

**MINUTES  
STREET COMMITTEE  
REGULAR MEETING  
TUESDAY, FEBRUARY 22<sup>ND</sup>, 2022  
5:30 P.M.**

**THE STREET COMMITTEE MET IN REGULAR SESSION IN THE COUNCIL CHAMBER, 12 NORTH ROWE STREET, PRYOR, OKLAHOMA AT THE ABOVE-MENTIONED DATE AND TIME.**

COMMITTEE MEMBERS: \*\* STEVE SMITH, RANDY CHITWOOD, JON KETCHER, LORI SIEVER (ALTERNATE)

**1. CALL MEETING TO ORDER.**

The meeting was called to order at 5:30 p.m. by Steve Smith. Members present: Steve Smith and Randy Chitwood. Members absent: Jon Ketcher.

Others present: Mayor Lees, Buddy Glenn and Terry Aylward.

**2. DISCUSS, POSSIBLY APPROVE THE MINUTES OF THE JANUARY 25<sup>TH</sup>, 2022 REGULAR MEETING.**

Motion was made by Chitwood, second by Smith to approve the minutes of the January 25<sup>th</sup>, 2022 regular meeting. Voting yes: Smith and Chitwood. Voting no: none.

**3. PETITIONS FROM THE AUDIENCE.**

There were no petitions.

**4. STREET SUPERINTENDENT REPORT – BUDDY GLENN.**

Glenn reported that they hauled off 50 loads of snow from the last storm. They are preparing for the storm moving in and have pretreated the roads in anticipation of tonight's precipitation. They have also been trimming trees and cleaning around the shop.

Glenn reported that they are working on street repairs, wheelchair ramps and sidewalks. They are working on reconnecting the sidewalks between Orphan and Indianola. They also have sidewalks on South Adair they are repairing.

He reported that all their equipment is up and running and ready for use. They are filling potholes and cleaning debris out of ditches.

When asked about the paint they have been waiting on for the crosswalks, Glenn stated that the paint is becoming available and as soon as they are able to order, they intend to stock up on it.

**5. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING BUDGETING FOR TWO NEW DUMP TRUCKS IN THE 2022-2023 FISCAL YEAR.**

Motion was made by Chitwood, second by Smith to recommend Council action regarding budgeting for two new dump trucks in the 2022-2023 fiscal year.

Glenn stated that the two dump trucks they have are 2001 and 2002, respectively. The trucks are starting to have issues, and parts are getting harder to find for them. He stated that the new trucks will be just small enough that a CDL is not required to drive them. He also stated that he wants to get a plow system on the front of the trucks. Once these are purchased, the department should be set with trucks for 10 – 12 years.

Voting yes: Chitwood and Smith. Voting no: none.

Ketcher arrived at 5:50 p.m.

**6. DISCUSS, POSSIBLY RECOMMEND COUNCIL ACTION REGARDING ORDINANCE OUTLINING SNOW REMOVAL PROCEDURES.**

Motion was made by Chitwood, second by Smith to send this item to Ordinance and Insurance Committee meeting on March 3<sup>rd</sup>, 2022, for the City Attorney to draft an ordinance.

Glenn stated that this issue is concerning the private contractors who come in and move snow for individuals and businesses. They need to pile the snow on the same property on which they are working until they can haul it off and not pile it on the city streets and sidewalks. There are ADA rules for sidewalks, etc., that this action violates.

Smith stated that this could be approached like the city ordinance regarding grass and leaves. Voting yes: Ketcher, Smith, Chitwood. Voting no: none.

Smith moved back to Item 5 in order to update Ketcher on what was decided regarding the dump trucks.

**7. UNFORESEEABLE BUSINESS. (ANY MATTER NOT FORESEEABLE PRIOR TO POSTING THE AGENDA.)**

There was no unforeseeable business.

**8. ADJOURN.**

Motion was made by Ketcher, second by Chitwood to adjourn at 5:59 p.m. Voting yes: Smith, Chitwood, Ketcher. Voting no: none.

## **7-1-13: COMPLETE STREETS:**

### **A. Complete Streets Commitments:**

1. **Complete Streets Serving All Users:** The city of Pryor Creek expresses its commitment to creating and maintaining complete streets that provide safe, comfortable, and convenient travel along and across streets (including streets, roads, highways, bridges, and other portions of the transportation system) through a comprehensive, integrated transportation network that serves all categories of users, including, but not limited to, pedestrians, bicyclists, persons with disabilities, motorists, movers of commercial goods, users and operators of public transportation, emergency vehicles, seniors, children, youth, and families.

2. **Complete Streets Infrastructure:** The city of Pryor Creek recognizes the importance of complete streets infrastructure and modifications that enable safe, convenient, and comfortable travel for all categories of users, including, but not limited to, sidewalks, shared use paths, bicycle lanes, bicycle routes, paved shoulders, street trees and landscaping, planting strips, accessible curb ramps, crosswalks, pedestrian islands, pedestrian signals, signs, street furniture, bicycle racks, public transit stops, traffic signals, and other features assisting the safe travel for all users, such as traffic circles, raised medians, dedicated transit lanes, and transit bump outs.

3. **Context Sensitivity:** In planning and implementing street projects, the city of Pryor Creek shall maintain sensitivity to local conditions in residential, commercial, and rural districts and shall work with residents, merchants, and other stakeholders to ensure that a strong sense of place continues.

### **B. Safe Travel Requirements:**

1. **Complete Streets Routinely Addressed By Relevant Departments:** The street department, maintenance department, and planning and development department of the city of Pryor Creek shall work toward making complete streets practices a routine part of everyday operations, approach every relevant project, program, and practice as an opportunity to improve streets and the transportation network for all categories of users, and work in coordination with other departments, agencies, and Pryor municipal utility board to maximize opportunities for complete streets, connectivity, and cooperation.

#### **2. Complete Streets Required:**

a. **All Projects And Phases:** Complete streets infrastructure sufficient to enable reasonably safe travel along and across the right of way for each category of users shall be incorporated into all planning, funding, design, approval, and implementation processes for any new construction, reconstruction, retrofit, maintenance operations, alteration, or repair of streets (including streets, roads, highways, bridges, and other portions of the transportation system), except that specific infrastructure for a given category of users **or project** may be excluded if an exemption is approved via the process set forth in **subsection B3 paragraph 3** of this section.

b. **Community Development Department Consultation:** Transportation projects shall be reviewed by the community development department early in the planning and design stage prior to seeking funding or commencing environmental review, to provide an opportunity to allow comments and recommendations regarding complete streets features to be incorporated into the project.

c. **Complete Streets In Routine Work And Projects:** The street department, parks department, and Pryor municipal utility board shall improve complete streets and street functionality for all categories of users as part of routine work or projects involving pavement

resurfacing, restriping, accessing or relocating utilities, signalization operations, or maintenance of landscaping or other features, unless an exemption is approved via the process set forth in subsection B3 of this section.

d. Plan Consultation And Consistency: Maintenance, planning, and design of projects affecting the transportation system shall be consistent with local bicycle, pedestrian, transit, multimodal, comprehensive and other relevant plans, except as approved via the process set forth in [subsection B3 paragraph 3](#) of this section.

3. Leadership Approval For Exemptions: Specific infrastructure for a given category of users [or project](#) may be excluded where [all of](#) the following conditions are met:

a. Supporting data and documentation are assembled indicating one of the following bases for the exemption:

(1) Use by a specific category of users is prohibited by law; or

(2) The project is a maintenance activity that does not involve resurfacing, restriping or reconfiguring the street. Examples of exempt projects include patching, sidewalk repair or cleaning; or

(3) The project is limited by available publicly owned right of way; or

(4) The project is located on state or federal right of way, the city has made an effort to obtain permission, and the agency with control of the right of way has indicated they will not grant permission; or

(5) The cost for specific infrastructure would be excessively disproportionate to the need and probable future use over the long term (costs in excess of 20 percent of project total may be regarded as evidence that cost is excessively disproportionate, as set forth by the United States department of transportation in its policy statement on accommodating bicycle and pedestrian travel); or

(6) There is an absence not only of current need, but also of future need (absence of future need may be shown via demographic, school, employment, and public transportation route data that demonstrate a low likelihood of bicycle, pedestrian, or transit activity in an area over the next 10 to 20 years); or

(7) Significant adverse impacts outweigh the positive effects of the infrastructure; and

b. The proposed exemption, as well as the supporting data and documentation, shall be made publicly available prior to approval by the city council; and

c. The planning and zoning commission shall review the proposed exemption, as well as the supporting data and documentation, during the planning and design phase of the project and make a recommendation to the city council on whether or not the exemption is appropriate, the city council shall make the final decision whether the exemption will be approved after hearing the recommendation of the planning and zoning commission.

4. Street Network And Connectivity: As feasible, the city of Pryor Creek shall incorporate complete streets infrastructure into existing streets to improve the safety and convenience of users and to create employment, with the particular goal of creating a connected network of facilities accommodating each category of users, and increasing connectivity across jurisdictional boundaries for existing and anticipated development.

5. Deficiency: Deficiency projects are those required to correct inadequate service and bring system capacity to adopted levels of service standards. Deficiency expenditures shall enhance the capacity, safety and efficiency of all modes of travel within the roadway network. New roads and improvements to existing roadway facilities shall include improvements for all transportation and mobility modes, including motor vehicles, transit operations, pedestrians and bicyclists. Deficiency projects shall improve connections between the various transportation and mobility modes and complete missing links within the arterial roadway network. Deficiency projects shall follow complete streets policies as prescribed in subsections C and D of this section. Deficiency projects shall also include the continued development of intelligent transportation system (ITS) management tools, managed lanes (using existing lanes for different travel directions depending on demand and time of day), queue jump lanes (providing transit priority) and other traffic management strategies that increase the efficiency of existing and newly constructed roadways for all transportation and mobility modes.

C. Policies, Plans, And Studies:

1. Revising Policies And Plans: The street department and community development department are hereby directed to assess additional steps and potential obstacles to implementing complete streets in the city of Pryor Creek and to recommend proposed revisions to all appropriate ordinances, zoning and land use development codes, policies, procedures, regulations, guidelines, programs, templates, and design manuals, in order to integrate, accommodate, and balance the needs of all users in all projects.

2. Studies: All initial planning and design studies, health impact assessments, environmental reviews, and other reviews for projects requiring funding or approval by the city of Pryor Creek shall:

- a. Evaluate the effect of the proposed project on safe, comfortable, and convenient travel by all categories of users, and
- b. Identify measures to mitigate any adverse impacts on such travel that are detected.

D. Performance Standards, Evaluation, And Reporting: The following steps shall be taken to support implementation of complete streets goals:

1. Performance Standards: The community development department, with the assistance of the street department, shall put into place performance standards with measurable outcomes to assess safety, comfort, actual use, and functionality, particularly with regard to the development of a bicycle and pedestrian network, for each category of users.

2. Evaluation: The community development department shall perform evaluations of how well the streets and transportation network of Pryor Creek are serving each category of users by collecting baseline data over the next four (4) years and collecting follow up data on a two (2) year basis, including data that:

- a. Tracks performance standards, including new miles of bicycle lanes, sidewalks, and street trees or plantings, number of new curb ramps, improved crossings, and signage;
- b. Measure latent demand and existing levels of service for different modes of transport and categories of users, including public transportation ridership;
- c. Tracks collision statistics by neighborhood and mode of transportation, and bicycle and pedestrian injuries and fatalities;

d. Assess the safety, functionality, and actual use of the neighborhoods and areas within the corporate limits of Pryor Creek by each category of users;

e. Assess the number of bicycle, pedestrian and transit users and how this changes over time as more infrastructure is developed.

3. Reporting: The director of the community development department and the street department shall provide an annual report to the city council summarizing how well the city of Pryor Creek is implementing complete streets, with the report including: the performance standards and goals from subsection D1 of this section; the evaluations from subsection D2 of this section, with an assessment of the evaluation data; and a list and map of street projects undertaken in the past year, with a brief summary of the complete streets infrastructure used in those projects and, if applicable, the basis for excluding complete streets infrastructure from any projects.