also has a similar committee.
 - ii. Ryan said he found a website for the Montgomery County Pedestrian, Bicycle, and Traffic Safety Advisory Committee but did not see updated meeting times. Joe asked if the outreach subcommittee could try to find out when this group meets and try to get a 10-15 minutes on their agenda, with the idea that any committee members who are available could attend. Scott said that he will work on this.
 - iii. Joe said that the city has created an e-mail address for the Safe Roadways Committee, saferoadways@takomaparkmd.gov. Joe will send the log-in information to Scott, who will create a new password and let all of the committee members know what it is and how to log-in.
 - 1. Joe suggested that a committee member might want to check this e-mail account weekly. Scott offered to do this. Sheryl suggested that committee members could take turns monitoring the e-mail account so that no one had the responsibility all the time.
 - 2. Joe said that he thinks it would be possible to set up automatic forwarding for e-mails sent to this account to be sent to the Google Group for the Safe Roadways Committee, which would enable all

members to see the e-mails. He noted that it may also be possible to add the e-mail account as an “authorized person.”

3. Joe suggested setting up an auto-response from the e-mail account that lets people know that the e-mail has been received but that there might be a delay in hearing back from someone. Scott added that it would be helpful to include information about the committee’s meeting dates in the auto-response.

c. Data and reporting subcommittee:

- i. Kacy said that she contacted Lucy Neher, director of the Takoma Park Safe Routes to School program. Sheryl had also spoken with her and invited her to speak at an upcoming committee meeting. Lucy has agreed to speak at the April Safe Roadways Committee meeting. Kacy said that she also worked with Lucy regarding a problem with the Safe Routes to School program’s city e-mail address, which was not working properly.
- ii. Joe said that Sylvia (who could not attend the meeting) had been looking into types of data that the committee might be able to collect. Joe said that Sylvia has had trouble getting data from the police department and that the person in charge of that data told her obtaining some of the data may require a FOIA request. Joe said that the committee should be able to get the data if a request is sent to the city manager.
- iii. Joe said that Sylvia was hoping to get raw, un-interpreted data. But based upon her discussion with the police department data contact, the raw data is not in a standardized format. As a result, the Committee would need to work with the Police Department’s interpretations of the raw data, which may not present an unbiased or complete a picture as would the raw data.
- iv. Scott said it would be helpful to have a representative from the Takoma Park Police Department attend and speak at one of the committee’s meetings. Other committee members agreed that this would be useful. Joe suggested inviting a representative to speak at the April meeting after Lucy Neher. The agendas for upcoming meetings are all very full, but the committee could devote more-or-less an entire meeting to hearing from Lucy and then the police department. Committee members felt that it was important to hear from the police soon, so it was decided to invite the police to the April meeting and devote that meeting primarily to hearing from Lucy and the police representative. Joe said that he will invite the police department.

d. Law and regulation subcommittee:

- i. Ryan said that the committee looked into the three-foot rule that states that cars must give bicycles at least three feet of clearance. He said there was a proposal to make this a rule of four feet but that it was not successful or widely supported. Joe noted that one argument against changing it to a four-foot rule was that people were already ignoring the three-foot rule, which he felt was not a good reason not to improve the law and enforcement of this.
- ii. Ryan said that it seems like better citizen awareness of this rule would be helpful. There was a brief discussion about signs aimed at making drivers aware of this law. Kacy noted that there is a current campaign on some RideOn buses and bus stops that urges people to be careful in parking lots and perhaps this would be a location for signs about the three-foot rule.
- iii. Joe discussed the timeline for bills in the state legislature. The deadline is very early, and the city council begins its discussions during the summer prior to this. Ryan suggested that the committee could make a deadline for itself of

- determining any recommendations to the city council by four months from this meeting.
- iv. Sheryl said she wondered if Maryland had adopted a Complete Streets Policy, which is something many states have adopted. Kacy said that she looked into this in the past and believes that the state does have a Complete Streets Policy.
 - v. Joe said that he had sent an e-mail to the committee about the “Idaho stop” law, which requires bicyclists to stop at stop signs and stop lights unless there is no one at the intersection to yield to. There was a long discussion about different committee members’ opinions of this law. Joe supported the law and said that he had read research that said there had been no increase in accidents as a result of the law change in Idaho. Sheryl and Kacy did not support the idea of the law but were willing to read more about it and consider it. Joe committed to doing more research and forwarding that research to Committee members.
 - vi. Joe reported that Kay Daniels-Cohen, councilmember for Ward 3, has died. The committee members expressed condolences.
22. Ryan moved to extend the meeting from 9:00 p.m. to 9:10 p.m. so that he could give a report on the committee’s position paper on the bikeshare rack by the gazebo. Kacy seconded the motion. Committee members unanimously voted to extend the meeting by 10 minutes.
- a. Ryan said that he had finalized the position paper with all the edits from committee members and that it was completed by February 1, but he was waiting to get confirmation from the mayor regarding the potential cost to move the bikeshare rack. He recently got confirmation, and the position paper is ready to be sent to the city council.
 - b. Ryan asked what the committee members thought about how to submit the position paper. Joe said that he thinks it would be best not to e-mail the entire city council but to e-mail the mayor directly, copying the city clerk, and ask the mayor to share with the councilmembers at the appropriate time.
 - c. Sheryl said she wondered if someone should notify Seth Grimes (councilmember for Ward 1) of the position paper, since he has supported moving the bikeshare rack. The committee discussed this and decided it wasn’t necessary.
 - d. All committee members present said they supported position paper in its final form, and all members had previously e-mailed affirmative votes of support. Joe said that he would submit the position paper.
23. Scott reported on his work regarding the improvement of bike routes to school, particularly a change in the one-way street next to the community center, which is currently not legal for bikes to ride up but is a natural and the safest path to the elementary and middle schools, since otherwise this route requires biking on busy Philadelphia Ave, which has no bike lanes. Scott said that he has not made much progress on this but plans to continue to work on it.
- a. Joe said that he had previously talked with Erkin Ozberk, city planner for Takoma Park, about creating a bike lane that flowed counter to the path of car traffic on a different street. They had discussed installing flexible posts to delineate the lane. Joe said that it seemed like Erkin wanted to work on this project at the same time as the project on the one-way street by the schools, if this were something the city planned to pursue.
24. The committee members discussed plans for upcoming meetings.
- a. The March meeting will include both Seth Grimes and Tim Male, since Seth could not attend this meeting, which was rescheduled due to a snowstorm the week before. Kacy noted that this means there will be two meetings in a row (March and April) with two outside speakers. Scott suggested that the committee submit questions to the councilmembers before the meeting so that they can address issues of particular interest and reduce the overall time needed. Joe asked committee members to e-mail questions or topics for council members to him and said that he will share these with the council members prior to the next meeting.

- b. The April meeting will include Lucy Neher from the Safe Routes to School program and a police department representative.
 - c. Joe asked committee members to think about and submit agenda items for the next meeting. He said that he would like to talk about intersection sight-line improvements (i.e. places where it is difficult or impossible to safely see to cross an intersection). Kacy noted that this is an issue related to sidewalks and overgrowth because at many intersections, it's very difficult to see past residents' trees or shrubs.
25. Scott moved to adjourn the meeting. Sheryl seconded the motion. All committee members voted in favor of adjourning the meeting.
26. The meeting was adjourned at 9:08p.m.

**City of Takoma Park Safe Roadways Committee
Monthly Meeting, March 13, 2014**

MINUTES

27. The meeting convened at 7:35p.m. with the following committee members in attendance: Kacy Kostiuk; Scott Williams; Joe Edgell; Ryan Morden; Sylvia Borenstein; and Liz Cattaneo.
28. The proposed agenda was as follows:
- a. Housekeeping (agenda and last month's meeting-minutes approval) – Joe (5 mins)
 - b. Public comments (if any) – Public (5 mins)
 - c. Transit Issues in Ward 1 – Seth Grimes (30 mins)
 - i. Any direction crossing at Old Town intersection
 - ii. Getting more kids to walk to school
 - iii. Reducing the speed limit on Philadelphia Ave (410), between Chicago Ave and Piney Branch Road, to 25 MPH, to match the limit for the rest of 410 in Takoma Park.
 - iv. Evaluation of relocation of the Old Takoma BikeShare station to a location near 7000 Carroll Avenue.
 - v. Pedestrian safety at Carroll & Tulip.
 - d. Making Takoma Roads Safe for Bikes and Sidewalks Safe for Peds After Snow Storms: follow-up notes – Joe (5 min)
 - e. Garland & Boyd Traffic Calming – Ryan (20 mins)
 - f. Outreach: Information for accessing the Safe Roadway's Email & Twitter Feeds – Scott (5 min)
 - g. Outreach: Committee website – Kacy & Joe (10 min)
 - h. Outreach: Montgomery County bicycle committee meeting dates – Scott (5 min)
 - i. Bike & Peds: Bikeways open house/New map – Liz & Joe (5 mins)
 - j. Next month's meeting date & agenda suggestions – All (5 mins)
29. Kacy distributed copies of the minutes from the February meeting and asked committee members to clarify the exact name of a committee discussed at the last meeting. Joe looked up the name of the committee, and Kacy changed the name in the minutes from "the Montgomery County committee" to "the Montgomery County Pedestrian, Bicycle, and Traffic Safety Advisory Committee" (#6, b, ii).
- a. Sylvia proposed an amendment to a sentence regarding Joe's report on what Sylvia had learned when speaking with the police department regarding data (#6, c, ii). She clarified that "some data" may require a FOIA request and asked that the minutes be amended to make it clear that not all data would require a FOIA request.
 - b. Ryan moved to approve the minutes with these two changes. Scott seconded the motion. All committee members in attendance voted to approve the minutes.
30. Joe asked if members had amendments to the proposed meeting agenda for this meeting. No one reported any amendments. Ryan moved to approve the agenda. Scott seconded the motion. The committee voted unanimously to approve the agenda.
31. There were no members of the public present, so there were no public comments.
32. Seth Grimes, councilmember for Ward 1, was invited to speak about traffic issues. He addressed several issues that committee members had asked him to speak about, as well as some additional ones.
- a. Seth noted that he had just come from a Victory Towers Senior Association meeting and that residents of Victory Towers, who are elderly low-income residents, have been expressing several concerns regarding traffic safety.

- i. These residents expressed concern regarding the safety of the crosswalk at the Carroll Ave and Tulip Ave intersection in front of Victory Towers. Since the residents are elderly and may have disabilities, many feel that the length of the light for crossing Carroll Ave is not long enough. Seth said that he put in a request through the state's online system to lengthen this signal approximately six weeks ago and has not heard anything.
- ii. Seth said that there is also concern that there is no traffic light facing Tulip Ave, only a stop sign (with traffic lights on Carroll only). He suggested that this may be a spot for the Safe Roadways Committee to take a look at.
- iii. Seth said residents also had concerns that cars were speeding at this location and that it was hard for cars to see pedestrians as they came around the curve from the direction of the fire station. He said the traffic speed at that location was measured, and it was not found that there was a high proportion of speeders (defined as going 10 or 12 MPH over the speed limit).
- iv. Kacy asked for clarification regarding whether there was interest in adding a traffic light and/or pedestrian signal on Tulip Ave. Seth said the primary discussion has been about a traffic light but that a pedestrian signal would also need to be considered if a traffic light were added.
- v. Ryan asked how long the crosswalk and traffic light have been at that intersection. Seth said he believes it has been there during the entire time he has lived in Takoma Park, so at least 17 years.
- vi. Seth said that he previously served on the Takoma Junction Taskforce, which made recommendations to the state regarding the state-operated roads at that location. He said it can be challenging to make changes but that the taskforce was successful in getting some changes made.
- b. Another area of interest for Seth has been safety on 410 (Philadelphia/Ethan Allen Ave). Residents are interested in reducing the speed from 30 MPH to 25 MPH, as it is on state roads in other parts of the city. He said that he is interested in improving safety for bicyclists and pedestrians. He and Joe have previously worked on improving signage for bikes, including "share its," markings that delineate a space for bikes as are currently painted on portions of Carroll Ave. Seth said they have not been able to make progress with the state on this issue.
- c. Joe asked how the committee could help improve these interactions with the State Highway Administration (SHA). Seth said he didn't know if there were specific things that could be useful. He said SHA gathers its own data when considering making changes.
 - i. Seth noted that residents have concern about the intersection at Philadelphia and Grant Ave. He said that several years ago there was an 11-year-old girl hit by a car when the car pulled around a bus that was stopped at the bus stop at that location. Seth noted that he feels bus stops before intersections are not well located for this reason.
 - ii. Seth said that SHA violated its agreement with Takoma Park when it adjusted the signals at the intersection of Maple and Philadelphia without consulting the city. He noted that the closure of Sligo Creek Ave and lack of progress on the construction on New Hampshire Avenue that has caused this closure have been frustrating.
 - iii. Seth said that the Takoma Junction Taskforce he previously served on and the city requested a pedestrian crosswalk from the corner of Grant Ave and Ethan Allen Ave and that this has been approved and is scheduled to be installed during the next period. The progress the taskforce and city made on this was aided by

- letters from state legislators. He noted that Maryland Comptroller Peter Franchot, who lives in that area, helped and may help with other issues if asked.
- iv. Joe said it seems that negative pressure on the SHA does not work and he wondered if there is a way to put positive pressure on the SHA to make these sorts of changes the city desires. Seth said that in the past there have been considerations for putting a plan into the state budget for a certain project but that this is difficult to achieve because the state legislators cannot add money to the state budget – only the governor can. He noted that there are some ways to work around this, but these may or may not work and were not tried in the past.
 - d. Seth said that he supports a reduction in the speed limit on Philadelphia from 30 MPH in some sections to 25 MPH on all parts of the street located in Takoma Park. However, he said that the police chief does not seem to support this and this has been a reason why it has not moved forward. He suggested that an effort to get the speed limit reduced could be part of a larger effort to improve bike safety on 410.
 - e. Joe asked Seth about the possibility of creating a multi-directional pedestrian crossing at the Carroll/Laurel Ave intersection in Old Town. Seth said he would support this but does not know if the SHA supports diagonal crossings in their regulations. Joe asked whether the city needs to have the state paint crosswalks in a case like this, where the timing of lights and other issues would not be affected. Seth said the city does have policing power on the state-owned roads but that this may or may not extend to other things such as this. Seth suggested that the committee look into the standards required but the SHA and see if there is an option for diagonal pedestrian crosswalks. He noted that most of their standards come from the federal regulations. Seth also said that he would want to consult the business association in the area before supporting the addition of such a crosswalk but that he doesn't think there would be much resistance.
 - f. Seth noted that there was an idea on the agenda for him to speak regarding getting more kids to walk to school. He said he supported this but did not have any plans regarding it at the time.
 - g. Seth discussed the relocation of the existing bikeshare station by the gazebo in Old Town. Seth said that he saw the position paper that the committee had sent to the city council on this issue.
 - i. Seth said that he feels it would be a positive to move the location closer to the Laurel/Carroll Ave intersection, as there are more businesses located there. Only one business owner in the area has supported the current location, and most have been indifferent.
 - ii. Seth said that the Takoma Recreation Committee has the position that the current location disrupts the use of the city-owned gazebo for activities such as musical performances.
 - iii. Seth noted that although there were previously planters and benches at the location of the current station, these were narrower and less disruptive. He estimated that it could cost about \$1,200 to move the station equipment itself (not including other changes if the new location requires such changes).
 - iv. Seth noted that there have been similar changes made to existing new infrastructure in the past. When Maple Avenue was repaved years ago, the speed bumps were put in according to the new standard, which made the wider and lower. Seth said that residents had been promised that the speed bumps would be the same size as before, so after they were put in, the city spent about \$8,000 to replace them with shorter, higher speed bumps.
 - v. Seth said that other bikeshare stations in the DC area have been relocated. Liz noted that such a cost to the DC government is less than what it would be for Takoma Park, which has a more limited budget.

- vi. Liz asked about the process for selecting the existing location for the bikeshare station. Seth said that the city did a poll to help determine the locations but that it was not exactly and focused on general areas such as the entire Old Town area. He said that city staff recommended the existing location and the city council voted to support it. He said that he voted for it and feels now that this was a mistake.
- vii. Seth said that city staff have suggested it would cost approximately \$15,000 to \$20,000 to move the bikeshare station if it is necessary to create a surface that is level with the sidewalk rather than the street. He suggested that the committee may want to look into whether there is a law requiring a station such as this be level with the sidewalk rather than the street. Joe noted that it seemed strange, since bikes are not legally allowed on sidewalks in the city.
- viii. Seth discussed the possibility that the landlord of the building where he has his office might change the parking lot he owns to provide additional parking space, which would reduce any concerns about lack of parking if a parking space needs to be removed to relocate the bikeshare station at the intersection.
- ix. Seth said there is currently no anticipated vote regarding this issue and that Tim Male and the mayor do not support moving the station, but he feels there is support to move it. He does not want to propose moving the station until a new location can be determined.
- h. Seth said another traffic concern is the proposed development at the Takoma Metro station. He said that a new building there would increase congestion and impact traffic throughout the area. He has recommended that the developers reduce the number of parking spots for residents of the new building and that the Metropolitan Bike Path nearby be expanded to create more public transportation demand and options.
 - i. Liz asked whether Seth thought the planned Busboys & Poets opening would create more traffic concerns. Seth said that this may increase congestion and that residents on Maple, Willow, Cedar, and Holly Ave have been complaining about parking after the opening of Republic last year, but they do not want metered parking on their streets.
 - ii. Seth said that Busboys & Poets seems to be working with other parking lot owners to see if they can get space in their lots for their patrons.
 - iii. Seth said he thinks it will be necessary to be in reactive mode rather than proactive mode regarding these issues because it's difficult to know ahead what will transpire with all the changes.
 - iv. Seth said he has asked the city manager to consider adding another half-time or full-time parking enforcement officer.
 - v. Seth also noted that one Cedar Ave resident suggested making a roundabout at the intersection near the Metro station but that this is located entirely in DC, so it is not something the city of Takoma Park would be responsible for.
- 33. Joe reported on the follow-up to the position paper regarding snow removal that the committee sent to the city council. He said the issue did come up at the last city council meeting but there was no specific mention of the Safe Roadways Committee. He said the mayor made a decision to put the topic on the agenda for a future meeting. Joe noted that the Safe Roadways Committee may be invited to attend that meeting but if not, members could attend in a less formal way.
- 34. Ryan discussed the proposals by residents to create traffic-calming measures on Garland and Boyd Avenues. Ryan distributed copies of the proposals and the city's initial responses.
 - a. Kacy said that she frequently travels on Boyd and that she would support some traffic calming measures, as the other parallel street (Lincoln) already has speed bumps, which may direct traffic toward Boyd at the current time.

- b. Sylvia asked if there is a consensus by the city regarding methods for traffic calming. She noted that there are several roundabouts in her area and that she prefers these to other measures.
- c. Joe said that there is a sidewalk installation planned for Boyd Ave (though perhaps not finalized) and that this may help with safety issues.
- d. Ryan said the city does not appear to currently have data on volumes of traffic or average speeds on these roads.
- e. Ryan said the public works department is planning neighborhood meetings regarding the proposals. He will keep an eye out for these announcements and will notify the committee.
- f. Joe said that he feels there is a certain amount of traffic in the city and that slowing traffic in one location often just pushes them to another street, making it difficult for those residents. He noted that it's important to consider the secondary effects of any change.
- g. Scott said he feels that it is possible to calm traffic to some extent even if reducing overall isn't possible.
- h. Sylvia said that it seems to make sense for there to be more traffic on 410 than on arterial roads, so traffic calming measures seem to make sense. Kacy added that she feels it would be positive to direct traffic toward the main streets that are designed for this purpose and then to focus efforts on making those streets as safe and pleasant as possible.
- i. Joe said that in many cases, traffic planners expect a certain amount of traffic to take alternative routes and rely on this in their planning; this was the case with the planners he worked with regarding New Hampshire Ave. Kacy said though this may be the case, traffic calming measures will still be needed because speeds on side roads could be greater than on a congested main road.
- j. Joe asked if the committee would be interested in sending an e-mail or writing a position paper on the topic, possibly with the focus of recommending data gathering prior to making a decision on these traffic-calming measures proposals.
 - i. Liz noted that it seems like there is a pattern of reactivity and that the city addresses whatever comes before them and in the easiest, cheapest way, but she noted that she should be clear that we aren't aiming for "perfection."
 - ii. Joe said that this issue is related to an overall master plan for the city.
 - iii. Ryan asked whether the committee would want to work on gathering notes regarding traffic calming measures. Joe said the committee could ask the city council to refer the two proposals to the Safe Roadways Committee for review.
- k. Ryan and Joe proposed the possibility of sending an e-mail to the city council regarding these proposals on Garland and Boyd.
 - i. Liz said she did not support asking the city council to refer the proposals to the committee for review.
 - ii. Scott said that he was concerned this might make the committee a target for the residents anger and frustrations regarding traffic in their neighborhoods. He said it may be better to focus on the level of city policy and what works best (i.e. data gathering is recommended prior to making decisions like this).
 - iii. Ryan said that there is a traffic code regarding calming policies and that speed bumps were not recommended by the city for these locations, though other measures could be taken. He noted that speed bumps are not good for bicyclists.
 - iv. Joe said that speed bumps affect the capacity of emergency vehicles to reach their destinations quickly and that studies in Austin and Boulder have recently shown this.
 - v. Kacy said she was not comfortable e-mailing the city council if the e-mail focused specifically on the Boyd and Garland proposals.

- vi. Scott proposed an e-mail that said the committee supports the use of data before making decisions about traffic calming measures.
 - vii. Ryan noted that there seemed to be three different considerations: (1) the e-mail regarding these proposals and data, (2) a possible position paper on speed humps, and (3) a possible position paper supporting data gathering in general.
 - viii. Liz proposed that the committee send a brief e-mail to the city council that suggests conducting data gathering and utilizing that data in making decisions regarding the Garland and Boyd proposals. She noted that another option would be a longer position paper regarding traffic calming measures in general.
 - ix. Sylvia suggested a brief e-mail stating the committee's position and suggesting to the neighborhoods that data gathering be utilized.
 - x. Scott moved that the committee write a short position paper endorsing data gathering related to traffic-calming measures and decisions to create new ones. Ryan seconded the motion. The committee members voted unanimously to create this position paper. Scott said that he would write a draft and distribute it to all members for review.
- l. Scott reported that he has accessed the city's e-mail for the Safe Roadways Committee and that it is possible to set up forwarding and an autoreply. He sent to the committee members a proposed text for the autoreply and asked committee members to send any suggestions or changes before Monday, Feb. 17. He will set up the autoreply message after that date unless there is further discussion regarding the wording.
 - m. Joe noted that the Safe Roadways Committee Twitter account is active and that he will send the password to any committee members who would like to access it. He noted that this could be a way to share information and get information from other city offices, as many have Twitter feeds.
 - n. Kacy briefly discussed her ideas regarding content for the Safe Roadways Committee webpage. She sent an e-mail to the committee earlier in the week regarding this topic. She suggested that it might be useful to start a location for sharing articles and research related to traffic calming, either as a place for the committee members to access and comment and/or as a place for other interested public parties to find information on these topics. She said she will e-mail samples of these options to committee members with a discussion of the possibilities.
 - i. Joe reminded the committee that the city has added some content to the Safe Roadways Committee webpage and will add more soon, including minutes and final agendas.
 - ii. Ryan asked whether the webpage should include notes about terms and vacancies on the committee. Joe suggested that the committee discuss the issue of vacancies at a future meeting.
 - o. Scott briefly discussed the Montgomery County bicycle committee meetings. He said the website listed their last meeting as being in September, so he's not sure if it is a very active committee. He e-mailed one member who forwarded his message to the chair of the committee, but he has not yet heard back.
 - i. Joe asked if Scott would reach out to the Metropolitan Council of Governments' committee on traffic safety. Scott agreed to make contact with the committee.
 - p. Liz reported that there is an upcoming bikeways open house and that she will attend on behalf of the committee. Liz noted that she is a "novice" biker and does not bike as much as some members of the committee. Joe said that he would attend the meeting with Liz if he can but may have a conflict. Ryan said that he will check his schedule but may be able to attend.
 - i. Joe noted that there was a new map for bike routes and that Erkin is interested in getting feedback on it.

- q. The meeting agenda for the April meeting was briefly discussed. Joe said he would like to talk about committee terms and vacancies. Sylvia said she would like to add an item regarding the county's efforts to reduce panhandlers on medians. Kacy said she would like to discuss changes that could be made to the city website to improve accessibility and comprehension. Joe will collect these items and any others and will compile a draft agenda for the next meeting.
- r. Liz moved to adjourn the meeting. Sylvia seconded the motion. All committee members voted to adjourn the meeting.
- s. The meeting was adjourned at 9:02p.m.

**City of Takoma Park Safe Roadways Committee
Monthly Meeting, April 10, 2014**

MINUTES

1. The meeting convened at 7:30pm with the following committee members in attendance: Kacy Kostiuk; Joe Edgell; Ryan Morden; Liz Cattaneo; Sylvia Borenstein.
2. The committee had invited representatives from the police department to speak. The representatives attending the meeting were Sergeant Kurt Gilbert, administrative sergeant, and Captain Tyrone Collington, commander of the operations division. The meet began with their presentation/question-and-answer session with the usual meeting business to be handled afterwards.
 - a. Joe explained to the police representatives what the committee has been doing and thanked them for coming to speak at the meeting.
 - b. Captain Collington said he gets complaints every day regarding roadways issues, and the police tries to go out and do a survey of areas to assess the situation when a problem is reported.
 - c. Regarding crosswalks:
 - i. Sergeant Gilbert said that in past, the police department used to do details on crosswalks a lot; now it is not done as frequently. However, police officers are doing other details on which they may observe issues related to crosswalks and are compiling data while enforcing general traffic laws. Sergeant Gilbert pulled stats on number of pedestrians struck in Takoma Park this year – 11 pedestrian-related accidents (6 in crosswalks, 1 involving a drunk driver, 2 involving bicycles, and 2 in parking lot). The police crime analyst recently left for a new position, but the police department is interviewing other people for the position. Joe clarified that the statistics include bicyclists as pedestrians, and Sergeant Gilbert said that was correct.
 - ii. Sergeant Gilbert said that the crosswalk in Langley Park used to be a hotspot for problems and the department would assign an officer to patrol that area frequently, but improvements have made this area safer and now officers may patrol a variety of different crosswalks. He added that as the weather is getting nicer, they expect more pedestrians and bicyclists and will start doing more enforcement and education.
 - iii. Joe mentioned that Maryland law says pedestrians have to be in the crosswalk in order for cars to be required to yield for them, and pedestrians can't abruptly step off the curb. He noted that this made for a difficult situation when there was heavy traffic, particularly at the 410 and Elm intersection. Captain Collington said that many officers would tend to favor the pedestrians since Maryland law requires yielding in the crosswalk; he noted that there can be issues both for drivers and for pedestrians.
 - iv. Captain Collington said he recently received an e-mail asking whether cops have the freedom to decide whether to give a ticket or warning. He also noted that his wife was once a crossing guard and was hit by a car in this position, so he understands the need for pedestrian safety.
 - v. Liz noted that pedestrians are more likely to step out into the crosswalks in Old Town, but she notices that pedestrians crossing at the 410 and Elm intersection

- frequently struggle to get across 410 at the crosswalk. She said it is common to have 5-10 cars pass before a driver will let her cross, even though there is a crosswalk there. Sergeant Gilbert said they would take a look at this area and assign some patrols to the area to assess the situation.
- vi. Sylvia said that she sees cars go through the pedestrian-crossing lights on University Ave or New Hampshire Ave (she wasn't certain which). Sergeant Gilbert said there is going to be a better signal there in the future with the improvements in the area. Captain Collington said a lot of pedestrians are hit in this location. There are speed cameras there to slow people down, but people know where speed cameras are and then speed up after passing them. He likes the idea of a "speed corridor" to prevent this – one camera, then another in a location afterwards. Sergeant Gilbert noted that University Ave is a "speed corridor" with this arrangement.
- d. Sergeant Gilbert addressed the next question on the agenda, which was about how the police department sets priorities.
- i. Sergeant Gilbert said that calls from people are helpful in finding out what the issues are or problems in the community. They will assign details to traffic officers if something is reported and will do a traffic log reporting what they saw, the number of violations, warnings given, etc. Reports then come to Gilbert, who reviews them.
 - ii. Joe asked whether priorities were largely set by resident complaints and notifications. Sergeant Gilbert said that this was a major focus. Officers have an idea of where to focus on for safety, but they have to give some attention to other areas if Gilbert receives a report and asks them to do a detail in that location.
 - iii. In January, the police department purchased a new machine called MetroCount. The department previously borrowed a machine like this from Montgomery County for assessing Elm Ave when Sligo Creek Parkway was closed to New Hampshire. MetroCount is a machine that's hooked up to an air hose going across the roadway and measures vehicle size, speed, and time of day. Over a period of 7 days, it can give police an indication of what traffic is like in that area and is much easier than sending officers to take counts. The department purchased two of these machines and will be training officers on using them in the next couple of weeks. They plan to be able to set these up and get quick, accurate data after get complaints from residents.
 - iv. Joe asked how many traffic officers there are. Sergeant Gilbert said there is one permanently assigned to traffic, and Captain Collington added that Sergeant Gilbert is also focused on it in his position. There is a civilian who works for him generating all reports. Other officers do work on traffic issues but aren't permanently focused on it. Sergeant Gilbert said they have discussed the idea of increasing the size of the department with the chief, but at the moment, the system involves each patrol officer who works a beat knowing about hotspots and traffic work in their particular area. Reports listing all violations are generated every Thursday and shared with the public.
 - v. Kacy asked what the police department does with the data they collect either through officers taking counts or use of the new MetroCount machine. Captain Collington said that if they get high data on traffic problems in an area (i.e. lots of speeding or running lights), they will focus on heavily enforcing traffic laws in that area. The same drivers typically use the same roads, so seeing law

enforcement in that area over a period of time will result in slowing down or taking a different route.

- e. Joe asked about the visibility of officers on traffic patrol. He noted that if police are visible, that causes people to react (i.e. slow down), but if they aren't visible, people might act more like they typically do, and this might result in more accurate data on speeding and other safety issues. Sergeant Gilbert said that both of these methods are utilized. Captain Collington added that "invisible deployment" (sitting back where can't be seen and observing before moving out to be seen) can be done and that unmarked cars can also be used for this purpose. He noted that in the past, there has been a desire for more visibility rather than invisible deployment.
 - i. Captain Collington mentioned the MetroCount device again and noted that this would help collect data on where traffic officers might be most useful on patrol.
 - ii. Sergeant Gilbert said that the police department shares information from data collection with Public Works. Recently there was a complaint on Philadelphia Ave requesting a lower speed limit (from 30 to 25MPH). Data was collected and showed that the average speed in that area was actually 3 miles below the speed limit, making a change in speed limit seem unnecessary.
 - iii. Sylvia asked whether the committee could get raw data from the police department. Gilbert said it was definitely possible for the committee to get access to the data. Joe suggested making that data available on the City website, and Captain Collington said it's a work in progress. It's tricky because the Police Department has to go through an employee with the City who designed the website, rather than post things directly themselves.
- f. Joe mentioned that traffic calming is an issue the committee is interested in. He asked what the police department has seen in terms of the effect of speed bumps and other traffic calming measures on emergency response times. Sergeant Gilbert said it doesn't seem to slow police cars down in a significant way.
- g. Ryan asked what kind of input from pedestrians would be useful. He also asked whether resident-collected data would be considered reliable or would just be considered "input." Sergeant Gilbert said that any existing data would be helpful but that the police department would conduct their own survey as well. Captain Collington added that the MetroCounter can be requested, so residents could ask for a survey and report.
- h. There was a brief discussion again about the safety of the crosswalk at the intersection of 410 and Elm. Liz noted that rush hour times seem to be the worst for pedestrians trying to cross 410.
- i. Joe mentioned snow-clearing and cited the portion of the Takoma Park City Code that gives the police department responsibility for enforcement of the clearing of public sidewalks after a storm. Joe suggested that this responsibility might be more suited for the civil enforcement officer than the police chief and said that if the police department has any feedback on this, he encourages them to share this. He also mentioned that the Safe Roadways Committee had a scheduled presentation to the City Council on Monday, April 21, and said any police feedback would be shared with the Council at that time if desired.
- j. Ryan asked whether Citizen Advisory Board meetings are arranged by the police chief and whether the topics are reported or published anywhere. He noted that it might be nice to work together with these groups. Captain Collington said that the Citizen Advisory Board meets once a month and that he could share the dates if desired. He said that the chief does run the meetings and if he would like to open it up and invite someone

from the Safe Roadways Committee, it might be possible to see if the groups could work together.

- k. Joe mentioned that representatives from the police department are always welcome to come to the Safe Roadways Committee meetings and talk with the committee.
 - l. Liz asked whether more enforcement of traffic laws would lead to more revenue for the police department and for sidewalks. Captain Collington noted that revenue from speed cameras and tickets is to be used not just for sidewalks but public safety in general. It generates money for the entirety of the police department and city, not just for roadway or pedestrian issues.
 - m. The committee members thanked the police representatives for speaking, and they left the meeting room.
- 3. The committee turned to regular business issues, starting with a belated approval of the agenda. Ryan motioned to approve the agenda. Kacy seconded the motion. All members voted in favor.
 - 4. Kacy passed around copies of the meeting minutes from the March Safe Roadways Committee meeting. Ryan motioned to approve the minutes. Sylvia seconded the motion. All members present voted to approve the minutes.
 - 5. There was one member of the public present, so she was invited to speak if interested.
 - a. Kim Swan introduced herself and said she was attending on behalf of Vivian Malone, who is running for Montgomery Council at large. She's from Olney but is interested in what's happening in Takoma Park as well. She also serves on the Central Committee.
 - b. Joe noted that if she is interested, minutes from the Safe Roadways Committee meetings will soon be published on the City website and available for public viewing.
 - 6. There was a discussion of the draft e-mail created and circulated via e-mail by Scott after the March committee meeting.
 - a. Joe asked if the committee still wanted to keep an e-mail format rather than a position-paper format. Liz said she was open to doing either and felt the content was broad enough to make sense as a position paper if desired by the other committee members. Kacy noted that the e-mail or paper could include a mention of the new MetroCount device mentioned by the police department. Ryan said he thought a position paper would appear more serious than an e-mail, and Sylvia agreed. All members present were in favor of making the content a position paper rather than e-mail to the City Council.
 - b. Liz made a motion to approve the existing content of the e-mail with the addition of a note about the MetroCount device and the plan to use the content in a position paper rather than e-mail format. Ryan seconded the motion. There was a brief discussion to clarify the meaning of the motion. Ryan also asked whether the committee wanted to add photos to the position paper. It was decided that photos might be included if Ryan had some relevant ones but that otherwise, they were not necessary.
 - c. All committee members present voted in favor of the motion to approve the existing content of the e-mail, add a sentence about the MetroCount device, and reformat it into a position paper. Kacy offered to write to Scott to let him know that this was the committee's decision and to ask if he wanted to work on reformatting or if he would prefer her to do the reformatting.
 - 7. Liz reported on the Bikeways public meeting she attended.
 - a. Liz noted that there were about 6-7 people at the meeting, most of them informed and active in the bike community, but only one of these people knew of the Safe Roadways Committee.
 - b. Liz said that there were two requests from the other meeting attendees: one was an issue with the lights and pedestrians on Flower Ave, and the other was an issue with the

intersection near the Capital City Cheesecake and autoshop in Old Town Takoma. Liz said she took notes from the meeting and would share via e-mail with the committee members. If there seemed to be something for the committee to pass on to the police department, perhaps this could be done as a first step toward reviewing the safety in one of these places.

- c. Liz said that she learned there are some sustainability funds available for use by the City at the moment and suggested that different committees might make recommendations to the public works department about how to use those funds.
 - d. Ryan also attended a portion of the meeting and mentioned that he spoke with Erkin Ozberk, city manager. He said that Erkin told him the county ordered flyers related bikeshare and that the city took 12,000 flyers and will put them into the next newsletter along with a coupon for bikeshare. He also shared contact information for Sande, who is the Montgomery County outreach person, and mentioned that we might invite her to a future meeting. He also noted that statistics on bikeshare use were shared at the meeting and that it spiked in use when the station at the Metro station was installed. He also noted that the weather is getting nicer, which might be a reason for the increasing usage. Ryan suggested that bikeshare might set up a tent at one of the local festivals and allow people to pay their annual fee and register right there for instant use.
8. Kacy reported on some outreach topics.
- a. First, she discussed whether the committee wants to start using some kind of site for sharing research or articles with each other and/or the public. She said using a site might help accumulate these materials in one single place. It might be something for the committee members, or possibly to share with the city council. Alternatively, it could be public with a link from the Safe Roadways Committee Webpage.
 - i. Sylvia asked whether there should be a goal to outreach done by the committee.
 - ii. Kacy said she thought the committee could have a goal. She noted that having a site for sharing materials might be a way the committee would be gathering and sharing expertise with others and a nice opportunity to show what the committee is doing. She noted it doesn't have to involve anything controversial. Mostly, it would involve sharing research information that it might be hard for people to collect or aggregate themselves.
 - iii. Kacy suggested using a site like Springpad or Diigo. Joe asked whether she had considered Basecamp, and she said she had not worked with it before. Kacy noted that Springpad is nice because it allows you to save things in different formats (i.e. webpage, attached pdf or other file, photos, notes, etc.), whereas some of the others are more limited.
 - iv. Liz suggested that a site like this could include highlights and notes about long documents and/or direct people to relevant pages, since something like a 300-page document is daunting. She asked whether a site like this might help the committee focus and pull out text and excerpts.
 - v. Kacy said she felt that a tool like this would help with pulling out notes and highlights. She said Springpad is her personal choice but that the others also seem to work well. She said Diigo allows for highlighting within a webpage and would work very well for pulling out specific highlights but that she's not sure how it would work with PDFs.
 - vi. Liz said she thinks it's important to be clear about the goals for the site and outreach, including what the most practical, tangible things are that the

- committee wants from the site. This would help in picking the tool best suited for these purposes.
- vii. Ryan asked how committee members should know when something new was posted. Kacy said the site would notify members of the group if they chose this preference when signing up.
 - viii. Sylvia asked what the criteria would be for posting things if it's fully shared with the public. She noted that information overload would be a potential problem.
 - ix. Kacy said her primary goal with the idea of creating a page like this for sharing information was to organize the information already shared among committee members on the discussion list. She said she would make a sample site on Diigo and Springpad and would send links to the committee members so that they could take a look and send feedback.
- b. Kacy also reported on the review she had done of the transportation page on the Takoma Park City website.
 - i. She said she would send around an edited version of the information to see what committee members thought and to ask for additional input. She asked how the committee would like to proceed and whether this was something the committee might want to work on.
 - ii. She mentioned that the committee might want to work with CASA de Maryland or other groups to help with a translation of the site into Spanish, since there does not appear to currently be a translation available.
 - iii. Liz mentioned the brochure that Erkin had shared and wondered whether it might make sense to speak with him about making changes to the transportation part of the city website. She offered to contact him and ask if he might be open to some feedback on the website from the committee.
9. Time in the meeting was running low. Ryan motioned to extend the meeting by 5 minutes. Kacy seconded the motion. All members present voted in favor of the motion.
10. Joe discussed terms and vacancies on the committee.
- a. Jason Cheek resigned from the committee because he was moving out of the area.
 - b. Joe noted that some committee members were assigned one-year terms and others two-year terms. She said this was an attempt to balance the committee, but there now seems to be a relative lack of people with two-year terms. To create a balance, Joe suggested that one of the members with a one-year term might volunteer to change to a two-year term, and then the City Council could formalize that. He noted that all members could choose to continue on the committee for another term if interested but that it would be nice for the committee to be on a 50/50 cycle with one-year and two-year terms.
 - c. June 30 would be the date that the term would expire for the committee members with one-year terms.
 - d. Ryan asked about getting others interested in the committee. He said that Erkin collected e-mail addresses for attendees at the bikeways meeting and suggested that sending a message to this group might be a good way to drum up interest.
 - e. Liz noted that it would be helpful to have clearer information about what the responsibilities and commitments of the position might be before people apply, since she felt she did not know very well when she applied.
 - f. Liz offered to reach out to her councilmember, Tim Male, and Ryan offered to ask Erkin to share information about the committee with the attendees of the bikeways meeting.
 - g. Liz asked whether the committee wanted to change meeting dates for future meetings, since Thursdays seemed to be problematic for several members recently. Meeting on

Tuesdays instead worked for all members of the committee who were present. Joe said he would e-mail Scott and Sheryl to ask if this would work for them.

11. Joe asked if there were items to be added to the agenda for the May meeting. Ryan suggested discussing the traffic-calming paper if it had or had not be sent to the city council by that point.
12. Joe also encouraged as many committee members as possible to attend the City Council Meeting presentation scheduled for Monday, April 21. He asked anyone who wanted a speaking part to let him know.
13. Ryan motioned to adjourn the meeting. Liz seconded the motion. All members present voted in support of the motion. The meeting adjourned at 9:04pm.

**City of Takoma Park Safe Roadways Committee
Monthly Meeting, May 8, 2014**

MINUTES

14. The meeting convened at 7:42pm with the following committee members in attendance: Kacy Kostiuk; Joe Edgell; Liz Cattaneo; Scott Williams; Sylvia Borenstein; Ryan Morden.
15. The committee invited Terry Seamens, councilmember for Ward 4, to speak about transportation-related issues.
 - a. Terry noted that Ward 4 consists primarily of people who live in apartment buildings along Maple Avenue, as well as residents living in single-family homes on the other streets in his ward.
 - b. Terry discussed the top transportation issue of interest to his residents – the crosswalk crossing Piney Branch Road at Richie Ave. There's a lot of pedestrian traffic with people walking to the schools, to downtown Silver Spring, and bus stops. He said drivers often ignore the crosswalk, and it's a special concern with the school nearby. The crossing guards ask the students to cross by the school, but many go down further and cross in this location.
 - i. The community has concluded that putting in a stoplight at this location would not be beneficial because SHA advised that it would increase car traffic on Richie Ave, as it would make it easier for cars to cross. One option would be a pedestrian cross light – either with a stoplight or with lights in the crosswalk itself. SHA said they did a survey a few years ago, and it did not warrant a stoplight at that time. Terry has asked SHA to do another study. SHA has not moved forward quickly on this.
 - ii. Ryan asked whether SHA has a set of plans or rules for how to handle crosswalks and crossing safety in locations near schools. Terry said that he is not aware of anything like this.
 - iii. Ryan noted that there isn't a sidewalk on Piney Branch between the middle school and Philadelphia Avenue. Terry said it has been discussed but has not moved forward. It would be a major project because there are geographic concerns due to the hill and grade of the location.
 - b. Another major issue that Terry said he hears about from residents is the access restrictions on the Sligo Hills neighborhood, with signs preventing cars from cutting through the neighborhood during rush hour. This was put in by the county. Terry said the council also put in access restrictions on Richie Ave and Hilltop Road so that traffic was not diverted there. They installed traffic-calming bump-outs on those streets and posted restriction signs, and then it was agreed to remove the restriction signs. The signs have been removed, and the traffic situation appears fine on those streets.
 - i. Joe asked whether Terry had a view on how effective the bump-outs were. He said he expected them to be effective because he knows that when a lot of cars park on Richie Ave for school events, it slows cars down. He was a little surprised by the design and locations, as it seemed like it adversely affected some neighbors. He feels the bump-outs take up a lot of car-parking space, and in some cases they are not spaced close enough or far enough from driveways to leave a nearby parking space. He thinks it might have been better to have a smaller bump-out.

- ii. The issue is that a number of people are dissatisfied that there are still restriction access signs on Hilltop Road for the Sligo Hills neighborhood (which is not in Ward 4 or in the city borders). The reason the sign is there is because there is no convenient place for the county to put the sign up on county-only land. The city agreed to put the sign where it is posted. The people who use the daycare on Geneva Avenue have a hard time accessing it because of this sign. This is the second largest complaint he gets regarding traffic in his ward.
 - iii. Scott said that he has seen city police enforcing the access restrictions at those spots. Terry noted that there was an agreement with the previous police chief not to enforce restricted access for people using the daycare there. The new police chief has not agreed to this and has posted police officers at the location to give out tickets.
- c. The next issue that Terry discussed was the issue of the crosswalks on Maple Ave. They used to be painted by the city, but now they are made of “thermoplast,” which is supposed to last for the life of the road. The city installed these about 5-6 years ago, but the crosswalks are already fading and hard to see. Terry has asked the city manager to address this issue, but there has not been fast progress because the city needs to negotiate with the original contractor who installed the thermoplast and guaranteed it to last longer.
 - i. Terry noted that in the previous census, Ward 4 had the lowest ownership rates of cars in the city and the most use of public transportation. Many of the residents are very dependent on bus service and use the crosswalks frequently.
 - ii. Terry said that people sometimes request a stop sign at Maple Ave and Lee Ave because there is a lot of foot traffic for the elementary schools. People have suggested a stop sign at Lee Ave or Grant Ave to make it easier for kids to cross.
 - 1. Joe asked whether greater enforcement would help. Terry said it can be challenging if cars are not stopping for the crosswalk. He thinks this is an area to think about. He doesn’t hear a lot of talk about it but it does come up.
- d. Regarding pedestrian routes, Terry said there is a path that cuts through the valley next to Ed Wilhelm Field, from Richie Apartments on Maple Ave and up to the middle school. It is used frequently by the middle school students. No one maintains the path at the moment because different locations of the path have different owners: the city owns it on the Maple Ave end, Park & Planning owns it by the park, and Montgomery County Public Schools owns it by the school. Any work on the path has been complicated as a result. He doesn’t feel it needs to be more than just a useful, nice path, but it’s important to note it as a pedestrian route. He recalled that the Takoma Park Master Plan identifies this as a pedestrian route. Terry said he was on the advisory committee for the county on the master plan in the late 1990s.
- e. Liz asked about issues regarding the RideOn app for real-time information for buses. She asked if there have been complaints from residents. Terry said many of the residents are not using Smartphones, but this is an issue. He has also heard complaints that the cars park so densely by the shops on Maple Ave that buses cannot put the wheelchair access ramp down at that location. Liz said the committee could mention this to the police department to follow up on.
- f. Scott asked whether Terry had a sense of the use of the bikeshare station on Maple Ave. He said it seemed like it was used more when first installed. Now it seems like people use the bikes from the Metro station but not to the Metro station (probably because of the hill). Liz asked if there have been any outreach meetings in the apartment buildings

regarding bikeshare. Terry was not aware of any but suggested there may be funding to do so.

- g. Kacy asked whether there are general or transportation-specific concerns regarding use of English, since many of the residents in the apartment buildings are not native English speakers. Terry's wife Joyce Seamens, who was attending the meeting with him, said that she runs the food assistance program in this area and that people have not complained about this to her, but she doesn't expect they would complain even if there were an issue related to this. Each group seems to have a representative who speaks both languages, and they go together with this person when English is needed.
2. Joe noted that the meeting minutes had mistakenly included questions for Terry that had been previously on the agenda for Councilmember Seth Grimes and were not relevant to Terry's ward. He suggested striking these from the agenda. Scott moved to approve the meeting minutes with these items removed. Ryan seconded the motion. All voted to approve the minutes with a bullet points under Terry's section removed.
3. Craig Terrill, the city's media specialist, was invited to speak next.
 - a. Joe said that it seems like there aren't easy ways for residents to report issues like potholes and other things. Craig said that the city is working on redoing the entire website, so the city is aware of this and knows it isn't easy to report at the moment.
 - b. Joe asked whether the city was looking at automated options and phone apps. Joe had e-mailed a list of possible apps to Craig. Craig said that the city had been looking into this and that he attended an informational meeting about the company SeeClickFix. He said he liked SeeClickFix because it seemed to have a good backend system for supporting data collection. He believes that if the city changes providers from GovQA, which is currently used, the switch should be to a company that can supply data that can be utilized by the city, city council, police department, and others. He said he's more concerned about collecting data for this purpose than the user-friendly "front end" of a program or app.
 - c. Craig suggested that the list Joe sent him should be shortened if the committee wanted to make a recommendation to the city in a more formal way. Joe noted that the list was just meant as a comprehensive list, not a final recommendation list. The main advantage for SeeClickFix, Craig said, is that it's used in DC, so it would be good for anyone who already uses it in DC. If there are any technical issues, there are people nearby who can help, whereas the others are located far away.
 - d. Joe talked about how the backend is important but that if the city really wants people to use the app and report things, the app/website has to be easy to use and elegant-looking. He also noted that language barriers should be overcome if possible so that non-English speakers can report problems on it. Craig said that the city is seeking to improve access to speakers of other languages as they redesign the website, so this is something on their radar.
 - e. Joe asked by what date Craig would like to receive input from the committee. Craig said he has no deadline but would like feedback by the end of the summer.
 - f. Craig said that the analytics for the website has now been collected for a full quarter. He thinks the footprint for who is using it right now would probably be similar to who would use an app or site to report transportation-related issues. The mobile access right now is about 25 percent.
 - g. Craig pointed out that there might be strong institutional desire to keep the existing vendor, GovQA, because it is used extensively in other departments, like the housing department. He noted that the existing version on the website is 5-10 years old, so if

- i. Sylvia asked if something like SeeClickFix could be used to easily extract data. Craig felt it was pretty well thought-out from a data-gathering standpoint.

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feels these are highly used sidewalks and should be a priority. The city is on a five-year plan to replace almost all sidewalks for ADA compliance, but the sidewalks on SHA-controlled roads are not part of the plan.

- i. Tim said that sidewalks are also planned for several other locations in ward 2 that do not currently have them.
 - ii. He noted that it's a two-year process to get any sidewalks built. He feels it could be less work if there was a way to change to a compressed schedule. He thinks it would help to focus on quickly finishing one project rather than extending the schedule as it currently is.
 - iii. Joe asked if there's any interest in the city council in revisiting the policy for requests for sidewalks. Tim said he doesn't think there's much interest in changing it. The city's approach is to do the planning one year and the building the next year. They tend to get 70-90 percent support in surveys of residents of the block and adjacent blocks when conducting surveys prior to installing a sidewalk.
 - iv. Tim said some money from the Safe Routes to School has been used for some sidewalks.
- e. Tim said the MOU was finished last year clarifying what SHA and the city will do regarding maintenance and infrastructure on 410. He is concerned that there's more and more development on New Hampshire Ave and in Old Takoma, which he thinks will continue to stress 410 through the city. There will continue to be more and more cars.
 - i. Joe asked about bike access on 410 or a bike lane. Historic Takoma opposed this due to concerns it would be converted into a car lane. Joe thinks there is higher change that another car lane could be added if there isn't a bike lane.
 - ii. Tim said he thinks it looks unlikely that another lane would be added for cars. Male said he supports a bike lane on 410, but it's very difficult – the infrastructure exists but doesn't meet the needs of the area nowadays, and there are limited options for improving this.
- f. Joe asked if there are things Tim would like the committee to focus on. Tim said he wished that the city council and committees had a closer relationship and met each year with a targeted question for the committee and council to work on. He welcomes communication between the council and committee. He said he would like help with improving maintenance/repair of sidewalks along SHA highways. He thinks taking pictures of the problems and perhaps sending a position paper to the city council asking them to prioritize these sidewalks would be helpful. He also welcomes ideas the committee could share from other places that are progressive and trying new things. He noted that the challenge is finding things to do on streets that are not state highways, since so many of the city's main streets are SHA-owned.
 - i. Joe asked whether the city could request that these highways be reassigned as city streets rather than state highways. This has happened with Flower Ave, which was transferred to the city. He is not sure that other streets would be transferred by SHA, particularly not 410, but possibly Carroll Ave.
 - ii. Joe asked whether the recommendations the Safe Roadways Committee has made to the city council have been useful. Tim said the recommendations have been useful, but it's hard to put them into context and get follow-up in terms of adding future items to the agenda and moving forward with budget planning. He suggested that the committee follow up on its recommendations and seek ways to

keep the topics active, possibly asking how these priorities have been reflected in the budget.

- iii. Liz asked if Tim thinks there are alternative revenue streams to tap for sidewalk development. Tim said there is plenty of money in the city budget. It doesn't seem to be an issue of a tight budget. More of the speed camera money has been shifted to support police positions but used to be almost entirely for sidewalks; there's still a lot of funding available.
- iv. Sylvia asked about the bus stop on 410 again. Tim noted that he's not sure that there is a lot of will to make the change. Historic Takoma supports removing the bus stop. WMATA and RideOn seem resistant to making changes.
 1. Joe asked whether Male's petition was to move the bus stop to be in front of the gas station or to eliminate it altogether. Tim said RideOn opposed moving in front of the gas station because drivers would have a hard time pulling out into traffic. It would be fine for the WMATA buses because they are turning right at the next intersection. He also noted that there's talk of redoing the entire intersection at the Takoma Junction, so that might be a time when more support would be present for a change in the bus stop location.
 2. Liz asked what the path forward would be if the committee wanted to support the movement of the bus stop. Joe said the committee would make a recommendation to the city council, and Tim added that individuals could sign the petition separate from the committee.
5. At this point, the committee returned to its meeting business after hearing from the invited speakers. There were no members of the public present, so there were no public comments.
6. The meeting minutes for April were reviewed and finalized. Ryan moved to approve the minutes. Liz seconded the motion. All present voted to approve the minutes.
7. Ryan moved to extend the meeting by 5 minutes. Kacy seconded the motion. All present voted to extend the meeting.
8. Ryan reported briefly on his upcoming meeting with Sande, who works for the Montgomery County bikeshare program. He said he will bring ideas to share and would like to advocate for making Takoma Park a "lab" for testing out any new ideas they'd like to consider using in other places. Ryan said it would be nice to eventually write a position paper related to bikeshare in general. He asked to put this on the agenda for the next meeting.
9. Joe reminded the committee that the meeting dates have been changed starting in July and afterwards to be the second Tuesday of the month, rather than Thursday. The November meeting will be the second Thursday because of the Tuesday holiday.
 - a. Kacy noted that many of the committee members will have their terms expire at the end of June. The four who have only one-year terms are: Sylvia, Sheryl, Kacy, and Scott. Joe asked these members to think about whether they want to continue on the committee for a two-year term. He also asked one person to volunteer to change from a one-year to two-year term so that the number of members on each term schedule will be more balanced. Committee members will e-mail to resolve these logistical questions.
10. Joe asked about the progress of on the position paper regarding traffic-calming measures. There was a brief discussion about the e-mail exchange and plans for the paper. Liz said that she would send all members a copy of the most recent draft of the paper and ask for final input. She suggested aiming for no more than 10 days before finalizing and sending it.

11. The meeting agenda for the June meeting was briefly discussed. Ryan asked for some time to speak about bikeshare and his meeting with Sande. There will also be two invited speakers at the meeting.
12. The meeting was adjourned at 9:07pm.

**City of Takoma Park Safe Roadways Committee
Monthly Meeting, June 12, 2014**

MINUTES

1. The meeting convened at 7:33pm with the following members in attendance: present in person were Kacy Kostiuk; Joe Edgell; and Scott Williams; present via phone were Liz Cattaneo and Ryan Morden.
2. Housekeeping:
 - a. Scott moved to approve the May meeting minutes; Kacy seconded the motion. All present voted to approve the minutes.
 - b. Scott suggested updating the meeting agenda so that Lucy Neher spoke before Fred Schultz because Lucy was present at the meeting and Fred had not yet arrived. Everyone agreed to this change.
3. Lucy Neher, director of Takoma Park's Safe Routes to School Program, was invited to speak.
 - a. Lucy said that the Safe Routes to School Program was born out of the Safe Roadways Committee itself when the committee asked the city council to apply for a grant that started the program in 2006.
 - b. Lucy has been working on the program for the past 7 years. She feels the program has grown into something that addresses necessary issues in the city. She said she has tried new things and made changes as needed.
 - c. Lucy discussed the progress on a contraflow bike lane on Grant Avenue. She said that the Safe Routes Program constructed the berm at this location in the past year because the area was an ongoing concern for safety and appearance issues. A few things have not been done yet, but it is mostly finished.
 - i. The traffic pattern is greatly improved from the past. Arrival and departure has greatly improved. The berm still needs to be landscaped; the original funds and plan called for plants that were not easily available and were costly, so they will change the plan.
 - ii. The contraflow bike lane is "in operation" even though it hasn't been painted yet. Lucy said that people are using it, and the police knows there is a contraflow lane there, so there is no enforcement of ticketing for cyclists going against traffic. She reported that it has been difficult to find a contractor to paint the contraflow lane in thermoplastic because it is a very small area; Daryl Braithwaite has had trouble finding a contractor to do this because they typically want bigger jobs. However, many people are using the lane already.
 - d. Lucy also discussed the survey that the Safe Routes to School Program conducts each year. Twice every year, as part of grant compliance, the program distributes the same survey to households. The survey is written by the organization in North Carolina, so Lucy has limited input on creating questions.
 - i. Lucy said she has moved from doing the survey on paper to doing it entirely online. The teachers still fill out a tally sheet on paper.
 - ii. There haven't been as many responses online as on paper in the past, but Lucy expects the rate to go up in the future.
 - iii. The question have been the same for the past 7 years, so Lucy said it's possible some parents have filled out the same survey 14 times (twice each year). This is annoying, but it's necessary for the grant. The Takoma Park program is one of the few programs in the country that has completed the survey every time.

- iv. The survey is not particularly useful to Lucy because she cannot use it to compare the first year and this past year to show an accurate representation of how the program has helped or made changes. She said she does not believe the survey gives her a good representation that allows her to see how the program is affecting safety. It might be possible to compare a beginning-of-the-year and end-of-the-year survey, but she has not found this particularly useful either.
- v. The response rate varies year to year. It's probably about 10-25% on average.
- vi. One question is about issues that cause parents to not allow children to walk or bike to school. Lucy noted that up to 5th grade, many parents walk with their kids. In middle school, it seems like parents do not walk with their kids as often, but the number of parents reporting that they don't want their children walking alone increases.
- vii. The comments section of the survey has been useful to Lucy.
 - 1. There are a lot of comments related to the crossing guards – almost entirely positive. Parents have expressed appreciation for having crossing guards at the Takoma Junction location since these were added recently.
 - 2. Some parents complain about the late starting time of schools; if they have to be at work earlier, they don't walk their kids to school.
 - 3. People ask for a light and crossing guard at various locations where they do not currently exist. She noted that the intersection of Lincoln and Carroll Ave is the one she hears the most about on Carroll Ave.
- viii. Many people want a walking school bus, and Lucy supports this, but it has been difficult to get started. A walking school bus is a system where a group of parents works together so that there is always one parent walking a group of kids to school but parents rotate so that no one does it every day. Many informal walking school bus systems are happening organically, but Lucy said she has not been able to successfully start up a more formal system. However, the most recent survey requested this a fair bit. There are online sites to help parents coordinate with each other to create walking school buses; one of these is "School Pool." Lucy said this seems like a useful system but hasn't been used much by parents in Takoma Park. Trust seems to be a feature of informally created groups because parents know each other and trust each other; they may be more hesitant getting a list online.
- ix. Lucy will leave a copy of the survey for the committee to review. If the committee is interested in comparing results from multiple surveys, she can create a report.
- e. Fred Schultz asked Lucy what the overall goal of the Safe Routes to School Program is: to encourage walking over automobile transportation? Lucy said the program aimed to increase walking or biking rather than being driven or riding the bus. He also asked if both parents and/or children are the ones who are fearful of walking to school; Lucy said it's usually the parents. Lucy suggested they are probably concerned about "predators" and being hit by a car.
- f. Lucy said that if people aren't walking, they may complain that they do not have sidewalks. Joe asked if anyone has said "we don't need sidewalks." Lucy said she has not heard this, but there are reasons that people oppose sidewalks, including not wanting to maintain them if they are on their property and fearing an increase in crime due to more foot traffic in the area.

- g. Kacy asked if the children themselves are surveyed in addition to the parents. Lucy said that the children are not formally surveyed but that she interacts with them a lot and gets feedback in this way. The kids seem to be very eager to learn and seem to know a lot about road safety. What she hears from the kids is that they want to walk to school – even if their parents aren’t able to walk with them. Sometimes she encourages kids to share what they learn with their parents so that the parents can be educated about safety as well (i.e. crossing at a crosswalk, etc.).
 - i. Joe asked whether Lucy has asked if most kids ride on the sidewalks or on the streets. She has discussed this with the police and has had questions from parents. She does not discourage kids from riding on the sidewalk because it seems safer for them at young ages. The police have said they don’t usually enforce this law for children.
 - h. Joe asked whether Lucy has approached the national program to see if they would allow for the addition of local questions to the survey so that Lucy could add questions she is interested in. She said she spoke with them about it once a few years ago but could ask again. Joe noted that if she collected useful data that we could use, this would also help the committee make recommendations. Lucy said she is happy to partner with the committee if desired.
4. Fred Schultz, councilmember for Ward 6, spoke to the committee.
- a. Fred said that creation of new sidewalks has been an issue in his ward but that the “controversy” seems to have simmered down over the past year. He thinks it got to be a hot topic because there was uncertainty of how the locations for sidewalks were going to be selected and in what order. There was actually no policy in the past because until 2009, the city didn’t have the funds to build new sidewalks except in small bits. The ADA access law has resulted in increased funds for converting existing sidewalks to ADA-accessible sidewalks. Monies from speed camera tickets have also increased the capacity to build more sidewalks.
 - i. The city council realized that there was controversy related to this. This is when the policy was adopted (in 2010 or 2011). The first part of the city to get new sidewalks from the speed camera funds was Ward 6. In summer 2012, the majority of those sidewalks were built.
 - ii. Joe noted that there was a spot where no sidewalk was installed for a portion of land. Fred said that this empty spot will be filled with sidewalk but is empty because the city is going to use flexipave, a new product designed to be porous, so that it will protect the nearby trees at this location. It’s durable and allows for rain drainage. Now there is a gap in the sidewalk where it will be put. Kacy asked if this was the same material used on Niagara Court off of Carroll Ave; Fred said he thinks it is a different material designed specifically for foot-traffic and trees rather than cars, but he does not know for sure.
 - iii. Joe asked about the sidewalk policy and whether the committee might be able to encourage the council to make the policy broader and more holistic. Fred said the policy has been in place for a few years and that all sidewalks built since that time has been following the new policy very carefully. He thinks things have calmed down a little and that the Safe Roadways Committee would be a good place for an evaluation of the policy to see if it’s too cumbersome. At the time of its creation, the council was trying to mollify people on both sides of the debate.
 - iv. Fred said that in the past, the city hired a consultant to look at every street in the city to see whether sidewalks were appropriate and where they should be built

from an engineering point of view (i.e. land width and grade of the land), and they rank ordered different locations as priority and lesser priority areas. When the survey was finished, there would be discontinuous construction where a long street would be high priority in some parts and low priority in other parts, which does not work because sidewalks need to be contiguous. From an engineering point of view, this may be logical, but it doesn't say much about demand for sidewalks. This forced the city council and public works department to set aside the study and make the overriding consideration be where the demand and need are for sidewalks. Joe pointed out that it might be "chicken or the egg" because it's possible there isn't pedestrian traffic if there aren't sidewalks.

- v. The selection of locations was made "demand-driven" and a policy was derived based on this. The city council felt that it was necessary to have the city staff or residents initiate a request for a sidewalk and then go through two votes so that the residents had a large say in what happened.
- b. Fred discussed speed bumps next. He is concerned about these because there seems to be a lot of discrepancy in how they are built around the city. Fred believes there is a wide range of different heights, widths, and slopes for speed bumps throughout the city. Some speed bumps are painful on people's backs, and others are so low that they have no effect at all because you don't need to slow down for them.
 - i. The Montgomery County Pedestrian Safety Committee has advocated and recommended to the county use of the "split speed bump" which allows two tracks in the middle for emergency vehicles. Fred very strongly encouraged the committee to make this a recommendation to the city council. The recommendation to the county has not made an impact, it seems. Arlington County has installed this type of speed bump. In addition to being good for emergency vehicles, it also helps for cyclists.
 - ii. Fred said the speed bumps on Sligo Creek Parkway seem to be about perfect – they slow people down to the speed limit but don't create too much of a bump.
 - iii. Joe noted that speed bumps seem to be popular in the city because they are cheap and can be seen as "doing something," even if ineffective.
- c. Fred noted that some residents have requested the addition of a left turn signal at the stoplight at the New Hampshire Ave intersection with Erskine and Glenside. Some residents think this will be necessary after the New Hampshire Ave bridge is finished. Fred said he's not a traffic engineer and does not know if this would make the intersection safer/better, or not.
- 5. Scott needed to leave the meeting at 8:30pm, after Fred finished speaking.
- 6. Kacy briefly reported on the condition of the sidewalks on Carroll Ave near Washington Adventist University. She said she will check with Daryl Braithwaite to find out which sidewalks the state and city have planned to repair/replace when they do construction on the bridge.
- 7. Ryan reported that he heard the presentation about the bridge construction by the State Highway Association at the recent council meeting. Joe recommended that committee members watch the video of this portion of the council meeting.
- 8. Liz left the meeting at this point. A quorum was lost at 8:45pm. No official votes were taken after this point in the meeting.
- 9. Joe reported on committee reapplications. Kacy submitted an application for a 2-year term. Ryan and Joe one more year left in their terms. Ryan noted that Liz was going to ask Erkin to reach out to people who attended the bike meeting and encourage them consider applying for the committee.

10. Ryan suggested that it might be helpful to have “interim” meetings one other time per month – only for one hour or so and to focus on housekeeping like setting goals and focusing on future priorities. Joe said that the final two councilmembers will be speaking at the July meeting and that it would be good to have this strategic discussion during the committee’s August meeting.
11. Ryan said has a list of notes from his meeting with the Montgomery County Bikeshare program and will e-mail these to the committee members.
12. The meeting adjourned at 9pm.

**City of Takoma Park Safe Roadways Committee
Monthly Meeting, July 8, 2014**

MINUTES

1. The meeting convened at 7:30pm with the following members in attendance: Joe Edgell, Liz Cattaneo, Sheryl Gross-Glaser, and Kacy Kostiuk.
2. There were no members of the public present and thus no public comments.
3. Councilmember Jarrett Smith (Ward 5) was invited to speak to the committee.
 - a. He noted that the intersection of Kennebec, Houston, and Sligo Creek Parkway is an area of concern for residents. People complain that it is a dangerous intersection. Joe suggested that the committee could look into collision data for this location to see whether this perception of lack of safety matches the data on accidents.
 - b. Jarrett discussed a few requests from residents for traffic-calming measures:
 - i. One location where residents want traffic calming is on Domer Ave. He said that the incline is too steep for speed bumps, but there may be another option. There is a lot of cut-through traffic on the street, and it is expected to get worse with the closing of Carroll Ave for work on the bridge.
 - ii. Residents have also mentioned a need for traffic calming on Flower Ave. Joe asked if residents have something specific in mind when they say they want “traffic calming.” Jarrett said that most people probably don’t; they just want cars to slow down.
 - iii. Joe noted that a data monitoring system was used on Elm Ave, and data showed that most cars were not going over the speed limit, despite the perception of residents that everyone was going really fast. Jarrett said that he would suggest that the Safe Roadways Committee look at data like this and perhaps help show people that the data may not support a need for traffic-calming measures. He said that the committee could point out the options and the costs to see if it makes sense economically. Liz noted that it’s important to balance safety and the perception of safety, as well as the reality – a holistic picture.
 - c. Jarrett asked about the effectiveness of raised crosswalks. Joe pointed out that the installation of speed humps in Takoma Park causes a lip next to them, making it very difficult for cyclists. It is more expensive to cut into the street and pave to the bump for a smooth transition.
 - d. Jarrett discussed Piney Branch Ave, which is controlled by the state. The state put up new pedestrian lights at the intersection of Piney Branch and Flower Aves but never turned them on. The city has sent a letter to SHA about this, but SHA has said that the contract is finished and the work done. These are brand-new signals that don’t work, and it is confusing for pedestrians. Liz volunteered to e-mail Jessie Carpenter to ask for a copy of that letter and send it to the committee.
 - e. Joe asked Jarrett what he thought of asking SHA to make the state highways end at the city borders so that the city would have control of its major roadways.
 - i. Jarrett discussed the exchange with SHA a few years ago that resulted in SHA granting Flower Ave to be city-operated in exchange for agreeing that 410 was SHA-controlled. This resulted in an MOU from the state acknowledging that 410 is the state’s responsibility. The city also had to sign an MOU with the

- county for Flower Ave because the city is going to install a sidewalk for the county (with some money from the county).
- ii. Jarrett noted that the city has limited financial resources. The tax base is primarily from single-family homes, as there is only a small business district in Takoma Park. He was concerned that taking responsibility for maintenance on SHA roads might cause a financial hardship on the city and taxpayers. Jarrett noted that the state should give highway-user revenue to the city, but the state may not give a large amount if they say they don't have it. Jarrett said he might support the exchange of SHA roads to the city if they state would agree to give some regular money to the city for maintenance and repairs.
 - iii. Jarrett noted that the bridge on Carroll Ave has terrible potholes and holes in the sidewalk. He also discussed the need for crosswalks on Carroll Ave. Joe and Kacy noted problems with the pedestrian cross signals at the Flower/Carroll intersection – not accessible and not working.
 - iv. Sheryl noted that typically SHA hates crosswalks because people use them, which may result in accidents.
 - v. Joe said that the problem the city keeps running into with improving bike and pedestrian access continues to be the situation with SHA. Jarrett noted that the city council has put a lot of energy into dealing with issues with the SHA; the city tries to have meetings with people on different levels and puts a lot of effort and time into these efforts. He said that each time they do this, they are hopeful that the problems have been resolved, but they reappear again after a short period.
 - vi. Sheryl asked if there is any unanimity among municipalities that have similar issues with SHA. Jarrett said there may be. He does not know why the SHA seems to feel it can keep ignoring requests from Takoma Park.
 - vii. Sheryl commented that a change is needed in how the state and city work together. Sheryl suggested adopting the NACTO guide. Joe pointed out that SHA will follow their own policies or desires if it conflicts with other policies, as he has experienced with bike lanes in the past.
- f. Jarrett said that the planned Purple Line stop at the intersection of Aryliss and Piney Branch is something for the committee to keep an eye on. This might become a bottleneck with pedestrians trying to cross to get to the station.
 - g. Joe asked how Jarrett felt about the city just going out and doing what needs to be done (i.e. painting crosswalks, etc.). Jarrett said the cost and budget would have to be considered for this.
 - h. Joe pointed out that there are ADA access issues on the sidewalks with snow but also with growth from large plants. Joe suggested prioritizing this issue with the Department of Public Works.
4. Councilmember Kate Stewart (Ward 3) arrived and spoke to the committee.
- i. Kate is the newest member of the city council.
 - ii. Liz noted that other councilmembers have sent out messages to their constituents asking people to consider applying to be on the Safe Roadways Committee. Liz volunteered to send Kate a copy of this e-mail in case she would like to send a copy to her constituents.
 - iii. Kate said that most of the issues in her ward usually have to do with SHA.

1. She noted that there have been concerns related to Manor Circle because there are two people with disabilities living there. The intersection with 410 and Manor Circle is an area of concern; residents feel there needs to be better pedestrian signage and an improved sidewalk strip there that allows for wheelchair access. A crosswalk there would also aid kids who cross to access Forest Park or Spring Park. She said there are also problems with the intersection of Manor Circle and Carroll Ave.
 2. Kate noted that the intersection of Sycamore and Ethan Allen by the Coop is an ongoing issue. Cars get backed up and people can't cross there without a crosswalk. This is also an SHA issue.
 3. There have been some concerns on Westmoreland with the timing of lights at the Takoma Junction intersection. Kate has been talking with Tim Male about this, as it crosses both of their wards.
 4. Kate said that Tim has put in a crosswalk request for a location on Carroll by the intersection with Sherman Ave. She mentioned the ongoing challenges of working with SHA and suggested that it might be better to pull together all of the issues in the city and submit to SHA as a comprehensive request/plan
 5. Kate noted that two –possibly three – new businesses will be opening at the Takoma Junction. The Spring Mill Bakery and the MAD Fitness Center are both opening soon. There is some interest from a Thai restaurant. She also noted that the mural on Grant Ave was taken down, and she did not know about it. Joe said that there have been and will be many changes at the location, but it seems like they are more piecemeal rather than a comprehensive plan.
 6. Kate noted that she would want to investigate what the consequences would be for the city doing things themselves. Kate feels that it's easy for SHA to ignore things when there's one small area requesting something. If the city council and maybe even county council got together and told SHA what all of their priority needs were, the request might be taken more seriously.
- iv. Kate said that she would like to think more about creative bike lanes and what could be done. DC is doing so many interesting things, and it would be nice to do those type of things in Takoma Park. There could be some opportunities on New Hampshire Ave, and this might be an area for proposing ideas to SHA. There may be some more flexibility there.
1. 6450 is an empty location on New Hampshire and a laundromat is going to go in. The city council just agreed to submit a grant proposal to upgrade this location so that it is nicer. There will be a new playground there; there already are community gardens and the rec center.
 2. Joe suggested changing the laws to allow bikes on sidewalks. It's not possible to get to the rec center unless there is a bike lane.
- v. Kate suggested finding a way to work with rec department to give SSL hours or something else so that a mini "job corps" of young people could be created to help with shoveling in the wintertime – perhaps also with raking leaves. This could also help serve senior citizens.

- vi. Busboys & Poets is coming in, and more traffic is expected in Old Town Takoma. Kate is exploring whether the city should have a parking authority. There are many different versions of this, but it would involve an entity that looks at parking to assess how many spots available, what's turnover, supply, etc. It would be self-sustaining, with revenue going back into the parking authority, but maybe it could also go to pay for bike lanes and other things.
 - 1. Sheryl asked if it could not be its own entity but part of something else. San Francisco's Department of Transportation has a more holistic approach because it focuses on more things. Kate said that the nice thing about creating a separate entity is that it wouldn't add any full-time employees to the city staff because this is difficult and costs a lot. It would be a contract with the city, and the authority would report to the city manager and council.
 - 2. Joe voiced a concern that a parking authority might have an interest in maintaining parking spaces, whereas the city might want to have more green space or bike lanes. If the spots generate revenue, there may be a reason for a separate entity to fight getting rid of them for bike lanes or other changes.
 - 3. Kate suggested that the city would have a chance to create the authority and structure the way it wanted, perhaps taking this type of thing into consideration.
 - vii. Kate noted that the city has stopped using the traffic camera revenue to fund police officers and sidewalks. Joe said Daryl Braithwaite said it was being used for sidewalks, so he will double-check with her.
 - viii. Kate noted that there are some issues with access in the Pinecrest neighborhood. She also said there are a lot of people using bikeshare at the Westmoreland location.
5. Sheryl did not have anything to report related to the questions she had for the police. She will contact them and report back later.
 6. Joe discussed the terms of the Safe Roadway Committee members and the three new applicants from Ward 6 who are interested in being a part of the committee. The committee members did not express any concern about the applicants.
 7. Joe reminded the committee that the next meeting would focus on priorities and planning for the coming year. He also invited committee members to submit topics for future agendas.
 8. Sheryl moved to approve the meeting agenda for this meeting; Kacy seconded the motion. All members in attendance voted to approve the agenda.
 9. Joe asked Kacy to add a note to the meeting minutes from June that made it clear that no voting items were handled after the quorum was lost. With this change planned, Liz moved to approve the minutes. Sheryl seconded the motion. All members in attendance voted to approve the meeting minutes.
 10. The meeting was adjourned at 9:04pm.

**City of Takoma Park Safe Roadways Committee
Monthly Meeting, August 12, 2014**

MINUTES

11. The meeting convened at 7:30pm with the following members in attendance: Joe Edgell, Liz Cattaneo, Ryan Morden, Kacy Kostiuk, and Curt Seiss. Sylvia Borenstein and Sheryl Gross-Glaser joined the meeting at 7:35pm.
12. The new member in attendance, Curt Seiss, introduced himself. He lives in Ward 6 and has for the past two years. He recently worked with the city to install a flexi-pave sidewalk in his yard rather than a traditional one so that trees nearby would not need to be cut down. The neighborhood he lives in is called Hillwood Manor.
 - a. The existing committee members in attendance introduced themselves to Curt.
13. Housekeeping:
 - a. Sheryl moved to approve the draft agenda for this meeting; Liz seconded. All voted in favor.
 - b. Ryan moved to approve the minutes from the last meeting; Kacy seconded. All voted in favor.
14. There were no public comments and no members of the public in attendance.
15. Joe discussed the committee's annual report to the city council.
 - a. Volunteers were asked for to begin to draft an annual report. Sheryl, Ryan, and Liz volunteered to work on this project as a subcommittee.
 - b. Joe noted that there is no due-date for the report, but the committee started last November, so he would like to aim to submit a report to the city council this November. He added that the committee might be able to get on the agenda for a city council meeting in December to discuss the report if submitted in November.
 - c. Joe suggested using the report to discuss what the committee has done over the past year and discuss plans for future efforts.
 - d. Liz suggested dividing the report into two sections: a look back on the committee's activities over the past year, and what the committee plans for the future. Joe also suggested adding notes about the position papers the committee created and following up with the city council to ask about their progress on these issues.
 - e. Sheryl suggested that the report could have three parts: one part about what the committee learned through meetings with councilmembers and other community members; one part about what the committee has done, and one part about future plans, with meeting notes in the appendices.
 - f. Liz said she would like to get a clearer vision of what the committee wants to include in the report prior to writing. Joe suggested that the subcommittee meet before the next meeting to create a general outline and then bring the outline to the next committee meeting for discussion and suggestions. He suggested a timeline of:
 - i. September and October committee meetings: working on the report (with additional work via e-mail in between)
 - ii. November meeting: take a final vote to approve the report and submit it to the city council
16. The committee discussed possible priorities and plans for the coming year.
 - a. Joe suggested looking back on things the committee has done over the past year to consider what to follow up on, as well as what to focus on in the future.

b. Each committee member discussed a few issues of interest to them:

Ryan	<p>Bikeshare – ways to promote it and increase usage and ways for the city to increase the assets that exist already.</p> <ul style="list-style-type: none"> - Ryan suggested working with the city to set a goal to reach a certain percentage of the population that is registered with bikeshare. - Another possibility would be identifying locations for additional bikeshare stations. - Sheryl noted that the literature reports that low-income populations tend to be underrepresented in bikeshare systems. Liz said that Montgomery County has a program for providing free training and equipment and discounted membership for low-income populations but that it has not been very effective or highly utilized. She suggested that improved outreach/communication with these groups might increase their usage. - Ryan suggested working with Montgomery College and/or Washington Adventist University to provide discounts for their students. <p>Increasing the use of public transportation</p> <ul style="list-style-type: none"> - Ryan wondered what it would be like if Takoma Park had a bus system that ran on a loop, similar to the downtown DC circulator buses. - Kacy said that she thought it would increase ridership if there was a free-ride area for buses in Old Town Takoma. Joe noted that similar systems in cities such as Seattle have recently been stopped. - Joe suggested that the committee might work toward a goal of increasing public transportation overall. - Ryan suggested that the committee could work with RideOn in general to improve bus service in the city. - Sylvia added that it would be good to follow up on the issue of the bus stop on Ethan Allen Ave at Takoma Junction.
Curt	<p>Improving pedestrian crossings</p> <ul style="list-style-type: none"> - Curt noted that the intersection at Glenside/Erskine and New Hampshire Aves is dangerous for pedestrians crossing New Hampshire, particularly with the construction on the bridge nearby. He noted that there was poor signage prior to the construction, and the situation has gotten worse with the construction. - Joe suggested broadening this topic to a general goal of improving pedestrian crossings. - Sheryl suggested focusing on 3-5 specific locations with specific recommendations, rather than giving only general recommendations to the city council. A paper on this might focus on design elements that work, what needs to be changed, and a prioritization of locations that need attention. - Liz noted that many councilmembers mentioned pedestrian safety issues when they spoke to the committee but that it may be a challenge to find locations where the city would have the capacity to make changes (i.e. SHA doesn't need to do it, etc.). <p>Construction on the Carroll Ave bridge</p> <ul style="list-style-type: none"> - Curt noted that the committee might want to keep an eye on this situation as the construction begins, as there may be issues that crop up as the year goes on. - Ryan added that the timetable for the construction seems to have increased from 1 year to 1.5 years. Joe said that the construction crew won't know how much

	<p>they need to replace until they begin to work on it, so it may take longer or shorter depending on that outcome.</p>
Kacy	<p>More crosswalks on major streets</p> <ul style="list-style-type: none"> - Building on the general goal of increasing pedestrian safety, Kacy suggested that the committee focus on trying to build more crosswalks on streets like Carroll Ave that have long stretches without crosswalks and are busy streets. <p>Coordinate with SHA</p> <ul style="list-style-type: none"> - Kacy noted that she liked some of the ideas that came out in the discussion with councilmember Kate Stewart at the previous meeting. She said that it seems like a lot of the issues that can't be easily resolved involve an issue with SHA. Although it would be a major undertaking, she said that it might be useful for the committee to focus on ways to improve this situation. - Joe noted that Erkin could come speak to the committee in the future. - Sheryl suggested that perhaps the county could speak with the committee. - Liz suggested that members of similar committees in nearby cities such as Silver Spring could speak with the committee about their experiences with SHA. - Liz also noted that the change in Maryland leadership might be a good opportunity to make changes to how things are working. <p>Master plan</p> <ul style="list-style-type: none"> - Kacy said that this was discussed during the previous year's brainstorming about things to work on and that although it is a large undertaking, it might be worth considering again. <p>Improved communication/outreach</p> <ul style="list-style-type: none"> - Kacy said that she is interested in continuing to work on making improvements to the city website to make transportation information clearer and more accessible to residents. Changes she suggested included making it clearer which entity (city, county, SHA) was responsible for different locations (sidewalks, traffic lights, etc.), as well as working to translate the information into Spanish.
Liz	<p>Process for installing new sidewalks</p> <ul style="list-style-type: none"> - Liz noted that the process is very piecemeal and convoluted. The policy of asking neighbors to vote for or against sidewalks can create a huge hassle and roadblock. - Liz added that communication with entities such as Pepco and SHA on this issue was difficult. - Joe suggested that the city consider setting goals regarding the number of feet of sidewalk installed or used – planning out to 5, 10, even 15 years in the future. - Curt asked whether funding from the speed cameras continues to be used to fund projects such as creating new sidewalks. Joe said that he just found out that this is no longer being done because it is not a steady source of revenue. The city has budgeted some monies for projects like this now, and the speed-camera revenue is being used to fund the police. <p>Recommendation/solidified approach for traffic calming and speed issues</p> <ul style="list-style-type: none"> - Liz noted that this continues to be an issue in the city and has been discussed by the committee in the past.

	<ul style="list-style-type: none"> - Liz and Sheryl noted that input on traffic-calming measures should not only come from homeowners on that street, as these measures affect all residents who drive, use public transportation, bike, and walk in the area. - Kacy suggested reviewing and changing the policy regarding traffic-calming measures to help take the emotion out of these discussions and provide a consistent and cohesive plan for future development of traffic-calming measures. <p>Liz also noted that it would be helpful to review what the councilmembers said in their discussions with the committee and consider how to work with these and other goals.</p>
Sylvia	<p>Data-focused issues</p> <ul style="list-style-type: none"> - Sylvia noted an interest in continuing to focus on data collection and use in making informed decisions for future changes or plans. <p>Legislative recommendations</p> <ul style="list-style-type: none"> - Sylvia said she thought it would be interesting to consider ways to coordinate laws/regulations and/or make legal changes that would create better transportation safety for bicyclists and pedestrians. - Joe noted that this may be difficult but that it could be useful to consider coordainting laws/regulations in Maryland so that they are similar to those in DC so that things like biking in the bike lane or on the sidewalk are not different from one placed to the next. - Liz suggested possibly working with similar-minded organizations such as WABA.
Sheryl	<p>Focusing on a handful of pedestrian-focused projects</p> <ul style="list-style-type: none"> - Sheryl suggested identifying specific projects to work on rather than providing only general recommendations. - Sheryl noted that it might be helpful to have increased police patrols on foot and bike rather than primarily by car. This would give police officers a better sense of the issues for pedestrians and cyclists and might help promote these modes of transportation. <p>Sheryl suggested listing all of the committee members' interests and reviewing them over the coming months as the committee sets its goals for the future year.</p> <p>As Liz discussed, it might be worth exploring ways to work with the change of leadership.</p>
Joe	<p>Joe read the issues discussed by members at the planning meeting for the previous year and noted that many similar topics were on the list for this year.</p> <p>Joe suggested identifying four main activities to work on for the year and writing four recommendation papers to the city council (the committee did three during the past year). He noted that it would be possible to focus on other things as well but that these would be the committee's main focus.</p>

- c. Sylvia had to leave the meeting at 8:30pm. Before leaving, she noted that she is particularly interested in focusing on crosswalks and pedestrian issues that would improve safety, with a focus on specific recommendations and supporting data.
- d. The committee considered the list of possible topics to focus on and began to make a narrower list of goals to focus on. The following list was decided upon as a starting place. Joe said that he would e-mail this list to all the members of the committee and that they should review it and discuss any concerns.

Sidewalk policy Intersection improvements Traffic calming Pedestrian improvements Bikeshare

- e. Liz asked Kacy if she could compile all of the meeting minutes into a single document so that they could be searched easily. Kacy said that she would work on this.
17. The committee briefly discussed topics for the next meeting. These included:
- a. Annual committee report – the subcommittee will create an outline and bring it to the next meeting for discussion
 - b. Introductions of the other new committee members who were not in attendance at this meeting
 - c. Priorities and goals for the upcoming year
18. The meeting was adjourned at 9:01pm.