

JUNE 20, 2023 TRANSPORTATION COMMISSION

MEETING MINUTES

ATTENDANCE

Call to Order: Call to order showed the following Transportation Committee Members in attendance:

Members present: Patrick McNamara, Michael Breitbach, Colin Coad, Jeremy Coers, Patricia Dennis, Brandon Lott - 6

Members absent: Brent Baker, George Ghareeb, Bernie Goitein, Jada Hoerr, Nada Naffakh - 5

ANNOUNCEMENTS

None.

MINUTES

REQUEST FOR APPROVAL OF THE TRANSPORTATION COMMISSION

APRIL 18, 2023 MINUTES

Dennis motioned to approve the minutes; seconded by Jeremy Coers. Approved with a unanimous verbal vote.

AGENDA ITEMS

ITEM NO. 1 Open Meetings act Training Instructions

Administrative Specialist, Stacey Munsell, presented the Open Meetings Act training to the Commission, explaining it is a requirement from the Clerk's Office stating that all commission members must complete in order to participate in their commission. Commission members are only required to complete the training once throughout their term. If they leave the commission and come back, their previous training will still be valid. It is requested that the Commission members send their certificates of completion to her by July 20th.

ITEM NO. 2 Discuss and Approve Traffic Calming Program Manual and submit to Council

McNamara explained that this is a replacement of the old Traffic Calming program, and requested a brief overview of what was discussed on this at the past Transportation Commission meeting. Mendez-Silvagnoli explained the main differences between the old Traffic Calming policy procedures and the new ones which include, streamlined steps with tiered levels of traffic calming, definitions on what is and is not considered traffic calming. Loos added that the new procedure is now a manual and not a policy and explains the process in a more step-by-step manner so that applicants understand their requests will need to go through a review process. Lott mentioned that in the past, they struggled with knowing whether neighborhood associations had held a meeting. He asked if the manual included information on the boundaries so that is clear who needs to sign a petition for traffic calming procedures to take place in a certain area. Loos answered, explaining that the manual does account for this concern. Mendez-Silvagnoli explained there will be multiple petitions; the first will be used to determine if there is an agreement on an issue in the area and the second will be used to determine what solution should be made in the

area. Coers asked if dead-end streets qualified for traffic calming. Loos answered, explaining that applications will still be accepted for dead-end streets as there are still some actions that can be done to handle issues on those kinds of streets. Mendez-Silvagnoli added there will be education materials provided for neighbors. Referring to speed bumps, Dennis asked what the process will be for reversing solutions that are made for traffic calming. Loos answered, explaining the City's policy has always been to not remove speed bumps that are installed; therefore, it would have to be a cost to the neighborhood. McNamara mentioned there was language in the original Traffic Calming policy regarding removal of speed bumps. He said it required 90% approval from the neighborhood to remove a speed bump and suggested that language be added to the new manual as well. Coers inquired about temporary speed bumps and Loos said those have not been tried in the past. Dennis suggested = temporary speed bumps could be used as an example for neighborhoods before installing a permanent speed bump. Lott asked if lowering speed limits was a procedure in the new Traffic Calming manual. The Traffic Calming manual does mention speed lowering; however, before solutions can be made for that type of issue, a speed study must be performed. Loos explained there are "speed spies" installed on some signs that collect ADT and speed over a course of time which is a type of lower cost speed study. Dennis asked if speed limit changes need to first go to council for approval. McNamara said he believes that most speed limit changes in the past had gone through council.

McNamara mentioned a few comments he had regarding language in the manual. The first included the word "neighborhood" and how it was removed from the title with intent to describe that the manual applies to all streets not just neighborhood streets. He explained that despite this, the word "neighborhood" is still used often throughout the document and said that it should be adjusted so that the document is consistent with the change of title.

McNamara mentioned the words "devices" and "measures" are used interchangeably through the document in terms of traffic calming, and he suggested only one be used as a descriptor.

McNamara referred to page 7 where an "Issue Identification Form" is mentioned and suggested there be a definition of how and where to go to fill out that form. Mendez-Silvagnoli explained that this is not currently clear because the new manual is not yet on the website, but once it is, there will be a link provided.

McNamara asked if the form requested only trailers or if it allowed for other things such as signs. Mendez-Silvagnoli said it is for everything.

McNamara referred to the language that stated the form could be submitted to Public Works via email or mail. However, the form does not give details on the email address or mailing address.

McNamara referred to page 17, step 2, mentioning the language says, "Traffic Issue Identification Form" but the website has a "Traffic Issue Identification Petition." He suggested the language match form titles to eliminate any confusion.

McNamara suggested adding language regarding device removal processes which was discussed earlier in the meeting. Coers asked for clarification on how the percentage of signatures will be determined. Mendez-Silvagnoli explained that there will be a map with boundaries that will help determine how many signatures will be needed for the petitions (this map will not be on the website but will be given to the requestor).

Coad referred to page 19, step 8, mentioning the language needs to be consistent and specific regarding the number of signatures needed on the petitions. McNamara referred to page 19, step 9, and asked if the workplan that is mentioned is available to the public or if it is an internal document. Loos answered, saying it is an internal document that is used for reference and work depends on funding. McNamara asked if there are items other than traffic calming projects that go on this workplan. Mendez-Silvagnoli clarified it is only projects related to traffic calming that go onto the noted workplan. McNamara asked if the \$100,000 budget for Traffic Calming projects is the same amount every year. Mendez-Silvagnoli confirmed it is the same amount every year. Dennis asked what the procedure is when an application is received after the \$100,000 budget has been met for the year. Loos answered, explaining that project would be rolled over into the next year and the applicant would be informed of where they are on the list of projects. Loos said they are hoping that the new traffic calming manual will result in more thorough requests.

McNamara referred to page 5 of the old Traffic Calming policy which states, "Traffic Calming projects that are not eligible should be incorporated as part of the City of Peoria's Complete Streets Policy and subject to the City's budget process." He suggested the commission add similar language to the new Traffic Calming manual.

Coad asked if there are templates for the petition forms. Loos said there are templates, and they will be given to applicants after they have finished the initial application form. Coad also asked if the applications/projects that are on the current workplan list have been grandfathered into the new manual. Loos answered, explaining no, the team will be communicating with them about the new Traffic Calming manual. Coers referred to page 15, if the title should be changed from "Truck Traffic Restrictions" or "No Truck Traffic" restrictions allowed.

McNamara suggested a motion be made to approve the new Traffic Calming manual as amended and with approval from council. Dennis motioned to approve; seconded by Breitbach. Motion approved unanimously by roll call vote.

ITEM NO. 3 Recommend CIP projects to be supported and/or included in 2023/2024 budget

McNamara emphasized that the commission support the funding that currently exists in the document. Dennis asked if the Public Works Department reviewed the CIP projects portion of the budget and are they looking to make any different recommendations. Loos answered, explaining that all of the current projects will stay the same. The projects that are planned for the next couple of years are mostly funded through grants and the local funds go toward matches, which means there is not much room for new projects to go into the budget.

Dennis asked how and where the sidewalk projects are being chosen around the city. Loos answered, explaining that there are a few different places that sidewalk funds are being kept. There are some federal funds for sidewalks in the 61605 area where they are working on a plan based on generators. The department also recently requested funds for other council districts within the city. She said the sidewalk participation program has been discontinued which means there is an influx of sidewalk requests in addition to sidewalks that the department identifies as needing repair or placement. Dennis mentioned it would be beneficial to incorporate sidewalks into other projects that are already taking place. Loos referred to the City's CSO projects, saying they are trying to change how improvements are done so that sidewalks can be rebuilt at the same time.

CITIZENS WISHING TO ADDRESS AN ITEM NOT ON THE AGENDA SHOULD CONTACT A COMMISSION MEMBER PRIOR TO THE MEETING. ALL OTHER PUBLIC INPUT WILL BE HEARD UNDER PUBLIC COMMENT NEAR THE END OF THE COMMITTEE MEETING.

NOTE: THE ORDER IN WHICH AGENDA ITEMS ARE CONSIDERED MAY BE MOVED FORWARD OR DELAYED BY AT LEAST 2/3 VOTE OF THE COMMISSION MEMBERS PRESENT.

The commission discussed presenting the budget to council as a receive and file item. Dennis suggested the commission be notified if council does not decide to move forward with items they have presented. The commission agreed they would postpone a vote on what they send to council for their approval until the next meeting. Dennis motioned to table a final decision on Item No. 3 until the next meeting; seconded by Lott. Approved with a unanimous verbal vote.

ITEM NO. 4 Report back on Tri-County Regional Planning Commission event held on May 16, 2023

Mendez-Silvagnoli reported that specific areas were discussed including the 61605 area, Neighborhood House, Western Ave, St. Ann's, and the Lakeview Library. Loos added there will be more opportunities for similar events in the future. Dennis mentioned the road near Western Ave needs to be maintained more regularly. Loos said that area has not been contracted out yet and there is a current plan to have some plants swapped out.

ITEM NO. 5 Review/update Agenda Calendar

McNamara suggested having the supervisor who oversees striping be involved in the August meeting to discuss their operation plan. He asked to see information on what currently exists in the department's GIS system. Coers mentioned the "No Truck Traffic" restrictions allowed and said he would like to discuss the policy.

UNFINISHED BUSINESS

Coad mentioned he received an email from Martina regarding bike safety for children. He suggested the commission discuss this in a future meeting.

NEW BUSINESS

None.

CITIZENS' OPPORTUNITY TO ADDRESS THE COMMITTEE

Anyone wishing to make a public comment can do so by sending those comments to Public Works, by **12:00 p.m.** on Tuesday, June 20, 2023. Public comments can be sent to the public works department, in writing, at publicworks@peoriagov.org or via fax at 309-494-8855. The email or fax should be labeled "public comment for Tuesday, June 20, 2023, Transportation Committee Meeting," and we ask that you include your name and address.

Citizens wishing to address an item not on the agenda should contact a commission member prior to the meeting. All other public input will be heard under public comment near the end of the committee meeting.

- Jeff Council gave an update on some of his plans regarding Scott's Law.

NEXT MEETING

TUESDAY, JULY 18, 2023 3:00 PM

ADJOURNMENT

With no further discussion, the meeting was adjourned with a unanimous verbal vote at 4:15pm.

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