

**City of Kalamazoo  
TRAFFIC BOARD MEETING  
Minutes  
March 10, 2016  
DRAFT**

Members Present: Jim Hoekstra, Traffic Engineer  
Matt Johnson, City Engineer  
Rob Bauckham, Assistant City Planner

Members Excused: Sue Foune, Director, Public Services Department  
Rebekah Kik, City Planner  
Vernon Coakley, Executive Lieutenant, Public Safety  
Jim Williams, Fire Marshall, Public Safety

City Staff: Amy Thomas, Recording Secretary

Guests: Leslie Hoffman, Central City Parking

**1. CALL TO ORDER**

Mr. Hoekstra called the meeting to order at 2:00 p.m.

**2. ROLL CALL**

Mr. Hoekstra completed roll call and determined that the aforementioned members were present.

**3. APPROVAL OF AGENDA**

There were no changes to the agenda.

**4. APPROVAL OF MINUTES (February 11, 2016)**

There were no changes to the February 11, 2016 Traffic Board Minutes.

**5. NEW BUSINESS**

**a. 100 N. Park Street Meters.**

- Ms. Hoffman stated that there are seven, one-hour meters on Park Street north of Michigan Avenue on the east side of the road. A business in that area has made a request to change those meters to ten-hour meters to provide more parking for their employees.
- Ms. Hoffman observed that hardly anyone uses those meters now. She approached the Transportation, Parking and Mobility (TPM) Committee and they were agreeable with the request. She also spoke with neighboring property owners on that block. Some of

them were enthused about the proposed change so they could use the spaces for employee parking also. The request does not include adding or subtracting parking spaces.

- Ms. Hoffman stated that the regular, short-term meters are \$1.50 per hour but you can only park from one to three hours at those meters. The ten-hour meters are 20 cents per hour or \$2.00 per 10 hours, which would provide an inexpensive parking option. The ten-hour meters would not be as attractive to customers or shoppers because they are generally in out-laying areas.
- There are some 10-hour meters on the south side of Michigan Avenue near Park Street and Academy. The additional 10-hour meters would enhance those parking options.
- Mr. Hoekstra stated that he would need to issue a Traffic Control Order to legally enforce parking restrictions for the new meters.
- **Mr. Bauckham, supported by Mr. Johnson, moved approval of the request to replace seven, one-hour parking meters on Park Street north of Michigan Avenue on the east side of the road with seven, ten-hour meters. The motion was approved by unanimous voice vote.**
- Mr. Hoffman inquired if there would be a time period to wait for the new meters to be installed. Mr. Hoekstra advised that he would draft the Traffic Control Order (TCO) and sign it, which should take about a day. He will inform Ms. Hoffman via e-mail when the TCO is available. The Traffic Control Order will be forwarded to the City Clerk to post for a period of time.

#### **b. Parking Space Pavement Markings.**

- Mr. Hoekstra stated that the Director of Public Services made a request for pavement/parking space markings similar to the markings on Westnedge Avenue where MDOT (Michigan Department of Transportation) repaved the road. It would be the City's responsibility to maintain the markings.
- The markings were requested for Michigan Avenue and other downtown roads. There was discussion about the need for a policy as to where the pavement markings should be so it is understood that it will not be city-wide or on local streets in the City.
- The cost of putting the markings in the entire DDA (Downtown Development Authority) area would be in the range of \$24,000 to \$48,000. That price would include painting the lines for parking spaces, hydrant painting, handicap curb painting, loading zone curb painting and handicap symbols on the spaces. This would require Traffic Board action to approve and it is just being discussed at this point. The funding has not yet been established for this request and it would be a new cost, per year, for the City.
- Mr. Hoekstra recommended postponing action on this matter until other board members could be present to discuss it.
- Ms. Hoffman commented that, in the past, the TPM Committee has requested lines for curbs and handicap parking. Painting parking lines on Michigan Avenue might be helpful in some instances but it limits how many spaces are available for parking. If the vehicles are smaller, there is room for more of them to park when there are no lines.

- Mr. Hoekstra mentioned that when MDOT redoes a road, they would paint the pavement markings but they would not re-paint them. Twenty-two feet is the standard parking space size.
- Ms. Hoffman referred to the Minutes from the February Traffic Board meeting and commented that someone suggested using meter revenue to pay for pavement markings. The meter revenue belongs to the DDA and the parking system, not the City.
- Mr. Johnson suggested deferring to the Community Engagement Plan.
- Mr. Bauckham emphasized the need to find a funding source for this project.
- **The Traffic Board was in agreement that this agenda item should be referred back to internal staff for further discussion before a decision can be made.**

**c. Fairfax and Westnedge – No-parking.**

- Paul Roobol was present to discuss this agenda item. He read aloud the letter/e-mail he sent to Mr. Hoekstra stating his concerns about this intersection. He also circulated a picture of the intersection.
- Mr. Roobol is requesting no-parking signs on Fairfax, just east of Westnedge. Customers of adjacent businesses park on both sides of Fairfax near Westnedge. This creates traffic congestion as traffic turning onto Fairfax is often forced to wait on Westnedge while the traffic clears on Fairfax. The situation is worse when cars are parking on the south side of Fairfax too close to the intersection.
- Fairfax is not a wide street and it is difficult to get off Westnedge when there is a lot of traffic. Sometimes traffic circles around the block. There is parking up the block but people don't want to walk that far.
- Mr. Hoekstra suggested doing a parking petition to request feedback. If the no-parking request is granted, it would apply to the entire block.
- Mr. Roobol stated that he is looking for enforcement for people who are parking too close to Westnedge or parking on the sidewalk. He is not looking to remove parking from the rest of the street; he is just trying to make the area safer.
- **Mr. Johnson suggested putting up a sign stating that there is no parking at the setback. It's already in the ordinance but the signs would be a reminder. The Traffic Board members were in agreement with this suggestion.**
- Mr. Hoekstra commented that posting a sign about the setbacks would be per City ordinance; a Traffic Control Order would not be required in that case. The signs could be placed on both sides of the road. Mr. Roobol mentioned that there are two parking spaces east of the driveway, just before the Burger King entrance.
- Mr. Bauckham suggested verifying the setback distance in the ordinance and placing the signs accordingly. A call should be placed to Public Safety if there is a violation of the ordinance.

**6. OLD BUSINESS**

None

**7. MISCELLANEOUS COMMENTS OR CONCERNS**

None

**8. NEXT MEETING**

The next Traffic Board meeting is scheduled for April 14<sup>th</sup> at 2 p.m. in the Stockbridge Main Conference Room. All agenda items for that meeting are due to Mr. Hoekstra by April 7<sup>th</sup>.

**ADJOURNMENT**

The meeting adjourned at approximately 2:35 p.m.

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_  
Recording Secretary

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Traffic Engineer