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Meeting Minutes

Call to Order: Alan Krouse, 1:06 PM

Motion to Approve Minutes: Jamie Gaines

Second: Lynn Maloney-Mújica

Motion carries

Shane presented the “2025 Complete Streets Update”

- Request photos/events/blurbs to add to report
 - Safety Summit Photos already sent to Chris from Jessica Deville

Complete Streets Performance Metrics Report Feedback from CSAC:

Pg	Comments
2	<p>Lynn: Bicycle/Pedestrian Master Plan Section – Request is for Map where we have plans instead of list</p> <p>Response: May not have time to do so this year, but can do for next year</p> <p>Tara: Link to newer Complete Streets page (Google directs to older page), for Master Plans, maintain links on website and refer to it</p> <p>Chris: Website will host links (not PDF’s)</p> <p>Lynn: Not comprehensive list, but if you send her list, she maybe can create a map so they don’t have to create it.</p> <p>Chris: Explains process to get signatures to send to the Legislative Session</p>
3	<p>Jessica Stroope: Should DOTD employees who attended the Rural Complete Streets Summit be included in totals?</p> <p>Shane: I can add this to the report if you send it</p> <p>Tara: Can we be specific about a % of DOTD employees who were trained or who are trained? To achieve saturation?</p> <p>Shane: We can’t for Conferences because we just have attendees, not which sessions they attended, but we’ve been discussing this for future performance metric development</p> <p>Lynn: Add something that says “Refer to Note 4” for explanation</p>
4	<p>Tara: Why was there a drop in the number of Bike Lane & Multi-Use Paths?</p> <p>Chris: We will look into how we can make Bike Planning Tool dynamic/update</p> <p>Tara: Perhaps we can address this in a different meeting to focus on it</p> <p>Chris: We’re required to look at Bike Planning Tool as well to prioritize projects</p> <p>Lynn: We should change/adjust policy if we need, but know now so we can make those changes now.</p> <p>Shane: Requested information from GIS for ADA plan, but we have not received it yet so that part is blank</p> <p>Cathy: Is it only DOTD? On Florida it is being improved, will it be included</p> <p>Andre: It may not be included because it’s a permit – part of why we’re revisiting this because we aren’t tracking all of that information at this point. If we can make permits digitally we can track it.</p> <p>Lynn: Have ADA Transition Plan as a topic for a future meeting</p> <p>Lacey: Perhaps we can have Cynthia Douglas come speak</p> <p>Chris: Yes we can do that. She spoke at the steering committee</p>
5-6	<p>Kaysie: Label graphical information on page 5 & page 6 with totals (hard to see what the values are in the graph) and label districts (perhaps small map in the corner?)</p>

7	Jessica Stroope: Update 2.1 to list the pay items in the same order as previous years for consistency.
8	<p>Lynn: Why are interstates being included in the table representation of total Complete Streets Criteria roadway on pg 8?</p> <p>Shane: Explained how the numbers work</p> <p>Tara: Are 4' paved shoulders the minimum for urban areas according to the Minimum Design Guidelines?</p> <p>Chris: No</p> <p>Lynn: For future performance metrics, we should revisit how we calculate this number</p> <p>Kaysie: Why is the title the "Condition of the State Route?"</p> <p>Lynn: Suggested Status</p> <p>Tara: Perhaps add "Freeways & Interstates (Exempt, Statute#)", "AADT<1000 (Meets Policy)"</p> <p>Andre: For this one year is keeping it consistent to last year because there's an expectation and if we change things, we don't want to miscommunicate</p> <p>Lynn: We need to start this sooner</p> <p>Andre: After he finishes presenting we can talk about the future of the performance metrics</p> <p>Tara: Add denominator to "X out of Y Projects Let have Complete Streets Facilities" etc.</p> <p>Ashifur: How were numbers of roads calculated? Is this 2024 data?</p> <p>Shane: Yes, we used 2024 HPMS Data from DOTD GIS</p> <p>Tara: Are we maintaining these project lists of projects with CS Facilities?</p> <p>Shane: Yes we're saving them as spreadsheets stored internally</p> <p>Carrie: Add units for graph 2.1 a) Sidewalks, Bike Lanes, & Multi-Use Paths ...</p>
9	<p>Jessica Stroope: I can give you a list of Elected Officials of who attended trainings. Do you want all numbers or just them?</p> <p>Shane: We should restrict to associated people</p>
10	<p>Shane: We're waiting on map from GIS</p> <p>Tara: Dream Request – make an interactive, zoom in map to show what the agency has been doing</p>
11	Lacey: We should carry through Kaysie's comment through the bar graphs to add the specific values

No questions

Lynn: Motion is to accept resolution

Motion to Accept the Resolution to Approve the Plan with Revisions as Noted: Jamie Gaines

Second: Cheri Soileau

Motion Carried

- Docusign will be used for signatures post-revision

Other Business:

- Ruijie (Rebecca Bain) is leaving
Ashifur Rahman (LTRC) put in an application for CSAC Membership
 - His research was read from his application – Research project will include freight implementation into Complete Streets
 - **Tara:** This project just started in January – it will be presented to the council later
 - **Lynn:** It is a timely presentation (FHWA freight requirement). This will keep Complete Streets relevant

Motion to Approve: Cheri
Second: Jamie
Motion Carried
- Performance Measure Development Update (Andre)
 - LADOTD Steering Group will get first draft, then CSAC will get second draft
 - Traffic Engineering – trying to find usable data (just because it's available doesn't make it useful/presentable)
 - **Shane** – Using GIS, trying to make different pieces overlap correctly
 - **Andre** – want to show in a map the information (as Tara suggested earlier), to use via connectivity. There are limitations. We won't treat this as we'll be "done" with it. We want to move things forward. There are things that will be really complicated that we will start with something small and make small progresses to those end points.
 - **Lynn** – Is it valuable to use metrics for strategy, to see if the implementation working?
 - **Andre** – We're currently making a complete streets manual to provide better guidance to designers to improve communication
 - **Lynn** – manual would be helpful to explain statutes etc. and put everyone on same page
 - **Andre** – The Marked Crosswalk requirements will change in relation to MUTCD updates and so additional guidance will be provided because of CFR (shall includes should statements, so we need to provide additional clarification for those things, such as engineering judgment requirements – needs to be documented in a report)
 - **Carrie:** We're working on ArcGIS items and can coordinate with you (Tara/Rebecca) versus Jason Carr (GIS) [suggested because of GIS's current workload]. Also website should update on April 1, 2025. There will be a training on using the VRU Tool on March 26 (perhaps invitation can be forwarded)
- Next Meeting – June 5th

Adjourned: Alan Krouse, 2:32 PM

CC: Andre' Fillastre, P.E.
Shane Caldwell, P.E.