

**DOWNTOWN DEVELOPMENT AUTHORITY
PARKING SUBCOMMITTEE AGENDA**

June 6, 2019, 11:00 a.m.

2nd Floor Committee Room

Governmental Center, 400 Boardman Ave, Traverse City

www.downtowntc.com

Information and minutes are available from the DDA CEO, 303 East State Street, Suite C, Traverse City, MI 49684, (231) 922-2050. If you are planning to attend the meeting and are handicapped requiring special assistance; please notify the DDA CEO as soon as possible. Any interested person or group may address the DDA Board on any agenda item when recognized by the presiding officer or upon request of any DDA Board member. Also, any interested person or group may address the DDA Board on any matter concerning the DDA not on the Agenda during the agenda item designated Public Comment. The comment of any member of the public or any special interest group may be limited in time. Such limitation shall not be less than five minutes unless otherwise explained by the presiding officer, subject to appeal by the DDA Board.

1. Roll Call
2. Consideration of minutes of the May 2, 2019 Subcommittee Meeting (Approval recommended) (Pages 2-3)
3. Transportation Committee Update
 - a. Overnight Parking – 300 Maple (Page 4)
 - b. New On-street Metered Parking – 200 Boardman & 100 Railroad (Page 4)
 - c. Bike Share and eScooters (Pages 4-5)
 - d. Bus Shelter Locations (Pages 5-6)
4. TDM: 3 Yr Plan
 - a. Planning Commission Follow-up (Page 7)
 - b. Residential Permit Parking (RPP) (Pages 7, 9-11)
 - c. Overnight Parking - Nightly Rentals (Page 8)
5. Old Business
 - a. Surface Permit Parking Alternatives (Pages 12-13)
 - b. Seasonal Park-n-ride Locations (Pages 13-14)
6. New Business
 - a. Marina Parking – Lot M (Page 15)
 - b. July Meeting Cancelled (Page 15)
7. Public Comment
8. Adjournment

The Traverse City Downtown Development Authority does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The DDA CEO has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the DDA office.

**DOWNTOWN DEVELOPMENT AUTHORITY
PARKING SUBCOMMITTEE MINUTES
May 2, 2019, 11:00 a.m.
2nd Floor Committee Room
Governmental Center, 400 Boardman Ave, Traverse City
www.downtowntc.com**

Chair, Scott Hardy, called the meeting to order at 11:00 AM

1. Roll Call

Present: Jeff Joubran, Steve Constantin, Rick, Debbie Hershey, and Scott Hardy

Absent: T. Michael Jackson, Todd Knaus

2. Meeting Minutes: **The meeting minutes from April 4, 2019 were approved as presented upon motion by Constantin, seconded by Hershey. Motion carried unanimously.**

Jackson arrived at this point in the meeting.

Knaus arrived at this point in the meeting.

3. Old Business

a. City Commission Study Session Review

- i. Jackson is not in favor of eliminating timed parking in residential areas.
- ii. Derenzy asked that we consider prioritizing the overnight request into the work plan.
- iii. Hardy would like to see the residential permit program in place by summer.

b. Downtown Parking Meeting Review

- i. Joubran asked that Marches be required to complete Street Closure applications and pay.
- ii. Hardy would like to get input from merchants related to downtown to expand scope aside from the parking specific meeting.
- iii. Joubran provided an example from another community \$5 for 2.5 hours and \$10 for 5 hours.
- iv. Hershey questioned if we are trying to turn over the spaces why would we encourage them to park on Front Street.
- v. Jackson would like to relook at fines as they are low and discourage anyone from putting money in the meter.
- vi. Joubran would like consideration to address button pushing and signage.

c. Meter Bag Policy

- i. Joubran was not in favor of the recommendation and would like to see N Cass limited to 2 spaces.

4. Public Comment.

- a. Adrienne Rossi resident of 312 W 7th outlined three concerns with the residential parking permit program: 1. Vote tabulation, 2. Block face considerations, and 3. Permit issuance by neighborhood.
- b. VanNess addressed the tire chalking case and how the City of Traverse City has been using electronic tire chalking since 2014, and the case was specific to actual chalk lines.

5. Adjournment. The meeting officially adjourned at 12:12 PM

DRAFT



Memorandum

To: Parking Subcommittee
From: Nicole VanNess, Parking Director
Re: June 3, 2019
Date: Transportation Committee Update

The following is an overview of items that are currently under review or in-progress by the Traffic Committee. The purpose is to provide an update on parking related items that the Traffic Committee is working on in order to communicate between the two committees.

Overnight Parking – 300 Maple Street

In November, the Transportation Committee approved implementing a pilot overnight parking program to satisfy the request and needs of the Bay Bread business owner. The morning employees arrive around 4 AM to begin baking. Over the course of the year, many are cited for overnight parking, because they are parking between the hours of 3 AM-6 AM. The pilot was to begin in January 2019, and run through April 15th, but did not start until March 2019. The pilot has concluded, the Transportation Committee has issued a permanent Traffic Control Order (TCO) to permanently allow overnight parking based on event and odd days. TCO #643 is scheduled to be approved by City Commission on June 3, 2019.

Per the ordinance, TCOs are exempt from the current overnight restrictions. The Transportation Committee did not want to move forward with reviewing areas outside of the pilot until the Parking Subcommittee has had an opportunity to review per the request from City Commission.

New On-street Metered Parking – 200 Boardman and 100 Railroad

Last month, the Transportation Committee approved our request for a Traffic Control Order (TCO) to establish two new metered streets. The first location is on Boardman Avenue between State Street and Washington Street. This location will consist of 8 metered spaces; 6 on the west side and 2 on the east side. The second location is Railroad Avenue between Front Street and State Street. This location will consist of 14 metered spaces on the east side. We will use refurbished meter housings, posts and metered mechanisms that we have in inventory. These locations will be 10 hour meters. The temporary TCO has been issued and a permanent TCO will go to City Commission after 90 days.

Bike Share and eScooters

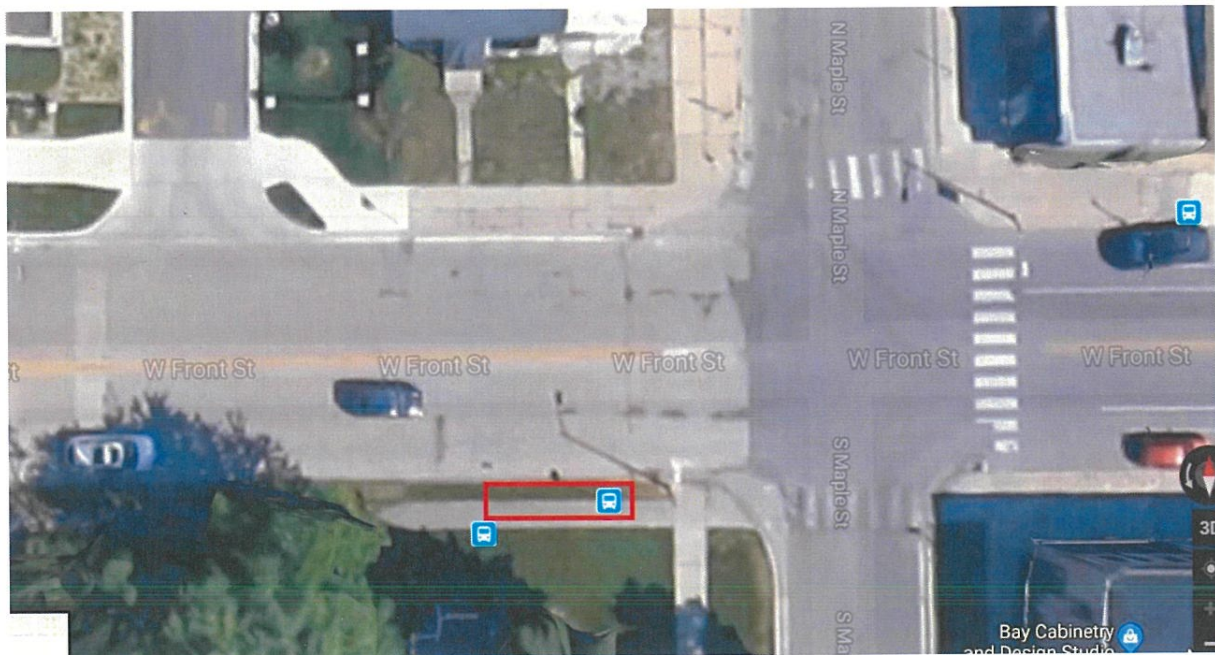
As you may be aware from media articles, Groundworks is moving towards implementing a bike share program in the Traverse City area. This implementation may or may not include

eScooters. They are currently working to create an LLC in order to issue an RFP and manage the selected vendor and overall process. The Transportation Committee is waiting for additional information as to where the bike docking stations will be located and whether eScooters will also be purchased. There have been discussions related to establishing ordinances related to storage on City Property and overall usage, but a draft has not been created.

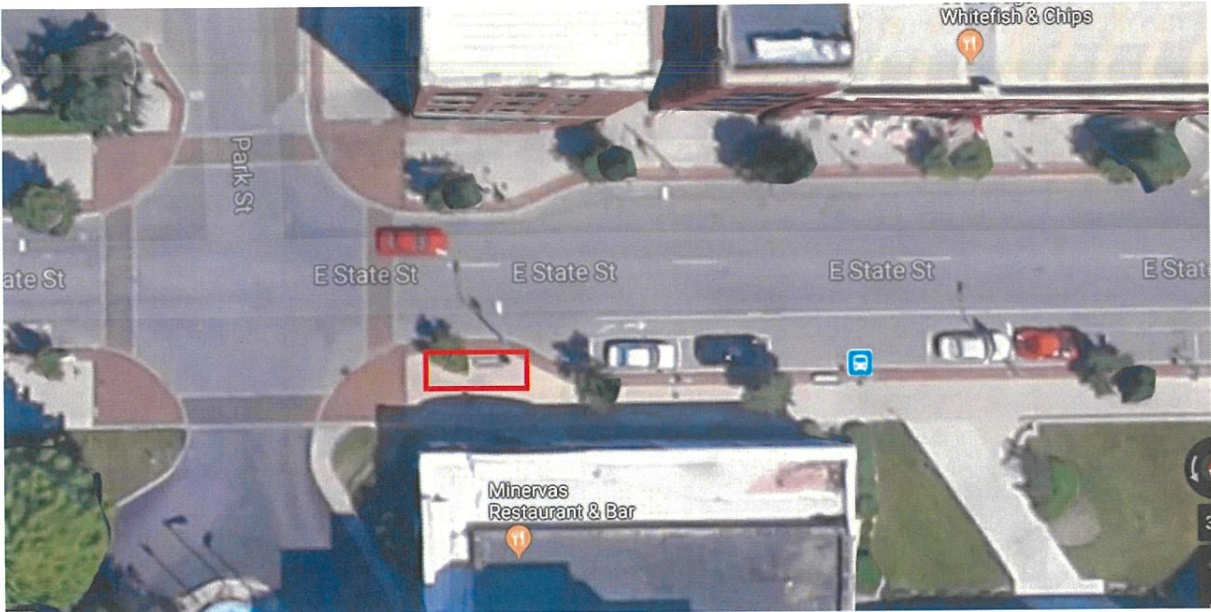
Bus Shelter Locations

The Transportation Committee has approved of three locations for the new shelters. The locations include (1) SW corner of N Maple and 600 W Front, (2) SE corner of Park and 300 E State, and (3) Wellington Plaza at Wellington between 400 and 500 E Front. We are still working to identify a fourth location. The Easement Agreements between the City of Traverse City and BATA have been prepared and are circulating for signatures. Once the shelters are received, they will be installed.

#1 – 600 W Front



#2 – 300 E State



#3 – Wellington Plaza





Memorandum

To: Parking Subcommittee
From: Nicole VanNess, Parking Director
Re: June 3, 2019
Date: Transportation Demand Management – 3 Year Plan

Planning Commission Study Session

We met with the Planning Commission at their May 21st meeting. We did have inquiries to (1) review business vehicles that are not registered to a residential property, (2) consider groups who meet at a resident's home who may exceed the posted time limit, and (3) consideration to accommodate guests other than using owner onsite spaces. The other inquiries were related to clarification on the process of virtual permits, issuance and enforcement.

At this time, we feel the frequently asked questions and program overview suffices the majority of the overall needs of the program. The original purpose from 2001 is to provide a means for residents to park on street and exceed posted time restrictions. We understand that the program will not meet every need and does not include every exception. We need to focus on implementing a solution that provides an allowance that does not already exist. This will allow us to collect information over the next year, and determine if we need to modify the process.

Residential Parking Permit (RPP)

I have provided the FAQs that overview the residential parking permit program. If there is no additional discussion, I would like to move forward with a motion. Our revised timeline would be as follows: (1) DDA Board June 21st, (2) City Planning Commission July 2nd, and (3) City Commission July 15th.

RECOMMENDED MOTION: The Parking Subcommittee recommends the DDA Board approve moving forward with a residential parking permit ordinance.

Given that there has been no real concerns related to the issuance of the permits as virtual permits that are linked and registered directly to license plates issued to properties within the residential permit areas. I would support that we continue to move forward with the permits being offered free so long as the permits remain virtual.

RECOMMENDED MOTION: The Parking Subcommittee recommends moving forward with virtual RPP permits at no charge.

Overnight Parking – Nightly Rentals

Prior to 2016, anyone was able to contact Central Dispatch or TCPD to notify them that there would be a vehicle parking overnight and would need an allowance. This process was cumbersome as tickets would be issued, and we were not always able to find a record of the call-in.

In 2016, we were asked to put the residential parking permit program on hold, and our office assumed the sole responsibility for logging overnight parking requests. Since then, we have tracked requests and at times, have had to deny requests. Being the sole point of contact allows us to quickly resolve citations issued in error. At this same time, we identified requests from Bed and Breakfasts and nightly rentals to allow for guests to park and their citations to be waived. This has been a loophole in the process to allow for residents to accommodate overflow parking for guests or family.

We have discussed overnight parking in the public RPP discussions, and the recommendation does not allow for overnight parking for Air BNB, ADUs or other. We intend to notify those that are calling in overnight plate notifications on a regular basis for nightly rentals to let them know we are no longer able to accommodate their requests. They will need to comply with the current overnight ordinance.

Residential Parking for City of Traverse City Residents

Frequently Asked Questions

The Residential Permit Program (RPP) is intended to supplement resident parking needs on a temporary or as-needed basis. The program does not eliminate on-street parking for public use, but aims to limit use by non-residents by enforcing posted time limits.

Why is the DDA involved in residential parking?

The City of Traverse City approached the Traverse City Parking Services to implement a residential parking program (RPP) based on information gathered over the course of the pilot which was initiated in 2001. The Operation and Management Contract between the City and DDA was amended on July 1, 2014 to include, "16. Residential Permits. The DDA shall administer the residential parking permit program on behalf of the City."

What areas/blocks are eligible for Residential Parking Program (RPP)?

Any non-metered residential block that has a restricted time limit is eligible to obtain RPP permits.

Who is eligible to be surveyed?

Surveys will be sent to residential property owners. Businesses, schools, medical facilities, etc. will not be surveyed.

How do we request to be surveyed?

Anyone interested, should contact Traverse City Parking Services at (231) 922-0241, or email rpp@downtowntc.com. The request will be submitted to the City of Traverse City Transportation Committee to verify the block is eligible for a RPP. Once the block has been verified, surveys will be sent to the residents.

What does it mean for my block to be verified?

Emergency routes, mail drive-up routes, and other factors will be used to verify the block is eligible.

How is 51% calculated?

Surveys will be sent to each property owner of the block requesting. The surveys will be sent to the address on file with the City Assessor's Office. Residents will have a minimum of two weeks to respond. 51% is calculated as the amount of responses in favor over those not in favor and those who did not respond.

Example 1: The block has 10 residences and 10 surveys were sent. Survey results: 3 yes, 2 no, 5 no response would calculate as $3/10 = 30\%$ Yes, $7/10 = 70\%$ No. RPP would not pass for this block.

Example 2: The block has 10 residences and 10 surveys were sent. Survey results: 5 yes, 5 no would calculate as $5/10 = 50\%$ Yes, $5/10 = 50\%$ No. RPP would not pass for this block.

If our block did not show support in a previous survey, how long do we have to wait to request another survey?

A block may request to be surveyed no more than one (1) time in a 12 month period.

If the residents of my block show a 51% interest in RPP, what happens next?

Restricted parking signage will be installed on the RPP block. Residents may request residential permits through an RPP application once the signs have been installed.

How are permits assigned?

The intent of the permits are to allow residents to park within a reasonable distance of their house. However, permits will be assigned by neighborhood. Permits are valid on any block that has RPP within the neighborhood.

Example: Both the 300 block of Seventh and the 400 block of Thirteenth Street reside in Central Neighborhood. Both blocks have elected to participate in the RPP and may obtain a Central Neighborhood Permit. Posted signs for Seventh Street are 2 Hour Limit and Thirteenth Street are No Parking 8 AM-3 PM School Days. Residents from the 400 block of Thirteenth may park on the 300 block of Seventh or vice versa with their Central Neighborhood Residential Permit. Residents in the 500 block of Tenth Street have not elected to participate, therefore, are not eligible to obtain a Central Neighborhood permit.

Who is eligible to obtain a residential permit?

Only residents on blocks approved for RPP are eligible to obtain a permit. There is no limit to the number of permits. The resident must provide proof of vehicle registration that the vehicle must be registered to an address on the RPP block.

If I am a Traverse City resident, but my vehicle is registered in another city or State, am I eligible to obtain a residential permit?

No. Michigan Secretary of State Vehicle registration must indicate that the vehicle is registered to an address on the on the RPP block.

My block has a RPP, am I required to obtain a residential permit?

No. Residents may elect to obtain a permit to park past the posted restrictions, but residents are not required to have a permit.

Does my permit allow overnight parking?

No. Residential permits are valid for daytime hours only for the purpose of parking past posted time limits. Overnight parking will be enforced as stated in the current ordinance 410.04(c).

Am I able to obtain a permit for my boat trailer or motorhome?

No. Permits are available for passenger vehicles only and are not intended for use with trailers or motorhomes.

I live in the DDA District, am I eligible for a RPP?

No. Only neighborhoods outside of the DDA District are eligible for a RPP. Both Hardy and Old Town Garages offer 24 hour access for daytime and overnight parking through the downtown permit program.

My block has meters, is my block eligible for a RPP?

No. RPP permits are not valid in metered spaces.

I own a business on a RPP block, am I eligible to purchase permits for my employees?

No. RPP permits are only offered to residents who reside on the RPP block.

I own two properties in Traverse City, one in Traverse Heights and one in Central Neighborhood. My personal vehicle is registered to my residence in Traverse Heights, am I able to obtain a permit to park in Central Neighborhood?

No. You are eligible for a RPP permit for the neighborhood that corresponds to the address in which your vehicle is registered.

I own a business, and my vehicle is registered to my business. I also own a home in Old Town Neighborhood. Am I able to obtain a permit to park in Old Town Neighborhood?

No. You are eligible for a RPP permit for the neighborhood that corresponds to the address in which your vehicle is registered.

I have a vehicle that has Dealer Plates, a loaner vehicle or company issued vehicle. Am I eligible to obtain a permit?

No. The license plate must be registered to a property in the RPP zone.

What should I do if I do not agree with time restrictions on my block?

You may request to have your block surveyed to remove time restrictions. 51% in favor is required in order to pass. Once passed, any permits issued to properties on the block will be deactivated.



Memorandum

To: Parking Subcommittee
 From: Nicole VanNess, Parking Director
 Re: June 3, 2019
 Date: Old Business

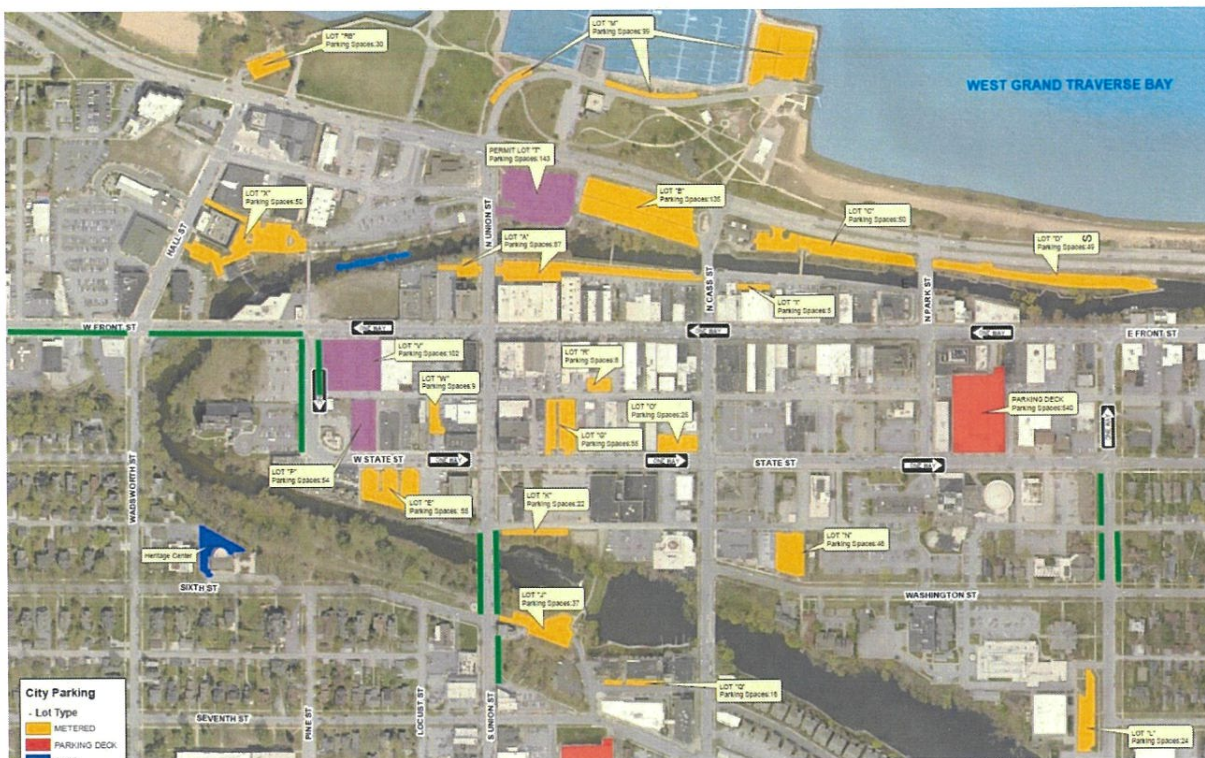
Surface Parking Permit Alternatives

Lot S will close per the lease termination letter on June 28, 2019 which will result in a loss of 85 permit parking spaces.

I have identified the alternative locations that are underutilized the majority of the year. The metered spaces are on-street near lots that have pay stations. The purpose of using the on-street spaces rather than lots adjacent to the spaces is to take advantage of the pay stations. The pay stations offer cash and credit card payments, as well as, reporting capabilities. The metered spaces will not grant exclusive use to permit holders, but will be converted to mixed-use which will allow for paid parking or metered parking. We will have signage that will specify "Parking by Surface Permit Allowed Mon-Fri 8 AM-6 PM". This signage will restrict permit usage to those who have purchased surface permits and will not be available to garage permit holders.

The selected locations include a net gain of 49 permit optional spaces. The reason for the increase above the loss is to allow for the fluctuation between paid parking vs. permit parking. In addition to the areas identified, I have included the estimated revenue loss of these spaces.

Location	Location Description	# Spaces	Est. Revenue Loss
Boardman Avenue	Between State and Washington	8	\$0
Railroad Avenue	Between Front and State	14	\$0
Lot J	Union Street Dam	21	\$13,000
Lot RB	100 W Grandview Pkwy (Volleyball Courts)	28	\$10,000
S Union 200	Between Post Office and Sixth	17	\$15,000
S Union 300	Between Sixth and Seventh	6	\$5,000
Pine	East and west sides, between W Front and W State	13	\$6,000
W Front 300	Southside, between Oak and Pine	18	\$20,000
W Front 400	Southside, between Oak and Pine	9	\$10,000
Totals		134	\$79,000



Seasonal Park-n-ride Locations

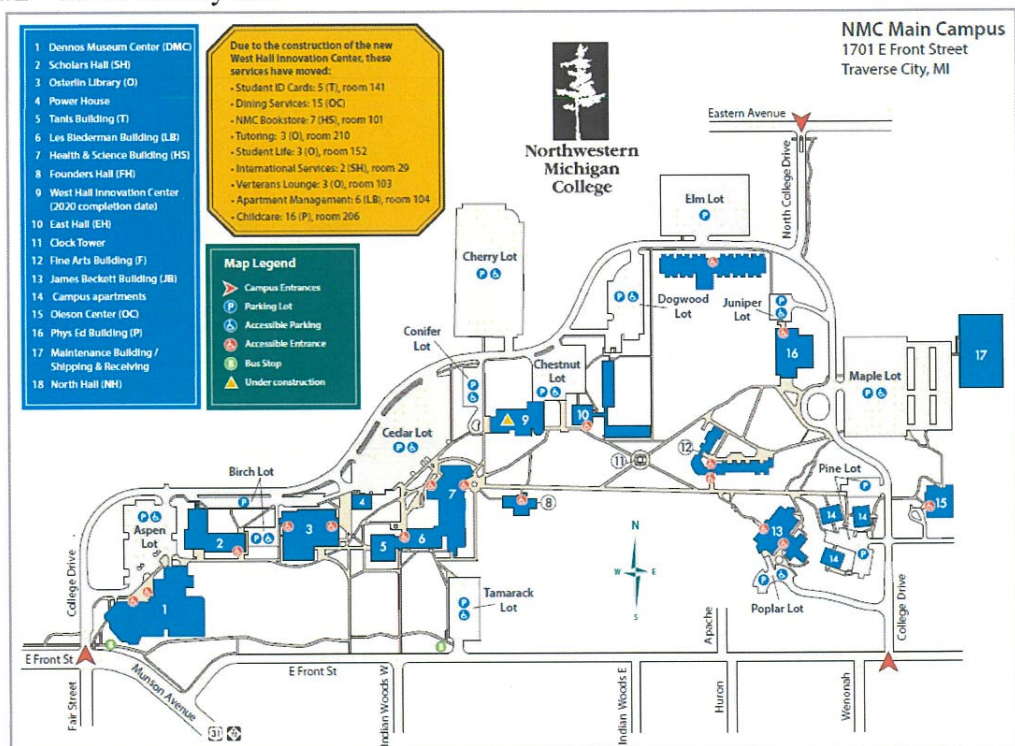
We have been in contact with Northwestern Michigan College and Traverse Area Public Schools regarding the use of their parking lots during the summer months. The NMC Main Campus and TC Central High School are near the Bayline bus shelter at the corner of Milliken Drive and E Front/Munson Ave/US 31. Both of these campuses see a decreased use during the summer season. We have been granted permission to promote the Central High TBA Lot and the NMC Cherry Lot for the majority of the summer. This will allow the lots to be used for park-n-ride locations with commuter access to the free BATA Bayline route. We hope this will be a positive alternative to parking downtown as this route has frequency of 12-15 minutes to and from downtown.

#1 – Central High School TBA Lot

Old Business
Page 3



#2 – NMC Cherry Lot





Memorandum

To: Parking Subcommittee
From: Nicole VanNess, Parking Director
Re: June 3, 2019
Date: New Business

Marina Parking – Lot M

With all of the changes in the Parking System over the past year, the Parking System will not be able to accommodate overflow marina permit holders into the downtown parking lots. For this reason, we have worked out an arrangement with the Marina to remove 50 meter heads from in front of the Boathouse and in Lot M. This change is expected to be made the week of June 10 through Labor Day. During this time, these spaces will be parking by Marina permit only. The other meters in the lot will be available for public access to the Marina, splash pad and Clinch Park.

July Meeting Cancelled

Our next meeting is scheduled for July 4th which is a holiday. Given all of the events that take place in Parking during the month of July, we will cancel the July meeting.