

**City of Kalamazoo  
TRAFFIC BOARD  
Minutes  
November 9, 2017**

Stockbridge Main Conference Room  
415 Stockbridge, Kalamazoo, MI 49001

Traffic Board Members Present: James Baker, Public Services Director & City Engineer  
Matt Huber, Public Safety  
Rebekah Kik, City Planner/Director of CP&D

Members Excused: Jeff Chamberlain, Deputy City Manager  
Jim Ritsema, City Manager

City Staff: Karen Rutherford, Recording Secretary

Guests: Andrew Haan, Director, DKI  
Leslie Hoffmann, Central City Parking  
Katie Reilly, Neighborhood Activator  
Becky VanderMyde, Citizen

### **1. CALL TO ORDER**

Mr. Baker called the meeting to order at 2:03 p.m.

### **2. ROLL CALL**

Mr. Baker conducted roll call and determined that the aforementioned members were present and quorum existed. Mr. Huber, supported by Ms. Kik, made a motion to excuse the aforementioned members. With a voice vote, the motion was carried.

### **3. APPROVAL OF AGENDA**

There were no changes to the November 9, 2017 agenda. Mr. Huber, supported by Ms. Kik, made a motion to approve the November 9, 2017 Agenda. With a voice vote, the motion was carried.

### **4. APPROVAL OF MINUTES (October 11, 2017)**

There were no changes to the October 11, 2017 Traffic Board minutes. Mr. Huber, supported by Ms. Kik, made a motion to approve the October 11, 2017 Traffic Board minutes. With a voice vote, the motion was carried.

### **5. NEW BUSINESS**

#### **Downtown Loading Zone Signage Change**

- Mr. Haan presented challenges with parking in the city with the Exchange Project taking up some of the on street parking. There are 4-5 loading zone spaces in front of Paragran 100, at 100 East Michigan, former PNC Bank Building. They are seeking to change these spaces to loading zones

during the day or going back to the configuration that existed prior to the Farmer's Ally Project which would free up some much needed parking spaces for the retailers. Ms. Hoffmann presented a Handicap/Loading Zone Parking map for downtown prior to the Farmer's Ally Project. Prior to the Ally being closed, there were two loading zone spaces on Michigan Ave. just past the Mall, a 90 minute handicap space, and the rest were 90 minute parking spaces. On March 30, 2016, with Farmer's Ally being closed, there was a need for more loading zone spaces. It was agreed upon, at that time, to take out the handicap space and make that block of Michigan Ave. all loading zone spaces. Ms. Hoffmann and Mr. Haan is asking that the parking be returned to the original state prior to the Farmer's Ally project which was 2 loading zone spaces, 1 handicap space and the rest 90 minute parking spaces (approximately 6 spaces).

- Ms. Kik suggested putting a handicap space on the corner of Portage. Placing handicap at the corner of Portage would give access to ADA.
- Mr. Haan stated getting spaces for shoppers near the retailers is very critical. Mr. Haan asked if there was a policy in place on how to get a loading zone in place, i.e. how to apply for one. Ms. Kik responded the Traffic Board makes those decision based on who is being serviced, where, amount of deliveries, ease of traffic, and they ask for documentation. The Board typically places the loading zone spaces at the same spot for each block.
- Ms. Kik stated she thought the parking change at that time was meant to be temporary. Ms. Hoffmann agreed.
- Mr. Baker stated they could put up signage for the loading zone with time limits of 6:00am to 6:00pm., Monday through Friday. The traffic board would make a decision, issue a traffic control order for it, and the sign would be placed.
- Ms. Hoffmann stated she would like to see the signage include "except weekends and holidays."
- Mr. Haan stated they were in the process of putting together an RFP to look at everything downtown. At the end 2018 the Operator Contract with Central City Parking will expire and will need to be rebid and they will need to bid on the right things, i.e., where do we need meters, what will the rate structure be, loading zones, how many do we need, keep the loading zones open for business hours only.
- Mr. Baker asked if the committee was looking at making the loading zones all time constrained. Mr. Haan replied this idea just came up. The Transportation, Parking and Mobility Committee have not discussed this but this is an approach that should be explored. Mr. Haan stated this is not a request for this meeting today.
- Mr. Hann requests an additional handicap space on Portage Rd, one the west side of the 100 south block and return everything but two spaces for loading to 90 minutes on the south of the 100 east block of Michigan.
- Ms. Kik stated typically all the other streets have the loading zone placed at each end of the block.
- Mr. Baker confirmed there would be 2 loading zones on the 100 east block of Michigan, one at each end of the block, with parking in-between them. Mr. Baker stated the standard length of the parking spaces is 20ft minimum. Mr. Baker stated the parking spaces will not be marked until Spring unless weather warmed enough to allow for it.
- Mr. Haan asked how quickly the signs could be set up. Mr. Baker stated it would be at least 3 weeks due to outstanding current work load.
- Mr. Haan asked for one 20ft loading zone at each end of that block, with the rest of the parking at 90 minutes, except for fire hydrants, and moving the handicap space to Portage St.
- **Mr. Huber, supported by Ms. Kik, made a motion to amend the downtown loading zone signage to two 20ft loading zone on the 100 east block of Michigan, one at each end of the block, with 90 minute parking in-between, except for any fire hydrants, and a new handicap**

**space at the north end of the 100 south block of Portage St. See attached drawing. With a voice vote, the Board voted unanimously to approve the amendment.**

#### 6. OLD BUSINESS

- Mr. Huber stated Mr. Rupert with Rupert's Brew House called to inform the City the 2-hour parking signs on Academy Street, between W. Michigan Ave. and Westnedge Ave., are still up and need to come down due to the passed ordinance.

#### 7. MISCELLANEOUS COMMENTS OR CONCERNS

- Ms. Becky VanderMyde stated she is at first Baptist Church every Saturday morning and in the last month she has observed drivers getting confused when driving west on Academy. It is a one way street in front of Bronson Park; proceeding west, after S. Park St, it turns into a two way street and drivers do not realizing they are driving on the wrong side of the street as they proceed. They proceed into oncoming traffic as they go past the Methodist Church, going toward Westnedge. There is no yellow line on road or signage indicating Academy St. is a two way street after S. Park St. going west.
- Mr. Baker stated there should be proper markings on the road. As soon as the transition happens there should be diamond yellow signs on both side of the road. After looking at a map, it was determined by Mr. Baker the proper signage is missing. He stated he would have signage placed.
- Ms. VanderMyde commented she was pleased the parking fees have not changed for the meters on Saturday. She stated they have a large group that meets every Saturday and park on Church St. It would be very difficult to leave the meeting periodically to feed the meters. Mr. Haan stated they are currently assessing the five year plan and things may change in regards to the meters.
- Ms. Hoffmann reported all the gray meters are \$1.75/hour, with a maximum time limit of one, two and three hours. Blue meters are \$.50/hour with a maximum of 5 hours and the green meters are \$.30/hour with a maximum of 10 hours.

#### 8. NEXT MEETING

- Date: Thursday, December 14, 2017 at 2:00 P.M.
- Agenda items submitted to Karen Rutherford ([rutherfordk@kalamazoo.org](mailto:rutherfordk@kalamazoo.org)) by December 7, 2017.

#### Adjourn

The meeting adjourned at 2:32 p.m.

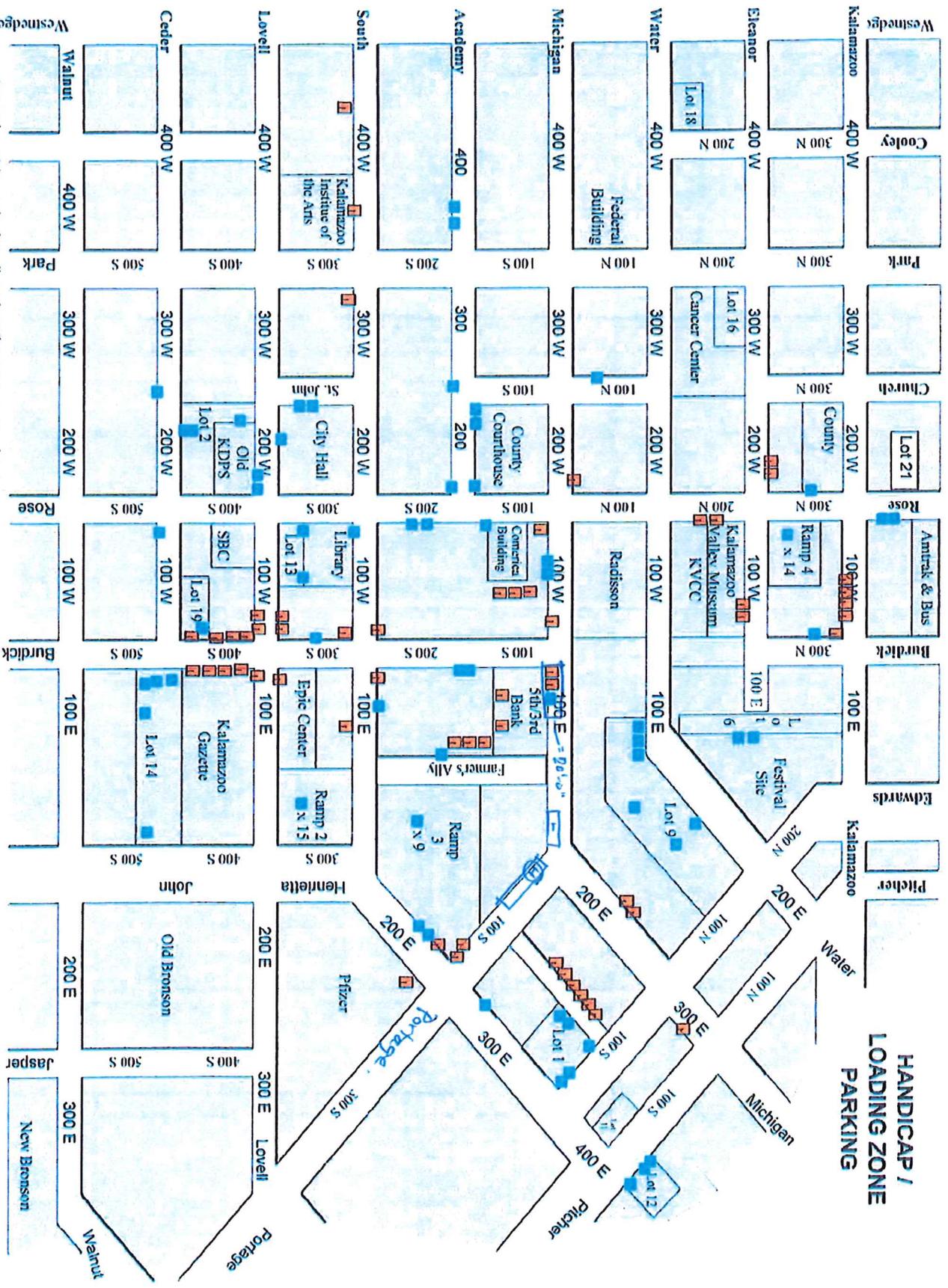
Submitted by: Karen Rutherford  
Recording Secretary

Date: 12-14-17

Approved by: Jane J. Bell  
Staff Liaison

Date: 12-14-2017

# HANDICAP / LOADING ZONE PARKING



\* map is not to scale, handicap locations are approximate