

**DOWNTOWN DEVELOPMENT AUTHORITY  
PARKING SUBCOMMITTEE AGENDA**

**March 7, 2019, 11:00 a.m.**

**2<sup>nd</sup> Floor Committee Room**

**Governmental Center, 400 Boardman Ave, Traverse City**

**[www.downtowntc.com](http://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 February 7, 2019 Subcommittee Meeting (Approval recommended) (Pages 3-5)
3. Old Business
  - a. Valet Parking (Page 6)
  - b. Retail Parking Concerns (Page 6)
  - c. Parking Benefit District – Metered Beach Lots (Page 6)
  - d. Bus Shelters (Page 6-7)
  - e. Additional Bus Shelter Purchase (Page 7)
4. TDM 3 Yr Plan
  - a. Residential Parking – Update (Page 8)
  - b. Residential Parking Permit FAQ (Pages (9-11)
5. Right-of-way and Land-use Contractor Parking Permits (Page 12)
6. Event Rate for Metered Lots (Pages 13-14)
7. Bay Street Parking
  - a. Establish Seasonal Meter District (Page 15)
  - b. Metered Parking Considerations (Page 15)
  - c. Daily Permits (Page 15-16)
8. Meter Bag Policy (Page 17)
  - a. Parking Services Bagged Meter Policy (18-20)
9. Public Comment
10. 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.

DRAFT

**DOWNTOWN DEVELOPMENT AUTHORITY  
PARKING SUBCOMMITTEE MINUTES  
February 7, 2019, 11:00 a.m.  
2<sup>nd</sup> Floor Committee Room  
Governmental Center, 400 Boardman Ave, Traverse City  
[www.downtowntc.com](http://www.downtowntc.com)**

DDA CEO, Jean Derenzy, called the meeting to order at 11:10 AM

1. Roll Call

Present: Steve Constantin, Scott Hardy (arrived at 11:15 AM), Todd Knaus, Rick Brown, Debbie Hershey

Absent: T. Michael Jackson, Jeff Joubran

Derenzy called for nomination of a vice-chair in order to start the meeting.

2. Nomination of Vice-chair: **Motion by Constantin, seconded by Hershey to nominate Rick Brown as Vice-chair of the Parking Subcommittee. Motion carried unanimously.**
3. Meeting Minutes: **The meeting minutes from January 3, 2019 were approved as presented upon motion by Hershey, seconded by Knaus. Motion carried unanimously.**

Hardy arrived at this point in the meeting.

4. Old Business

a. High and Low Impact Event Lot Rental Rates

- i. Discussion on clarifying high and low impact event classifications, impact on utilization and loss of spaces, and adding a fee for space usage regardless of classification.
- ii. Constantin proposed the recommended motion be amended and discussion for entities requesting to waive fees be included in the event application review process.
- iii. **Motion by Constantin, seconded by Brown that the Parking Subcommittee recommend the DDA Board approve the increase of the parking lot event usage rates For Profit Events to one-half the meter bag rate or whichever is higher per space per day for all lots within the Auto Parking System with the increase to be implemented over the next five years as presented. Motion carried unanimously.**
- iv. Discussion to compare park usage fees and discounts related to for profit and non-profit events.
- v. **Motion by Constantin, seconded by Hershey that the Parking Subcommittee recommend the DDA Board approve establishing parking lot event usage rates for Non-Profits or 501(c)(3) organizations to one-half the For Profit rate or whichever is higher per space per day for all lots within the Auto Parking System with an annual increase to be implemented over the next five years as presented. Motion carried 3-2.**  
**No – Brown, Hershey**  
**Yes – Constantin, Hardy, Knaus**

b. Review/Compare Violation Fine Amounts

- i. Discussion on increasing fine amounts individually and related to other system changes and compare to fine amounts to similar sized communities.

c. Retail Parking Concerns

- i. Discussion that the subcommittee will meet with retailers to identify their concerns.

5. Transportation Demand Management
  - a. Residential Permits
    - i. **Motion by Hershey, seconded by Brown that they Parking Subcommittee recommends moving forward with the process to gather additional input from the public, subcommittees and study sessions to draft a residential permit program ordinance. Motion carried unanimously.**
  - b. Resident Permit Fees
    - i. **Motion by Constantin, seconded by Hershey that the Parking Subcommittee recommends moving forward with virtual RPP permits at no charge. Motion carried unanimously.**
  - c. Residential Parking Subtopics
    - i. Subtopic list was presented.
6. Downtown Bus Shelters
  - a. Constantin shared concerns on the full expenditure or whether BATA should share in 50% of the expenditure, maintenance and installation.
  - b. Brown would like to see some love given to the West End.
  - c. Lingaur of BATA mentioned the immediate support by the DDA and Parking would expedite moving the downtown locations up on their CIP.
  - d. Hershey asked that the shelters be uniform throughout downtown.
  - e. **Motion by Brown, seconded by Hershey that the Parking Subcommittee recommends the DDA Board approve an amendment to the Auto Parking Budget to include an expenditure up-to \$40,000 to purchase four bus stop shelters to be installed in downtown with installation locations to be approved by the DDA CEO. Motion carried 4-1.**  
**No – Constantin**  
**Yes – Hardy, Knaus, Hershey, Brown**
  - f. Discussion on cost sharing and locations of where bus stops will be installed.
  - g. Installation agreement motion tabled until locations and cost sharing is determined.
7. Metered Beach Lots
  - a. **Motion by Knaus, seconded by Hershey that the Parking Subcommittee recommends moving forward with meeting with the Parks and Rec Authority to establish a Parking Benefit District. Motion carried unanimously.**
8. Introduction to March Agenda
  - a. Meter Bag Policy
  - b. Event Rate for Metered Lots
  - c. Bay Street Parking
9. Receive and File
  - a. Article: Ferndale may double parking meter rates. Here's why.
10. Public Comment
  - a. Eric Lingaur, BATA, thanked the subcommittee for their support on the shelters and will work towards a solution for cost sharing.
11. Adjournment. The meeting officially adjourned at 12:17 PM.

DRAFT



## Memorandum

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To: Parking Subcommittee  
From: Nicole VanNess, Parking Director  
Re: February 27, 2019  
Date: Old Business

### **Valet Parking**

We have reviewed the recommendation from January's meeting with the Traffic Committee. As discussed previously, in lieu of changing the ordinance, the Subcommittee determined we would talk to property owners to determine their desire/need for a valet parking system in downtown. Without having an active request, we are unable to determine if the recommendation will meet the needs of the valet operation with minimum impact on the Right-of-way. Prior to moving forward we (staff and subcommittee members) will reach out to business owners to determine next steps.

We are going to postpone moving forward with a recommendation for a valet ordinance. The current recommendation will serve as the base for a future request. **No action from the subcommittee is needed at this time.**

### **Retail Parking Concerns**

We have reserved the City Opera House the evening of Wednesday, April 24<sup>th</sup> to meet with merchants on their parking concerns. We are working to schedule a morning meet and will update you next month. **No action from the subcommittee is needed at this time.**

### **Parking Benefit District – Metered Beach Lots**

Last month, the Committee approved the recommendation to move forward with gauging interest in establishing a Parking Benefit District in beach lots with the Parks and Recreation Authority. Their meetings align with our meeting schedule so we have not been able to meet since our last meeting. We have submitted a letter for their meeting the evening of March 7<sup>th</sup>, and will provide an update at our April meeting. **No action from the subcommittee is needed at this time.**

### **Bus Shelters**

BATA is excited about the opportunity to partner on shelters in the downtown area. They have committed to sharing 50% of the cost to purchase and install the shelters which is estimated at \$34,000. The Subcommittee approved up to \$40,000 for the purchase of the shelters, and our current share of the 4 shelters is estimated to be \$17,000.

We will put this item on the DDA Board agenda for their March 15 meeting. The lead time is 16+ weeks. With this in mind, the shelters will not be installed prior to the start of summer. We have had our initial meeting with BATA to discuss locations, but need more time to explore locations. The order lead time gives us plenty of time to review locations and execute the permit or easement agreements needed prior to installation. **No action from the subcommittee is needed at this time.**

#### **Additional Bus Shelter Purchase**

With BATA partnering to share the purchase and installation of the shelters, we would like to consider purchasing an additional 2 shelters which would bring the total expenditure to \$51,000 of which our share would be \$25,500.

The plan for the two additional shelters is as follows:

- 100 W State, Lot E - Replace the existing shelter so all shelters downtown are uniform.
- 8<sup>th</sup> Street Reconstruction Summer 2019 – advanced purchase of a shelter to be installed following the reconstruction of 8<sup>th</sup> Street.

Now that we have confirmed that BATA is a partner and willing to share in the purchase and installation costs 50/50, we would like to include the additional purchase and amend the previous recommendation prior to sending to the DDA Board for their March 15<sup>th</sup> meeting.

**RECOMMENDED MOTION: The Parking Subcommittee amend the previous recommendation to recommend the DDA Board approve an amendment to the Auto Parking Budget to include an expenditure up-to \$26,000 to purchase six bus stop shelters to be installed downtown and on 8<sup>th</sup> Street with installation locations to be approved by the DDA CEO.**



## Memorandum

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To: Parking Subcommittee  
From: Nicole VanNess, Parking Director  
Re: February 28, 2019  
Date: TDM – Residential Parking

Following our February meeting, the Traffic Committee reviewed the FAQs and suggested a few minor clarifications to some of the questions. They were incorporated into the attached FAQ document that is posted on the website for public review. We are also providing copies of the FAQ at each of the public meetings.

Colleen has created a webpage where information on meeting dates and information can be viewed, <https://dda.downtowntc.com/residential-parking-meetings/>. We sent a letter to each neighborhood association representative posted on the City website to invite them to review/share the information and attend one of the three meetings.

Last night was our first public meeting. We had 10 attendees who represented Boardman, Central, Old Town, and Traverse Heights Neighborhoods. Overall, the session was well received, and we were able to address all questions within the FAQ. The feedback provided related more to exceptions and less of non-support. It is my initial thought the exceptions should be reviewed following year 1 and considered as a modification for phase 2. The RPP will not meet all the requirements for each circumstance, but will meet the requirements of the pilot request.

The updated timeline is as follows:

March 4<sup>th</sup> – Public Input Meeting #2, 6:00 PM City Opera House  
March 7<sup>th</sup> – Parking Subcommittee to review feedback from Public Input Meeting #1 & 2  
March 12<sup>th</sup> – Central Neighborhood Meeting  
March 15<sup>th</sup> – DDA Approval to continue process  
March 20<sup>th</sup> – Public Input Meeting #3, 6:00 PM Governmental Center  
April 16<sup>th</sup> – Planning Commission Study Session  
April-May – Follow-up with Planning Commission, City Commission, and DDA Board

**No action from the subcommittee is needed at this time.**



## **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)?**

Residents of blocks that have time limit restrictions may request RPP and will be surveyed. The survey results must show a 51% interest to move forward with RPP.

### **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](mailto: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 is registered to an address on the RPP block.

**If 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 owner on the RPP block.

**My block has an 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.



## Memorandum

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To: Parking Subcommittee  
From: Nicole VanNess, Parking Director  
Re: March 1, 2019  
Date: Right-of-way and Land Use Contractor Parking Permits

The Clerk's Office is preparing the fee schedule review. This process occurs every other year. I met with the Engineering Department last week to discuss the upcoming requests for Right-of-Way and Land-use permits. All construction projects require a Land-use permit, and the ones that will impact the public right-of-way, include waste dumpsters or storage of building materials a Right-of-way permit.

We do not currently have a fee in place to coordinate with these permits. In the past, we have added plate notifications for a specified amount of vehicles as specified in the permit for the full duration of the permit which could be up to 6 months or a year. In some cases, construction was not completed and permits along with plate notifications were extended. Any citations issued to vehicles with notifications, are voided based on having the valid permit. There is no charge for the notifications.

As part of the schedule of fee review this year, we would like to establish a fee of \$40 per license plate per month or \$5 per day for any vehicle needing on-street parking access so long as the applicant has obtained a Right-of-Way or Land-use permit through the Planning and Zoning or Engineering and the permit indicates the need for on-street parking. Permits will not be issued without the proper permit or if the permit does not indicate the on-street parking need. This fee is a reasonable fee and will hopefully limit the amount of use as permits may only be needed for one month of the six month permit duration.

**RECOMMENDED MOTION: The Parking Subcommittee recommends the DDA Board approve the request to establish Contractor Parking Permits tied to Right-of-Way and Land-use Permits for \$40 per month or \$5 per day per license plate in the schedule of fees.**



## Memorandum

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To: Parking Subcommittee  
From: Nicole VanNess, Parking Director  
Re: February 28, 2019  
Date: Event Rate Metered Lots

In the summer months, we have festivals where attendee stays vary in length. The parking garages offer the ability to pay by the hour for hours parked, but do often reach capacity during these times. Some of our surface lots offer 4 and 10 hour spaces, and there are times when all spaces are at full utilization.

We would like to offer an event rate during high impact event weeks; such as, the National Cherry Festival, Traverse City Film Festival, Ironman and day events like the Annual Street Sale that will allow us to offer up-to 10 hours of parking in our current 2 and 4 hour metered spaces for those willing to pay for extended periods of time to avoid being ticketed. We do understand that this may reduce the turnover in these lots, but feel as though it may also benefit those who are intending to be downtown for a longer period time.

For parking lot A (100 E Front/north alley), part of lot B (Corner of N Cass & E Grandview Pkwy/Farmers Market), lot G (100 E State), and lot O (Corner of S Cass & 100 E State); the first two hours remain the current rate of \$1 per hour for those who do not need to park past the 2 limit.

For part of lot B (Corner of N Cass & E Grandview Pkwy/Farmers Market), part of lot C Corner of N Cass & 200 E Grandview Pkwy), lot N (200 Washington), lot RB (100 W Grandview Pkwy/west of Open Space), and lot X (Hall Street/Fish Weir), and ground level of Old Town Garage the first four hours remain the current rate of \$1 per hour for those who do not need to park past the 4 limit.

For part of lot B (Corner of N Cass & E Grandview Pkwy/Farmers Market), part of lot C Corner of N Cass & 200 E Grandview Pkwy), Lot D (300 E Grandview Pkwy/Boat Launch), Lot E (100 W State), and lot K (Corner of 200 S Union & 100 E State/SE alley); each hour would increase from \$0.60 per hour to \$1.00 per hour for the 10 hour limit.

The proposed rates in the tables below use a varying incremental rate over the course of 10 hours with the maximum amount that is the same as all day event parking. The event rates for both the 2 hour and 4 hour spaces will align on hour 6 and carry through hour 10.

2 Hour Event Rate			4 Hour Event Rate			10 Hour Event Rate		
Hour	Rate	Total	Hour	Rate	Total	Hour	Rate	Total
1 hour	\$1.00	\$1.00	1 hour	\$1.00	\$1.00	1 hour	\$1.00	\$1.00
2 hour	\$1.00	\$2.00	2 hour	\$1.00	\$2.00	2 hour	\$1.00	\$2.00
3 hour	\$1.50	\$3.50	3 hour	\$1.00	\$3.00	3 hour	\$1.00	\$3.00
4 hour	\$1.50	\$5.00	4 hour	\$1.00	\$4.00	4 hour	\$1.00	\$4.00
5 hour	\$2.00	\$7.00	5 hour	\$2.50	\$6.50	5 hour	\$1.00	\$5.00
6 hour	\$2.00	\$9.00	6 hour	\$2.50	\$9.00	6 hour	\$1.00	\$6.00
7 hour	\$2.00	\$11.00	7 hour	\$2.00	\$11.00	7 hour	\$1.00	\$7.00
8 hour	\$1.50	\$12.50	8 hour	\$1.50	\$12.50	8 hour	\$1.00	\$8.00
9 hour	\$1.50	\$14.00	9 hour	\$1.50	\$14.00	9 hour	\$1.00	\$9.00
10 hour	\$1.00	\$15.00	10 hour	\$1.00	\$15.00	10 hour	\$1.00	\$10.00

All locations identified currently have pay stations which allow for rate changes to be scheduled. We are not required to purchase additional hardware or software to make this adjustment. The single space meters are capable of having a similar rate change programmed, but this process is quite extensive for staff time, therefore, cost prohibitive.

**RECOMMENDED MOTION: The Parking Subcommittee recommends the DDA Board approve Event Rates for Metered Lots as presented.**



## Memorandum

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To: Parking Subcommittee  
From: Nicole VanNess, Parking Director  
Re: March 1, 2019  
Date: Bay Street Parking

### **Establish Seasonal Meter District**

Bay Street from Division east to Second Street is heavily utilized in the summer months. There are currently no time restrictions on this street. This area has been discussed at Traffic Committee, and may benefit as a seasonal metered district as it is heavily used in the summer months. These spaces are used by beachgoers, all day parking for employees, and motorhomes.

There are 42 spaces on the north side that runs along Grandview Parkway. There are 57 spaces on the south side that run along businesses. We will review this area further with the Traffic Committee to explore metering the north side only to avoid any disruption of business parking on the south side. We can review after year 1 to determine if the south side should be added.

**RECOMMENDED MOTION: The Parking Subcommittee recommends moving forward with requesting a Traffic Control Order from the Traffic Committee to establish a meter district on Bay Street.**

### **Metered Parking Considerations**

Bay Street could be serviced by multi-space pay stations utilizing pay-by-plate. The pay stations would allow for coin, cash, and credit payments and offer flexible configuration. We would need no less than 3 pay stations on the north side for an expenditure of \$50,000. The other option would be to utilize existing single space meters we have in inventory. This would require pouring concrete pads to install new meter posts. This expenditure is estimated to be less than \$8,000. This will require permanent posts to this block and less flexible configuration. **No action from the subcommittee is needed at this time.**

### **Daily Permits for NCF**

Parking is not permitted between the hours of 3 AM-6 AM. During the National Cherry Festival, the fine amount is \$100 for the first offense, and each subsequent offense increases by \$25 for violations issued on Bay Street. The fines being issued are to individuals who are parking overnight and those parking motorhomes prior to 6 AM in an attempt to secure a spot for the day. Some of these violations and fines were contested this past summer. A suggestion was

made to consider revising the ordinance to allow interested parties to purchase permits or pay via a meter to utilize these spaces overnight and all day during high demand periods.

At this time, we are not considering making any changes to allow permits to be purchased to park between the hours of 3 AM-6 AM as this could lead to long term stay of motorhomes, and we do not intend to sell permits that would allow overnight stays for motorhomes on city streets or downtown.

With the establishment of the metered district, we will consider adding an option to purchase a one day permit for each space that is being utilized in lieu of paying the meter as a convenience for the parker. **No action from the subcommittee is needed at this time.**





## Memorandum

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To: Parking Subcommittee  
From: Nicole VanNess, Parking Director  
Re: March 1, 2019  
Date: Meter Bag Policy

The policy was last updated in June of 2015 to outline guidelines, requests and billing. We have operated under this policy since then. While the policy does allow conducting promotions (Child Advocacy Center, Buckets of Rain, etc.) as a purpose, we have denied these requests over the past year. One of the reasons for this change is that there have been many construction projects that have utilized long-standing meter bag requests. Depending on the conditions of Right-of-Way permits which could exceed the maximum space request, the use of the spaces for construction activities has further reduced the general public access to meters mostly weekdays resulting in less space inventory. Events at downtown venues also contribute to reduced weekend space inventory when multiple events occur on the same day, and within the same block. For events, we do not grant requests to exceed the limit unless there is a permit for the event (Traverse City Film Festival, National Cherry Festival, etc.).

Subcommittee member Joubran has asked that we discuss and review the meter bag policy. I have provided the current policy for our discussion.



## PARKING SERVICES BAGGED METER POLICY

Effective Policy Date: June 26, 2015

### Purpose

The bagging of meters to reserve on-street or off-street parking spaces allows business owners, downtown residents or professional contractors to facilitate construction, conduct promotions or events, and offer valet parking.

### Definition

A “meter bag” is defined as a colored hood that fits over the top of either a single or double meter housing unit. A secure fastening device is attached that prevents persons from easily removing the device after placement. One side of the hood will have the words “NO PARKING” or “TOW AWAY ZONE” printed on it for easy identification by the public. In addition, a clear plastic window in the center of the bag houses an index card that offers information regarding the bagged meter(s); for instance, the requestor, start date and end date

### General Guidelines

- 1) All requests for bagged meters are subject to approval by the Traverse City Parking Services (TCPS) Administrator.
- 2) Meter bagging requests related to work impacting the City of Traverse City Right-of-Way will require a Right-of-Way permit from the City of Traverse City Engineering Department.
- 3) Meter bagging requests related to events impacting the City of Traverse City will require a High Impact Event permit from the City Clerk’s Office.
- 4) Vehicles, trailers and equipment may not be left unattended on a City street, City parking lot or parking lot leased by the City overnight without prior City of Traverse City Engineering or Clerk’s Office approval.
- 5) A request for meter bagging should be made by a merchant, a building owner, resident or a representative of a professional organization.
- 6) Chapter 480 Parking Generally: 480.03 Parking on Public Property (a) Parking Prohibited...no person shall park or place a vehicle, boat or any other object in any City parking lot for the principal purpose of displaying such vehicle, boat or object for sale, for storage or for advertising purposes.
- 7) Long-term construction projects will address parking in the terms and conditions of the Right-of-Way permit. Terms and conditions should be discussed prior to the issuance of the permit.

### Meter Bag Requests

- 1) Requests should be made through TCPS at least two days prior to the start date.
- 2) Requests made less than two days from request start are subject to approval or denial due to availability.



- 3) Requests exceeding five consecutive days must be authorized by the TCPS Administrator.
- 4) Requests that exceed four spaces must be authorized by the TCPS Administrator. All other meter bag requests can be approved by TCPS personnel.
- 5) Meter bagging requests that may affect a downtown merchant(s) daily business operations, may require prior written approval from the merchant(s) for APS Administrator review and approval.
- 6) Changes to meter bagging requests may be made by TCPS without notification to person(s) who have made the request.
- 7) Long-term construction projects that require close parking for employees are encouraged to purchase of monthly, quarterly or annual permits within designated permit lots rather than meter bag requests.

#### *Required Information at Time of Request*

- 1) Billable Entity
- 2) Billing Address
- 3) Contractor (if applicable)
- 4) Contact Name (billable entity and contactor)
- 5) Location of Request (include meter numbers if available)
- 6) Requested Number of Spaces (a single meter housing is equal to one space and a double meter housing is equal to two spaces)
- 7) Request Start and Request End Dates
- 8) Right-of-Way Permit Number (PROW # if applicable)

#### **Special Circumstances**

A special circumstance encompasses events, projects, or promotions that have had TCPS Administrator approval for bagged meters without incurring any charges. Special circumstances include:

- 1) City of Traverse City, Grand Traverse County, Downtown Traverse City Association or Downtown Development Authority events for the public.
- 2) Construction projects performed by subcontractors of the City or County with approval from City of Traverse City or Grand Traverse County officials.
- 3) All special circumstances require TCPS Administrator notification and approval.

#### **Billing Process**

- 1) The price for a bagged meter (per parking space per day of use); includes, Sundays and City of Traverse City designated holidays, even though, meters are not enforced during this time per the Codified Ordinances of Traverse City Chapter 484.04 'Parking Meters' section (a).
  - a) Cost per meter is \$12.00 for requests by a valid Right-of-Way or High Impact Event permit.
  - b) Cost per meter is \$15.00 for requests by a non-ROW and non-High Impact Event permit holder.



- 2) Billing is prepared the first week of the prior month's end and sent to the City Treasurer's office. The City Treasurer's office will issue all invoices and process payments with revenues designated to the TCPS General Ledger Account for Parking Fees – Coin # 585 – 000 – 652.00.
- 3) Non-contractor and Low Impact event requests are ineligible for invoicing and require prepayment prior to the fulfillment of the request.

### Questions or Billing Disputes

- 1) Any bagged meter space that is occupied by a vehicle that is not authorized per the request is subject to citation and possible tow.
  - a) Parking Services should be notified (231) 922-0241 of these occurrences.
  - b) When vehicles are cited or towed at the request of the billable entity and are later identified as authorized vehicles, all expenses remain the responsibility of the billable entity.
  - c) Parking in a space that is not bagged may be permitted to the requestor after contacting Parking Services, and providing the license plate of the vehicle.
- 2) Parking Services will address any billing questions or disputes.

Nicole VanNess  
Parking Director

Jean Derenzy  
DDA CEO