

AGENDA

Committee on City Operations August 7, 2024 at 4:00 PM



Lansing City Hall, City Council Conference Room
124 W. Michigan Avenue, 10th Floor

To provide input or ask questions on any item that is listed on the agenda,
members of the public may contact the City Council at city.council@lansingmi.gov or (517) 483-4177 prior to the meeting.
To view the meeting live and participate in virtual public comment: <https://www.lansingmi.gov/1212/Council-Committee-Meetings>

Council Member Jackson, Chairperson

Council Member Hussain, Vice Chairperson

Council Member Kost, Member

- 1. Call to Order**
- 2. Roll Call**
- 3. Minutes**
 - A. July 17, 2024
- 4. Public Comment on Agenda Items (Up to 3 Minutes)**
- 5. Discussion/Action:**
 - B. RESOLUTION - Reappointment; Kimberly Whitfield as the 4th Ward member of the Park Board for a term to expire June 30, 2028
 - C. RESOLUTION - Traffic Control Order Nos. 24-01 and 24-02; parking prohibition between 2 a.m. and 5 a.m. on Westchester Road and East Westchester Road
- 6. Other**
- 7. Adjourn**

Persons with disabilities who need an accommodation to fully participate in these meetings should contact the City Council Office at 517-483-4177 (TTY 711) 24 hour notice may be needed for certain accommodations. An attempt will be made to grant all reasonable accommodation requests.



MINUTES
Committee on City Operations
Wednesday, July 17, 2024 @ 4:00 p.m.
City Council Conference Room

CALL TO ORDER

Council Member Hussain called the meeting to order at 4:00pm

PRESENT

Council Member Jackson, Chair - excused
Council Member Hussain, Vice-Chair
Council Member Kost, Member

OTHERS PRESENT

Renee Richmond, Council Administrative Assistant
Lisa Hagen-Lawrence, OCA
Alex Watkins, LEDC
Aluwaseun Sipeolu

MINUTES

MOTION BY COUNCIL MEMBER KOST TO APPROVE THE MINUTES FROM JULY 3, 2024, AS PRESENTED.

Councilmember Hussain asked if the enforcement issue was addressed at Council on July 8th. Councilmember Kost indicated that there were a few inquiries but no solid answer.

MOTION CARRIED 2-0.

PUBLIC COMMENT

No public comment at this time.

Discussion/Action

RESOLUTION – Reappointment; Kimberly Whitfield as the 4th Ward member of the Park Board for a term to expire June 30, 2028

Councilmember Hussain stated Ms. Whitfield is moving from at-large position to 4th ward. Councilmember Kost made a motion to table until next meeting, and asked Ms. Richmond to invite her to the next meeting, Councilmember Hussain noted that will be August 7th.

MOTION BY COUNCIL MEMBER KOST TO TABLE THE RESOLUTION FOR THE REAPPOINTMENT OF KIMBERLY WHITFIELD AS THE 4TH WARD MEMBER OF THE PARK BOARD FOR A TERM T EXPIRE JUNE 30, 2028. MOTION CARRIED 2-0.

RESOLUTION – Liquor Application; Jollof Afro Caribbean Lounge, Development District Class C License, Outdoor, Dane, Extended Hours, Catering, Sunday Sales AM/PM 221 S. Washington Square, Lansing, MI 48933

Mr. Watkins explained the LEDC's efforts to expand downtown Lansing, and there was a vacancy at 221 S. Washington Square. The applicant is looking to obtain a DDA Liquor License, to allow them to open and will not move locations.

Councilmember Hussain mentioned the resolution is to recommend approval then it will go to the state, Mr. Watkins confirmed.

Mr. Sipeolu summarized it will be a place to go and relax and have fun with, it is family owned/operated, adding Jollof is a food known in West Africa and the Caribbean Islands.

Councilmember Hussain asked what percentage of food vs alcohol, Mr. Sipeolu answered it is 75% food.

MOTION BY COUNCIL MEMBER KOST TO APPROVE THE RESOLUTION FOR THE LIQUOR APPLICATION; JOLLOF AFRO CARIBBEAN LOUNGE, DEVELOPMENT DISTRICT CLASS C LICENSE, OUTDOOR, DANE, EXTENDED HOURS, CATERING, SUNDAY SALES AM/PM 221 S. WASHINGTON SQUARE, LANSING, MI 48933. MOTION CARRIED 2-0.

Other

Adjourn

Adjourned at 4:09pm

Submitted by Renee Richmond

Recording Secretary, Lansing City Council

Approved by the Committee on

Application for Appointment to Board or Commission

Thank you for your interest in serving on a Lansing Board, Commission or Committee.

Certain boards, commissions or committees require appointees to be a registered elector in the City of Lansing (Charter Section 2-102) and be a resident of Lansing for one year prior to taking office (Charter Section 2-102).

Appointees to every board, commission or committee must not be in default to the City at the time of taking office (Charter Section 2-103.2) and not have been convicted, within 20 years of taking office, of a violation of the election laws of the City of Lansing, State of Michigan, or the United States; a violation of public trust; or any felony (Charter Section 2-103.1).

Lansing City Charter, Section 5-104, Ineligibility For Boards, restricts certain City employee activities on some boards: "No person holding another City office or activity employed by the City shall be eligible to be a voting member on any board."

(Section Break)

Date	4/1/2020 (Updated 6/18/2024)
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First Name	Kimberly
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Middle	<i>Field not completed.</i>
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Last Name	Whitfield
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Other name(s) by which you have been known, including maiden names	Kimberly Robinson
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Date of Birth	
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Address	435 McPherson Ave
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City	Lansing
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State	MI
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Zip Code	48915
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Email	kimberly@kwinspires.com
Gender	
Find my ward:	Lansing Neighborhoods Ward Map
Ward	4
Precinct	<i>Field not completed.</i>
Best phone number to contact you	5174885471
Last 4 digits of social security number	
In what year did you move to Lansing?	
Additional information regarding experience and credentials	<i>Field not completed.</i>
Occupational Background	Banking Entrepreneur Education
Educational Background	B.A. - Business Management
Previous Appointments	Parks Board & Board of Zoning & Appeals
Current Appointments	Parks Board
Please attach a resume if available	<i>Field not completed.</i>
First choice for board to serve on	Parks Board
Second choice of a board to serve on	<i>Field not completed.</i>
Third choice of a board to serve on	<i>Field not completed.</i>

Fourth choice of a board to serve on *Field not completed.*

Please comment briefly on why you wish to serve on a particular board or commission. Please be specific as to your goals and ideas about how you wish to contribute to the work of the board or commission

I currently serve on the Parks Board, however, I recently moved and would like to remain on the board. It's a very rewarding experience and I enjoy taking time out to serve.
#LoveLansing

Qualifications and Eligibility – At this time, if you do not meet one or more of the qualifications or eligibility requirements listed at the top, please state here the requirement to be met and explain how you will be qualified or eligible before you would be sworn in to an appointed office

Field not completed.

Background Check Authorization

I agree

Please type your name in this box to signify that you can serve on a board or commission and the information in this application is accurate to the best of your knowledge

Kimberly Whitfield

Date & Time

4/1/2020 10:15 PM

Email not displaying correctly? [View it in your browser.](#)

BY THE COMMITTEE ON CITY OPERATIONS
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, the Mayor has recommended the reappointment of Kimberly Whitfield as the 4th Ward member of the Park Board for a term to expire June 30, 2028; and

WHEREAS, the Mayor's office has confirmed with this resolution, that they have vetted the applicant based on the original application and believes that the applicant meets the qualifications as required by the City Charter; and

WHEREAS, the Committee on City Operations met on August 7, 2024, and took affirmative action.

NOW, THEREFORE, BE IT RESOLVED that the Lansing City Council, hereby, confirms the reappointment of Kimberly Whitfield as the 4th Ward member of the Park Board for a term to expire June 30, 2028.

BY THE COMMITTEE ON CITY OPERATIONS
RESOLVED BY THE CITY COUNCIL OF THE CITY OF LANSING

WHEREAS, the Public Service Department received a resident request to reinstate a 2 am to 5 am parking prohibition within the Cambridge Downs Subdivision; and

WHEREAS, the City of Lansing Traffic Engineer provided petitions to the requestor(s) to circulate to the residents within the Cambridge Downs Subdivision where the parking prohibition was requested; and

WHEREAS, based on the returned petitions, sixty-two percent (62%) of the residents responded in favor of reinstating the 2 am to 5 am overnight parking prohibition; and

WHEREAS, the petition was further broken down by block to determine if there was substantial support against the prohibition that would require additional survey of residents; and

WHEREAS, further block by block review indicated that, with the exception of East Westchester and Westchester Roads, additional input from property owners was needed to determine the level of support for a change in parking regulations; and

WHEREAS, based on returned surveys from owners on these other streets within the subdivision, the majority of property owners did not support a change in parking regulations on the remaining roadways within the Cambridge Downs Subdivision; and

WHEREAS, the Public Service Department conducted traffic counts, reviewed crash data, and surveyed the fire and police departments to determine if they believed on street parking posed any safety or operational issues for their departments; and

WHEREAS, the Public Service Department did not identify any safety issues attributed to on street parking within the Cambridge Downs Subdivision or an operational need to prohibit parking within the area; and

WHEREAS, the Public Service Department recognizes the significant resident support for the prohibition of parking between 2 am and 5 am on both E Westchester Road and Westchester Road and does not find that the implementation of a parking prohibition would adversely affect traffic operations or safety on East Westchester or Westchester Roads; and

WHEREAS, the Public Service Board concurs with the Public Service Department's report and recommended that parking be prohibited between 2 am and 5 am on East Westchester Road and Westchester Road; and

WHEREAS, the minutes containing the Public Service Board's action on this matter are on file with the City Clerk's office;

WHEREAS, the Mayor concurs with the recommendation of the Public Service Board;

WHEREAS, the Committee on City Operations met on August 7, 2024, reviewed the report and concurs with the Recommendation of the Public Service Board;

NOW, THEREFORE, BE IT RESOLVED, that the Lansing City Council approves Traffic Control Orders 24-01 and 24-02 thereby authorizing the prohibition of parking between 2 a.m. and 5 a.m. along Westchester Road and East Westchester Road;

BE IT FINALLY RESOLVED that Traffic Control Orders 24-01 and 24-02 shall become effective when signed by the Assistant City Engineer and filed with the City Clerk and the appropriate signs and are installed.

**CITY OF LANSING
TRAFFIC CONTROL ORDER**

ORDER NUMBER: 24-01

FILE: Westchester Road

In accordance with the Michigan Uniform Traffic Code R 28.1126 Rule 126, an investigation of the traffic conditions along Westchester Road, has been made; and as a result of said investigation, it is hereby directed that:

On the west / north side of WESTCHESTER ROAD parking shall be prohibited between the hours of 2:00 AM and 5:00 AM;

On the east / south side of WESTCHESTER ROAD parking shall be prohibited between the hours of 2:00 AM and 5:00 AM;

Any conflicting traffic regulations on the following Traffic Control Order(s) is/are hereby rescinded: n/a

APPROVED BY THE CITY COUNCIL OF THE CITY OF LANSING ON:

ISSUED BY:

DATE:

Mitchell J Whisler
Assistant City Engineer

RECEIVED FOR FILING:

SIGNED BY:

Date

Chris Swope
City Clerk

DATE OF FILING WITH CITY CLERK: _____

**CITY OF LANSING
TRAFFIC CONTROL ORDER**

ORDER NUMBER: 24-02

FILE: East Westchester Road

In accordance with the Michigan Uniform Traffic Code R 28.1126 Rule 126, an investigation of the traffic conditions along East Westchester Road, has been made; and as a result of said investigation, it is hereby directed that:

On the north side of EAST WESTCHESTER ROAD parking shall be prohibited between the hours of 2:00 AM and 5:00 AM;

On the south side of EAST WESTCHESTER ROAD parking shall be prohibited between the hours of 2:00 AM and 5:00 AM;

Any conflicting traffic regulations on the following Traffic Control Order(s) is/are hereby rescinded: n/a

APPROVED BY THE CITY COUNCIL OF THE CITY OF LANSING ON:

ISSUED BY:

DATE:

Mitchell J Whisler
Assistant City Engineer

RECEIVED FOR FILING:

SIGNED BY:

Date

Chris Swope
City Clerk

DATE OF FILING WITH CITY CLERK: _____

ENGINEERS REPORT #023-012

PARKING REGULATION REQUEST: CAMBRIDGE DOWNS SUBDIVISION

The Transportation and Non-motorized Section (TNM) of the Public Service Department received a resident request to reinstate the 2 am to 5 am parking prohibition along the Cambridge Downs Subdivision as identified in Attachment A of this report. The request was made to combat blight in the neighborhood.

According to Chapter 404.13 of the Code of Ordinances, "Along any street where the majority of front footage of both sides is zoned for residential use, if a majority of the property owners on such street sign a petition requesting limitation or prohibition of street parking along one or both sides of such street, the Traffic Engineer shall undertake a **study examining what parking is needed and if any limitation or prohibition of parking by traffic control order is appropriate.**"

The Traffic Engineer provided petitions to the requestor(s) to circulate to the residents within the Cambridge Downs Subdivision where the parking prohibition was requested. Based on the returned petitions, sixty-two percent (62%) of the residents responded in favor of reinstating the 2 am to 5 am overnight parking prohibition.

Noting a majority support and per the city ordinance, the TNM section conducted a study of the area to determine if on street parking is an existing safety issue in the neighborhood. Additionally, the petition was further broken down by block to determine if there was substantial support for or against the prohibition that would require additional survey of residents. The results of the survey and right-of-way data collected are as follows:

Petition Results:

Both East Westchester and Westchester roadway segments received significant support for reinstating the 2 am to 5 am parking prohibition. The 3000 block of Westchester received the lowest support with 73 percent of the residents supporting the prohibition. The Westchester data is summarized on the following page:

Board Action Date:
Passed: _____ Declined: _____

File: Carey St & Ionia St

ENGINEERS REPORT #023-012

PARKING REGULATION REQUEST: CAMBRIDGE DOWNS SUBDIVISION

STREET	BLOCK	FROM	TO	RESULT	DATA COLLECTED					
					PETITION	%	POSTCARD	%	COMBINED	%
WESTCHESTER	2804-2908	S CAMBRIDGE	E WESTCHESTER	SUPPORT 2-5 PROHIBITION	8	88.9%	NOT SURVEYED	NA	NA	NA
				NO SIGNATURE/KEEP AS IS	1	11.1%	NOT SURVEYED	NA	NA	NA
	3000-3041	E WESTCHESTER	S CAMBRIDGE	SUPPORT 2-5 PROHIBITION	11	73.3%	NOT SURVEYED	NA	NA	NA
				NO SIGNATURE/KEEP AS IS	4	26.7%	NOT SURVEYED	NA	NA	NA
	ENTIRE	S CAMBRIDGE	S CAMBRIDGE	SUPPORT 2-5 PROHIBITION	19	79.2%	NOT SURVEYED	NA	NA	NA
				NO SIGNATURE/KEEP AS IS	5	20.8%	NOT SURVEYED	NA	NA	NA
E WESTCHESTER	2806-2832	NOTTINGHAM	WESTCHESTER	SUPPORT 2-5 PROHIBITION	5	83.3%	NOT SURVEYED	NA	NA	NA
				NO SIGNATURE/KEEP AS IS	1	16.7%	NOT SURVEYED	NA	NA	NA
	2919-2940	WESTCHESTER	S CAMBRIDGE	SUPPORT 2-5 PROHIBITION	6	100.0%	NOT SURVEYED	NA	NA	NA
				NO SIGNATURE/KEEP AS IS	0	0.0%	NOT SURVEYED	NA	NA	NA
	ENTIRE	NOTTINGHAM	S CAMBRIDGE	SUPPORT 2-5 PROHIBITION	11	91.7%	NOT SURVEYED	NA	NA	NA
				NO SIGNATURE/KEEP AS IS	1	8.3%	NOT SURVEYED	NA	NA	NA

When reviewing the remaining streets within the Cambridge Downs Subdivision, there was less support for reinstating the parking prohibition once the survey results were broken down by block. Due to the varying degree in support, the residents were surveyed via postcard to supplement the petition and to determine if additional support can be identified. The results of the petition and postcard survey results were combined, and the results were as follows

STREET	BLOCK	FROM	TO	RESULT	DATA COLLECTED					
					PETITION	%	POSTCARD	%	COMBINED	%
N CAMBRIDGE	ENTIRE	NOTTINGHAM	WESTGATE	SUPPORT 2-5 PROHIBITION	14	46.7%	9	52.9%	14	46.7%
				NO SIGNATURE/KEEP AS IS	16	53.3%	8	47.1%	16	53.3%
S CAMBRIDGE	2801-2813	NOTTINGHAM	WESTCHESTER	SUPPORT 2-5 PROHIBITION	2	33.3%	1	100.0%	3	50.0%
				NO SIGNATURE/KEEP AS IS	4	66.7%	0	0.0%	3	50.0%
	2900-2924	WESTCHESTER	BEDFORD	SUPPORT 2-5 PROHIBITION	9	90.0%	3	60.0%	7	70.0%
				NO SIGNATURE/KEEP AS IS	1	10.0%	2	40.0%	3	30.0%
	3001-3031	BEDFORD	WESTCHESTER	SUPPORT 2-5 PROHIBITION	4	66.7%	0	0.0%	3	50.0%
				NO SIGNATURE/KEEP AS IS	2	33.3%	2	100.0%	3	50.0%
	3105-3230	WESTCHESTER	WESTGATE	SUPPORT 2-5 PROHIBITION	9	56.3%	2	66.7%	9	56.3%
				NO SIGNATURE/KEEP AS IS	7	43.8%	1	33.3%	7	43.8%
	ENTIRE	NOTTINGHAM	WESTGATE	SUPPORT 2-5 PROHIBITION	24	63.2%	6	54.5%	22	57.9%
				NO SIGNATURE/KEEP AS IS	14	36.8%	5	45.5%	16	42.1%
NOTTINGHAM	1533-1661	N CAMBRIDGE	E WESTCHESTER	SUPPORT 2-5 PROHIBITION	4	80.0%	1	50.0%	3	60.0%
				NO SIGNATURE/KEEP AS IS	1	20.0%	1	50.0%	2	40.0%
	1700-1761	E WESTCHESTER	S CAMBRIDGE	SUPPORT 2-5 PROHIBITION	7	58.3%	3	75.0%	6	50.0%
				NO SIGNATURE/KEEP AS IS	5	41.7%	1	25.0%	6	50.0%
	ENTIRE	N CAMBRIDGE	S CAMBRIDGE	SUPPORT 2-5 PROHIBITION	11	64.7%	4	66.7%	9	52.9%
				NO SIGNATURE/KEEP AS IS	6	35.3%	2	33.3%	8	47.1%

Board Action Date: _____
 Passed: _____ Declined: _____

File: Carey St & Ionia St

ENGINEERS REPORT #023-012

PARKING REGULATION REQUEST: CAMBRIDGE DOWNS SUBDIVISION

It should be noted that some returned the postcards had a response different then what was indicated on the petition. Additionally, there were a total of 5 responses on the petition that did not match the owner. Both non-owner and changed responses were included in the petition, post card and combined responses. Based on the combined results, the 2900 block of S Cambridge has majority support for reinstating the 2 am to 5 am parking restrictions and the 3100-3200 block of S. Cambridge has a slight majority of residents supporting the parking request.

Geometrics:

The current version of the Policy on Geometric Design of Highways and Streets published by the American Association of State Highway and Transportation Officials, AASHTO, is an engineering handbook that provides guidance on reconstruction projects and is a useful tool to evaluate existing infrastructure. The book states that roadways allowing for parking on both sides of a residential street should be a minimum width of 26 feet wide. All roadways in the study area are 30 feet wide from face of curb to face of curb and 27 feet wide excluding curb and gutter. Based on geometric criteria, parking can be permitted on both sides of all streets in the study area.

Crash Data:

One crash occurred within the Cambridge Downs neighborhood over the last 5-year period from November 28, 2018, to November 29, 2023. The crash involved backing out of a driveway and was not attributed to on street parking, nor did it occur between 2 am and 5am. Due to the low crash history and type of crash identified, the existing crash does not indicate geometrics or parking density to be an issue.

Emergency Services:

Both the Lansing Police Department and Lansing Fire Department contacted to determine if they have concern regarding the existing overnight parking conditions within the Cambridge Downs Subdivision.

The Lansing Police Department did not have any concerns regarding enforcement or with any issues with respect to on street parking within the subdivision. However, it was noted that there were some concerns about residents parking vehicles within driveways and encroaching onto street right-of-way. Additional concerns regarding oversized vehicles

Board Action Date:
Passed: _____ Declined: _____

File: Carey St & Ionia St

ENGINEERS REPORT #023-012

PARKING REGULATION REQUEST: CAMBRIDGE DOWNS SUBDIVISION

parking improperly on private property were also mentioned. However, private property is outside the scope of this study and will not be considered.

The Lansing Fire Department responded with requirements for providing emergency services and mentioned that parking isn't an issue in the Cambridge Downs neighborhood and stated that a 20-foot wide to 26-foot-wide lane is ideal for emergency response. 26 foot is ideal for a ladder truck.

Based on police and fire responses, the existing 30-foot street width and the fact that parking density is very low between 2 am and 5 am, emergency response is not an issue at this time.

Traffic counts:

Traffic counts were collected within the subdivision to determine if potential conflict existed between parking and moving traffic. Based on the data collected, there were less than 5 vehicles per day traveling on the street within the subdivision between the hours of 2am and 5am.

Based on the low traffic volume, on street parking between 2 am and 5 am does not appear to pose a conflict for motorists traveling in opposite direction nor does it appear to be an emergency response concern as substantiated by fire and police responses.

Recommendations:

Based on geometry, police and fire responses, traffic counts and crash data, the Transportation and Non-motorized section of Public Service Department does not believe on-street parking is an issue during the 2 am to 5 am hours and would not recommend the prohibition based on safety merits.

Additionally, the petition and survey data collected did not show a high level of support on some of the streets and or blocks with exception of East Westchester and Westchester Roads. The Public Service Department is neutral in its recommendation to reinstate the 2 am to 5 am parking prohibition for the entire subdivision. However, the Department would support the recommendation of reinstating the 2 am to 5 am parking prohibitions along E Westchester and Westchester Rd based on the significant support of the residents along these corridors should the Administration request it.

Board Action Date:
Passed: _____ Declined: _____

File: Carey St & Ionia St

ENGINEERS REPORT #023-012

PARKING REGULATION REQUEST: CAMBRIDGE DOWNS SUBDIVISION

Attachment A: Cambridge Downs Parking Study Area



Board Action Date:
Passed: _____ Declined: _____

File: Carey St & Ionia St