

**City of Kalamazoo
TRAFFIC BOARD
Minutes
April 8, 2021**

ELECTRONIC MEETING

Traffic Board

Members Present: Christina Anderson, City Planner, CP&D
Anthony Ladd, Public Works Division Manager
Dennis Randolph, Traffic Engineer, Public Works
Substitute - Mike Skurski, Executive Lieutenant, KDPS

Members Excused: James Baker, Public Services Director
Scott Borling, City Clerk
Jeff Chamberlain, Deputy City Manager
Matthew Huber, Assistant Chief, KDPS
Teresa Johnson, Deputy Director, Public Services
Jim Ritsema, City Manager

City Staff: Karen Rutherford, Recording Secretary

Guests: Leslie Hoffman, Central City Parking

1. CALL TO ORDER

Committee Member Anderson called the meeting to order at 2:00p.m.

2. ROLL CALL

Committee Member Anderson conducted roll call and determined the aforementioned members were present, and quorum existed.

3. APPROVAL OF AGENDA

There were no changes to the April 8, 2021 Agenda. Committee Member Randolph supported by Substitute Committee Member Skurski, made a motion to approve the April 8, 2021 Agenda. With a voice vote, the motion was carried.

4. APPROVAL OF MINUTES (March 11, 2021)

There were no changes to the March 11, 2021 Traffic Board Minutes. Committee Member Randolph supported by Substitute Committee Member Skurski, made a motion to approve the March 11, 2021 Traffic Board Minutes. With a voice vote, the motion was carried.

5. NEW BUSINESS

None

6. OLD BUSINESS

Traffic Calming Process

Committee Member Anderson opened discussions for the traffic calming process. She stated we presented the Traffic Calming Plan to the Committee last month. Included in the packet today was our Traffic Calming Plan and the Road Commission of Kalamazoo County's (RCKC) Traffic Calming Plan. She stated we want to compare RCKC's traffic calming process to our process. Committee Member Christina Anderson asked if the Committee had any comments or questions regarding it.

Committee Member Randolph stated we get calls almost daily for traffic calming and is in favor of doing something.

Committee Member Anderson stated she felt our process and the RCKC's process is very similar in terms of engagement, having a level of consensus, going out a couple of times to get agreement on a solution. She stated we differed in the point system. It is her opinion that we should wait for now to enter into a point system for the traffic calming process. She stated we could make that change later in the process.

Committee Member Anderson stated RCKC list 14 – 15 traffic calming measures they will consider. Committee Member Randolph stated he has been working on a list of details for potential calming devices. He wanted to review his list further before presenting it. He feels he should have it ready to present within a month. Committee Member Anderson stated this list can be an appendix to help neighborhood process to think about what tools are available.

Committee Member Anderson stated we need to put the process into practice, take our neighborhood plans that are done, take some discussions that are happening in neighborhood plan process now, find a couple of places to pilot the process to see how it works, and run it through to see if we need to make any changes.

Committee Chair Ladd agreed we need to start process in our known locations. He feels the point system has merit but feels we should start the process and see how it goes first and learn lessons along the way. We can always incorporate a points system later.

Committee Chair Ladd stated we are not looking to make a change to an ordinance, so we do not need to make a formal approval. With that said he would like to open up discussions to any opposition the Committee may have. Committee Member Anderson stated from what we have discussed there does not seem to be any opposition.

Committee Member Anderson stated the next step would be to understand where we are, we have engagement to do before we do any activities. We can start this now and give an update at the May Traffic Board meeting. Committee Chair Ladd agreed.

7. MISCELLANEOUS COMMENTS OR CONCERNS

None

8. PUBLIC COMMENTS

None.

9. NEXT MEETING

- Date: Thursday, May 13, 2021, electronic meeting at 2:00 P.M.
- Agenda items submitted to Karen Rutherford (rutherfordk@kalamazoocity.org) by May 5, 2021.

10. ADJOURN

Committee Member Anderson moved to adjourn the Traffic Board meeting. The meeting was adjourned at 2:24 p.m.

Submitted by: Karen Rutherford
Recording Secretary

Date: 8-13-2021

Approved by: [Signature]
Staff Liaison

Date: 8/13/2021

Traffic Calming Process

1. Neighborhood completes neighborhood plan.
 - a. Neighborhood plan should id agreed upon traffic issue areas in neighborhood.
 - b. If a neighborhood plan does not identify traffic calming or traffic concerns, multiple residents from the neighborhood must express similar needs or concerns for a particular area in order to be eligible for traffic calming.

During neighborhood planning

Very short term (3-7 Days) traffic calming test (hay bales, tempura paint, planters) can be done during the neighborhood planning process. If this is done the traffic calming process can begin at step 7 using neighborhood plan engagement. Process would continue as normal from that point.

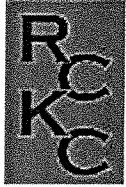
2. Public Services and Planning staff will present Traffic Board with projects from neighborhood plans in the Winter. At this meeting the available data will be reviewed for each project.
 - i. Calls for service
 - ii. History of Crashes
 - iii. *Local Street list (for timing)*
 - iv. Past Comments/ Calls
 1. All Departments

b. Staff select three projects+/ year.
3. Project locations are studied (Planning and Public Services)
 - i. Studies may include:
 1. Traffic Counts
 2. Speed Study
 3. *Ped. Counts*
 4. *Proximity to attractors or future development plans*
 - b. Staff may identify needed changes (ex. Stop signs) that are done regardless of traffic calming study outcome
 - c. Project area may be refined based on study results.
4. Project announcement postcard mailed to project areas, culs de sac that end on project area streets and those 100' off of project areas
 - a. Meeting/Activity #1 Date
 - b. Project Page to stay up to date
 - c. Area selected
 - d. Why (neighborhood plan points)
 - e. Make sure we have the full picture (short survey)
 - f. Call 311 with questions
5. Public Services creates preliminary designs
 - a. Reviewed by public safety (and KPS and Metro as needed)
6. Meeting/Activity #1
 - a. At the meeting:
 - i. Streets closed/ local only
 - ii. Design is marked on street(s) before the meeting

- iii. Staff will walk the streets with residents to explain design, why certain tool was selected, and discuss (record for IK project page)
 - iv. Survey collected from attendees
 - 1. I am excited
 - 2. I am confused about the project
 - 3. I don't think it will have the impact we need
 - 4. I don't think we need this
 - a. Please explain
 - 5. Contact info
- 7. Public Services refines design as needed
 - a. Planning staff provides summary of survey comments
- 8. Meeting/Activity 2 – Installation event
 - i. Postcard mailed/ Door hanger to project areas, culs de sac that end on project area streets and those 100' off of project areas
 - ii. Social media
 - iii. Project page updated with designs
 - iv. News release
 - b. Street closed/ local Only
 - c. Location in the project area is selected to install example(s)
 - d. Demonstration of how to navigate
 - e. Presentation of how this design changed/ addressed comments from meeting 1
 - f. Timeline for testing/ confirming design

If speed humps/ tables/ raised intersection/ raised crosswalks are one of the tools used residents on those streets will be contacted directly via mail-in survey to discuss and be surveyed for approval

- 1. **At least 60% of owners/ occupants in project area with vertical elements must agree before install because of the permanence of the design element (immediately asphalt)**
- 9. Project areas are studied over 6 months to determine impacts
 - a. Planning staff will pull comments received post install
 - b. Staff meeting (Traffic Board members) to discuss project results
- 10. Meeting/Activity #3 - 6 Month Follow-up meeting - Resident confirmation
 - a. Door hanger survey in project area
 - i. Have you noticed a positive change?
 - ii. Has there been any unexpected changes? (unintended consequences)
 - iii. If 60% approve of changes / have seen positive impact the project remains as is
 - iv. If less than 60% report disapproval, depending on why, the design may be adjusted or removed
- 11. Move toward final installation (concrete)
 - a. Bollards and paint tend to last about 5 years according to studies
 - b. If implementation can be designed with green space/plantings it is encouraged.
 - i. Opportunity for follow-up engagement about final design



POLICY

Neighborhood Traffic Management

It is the policy of the Board of County Road Commissioners of the County of Kalamazoo (Board) to provide policies that evolve over time based on the needs across the County, while maintaining traffic control and safety. Often residents express concern to the Road Commission of Kalamazoo County (RCKC) over traffic control issues in residential neighborhoods. Typically, these concerns result in a request for speed bumps, road closures, or other traffic control measures. Experience has shown that traditional responses and unwarranted signs or signals do not work. Often, the only option available to the RCKC is to recommend increased law enforcement in the area. With the limited number of law enforcement officers in most communities, this solution is short-term at best and many times unavailable.

To be more responsive to these requests, the RCKC has developed a Neighborhood Traffic Management Policy (Policy), which creates a partnership between residents, the RCKC, Townships, and law enforcement. This Policy's guiding principles align with the Federal Highway Administration (FHWA) and the Institute of Transportation Engineers (ITE) collaborative document, Traffic Calming ePrimer, and requires public participation. It is also comparable with policies from other road agencies that have implemented traffic management measures across the state.

The purpose of the Policy is to increase the RCKC's ability to respond to these types of service requests. The Policy contains educational and enforcement elements as well as engineering measures. It promotes RCKC working with neighborhoods to find appropriate and acceptable solutions to both the community and the RCKC. The Policy provides guidance to address these requests for residential subdivision/plat streets with a speed limit of 25 mph per Section 257.627(2)(d) of the Michigan Vehicle Code. It does not apply to other roads outside of these criteria.

GOALS

The goals of the Policy are:

1. To provide an option for traffic control measures in residential areas which are acceptable to both the RCKC and the local community.
2. To consider requests for residential traffic control measures in an equitable and consistent manner.
3. To periodically review the effectiveness of such traffic control measures.
4. To provide a team approach to addressing neighborhood traffic management concerns.

FUNDING

If approved, the residents/Township will be responsible for funding the design, installation, and, if necessary, removing the recommended traffic calming measures. The recommended devices shall be installed by the residents/Township under a permit with the RCKC. The proposed traffic calming measures outlined in this Policy focus on installations within the traveled portion of the roadway. These installations will require regular maintenance to ensure all user's safety within the public right-of-way. To provide in their continued safe operation, the RCKC Local Road Participation (PAR) Funds will be eligible for use with maintenance projects for

measures previously approved through this Policy. The document, Traffic Calming ePrimer, has provided a reference in section 3.2 for the Cost of Individual Traffic Calming Measures for reference.

PROCESS/CRITERIA

The following process will be used by the RCKC to address neighborhood traffic management concerns:

1. A resident notifies the RCKC about a potential traffic management issue area through the RCKC Service Request system. If applicable, the resident will be made aware the service request will be processed through the Policy. The resident will be provided information on the Policy and the process.
2. The RCKC will provide the Policy, a copy of the petition form, and instructions to the resident regarding the requirements for a qualifying petition. A minimum of seven (7) property owners, along the roadway area, must sign the petition requesting the RCKC for a preliminary traffic engineering investigation. A resolution of support for the traffic management issue must be provided from the Township Board to proceed with the traffic engineering investigation.
3. Upon receipt of a signed qualifying petition and the Township Board resolution, the RCKC will define the traffic management study area which may encompass adjacent streets. RCKC will then conduct a preliminary traffic engineering investigation. This investigation may involve data collection efforts by residents in addition to RCKC staff.
4. A subcommittee team shall be formed consisting of a maximum of 3 residents from different roadways within the defined study area, 2 RCKC staff, 1 Township representative, and 1 law enforcement agency representative.

This subcommittee will reach out to residents as well as the law enforcement agency for education and enforcement of the current traffic laws. Education may include posting yard signs, temporary placement of speed radar trailers or speed feedback signs. Enforcement may include directed patrols or a neighborhood speed watch program. Traffic data collected for this area will be shared with law enforcement to assist with directed patrols and enforcement. This process will continue until input is received from law enforcement and shared with the subcommittee team. After 6 months to up to one year, RCKC will recollect traffic data in the study area. If data still exceeds specified criteria, the area may be considered for further traffic calming.

5. If after one year, education and enforcement measures prove ineffective, the RCKC may develop a draft neighborhood traffic calming plan for installation of traffic calming measures. This plan will be reviewed by the subcommittee team. The subcommittee team will then hold a public informational meeting for the defined speed area. Feedback from the residents of the study area shall be collected in addition to input from the emergency services, transit agencies, and the local school district,

Traffic calming measures considered with this Policy include:

- | | |
|---------------------------|----------------------|
| - Speed Humps | - Lateral Shifts |
| - Speed Cushions | - Chicanes |
| - Speed Tables | - Bulb-outs |
| - Raised Intersections | - Chokers |
| - Realigned Intersections | - Median Islands |
| - Traffic Circles | - Median Barriers |
| - Mini Roundabouts | - Diagonal Diverters |
| - Roundabouts | - Closures |

Proper RCKC engineering analysis and engineering judgment will be used in evaluating and selecting all traffic calming measures. The specific field locations of all devices will be at the discretion of the RCKC. Various traffic calming measures may require design engineering; if the RCKC determines the need for design engineering, the township will be responsible for design engineering which shall be signed by a professional engineer.

6. Prior to the installation of any traffic calming measures, the neighborhood residents must demonstrate support for the recommended traffic control measures. A survey conducted online or via mailings to property owners within the study area shall be taken and a minimum 50% response rate with a 67% of property owners or occupants in favor of the proposed traffic calming plan must be received to be considered for traffic calming. Only one response per property will be allowed.
7. If the survey results show that the selected recommended traffic calming measures are supported by the neighborhood residents and the township in accordance with the requirements of this Policy, the traffic calming measures project will be submitted to the Board for approval. Various traffic calming measures may require design engineering; if the RCKC determines the need for design engineering, the township will be responsible for design engineering which shall be signed by a professional engineer. Once approved, the traffic calming measures may be installed under a permit with the township.
8. After one year from installation of the traffic calming measures, the RCKC will conduct follow-up analysis to determine the effectiveness of the traffic control measures. If, after evaluation, the RCKC determines that the traffic calming measures are ineffective and traffic calming criteria in this policy are still exceeded, they may be removed. The RCKC staff will advise the defined area residents, Township, and Board prior to removal of the devices.

QUALIFYING CRITERIA

Streets considered under this Policy, but not meeting criteria shall not be considered again for a minimum period of 5 years. A project must score 10 or more points to qualify for the Policy as noted below. As part of the preliminary traffic engineering investigation, the RCKC will evaluate the area in accordance with criteria presented below. If the traffic management defined study area fails to meet the established criteria, it will not be considered for traffic calming.

Criteria	Range	Points
1. 85 th Percentile Speed (speed that 85% of the traffic is traveling at or below)	1 – 4 mph over speed limit	0
	5 mph	1
	6 mph	2
	7 mph	4
	8 mph	6
	9 mph	8
	>9 mph	10
2. Cut-through Traffic (traffic that has neither its origin nor its destination within the residential area)	25 – 50 %	4
	>50 %	6
3. Average Daily Traffic (ADT)	<500	0
	500 – 750 vehicles	2
	751 – 1000	3
	1001 – 1250	4
	>1250	5
4. Three-year Crash History (speed related accidents in project area)	No	0
	Yes	1
5. Schools	¼ mile or more from school	0
	¼ mile from school or less	1

6. Major Pedestrian Generators (library, shopping plaza, senior housing, parks, etc.) *	within 1/4 mile	1 maximum 3
7. Sidewalks	Yes No	1 0

* Pedestrian oriented facilities grouped together on the subject street or within 1/4 mile of the study area will be counted as 1 location/destination with maximum of 3 points.

Adopted: TBD