

**PEDESTRIAN SAFETY AND ACCESS TASK FORCE  
MEETING #6 –MEETING MINUTES**

**Date:** Wednesday, September 3, 2014

**Time:** 5:00 - 7:00 pm

**Location:** Basement Conference Room – Larcom City Hall

**Attendees:**

Task Force Members Present, 8: Vivienne Armentrout; Scott Campbell; Kenneth Clark; Neal Elyakin ; Linda Diane Feldt; Anthony Pinnell; Sarah Pressprich Gryniewicz; Jim Rees;

Task Force Members Absent, 1: Owen Jansson

Public Present: Kathy Griswold; Marilyn Tower; Seth Peterson; Sabra Briere; refer to Attachment B for sign-in sheet

City Staff Present, 7: Eli Cooper, Deb Gosselin, Nick Hutchinson, Jeff Kahan, Connie Pulcifer, Cresson Sloten, Matt Warba

Consultant Present, 2: Norman Cox and Carolyn Prudhomme

**Re:** Pedestrian Safety and Access Task Force Meeting

Meeting Called to Order: 5:01pm

1. Introductions
2. Changes to agenda: None, unanimously approved
3. Public Commentary:
  - a. Kathy Griswold
    - Michigan one of the few states without a crosswalk law, so it's not taught in schools.
    - Ann Arbor doesn't enforce crosswalk parking buffers that currently exist.
    - A2fix it is great, but categories are based on prior problems, so there aren't good categories for some of the pedestrian/crosswalk safety items we might care about.
    - On school safety committees for two decades.
4. Changes to notes and minutes from last meeting: None, unanimously approved
5. Approve amendments to Pedestrian Safety and Access Plan Annotated Outline – The draft document “Pedestrian Safety Action Plan – Working Outline” dated 8/27/14 was approved unanimously..
6. This meeting was primarily a discussion with City of Ann Arbor staff covering the existing data and sources, with Task Force members making “wish list” requests for other data or subsets of existing data where possible.
7. In “Next Steps”, T. Pinnell pointed out that in discussions, a number of people had indicated a desire to have the Task Force consider recommending changes to snow

clearing practices before winter, and he thought we should do that. K. Clark formally moved that the Task Force modify meeting agendas to allow that discussion, T. Pinnell seconded. The motion was approved.

8. There was a second speaker for the second public commentary, but those comments were not captured with the minutes. Please see the meeting notes for more information from that speaker.

Meeting adjourned at 7:00 pm. Minutes taken by Sec. Clark

[Secretary note: for all of these meetings there will be two records of the meeting. These minutes are a record of official actions taken and public commentary. Ann Arbor City staff and/or the consultant on this project, the Greenway Collaborative, will produce a second record of the discussion points of the meeting, with more detail. Both of these records will be available on the Pedestrian Safety and Access Task Force Google Drive repository, available through the City of Ann Arbor website at [www.a2gov.org/departments/systems-planning/Transportation/Pages/Pedestrian-Safety-and-Access-Task-Force.aspx](http://www.a2gov.org/departments/systems-planning/Transportation/Pages/Pedestrian-Safety-and-Access-Task-Force.aspx)]

**PEDESTRIAN SAFETY AND ACCESS TASK FORCE  
MEETING #6 – DISCUSSION SUMMARY**

*Note: This is not a direct transcription of the meeting discussion. The following summary has been developed from notes taken during the meeting; comments are paraphrased. Where staff and consultants provided information and responses they are shown in italics.*

- Approval of Agenda:
  - Unanimous approval of agenda. (Attachment C)
- Approval of Meeting # 4 discussion summary:
  - Putting both sets of notes together in one document is a good format.
  - Unanimous approval of discussion summary.
- Approval of Amendments to the Pedestrian Safety and Access Plan Annotated Outline:
  - Are the items in blue changes from just last meeting? *Yes, we will try to highlight the latest input so the Task Force can keep track of updates.*
  - *We will incorporate and address issues and comments from emails we received prior to the meeting when appropriate.*
  - Unanimous approval.
- Data Types
  - Enforcement Data seems to be missing. *We don't have Chief Seto or Community Standards represented here today. There are a lot of pressing issues and we can only address a limited number of those issues here today. Chief Seto is invited to a future meeting and we will discuss this enforcement at a later date.*
  - GIS Systems
    - *There is confusion about the different GIS systems. The City uses an Enterprise GIS system that is based on ESRI's ArcGIS suite of products. The spatial data is housed on an enterprise geodatabase and accessed via a centralized server system Cityworks is a geocentric software application utilizing the City's enterprise geodatabase to manage asset maintenance. In many cases it says the City GIS data is not available to the public or no one has asked for it. There is a version of City GIS available to the public called Map Ann Arbor. It is a web based version of the City's GIS, including information on parcels, infrastructure, street lights, street trees, etc. Not everything is available for public view for a variety of reasons including homeland security risk issues. Generally, if you can see it in the physical environment then the data can be included. Too much information can be confusing so the City only puts up data that seems useful to the public. The Task Force could make recommendations for additional datasets that they feel should be provided to public.*

## Attachment A: Meeting #6 Discussion Summary

- What does it mean when you say the layers are available but certain attributes are not? *A GIS layer could have hundreds of fields and only a few of those fields may provide information that is useful to the public. The City generally only provides the useful data on a public platform. Also, not all of the fields are maintained at the same level and could be under development.*
  - What is the best way for the Task Force to access data that is not publically available? *The Task Force should coordinate data requests through C. Pulcifer, N. Cox and C. Prudhomme.*
  - *Many times the GIS data is not ready for public use, as they are in development.*
- Crash Analysis Data
    - What does a crash actually mean? Is it only with cars? *In the State of Michigan UD10's are used by police throughout the state to record a crash. In typically all cases the crash includes a motor vehicle, for example if a bicycle hits a pedestrian it would probably not show up in the database. The crash reports provide information on how the crash occurred and what parties were involved in the crash.*
    - Would hospitals be involved in providing crash data? *No, the police might make assessments of the severity of injury based on their observations at the time of the crash.*
    - Does a crash always involve two parties, or could it be just one? *In order for a crash to get entered, it must be filed by a police officer, at the scene. If there is no police report, then the crash is not on record. There are other data sources such as public health records, where you might be able to get information about number of visits to emergency room.*
    - How is the crash data coded? *They are geocoded fairly close to the actual location and they are categorized based on whether they occurred at an intersection or not.*
    - A lot of crashes do not always get reported, especially if there was not an injury. The Police will take a UD10 report if the pedestrian comes by after the fact and states that they were injured in a crash with a motor vehicle. The record may not say who is at fault.
    - If you are injured due to a fall on an icy sidewalk it would not get recorded.
    - How does the city determine where to fill the gaps? *That will be discussed in detail at a future meeting.*
    - Data wish list:  
*Understanding that the City has limited resources, what is on your wish list for the City to consider populating or analyzing. GIS analysis of sidewalk gap data and crash data*
      - Vulnerable/demographic population (such as accidents involving children, elderly, etc.)

## Attachment A: Meeting #6 Discussion Summary

- Slip and fall data as it relates to sidewalk maintenance (maybe from hospital records)
  - Request UD10 text based versions of Ann Arbor's Pedestrian Crashes from Michigan Traffic Crash Facts (2004, 2005 and 2012 have already been extracted and are available on the [PSATF Google Drive](#))
- Pedestrian Counts
    - *The City has looked at the various techniques and has concluded that intern labor is cost effective.*
    - *We have an inferred system at an intersection but it has not been used to pull bicycle or pedestrian counts.*
    - *Videography has been used for large events, such as U of M football games.*
    - *In the future there may be potential to track pedestrians through their cell phones, but it is not fully developed and there may be some privacy and security issues.*
    - *Do you count jaywalkers? They would not be reflected in counts but may be recorded in notes taken by the observer.*
    - *Can we use Washtenaw Bicycling and Walking Coalition (WBWC) data? They set up a database a while ago but not sure if it is still used or updated. WBWC has offered volunteers that have assisted and their work is reflected in the City's counts; but not aware of a separate database that they maintain. (Staff follow-up: WBWC has stop rates at crosswalks over time and other related data.)*
    - *When using different data sets we have to make sure they match-up and have a common lineage in how they are collected.*
    - *The count number given in the report is an extrapolated number. The counts are done for 90 minutes over peak time based on all day calibrated counts.*
    - *How do you decide which locations to count? In 2006, we looked systematically at the entire City and determined locations based on bicycle and pedestrian use and where future projects (such as bike lanes) would occur to do before and after analysis. The City budget allows for one intern a year to go out and do counts for a few weeks. It is not a highly scientific statically based method; it provides a glimpse of what is going on.*
    - *It would be nice to see more counts and counts at the same location over time to detect trends. While that may be helpful information, with limited resources we have to prioritize what type of data we collect.*
    - *In general, this data is fundamentally important for crashes, however in the world of transportation planning the pedestrian numbers are so much lower than motor vehicle numbers that you do not get statically significant data. The before and after studies tend to be more meaningful.*
    - *The Task Force would like to see "Eli's Wish List" for expanding the pedestrian count collection; specify what data is needed and what it would cost.*
    - Data wish list
      - *A brief one-page graph of American Community Survey (ACS) data showing pedestrian travel over time in Ann Arbor that also ties in the U.S.*

## Attachment A: Meeting #6 Discussion Summary

Census data to get a feel for the percentage of trips that changed over time.

- Coordinate with any pedestrian count data collected by WBWC.
- Consistent look at the same locations over time.

- Sidewalk Inventory

- It would be nice to have a GIS map where you can click on a sidewalk and see for whom maintenance responsibility lies. *The City can do this with their GIS when it comes to sidewalk repair as long as mileage remains in effect. Snow maintenance is everyone's responsibility and may need to be reiterated as a policy. The GIS data does have a direct association with the parcel owner so you we can identify who is responsible for snow maintenance.*
- Can we determine if there is a pattern to sidewalk locations that routinely are not maintained in the winter? *Community Standards collects this data. That type of analysis has not been done in the past but probably could be done. A2FixIt is a new tool that can be utilized this winter.*
- Does the data base describe who is responsible for orphan pathways, such as between private property and pathways at the end of a cul-de-sac? *"Connector Walks" are the official term for these pathways. The City has a list of all of these locations. The City redefined "sidewalk" under city code to include connector walks and City Council, by resolution, had to accept the walks as public sidewalks under the new definition. There is another batch of pathways that are not accounted for, these are where there is a private owner on each side with legal impediments that have not been worked out and they still do not meet the sidewalk definition for the City. The connector walks that were accepted by the City became the same as sidewalks for the repair program. As far as winter maintenance the code says that adjacent owners are not responsible.*
- Is anyone responsible for winter maintenance on connector walks? *Some of them have never been maintained, or there have been requests to not maintain in winter as they provide access for cross-country skiers. The City actively takes responsibility for connector walks where someone has filed a complaint. The City is not actively providing winter maintenance on all of the connector walks that were accepted. On some of the connector walks AAPS continues to maintain the walks as an informal policy.*
- Is there a list that identifies which connector walks the City is actively doing winter maintenance on? *Any time park operations takes on a segment of path it is included in the GIS route and is coded into the snow removal database.*
- What is the definition of sidewalk widths, especially in the downtown? *In terms of the sidewalk repair program, the sidewalk is defined as the main walkway area, typically the building face going out 5-6'. Unsure of how it is handled in term of snow removal unless it is in the DDA. In the DDA, the snow clearance area is from building to curb. The expectation in other areas of town is to clear the 5-6' walkway and not necessary the entire distance from curb to building.*

## Attachment A: Meeting #6 Discussion Summary

- There is a concern that people pile snow between the walkway area and the curb, in the “street furniture” zone, which blocks access to bike parking in the winter.
  - Does the City have an actual definition for the width of the sidewalk? “Walkway” is used and there is no definition for “walkway” in Ann Arbor or State Law. *I don't think there is any formal definition of walkway. There should be a definition in Community Standards for what they look for and I believe it is from the curb to the right-of-way.*
  - What is the ADA requirement for the width of a sidewalk? *4' and City standard width for a sidewalk is 5'.*
  - In regards to outdoor seating areas on sidewalks the City Code refers to the walkway distance as 5' but not sure if that applies to snow removal.
  - Is it possible to determine what pedestrian trips are not occurring because of lack of access? Is there a way to find out how people deal with sidewalk gaps? *The City does not do an analysis of every gap, but we do before and after studies on some pathways. For example, the pathway along Washtenaw saw a dramatic increase in use once the shared-use path was constructed.*
  - Is there more information on how winter maintenance enforcement actually works? *We will cover this topic at a different time when we can address it in more detail.*
  - What enforcement is currently used to maintain an open passage along sidewalks to vegetation intrusion and do we have data on how this has been performed over the last 10 years? *A2 Fix It will be one of the methods moving forward.*
  - Is there a certain height that is enforced for vegetation in the lawn extension? If we are going to have accessible sidewalks we need to have consistent vegetation enforcement policy and it is not completely clear on what that is. *This is a policy and enforcement discussion that we revisit at a later date.*
  - There is a safety concern with vegetation when it blocks visibility between pedestrians and motor vehicles, especially around crosswalks.
  - Are there any proactive methods the City can use to enforce vegetation outside a complaint driven approach? *People are, under code, required to maintain vegetation and it has been complaint driven just like snow shoveling. There are other standards about sight distance at intersections regarding height that also has to do with safety and if they affect the sight triangle they probably affect the crosswalk as well.*
  - There is a concern that someone in a wheel chair would have a hard time seeing and unable to cross the street safely when vegetation is at a height of 3'.
  - *We will get details to the Task Force regarding the existing code and sight lines so we can determine whether they are appropriate or not.*
- Crosswalk Inventory
    - Do we have information on how pedestrian signal heads work in different areas of the City? *We will pass this question on to field operations.*

## Attachment A: Meeting #6 Discussion Summary

- *Crosswalks are multifaceted facilities and the City has multiple data sets. The organization of the database evolved based on how the different departments use the data. We are working to organize and view the data as one crosswalk entity.*
- *There is a printed list of refuge islands but they have not been mapped out in GIS.*
- *What do you mean by curb ramps? Does that include areas where the sidewalk extends to the curb but there is no ramp? Yes, it includes areas where a curb ramp should be whether it is there or not. The database was based on air photos and does not note if a ramp is actually present or not.*
- *There is a database that contains the ADA compliant ramps in a different database.*
- *Is there an inventory of areas where the sidewalk ends before reaching the curb and there is a lawn extensions? Not specifically, a data analysis of existing curbs and sidewalk gaps might identify these locations. If there is concrete going to the curb it shows up as a crossing/ramp. Do you have a name for where the sidewalk doesn't extend all the way to the street? Not really, it is part of the lawn extension. In some cases these might be intentional based on the intersection design, for example you have to cross a minor street at an intersection to then cross the major street.*
- *Consistency of signals and signs – What are the standards and how do we make decisions on what to put in? The Manual on Uniform Traffic Control Devices (MUTCD) and the American Association of State Highway and Transportation Officials (AASHTO) have design guidelines and are the primary documents that the engineering community uses to guide design. There are a lot of discretionary elements, for example the City uses continental crosswalk markings on major roads and parallel crosswalk marking on secondary streets.*
- *Can you tell from your current data the distance between marked and or unmarked crosswalks on given roads? For example, could we do a query to show all the places in the City where there is a gap of crosswalk of more than 200' and a gap of marked crosswalk of 400'? The City is in the process of creating a data layer with all of the pavement markings, the answer should be yes once this dataset is complete. It should be noted that in GIS the road segment is not always segmented where you need and it could require some additional GIS manipulation, which could take a while to develop. The City's Non-motorized Plan had over 100 recommended new mid-block crossings. Some crosswalk analysis was done in 2003 and again in 2012. The plan did not give specific recommendations; rather they were grouped into major and minor crosswalks roughly based on the characteristics of the roadway. The major crosswalks identified are generally crossing islands and the minor crosswalks are generally pavement markings. The signage is specific to each location based on the crosswalk design.*



## Attachment A: Meeting #6 Discussion Summary

- *Does the City have information on the use of hawk signals and other active warning beacons? Those devices record the number of calls and that data is available; if that is of interest it could be brought to the committee.*
- *Data wish list:*
  - *Spacing between crosswalks and noting if the crosswalk is marked or unmarked*
- **AAATA Data**
  - *Bus stop access pads are called lead walks.*
  - *Are lead walks included in the City's sidewalk inventory? Not sure exactly, there might be some in the City's data base. AAATA keeps a database of this information that could be shared with the City. (Staff follow-up: A GIS layer for lead walks currently does not exist; however, AAATA indicated that they could create a GIS layer.)*
  - *Most of the lead walks are constructed by AAATA.*
  - *Have 30 transit stop locations already been relocated and are they in compliance? Yes, they have been relocated but they are not necessarily all in compliance.*
  - *Who is responsible for winter maintenance and what additional resources can the City provide to address that issue? Due to limited resources, stops with higher volumes may be cleared, but the majority of stops are not cleared. Part of the Non-motorized Plan update talks about including these paved areas as part of the sidewalk, so that would be one way to address and responsibility would be on the adjacent property owner. I would encourage the Task Force to look at the language in the snow clearing requirements and see if the clearing of the lead walk would be enforceable by Community Standards. The snow plow pile that is left seems to be a more common complaint than the clearing of the lead walk.*
  - *Ultimately everyone needs to be able to access the bus at all times, and this includes wheelchairs.*
  - *Moving forward the Task Force could work with the City and AAATA to interpret the existing requirements and determine who is responsible for maintenance at bus stops and how the new A2 Fix It tool can be utilized.*
  - *This issue has been framed in the Non-motorized Plan Update and there are example Cities where the winter maintenance responsibility goes beyond the curb. The Task Force may want to look at those innovations. For example, the City of Minneapolis includes the gutter.*
- **Lighting Inventory**
  - ***Due to C. Slotten leaving early, if the Task Force has any question regarding the lighting inventory, they should email them to N. Cox and C. Prudhomme.***
  - *How does the City decide on where to put the light poles?*
- **Existing Project and Programs**

## Attachment A: Meeting #6 Discussion Summary

- Are there any pilot areas being considered or talked about regarding filling the sidewalk gaps? *An interim policy was put in place for gaps currently being filed by citizen petition. The two primary ways sidewalk gaps are filled are by petition and in coordination with major roadway reconstruction projects.*
  - Can you describe the decision making process for the new sidewalk built along Newport Road north of M-14? *There was a petition from the near-by neighborhood to have better access to the schools on the south side of M-14. There was a fortunate coincident that the City was also getting ready to resurface the roadway at the same time. Typically when there is a petition it includes an interim public engagement process.*
  - With sidewalk gaps, have any origin and destination analysis been completed? Are sidewalk gaps near key generators of trips? *We laid out some concepts on how to prioritize projects, and identified factors such proximity to school and transit.*
  - *The City has had some sidewalk gaps filled as part of Safe Routes to School projects.*
  - *Act 51 funds identified through the Alternative Transportation Fund were used to implement the shared-use path along Washtenaw Avenue that accommodates both bicycle and pedestrians.*
  - *The City's Non-motorized Plan has a relative demand model that looks at population density, retail job density, special generators etc. It is a map of the relative latent demand for walking and bicycling facilities and was use for prioritization in the City's Non-motorized Plan.*
  - One of the Task Force's primary missions is to come up with policies for sidewalk gaps.
  - Are any records kept regarding complaints of filling in sidewalk gaps? *The City does not have that type of information.*
  - Does the city have a map of all large electronic boxes because they tend to block visibility at intersections? *There is not public utilities GIS information. The sign inventory that is currently underway might include some of this data.*
  - Can the Task Force get a listing of all the upcoming pedestrian projects in the CIP? Yes.
- Design Manuals and Standards
    - How is pedestrian signal programing handled? *Their settings are prescribed in the MUTCD. There is a certain amount of time for the walk indication, which has recently increased from 4 seconds to 7 seconds. The downtown is pre-timed so there are no pedestrian call buttons. In the more suburban areas there are pedestrian call buttons, but they are not universal because in some areas, due to the traffic patterns, it is better to just let the pedestrian signal run. The system is designed based on the national guidance, which have been recently updated to provide for more time for the pedestrian to navigate across the crosswalk.*
    - There is confusion regarding who has right-of-way in roundabouts, especially when exiting the circular. *A crosswalk at a roundabout is addressed under the*

## Attachment A: Meeting #6 Discussion Summary

*City's ordinance regarding crosswalks. The pedestrian has the right-of-way and the motor vehicle should stop.*

- Does the MUTCD only cover what is on the ground or does it include signs for crosswalks, etc.? *It includes all features of the right-of-way in relation to traffic, so it would include signs, beacons, signals etc.*
- Is any further standardization of crosswalk signs anticipated? *Certain uniformity is required at the national level. Standardization typically occurs during road repaving or reconstruction projects.*
- Could we provide more time for pedestrian to cross the road beyond the minimum requirement? *Due to the lack of time we will address this at a future meeting.*
- ***The next issues and resources brief will be on crosswalks. A reminder will be sent out to the Task Force to provide any additional questions they have on crosswalks that they would like the issues and resources brief to cover. The Task Force will have until the EOB on September 10<sup>th</sup> to email their questions to C. Prudhomme via Google Drive.***
- Will we have time to address snow and ice maintenance prior to winter? It is one particular issue that the public is expecting on us to move forward with sooner than later. *We can look at this topic during the October 1<sup>st</sup> Task Force Meeting.*

**Attachment B: Sign-in Sheet**



CITY OF ANN ARBOR, MICHIGAN  
Public Services Area/Systems Planning  
301 E. Huron Street  
P.O. Box 8647, Ann Arbor, Michigan 48107

Web: [www.a2gov.org/pedsafety](http://www.a2gov.org/pedsafety)

**SIGN-IN SHEET - PEDESTRIAN SAFETY & ACCESS TASK FORCE  
TASK FORCE MEETING #6**

**Date:** Wednesday, September 3, 2014

**Time:** 5:00 - 7:00 pm

**Location:** Basement Conference Room - Larcom City Hall (301 E Huron Street)

- NAME
1. Kathy Groszold
  2. MATT WARZA
  3. Marilga Torres
  4. SETH PETERSON
  5. Sabra Buere
  6. \_\_\_\_\_
  7. \_\_\_\_\_
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  9. \_\_\_\_\_
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  14. \_\_\_\_\_
  15. \_\_\_\_\_

**Attachment C: Approved Agenda**



**CITY OF ANN ARBOR, MICHIGAN**  
**Public Services Area/Systems Planning**  
**301 E. Huron Street**  
**P.O. Box 8647, Ann Arbor, Michigan 48107**

**Web: [www.a2gov.org/pedsafety](http://www.a2gov.org/pedsafety)**

**APPROVED AGENDA - PEDESTRIAN SAFETY & ACCESS TASK FORCE**  
**TASK FORCE MEETING #6**

**Date:** Wednesday, September 3, 2014

**Time:** 5:00 - 7:00 pm

**Location:** Basement Conference Room – Larcom City Hall (301 E Huron Street)

Chair: Linda Diane Feldt

Secretary: Ken Clark

- |  |                |
|--|----------------|
| 1. Introductions   | 5 – 5:05 pm    |
| 2. Approval of Agenda  | 5:05 – 5:10 pm |
| 3. Public Commentary (3 minutes/speaker, limit three speakers)               | 5:10 – 5:20 pm |
| 4. Approval of Meeting #5 Discussion Summary                                 | 5:20 – 5:25 pm |
| 5. Approve amendments to Pedestrian Safety and Access Plan Annotated Outline | 5:25 – 5:30 pm |
| 6. Data Types Q & A Panel  | 5:30 – 6:40 pm |

*For each of the following items 8 minutes will be allocated with approximately 5 minutes for Q & A and 3 minutes to identify additional data requests*

- |   |                |
|---|----------------|
| a) Crash Analysis Data                        |                |
| b) Pedestrian Counts                          |                |
| c) Sidewalk Inventory                         |                |
| d) Crosswalk Inventory                        |                |
| e) AAATA Data                                 |                |
| f) Lighting Inventory                         |                |
| g) Existing Projects and Programs             |                |
| h) Design Manuals and Standards               |                |
| 7. Next Steps                                 | 6:40 – 6:50 pm |
| a) Draft Outline Agendas and Work Plan        |                |
| b) October 1 <sup>st</sup> Task Force Meeting |                |
| c) Confirm Attendance for Next Meeting        |                |
| d) Next Round of Issues and Resources Briefs  |                |
| 8. Public Commentary (3 minutes/speaker)      |                |