

CITY COUNCIL
COMMUNITY PLANNING AND TRANSPORTATION
COMMITTEE MINUTES

March 28, 2012

The City Council Community Planning and Transportation Committee of the City of Norman, Cleveland County, State of Oklahoma, met at 5:30 p.m. in the Conference Room on the 28th day of March, 2012, and notice and agenda of the meeting were posted in the Municipal Building at 201 West Gray and the Norman Public Library at 225 North Webster 48 hours prior to the beginning of the meeting.

PRESENT: Councilmembers Gallagher, Kovach, Lockett, and Chairman Dillingham

ABSENT: None

OTHERS PRESENT: Mayor Rosenthal
Councilmember Jim Griffith
Councilmember Dan Quinn
Ms. Susan Connors, Planning and Community Development Director
Mr. Mark Daniels, Utilities Engineer
Mr. Terry Floyd, Development Coordinator
Mr. Jud Foster, Director of Parks and Recreation
Mr. Anthony Francisco, Finance Director
Mr. David Hager, Utilities Superintendent
Mr. Bob Hanger, Storm Water Engineer
Mr. Steve Lewis, City Manager
Mr. Angelo Lombardo, Traffic Engineer
Ms. Leah Messner, Assistant City Attorney
Mr. Shawn O'Leary, Director of Public Works
Ms. Linda Price, Revitalization Manager
Mr. David Riesland, Traffic Engineer
Ms. Karla Chapman, Administrative Technician

OTHER GUESTS PRESENT: Mr. Bret Cabbiness, Cabbiness Engineering
Mr. Mark Campbell, Concerned Citizen
Ms. Jeanette Coker, Concerned Citizen
Mr. Rick Dowell, West Lindsey Stakeholder
Ms. Ann Gallagher, Concerned Citizen
Ms. Vicky Holland, CART
Mr. Steven Tyler Holman, Concerned Citizen
Mr. John Ressemeyer, Cyclist BLN
Mr. Stephen Koranda, Norman Downtowners Association
Ms. Janice Oak, Progressive Independence
Mr. Cody Ponder, CART
Mr. Hank Ryan, Concerned Citizen
Mr. Joe Sparks, West Lindsey Stakeholder
Mr. Wayne Wickham, OU, CART Transit Operations Manager
Mr. Thomas Woodfin, Concerned Citizen

REQUEST FROM CART FOR ADDITIONAL FUNDING FOR THE FYE2013 BUDGET – INCLUDING CART RIDERSHIP REPORT INCLUDING SAFERIDE AND EXTENDED SERVICE.

Ms. Vicky Holland, Cleveland Area Rapid Transit (CART), said CART seeks funding of \$500,000 for fiscal year 2013 and City funds would go towards operational expenses. She stated the increase would allow CART to reinstitute some needed services for the elderly and disabled passengers, as well as allow CART to offer again Secondary Zone service on Mondays to the paratransit (CARTaccess) customers at a cost of \$27,000 annually. Ms. Holland said CARTaccess had a 10% increase over 2010 to 2011 and ridership among the elderly and disabled continues to increase. She said extra funding would help with the rising fuel costs, labor, and maintaining older fleet vehicles, etc., and allow CART to remain the most economical vital service offered in the community.

Ms. Holland said the additional funds would permit CART to look at reinstating Saturday service on the West Norman Link and at a cost of approximately \$71,000 per year. She said CART felt increasing service is the answer to increasing ridership on this route and more service workers are expected in this area in the next few years, with Crest Foods, Holiday Inn Express, and other business moving into the area. Ms. Holland said oftentimes, service workers rely solely on public transit as their means of transportation.

Chairman Dillingham felt progress has been made with NRH and Mayor Rosenthal said she has had recent discussion with Ms. Robin Campbell, Chair, NRH Board. Mayor Rosenthal asked CART if there are a significant number of CART trips to the NRH Healthplex and NRH Porter Campus and Mr. Cody Ponder, CART, said yes. Mr. Ponder stated he did not have those numbers at this time, but they would be provided to NRH. Mayor Rosenthal said Ms. Campbell stated she will take a \$50,000 request to NRH Finance Committee that would help support the CART access service(s) to the Healthplex and Porter campus.

Ms. Holland said the majority of CART funding comes from the University of Oklahoma (OU) and OU's portion has increased 58% since fiscal year 2010. She said 70% of the fixed-route riders are university related; however, 98% of paratransit passengers (CARTaccess) have no university affiliation. She said CART's funding is broken down as follows:

- 43.1 % from the University of Oklahoma (OU);
- 42.8 % from the Federal Transit Administration;
- 7.1 % from the City of Norman;
- 3.2% from the State Transit Revolving Fund; and
- 3.8% from passenger fare box.

Ms. Holland said recent facts released by the Oklahoma City Area Alliance for Public Transportation (APT) showed Norman spends \$2.67 per capita for its 112,384 residents and the proposed increase would bring Norman's per capita total to \$4.45. She said currently Oklahoma City spends \$19.54 per capita on transportation for its 580,000 residents and Edmond spends \$6.98 per capita for its 81,000 residents.

Councilmember Kovach said Council has restored previous funding to other agencies and he would support the additional fund request from CART, in hopes that NRH would also approve CART funding. Chairman Dillingham felt the demand for CART service will continue to grow, stating the numbers from February 2011 to February 2012 grew substantially. Councilmember Quinn said the City benefits greatly from CART and felt the City needed to be more of a partner because the CART bus system is crucial. The Committee agreed and said they would support a funding increase request from CART.

Items submitted for the record

1. Letter dated February 21, 2012, from Mr. Douglas w. Myers, Director Parking and Transportation Services, Cleveland Area Rapid Transit (CART), to the Honorable Mayor and City Council Members
2. Cleveland Area Rapid Transit (CART) Flyer dated March 28, 2012, for the Community Planning and Transportation Committee
3. Cleveland Area Rapid Transit Ridership Totals for the Month of February 2012

CONTINUED DISCUSSION REGARDING THE DOWNTOWN PARKING LOT.

Mr. Shawn O'Leary, Director of Public Works, said Staff provided information regarding the downtown parking lot at the January 25, 2012, Community Planning and Transportation Committee (CPTC) to include:

- 2003 Parking Study;
- History of the parking lot;
- Parking demand over time - continues to increase, lot is near capacity, and 50% of users park more than four (4) hours;
- Parking management options and recommendations - permit system for long term users, two-hour time restricted parking, and multi-space meters in the future in conjunction with the rest of the Downtown area to include Main Street; and
- Parking lot expansion.

Mr. O'Leary said in February 2012, Staff developed a policy for a permit parking system that included an annual permit cost and application process. He said on February 21, 2012, Council postponed action on the adoption of the proposed policy at the request of the Downtown Merchants Association (Downtowners). He said the Downtowners submitted a letter to Councilmember Dillingham and Staff regarding the expansion of the lot as part of the FYE 2013 budget and immediate installation of a pay system for the lot. As part of the request the Downtowners stated *once* an optimum paying system was identified they would provide the interim capital for the payment system and be reimbursed by the City by way of the revenues generated by the payment system.

The Downtowners envisioned a parking system that is capable of charging a reasonable hourly rate that allows the visitor to park up to four (4) hours, as well as provide employee monthly parking, recommending one-third of the stalls in the parking lot be set aside for employees, and accommodating a validation system for those employees. Additionally, the Downtowners requested that the City tear down the old maintenance building and install the remaining 50 parking spots within the next 90 days and begin immediate patrolling of "street parking" to enforce the time restricted stalls. The Downtowners suggested logging habitual abusers of time restricted stalls and implement enforcement of parking during the daytime on Saturdays and Sundays.

Mr. O'Leary highlighted the options for parking management system to include designing a portion of the lot for leased/permit parking *only* and having fees collected from permit holders on a regular basis, with the remainder of the lot available for public parking that would be controlled by a multi-meter pay by space system. He said the multi-meter pay by space system would be an hourly system excepting payments in the form of cash, credit card, or cell phone. Mr. O'Leary said the current parking rate is \$0.25 per hour while two (2) other Oklahoma cities with parking meters, i.e., Oklahoma City and Tulsa, charge \$1.00 per hour parking and suggested Council determine if Norman should or should not increase the parking rate at this time or in the near future. He said the permit/lease fees would cost \$1,000 to implement to include signage, permit application forms, informational brochures, and permits and a pay by space system would cost \$33,137 for three (3) pay units. The driver would park and pay (at the pay unit) based upon the parking space number with cash, credit card, or cell phone. The parking by space system would be on an honor system but require PSO Enforcement and a possible validation by merchants for customer refund could be implemented. Mr. O'Leary said handheld enforcement devices would cost \$18,613 per unit and includes a lithium battery with built-in camera. The device will automatically issue a citation from the handheld unit and training is included in the handheld unit cost along with paper stock. He said the one-piece handheld system has software specifically configured for Norman's operational needs and will turn citation issuance into a quick and easy process taking a fraction of the time required with manual process.

Mr. O'Leary said the anticipated revenue for the 26 permit/leased parking spaces would be approximately \$10,920 per year and the anticipated revenue for the remaining 78 (initially) parking by the hour spaces would be approximately \$40,560 per year. He said the total revenue for the current lot would be approximately \$51,480 annually and both figures were obtained using the current \$0.25 hourly rate. Once the old maintenance building is torn down there will be 48 additional parking spaces; 14 permit/lease spaces and 34 metered spaces with additional revenue of \$23,560 total for both. Mr. O'Leary said the total revenue for the current and future parking lot will be approximately \$75,040 per year at the current \$0.25 hourly rate.

Staff recommends the pay by space system because it will offer flexibility to be adapted to on-street use should the downtown parking system be expanded to include parking on Main Street. Staff also recommended a portion of the parking lot be reserved for long term parking, as well as implementing the handheld enforcement devices because they would simplify enforcement process of the downtown parking lot in addition to any other area(s) where the parking revenue system might be expanded.

Mr. O'Leary said assuming funds are available to cover the system costs, the permit/lease parking could be implemented along with three (3) multi-space meter units and one (1) handheld enforcement device for issuance of citations in approximately six (6) months. He said assuming the use of the lot does not change once fees are implemented, the \$51,750 cost for the entire system could be recovered within 12 months without expanding the lot.

Mr. Stephen Koranda, Norman Downtowners representative, said the Downtowners' main concern was implementing multiple changes, stating the initial proposal included incremental changes and the Downtowners requested Council implement the parking revenue system in one phase. The Downtowners felt their customers would appreciate having to only make one change rather than making several adjustments. Mr. Koranda said the Downtowners propose to pay the initial fee of \$51,750 to implement the parking revenue system and agreed the City could reimburse at no interest.

Staff will demonstrate the multi-space parking meter pay system for downtown merchants, campus corner merchants, and Council on April 4, 2012. Council will be able to consider the adoption of the parking lot management policy to include the permit/lease parking procedures and fees; pay system funding for three (3) multi-space meter units and one (1) handheld enforcement unit; determine the funding should be private or public; and if privately funded, how the future reimbursement by the City is to be done. Council can also discuss and consider whether the hourly parking rate should be raised. Staff anticipates the implementation of a new parking lot management system could be as early as November 2012.

Mayor Rosenthal said she supported Staff's recommendations for a pay by space and permit/lease downtown parking system and Council agreed. She felt Council should discuss the \$0.25 hourly rate for metered parking, but it should not delay the implementation of the downtown parking and Council agreed. Chairman Dillingham wondered how the permit/lease spaces that are left empty for long periods of time will be addressed. She felt citizens may question why they can not park in the open lease space(s) and suggested "mixing up" the permit/lease parking spaces with the pay by the hour parking spaces. Councilmember Kovach asked about placing the pay by space slots on the south end of the lot rather than on the north, so that the majority of downtown (Main Street) customers would have the most convenient spots and Mr. O'Leary said discussions resulted in mixed reviews regarding the appropriate placement of the pay by space slots. Mr. O'Leary said the goal was mainly to place the pay by space slots together for enforcement purposes and can be placed either on north or south end at Council's discretion. Ms. Janice Oak, Progressive Independence, asked if there will be spaces in proposed downtown parking lot provided for handicapped persons at no charge and Staff said yes, there are currently four (4) handicapped spaces in the proposal.

Items submitted for the record

1. PowerPoint presentation entitled "*Downtown Parking Lot Update City Council Community Planning and Transportation Committee, dated March 28, 2012*"
2. Memorandum dated March 5, 2012, from Norman Downtowners Association Board of Directors to Councilwoman Carol Dillingham, Mr. Steve Lewis, City Manager, and Mr. Shawn O'Leary, Director of Public Works

DISCUSSION REGARDING RENAMING BROOKHAVEN PARK TO THE DON CIES MEMORIAL BROOKHAVEN PARK.

Mr. Jud Foster, Director of Parks and Recreation, said Council adopted a Citizen's Recognition Policy in October 2008, outlining a procedure to name or re-name city facilities. The procedure outlines, that if a request to rename a City Park were received, the request would first be considered by the Park Board Naming Committee, then by the full Park Board. If approved, the request would be sent to the City Council Community Planning and Transportation Committee (CPTC) for consideration and then to full Council for consideration by Resolution.

Mr. Foster said on January 25, 2012, the Park Board Naming Committee met to discuss a request from Mr. Jeff Raley, on behalf of several interested citizens from the Brookhaven neighborhood, to rename Brookhaven Park to "Don Cies Memorial Brookhaven Park" and the Committee was in favor of the proposal. He said on March 1, 2012, the Park Board voted 8-0 in favor of recommending the name change for Council consideration. Mr. Foster said Staff also received a letter supporting the proposed name change from Brookhaven Garden Club as well as a resolution from the Norman Developers Council (NDC). In addition, to the resolution, the NDC offered to raise any funding necessary to place a new park sign at the park.

Mr. Foster said Staff recommended the proposed name change and the CPTC Committee discussed and agreed to support the proposal. Chairman Dillingham requested Staff proceed and schedule the proposal on a City Council agenda for Council consideration.

Items submitted for the record

1. Memorandum dated March 22, 2012, from Mr. Jud Foster, Director of Parks and Recreation, to City Council Planning and Transportation Committee
2. Excerpt Park Board minutes dated March 1, 2012
3. Letter dated February 7, 2012, to Mr. Jud Foster, Director Parks and Recreation City of Norman, from Ms. Bette Tindel, President, Brookhaven Garden Club
4. Resolution approved by the Norman Developers Council stating Don Cies be recognized and honored by designating Brookhaven Park as Don Cies Memorial Brookhaven Park

DISCUSSION REGARDING THE WEST LINDSEY STREET WIDENING CONCEPTUAL PLAN.

Mr. Shawn O'Leary, Director of Public Works, said the West Lindsey Street Widening Conceptual Plan includes proposed transportation and storm water improvements projects from I-35 to Berry Road. He said the City hired the local design team of Cabbiness Engineering and Garber, L.L.C., to develop a conceptual plan for the corridor. Discussions will include all of the available options to alleviate drainage problems and improve traffic issues simultaneously, which means the motorists and merchants will be inconvenienced only one time. Mr. O'Leary said Council is currently considering inclusion of the Lindsey Street Project in a future bond election which will be coupled with the ability to leverage \$11.5 million in federal funding to offset the \$29 million anticipated project costs. He said there are many reasons as to why the Lindsey Street improvement project should be considered such as:

- Lindsey Street and McGee Street is the number one (1) storm water problem in Norman, "Lake McGee";
- Lindsey Street is the number one (1) traffic congestion corridor in the Oklahoma City metropolitan area with a Level of Service (LOS) E/F;
- The crash rate is nearly three (3) times the national average and the highest in Norman for similar type roadways;
- The Lindsey Street improvements can be coordinated with the Oklahoma Department of Transportation (ODOT) I-35 and Lindsey Street Interchange Project; and
- Lindsey Street is one of eight projects being considered in a City-wide bond program with leveraged federal transportation funds.

Mr. Bret Cabbiness, Cabbiness Engineering, said the Norman 2025 Land Use and Transportation Plan (2025 LUP); Norman Storm Water Master Plan (SWMP); Norman Bicycle Master Plan; and Oklahoma Department of Transportation (ODOT) I-35 Corridor Improvements were used when discussing the West Lindsey Street Widening Conceptual Plan.

Mr. Cabbiness said traffic data reflects that approximately 21,000 to 23,000 vehicles travel Lindsey Street from I-35 to Berry Road on a daily basis. He said there are approximately 90 business driveways within one (1) mile and driveway consolidation may be considered to reduce congestion and improve safety. Crash history data from the Norman Police Department reflects the annual crash rate is 80 accidents including 27 injuries, making this corridor the highest in Norman for similar type roadways. Mr. Cabbiness said the goal is to create a safe, vibrant east/west gateway that meets the transportation needs of all users to include motorist, pedestrians, bikes, and buses.

Mr. Cabiness highlighted partial options for westbound Lindsey Street and eastbound Lindsey Street that included streetscape and landscape features; bus stop shelters; decorative street lighting and signal poles; wayfinding signage; stamped concrete or brick paver type left turn lane(s); and statutes and art work. He said reminded the Committee that this is merely a *conceptual* design, therefore the design is not “written in stone” and changes can/will be made as the process continues. Mr. Cabiness said benefits of the West Lindsey Street Project will also address traffic congestion with addition of a lane in each direction and improve the Level-of-Service from an “F” to a “C”. Additionally, the West Lindsey Conceptual Plan includes access management by possibly consolidating merchant driveway(s), which will further reduce congestion and improve safety. Mr. O’Leary said the City would need to purchase those driveways from the businesses, as they are owned by the businesses, but hopes are to work with the property owners/businesses to combine driveways where it would be most practical. The West Lindsey Conceptual Plan also includes continuous sidewalks with full accessibility for people with disabilities and on-street bicycle lanes that will connect OU and Norman west of I-35.

Mr. Cabiness said a paramount challenge regarding the proposed West Lindsey Conceptual Plan was to keep the proposed conceptual right-of-way (ROW) or footprint, within the existing 100 foot ROW. He said the corporation of bike lanes were important to citizens as well as were a part of the Bicycle Master Plan. Mr. Cabiness stated the proposed four (4) foot bike lane(s) within the proposed West Lindsey Conceptual Plan should be utilized by advanced bicyclists because of the traffic flow on Lindsey Street and because it will require a certain amount of bicycle knowledge pertaining to bike laws. He said the minimum is three (3) feet up to five (5) feet according to the American Association of State Highway and Transportation Officials (AASHTO); however, placing larger bike lanes would encroach the area beyond the back of the curb, or what is called the 15 foot area, that is reserved for sidewalks, streetlights, utilities, landscaping, wayfinding signage, art work, and/or bus stops. Mr. Cabiness said the proposed design was to stay within the AASHTO guidelines by recommending the four (4) foot bike lanes while also staying within the confines of the 100 foot ROW requested by the property owners/businesses/stakeholders. He said the stakeholders did not want additional property taken beyond what is currently taken at this time.

Mr. Cabiness said the safety for traveling public and construction workers will be paramount and includes a minimum of one (1) travel lane in each direction; maintaining access to businesses and property; maximizing utility relocation coordination with roadway construction; and providing contractor incentives. He said two important issues to remember during the sequence of construction are to minimize the impact on businesses, but at the same time provide a safe working area for workers and or citizens. Mr. Cabiness said pre-cast concrete median barriers will be utilized in order to provide barriers between the traveling public and construction workers. He said construction will begin on the south side with realignment of the existing sanitary sewer to the north side of Lindsey Street. A utility duct bank will be in one central location and shared amongst multiply users such as Oklahoma Natural Gas, Oklahoma Gas and Electric, communications, fiber options, cable, and/or phone. It would be very important to minimize said the overhead utility on the north side of Lindsey Street because typically during construction one of the biggest issues is utility relocation. Mr. Cabiness said a new water line and new storm sewer line will be constructed would also be relocated to the north side of Lindsey Street. Mayor Rosenthal asked Staff how much the City was budgeting for contractor incentives and Mr. O’Leary said \$1 million has been budgeted for possible contractor incentives and sequencing tools.

Mr. O’Leary said the anticipated project timeline has already begun with the March 15, 2012, Public Forum, including tonight’s presentation to the Committee. He said Council is scheduled to discuss bond election language at the Council meeting on April 10, 2012, as well as the possible future bond election date. Mr. O’Leary said design plans are currently in FYE 2013-2014 and construction could begin simultaneously with ODOT I-35 and Lindsey Street Interchange Reconstruction Project in 2015 and 2016.

Mr. O’Leary said it has been discussed, both in the charette and public meeting, whether or not to use standard 12 foot driving lanes and/or standard 14 foot center turn lanes, but the belief is the federal funding would require meeting federal standards for every portion of the West Lindsey Street Conceptual Plan and the 12 foot driving lanes and 14 foot center turn lanes is the typical standard(s). He said there are exceptions and the City could request perhaps to use either 11 foot or 13 foot lanes.

The Committee discussed whether or not the vehicle lane(s) should be 11 to 13 feet wide, thus making the bike lane(s) five (5) feet wide or constructing the vehicle lane(s) 12 to 14 feet wide, thus making the bike lane(s) four (4) feet wide. Councilmember Dillingham said Lindsey Street is designated as an advanced bicycle route and said the adoption of amended levels of bicycle usage is advisory only, not in an ordinance. Councilmember Kovach believed the primary reason the Bicycle Advisory Committee (BAC) considered Lindsey Street to be an advanced bicycle route was due to all the access points along the corridor. He said even if the access points are reduced there will still be a higher than normal level of access points; therefore, even a five (5) foot bike lane would most likely still be classified as an advanced bike route on Lindsey Street. Mr. O'Leary said this is just a concept for West Lindsey and because the City's master plan reflects West Lindsey as a bike friendly location and bike lanes are included in the proposal. Mayor Rosenthal felt the City should request an exception for the narrower 11 or 13 foot lanes in order to accommodate the landscaping and bike lane interests that have been expressed during the charette and public meetings.

Councilmember Kovach asked if West Lindsey Street businesses had issues during the course of construction would they contact the Development Coordinator and Mr. Steve Lewis, City Manager, said Mr. Terry Floyd, Development Coordinator, will support that particular need if/when necessary but the onsite inspections will assist as well.

Mr. Cabiness said a conceptual animation video for the West Lindsey Street Conceptual Plan is currently on the City's website that will better help and convey to citizens what is trying to be done at the conceptual level.

Items submitted for the record

1. PowerPoint Presentation entitled "*West Lindsey Street Widening Conceptual Plan, City Council Community Planning and Transportation Committee, dated March 28, 2012*"
2. Letter from Norman C and Visitors Bureau Board of Directors supporting the City Council's consideration of the Lindsey Street project to be included in a City-wide Bond Program
3. West Lindsey Street – I-35 to Berry Road Proposed Transportation/Storm Water Improvements Public Forum Comments dated March 15, 2012
4. City of Norman Public Forum March 15, 2012, Sooner Legends Inn and Suites, Topics – West Lindsey Street I-35 to Berry Road and Proposed Transportation/Storm Water Improvements

MISCELLANEOUS DISCUSSION.

None.

The meeting adjourned at 7:26 p.m.

City Clerk

Mayor