

**MINUTES**  
**COMPLETE STREETS COMMITTEE**  
**April 18, 2016**  
**Conference Room A**  
**Witherspoon Municipal Building**

**Present:** Robert Altman, Kristin Appelget (Princeton University liaison), Nat Bottigheimer, Sam Bunting, Jenny Crumiller (Council liaison), Janet Heroux, Pam Hersh, Robert Kiser (Engineering liaison), Tamera Matteo, Sgt. Tom Murray (Police Department liaison), Surinder Sharma, Deanna Stockton (Princeton Engineering), Jack West (Princeton Engineering), Ralph Widner. **Absent:** Amner Deleon. **Guests:** Marty Lyons (Mercer Street), Dan Rappaport.

The meeting convened at 5:15 p.m.

**1. Approval of Final Minutes of Traffic & Transportation Committee**

Chairman Altman requested a motion from members of the former Traffic and Transportation Committee to approve the March 21, 2016 minutes of that committee's final meeting. Nat Bottigheimer moved, and Sam Bunting seconded, a motion to approve. The minutes were approved unanimously.

**2. Introduction of Members**

For the benefit of those new to the committee, the chair asked all members of the new Complete Streets Committee to introduce themselves.

**Pam Hersh** is vice chair. She later expressed interest in chairing public information and education initiatives that the committee might undertake.

**Nat Bottigheimer** and **Janet Heroux** commented that they sit on the committee as representatives of the Bicycle Advisory Committee.

**Tamera Matteo** sits as a representative of the Public Transit Advisory Committee (along with **Amner Deleon** who was not present at this meeting).

**Bob Kiser, Sgt. Tom Murray, Deanna Stockton, and Jack West** represent both the municipal staff and the Traffic Safety Committee.

**Chairman Bob Altman** and Council Member **Jenny Crumiller** both sit with the Traffic safety Committee, chaired by Bob Kiser when it meets.

**Ralph Widner** is Secretary, and at the Chair's request, coordinates the Committee's at-large research and planning initiatives, which **Sam Bunting** and **Surinder Sharma**, both of whom are at-large members, said later they were also willing to help lead.

*A chart of the full membership of all these committees is attached to and made a part of these minutes, along with Ordinance 16-24, which establishes the Complete Streets Committee.*

### 3. Background Brief on Current Status of Work and Individual Roles.

Chairman Altman invited Ralph Widner to brief committee members on work currently underway, potential individual roles, and initiatives going forward. *He used a PowerPoint presentation, which is attached to and made a part of these minutes.*

In response to a question as to whether this is an update of the “brief” sent to committee members in advance of the meeting, he said it was not and that he and Surinder Sharma will develop a more satisfactory and workable graphic summary than is contained in the brief of the transportation-related goals and objectives in Princeton’s Master Plan that the committee is expected to pursue.

*For reference purposes, the earlier brief is attached to and made a part of these minutes.*

Ralph Widner added that, in addition to the Complete Streets and Circulation goals and objectives in the Master Plan, the goals and objectives adopted by Council in support of the *Route 1 Growth Strategy* sponsored in 2010 by NJDOT are incorporated into the proposed work program of the committee as well because they integrally relate to some of the regional goals and objectives in the Master Plan. By definition, some of these are long-term goals, but tonight, at the committee’s first meeting, he said he wanted to stress the near-term work the committee can pursue during 2016.

#### ***Municipal Staff/Traffic Safety Committee***

He then summarized the current and planned work of the municipal staff and of the Traffic Safety Committee, which is composed of municipal staff and chaired by Bob Kiser.

The ***Traffic Safety Committee*** is responsible for the day-to-day management of many of the transportation-related operations of the town. With respect to goals and objectives in the Master Plan, this includes evaluating re-surfacing projects for Complete Streets inclusion, limiting curb cuts on heavily traveled streets, reviewing the impact of traffic lights on neighborhoods, etc. The ***municipal staff*** also carries out much of the planning and implementation work required to meet the Master Plan’s circulation and Complete Streets objectives. During 2016, this includes—

- **Spring 2016:** (1) Complete the draft of the Bicycle Route Plan; (2) apply for funding of a major traffic safety education program; and (3) apply for funding of a comprehensive parking study.
- **Summer 2016:** Public review and comment on the bicycle plan and submission of the plan to the Planning Board.

- **Fall 2016:** (1) Planning Board and Council adoption of the bicycle plan; and (2) begin design of a traffic safety education campaign.

#### ***Bicycle Advisory Committee***

The scope of work for the Bicycle Advisory Committee during 2016 parallels the municipal staff's work on the bicycle plan—

- **Spring 2016:** Advise the municipal staff and consultants on the bicycle plan.
- **Summer 2016:** Advise the Planning Board & Council concerning adoption of the bicycle plan.
- **Fall 2016:** (1) Advise Council on implementation of the bicycle plan; and (2) participate in design of a bicycle safety education program.

#### ***Public Transit Advisory Committee***

The Public Transit Advisory Committee is primarily responsible for advising upon and coordinating the planning and operation of the municipal transit system comprised of the *Commuter FreeB* and *Neighborhood FreeB*.

- **Spring 2016:** (1) Place new transit vehicle into operation; (2) plan integration of transit passenger information with Princeton University's *Tiger Transit*; and (3) plan an intensive transit education and information campaign.
- **Summer 2016:** Consider possible route modifications to expand local markets for transit.
- **Fall 2016:** Integrate and coordinate passenger information systems, stops, and schedules with Princeton University's *Tiger Transit*.

#### **4. Ad Hoc Task Groups**

Chairman Altman pointed out that the ordinance that established the Complete Streets Committee authorizes it to assemble temporary ad hoc task groups to carry out specific tasks not included within the missions of the established committees. He invited Ralph Widner to describe the missions and work of two proposed ad hoc task groups at start up.

##### ***(a) Ad Hoc Task Group for Transit Coordination***

Ralph Widner reported that members of an already existing Transit Coordinating Committee, the mission of which is to coordinate transit planning between the municipality and Princeton University—and possibly other institutions in the future, including the Institute for Advanced Study and Westminster Choir College—have already voted in favor of inclusion within the new Complete Streets Committee structure. **Deanna Stockton** is the interim chair of the committee, which includes Council member **Jenny Crumiller**, **Kristin Appelget** and **Kim Jackson** from Princeton University; **Cheryl Kastrenakis** from the Greater Mercer Transportation Association (GMTA); **Fay Reiter** from Community Housing; **Don Mayer-Brown** from the municipal engineering staff; and CSC member **Ralph Widner**.

The 2016 work plan for this task group includes:

- **Spring 2016:** (1) A survey to determine how many rail commuters use *Tiger Transit* or the *Commuter FreeB* to reach Princeton Station; (2) an assessment of local transit arrangements in other research university towns; and (3) an analysis of potential route modifications of the two systems in order to reach un-served areas of town.
- **Summer 2016:** (1) Neighborhood focus groups in these currently un-served areas to determine whether residents would use the extended services if provided; and (2) plan integration of passenger information systems, stops, and routes.
- **Fall 2016:** (1) Implement new routes and integration; and (2) launch a major transit information & education campaign.

### ***Bike Share***

**Sam Bunting** asked whether bike share is part of this coordination effort. **Kristin Appelget** responded that it is not, because the university offers the bike share program as a service open to use by non-university customers, as is *Tiger Transit*, but that the municipality offers no counterpart initiative with which it is necessary to coordinate. She said that the bike share program has received enthusiastic response. **Pam Hersh** asked whether that data could be made publicly available because “the more good news, the better.” **Kristin Appelget** said that she would provide it.

### ***Greater Mercer Transportation Association (GMTA)***

**Sam Bunting** asked whether the Greater Mercer Transportation Association (GMTA) is involved in this work because they have much to offer. **Ralph Widner** replied affirmatively, saying that GMTA sits on both the Public Transit Advisory Committee and the proposed Ad Hoc Task Group for Transit Coordination.

### ***(b) Ad Hoc Task Group on Mobility Alternatives***

**Ralph Widner** went on to report that the second recommended task group is comprised of a research team assembled more than a year ago as an initiative funded by the **Mass Transit Trust Fund (MTTF)** to identify categories of drivers who might shift to other mobility alternatives if those options conveniently and affordably meet their needs. (*Chaired by Mayor Lempert, the MTTF is composed of representatives from Princeton University, the municipal government, and the community at large.*) He reported that the basic research and analysis is completed and that the research team will flesh out its recommendations between now and the next meeting of the Complete Streets Committee on June 20. While the original “client” for this study was the Planning Board, he estimated that about three-fourths of the recommendations are likely to fall within the purposes of the Complete Streets Committee. For that reason, he believes that the committee should be a “client” along with the Planning Board and that Mayor Lempert concurs.

The mission of this ad hoc task group is to (1) to identify changes in employment and commuting patterns that affect future traffic in the community; (2) identify categories of drivers who might use other mobility options providing they meet their needs; and (3) recommend appropriate actions or strategies.

Members of the task group are resident experts in transportation planning, survey research, or community organization: **Nat Bottigheimer** (CSC and Fehr & Peers DC); **Paul Braun** and **Cynthia Miller** (Braun Research, a survey research firm); **James Constantine** (Looney Ricks Kiss); **Dr. Ed Freeland** (Princeton University Survey Research Center); **Douglas Rubin** (Bristol Myers Squibb); **Sheldon Sturges** (Princeton Future); and **Ralph Widner** (CSC and principal investigator).

He suggested that **Sam Bunting** and **Surinder Sharma** would be invaluable additions to the team from CSC and both agreed to take part. He outlined the task group's work for 2016 as it relates to goals and objectives in the Master Plan as follows—

- **Spring 2016:** (1) Complete analysis of commuting and employment patterns and submit on June 20; (2) Complete analysis of drivers who might shift to mobility alternatives and submit on June 20; (3) Submit recommended strategies and actions to CSC and Planning Board on June 20.
- **Summer 2016:** (1) Recommend municipal/school district adoption of voluntary rideshare program; (2) Outline potential municipal/school district Traffic Demand Management (TDM) program.
- **Fall 2016:** Complete development of full traffic database.

Chairman Altman then asked for a motion to establish these first two task groups under the CSC.

#### ***Establishment of Ad Hoc Task Group for Transit Coordination***

*Nat Bottigheimer moved and Sam Bunting seconded a motion that (1) the Transit Coordinating Committee is hereby established as an Ad Hoc Task Group for Transit Coordination, the mission of which is to coordinate transit planning and operations of the municipality and Princeton University, and possibly other institutions in the future; and (2) that the research team assembled for the Mass Transit Trust Fund study of potential mobility alternatives be established as an Ad Hoc Task Group on Mobility Alternatives, the mission of which is to identify categories of drivers who might shift to other mobility options if they meet their needs, and to submit its initial analysis to the Complete Streets Committee on June 20.*

The motion was approved unanimously.

## 5. Appointments to Ad Hoc Task Groups

**Jenny Crumiller** commented that she is concerned about how members of the task groups are appointed. She feels that appointments by the Committee Chair, rather than by Council, are not transparent. Council, and the public, do not know who these appointees are. She felt that perhaps the Mayor and Council should officially appoint them.

**Bob Altman** agreed that total transparency is essential, and that all of the committee's actions and appointments will be posted on the municipal website. The committee should certainly provide a list of potential candidates for a task group to the Mayor in advance for review and comment. (All of the appointments in these first two ad hoc task groups meet that requirement.) However, to require every ad hoc task group member to go through the town's full official appointment process might prove too cumbersome. **Jenny Crumiller** responded that she is concerned nevertheless.

## 6. Proposed Ad Hoc Task Group on Traffic Calming

**Jenny Crumiller** proposed creating an **Ad Hoc Task Group on Traffic Calming**, the mission of which would be to compose a full list of options used by municipalities throughout the country to help calm traffic. She envisioned a small group, including Mercer Street resident Marty Lyons (present at the meeting), to compile the inventory of possibilities using web research.

**Nat Bottigheimer** responded that he did not see how such an inventory of a universe of possibilities would help Council make a decision. It seems to him far more helpful if we focus on those possibilities that are consistent with conditions in Princeton and with state law. **Bob Altman** said that a 30-page draft document already exists that does most of the job and suggested that might be a useful starting point to look at the feasible alternatives and the pros and cons of each, basing any recommendations upon principles embodied in the Complete Streets policy. **Sgt. Tom Murray** commented that it would be "cool" to look at all the possibilities, but in the final analysis they have to be consistent with state regulations. He said he feels that we are finally making some progress in managing traffic, and that experience so far with speed humps has been poor. Residents complain about noise if the humps are too abrupt, but as they are broadened out into "plateaus," drivers slow down briefly, then speed up again. Then there are the very real problems that fire trucks, ambulances, snowplows, school buses, and others have with them. "Not to mention bicycles," **Janet Herroux** added, and asked if the bicycle plan deals with such infrastructure matters. Deanna Stockton replied that it does.

Nat Bottigheimer proposed that the existing draft document be analyzed and presented to the committee at its next meeting, and that the committee then decide whether to establish an Ad Hoc Task Group on Traffic Calming based on the work that already has been done.

Chairman Altman responded that seemed to be the sense of the meeting, and he suggested that we proceed accordingly. The question of whether to establish an Ad Hoc task Group on Traffic Calming will be on the agenda at the June 20 meeting, at which time we will take a look at the existing draft document and assess where to go from there.

The meeting adjourned at 7 p.m.

Respectfully submitted,

Ralph R. Widner, Secretary