

# Complete Safe Streets Committee Meeting Minutes

Takoma Park Community Center

Thursday, October 10, 2019

Meeting called to order at 7:07 pm and adjourned at 8:50pm

Members Constituting a Quorum: Mimi Diaz, Tracy Duvall, Laurie Kelly, Diana McCown, Lacey McMullan, Michael Moore, Emanuel Wagner, Frank Demarais, Jessica Landman

Members Absent (excused): Cindy Herrera, David Cookson

Takoma Park Staff Present: Jamee Ernst

Guests Present: none

## Motions

- I. CSSC Meeting Minutes from September 4, 2019: Emanuel motioned to accept, Tracy seconds. Approved at 7:10.
- II. Officer Slate-Jessica Landman for Chair, Emanuel Wagner for Vice Chair and Diana McCown for Secretary: Laurie motioned to accept and Tracy seconds. Approved at 7:20
- III. Creation of Traffic Calming Work Group-work group will evaluate and recommend revisions to the resolution and petition process. Work group will consist of Mike, Lacey, Tracy and Emanuel: Tracy motions to accept, Laurie seconds, all in favor. Approved at 8:30.

## Actions

Due Date	Action	Person(s) Responsible	Notes
10/30/19	Recommendations for revisions to the traffic calming resolution and petition process	Lacey, Mike, Tracy, Emanuel	
	Liaison to Environment Committee	Mimi	
	Liaison to Parking Committee	Emanuel	

<b>Due Date</b>	<b>Action</b>	<b>Person(s) Responsible</b>	<b>Notes</b>
11/1/19	Invite Lucy Neher to speak with Committee	Jamee	
11/14/19	Locate and share the sidewalk study conducted by Toole Design Group	Jamee	
11/14/19	Request for more information on the traffic calming procedures/regulations via City process. Does this require a resolution or approval by City Manager?	Jamee	
11/14/19	Reach out to Daryl Braithwaite to determine City standards for speed hump installation.	Jamee	
11/14/19	Can the committee create a google group to expedite communication between committee members between meetings?	Jamee	

### **Committee Discussion**

- I. Logistics and Executive Slate
  - a. Committee agree on the following responsibilities for the Chair, Vice Chair and Secretary:
    - Chair
      - Leads meetings
      - Spokesperson for committee, presents at City Council meetings and to other relevant community groups
      - Main point of contact for committee
      - Ensures meetings stays on agenda tasks
      - Co-creates agenda with other committee members
    - Vice-Chair
      - Leads meeting in Chair's absence
      - Supports Chair in moving meeting forward
      - Co-creates agenda with other committee members

- Secretary
  - Leads meeting in the absence of Chair and Vice-Chair
  - Takes meeting minutes and ensure minutes are distributed to committee members
  - Co-creates agenda with other committee members
  - Ensures distribution of agenda to committee members
- b. Elections of Jessica Landman as Chair, Emanuel Wagner as Vice-Chair and Diana McCown as Secretary. All ran unopposed.
- c. Request for increased recruitment for representative from Ward 4. Jamee will check to see if this is a possibility with City Clerk.
- d. Establish that Hydrangea Room will be default location unless otherwise noted.

## II. Committee Priorities

- a. Proposed committee priorities are as follows:
  - Vision of a sidewalk on every street in Takoma Park
  - Overall focus on meshing of policies and recommendations with the Montgomery County Bike Master Plan and upcoming Pedestrian Master Plan
  - Inclusion of diverse voices to inform decisions and gain greater input
  - Development of general vision for Takoma Park's transportation future
  - Review of procedures for traffic calming and sidewalk requests to make more equitable

### b. Discussion

Committee members recommitting to ensuring committee priorities align city council priorities and maintaining a lens of equity in all of our recommendations.

Much agreement in aligning with Vision Zero

Committee has interest in reviewing the sidewalk study conducted by Toole Design Group. Sidewalks should be viewed as tools for connectivity for all residents, not only school children. Possible opportunity to work with Safe Routes to School and request for Lucy Neher to speak with Committee.

Discussion of priorities suggested by Council. Jarrett and Kacy have requested a closer look at micromobility (dockless bikes, scooters, ect.)

Established that Montgomery County Data Analyst will present at the next meeting.

Discussion around the need to approach committee priorities as policies and procedures; policies as a means of decision making and the procedure are the steps to achieving the policy

- c. Priorities (refined from the start of the discussion, all priorities work will be done with equity at the forefront)
  - Safety as the encompassing focus to align with Vision Zero
  - Traffic Calming
    - Resolution and petition process
    - Improve signage
    - Speed cameras

### III. Review of Traffic Calming and Sidewalk Request Procedures

Discussion of traffic calming standards and looking beyond speed humps. Jamee will reach out to Daryl Braithwaite to determine City standards for speed hump installation.

CSSC will review previous Committee's report on traffic calming prior to moving forward with recommendations.

History of petition process-the process was created to make the process easy when 2/3 of residents were in favor of traffic calming request.

Question of the way that speed cameras function in the City. Jamee will ask police.

Difficulty in implementing traffic calming measures as many roads in the City are state highways. Question of how we can compel SHA to be more responsive to the needs of the City.

Request for crash data and/or presentation to CSSC by Montgomery County. Question of whether Takoma Park Police record separate crash data. Question of the way that traffic enforcement functions in Takoma Park. Possible presentation by Police.

Working group to begin work on rewriting traffic calming regulations to meet between now and November meeting. Including Lacey, Tracy, Emanuel, and Michael. Voted to establish working group and evaluate regulations. Request for more information of the procedure to revising regulations via City process. Does this require a resolution or approval by City Manager?

### IV. Next Steps and Necessary Resources

- a. SRTS sidewalk inventory
- b. Crash/Incident Report from MCPD
- c. Committee would like to create a google group for ease of communicating between meetings. Can this be done and still be in compliance with the open meeting standards?

### V. Next Meeting Date and Agenda Item Suggestions

Next meeting- November 14, 2019

Proposed agenda items:

- Jamee to report information from the Pedestrian Master Plan meeting
- Traffic Calming Work Group presentation

- Guest Speakers from Safe Routes to School and Wendy regarding walk audits
- Vote on final priorities