

**2016 City of Summit – Master Plan Re-Examination
Circulation & Transportation Subcommittee - Workshop # 1
May 9, 2016 – MINUTES**

Workshop # 1 of the Circulation & Transportation Action Subcommittee of the 2016 Master Plan Re-Examination was held on May 9, 2016, at Summit City Hall, Whitman Room, 512 Springfield Avenue, Summit, New Jersey, 07901 at 6:30 p.m.

Present: Judy Mandelbaum, Subcommittee Chair; John Christmann; Aaron Schrager; Beth Lovejoy; Craig Gangi; David Gates; Chris Cordaro; and, Paul Leso for Thomas Mineo

Krzysztof Sadlej and Colin Goam from Topology

Absent: Claire Toth

Observers: Michael Rogers, City Administrator; Amy Cairns, Public Information Officer; and, Jeff Wagenbach, Chairman of the Planning Board

Agenda

1. Introductions
2. Questions to consider
3. Re: vision process
4. Review master plan objectives
5. Identify focus areas
6. Mission objectives

Mr. Sadlej, Topology, reviewed the agenda and asked the Subcommittee to think about land use and circulation and transportation in particular in a broad range: Circulation and transportation overarch other elements of the Master Plan. Mr. Sadlej encouraged the Subcommittee to think about how to create an implementable, actionable and useable plan.

Questions to Consider

The Subcommittee members were asked to anonymously answer the following four questions:

1. Describe Summit in one word... Summit is...
2. Describe the Summit of tomorrow in one word... Summit will be...
3. How do visitors see Summit? Visitors think Summit is...
4. What is the number one transportation issue in Summit? (This response was not limited to one word)
5. Who needs to be heard during the Master Plan process? We have to get a point of view from...

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Initial discussion items tend to dominate the discussion. This exercise captured thoughts and ideas that will be used in the re-examination process without allowing them to dominate the discussion at this workshop. The responses were publicly posted but not further discussed at this point.

Re: vision process

The Master Plan Re-Examination process is not starting from scratch. A Master Plan was done in 2000 and a Re-Examination was completed in 2006. The Master Plan is an important document that guides policies and helps coalesce decisions the city makes. The current Re-Examination is a statutory requirement done every ten years and is undertaken to determine if the objectives of the prior plan are still relevant and, if not, to make alteration. The goal is go beyond fulfilling the statutory requirement and make the Master Plan Re-Examination document usable and actionable.

The Planning Board ultimately owns the document. The work done and recommendations proposed by the Subcommittees during the re-examination process will be moved up the chain with recommendations put forth to the Planning Board at the end of August. In addition to the Subcommittee workshops, two public workshops will be held to determine what's important to the public. Throughout the process a lot of data and information will be collected and distilled. Subcommittee members were encouraged to use their networks to reach out to those not typically involved in the planning process.

Phases of the Re-Examination process include: Define, Discover, Design and Develop. The Re-Examination is now in the discovery phase. At this point, there are no "no's" or solutions/ answers as to what needs to be changed or added to the Master Plan. The purpose of the workshop was to ask questions, define and prioritize goals, generate ideas and identify stakeholders and what's missing from the Master Plan.

Review master plan objectives

The City of Summit has had many plans over the years:

- 2000 Master Plan
- 2003 Master Plan Re-Examination
- 2005 CRD Master Plan
- 2006 Master Plan Re-Examination
- 2007 Village Green Master Plan
- 2008 Action Plan for a Sustainable Summit
- 2015 Downtown Improvement Plan
- 2015 Broad Street Corridor Plan

The Subcommittee broke into two groups. Each group was given handouts of the circulation and transportation objectives from the prior plans and asked to prioritize the objectives into three categories:

- Immediate priority – What is urgent and relevant and who are the stakeholders
- Mid-term priority – What's already started, making progress and still relevant, and

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- Long-term priority – Things that may be considered down the road or are no longer as relevant or relevant. If not relevant, the groups were asked to identify why not.

De-briefing Discussion

Some of the objectives from the prior plans are redundant. In addition, it's difficult to know if they were implemented, e.g. improving sight distances at critical intersections. Mr. Schragger responded that there are poorly placed parking spaces at intersections that affect sight distances. It's also difficult to implement some of the objectives. The size/configuration of lots makes it difficult for commercial properties being considered for redevelopment to include on-site parking and loading at the rear of the property as recommended in the 2006 Master Plan Re-Examination: Variance relief has to be sought from the Planning Board. The traffic study recommended in the 2000 Master Plan did not include the origin and destination of vehicle trips. This information would have value but is not easy to obtain. It may be possible to filter origin/destination information from county data. New Jersey Transit just did a survey of riders that asked what riders were doing after they got to their destination. This type of information is useful when looking at multi-modal transportation and ways to share or possibly collapse some transportation systems. The streetscape improvements by the SDI have been done; however, it might be useful to see if they have gone as far as needed.

Many of the parking issues from the prior plans overlap. Additional parking may not be the answer. Perhaps better parking not more parking is the issue. More creative or analytical thinking is required to address parking. The paid parking lots generate substantial parking fees. Hard data is required to reconcile the view points on free versus paid parking. Safety and efficiency need to be considered as part of the parking discussion.

The Subcommittee prioritized circulation and traffic objectives as follows in order of priority (immediate, medium-term and long-term):

1. Encourage all forms of transportation
 - Pedestrians, bikes, sidewalks
2. Parking
 - Parking trust fund
 - Promote economic vitality
 - Implement in an unbiased fashion
3. Congestion
 - Free flow of traffic
 - Traffic calming in neighborhood business zones
 - Address unsafe roads

Identify focus areas

The Subcommittee broke into two groups and used color stickers to identify areas of opportunity for the immediate, medium- and long-term objectives on a map of Summit.

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De-briefing Discussion

Alternate modes of transportation are needed especially in east Summit and by the schools. Parking in downtown and at the high school is another high priority as is congestion on Baltusrol Road/Glenside Avenue, Morris Avenue and other streets. Key intersections with congestion were also identified.

Next steps

Information about the public workshop will be available by the end of the week. Subcommittee members were again encouraged to disseminate information about the public workshop to their networks.

Post meeting note: The public workshop will be held on June 1, 2016, at 7:30 p.m. at the Elks Club, 40 Maple Street.

Workshop #2 scheduled for the week of June 27th will be devoted to reviewing and interpreting results of the public workshop; recommending initial shifts in objectives and priorities identified at this workshop and from the public workshop; and, identifying shifts and objectives/priorities per feedback and data.

Adjournment

The meeting was adjourned at 8:00 p.m.