

Work Session

Agenda Item #	6
Meeting Date	July 1, 2013
Prepared By	Jessie Carpenter City Clerk Sara Anne Daines HCD Director
Approved By	Brian T. Kenner City Manager

Discussion Item	Discussion of Safe Roadways Committee/Residential Streetscape Task Force
Background	<p>On June 3, 2013, the City Council heard a presentation from residents on improving the streetscape of Takoma Park's residential neighborhoods. The report included two short term recommendations:</p> <ol style="list-style-type: none"> 1. The Council should adopt residential streetscape guidelines. The guidelines could be developed by staff and submitted to the community for comment or the guidelines could be developed by a committee of residents and submitted to the staff for comments. 2. The Council should consider appointing a temporary committee of residents to assist in development and/or review of the streetscape guidelines, conduct community outreach, and monitor implementation of the guidelines. <p>Among the presenters, several expressed interest in serving on the temporary committee.</p> <p>After the Council heard the presentation, a Councilmember suggested having the newly re-established Safe Roadways Committee take on the task of addressing residential streetscapes.</p> <p>The Safe Roadways Committee was re-established in 2012 with the following purpose:</p> <ol style="list-style-type: none"> 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. B. To encourage Takoma Park residents to use alternatives to driving, including walking, bicycling, and transit. <p>The complete description of the Safe Roadways Committee is attached.</p> <p>The Committee has not yet been appointed. To date, three residents have applied to serve; several more have expressed interest.</p> <p>The Mayor has scheduled this work session to discuss how to address the recommendation to appoint a temporary committee to assist in development and/or</p>

	review of the streetscape guidelines, conduct outreach, and monitor implementation of the guidelines.
Policy	<p>Create and maintain a livable community that is vibrant, healthy, and safe with convenient transportation for all of its residents.</p> <p>- Strategic Plan FY 2010 - FY 2015</p>
Fiscal Impact	N/A
Attachments	<ul style="list-style-type: none"> • Takoma Park Code, Ch. 2.16 Article 5, Safe Roadways Committee • The complete presentation on residential streetscapes may be viewed online at: http://www.takomaparkmd.gov/citycouncil/agendas/2013-06-03
Recommendation	Discuss how to proceed.
Special Consideration	<p>The Housing and Community Development Department's Planning Division has prepared design standards and guidelines for a variety of projects. Publications include the New Ave Streetscape Standards, Holton Lane Area Improvement Vision, Takoma Langley Sector Plan Urban Design Guidelines, and Design Guidelines for Commercial Buildings in the City of Takoma Park, Maryland. Copies of the above referenced publications are available online at www.takomaparkmd.gov and www.thenewave.com/visions-and-plans.</p> <p>Given this experience and expertise, the Council may wish to consider having City staff prepare a preliminary draft of the streetscape standards for review by the community and adoption by the Council.</p>

Article 5. Safe Roadways Committee

2.16.100 Committee established.

There is established a Takoma Park Safe Roadways Committee which shall serve in an official advisory and coordination role to the City Council on all matters related to transportation. (Ord. 2012-38 § 1, 2012/Ord. 2004-08 § 1, 2004)

2.16.110 Statement of purpose.

The purpose of the Takoma Park Safe Roadways Committee shall be as follows:

- 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.
- B. To encourage Takoma Park residents to use alternatives to driving, including walking, bicycling, and transit. (Ord. 2012-38 § 1, 2012/Ord. 2004-08 § 2, 2004)

2.16.120 Committee membership, terms of office, structure, and staffing.

A. **Membership.** The Committee consists of up to 11 persons to be appointed by the Council. Efforts shall be made to have representation from each of the City's wards. Members may serve for no more than six years continuously.

B. **Terms of Office.** Committee members shall serve staggered two-year terms with initial appointments of one and two years. All terms shall begin on July 1st and end on June 30th. Midterm vacancies shall be filled to serve the balance of the unexpired term.

C. **Structure.**

- 1. The Committee shall organize to accomplish its purposes, and elect from its members co-chairs and other officers as it shall deem necessary. Elections for officers shall be held annually.
- 2. The Committee shall meet at least quarterly.
- 3. All meetings are open to the public and are subject to the Maryland Open Meetings Act. Meeting notices and agendas are prepared and submitted to the City Clerk and posted in advance of any Committee meeting in accordance with State law. Written records of Committee proceedings are maintained. A report on the activities of the Committee shall be submitted to the Council at least once a year.
- 4. A majority of members shall constitute a quorum to conduct business.

D. **Staffing.** The City Manager or his or her designee shall provide appropriate staff support

to the Committee on an as needed basis when requested, but staff shall not be permanently assigned to the Committee.

E. The Committee shall conform to other provisions of Article 1 of this chapter as may be amended from time to time. (Ord. 2012-38 § 1, 2012/Ord. 2005-36, 2005/Ord. 2004-08 § 3, 2004)

2.16.130 Duties and responsibilities of the committee.

The Committee shall advise and assist the Council with respect to developing and implementing policies to increase transportation safety and accessibility in Takoma Park, especially for pedestrians, bicyclists, and transit riders. In furtherance of these duties, the Committee shall attempt to accomplish the following:

- A. Assist the Council in the development of policies and programming that address the transportation concerns of the community.
- B. Assist the Council in prioritizing transportation-related projects.
- C. Collaborate with programs and organizations and with other City task forces and committees that may, at any time, be involved in matters relating to Takoma Park roadways, transit, pedestrians, and bicyclists.
- D. Prepare an annual report to the Council on the activities of the Committee and provide additional briefings as required. (Ord. 2012-38 § 1, 2012/Ord. 2004-08 § 4, 2004)