



Draft Minutes

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

City Council Chambers
211 W. Aspen Avenue

The following link will direct you to live streaming of this meeting.



In compliance with the Americans with Disabilities Act, if you need assistance to participate in this meeting, please contact Jeff Bauman at 928-213-2690 (or 774-5281 TDD). Notification at least 48 hours in advance will enable the City to make reasonable arrangements.

CALL TO ORDER

COMMISSION MEMBERS, voting:

Bob Kuhn, Flagstaff Unified School District [Present](#)
Jeff Meilbeck, NAIPTA [Present](#)
Bob Mullen [Present](#)
Kevin Parkes [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

ELECTION of OFFICERS

Chair and Vice-Chair to serve an annual term beginning in December 2013.

Commissioner Parkes made a motion to appoint Commissioner **Meilbeck** for Vice Chair, motion seconded by **Commissioner Spice**, all in favor, motion carried.

Commissioner Spice made a motion to appoint Commissioner **Parkes** for Chair, **Parkes** accepted, all in favor, motion carried.

2014 MEETING SCHEDULE

Current expectation supported by recent ordinance change is quarterly, or as needed – which months make the most sense? Feb, May, Aug and Nov are spaced properly and avoid traditional holidays.

Commissioner Robbins made a motion to accept the staff's suggestion regarding the months for the quarterly meetings, motion seconded by **Mullen**, all in favor, motion carried.

REORDER AGENDA

No reorder

II. NEW BUSINESS

A. City of Flagstaff Transportation Tax – Capital Improvements Annual Report Review and Discussion

The City dissolved the Citizen's Transportation Advisory Committee giving its responsibilities to the Transportation Commission. These responsibilities include providing oversight of the Transportation Program, providing a forum for public comment and input and to annually advise the City Council of the progress and expenditures of the City's Transportation Program.

Staff has prepared and distributed the draft Fiscal Year 2013 Annual Report for review and discussion by the Commission.

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

Bret Petersen a Senior Project Manager for the Capital Improvement's program presented a brief overview to the Commission.

- The Transportation Tax was approved in 2000 and will run through 2020.
- The tax is on all goods for Transportation Improvements.
- 11 Million is the total of tax collected from last year.
- By ordinance the Transportation Commission was chosen to supply oversight on the tax distribution.
- There are four program elements that the Transportation Tax helps fund.
 1. Fourth Street Overpass
 - Even though this project is complete the Transportation Tax is still being used for repayment of the project and the final payment will be in 2020.
 2. Transit Services
 - Annually through Council a set dollar amount is contributed to NAIPTA for the public transit system from the Transportation Tax.
 3. Street Improvements
 4. Safety Improvements
 - The last two programs receive the rest of the funding from the Transportation Tax after the Fourth Street repayment and allocations to the NAIPTA.

Petersen then gave the Commission an update on some projects that are still in the works or had been completed using the funds from of the Transportation Tax Funds.

- West Street and Arrowhead is being built out in two phases. Phase one was completed last year, phase two is scheduled to be completed during the next construction season.
- Woodlands Village Boulevard sidewalk, this project filled in the missing sidewalks from Route 66 to Wal-Mart, this project was completed early spring 2013.
- Milton and Sitgreaves ADA project was completed a few months ago, this was a heavily used section of sidewalk and the improvements are being utilized.
- The Buelah and University realignments which is a P3 project (Public and Private Partnership), the City, ADOT and a private engineering firm selected through the

QSI process. The City does have the funding for their part of this project in the 2015 budget.

Petersen continued with examples of the 5 year Capital Improvement Program plan for the Transportation Tax. The table demonstrated the projects and the allocations of the tax for each year within the 5 year plan.

Petersen also included the 5 year FUTS plan to let the Commission know that the plan has a total of 3.4 million with an allocation of 535 thousand to the FUTS for FY13/14. This helps cover a variety of Flagstaff Trails projects.

Petersen concluded his presentation by referring the Commission back to their handouts of the Transportation Tax 5 year planning allocations. He invited any comments regarding the plan tonight or any other time the Commission may have a question. He also told the Commission if they had the desire to hear back more often than annually on the activities of the program he would be happy to supply an update anytime.

Commission Discussion

Commissioner **Meilbeck** took a moment to thank staff for their hard work and he does see these funds at work in the community.

Commissioner Robbins made a motion to accept the City of Flagstaff's Transportation Tax Annual Report, motion seconded by **Mullen**, all in favor, motion carried.

III. OLD 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 revised proposed standard will be presented based upon the Commission's discussion in September.

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

Bauman gave an update on this item, which was discussed in the September meeting. Bauman outlined items and changes requested by the Commission. The Commission was given an updated map of the locations of the City's loading zone and or parking zones. The existing zones were outlined by Bauman and are listed below.

1. In front of Biff Bagels a loading zone

2. North side of Ellery 30 minute parking zone.
3. On Franklin between Leroux and Beaver a bus loading zone
4. Agassi and Aspen, 15 minute parking on both sides of the street North of Aspen, this is for the post office.
5. Leroux and Aspen commercial truck loading zone 7 A.M. – 11 A.M.
6. Cherry Avenue in front of the Rock House Play School, 15 minute parking to help parents drop and pick up children.
7. Flagstaff High School, lunch hour parking zone located on the school side for vendors to park while student purchase a variety of foods for lunch.

Commissioner Kuhn added that he also believed that Coconino High School also had curb parking for vendors, Bauman responded that he knew at one time there was a sign there but believed it had been removed leaving only the yellow curb. Bauman told the Commission he would verify the status on the Coconino High School loading/parking zone.

Bauman also supplied pictures of some of the current loading/parking zone signs that have been used at the above locations.

After identification of the loading/parking zones Bauman began with some of the revisions that were requested by the Commission on the written policy. Staff did decide since the loading/parking zones wouldn't actually belong to any certain business that charging a fee wouldn't be the appropriate way to conduct business. Staff also determined that setting a space limit to two spaces per block would leave the remainder of the block free for customers. The Commission did point out that currently there are other loading/parking zones that do use three or more spaces within the block, and adding language to the policy "two space limitations desired unless the Traffic Engineer determines a larger area would be needed because of the size of vehicles being utilized for the services needed at the business."

Barbara Packard from the public approached the Commission to convey to them that as a business owner she is very much in favor of the policy the City of Flagstaff is building to help her clients better utilize her business. Barbara owns a non-profit thrift store located on Phoenix Ave and Beaver St. and does have many citizens stopping by to give donations. Barbara told the Commission that her non-profit is doing very well and with more conveniences offered to donors the more efficient her business would become. Barbara did mention at this time her need for a loading/parking zone, one of the many reasons for this request is partly due to the time of year when most of the parking is eliminated because of NAU student parking. Barbara thanked the Commission for their time and hoped that they would support the policy to request loading/parking zones.

Bauman then told the Commission that using the criteria that staff had built to determine a use for a loading/parking zone it did qualify Barbara's business. Even though Barbara's business does have parking within 350 ft of her business it would still not be equitable because of the need to maneuver stairs to enter the building.

Commissioner Spice wanted to know the direction that staff actually needed from the Commission, does the Commission approve the policy, because within the policy it reads that the Traffic Engineer would approve the loading/parking zones as necessary. Bauman told the Commission that he was looking for recommendations from the

Commission and their support of the policy; the individual requests for the loading/parking zones wouldn't necessarily come to the Commission unless it was an unusual request.

Commissioner Spice did inquire from Lt. Higgins the enforcement on a 15 minute parking sign and if that would burden the resources for the police department. Lt. Higgins said enforcement on these type of items is mainly driven by complaints which would cause an officer to go out to the scene and possibly write a citation and there is also a fine related to it. The police department wouldn't have the vehicle towed. Commissioner Meilbeck questioned the responsibility of the property owners regarding parking and accessibility and at the same time he didn't want to have each of these requests for loading/parking zones brought to the Commission and would prefer the Traffic Engineer to handle the requests.

As a whole the Commission felt that staff did an excellent job in writing the new policy and did support it with other changes made tonight. The Commission also supported a 15 minute loading/parking zone for Barbara's business on Phoenix Ave, this zone can also be used by other businesses in the same area.

Before closing this item Bauman asked the Commission to run through the policy one more time to ensure he captured all their comments and suggestions.

1. The applicant must have sufficient loading activity throughout the day to warrant reducing existing curb parking by installing a 15 minute parking stall. The applicant must have 3-4 vehicles per hour during business hours , in need of a 15 minute parking stall;
 - a. Commission suggested to change vehicles per hour to an average of vehicles per hour and also to maybe add a block of time for 3-4 hours.
2. The existing curbside parking availability for the applicant is insufficient due to a large parking demand;
 - a. Commission had no changes or suggestions
3. And the applicant does not have suitable access to off-street or alley loading within 350 feet of the proposed 15 minute parking stall location.
 - a. There was a discussion on the 350 feet which seemed to be a long distance for hauling large items to a business. The policy does have the words "suitable access" which will help the flexibility to cover unusual or large items for a business needs.

Commissioner Robbins made a motion to accept the City of Flagstaff's Loading Zone Standard and Policy, motion seconded by **Mullen**, all in favor, motion carried.

IV. CONCLUDING GENERAL BUSINESS

A. Reports

1. Report from the Bicycle Advisory Committee:

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

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

B. Informational Items to/from Commissioners and Staff

1. Commissioner discussion

Bauman gave the Commission an update on the Transportation Commission appointments that Council addressed. Commissioner Parkes was approved for another 3 year term; Commissioner Kuhn and Meilbeck were also approved for a 3 year term. The Commission is still short on Citizen Member.

Bauman wanted to inform the Commission that the City is in the process of revising the North Downtown District Encroachment Policy which will be brought to the Commission in the next meeting. Bauman handed out the existing policy for the Commission to review for input.

Chair Parks said he has been looking for more information regarding the green bike lanes that are being installed around the NAU campus. He wanted to understand the purpose and contacted Martin Ince the City's staff liaison for the Bicycle Advisory Committee, Ince then told him to speak with Bauman regarding this project. Bauman told the Commission that this project with the green bike lanes is a research project which the City has teamed up with NAU on. The green stripping material has been used in other Cities and seems to add more awareness for the bicycles from vehicular traffic. Other Cities have seen a decrease in bike/vehicle accidents. The City did the stripping and there will be NAU students assigned to watching the areas and compiling data on the changes of behavior of vehicular traffic. Bauman told the Commission if they would like a report from NAU he will contact them to ask to make a presentation of their findings to the Commission.

C. Next Meeting

1. **Regular Meeting: 2014 Schedule TBD**

Tentative Agenda Items:

1. None at this time

IV. ADJOURNMENT

Commissioner Spice made a motion to adjourn, motion seconded by **Mullen**, all in favor, motion carried, meeting adjourned at 5:30 P.M.