

Brookland Transportation and Streetscape Study

Meeting Minutes
September 27, 2004 (6:30-7:30 PM)
Reeves Center (DDOT)
2000 14th Street, NW
Washington DC 20009

■ SAC Kick-Off Meeting

Location: DC Department of Transportation
2000 14th Street, NW
Washington DC 20009

■ Attendees

Sharlene Reed	DDOT
William Carlson	Volkert
Hermilio Iriarte	Volkert
Kiran Mathema	Baker
Henry Asri	Baker
Derrick Woody	Office of Deputy Mayor
Deborah Crain	DCOP
Chris Holben	DDOT
Tomika Hughey	WMATA
Edward M. Johnson	Business Owner – Chairman of the 12 th Street Merchants Association
Lavinia Wohlfarth	Brookland CDC/ Main Street
Richard Houghton	Representing Iris Miller from CUA

■ Meeting Agenda

- 1. Introductions – 5 Minutes** All
- 2. Brookland Transportation & Streetscape Study – 10 Minutes** Sharlene/William/Kiran
 - Project Manager and Consultants
 - Project Goals, Objectives and Scope
- 3. SAC Member Roles and Responsibilities – 5 Minutes** Sharlene
 - Agree on Roles and Responsibilities
 - Line of Communication
- 4. Project Schedules and Milestones – 10 Minutes** Sharlene
 - Finalize Dates
- 5. Interactive Work Session with SAC Members – 30 Minutes** All
 - Identify major transportation/streetscape concerns and issues and note them on project map.
 - Identify proposed development, initiatives and opportunities along the corridor that will be relevant to the study

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■ Comments from the Advisory Committee

Ws. No.	Item	Action by	Date
1.	<p>Introduction</p> <ul style="list-style-type: none"> The members of the Committee introduced themselves. The materials distributed to members. Sharlene Reed (DDOT-Project Manager) introduced the Project to the Study Advisory Committee (SAC) and provided an overview of the scope of work and its goals. Sharlene explained the contract procedure for A/E selection when responding to questions from the SAC members. Sharlene mentioned that DDOT is facilitator and the Study belongs to the community. Copies of the scope of services, an aerial mapping of the study area, the Preliminary Brookland Transportation Study schedule, and a generalized SAC Roles and Responsibilities were handed out to SAC members. A copy of the Flyer for the Community walk scheduled for Saturday October 9th, 2004 was handed out to the SAC Members. A copy of the H Street Corridor Study Executive Summary was handed-out to the SAC members as an example of the products that will be developed for this study. 		
2.	<p>Project Schedule</p> <ul style="list-style-type: none"> The SAC members in general agreed to the overall preliminary schedule. Schedule to incorporate Report Distribution to ANC members. The next SAC meeting to be added in between Community Workshop and Community Roadshow. Announce meetings or other activities in advance to avoid conflict with other schedules. 	Consultant All	Mid-January November/Early December
3.	<p>Scope of Services</p> <p>Sharlene Reed presented a summary of the Scope of Services to the Committee. In general, the SAC members supported it and advised SAC members to proceed with Community Walk.</p> <p>The following clarifications were made as part of the discussion on the Scope of Services:</p> <ul style="list-style-type: none"> The Study will include different modes of transportation (cars, pedestrians, Metro transit, and bicycles). Long-term recommendation to address transportation/land-use projections in the Year 2025. 		

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Ws. No.	Item	Action by	Date
4.	Transportation <ul style="list-style-type: none"> Integrate major facilities and future developments that have significant influences and impacts to the Study. Look at macro transportation in general and put more emphasis at key intersections. 12th and Quincy Street is one of the key intersections because of the speed of vehicles passing through that creates danger to pedestrians crossing it. Consider 1st NE, which is at the border of Ward 5 and 1 to be included in the Study for more future developments in that area. The need of traffic calming at 12th and Monroe Streets. Enlarge the area at key intersection at Michigan Avenue and 7th Street to Michigan Avenue and Monroe Street intersection. Attention should be given to the bridge on Monroe Street for speeding and handicapped accessibility under the bridge. 	Volkert/Baker	
5.	Streetscape <ul style="list-style-type: none"> Prepare items to be identified at the Community Walk. 	Baker	10/8/04
6.	Utility <ul style="list-style-type: none"> Get utility data/ related information. 	Volkert	
7.	Public Involvements <ul style="list-style-type: none"> Other stakeholders consisting of ANC representatives, Merchant Association, CUA and other institutions should be included in the Study process. Meeting with business owner, institutions, and other stakeholder should be organized during the day time. 	Sharlene	ASAP
8.	Other <ul style="list-style-type: none"> Parking Study around 10th Street/ Turkey Thicket Rhode Island Avenue transportation study from North Capitol Street to the border of DC/MD in FY 2006. 		

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■ Revised Preliminary Schedule and Milestones

August 2004		
▪ Core Group Meeting # 1	Wed 8/18/04 (11:00AM –1:00 PM)	DC Office of Planning
September 2004		
▪ ANC5A Meeting	Tue 9/22/04 (7:00 –8:00 PM)	St. Anthony Church
▪ SAC Kick-off Meeting	Mon 9/27/04 (6:30-8:00 PM)	DC Office of Planning
October 2004		
▪ Independent Business Meeting	Before Comm. Walk	TBD
▪ 12th Street Community Walk	Sat 10/9/04 (11:00AM –1:00 PM)	CUA (Koubek Auditorium)
November 2004		
▪ Community Workshop #1 (Brainstorm and discussion)	Thu (Early Nov)	TBD
▪ Community Workshop #2 (Wrap-up)	Sat (Early Nov)	TBD
▪ DDOT Internal Meeting (with related Agencies)	Subsequent to Comm. Workshop	
December 2004		
▪ Community Roadshow (Presentation of Brookland and Other Studies)	Early Dec	TBD
January 2005		
▪ Distribute Draft Report to SAC for Review	TBD	TBD
▪ SAC Meeting #2 to provide Comments on Draft Short/Long-term Recommendations	2 nd Week	TBD
▪ Distribute Draft Report to ANC for Review	TBD	TBD
▪ Public Meeting #3 to present Draft Short/Long-Term Recommendations and Solicit Public Input	3 rd Week	TBD
February 2005		
▪ Distribute Final Report to SAC for Review	TBD	TBD
▪ SAC Meeting #3 For Final Report Presentation	TBD	TBD
▪ Public Meeting #4 to present Final Short/Long-Term Recommendations	TBD	TBD

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These minutes constitute our understanding of the above meeting. Please inform the author of any discrepancies or omissions.

Respectfully Submitted,

■ SAC Roles and Responsibilities

The District Department of Transportation (DDOT) and The District Office of Planning (DCOP) will work with a professional consultant team to complete the Brookland Transportation and Streetscape Study. David Volkert and Associates Engineering, P.C. and Michael Baker Jr., Incorporated, a transportation and urban design and planning firm, with extensive experience in urban traffic, transit, and parking management, as well as streetscape improvements, will complete the study.

DDOT will actively manage this study and will utilize a representative advisory committee to assist with coordination.

1. The Purpose of the Advisory Committee

- The advisory committee will help coordinate a smooth, efficient process that is equitable, enjoys broad community participation, and results in plans and policies that are realistic, achievable and can be implemented.

2. The Role of the Advisory Committee

- The role of the advisory committee is not to control these initiatives but rather to help DDOT, with OP, coordinate these initiatives.
- The committee will help advise DDOT and its consultant team on key issues during the process.
- The committee will help coordinate outreach efforts for community wide meetings and share information between meetings with their constituents.
- The committee will help identify newsletters, community newspapers, email lists, or other print or electronic media that are useful for sharing information and posting meeting announcements.
- The committee will assist in identifying and securing locations for meetings.
- The committee will review and provide objective comment on draft deliverables as they are developed. The draft materials will be submitted for review at regular intervals throughout the process. This will ensure that the final plans and implementation strategies are realistic and based on the review and comments during the process. Advisory Committee members acknowledge that these are draft documents, not finished products, and are not for general distribution. The committee also acknowledge that comments will be due soon after the distribution of the draft documents and that failure to submit timely comments will result in them not being incorporated into the final documents;
- The committee will provide general feedback to ensure the process is inclusive, productive, and comfortable **for all participants**.

3. Membership

- Membership of the committee is made up of volunteers who are asked to invest their time to help coordinate this process. The committee must reflect the community's diversity in terms of race, sex, ethnicity, economic status, and institutional affiliation.
- The advisory committee consists of involved citizens from the community as well as representatives from the Advisory Neighborhood Commissions (ANC), the District Council, community-based organizations and District of Columbia agencies.

4. Coordination & Meetings

- DDOT, along with OP, will coordinate the activities of the advisory committee.
- The consultant team, DDOT, along with OP, will meet formally with the advisory committee on a regular basis. DDOT will chair the meetings.