

**PEDESTRIAN SAFETY AND ACCESS TASK FORCE
MEETING #2 DISCUSSION SUMMARY**

Date: Monday, April 28, 2014

Time: 3:00 to 5:00 PM

Location: Larcom City Hall, 6th floor conference room

Attendees: Task Force members present: 7; Vivienne Armentrout; Scott Campbell; Linda Diane Feldt; Owen Jansson; Anthony Pinnell; Sarah Pressprich Gryniewicz; Jim Rees

Task Force members absent: 2; Kenneth Clark; Neal Elyakin

Public Present: 4; refer to Attachment A for sign-in sheet.

City staff present: 2; Kayla Coleman, Connie Pulcifer

Re: Pedestrian Safety and Access Task Force Meeting

Meeting Notes

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 provided information and responses they are shown in italics. Additional staff comments added after the meeting are denoted as “post meeting notes.”

- Discussion of meeting materials: *unless otherwise communicated, staff will provide only agenda copies. Task force members will be expected to bring printed other printed materials they wish to reference during the meeting. Materials will generally be displayed electronically during the meeting.*
- Approval of agenda
 - Task force member Jansson was added to the list of those speaking on priority issues (agenda item 8b).
 - Unanimous approval of agenda as amended (Attachment B).
- Approval of Meeting #1 discussion summary; unanimous.
- Requests for Proposals (RFP) update: *three proposals were submitted. City staff and four members of the task force are on the selection committee and will be conducting interviews with potential consultants.*
- Officers: Chair and Secretary
 - Discussion of chair and secretary roles and responsibilities:
 - Chair conducts the business of the committee and the facilitator conducts the flow of the work.
 - Role of the chair: make sure the task force voice is heard; keep the task force on track and on schedule. The chair should keep a larger focus to guide the task force toward what needs to be accomplished.
 - Secretary: the facilitator would be responsible to prepare discussion summaries and the secretary to review for accuracy; ensure that an accurate record is kept and that it is publically available.
 - The chair and secretary working with facilitator will provide a checks and balances system.
 - Chair to work with staff project manager to develop agenda and facilitate Task Force meetings until facilitator is hired.
 - Nomination of Linda Diane Feldt for chair; approved unanimously.
 - Nomination of Ken Clark for secretary; approved unanimously.

- Meeting Logistics
 - Approval of Task Force Rules of Order (see Attachment C); approved unanimously.
 - Meeting time preferences:
 - Weekday mornings are not desirable.
 - Later evening meetings are not preferred.
 - Friday's will become a conflict for one task force member in the fall.
 - Fridays 3-5 PM and weekdays (Monday through Thursday) 5-7 PM are most preferred, overall.

- Project Information Retrieval
 - Decision to use Google Groups/ Google Doc: <http://groups.google.com/group/AA-ped-safety-and-access-task-force>
 - An email distribution list will be used through Google Groups to send emails among task force members; viewable to the public:
 - Concerns about use of Google Plus were raised, other task force members clarified that subscription of Google Plus will not be required.
 - Task force members volunteered to set up and maintain Google Group.
 - Someone on the task force may be designated as the Google Groups resource person to answer questions for other task force members having difficulty.
 - Someone will need to organize Google files, this may be a role for the secretary.
 - Files should be categorized and group systematically to ease retrieval.
 - Google Group may include a discussion log of thoughts the task force members would like to share. Could also include a “parking lot” of topics for future discussion.

- Sidewalk Gap Status
 - *The City allocated funding for a group of staff to investigate sidewalk gaps throughout the City. Council will be asked to reappropriate funding previously designated specifically for sidewalk gaps to be used toward the work of this group.*
 - *Sidewalk gaps throughout the City have been mapped in the City's internal Geographic Information System (GIS).*
 - *A preliminary cost estimate was prepared for filling sidewalk gaps, as an overall ballpark estimate.*
 - *Staff is currently using an interim system for prioritization of sidewalk gaps.*
 - *Some benchmarking work has been done. Particularly Austin Texas has been explored as an example of an established prioritization system.*
 - *Staff that has been a part of the internal work on sidewalk gap study will work with the task force to share information and seek input regarding prioritization strategy. The sidewalk gap prioritization process will also be a topic for broader public engagement.*
 - *What is the definition of sidewalk gap?*
 - *The existing sidewalk gap prioritization process seems somewhat subjective.*
 - *There are different preferences toward sidewalks, some people want them and some do not.*
 - *The task force expressed an interest in learning more about work that has been done on the “connector walks” (walks other than those in the street right-of-way; often connecting across a parcel). What are the maintenance responsibilities for these walkways? Has there been any City Council action taken on this topic? *Post meeting note: A City Council resolution to accept specified sidewalks outside of the public right-of-way for public use is provided as Attachment D. Staff representatives will be invited to future Task Force meetings to provide information and help answer questions.**

- Communication Strategy
 - *There is a staff person from the City Communications Office that is assigned as a resource to provide advice to this group in public interactions, e.g. for public meetings.*
 - *There are designated points throughout the work plan that reference public involvement.*
 - *Effective public engagement should be sought, what will the outreach and engagement strategy be for this group? Using a variety of means helps to ensure more effective outreach. This may include use of the [project website](#), public meetings, [A2 Open City Hall](#), [Gov Delivery](#), social media, etc.*
 - *Many pedestrians are public school children, need to keep these fundamental users in mind throughout our outreach and engagement strategy.*
 - *The City has a Community Engagement Toolkit that can be used to help identify affected stakeholders and explore engagement options. Staff and the consultant team can help to guide the task force through the use of this toolkit.*

- Other discussion
 - *The task force should keep in mind short range and long range approaches as we begin identifying issues and making recommendations. For example, we may want to address snow maintenance in the near term rather than waiting until the end of our effort, through another snow season.*
 - *The task force has done great work in beginning to think about their priority issues and potential recommendations. Identification of goals and objectives will be one of the preliminary tasks to be accomplished.*
 - *How does the task force go about making recommendations? Is there an opportunity to prioritize recommendations within the “rigid” framework that has been proposed? The task force will need to determine their approach for making recommendations. Perhaps as an interim report of one final report to City Council. Staff can help to facilitate the process of the task force making recommendations to Council.*
 - *Staff can provide examples of charter documents that have been used with other task forces and advisory committees.*
 - *One task force member recommended that education and engineering/physical changes be the focus of the group. Enforcement is “cut and dry.”*

- Discussion of potential agenda topics for Task Force Meeting #3
 - Google Groups Committee – update
 - Priority Issues Synthesis and Organization Committee – update
 - Education and context building; potential topics:
 - Comparison of existing state and local regulations (Eli Cooper)
 - Update on recent council actions pertaining to pedestrian topics (Eli Cooper)
 - Overview of selected consultant
 - Charter
 - Stakeholder analysis

- Roles and Subcommittees established:
 - Task Force chair: Linda Diane Feldt
 - Task Force secretary: Ken Clark
 - Google Groups Committee: Jim Rees, Ken Clark and Scott Campbell
 - Anticipated deadline: launch Google Group within 2 weeks (05/12/2014).
 - Task: set up Google Group for file organization and email distribution system. Develop categories for grouping files within Google Group.
 - Priority Issues Synthesis and Organization Committee: Owen Jansson, Linda Diane Feldt, Tony Pinnell
 - Task: review the lists of priority issues that have been proposed by task force members; eliminate redundancies and categorize/group the topics.

- Public comment:
 - Larry Deck (representative of the Washtenaw Bicycling and Walking Coalition (WBWC)): WBWC has gathered information related to crosswalk best practices, and studied field performance of data collected on crosswalks before and after ordinance implementation. WBWC has also investigated sidewalk gap issues. WBWC would be interested in sharing information with the task force. Larry Deck is also a member of the Alternative Transportation (“ALT”) Committee, which deals with transit, walking and bicycling. The ALT committee includes a representative from AATA, getDowntown, the Citizens Advisory Committee, UM, and various other stakeholders. The ALT committee monitored the progress of the non-motorized plan update.
 - Nancy Kaplan: When will this group begin sharing information with the public? Will a Gov Delivery topic be established? *Likely within the next month. (Post meeting note: the Gov Delivery topic is now published. Sign-up is available through the [task force website](#), click the red envelope).* When will the task force share their work with City Council? Will this come before the end of the 18 month effort. *There will be public engagement opportunities throughout the process.* Because council meetings are televised and reported, could a Council member periodically provide an update on the work of the task force? *The task force will discuss how to handle communications to City Council.*

Attachment A: Sign in Sheet

2. Donna Estabrook

1. Larry Deck

3. NANCY KAPLAN

1. DAVE ASEINS

Attachment B: 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

MEETING AGENDA—PEDESTRIAN SAFETY & ACCESS TASK FORCE

Task Force Meeting #2

Monday, April 28, 2014

3:00 – 5:00 pm

Larcom City Hall, 6th floor Conference Room

1. Approval of Agenda 3 to 3:05 pm
2. Approval of Meeting #1 Summary 3:05 to 3:10 pm
3. Request for Proposals (RFP) update 3:10 to 3:25 pm
4. Officers: Chair and Secretary 3:25 to 3:55 pm
 - a. Roles and Responsibility
 - b. Nominations
5. Meeting Logistics 3:55 to 4:15
 - a. Rules of Order (Armentrout)
 - b. Agenda Development
 - c. Preferred Meeting Times
6. Project Information Retrieval 4:15 to 4:30 pm
 - a. Project Webpage
 - b. Cloud-based Document Storage
7. Sidewalk Gap Status (Feldt) 4:30 to 4:35 pm
8. Next Steps 4:35 to 4:50 pm
 - a. Communications Strategy (Pinnell)
 - b. Priority Issues (Pinnell, Clark, Feldt and Jansson)
9. Public Commentary (3 minutes/speaker)

Attachment C: Approved Rules of Order

Rules of Order
Pedestrian Task Force, City of Ann Arbor
Adopted April 28, 2014

1. The Chair shall conduct all votes and elections and will rule on procedural issues. The Chair shall recognize speakers and moderate discussion.
2. All matters in which the Pedestrian Task Force (PTF) makes a recommendation to City Council, and all procedural votes, shall require votes by a majority of members appointed and serving for approval. This is 5 members.
3. PTF business meetings shall not be conducted with fewer than 5 members present. Informational presentations and subcommittee meetings are exempt from this requirement.
4. In discussion of a matter prior to a vote, every member shall have an opportunity to speak once, and shall have one opportunity for rebuttal after others have spoken. At the discretion of the Chair, speaking privileges may be extended beyond these limits.
5. Recommendations and procedural matters shall be moved from the floor, with a second to the motion. The Chair may call for a motion to support the matter at hand.
6. Amendments to any motion may be moved and also require a second. "Friendly" amendments may be proposed which do not require a separate vote if the maker of the original motion and the seconder agree.
7. Recommendations already passed by the PTF may be raised for reconsideration by any member at subsequent meetings. The motion to reconsider must be voted on separately and gain a majority of votes before amendments and new votes on the recommendation may proceed.
8. These rules will be in effect once accepted by a majority vote of the PTF and may be amended by motion and majority vote.



City of Ann Arbor

301 E. Huron St.
Ann Arbor, MI 48104
<http://a2gov.legistar.com/Calendar.aspx>

Legislation Details (With Text)

File #:	13-0699	Version:	2	Name:	7/1/13 Resolution to Accept 34 Sidewalks
Type:	Resolution	Status:	Passed		
File created:	7/1/2013	In control:	City Council		
On agenda:	10/21/2013	Final action:	10/21/2013		
Enactment date:	10/21/2013	Enactment #:	R-13-316		
Title:	Resolution to Accept Thirty-Four Sidewalks for Public Use (8 Votes Required)				
Sponsors:					
Indexes:					
Code sections:					
Attachments:	1. Crosslots Package Rev 10.02.13, 2. Crosslots Package.pdf, 3. Summary of Citizen Responses - crosslot paths (2)				

Date	Ver.	Action By	Action	Result
10/21/2013	2	City Council	Approved	Pass
10/7/2013	2	City Council		
10/7/2013	2	City Council	Postponed	Pass
7/1/2013	1	City Council		
7/1/2013	1	City Council	Postponed	Pass

Resolution to Accept Thirty-Four Sidewalks for Public Use (8 Votes Required)

Attached for your review and approval is a resolution to accept thirty-four specific sidewalks located outside of the public street rights-of-way for public use.

On October 21, 2013, City Council approved an ordinance to amend Sections 4:51, 4:58, and 4:60 of Chapter 49 (Sidewalks) of Title IV of the Code of the City of Ann Arbor. This amendment expanded the definition of "sidewalk" to include not only those walkways found in public rights-of-way but also those "within or upon an easement or strip of land taken or accepted by the City or dedicated to and accepted by the City for public use by pedestrians, bicycles, or other non-motorized travel." These walks are most often found on a strip of land lying between two or more parcels and are commonly referred to as "connector" walks.

Pursuant to that change, staff reviewed a number of such connector walks and determined that thirty-four of those meet the recently amended definition of sidewalk in Chapter 49 and appear suitable for acceptance by the City for public use.

Although these walkways were shown on plat drawings as dedications to the City for public use, the approval or acceptance of a plat by the City by itself is not sufficient to accept a dedication to the public that was noted on the plat drawing. Rather, a resolution that formally and specifically accepted the dedication was required. An amendment in 1978 to the Subdivision Control Act, in particular MCL 560.255b, creates a presumption of acceptance of a dedication to the public ten years after a plat is recorded. However, because a dedication can be rejected or can be withdrawn before it is formally accepted, and to create a clear record and avoid ambiguities as to which dedicated walks

have been accepted by the City, formal acceptance of each of these connector walks is recommended.

The attached overall and detailed maps indicate the location of the thirty-four crosslot walks that staff are recommending for Council consideration for acceptance for public use.

Prepared by: Deborah Gosselin, Engineer, Systems Planning

Reviewed by: Craig Hupy, Public Services Area Administrator

Approved by: Steven D. Powers, City Administrator

Whereas, On October 21, 2013 City Council approved an ordinance to amend Sections 4:51, 4:58, and 4:60 of Chapter 49 (Sidewalks) of Title IV of the Code of the City of Ann Arbor;

Whereas, That amendment expanded the definition of sidewalk to include those within or upon an easement or strip of land taken or accepted by the City or dedicated to and accepted by the City for public use by pedestrians, bicycles, or other non-motorized travel; and

Whereas, Thirty-four walks have been identified that meet the expanded definition of sidewalk and that are deemed suitable for acceptance as public sidewalks;

RESOLVED, That City Council accepts for public use the following thirty-four sidewalks that are also depicted in the attached map:

Walk Location

PED-00001 - Lying between Lots 4 and 5 of Julia A. Tuomy Subdivision

PED-00002 - Lying between Lots 2 and 31 of Nature Cove Subdivision

PED-00005 - Lying between Lots 12 and 13 of Orchard Subdivision

PED-00006 - Lying between Lots 4 and 5 of Orchard Subdivision

PED-00009 - Lying between Lots 120 and 121 & Lots 141 and 142 of Hollywood Park No. 2 Subdivision

PED-00010 - Lying between Lots 52 and 53 & Lots 68 and 69 of Huron Highlands Subdivision

PED-00014 - Lying between Lots 26 and 27 of Dicken Park Subdivision

PED-00015 - Lying between Lots 70 and 71 of Green Brier Subdivision # 2

PED-00016 - Lying between Lot 38 of Westport Hills Subdivision No. 2 and Lot 89 of Westport Hills Subdivision No. 3

PED-00019 - Lying along the rear of Lots 11, 12, 23, and 24 of Revena Heights Subdivision

PED-00020 - Lying between Lots 212 and 213 & Lots 228 and 229 of North Campus Heights No. 4 Subdivision

PED-00021 - Lying between Lots 17 and 18 of Arbordale Subdivision

PED-00022 - Lying between Lots 10 and 11 of Arbordale Subdivision

PED-00025 - Lying between Lots 145 and 146 of North Campus Heights No. 3 Subdivision and between Lots 190 and 191 of North Campus Heights No. 4 Subdivision

PED-00026 - Lying between Lots 189 and 190 & Lots 209 and 210 of Hollywood Park No. 3 Subdivision

PED-00027 - Lying between Lots 29 and 30 of Pauline Acres Subdivision

PED-00028 - Lying between Lots 70 and 71 & Lots 104 and 105 of Lansdowne Subdivision

PED-00029 - Lying between Lots 175 and 176 of North Campus Heights No. 3 Subdivision

PED-00030 - Lying between Lots 3 and 4 & Lots 11 and 12 of Eber White Second Addition to the City of Ann Arbor

PED-00032 - Lying between Lots 353 and 354 of Vernon Downs No. 4 Subdivision

PED-00041 - Lying between Lots 43 and 44 and along the west edge of Earhart Commons of Earhart

Knolls Subdivision

- PED-00042 - Lying between Lots 49 and 50 of Earhart Knolls Subdivision
- PED-00043 - Lying between Lots 57 and 58 of Earhart Knolls Subdivision
- PED-00044 - Lying between Lots 200 and 201 of Turnberry No. 2 Subdivision
- PED-00045 - On Lot 3 of Freeman Estates Subdivision
- PED-00052 - Lying between Lots 50 and 51 of Westaire Terrace Subdivision
- PED-00055 - Lying between Lots 41 and 42 of Liberty Glen Subdivision
- PED-00056 - Lying between Lots 14 and 15 of Coral Ridge Subdivision
- PED-00066 - Lying between Lots 39 and 40 of Hearthstone Subdivision No. 2
- PED-00067 - Lying along side of Lot 30 of Green Lea No.1 Subdivision
- PED-00073 - Lying between Lots 93 and 94 on unopened Ivywood Drive in Dover-Parkside Subdivision No. 2
- PED-00074 - Lying south of Lots 1-5 of Garden Circle Subdivision in unopened Thaler Avenue north of Liberty Heights Condominiums
- PED-00075 - Lying in unopened Andover Road between Lots 28 and 29 of The Woodlands Subdivision
- PED-00080 - On Lots 59 and 69 of Garden Homes Park; and

RESOLVED, That the City Administrator be authorized and directed to take the necessary administrative actions to implement this resolution.