

Appendix B: Project Advisory Committee Notes

PROJECT ADVISORY COMMITTEE (PAC) MEETING #1 SUMMARY

April 16, 2015 10:00 am - 12:00 pm

Minnesota Department of Health, Room B107, 625 Robert Street North, Saint Paul, MN 55101

Meeting Overview

The meeting began with a welcome and introduction from the co-chairs who led the members in a group activity. Project team then presented on [Minnesota Walks](#), the Plan goals, outcomes, and process. The group then discussed community engagement in general, and next steps.

WHAT IS THE MOST IMPORTANT THING FOR THIS PLAN TO ACCOMPLISH?

Participants discussed their thoughts on what the Plan should accomplish. Some used a mobile device platform to enter their ideas (see Image 1) but most discussed ideas as a group.

- Opportunity to impact health
- More walking more frequently
- Including physical design in policy
- Make walking more normal in daily lives and work
- Partnership and health
- Safety of children
- Safe walking and transportation for seniors
- Understand urban and rural walking environment
- How can we make healthy Infrastructure affordable
- Paradigm shift, we need to prioritize pedestrian activity
- Increase safety for pedestrians, reduce fatalities
- Education around walking
- Place-making
- Improve accessibility and reducing barriers
- Different approaches for urban and rural environments
- Quality of life
- Develop incentives for pedestrian infrastructure in smaller communities Education around active healthy lifestyles
- Safer environment for pedestrians
- Expedite MnDOT's implementation of complete streets
- Reflect values and needs of Minnesotans
- Address state aid roads
- Action steps to improve walking
- Elevate importance and prioritization of safety and convenience of walking
- Use pedestrian planning to connect different transportation modes
- Reimagine how we see our communities and how communities see themselves
- Shift from car-centric culture
- Improve infrastructure for populations experiencing health inequities

PROJECT ADVISORY COMMITTEE (PAC) MEETING #2 SUMMARY

May 11, 2015, 10:00 am – 12:00 pm

Minnesota Department of Revenue, Room 2010, 600 Robert Street North, Saint Paul, MN 55101

Image 3: PAC Meeting #2



Meeting Overview

The second meeting of the Project Advisory Committee (PAC) was held on May 11, 2015 at the Minnesota Department of Revenue in Saint Paul. The goal of the meeting was to engage the PAC members on generating ideas on community engagement for this project. The input from this meeting will be used in the development of the Community Engagement Plan.

The meeting began with introductions, a recap of the first PAC meeting and an overview of the Engagement Strategies Best Practices research. The conclusions and recommendations

The bulk of the meeting was used to engage with PAC members in series of activities focused on community engagement ideas for the Minnesota Statewide Pedestrian System Plan (see Image 3).

Activity #1: Plan Goals and Vision

MnDOT and MDH developed the Vision and Goals of the Minnesota Statewide Pedestrian System Plan as part of an earlier effort. The following are the Vision and Goals developed by MnDOT and MDH in the fall of 2014:

VISION:

Walking is safe, convenient, and desirable for all in Minnesota.

GOALS

Gain a better understanding of pedestrian needs and challenges in Minnesota from public and external stakeholders to help MnDOT and MDH better address pedestrian needs

Develop recommendations for new projects, policies and programs that would improve the pedestrian environment at the state, regional, and local levels

Provide recommendations to clarify the various roles and responsibilities of partners involved with creating better pedestrian environments in Minnesota

During Activity #1, PAC members were asked to review the vision and goals and consider what might be missing. Participants were invited to write down ideas on post-it notes and shared their ideas on posters on the wall. The following captures general themes on the feedback as well as list of all of the comments that were received. [Ideas about Vision](#)

Based on the feedback, a few themes emerged. Participants emphasized the importance of incorporating equity into the vision statement, emphasizing support for walking, and using more inclusive language (for example, some participants mentioned the term “walking” excludes people with physical disabilities).

All comments

- Pedestrian options are safe, convenient and desirable throughout Minnesota
- The pedestrian plan should refer to the importance of aesthetics in motivating people to walk
- Have you hugged a landscape architect today?
- Walking is safe, convenient and SUPPORTED for all in Minnesota
- Better clearing and maintenance of pedestrian walkways
- Equitable (+1)
- Elevate pedestrians as priorities in our transportation system (not an afterthought). Additional goal?
- Pedestrian rather than walking and define “pedestrian” in the plan
- “Desirable” – is the state telling me what to desire?
- The Pedestrian Plan should contain a statement about protocols for multiple users of a sidewalk. People walking should yield to people in wheelchairs, people biking should yield to people walking, and skateboarders should yield to everyone. The faster yield to the slower, and the less vulnerable yield to the more vulnerable.
- Suggested rewrite: It is safe, convenient and desirable for all people in Minnesota to walk
- For disabled people, the word “walking” would be exclusive
- Revise use of “pedestrian” to focus on “walking”?
- “Needs and challenges for walking in Minnesota”
- “Improve the walking environment”
- Use parallel structure with the vision

IDEAS ABOUT GOALS

A few themes emerged from the feedback on the goals. A number of participants expressed concern that the goals were more process oriented and not plan goals. Additionally, participants mentioned goals should address equity and diversity in walking and that the goals are not of a statewide pedestrian plan should be goals not just for MnDOT and MDH, but for other agencies and organizations that are involved making our environments and communities more walkable.

All comments

- More than MnDOT and MDH should be in Goal #1. Add stakeholders.
- Reference the importance of a diverse stakeholder group through the text of Goal #1
- Invest in operations and maintenance to align to meet Goal #2
- Goal #2: new – or changes to existing (which can be considered “new”)

- Development of interesting places will give a purpose for walking: “connect the dots”
- The first goal seems more like an action item with in the plan. Goals should be outcomes (or desired outcomes)
- Opportunities: this plan should be aspirational, not just solely to “fix” problems
- What is working well?
- Explicitly tie goals to livability
- All people in Minnesota are able to walk along and across roads in safe and convenient areas within populated areas/communities
- Include “future” needs and challenges
- How to get ideas from other geographic areas over time?
- Greater Minnesota intersection signals are outdated and do not have the latest in technology that assist with disabilities. Work with local jurisdictions to address pedestrian needs across the state
- Identify evaluation and feedback loops
- Further highlight “funding” issue in goals - not mentioned at all
- Improved sidewalks
- How to integrate pedestrian facilities with other modes
- Traffic flow
- Call out, highlight, focus on low-income, minority, etc. (focus areas) and build them into the goals.
- Identify resources needed at various levels
- How to welcome others into planning and implementation and evaluation process as more potential stakeholder groups identified?
- The pedestrian plan should refer to MnDOT’s effort to install bike and pedestrian counters around the state
- Is the “roles” piece really a primary goal or an intended outcome?
- MnDOT and MDH roles compared with county, local government
- MnDOT regularly incorporates pedestrian needs in transportation system

Activity #2: Stakeholder Identification

During Activity #2, PAC members were asked to provide input on who need to be involved and what questions need to be answered in order to make this plan effective and meaningful.

WHOSE VOICES NEED TO BE HEARD?

Participants provided great ideas about the individuals and groups with whom we need to engage in this planning process. Participants mentioned the importance of engaging with:

- People who are not often involved in planning processes
- People with influence (business owners, developers, and decision-makers); and people with an understanding of how decisions are made in the built environment

All comments

- Low income populations in the suburbs
- Recent immigrants
- Identify communities that don’t have a plan or sidewalk system
- People of color in suburbs
- Voices of those who are opposed to walking
- Children and parents walking to school
- Tourist abilities to travel
- Transit riders
- People who like to walk to work
- Schools

- Retailers
- Places of work
- Private property walkability
- Elderly senior centers
- Minority populations
- Ethnically diverse populations
- Area Agencies on Aging (statewide)
- Aging populations
- Growing aging population
- Communities with people moving from home
- More dependent on walking
- People with no car
- People with disabilities
- Designers
- Project managers
- City planners
- The implementers
- drivers
- Housing planners
- City planners
- Reservations
- Houses of workshop
- Group Home residents
- Youth clubs
- 4-H
- FFA
- Girl Scouts
- Boy Scouts
- Chambers of commerce
- Civic organizations
- Youth – to develop life-long walking habits
- Minnesota Department of Education
- School Districts
- Visitors – to understand wayfinding
- People with transportation issues
- Civil Engineers
- Hydrologists
- Mental Health Professionals
- Chemical Dependency Professionals
- Land owners
- Developers
- Anyone involved in replacing Minnesota bridge
- People who walk
- People who work or are not able when to attend public meetings
- People who can walk and choose not to
- College students
- Transit administrators
- No or limited English language proficiency
- County engineers
- Transportation planners
- Health care providers

- Business districts
- Small business owners – how can walking help them?
- Go to the groups
- Community action programs
- People for whom English is a second language
- Seniors – go to where they are such as senior housing
- Senior Centers congregate dining
- Not the usual suspects – people who are not typically plugged into the planning process
- Transit agencies and staff
- Multimodal trips
- Public works departments
- Minority groups – different groups look at walking differently
- Low-income people
- Those who walk because they have to
- Homeless people
- Disabled community
- People who are blind or visually impaired
- Gender diversity
- Women have different perspectives from men
- Diversity in racial and ethnic backgrounds
- Railroads
- Greater Minnesota
- Those not able to speak for themselves
- Children
- Those with disabilities
- Researchers

WHAT QUESTIONS DO WE NEED ANSWERED?

During this discussion, participants were asked to provide ideas about what questions to ask the broad range of stakeholders. A few themes emerged from the activity. Participants mentioned the following are important to consider in tailoring the questions we ask during the process:

Understanding what encourages people to walk more (safety, comfort, desirability),

Identifying barriers to better walking environments (from public perspective and practitioner perspective),

Additionally participants mentioned it will be important for MnDOT and MDH to communicate the benefits of walking to garner support, and make the process of how to influence the walking realm more transparent.

All comments:

- Considerations for walking: distance, scenery, time available, time of day, carrying purchases, time of year, terrain
- Do you care about walking? If yes, why? If no, why?
- What would get you to walk?
- Do you understand walking benefits?
- How important is walking to you?
- What is the top barrier to you walking more?
- What do you need in terms of safety (crime, structures, perception of), convenience?
- Will you come if we build it?
- How should we elevate existing pedestrian structures?
- Who do we ask? Snow plow drivers?

- What gaps in services exist in Minnesota re: a statewide pedestrian plan?
- Whose responsibility is it to address the unresolved issues re: plan?
- What is the investment necessary to complete this plan?
- Emphasize positives over barriers
- What is most important to do to entice you to walk more?
- Question to those opposed to walking/walking facilities: What would you need to support walking facilities? What would you need to make walking a higher priority?
- Schools, retailers, housing developers?
- Who is going to do what?
- Snow removal
- How fast?
- Repairs
- Levels of government, community members
- Personal agency: do you call in pedestrian problems?
- What are the terms of the people in your community?
- What discourages you from walking?
- What safety issues do you see or need?
- How often do drivers stop for you to cross the street?
- How does weather (snow) factor in?
- How does time of day factor in?
- How does traffic factor in?
- Whose job/role is it? Policy, planning, MnDOT, etc.
- How can snow clearance rules be more effectively enforced?
- How do we compensate for various users of paths? (walkers, runners, bicycles)
- How do we enable citizens to voice their desire to create path systems and direct municipalities to funding?
- How does walking make you feel?
- What are some of the physical features that would be desirable in a "good walk" to work, home, school?
- Are you more inclined to walk from work or recreation?
- What distance would you walk for either?
- How should future planning decisions intersect/consider walking?
- Where do you want to walk but can't or have difficulty?
- Can we go above and beyond the ADA as a bare minimum?
- What are regional pedestrian needs?
- How are those distinguished from local planning?
- Do you combine walking with other transportation modes?
- How do you choose a route when you walk?
- Where do you walk now?
- Where would you like to walk?
- A sense of priorities: what is most/least important?
- Who do you walk with?
- What needs do you see for you to stay in your home or community?
- How can pedestrian plans be incorporated with transit planning to best serve the transportation needs in safe and convenient manner?
- What policies or practices need to change in order to support safe, convenient, pedestrian systems throughout our communities?
- Rural areas: are sidewalks a priority?

- The importance of connectivity to key change estimations?
- Need/desire for supporting infrastructure such as benches, trees, etc. providing shade
- What is the minimum a community can provide? With this plan?
- Is walking important? Why? Why not?
- Why do you walk?
- How far were you willing to walk in terms of distance?
- How long are you willing to walk in terms of time?
- How will we educate the current/future generations to be responsible using crosswalks, etc.?
- How do we educate drivers on laws related to pedestrian safety?
- How do we enforce and protect pedestrians and/or drivers?

Activity #3: Engagement Strategies

PAC members were asked to reflect on the work and report out from the first two activities and brainstorm strategies for engagement. They generated ideas through small-group discussion, wrote ideas on post-it notes, and shared on posters on the wall. They were asked to sort their ideas into four categories. The categories were based on the four recommended approaches to engagement as identified through the research process:

- Harness Existing Relationships
- Make it Convenient
- Foster Peer-to-Peer Conversations
- Review and Evaluate Engagement throughout Process

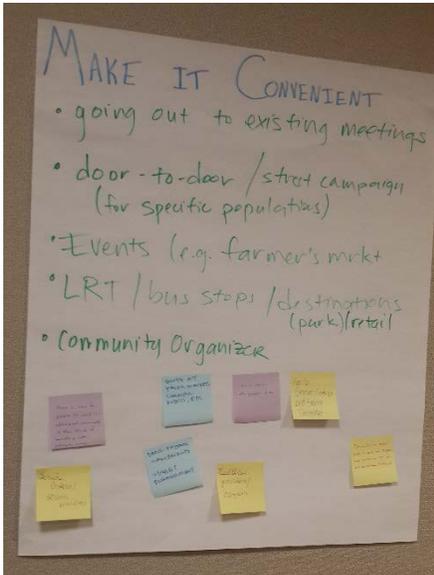
The following is a direct transcription of the notes generated during activity #3

MAKE IT CONVENIENT

- Go out to existing meetings
- Go to where people are
- Senior housing
- Healthcare providers
- Campuses
- Existing community events
- Demonstration project that is easy and temporary that people can see, feel and experience firsthand
- Door-to-door/street campaign (for specific populations)
- Events
- Farmers markets
- Festivals
- Fairs
- Summer events
- LRT/bus stops
- Destinations
- Parks
- Retail
- Community organizer expertise
- Have a way for people to send in additional comments if they think of something later
- Postcards
- Online
- Senior centers
- Service providers
- Intercept surveys of transit riders

- Go to playgrounds to talk with parents and children

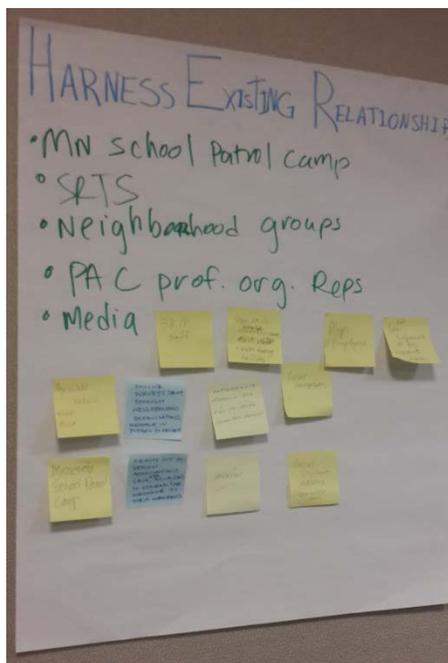
Image 4: Ideas for making community engagement convenient



HARNESS EXISTING RELATIONSHIPS

- Minnesota School Patrol Camp
- Safe Routes to School
- Neighborhood groups
- PAC professional organization representatives
- Media
- SHIP staff
- Online surveys sent through neighborhood organizations
- Neighborhood organizations – surveys and fliers to residents
- Reach out to design associations to spread the message to their members
- APA
- AIA
- ASLA
- IIDA
- Age well – national
- AARP
- RSVP
- Information to schools for kids to bring home for families
- Local newspapers
- Local city/town websites (post surveys there)
- Major employers
- As law enforcement on key engagement issues
- Attend professional/stakeholder meetings/annual meetings

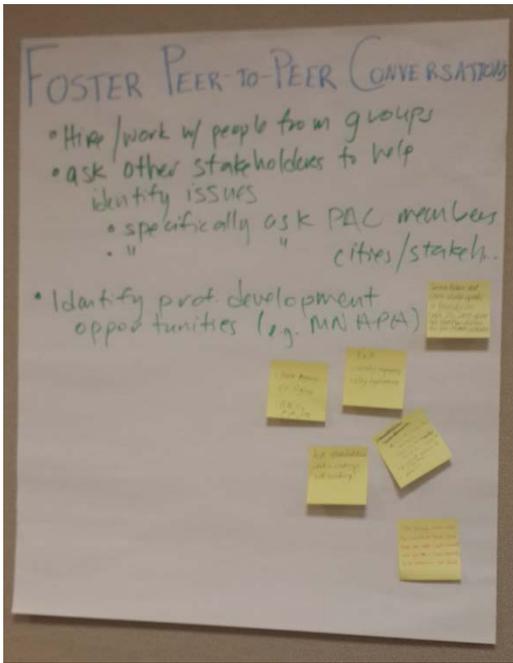
Image 5: Ideas for harnessing existing relationships



FOSTER PEER-TO-PEER CONVERSATIONS

- Hire/work with people from groups that need to be engaged
- As other stakeholders to help identify issues
- PAC members
- Cities
- Identify professional development opportunities
- MN APA (Jasna, Amber and Chris should speak in Bemidji on September 23, 2014 about the Ped Plan during the pre-MN APA session)
- Hire interviewers from different geographic/demographic groups
- Areas Agency on Aging
- ARLs? ARCs? (handwriting issue)
- Center Independent Living? (handwriting issue)
- County Engineers
- City Engineers
- Ask stakeholders what is working or not working?
- Recruit communities' members
- Set aside money to pay for engagement
- Grassroots community organizers
- Talk through areas within the consultant team where there are holes (youth, minority) and **pay** a local organization to do outreach on your behalf

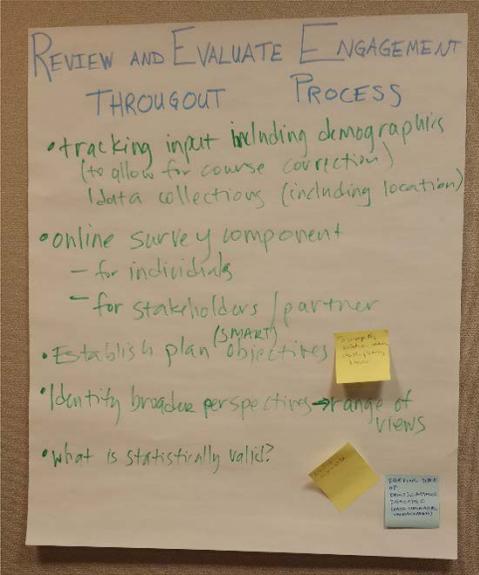
Image 6: Ideas for fostering peer-to-peer conversations



REVIEW AND EVALUATE ENGAGEMENT THROUGHOUT PROCESS

- Track who is providing input (including demographics and location) to allow for course-correction
- Compare results/responses with demographic information and then identify population(s) to sample more (includes age, gender, location, mode, etc.)
- Online surveys
- For individuals
- For stakeholders/partners
- Establish a plan with SMART objectives (specific, measurable, attainable, relevant, time-bound) to engage key pedestrian stakeholders into the planning process
- Identify broader perspectives – make sure to engage a range of views
- Address statistical validity
- Evaluate branding and visibility
- Track demographics reached (data summaries, spreadsheets)

Image 7: Ideas for reviewing and evaluating engagement throughout the process



PROJECT ADVISORY COMMITTEE (PAC) MEETING #3 SUMMARY

June 15, 2015, 10:00 am – 12:00 pm

Minnesota Department of Health, Room B107, 625 Robert Street North, Saint Paul, MN 55101

Image 8: PAC Meeting #3



Meeting Overview

The third meeting of the Project Advisory Committee (PAC) was held on June 15, 2015 at the Minnesota Department of Health in Saint Paul. The goal of the meeting was to provide an overview of the Community Engagement Plan and Communications Plan (CEP), to engage the PAC members in an in-depth review of tool kits for engagement strategies, and to experience peer learning from other members (this week's topic was architecture, landscape architecture and urban design). The input from this meeting will be used to shape the implementation tools for public engagement strategies outlined in the CEP.

The meeting began with introductions including a summary of key stakeholder groups each PAC member works with or has access to, a recap of the most recent PAC meeting and an overview of the CEP and Communications Plan.

The bulk of the meeting was used to engage with PAC members in small group discussions around draft toolkits for engagement strategies. The meeting closed with a panel discussion about the design profession and its relationship with the pedestrian realm.

Introductions: PAC members and their relationships with priority stakeholders

PAC members introduced themselves and shared which priority stakeholder groups they work with and/or have relationships with. This helps the project team understand how to tap into specific resources for engagement. Some of the PAC members will be interviewed by the project team in preparation for engaging with priority groups.

- Julie - Older adults in Greater MN, lives in apartment in downtown St. Paul
- Jean - People with disabilities (Olmsted Plan), low income urban
- Michelle Snider - Parks and Rec, community education in schools. Older adults, people with disabilities, children and youth.
- Patrick – I've communities on SRTS, Ashbee, White Earth SRTS plans
- Philipp - Cities, Mayors, Councilmembers, Planning Directors, Environmental Directors, other top city staff
- Matthew - SRTS, 40 different rural communities, struggle with smaller communities not wanting pedestrian facilities
- Candace - Immigrant populations, people with disabilities, Greater MN volunteer through Design Team
- Steve - Member of SNTC, SRTS
- Bob - Blue zones, City of Albert Lea, AARP's Livable Community Factors
- Tom - College of Design – transportation and healthy communities
- Leslie - MDH staff through injury prevention
- Jason - Hennepin Co., Design engineers, civil engineers
- Pam - Young adults 18-24, African American Churches, low income urban
- Mike - Metro Transit – business owners and property owners who are nervous about changes to their storefronts and parking changes
- Gretchen - Older Adults that are organized in multiple groups, architects, affordable housing – low income urban
- Heidi - People with Disabilities in Small rural communities
- Matt - Aging parents and getting concerned about their ability to get around, also landscape architects
- Susan Youngs – TZD coordinator

Summary presentations: PAC Meeting #2, Community Engagement Plan, Communications Plan

Jasna and Amber presented highlights from the last PAC meeting, an overview of the Community Engagement Plan, and the Communications Plan. There were some questions from the PAC members:

- What is the outcome?
- How will the results be funded?

The project team responded by explaining the community engagement would help develop a roadmap for local, regional and statewide efforts and provide recommendations for policies, programs, and projects.

The project team made note to clarify this message.

Activity: Review draft toolkits for engagement

The PAC members gathered in three groups to review draft toolkits. The toolkits are intended to serve as guides for people conducting engagement activities. Each table had a facilitator who reported out at the end on themes they heard from the PAC. These suggested edits are used by the project team to improve the toolkits themselves as well as improve the questions and activities.

Design Panel

Tom Fisher, Gretchen Camp, and Matt Rentsch presented about how walking is a part of their field of work using a Pecha Kucha format. Some topics covered were:

- 25% of the population can't drive
- Construction barriers can be used as temporary art pieces
- Plantings can suffer from road salt and too much sun
- Streets are the #1 cause of death for people age 5-34
- You can scale large buildings down to person-level by using flower boxes and canopies and signage

- How do you consider accommodating walking daily in your profession?
- Nature of the project – Home Depot vs Loring
- Users – necessity, amenity, luxury, etc.
- Safety and security
- Connection opportunities
- What makes it easier and what are the challenges
- Value of exercise, transportation ,amenity
- TAP funding and safe streets legislation
 - What are the challenges
- Developer may not think of it as their bottom line
- know where to go
- What should change to make it easier for designer
 - Zoning guidelines gives teeth to make reluctant clients consider walking
 - Also, flexibility to do their job
- Adopt a master plan, even just a framework – people have something to go on
- What elements influence easy to make it walk
- Think about walking from vehicle to favorite store. What are the obstacles or surroundings?

The PAC members then asked questions and had a discussion about design topics with the panel.

- Form based code has to do with a quality of an experience. Saint Louis Park has one. We've organized our world around separate systems. Form based code is a change in the way we think about our disciplines in our government.
- What are other places doing differently from Minnesota? The East Coast has less space, so there is more density
- Challenge in getting developers to keep the public realm in their budget. Each developer is different: some focus on first impression, some focus on in-unit. For landscape architects, it's a challenge to get developers to stop thinking it's is the icing on the cake.
- We need to NOT use the term AMENITY in the Pedestrian Plan. We're creating places that add value. It's a necessity.
- We can't rely on the private sector to shape the public realm

PROJECT ADVISORY COMMITTEE (PAC) MEETING #4 SUMMARY

July 30, 2015, 2:00 pm – 4:00 pm

Minnesota Department of Health, Room B145, 625 Robert Street North, Saint Paul, MN 55101

Meeting Overview

The fourth meeting of the Project Advisory Committee (PAC) was held on July 30, 2015 at the Minnesota Department of Health in Saint Paul. The goal of the meeting was to provide a general project update, an update on the Pedestrian System Plan goals, an update on community engagement events, surveys, webinars, and toolkits, and to learn about fellow PAC members' experience and expertise (this week's topic was meaningful engagement around transportation access). The information shared at this meeting will be used by the PAC to spread the word about the project, the community gathering engagement toolkit, and learn about engagement best practices.

Attendees

Heidi Hamilton, Lisa Firth, Michelle Snider, Julie Myhre, Jean Wallace, Pam Moore, Heidi Schalberg
Matt Johnson, Steve Brisendine, Bob Worthington, Eric Weiss, Mike Mechtenberg, Tim Mitchell, Gretchen Camp, Ellen Pillsbury, Chris Kartheiser, Greta Alquist, Cindy Zerger, Amber Dallman, Jasna Hadzic, Candace Dow

Project Update

Amber Dallman provided a general project update. The next meeting will be October 22, 2pm-4pm and meetings will continue through April 2016. The Project Team will change beginning August 3, 2015 as Amber transitions from her job MDH to MnDOT as the Section Manager for the Bicycle and Pedestrian Section.

Jasna Hadzic provided an update on internal meetings at MDH and MnDOT. Both groups have provided recommendations on clearer project goals:

- More people walk
- Healthier people
- Stronger communities
- Improve walking for all purposes
- Improve safety
- Improve accessibility and encourage connections

PAC members responded to the proposed goals and recommended the Project Team incorporate empowerment, equity, and affordability.

Community Engagement Update

Cindy Zerger provided a summary of two pilot community engagement events: Open Streets Northeast and Rondo Days. At both events, more than 350 participants were asked to identify their most important walking destinations and characteristics of their communities that make walking safe, convenient, and desirable as well as unsafe, inconvenient, and undesirable.

At Open Streets Northeast, people identified restaurants/cafes, grocery stores, and parks as the most important walking destinations. Participants identified sidewalks/trails, short distances to destinations, presence of other people, and many destinations as positive factors for walking. For negative factors, they identified driver behavior, busy roads, poor sidewalks, and difficult pedestrian crossings.

The pros of Open Streets Northeast were many participants, emerging themes, enthusiasm from participants. Cons were the time needed to process results, the number of activities for participants to engage in, and running out of prizes and energy by the end of the event. As a result, the Project Team made adjustments to the activities in advance of Rondo Days.

At Rondo Days, people identified grocery stores, home, parks, jobs, and restaurants/cafes as the most important walking destinations. Participants identified sidewalks/trails, short distances to destinations, presence of other people, and many destinations as positive factors for walking. For negative factors, they identified driver behavior, busy roads, poor sidewalks, and difficult pedestrian crossings.

The pros of Rondo Days were ease of processing information, leveraged partnerships with Metro Transit and MNDOT, reaching priority populations, and replicability of activities by partners. Cons were the cost of the booth, loud music, and slightly cramped space. As a result, the Project Team made adjustments to the activities before distributing community gathering engagement toolkit which will be used by partners to engage others around Minnesota.

Full event summaries were sent to the PAC member after the meeting. In addition to in-person events, the Project Team developed an online survey using the same content. It is posted at minnesotago.org/walks.

Chris Kartheiser presented on a recent webinar aimed at training partners on how to use the community gathering engagement toolkit to engage more participants. Topics included target audience, toolkit contents, and instructions for recording engagement results. PAC members provided questions and comments to the Project Team about the community gathering engagement toolkit. Most of these were incorporated into an FAQ section of the toolkit.

Panel Discussion

Greta Alquist facilitated a panel discussion with Heidi Hamilton and Pam Moore about their experience engaging people around transportation topics. The PAC and Project Team learned about ways to better engage people during this project such as engaging with existing groups because people have more trust with groups they already know, how important being a pedestrian is to having independence, that barriers to walking are often more basic than you may think (like owning winter boots) so it is important to understand people at their basic needs.

When it comes to engaging people different from us (e.g. age, race, gender, physical ability), Pam and Heidi agreed that finding a champion within a group is critical to co-lead a discussion. The Project Team may have a list of questions that need to be answered, but starting there can shut a conversation down before it even begins. Also emphasized the importance of respecting people's space – to behave as a guest and to let participants lead the conversation. How you ask people to participate is also important: inviting people to share their thoughts because their perspective is unique and important is more effective than simply asking if they'd like to take a survey.

Finally, both Pam and Heidi recommended focus groups for engaging people with disabilities as well as young adults.

Next Steps

The meeting closed with a challenge from Jean Wallace who asked the PAC members to use the community gathering engagement toolkit at least once before the next meeting.

PROJECT ADVISORY COMMITTEE (PAC) MEETING #5 SUMMARY

November 12, 2015, 10:00 am – 12:00 pm

Minnesota Department of Health, Room B107, 625 Robert Street North, Saint Paul, MN 55101

Meeting Overview

The fifth meeting of the Project Advisory Committee (PAC) was held on November 12, 2015 at the Minnesota Department of Health in Saint Paul. The goal of the meeting was to present the APC members with preliminary findings from the community engagement process. Cindy Zerger and Greta Alquist from Toole Design Group covered goals and approach, stories from the field, early results, and next steps. Following the presentation, PAC members discussed their impressions of the preliminary results in small groups and began brainstorming ideas on how to address the common themes. That will be the topic for the sixth and final PAC meeting on January 22, 2015.

Image 9: Images from community gatherings

ENGAGEMENT

3000+ participants

Public Library

Neighborhood Celebrations

Farm-to-school Night

MinnesotaGO
A Collaborative Vision for Transportation

MINNESOTA
MDH
DEPARTMENT OF HEALTH

MINNESOTA
INSTITUTE
OF TRANSPORTATION

PROJECT ADVISORY COMMITTEE (PAC) MEETING #6 SUMMARY

January 22, 2016, 10:00 am – 12:00 pm

Minnesota Department of Revenue, 600 Robert Street North, Saint Paul, MN 55101

Meeting Overview

The sixth meeting of the Project Advisory Committee (PAC) was held on January 22, 2016 at the Minnesota Department of Revenue in Saint Paul. The goal of the meeting was to engage the PAC members around the themes that emerged from the community engagement process and to develop starter ideas for MnDOT and MDH to consider for the plan development.

The meeting began with introductions and a brief update of the project timeline. Toole Design Group then presented an overview of the results of the community engagement process in nine key themes, followed by a brief, large-group question and answer session.

Q: What were some differences between the Metro area and Greater Minnesota?

A: Wildlife and bugs came up in Greater Minnesota more as deterrents. Presence of other people was important in more populous areas – cities and larger towns. During tribal outreach, dogs traveling in packs were brought up.

Q: What about engagement events not on the calendar in the appendix?

A: Alert MnDOT or MDH if you did engagement and it is not in the calendar. The content of the calendar was updated at the project management team weekly meetings and the online reporting survey.

Q: What were some themes from the youth workshops?

A: We expected teens to discuss utilitarian trips more, but teens described walking to relax and be in nature much more. Safety is the top priority: the presence of people is helpful, but some teens do not feel safe in their neighborhoods. One teen walks with her phone with the 9 and 1 dialed already so all she has to do is dial the number 1 in an emergency situation.

Q: What were some unique answers from older adults?

A: Some seniors will skip a trip if they can't park within two blocks of their destination. Benches for resting along their walks were important as well because they are more easily physically fatigued and need to rest more often. Signal timing is often too short to make it across the street.

Small Group Activity

During the second half of the meeting, PAC members worked in small groups to review the starter ideas, refine them, and add additional ideas. Key themes and starter ideas were printed on large sheets of paper and participants were encouraged to refine the starter ideas and add to them. The purpose of this activity was to generate ideas and help MnDOT and MDH in the next steps of the plan development process. The discussion notes are summarized in bullet points below, and sorted into the nine themes. Content was documented by table facilitators based on discussion and also typed up from the worksheets at each table.

UNIVERSAL DESIGN

- 8 to 80
- ADA is in the building code, it's the law, we have to do it and we need to do it.
- ADA has guidelines and makes the design on the built environment predictable
- Need standards for Universal Design. Need to do it within reason and has to make sense
- Look at what the codes say and then apply it to the context

- Need Universal Design to lead to uniform expectations
- Don't want to degrade ADA (do no harm), needs to build upon. Some may be in a wheelchair, others may just be short (vertically challenged). Some may have left side limited strength and others have right side limited strength (need rails on both side of the walls of bathrooms (ambulatory stalls – both sides).
- Using AASHTO/NACTO guidelines, PBIC designate walk friendly communities and use specific design criteria. How do you evaluate use – are people using the place?
- How do you modify the built environment to better meet pedestrian needs?
- Define the needs in the beginning and design to meet the needs will result in a better outcome. How do you evaluate success – how to measure it? How do we define if it works, need to think about that at the front.
- Increased training – design and planning and transit
- Education component –emphasis on WHY ADA is important for our communities
- Quality control with contractors
- Accessibility DURING construction
- PAC or committees – can help with review and enforcement
- Integrate Universal Design as part of or in conjunction with Complete Streets guidelines and best practice
- Understanding of vision/standards/guidelines throughout the process – plan/design/build
- During construction, maintain pedestrian access
- Clearly define “universal design”
- Facilitate Universal Design as part of or in conjunction with Complete Streets Guidelines and best practices
- Wide-ranging education on construction quality, why it matters to people and not as an abstraction

ROADWAY AND STREET DESIGN

- More visibility in Toward Zero Deaths (TZD) – injuries have been increasing
- Get rid of language and classifications of things that actually make safety and comfort differences for pedestrian realm. For example, “amenity zone” should count as a roadway design treatment instead of an “amenity”.
- Put MnDOT’s Chris Berrens on tour around the state to explain how to use MnMAP on MnDOT’s website to find out about future State Trunk Highway projects in your region. Then you can contact your local SHIP people to join you to agitate for Complete Streets projects!
- Use city, land use, street typologies to describe good design practices
- Significant increase in pedestrian deaths from 2014-2015 (14%). Increase safety features needed to reach goal of TZD.

LAND USE AND THE BUILT ENVIRONMENT

- Land use is the result of what the code requires, very similar issues to what we talked about before, need to think holistically about school siting (how will people get to the edge of town), like the idea of investing near popular walking destinations (harder retrofitting vs. new construction) – need two categories, need a decision tree for deciding what pedestrian improvements can be made, highway roads/bikeways have different facility classifications – what about classification of pedestrian facilities (local walking routes, regional route – helps with applying the design that fits the context)
- Plain language is important
- Allow for lower speeds on pedestrian streets
- More specific language in school siting idea. How and why?
- Incentivize specific destinations to be located in downtowns like post offices
- Integrate Universal Design principles into design guidance and site planning requirements – use Ford Site as a premier example
- Support school siting policies and explain why it is important to change them

MAINTENANCE

- State mandate that requires municipalities to do one of two things:

1. Require property owners to maintain and the municipalities to enforce violations or,
 2. The municipality does all snow/ice clearing
- Concerned about the people unable to clear snow and ice. Putting the onus on individuals creates an unfair burden to some that don't have time or money to take care of it.
 - Another idea is to give maintenance funds to smaller areas – Mayor Frazier did this in Minneapolis – provided funds to neighborhood organizations
 - New Hampshire model could be the ideal long term, but the two-option could be an interim solution
 - People should be able to submit a photo and note to a city or homeowners association or maintenance company
 - Stronger enforcement of shoveling – municipalities could clear the snow and send the property owner a bill for it.
 - Reprioritize the order of snow clearance – potentially local and state connect with public health preparedness staff who are working to identify populations and neighborhoods and develop mitigation plans
 - If adding sidewalks, address a maintenance plan
 - Curb ramps are most difficult to shovel for residents.
 - Roseville uses a model similar to New Hampshire

FUNDING

- Typology for level of investment
- Funding sources – business associations, doesn't have to be government. We should make a strong business case for cost sharing e.g. local business increases when customers feel safer
- There should be development requirements in permits
- Safe Routes to Parks grants – grant programs for other top destinations
- Set project funding to match a level of service (LOS) for pedestrians and provide a rubric/calculation

COMMUNITY ENGAGEMENT

- Getting to the folks is important – people with disabilities may not have a computer, engage these organizations - Centers for Independent Living (8 across the state – Metro Area for Independent Living) Macil.org, state independent living council – engage them as they oversee the big picture (DEED – Pam Tyler – connect with her), MN Consortium of Citizens with Disabilities mnccd.org – Cheryl Grassi and Joe Erbs, Area Aging Councils (Dept. of Human Services – new director Kari Benson), people are more obese and have diabetes at a younger age means younger people are having disabilities early.
- Who is the audience for the Plan – MnDOT and MDH, but how does the plan trickle over or down to other state, regional, local agencies. MnDOT has no enforcement, try to use ADA to get compliance, goes back to ROI – can save money with pedestrian improvement that result in people using more expensive ways to get around (metro mobility).
- Staff dedicated to community engagement – especially in big projects
- Clear timeline for the public on project steps/ process
- Building partnerships (2-way relationship)
- Leverage SHIP
- Walking audits should be more widespread because they directly engage communities
- Spell out specifically in final plan, how X can use this information. Categorize the plan like the Food Charter
- In this Plan process, conduct meetings at RDC offices and give presentation of findings, then workshop strategies to put the meat on the bones. No more discussing what people want, figure out how to give them what they want.
- “We are not just moving tons of steel”
- Comprehensive transportation planning and engagement includes looking at all modes to determine problems and solutions and includes looking beyond the mode named by the designers
- Tool kits
- Have staff dedicated to community engagement
- Early engagement
- Clear timeline and definition of process

- Continue building relationships with partners
- Statewide Pedestrian Advocacy organization (or network of local ones)
- Include a section in this plan on “How a City can use/learn from this plan”
- Leverage local connections through SHIP who already are connected to their communities and build capacity.
- Put MnDOT’s Chris Berrens on tour around the state to explain how to use MnMAP to find out about upcoming state Trunk Highway projects so people can work with their local SHIP team to agitate for Complete Streets projects on State Trunk Highways!
- The argument for a Tea Party member: revenue-neutral funding shifts from cars/roads to the pedestrian environment
- State support for walking audits in cities and towns

PARTNERSHIPS AND COORDINATION

- Make better use of data for pedestrian planning such as cell phone, infrastructure, crash data
- Partner with agencies on ADA issues especially around transit
- ADA pads/platforms for transit
- Partnership between youth serving organizations and senior organizations/programs to address safety concerns in a multi-generational way
- Partnerships with enforcement – combine driver education and enforcement
- Make better use of data being collected on ongoing basis for pedestrian planning
- Tribal government partnerships
- Local government entities in coordination with local communities
- Safe routes for seniors
- Safe routes to transit

TECHNICAL RESOURCES

- Integrate best practices in MnDOT design manuals
- Just MnDOT manuals, or others, some roads have multiple designations (state and county roads) design guidelines may not be the same, how does the pedestrian come out with the best options, need ped friendly snow plowing and removal strategies
- ROI – is it expense to maintain, how do you design things so you have a positive effect on pedestrians, in times of limited budgets they will look at capital costs and not consider maintenance, what about health, environmental impacts that are harder to quantify, hard to measure the longer term benefits (reduced health care costs)
- Technical resources - general
- We do ADA planning and review, need to come in and meet with facilities specialist, need to have 8 to 80 streets, signal timing is too short, snow is our enemy (put all the snow at the corner and could barely get into the disability parking spot – reported violation), need to put the snow in a place that doesn’t impact pedestrians
- Visual examples are key – how a roadway can be transformed – what might work.
- How to build data for pedestrian and infrastructure such as crash data.
- Development of pedestrian Level of Service – measure connectivity, sidewalk width
- NACTO guides
- Pedestrian LOS measures factored into design decisions
- How to build data collection to have the data needed for this e.g. sidewalk inventory, count programs, crash data completeness
- Pedestrian LOS for intersections
- Are State Aide Standards supportive of or conflicting with pedestrian facilities and good planning practices?
- Training/communication for designers/engineers is critical
- How do we get designers/engineers to use these designs? And integrate good pedestrian planning?

INTEGRATED PLANNING

- Connect with DPS and law enforcement and TZD, too. TZD in Metro, not just by county.
- The state should encourage, or perhaps even mandate, that cities from now on place certain critical civic functions, such as schools and post offices as centrally located as possible to maximize the number of residents who could walk to them
- Encourage “Tree City” status – possibly provide seed money
- Access to food by walking – seeing an increase in this with Food Councils being formed across the state.
- Education of public re: existing policies/laws; need for inclusion into planning
- At city level, consider spate plans and integrated strategies such as complete streets, environmental planning, including trees and storm water treatment
- Continue to fund SHIP – which supports and encourages local engagement of communities
- Why isn't it going on now? Health and all policies ideas are not percolating
- Need money to do planning otherwise it's an unfunded mandate
- We need to plan. Comprehensive Plans (required in Metro) – can the Met Council require pedestrian plans. Can other planning agencies help the need for planning percolate?
- Like the how to guide – make it easy. Have it online with a menu - have other plans available for ideas.
- MN Design Team – free assistance. Need design guidelines readily available.
- Standalone plans are important, but strategies within a standalone pedestrian plan should be integrated. Examples: education program, food councils to address food deserts/food access, storm water management as a way to save money and way to create sidewalk buffers, retail sales at higher densities, Tree City designation.

Next Steps

The co-chairs thanked Toole Design Group and the PAC members for their work on the community engagement portion of the project. The next phase of the plan will be led by MnDOT and MDH and focus on how to develop and implement policy, program, process, and project strategies to address the key themes from the Community Engagement Report.