

TRAFFIC ENGINEERING COMMITTEE MINUTES
June 9, 2015
Minutes

MEMBERS PRESENT

Dan Baxter, TEC Chairman
John Lampi, Public Representative
Roger Vincent, Public Representative
Rick Seanor, Staff
Kevin Thompson, Staff
Nancy Sawyer, Staff

OTHERS PRESENT

Maureen Mulheren, City Council Member
Neil Davis, Walk Bike Mendocino
Estok Menton, Contractor

MEMBERS ABSENT

Ben Kageyama, Staff
Trent Taylor, Staff
Dan Hunt, Staff

STAFF PRESENT

Lory Limbird, Public Works Department
Andrew Stricklin, Public Works Department
Sean Kaeser, Ukiah Police Department

1. CALL TO ORDER

The Traffic Engineering Committee meeting was called to order by Chairperson Baxter at 3:02 pm in Conference Room No. 3, Ukiah Civic Center, 300 Seminary Ave., Ukiah, California.

2. APPROVAL OF MINUTES – May 12, 2015

Motion/Second: Lampi/Sawyer to approve May 12, 2015 minutes as written.

Motion carried by an all AYE voice vote of the members present.

3. AUDIENCE COMMENTS ON NON-AGENDA ITEMS

none

4. OLD BUSINESS

- a. Discussion and Possible Action Regarding a Request for a No Parking Zone on South State Street at Gobbi Street.

Member Seanor introduced this item. The TEC received a request from Estok Menton to establish a no parking zone on South State Street at Gobbi Street. Per the request, vehicles parked along the east side of South State Street just south of Gobbi street prevent traffic from merging right to make a right turn onto Gobbi Street. With the current lane configuration on this section of South State Street, the northbound number 2 lane is 19 feet wide. This width is insufficient to allow restriping for a designated northbound right turn lane. Establishing a no parking zone on this stretch of South State Street would potentially allow vehicles extra room to merge and make a right turn at the intersection. Staff met with Mr. Richard Respini, the adjacent property owner, and he supports the proposed no parking zone.

This area is 94 feet long. Roughly 20 feet is needed for each parking space. The building and signal poles in this area are very close to the street thereby preventing an increase to the curb return radius. Eliminating parking in this area would greatly help buses travelling north make a right hand turn onto Gobbi going east.

Motion/Second: Vincent/Lampi to recommend to the City Council the approval of the no parking zone on the east side of South State Street at Gobbi Street.

Motion carried by an all AYE voice vote of the members present.

5. NEW BUSINESS

- a. Discussion and Possible Action Regarding a Policy for Notifying Citizens of TEC Agenda Items.

Member Seanor introduced this item. At the May 12, 2015 Traffic Engineering Committee (TEC) meeting, there was a brief discussion regarding the notification process for TEC agenda items. The current procedure is that the staff sends a copy of the TEC agenda and report to the citizen who requested a discussion of a traffic concern. In addition, when the item requested was a proposed no parking zone or a loading zone, staff would notify the adjacent property owner and/or tenant. For future agenda items, staff could notify the property owner/tenant on either side of the proposed no parking zone or loading zone. In addition, staff could notify the property owner and/or tenant for the property directly across the street from the proposed no parking zone or loading zone. Some TEC items such as STOP sign requests, vehicle speed concerns, speed bumps, etc. affect more citizens than no parking zones/loading zones. For these types of items, more extensive notification should be discussed by the TEC.

Meetings are currently noticed on city web site with a banner on the home page. The agenda is posted on the web site under "City Boards, Commissions & Committees – Meeting Agendas/Minutes". The agenda is also posted in the glass case at the front door to the Civic Center and faxed to the media no less than 72 hours prior to the next meeting.

Neil Davis asked if an interested citizen list could be developed.

Member Seanor replied that emails containing the agenda packet are currently sent to interested citizens who have indicated they want to be notified.

Member Thompson stated the Planning Department mails notices to residents/owners within a 300 foot radius of the affected property for Planning Commission meetings. Also notification signs are posted at the site.

Council Member Mulheren stated that it is important to send the meeting notice to both the physical address or tenant and the owner. How the notice is worded is important and should let the owners and tenants know that actions other than what is in the report may be taken.

Member Seanor observed that a speeding traffic issue could affect a large area including many properties.

Member Thompson added that if over 300 residents need to be notified, the Planning Department then uses an 1/8 page ad in the local paper instead of a mailing.

Council Member Mulheren asked how long it takes to present an item to the City Council that was discussed at a TEC meeting.

Chairman Baxter replied that extra time may be required to identify the costs of the

improvement and to prepare a report for the City Council. Items that typically have to be presented to City Council are bus loading zones, eliminating parking spaces and anything that will cost a large amount of money that is not included in the adopted budget.

Motion/Second: Vincent/Sawyer to notify not only the adjacent property owner and tenant but also the property owners and tenants on either side of the proposed action of the upcoming TEC meeting. Signs noticing the next TEC meeting will be posted at the site. This will be done on a trial basis and a report will be made at a future TEC meeting.

Motion carried by an all AYE voice vote of the members present.

6. **COMMITTEE MEMBER REPORTS**

none

7. **MISCELLANEOUS ITEMS**

none

8. **ADJOURNMENT**

There being no further business, the meeting adjourned at 3:34 p.m.

Lory Limbird, Recording Secretary