

**BLOOMINGTON TRAFFIC COMMISSION  
AGENDA  
February 24, 2016  
5:30 P.M. – COUNCIL CHAMBERS**

- I. Call to Order  
Elections of Chair and Vice Chair – nominations requested\*
- II. Approval of Minutes – January 27, 2016
- III. Public Comment
- IV. Communications from Commission
- V. Reports from Staff –
  - A. 4<sup>th</sup> & Rogers Streets Intersection Improvement Project
  - B. Title 15 Updates
- VI. Old Business - none
- VII. New Business –
  - A. Resolution 16-01: Establishing Traffic Commission Rules and Procedures\*
  - B. No Parking Zone - S. Gentry Street between W. 4th Street and W. Kirkwood Avenue (both sides of street)\*
  - C. No Parking Zone – W. Smith Avenue between N. Rogers Street and S. Jackson Street (north-side of street); and between S. Jackson Street and S. Fairview Street (south side of street)\*
  - D. Pedestrians - Title 15.060.050 amendments\*

Traffic Inquiries – none

- VIII. Adjournment

*Next meeting – March 23, 2016*

*\*Action Requested/Public comment prior to any vote (limited to five minutes per speaker)*

**City of Bloomington Traffic Commission Minutes  
January 27, 2016 in the Council Chambers, City Hall**

*Traffic Commission minutes are transcribed in a summarized outline manner. Audio recordings of the meeting are available in the Planning and Transportation Department for reference.*

**Attendance**

Traffic Commission: James Batcho, Andrew Cibor, Ryan Cobine, Judi Maki, Abigail Pietsch, Sarah Ryterband, Joe VanDeventer, and Scott Wickersham

Others in Attendance: Chris Ciolli, Doug Flanagan, Michael O’Connell, Leo Pilachowski, Leonice Santamaria, Chris Sturbaum (City Council District 1), Nate Nickel (Staff), and Scott Robinson (Staff)

- I. **Call to Order** (~5:30 PM)
- II. **Approval of Minutes** – December 16, 2015. Mr. Cobine motioned, and Mr. Cibor seconded to approve the minutes. The motion passed 8-0.
- III. **Communications from Commission** – Mr. Cibor reported that the 4<sup>th</sup> Street and Rogers Street intersection improvement project will kick-off with a neighborhood meeting and public survey next week. The Old 37 and N. Dunn Street and the Woodlawn Avenue Rail Road crossing projects will go out to bid soon. Construction is expected this summer. I-69 work will soon focus around 17<sup>th</sup> Street and Arlington Road. Please be aware of detours. There were no other reports.
- IV. **Public Comment** - none.
- V. **Reports from Staff**
  - A. **Signage update for the north/south alley behind the Salvation Army buildings on Rogers Street** - Mr. Nickel said staff evaluated sight distances for the alley and as a first step a stop sign will be installed at the southern end of the alley before it enters onto Kirkwood Avenue. There are other codified one-way alleys in the city, especially downtown. This could be a future option to consider if the stop sign is not effective. However, no action is required at this time by the Commission.  
  
Mr. Robinson thanked the Commission for their service. He reminded them that three members’ terms are expiring, plus there is one vacancy. and encourages them to reapply as well as recruit others to apply. Next month we will be asking for Chair and Vice-Chair nominations.
- VI. **Old Business** - none

**VII. New Business –**

**A. No parking zone – N. Fairview Street on the east-side of the street between W. 6<sup>th</sup> Street and the east-west alley** – Mr. Nickel explained the background on this request as detailed in the staff report. Staff also spoke with a representative from Juannita's Restaurant and they feel they have sufficient on-site parking, as well as free public parking along Kirkwood Avenue. Because of the commercial nature within this block, staff is recommending no parking along N. Fairview St. There were no questions from the Commission and Mr. Sturbaum spoke in favor of the request. Ms. Maki motioned, and Mr. Cobine seconded, to approve the recommendation as presented and forward it to the City Council. Mr. Cibor suggested a friendly amendment to the motion to expand the no parking zone to the entire block from Kirkwood Avenue to 6<sup>th</sup> Street. The friendly amendment was accepted, and the motion passed 8-0.

**B. Safe Routes to School – E. 1<sup>st</sup> Street** - Mr. Robinson summarized the information as detailed in the staff report. He also explained some past history to the on-site parking improvements made at Binford/Rogers Elementary School. He explained that the Monroe County Community School Corporation (MCCSC) originally wanted to bring this request forward last summer, but staff preferred to take a wait and see approach with the school's on-going education efforts to parents. Staff recently received other concerns from parents at this location and thus is bringing it forward as a single request. The recommendations are based on feedback contained within the packet. Discussion ensued on the existing conditions and proposed changes. Mr. O'Connell said the first two points in his letter (included in the packet) are addressed by the proposed changes. Mr. Pilachowski gave a presentation and does not agree with changes that make allowances for parents to park along 1<sup>st</sup> Street. The school has a system in place that parents should follow. He believes expanding the residential parking zone is a better solution. Mr. Ciolli expressed that safety is a top priority for MCCSC's students and families on and around their campuses. These changes would be an extension to their safety plans. The Commission directed staff to conduct a traffic speed study along High Street near this location. Mr. Cibor said this is a first step that can be monitored, and future changes can be made if necessary. He motioned, and Mr. Cobine seconded, to approve the recommendation as presented and forward it to the City Council. The motion passed 8-0.

**VIII. Traffic Inquiries - none**

**IX. Adjournment (~6:40 PM)**

*Next meeting – February 24, 2016*



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**MEMORANDUM**

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To: Traffic Commission  
From: Scott Robinson, Planning Services Manager  
Date: February 17, 2016  
Re: Resolution 16-01 – Traffic Commission Rules and Procedures

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**Background**

Title 2.12.070 of the Bloomington Municipal Code established the Traffic Commission and defines their purpose, appointments, qualifications, meetings, and procedure. It also requires that the Traffic Commission adopt rules and procedures. Specifically 2.12.070(5) states, “Procedure. The commission shall establish its own rules of operating procedure which may be amended from time to time by a majority vote”.

Staff could not find any record of adopted rules and procedures and assumes that the Traffic Commission has operated under common and accepted practices over time. Even if one existed, a new one should be established. Based on the code requirement and upon the typical process in which the Traffic Commission has recently conducted their meetings, staff has drafted Rules and Procedures for the Commission to consider. Please review the enclosed Rules and Procedures, as well as consider Resolution 16-01 that will establish these as the Rules and Procedures for the Traffic Commission.

**Recommendation:** Staff recommends adopting Resolution 16-01 that establish rules and procedures for the City of Bloomington Traffic Commission.

**City of Bloomington Traffic Commission**  
**Rules & Procedures**

**Section I. Purpose and Duties.**

It shall be the duty of the Traffic Commission, and to this end it shall have the authority within the limits of the funds at its disposal, to coordinate traffic activities, to carry on educational activities in traffic matters, to supervise the preparation and publication of traffic reports, to receive complaints having to do with traffic matters, and to recommend to the Common Council and to appropriate City officials ways and means for improving traffic conditions and the administration and enforcement of traffic regulations.

**Section II. Appointments.**

The Traffic Commission shall consist of the following nine members:

- A. A designee of the Transportation and Traffic Engineer;
- B. A designee of the Director of Public Works;
- C. A designee of the Chief of Police; and
- D. Six additional members who shall be appointed by the Common Council by majority vote in a properly convened session of the Council.

All terms shall be for two years.

**Section III. Qualifications.**

Each Common Council appointee shall be a resident of the City with preference being given so that each council district is represented.

**Section IV. Meetings.**

Annual regular meeting dates and times will be scheduled prior to the end of each calendar year.

- A. Changes to dates and times may be approved prior to each scheduled meeting by staff or the Chairperson (including cancellations and the scheduling of special meetings).
- B. A quorum for Traffic Commission meetings shall be five members or alternates (a majority of the membership).
- C. All Traffic Commission meetings are open to members of the public, absent an executive session held in accordance with the provisions of Indiana law.

## Section V. Procedure(s).

### A. Voting.

1. All votes shall be by simple voice vote, unless a member specifically requests a roll call vote.
2. If a member fails to vote upon any matter, any other member may raise the question and insist that the member either vote or state the reason for not voting and be excused.
3. Any member may change a vote before the result is announced.

### B. Agenda. Staff shall provide a meeting packet with the date, time, location, agenda, and summary of minutes for each regular meeting at least 48 hours prior to their regular meeting. The Traffic Commission shall transact its business in the following order, but it may, by majority vote, amend the normal order of business and time limits set forth below:

1. Call to Order;
2. Approval of minutes;
3. Communications from Commission;
4. Public Comment\*;
5. Reports from Staff;
6. Old Business\*;
7. New Business\*;
8. Traffic Inquiries\*;
9. Commission Schedule; and
10. Adjournment.

\*The Chairperson may limit the length of time and number of times an individual may comment during public comment. The Chairperson shall explain these limits prior to hearing any public comment. This also may include limitations on repetitive or redundant comments to help ensure each individual has an opportunity to provide their comments.

### C. Chair and Vice-Chair. The Traffic Commission members shall nominate and elect a Chairperson from among the members of the commission.

1. The Chairperson shall conduct all Traffic Commission meetings and help ensure each agenda item is given the opportunity for the Commission to sufficiently conduct their monthly business and to direct staff on future business items to consider.
2. In the Chairperson's absence, the Vice-Chairperson shall conduct meetings.
3. Elections for the Chairperson and Vice-Chairperson shall take place annually at the second meeting of the calendar year.
4. The Traffic Commission members may elect such other officers as it deems necessary.

### D. Motions.

1. When a motion is made and seconded it shall be stated by the presiding officer before it shall be debated.

2. The name of the member making the motion or offering any business shall be entered into the minutes.
3. Unless otherwise provided by law, approval of any action shall be by simple majority of those members present and voting.

**RESOLUTION 16-01  
TO ESTABLISH RULES AND PROCEDURES FOR  
THE CITY OF BLOOMINGTON TRAFFIC COMMISSION**

WHEREAS, Bloomington Municipal Code Section 2.12.070(5) directs the Traffic Commission to establish its own Rules and Procedures; and

WHEREAS, staff with the City of Bloomington's Planning and Transportation Department has provided the Traffic Commission with proposed Rules and Procedures for the operation of the Traffic Commission; and

WHEREAS, the Traffic Commission finds the proposed Rules and Procedures to be appropriate and necessary;

NOW, THEREFORE BE IT HEREBY ORDAINED BY THE TRAFFIC COMMISSION OF THE CITY OF BLOOMINGTON, MONROE COUNTY, INDIANA, THAT:

Section 1. The attached Rules & Procedures, noted as Exhibit A and incorporated as though fully set forth herein, are hereby adopted and shall now govern the operating procedures for the Traffic Commission.

Section 2. The Rules & Procedures may be amended, from time-to-time, with the approval of a new Resolution passed by a majority vote of the Traffic Commission.

PASSED AND ADOPTED by the Traffic Commission of the City of Bloomington, Monroe County, Indiana, upon this \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
Signature of Chair of Traffic Commission

ATTEST:

\_\_\_\_\_  
Scott Robinson  
Planning & Transportation Department  
City of Bloomington, Indiana





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## MEMORANDUM

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To: Traffic Commission  
From: Scott Robinson, Planning Services Manager  
Date: February 17, 2016  
Re: Gentry Street – No Parking Zone

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### Background

The City of Bloomington Planning and Transportation Department received a request from Parking Enforcement to restrict parking along Gentry Street, between Kirkwood Avenue and 4<sup>th</sup> Street. This is based upon the narrow street width, access to driveways, and lack of specific parking regulations within Title 15 to help mitigate parking conflicts.

Sometimes people park their vehicles at locations along Gentry Street in a manner that restricts access or avoids downtown parking management (i.e. metered spaces, public parking garages, and/or other strategies that encourage parking usage based upon purpose for short term to long term needs). The Hyatt Place Hotel, along with other nearby businesses, have deliveries as well customers that need very short term parking. Two 15 minute metered spaces are located in front of the Hyatt Place Hotel to meet some of these parking needs. As part of the Hyatt's development approval, a general loading area and main entrance was created and is apparent by their awning adjacent to and over Gentry Street.



*Photos: (left) Gentry Street, looking north from 4<sup>th</sup> Street; (right) Gentry Street, looking south from Kirkwood Avenue.*

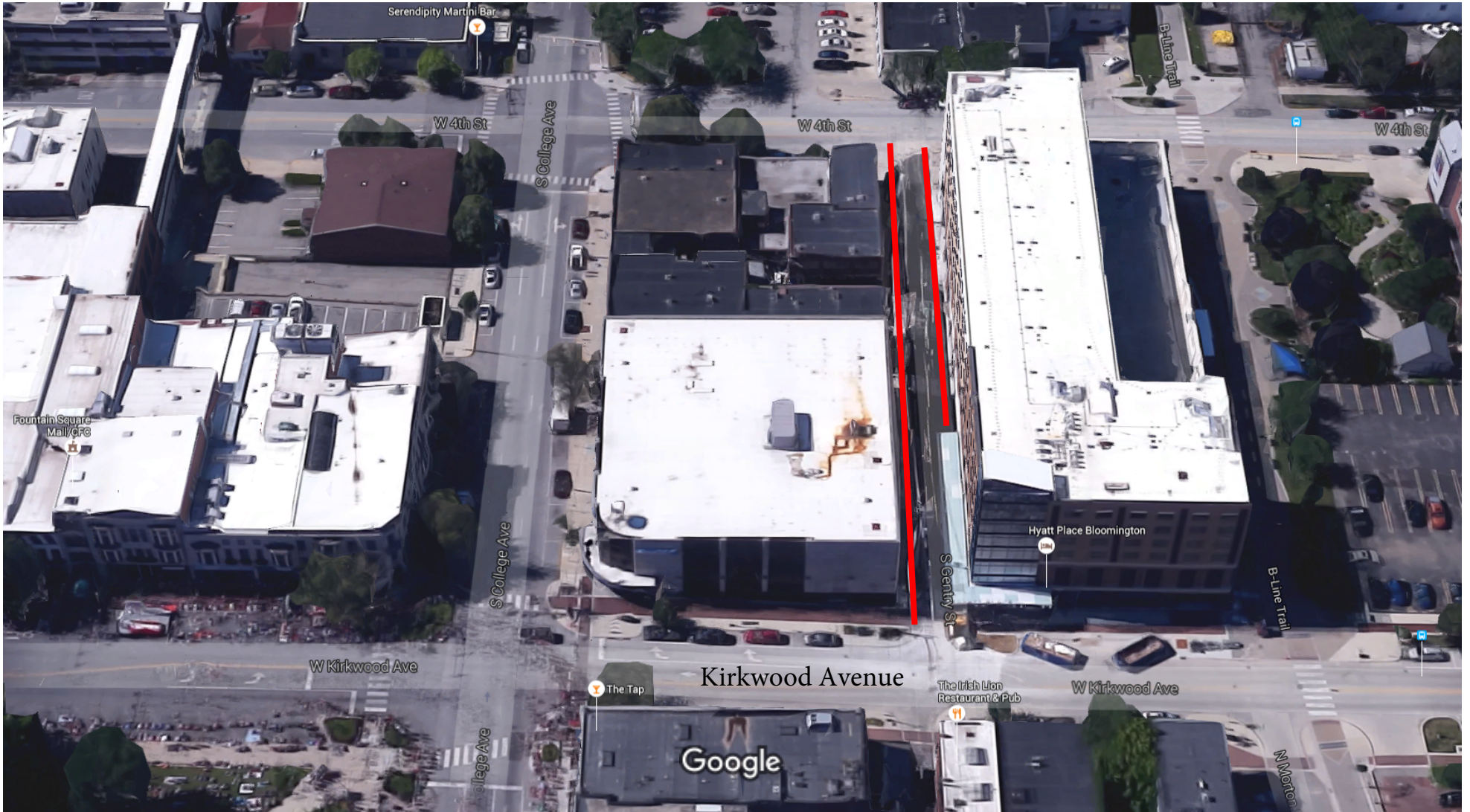
## Planning and Transportation Department

Because there are no specific regulations pertaining to Gentry Street, on-street parking regulations are needed to aid Parking Enforcement with their enforcement activities. This also will help inform the public on what are legitimate parking spaces through subsequent signage and/or painted curbs. Currently the east side of the street has numerous curbs that are painted yellow due to access drives, but has no signage. The west side of the street does not have any yellow curbs or signage. Staff is proposing the following actions in response to this request:

- 1) No parking zone for the east side of Gentry Street from Kirkwood Avenue to 4<sup>th</sup> Street; and
- 2) No parking zone for the west side of Gentry Street south of the Hyatt Place awning to 4<sup>th</sup> Street.

To accommodate this request, Title 15 of the Bloomington Municipal Code would need to be amended. Specifically, Section 15.32.080, Schedule M – No Parking Zones would need to be revised to prohibit parking along Gentry Street. If this is approved by the Traffic Commission, detailed amendments will be prepared once this request is forwarded to the Common Council for their consideration.

**Recommendation:** Staff recommends amending Title 15.32.080, Schedule M – No Parking Zones to add Gentry Street, from Kirkwood Avenue to 4<sup>th</sup> Street, on the east side of the street for any time, and south of the Hyatt Place awning to 4<sup>th</sup> Street for any time, Monday through Sunday.







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## MEMORANDUM

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To: Traffic Commission

From: Nate Nickel, Sr. Long Range Planner

Date: February 17, 2016

Re: W. Smith Avenue – Create No Parking Zone on W. Smith Avenue between N. Rogers St. and S. Fairview St.

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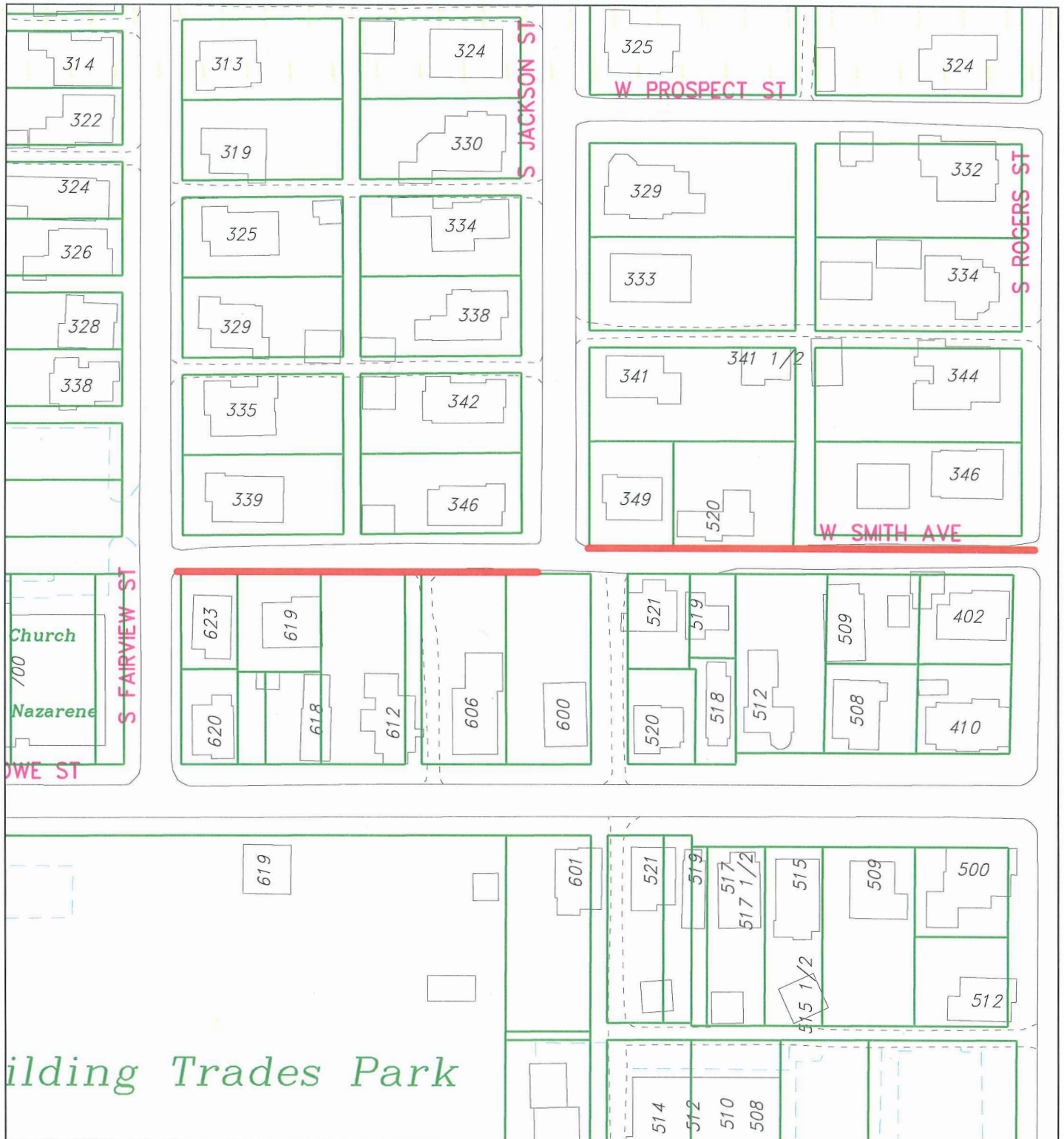
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### Background

This no parking zone proposal comes at the request of City staff. Smith Avenue is a very narrow road with a width (approximately 18') that is more similar to an improved alley rather than a typical city street. Parking currently is not regulated on Smith Avenue between Rogers Street and Fairview Street. Parked vehicles can create conflicts for garbage trucks, snow plows and other vehicles that utilize this street. This proposal can help alleviate those conflicts. Prospect Street, which is located directly north of Smith Avenue, also has very narrow road width (approximately 16'). It currently has a no parking restriction in place on the south-side of the street, between Jackson Street and Madison Street.

This proposal will restrict parking at all times on the north-side of the street, between N. Rogers Street and Jackson Street. This is consistent with several existing parking spaces that are located along the south-side of the street, which will remain in place. Additionally, parking is to be restricted at all times on the south-side of the street between Jackson Street and Fairview Street. This too follows the existing parking patterns that have been observed along this part of Smith Avenue. Due to the placement of utility poles, landscaping features and some curbing, most vehicles park on the north-side of the street, so this restriction should not have a great impact on those that utilize on-street parking in this stretch of Smith Avenue.

**Recommendation:** Staff recommends modifying Title 15.32.080, Schedule M – No Parking Zones to add W. Smith Avenue, from N. Rogers Street to S. Jackson Street, North Side, with an “Any Time” restriction; and W. Smith Avenue from S. Jackson Street to S. Fairview Street, South Side, with an “Any Time” restriction.



W. Smith Avenue: No Parking Zone

By: nickeln  
10 Feb 16



For reference only; map information NOT warranted.

City of Bloomington  
Planning & Transportation



Scale: 1" = 100'





*Smith Avenue at the intersection of Jackson Street, looking east towards Rogers Street.*



*Smith Avenue at the intersection of Jackson Street, looking west.*





*Smith Avenue looking east from S. Fairview Street.*



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## MEMORANDUM

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To: Traffic Commission  
From: Scott Robinson, Planning Services Manager  
Date: February 17, 2016  
Re: Pedestrians – Title 15.060.050 modifications

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### Background

The Traffic Commission, from time to time, has discussed both state and local laws regarding pedestrians. Recently there have been discussions around marking more pedestrian crosswalks for requests at locations around the city. Staff continues to evaluate these and other requests. Part of this on-going effort is to also modify Title 15, Vehicles and Traffic, of the Bloomington Municipal Code. Changes are necessary to bring consistency with the State Code. It also enables greater deference towards the Manual on Uniform Traffic Control Devices for consistency when marking crosswalks. In addition, the need to list specific locations for crosswalks, such as mid-block locations, is not necessary.

The following sections in Title 15 are being modified:

- Chapter 60, Section 050 (15.060.050) – “Pedestrians” shall be deleted in its entirety, and
- Chapter 64, Section 10(e) (15.064.010e) – “Class E Traffic Violations – Miscellaneous and Minor Offences”, a \$3 fine, shall delete “Jaywalking”

For reference a copy of the applicable code is included below. The Bicycle and Pedestrian Safety Commission reviewed and unanimously supported this request at their February 8, 2016 meeting.

**Request:** Staff is seeking a recommendation from the Traffic Commission on these Title 15 changes, which will be considered by the City Council at a future date.

### 15.60.050 Pedestrians.

No pedestrians shall cross a roadway other than in a crosswalk. Pedestrian crossings shall be established at all intersections and at the following locations:

- (1) 3100 block of Leonard Springs Road across from Van Buren shopping center;
- (2) 3401 Valley View Drive;
- (3) 311 South Lincoln Street, in front of the Boys' Club;
- (4) 700 block of Fee Lane across from the Indiana University parking garage;
- (5) 100 block of South Jordan Avenue at IUMAC;
- (6) 200 block of North Jordan Avenue at Black Studies entrance;
- (7) 600 block of South Rogers Street between First Street and Second Street;
- (8) 600 block of West First Street between South Rogers Street and Bloomington Hospital's Emergency Entrance;
- (9) 900 block of North Maple Street between Thirteenth Street and Fifteenth Street;
- (10) 1000 block of Winslow Road between Abbey Lane and Allendale Drive;
- (11) 2200 block of South High Street at Childs Elementary School;



## Planning and Transportation Department

- (12) 3100 block of East Covenanter Drive between Auto Mall Road and Clarizz Boulevard;
- (13) 1490 North Fee Lane between the Indiana University Stadium parking lot and the Indiana University outdoor pool facility;
- (14) 400 block of East Kirkwood Avenue between Grant Street and Dunn Street;
- (15) 2200 block of East Second Street at Binford/Rogers School;
- (16) 300 block of North Drive between Walnut Street and Henderson Street;
- (17) 3900 block of South Sare Road at Jackson Creek Middle School;
- (18) 2120 S. Highland Avenue at Winslow Woods Park;
- (19) 1800 block of North College Avenue at Miller Showers Park;
- (20) 1700 block of North Walnut Street at Miller Showers Park;
- (21) 2800 block of North Old SR 37, two hundred fifty feet South of Club House Drive at Lower Cascades Park;
- (22) 2800 block of North Old SR 37, one thousand feet South of Club House Drive at Lower Cascades Park;
- (23) North Pete Ellis Drive, forty feet South of the Railroad Tracks;
- (24) 828 N. Dyer Drive, near Monroe County United Ministries;
- (25) 1100 Block of East Tenth Street between North Walnut Grove and North Fee Lane;
- (26) 1300 Block of East Tenth Street between North Fee Lane and North Jordan Avenue;
- (27) 1200 Block of East Seventeenth Street between North Fee Lane and North Walnut Grove;
- (28) 2000 South Liberty Drive;
- (29) North Fairview Street at the B-Line Trail;
- (30) North Rogers Street at the B-Line Trail;
- (31) West Eighth Street at the B-Line Trail;
- (32) West Seventh Street at the B-Line Trail;
- (33) West Sixth Street at the B-Line Trail;
- (34) West Kirkwood Avenue at the B-Line Trail;
- (35) West Fourth Street at the B-Line Trail;
- (36) West Second Street at the B-Line Trail;
- (37) West First Street at the B-Line Trail;
- (38) West Dodds Street at the B-Line Trail;
- (39) West Allen Street at the B-Line Trail.

Any violation of this section is a Class E Traffic Violation and subject to the penalty listed in Section 15.64.010(e).