

**Minutes of The
City of Waterloo Complete Streets Advisory Committee Meeting
November 30, 2021**

Meeting of the City of Waterloo Complete Streets Advisory Committee was called to order at 1:30 pm November 30, 2021, by Chairperson Cass in the Harold E. Getty Council Chambers, City Hall.

Roll Call: Members present: Felicia Cass, Anne Marie Kofta, Pat Morrissey, Paul Huting, Jessica Rucker, Wayne Castle, David Sturch, John Dornoff, Kyle Durant, Aric Schroeder, and Matt Schindel.

Members present electronically: Ray Feuss.

Members absent were: Sandi Greco, Will Frost, and Greg Young.

Other people attending in person: Aldina Dautovic- INRCOG

Other people attending online: Michelle Sweeney - AECOM

It was moved by Morrissey, seconded by Durant to approve the minutes of the October 26, 2021 meeting. Motion carried unanimously.

1. Adoption of a Waterloo Pedestrian Master Plan.

- Cass went over the history of the Complete Streets Committee starting with the Complete Streets Policy being passed by the City Council in 2013.
- Administrative rules were updated in 2018.
- There will be a City Council Work Session on December 6th.
- The committee will also go over the new plan with the new council members.
- Last year the council asked the committee to come up with the plan.
- The plan included:
 - Priority Sidewalks
 - Policy Recommendations
 - Scoring Matrix
- Durant went over the priority sidewalk infill areas.
- Identified priority areas
- Need to find a stable and consistent funding source.
- Looking at alternatives.
- What should be promoted with the MET Transit restructuring and expansion?
- Snow removal policy and enforcement practices should be looked at.
- Planning and Zoning Recommendations:
 - Encourage sidewalk connections in site planning for new developments and ensure workers and customers have access.
 - Update zoning and subdivision Ordinances to prioritize street connectivity.
 - Encourage transit oriented development (TOD)
 - Reduce minimum parking requirements where appropriate.
 - Sidewalks in business districts.
- Engineering Recommendations.
 - Maintain routine sidewalk connections.
 - Adapt street design standards to improve safety for all users.
 - Reduce design speeds of arterial and collector roads.
 - Install curb extensions along arterial and collector roads.
 - Support infrastructure for busses and bikes.

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- Improve design of pedestrian accommodations.
- Provide adequate pedestrian accommodations during construction.
- Traffic Control Recommendations.
 - Phase out pedestrian activated “beg” signals for fixed-timed signals.
 - Same as engineering items #2 and 5.
 - Apply highly visible markings at marked crossings.
 - Ensure consistency of street signing.
- Discussion of parking requirements.
- Look for low hanging fruit.
- It was noted that Castle spent a lot of effort to create a scoring matrix that works.
- Important items in matrix:
 - Safety and health.
 - Equity
 - Pedestrian Attractions
 - Obstacles to installing sidewalks.
 - Construction Cost.
- Can total up to a 140 points.
- The committee went over several streets and how they scored to test the matrix.
- West Donald Street scored high but Flammang to Crossroads did not due to construction issues.

It was moved by Morrissey, seconded by Schindel to adopt the Waterloo Pedestrian Master Plan. Motion carried unanimously.

2. Upcoming Planning Commission Agenda Review

- Schroeder went over the agenda.
- No action was considered for any of the items.

3. Other Project Status Updates

- Morrissey asked about the Shaulis Road crossing of US Highway 218. Schindel and Castle went over the difficulties and the cost to cross the highway and that there is a search for possible funding sources.
- Preliminary design for La Porte Road is done with a letting for the Shaulis Road to US Highway 20 section coming soon.
- The stakeholders for the 4th/5th/6th Street project will meet soon.

4. Acknowledgement of Completion of Service of Committee Member Pat Morrissey

- Pat Morrissey was thanked for his service to the committee having got involved before the committee was even formed and before he was on the City Council. It was noted that with his term ending with the City Council it also ends with the committee and that we would look to have another Councilperson appointed to the committee.

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5. Election of Chairperson and Vice-Chairperson for the term ending December 31, 2022

- Felecia noted that Anne Marie Kofta had expressed an interest in again serving as the Vice-Chairperson, but asked if any others were interested in serving as Chair noting that she was willing to step down and have a new chair.

It was moved by Huting, seconded by Morrissey to nominate Felecia Cass as Chairperson and Anne Marie Kofta as Vice-Chairperson until December 31st, 2022. Motion carried unanimously.

6. Other Discussion

December meeting has been canceled, will have a January meeting but Cass recommended canceling the February meeting.

It was moved by Schroeder, seconded by Rucker to cancel the February, 2022 meeting. Motion carried unanimously.

Adjournment

Cass adjourned the meeting at 3:11p.m.

Respectfully submitted,



John Dornoff
Planner I