



## APPROVED MINUTES

City of Flagstaff  
**TRANSPORTATION COMMISSION**  
4:00 PM, Wednesday, September 4, 2013

### CALL TO ORDER

COMMISSION MEMBERS, voting:

Willis Jensen, Chair [Present](#)  
Bob Kuhn, Flagstaff Unified School District [Present](#)  
Kevin Parkes, Vice Chair [Present](#)  
Bob Mullen [Present](#)  
Gary Robbins [Present](#)  
Derik Spice [Present](#)

COMMISSION MEMBERS, non-voting:

Lt. Frank Higgins, Flagstaff Police Department  
Jeff Bauman, Traffic Engineer

CITY STAFF:

Rita Severson, Recording Secretary

## **I. PRELIMINARY GENERAL BUSINESS**

### **PUBLIC COMMENT**

At this time any member of the public may address the Commission on any subject within the Commission's jurisdiction that is not on this meeting's agenda. The Arizona Open Meeting Law prohibits the Commission from discussing or taking action on an item that is not listed on the prepared agenda. Commissioners may, however, respond to criticism made by those addressing the Commission, ask staff to review a matter, or ask that a matter be placed on a future agenda.

To address the Commission on an item that is on the agenda, please wait for the Chair to call for Public Comment at the time the item is heard.

No public comments

### **APPROVAL of MINUTES**

Regular Meeting of May 1, 2013

**Commissioner Parkes** made a motion to approve the minutes of May 1, 2013, motion seconded by **Commissioner Mullen**, all in favor, motion carried.

### **REORDER AGENDA**

## **II. NEW BUSINESS**

### **A. City of Flagstaff Loading Zone Standard**

City staff has been approached on numerous occasions recently to discuss the installation of new loading zones and the removal of existing loading zones. In the past staff has reviewed the merits of the various loading zone requests and using engineering judgment has rendered a decision.

Loading zone requests have become more frequent and staff has decided to develop an engineering standard for the uniform application of loading zones in Flagstaff. Staff has reviewed other municipalities of varying sizes to determine a 'state of the practice'. The results have been summarized and a proposed standard will be presented.

**Staff Recommendation:** Informational Item – review the staff presentation and provide recommendations to the proposed standard.

**Jeff Bauman the City Traffic Engineer** gave the Commission some history on this item; there has been some interest in the Community about the need for loading zones and also complaints of loading zones underutilized. In the past the Traffic Engineer made the decisions on where loading zones would be located and also determine if the business had the volume of loading and unloading to justify a loading zone. The Transportation Program feels that a document with clarification and transparency for the citizens would be a more efficient source for the justification of a loading zone.

These documents would also include criteria that would have to be met for a loading zone. **Bauman** also wanted the Commission to know that all of the alleys in the City are also considered loading zones. **Bauman** then presented a PowerPoint to the Commission to display the research that the staff had conducted to help start this process.

1. City Codes:
  - a. In the City codes there are no universal information. There are two sections in the traffic code that identifies the Traffic Engineer as the one to establish loading zones and another code that states the City Council can establish loading zones.
2. Loading zones that exists.
  - a. The tour bus loading zone on Leroux Street.
  - b. Aspen Ave loading zones, which are timed loading zone.
  - c. In front of biff bagels a long history on this one, not sure when it originated.
  - d. Cottage west of San Francisco, hi-line vending established this through the city and currently is not utilizing it. Staff did contact hi-line vending and they stated that this fall they will again start utilizing this loading zone.
3. Loading zones are specific to a business to apply but all businesses can use it to avoid too many being created and cause a lack of parking in downtown.
4. Staff also researched other Cities that were in similar size to the City of Flagstaff regarding their process for loading zones.
  - a. Some Cities had an application charges.
  - b. There were also charges for maintenance to the signs.
  - c. When there were a change in the business that requested the loading zone to a different business a reapplication was required.
5. Staff also shared with the Commission an application from Racine, WI to give an example of a process and identification of hours, types, costs, size and location and stipulations on how it can be revoked later.

**Bauman** told the Commission that downtown Flagstaff really doesn't have much need for loading zones since there are allies, as history shows there are currently only four loading zones established. **Chair Willis** wanted to know what a typical cost would be to establish a loading zone. **Logan Couch the Transportation Intern** did some minor research and had an idea that the initial establishing of the loading zone would be about \$100.00, which doesn't include annual maintenance. **Commissioner Parkes** inquired if there is any type of cost recovery for this type of maintenance, **Bauman** told them that yes there is a recovery of about 50% which is rolled into permits. Most items that are located in the City's Right of Way the City does prefer to do all the needed maintenance. **Bauman** also told the Commission that the City is also the one that will do the installation of items in the Right of Ways. Because of the low cost of these types of items the City hasn't charged in the past for installation or maintenance. A rough estimate of \$100.00 would be reasonable fair. **Commissioner Kuhn** stated that he would support a fee for this type of service to deter the thinking that this could just be

a free service from the City. **Bauman** agreed that a fee is helpful and the City would have to do some research to determine if the sign is needed. **Commissioner Mullen** inquired about an application fee, if one is attached to this type of signage it doesn't necessarily mean the sign will be installed and through the research process could be denied. **Bauman** said yes that would be the case, just because you apply for the signage wouldn't mean you would be approved for it, but when the request comes across the front counter staff can usually determine if the sign could be installed or not. **Commissioner Parkes** asked what kind of impacts would there be when it snows. **Bauman** informed the Commission there would be no impact because loading zones don't affect the sidewalks. **Bauman** also told the Commission that most likely only the downtown businesses would prefer the loading zones, and these loading zones are for the transfer of products or/and people. **Commissioner Mullen** said he was surprised at the fact that loading zones are also for vehicles other than commercial use, if he saw the sign Loading Zone he wouldn't even think to park there, thinking he had to leave the space for trucks and UPS. If this is the purpose to use a loading zone and not only are commercial vehicles using it then, maybe the terminology of Loading Zone should be changed. **Commissioner Robbins** suggested to have the signs to include a time limit for the loading zone which, this would help citizens with non commercial vehicles be more at ease for utilizing the loading zone. **Commissioner Mullen** agreed with this idea. **Commissioner Kuhn** offered up verbiage to identify the time allowed to park with the clarification of customers or delivery vehicles. **Bauman** then told the Commission that staff will mock up a few of these ideas and bring them back to the Commission. The Commission did like the idea to view some designs for the signs. **Commissioner Mullen** then asked about the enforcement of these loading/parking zones. **Lt. Higgins** told the Commission because of the lack of resources it would be impossible for PD to assign an officer for this type of patrol or enforcement. **Lt. Higgins**, added that usually in these cases the business that paid the application fee for the loading zone would most likely call the PD when they notice someone's vehicle is in the loading zone to long. With all of the Commission's questions answered and the in-depth detailed discussion the Commission gave direction to staff;

The Commission would like to have a much clearer mapping of the downtown area with the existing loading zones.

The Commission also asked for several designs for the loading zone signs as discussed.

## **B. Bicycle and Pedestrian Advisory Committee Appointments**

The Pedestrian Advisory Committee is seeking one re-appointment.

**Staff Recommendation:** Motion to approve appointment as presented in the Staff report.

**Bauman** informed the Commission that they were expecting an application last Friday but as of today they haven't received it.

**Chair Jensen** tabled this item.

### **III. OLD BUSINESS**

#### **A. Discussion on the Proposed Transportation Commission Enabling Legislation Changes - Proposed City Ordinance 2013-06**

The Transportation Commission reviewed this Ordinance several months ago and the City Council Hearing will take place on Tuesday, September 3<sup>rd</sup>. The purpose of this item is to discuss the results of the City Council Meeting of September 3<sup>rd</sup>.

**Staff Recommendation:** Informational item.

**Bauman** updated the Commission on the outcome of the Council meeting on September 4<sup>th</sup>, 2013 which was the first read for this new ordinance. Every ordinance receives two reads through Council; Council did unanimously approve the ordinance in the first read. After the second read on September 17<sup>th</sup> there will be a period of 30 days before it becomes an actual law.

#### **B. Discuss the Results of the City's review of the Wal Mart / Lucky Lane at Butler Avenue turn restriction island**

The Transportation Commission requested that Transportation Engineering Staff conduct a thorough review of the turn restriction island that the Wal Mart development installed on Lucky Lane at Butler Avenue. The City has reviewed the pre and post project crash history, sales tax receipts and traffic volumes in the area.

**Staff Recommendation:** Informational item.

**Logan Couch** the Transportation Intern presented to the Commission a PowerPoint with some details of why and when the turning restriction island was installed. The Lucky Lane turning restriction was installed in late 2010 after the construction of the Wal-Mart super center. Because of the Wal-Mart there was an increase of traffic volume on Lucky Lane and the vehicle count more than doubled. The crash history of this area did lessen with the turn restriction island. Staff also did a comparison with revenue changes for the businesses on Lucky Lane, the revenue trends in that area were consistent with the rest of the City. **Couch** added that the estimated total project cost was \$10,000 which, was annualized over twenty years. **Commissioner Robbins** asked if a half porkchop was considered, this would still leave the movement of left off Butler onto Lucky Lane. **Couch** responded that the reductions in crashes would only be half as effective. **Robbins** expressed that some of the concerns he has is for the tourist that don't know the City and the work around the actual citizens have figured out to get to the businesses on Lucky Lane. This is causing an inconvenience and real

estate that isn't being utilized. **Couch** responded that all projects or designs have down falls but the gross revenues of the businesses on Lucky Lane doesn't show much of a decrease when compared City wide. But the crashes have gone down in the area of the porkchop that shows this option does work. **Bauman** told the Commission that this will be an ongoing discussion because of the medians being installed on Butler and most likely on Milton in the future. Turn restrictions are one of the most difficult items the Transportation Program of the City has to deal with. The main focus for the Transportation Program is traffic safety. **Chair Jensen** told the Commission that this item was discussed with the Traffic Commission in the past and the Commission did approve and recommend the porkchop at that time with the studies that were available. **Chair Jensen** feels that the Commission did make the right decision for the safety in that area and would like to hear from the rest of the Commissioners to see if they felt the right solution was found. **Commissioner Parkes** said he was in agreement of the decision that was made. **Commissioner Spice** state that he also is in favor of the porkchop, which still allows access and decreases crashes. **Commissioner Mullens** said that the Traffic Commissions primary function is for traffic safety and he is also in agreement with the decision made for the porkchop. **Commissioner Robbins** said he will reach out to the businesses on Lucky Lane so they can be at a Traffic Commission meeting to discuss their concerns and possible loss of revenue because of this turn restriction. **Bauman** added that the businesses owners can also call him to have this item put on the agenda to allow complete discussion with the Commissioners. **Commissioner Mullens** wanted to take a moment and thank **Couch** for all his work and research on this subject.

#### IV. CONCLUDING GENERAL BUSINESS

##### A. Reports

1. Report from the Bicycle Advisory Committee:

<http://www.flagstaff.az.gov/index.aspx?nid=1822>

**Commissioner Parkes** said that he did contact Martin Ince the City's BAC liaison for a presentation about the secondary trip diary survey. **Commissioner Parkes** wanted to find out if the rest of the Commission would be interested in such a presentation. All the Commissioners did voice their interest in hearing the presentation and instructed **Bauman** to include it on a future agenda.

2. Report from the Pedestrian Advisory Committee:

<http://www.flagstaff.az.gov/index.aspx?nid=1824>

3. Status of Transportation Engineering Program Projects

- General update presentation on several projects and work orders performed by Transportation Engineering Staff

**Bauman** reported out the avenues he has found to get educational materials out to the public regarding texting and driving. The City Scape and website can be utilized and if the Commissioners had any other ideas to let him know. **Commissioner Mullens**

shared some information that he heard on NPR regarding information about education on items that aren't supported by a law. He said NPR reported out that the education didn't work and the best avenue was to build a law to enforce and discourage the bad habits or behaviors, but he is willing to help with any educational needs that the Transportation Program would need.

**Randy Whitaker** approached the Commission to report out the activities of the Traffic Program for 2012. The Council requires this report to the Commission in place of all the work going to Council for approval. Council delegated to the Transportation Commission to oversee the program's activities annually. **Whitaker's** report began with an overview of the program, work orders and items that didn't require a workorder. This process is to make the Commission and public aware of the research and efforts that are involved in each request and daily activities of the Transportation Program. **Bauman** showed the Commission the City's web page where citizens can report a concern or problem. This is where the majority of traffic workorders come others come from intercity staff, telephones and drop ins at the front counter.

#### **B. Informational Items to/from Commissioners and Staff**

1. Commissioner discussion

**Bauman** informed the Commission that the City Attorney's office is starting the rewrite on the Traffic Code. **Bauman** distributed the Code to each of the Commissioners for them to review and to be prepared for when the rewrite comes to the Commission.

#### **C. Next Meeting**

1. **Regular Meeting: October 2, 2013; 4:00 PM**

Tentative Agenda Items:

1. None at this time

It was the consensus of the Commission to skip the October meeting and have a November meeting instead.

#### **IV. ADJOURNMENT**

**Commissioner Mullens** made a motion to adjourn, motion seconded by **Commissioner Robbins**, all in favor, motion carried to adjourn the meeting at 5:45 P.M.