

URBANA TRAFFIC COMMISSION

Tuesday, April 14, 2015

*(As corrected)*

MEMBERS PRESENT:

Michael Madigan, City Council Member, Ward 6, Chair  
Craig Shonkwiler, Assistant City Engineer  
Sylvia Morgan, Assistant Chief of Police *for Police Chief Pat Connolly*

MEMBERS ABSENT:

Pat Connolly, Police Chief

OTHERS PRESENT:

John Collins, Operations Manager

The meeting began at 4:00 p.m.

**Additions to the agenda:**

There were no additions to the agenda.

**Approval of Minutes:**

Craig Shonkwiler moved to approve the minutes of the March 10, 2015 meeting. Sylvia Morgan seconded the motion. The Commission voted 3-0 to approve the minutes of the January meeting.

**Public Input**

Those wishing to provide input preferred to do so at the time the topic was discussed.

**New Business**

There was no new business.

**Unfinished Business**

**Item #1- Discussion of draft parking restriction policy.**

Barb Stiehl explained the previous discussion and review of the Traffic Issues/Concerns Request Form and the Parking Restriction Policy.

Michael Madigan recommended some changes to policy to provide more clarification to the policy. Specifically, he asked that the language reflect that even though the parking restrictions might not be directly adjacent to a property, City staff may ask the requestor to secure signatures on a petition from property owners living near the area where the restrictions might occur. Mr. Madigan suggested adding a map with the request

for parking restrictions to help visualize the location of the concern. He mentioned that he thought that the 60% approval on the petition should be a minimum since the restrictions could impact a neighborhood.

Craig Shonkwiler explained that the percentage was based upon a review of policies in other communities. He mentioned that approval percentages ranged from 51% to 80%, with most communities' approval percentage averaging around 60%. Mr. Shonkwiler said that it should be clear that even though a majority of those impacted signed the petition, it would not guarantee that the restrictions would be imposed.

Sylvia Morgan stated that bringing the issue to the Traffic Commission would allow those who do not want the restrictions to explain their reasons for opposing the restrictions.

Michael Madigan asked if residents would receive notice when a request was made.

Barb Stiehl said that residents would be notified when the item was scheduled for the Traffic Commission meeting.

John Collins recommended changing the word, "problem," to "concern" since that was the term used on the form.

Barb Stiehl mentioned that this process would not be used in cases of public safety since public safety issues would not require approval of the residents. She did explain that the residents in an area where parking was to be restricted would receive notification of the meeting regardless of the reason for the restriction.

Michael Madigan asked how the petition would be distributed.

Barb Stiehl explained that the Public Works Department would prepare the petition and contact the requestor when it was ready for their distribution. She added that at the time the requestor picked up the petition, the requestor would be notified of the date when the petition needed to be returned.

Craig Shonkwiler moved to adopt the parking restriction policy with changes suggested at the meeting.

Sylvia Morgan seconded the motion.

The motion was approved 3-0.

This item does not require Council approval.

With no other business at hand, the meeting was adjourned at 4:28 p.m.

The next meeting will be held on Tuesday, May 12, 2015 at 4:00 p.m. at the Urbana Public Works Department, 706 South Glover Avenue, second floor conference room.

Respectfully submitted,  
Barbara Stiehl  
Recording Secretary