

**TRAFFIC & TRANSPORTATION COMMITTEE  
NOVEMBER 10, 2005 MINUTES**

The regular meeting of the Burbank Traffic & Transportation Committee was held in the City Council Chambers, 275 East Olive Avenue, on the above date. Joe Terranova, Committee Vice Chair, called the meeting to order at 1:35 p.m.

**Members Present:** Michael Flad, Chair  
Sam Asheghian  
Hank Jannace  
David Kriske  
Lt. Rick Madrid  
Brian Malone  
Rabie Rahmani  
Gregory Scher  
Joseph Spaulding  
Joe Terranova, Vice Chair

**Members Absent:** Donald Farquhar, Gary Bric

**Staff Present:** Terre Hirsch – License & Code Administrator  
Ken Johnson – Traffic Engineer, Public Works  
Jeanne Keeler – Parking Analyst, Public Works  
Jacqui Batayneh – Recording Secretary, Public Works  
Bonnie Teaford – Interim Public Works Director

**I. APPROVAL OF MINUTES**

It was moved and seconded to approve the minutes from the September 8, 2005 meeting with a request that the Toluca Lake Avenue parking issues be added to the future agenda items.

- II. ORAL COMMUNICATIONS:** (Limited to items on the printed agenda or items regarding the business of the Traffic & Transportation Committee)
- A. Public - None
  - B. Committee Members/Staff

**III. REPORTS**

**A. Taxi Cab Report – Terre Hirsch**

Mr. Hirsch reported that the annual taxi cab open enrollment began October 1, 2005 and will continue through December 15, 2005. One application is secured, but has not been submitted. Of the 120 cabs approved by the T&T committee through need and necessity for this fiscal year, five of these cabs are left for inspection.

Mr. Hirsch informed the committee that since the last meeting, two of the three complaints regarding taxi cab customer service have been resolved.

**B. Taxi Cab Rates– Ken Johnson**

Mr. Johnson reported that the City of Burbank's Municipal Code states that the fares for taxi cabs shall be the same as the taxi cab fares in the City of Los Angeles. The fare increases will be effective November 14, 2005 in the City of Los Angeles, and are included in the staff report. Lt. Madrid asked how and by whom the fuel surcharges for cab fares are determined. Mr. Hirsch explained that fuel costs will be monitored by staff and surcharges will have the same conditions as are permitted in the City of Los Angeles. Mr. Johnson stated that citizens can call individual cab companies to inquire about flat rate deals, which are not required to be printed on

rate cards. Mr. Hirsch stated that the fuel surcharge in Los Angeles is permitted until the average cost of gasoline in the Los Angeles – Riverside metropolitan area falls below \$2.73 per gallon. If the fuel costs drop below \$2.73 per gallon, staff will advise the committee. Mr. Johnson recommended that staff receive and file information.

### **C. Tujunga Avenue Final Report – Ken Johnson**

Mr. Johnson reported that the improvements made on Tujunga Avenue have addressed the issues made by the neighborhoods in regards to street safety. Car counts were taken again one month ago, determining that speeds and volume have stabilized. Car volume is between 600-700 cars daily making Tujunga Avenue traffic no different than any other street in the City of Burbank. Mr. Johnson advised the committee that this will be the final report and that everything has been done to make Tujunga Avenue safe. Mr. Terranova reiterated that the amount of time spent on Tujunga Avenue has been more than sufficient to address the traffic calming issues. Mr. Ashegian stated that he noticed an improvement as well as excellent signage on Tujunga Avenue.

**A motion was made by Brian Malone and seconded by Joseph Terranova to accept the Tujunga Avenue final report. The motion passed unanimously.**

### **D. Downtown Parking Management Program Update – Jeanne Keeler**

Ms. Keeler reported that Burbank City staff has begun the development of a parking management plan for downtown Burbank. The first phase of the plan was presented to the Downtown Parking Management Committee on October 21, 2005. Ms. Keeler advised the committee that the demand for parking has increased significantly as a result of the dramatic revitalization efforts in downtown Burbank. The significant growth in parking demand coupled with the outdated management system for the downtown area has resulted in a number of issues related to the public downtown parking supply. These issues include:

- Parking Utilization – Short term parking demand should be accommodated at the most convenient spaces, while the long term parkers should occupy the more remote locations.
- Parking Enforcement – The existing operation requires significant manpower to effectively enforce. The available manpower is insufficient to regulate parking policies and time limits.
- Parking Management Costs – The existing budget cannot support the continued increase in parking management costs.

Ms. Keeler stated that the current efforts to more effectively organize parking management intends to transition public parking operations in the downtown area to a fully integrated parking system. The primary objective of the parking plan is to better manage the existing parking supply by organizing and arranging the available spaces based on parking needs including on-street, off-street and employee parking. Ms. Keeler informed the committee that consultant Kimley-Horn, along with staff, has created the Downtown Management Implementation Plan. The plan intends to manage the current demands and to meet future parking needs in the downtown Burbank area. The plan includes way-finding signage, parking control, rate structures for on-street and off-street parking, and employee parking in designated structures. Ms. Keeler informed the committee that Council is very interested in the final stages of the parking implementation plan. The plan will be presented to Council with the approval of the Traffic and Transportation Committee. Mr. Terranova requested that the public be informed of the various parking rates and time restrictions in each of the lots and structures. Mr. Johnson explained

that the implementation plan includes way-finding signs, which are currently being constructed, and smart signage informing patrons where parking spaces are located and when they become vacant. Sign placement and street meters are expected within the next year. Ms. Keeler informed the committee that the parking rates in the lots and structures will be discussed at the Downtown Parking Management meeting on November 17, 2005. Mr. Flad suggested parking validation by local businesses as a strategy for the parking implementation plan. Ms. Keeler informed the committee that parking validation and free two hour parking in the structures would be among the topics for discussion at the Downtown Parking Management meeting.

Mr. Ashegian asked about the private parking enforcement and how it will be paid for. Ms. Keeler advised the committee that the financial projections are based on decisions regarding three program areas: fee generated spaces, fee charges and the extent of parking enforcement. Ms. Keeler added that one hour paid parking meters are proposed for installment on San Fernando Boulevard, Palm Avenue and Orange Grove Avenue. The revenues from paid parking in lots, structures and meters will ultimately pay for private parking enforcement. Mr. Kriske asked if the parking implementation plan will eventually provide a profit. Mr. Johnson stated that the recommended fee structures have not been determined and will be discussed further at the Downtown Parking Management meeting. Mr. Flad asked if neighboring communities have been studied. Mr. Johnson stated that staff obtained parking operations information from neighboring communities (Pasadena, Santa Monica, Glendale, and West Hollywood) to determine what practices and procedures have succeeded in each of the cities, and which of those successful programs could be applied to the future program in Burbank.

Mr. Terranova asked if there is a long range plan for parking space availability in parking lots and structures. Mr. Johnson stated that the Olson Project will create 120 new spaces in January. Ms. Keeler added that prime spaces will be vacated by moving employee parking to underutilized parking structures.

Mr. Flad expressed the need for simplicity. Ms. Keeler informed the committee that keeping the public informed and developing a straightforward plan is a priority. Ms. Keeler will update the committee regarding the status of the parking program at the next committee meeting.

#### **E. Large Vehicle Parking Prohibitions Update – Ken Johnson**

Mr. Johnson advised the committee that the City has received numerous complaints about recreational vehicle parking on residential streets causing reduced driver visibility, unsightliness, and privacy issues. Based on the committee's request, staff generated a proposed ordinance regulating large vehicle parking. Mr. Johnson discussed the proposed ordinance which is based on prohibiting large vehicle parking between the hours of 3 AM to 5 AM. The ordinance has been used effectively by the Burbank police department in commercial areas to regulate semi-tractor trailer parking. Mr. Johnson suggested that residents may possibly apply for a one day permit to give them more time to load or unload their recreational vehicle. The committee discussed the proposed ordinance. Mr. Terranova asked how residents can obtain a permit and what the cost would be. Mr. Johnson suggested a nominal fee, such as \$5.00 per day, for a permit which would be purchased in the Public Works department. Mr. Terranova expressed concern regarding the length of time residents will be using permits. Mr. Johnson suggested that a maximum time period of one week, for a single recreational vehicle permit, could be included in the ordinance. Mr. Terranova and Mr. Malone were both in favor of the one week maximum time limit. Mr. Malone asked if recreational vehicle owners would receive information regarding the new options for street parking. Mr. Johnson advised the committee that the Burbank police department will be working with the Public Works department to inform recreational vehicle owners of their options. Mr. Flad advised the committee that there will be flyers and newspaper postings as the ordinance is presented to Council.

Lt. Madrid advised the committee that he is concerned for the safety of civilian parking enforcement being out as early as 3 AM. Lt. Madrid also expressed concern regarding the overuse of permits by recreational vehicle owners and suggested a 24-48 hour maximum to avoid permit abusers. Mr. Johnson agreed with Lt. Madrid's concerns and recommended going over the ideas and suggestions of the committee members before presenting the ordinance to Council. Mr. Ashegian asked about the laws regarding recreational vehicles parked in driveways and the laws concerning people living in recreational vehicles parked in private driveways. Lt. Madrid advised the committee that recreational vehicles cannot park on the front set backs of private properties and residents are not permitted to live in recreational vehicles parked in driveways.

Mr. Flad requested that the permit process for recreational vehicles be streamlined for both the public and the City. Mr. Johnson advised the committee that staff is looking into using the internet to apply for parking permits and recommends incorporating the recreational vehicle permit into the same program. Mr. Rahmani asked if there are any storage facilities in Burbank and if there will be signs posted at City gateways to inform the public about the ordinance. Mr. Johnson advised the committee that he will bring that information back after further research by staff. Mr. Malone asked what the timeline would be to implement the recreational vehicle ordinance. Mr. Johnson reported that it would be a least six months before the ordinance is approved by both the committee and Council.

#### **IV. OTHER BUSINESS – None**

Mr. Malone requested an update on the Rose Street permits. Mr. Johnson informed the committee that staff is issuing one permit per resident, upon request, on Rose Street. One permit per resident is also being issued, upon request, on Alameda Avenue and Toluca Lake Street. Mr. Johnson advised the committee that revisions of the parking permit code will be brought to the next meeting..

Mr. Flad inquired about the Burbank Boulevard overpass and whether or not it has been completed. Mr. Johnson advised the committee that there are still a few modifications to be made on the red fencing, otherwise the project is complete.

#### **V. FUTURE AGENDA ITEMS:**

- Mr. Malone requested discussion regarding the committee's duties and responsibilities regarding parking permits.

#### **VI. ADJOURNMENT**

There being no further business to discuss, the meeting was adjourned at 2:59 p.m. The next regularly scheduled meeting will be held on Thursday, January 12, 2006.

Respectfully submitted,

Ken Johnson, Traffic Engineer

KJ:jb

