

**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)**

Chair, Scott Hardy, called the meeting to order at 11:04 AM

1. Roll Call

Present: T. Michael Jackson, Scott Hardy, Rick Brown, Jeff Joubran

Phone-in: Debbie Hershey

Absent: Steve Constantin, Todd Knaus

2. Amended Agenda: **The amended agenda was approved as presented upon a motion by Jackson, seconded by Joubran. Motion carried unanimously.**

3. Meeting Minutes: **The meeting minutes from February 7, 2019 were approved as presented upon motion by Joubran, seconded by Brown. Motion carried unanimously.**

4. Old Business

a. Bus Shelters

- i. Hardy requested we work with BATA to consider moving the bus stop at Cass & Lake.
- ii. Kelly Dunham, BATA, explained that creating places for commuters to gather will provide a place for them to congregate rather than wandering into nearby businesses.

b. Additional Bus Shelter Purchase

- i. Jackson asked for clarification on why the previous motion was not in full support. VanNess explained it was due to Parking providing 100% of the funds rather than matching funds.
- ii. **Motion by Jackson, seconded by Brown that 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 . Motion carried unanimously.**

5. Right-of-way and Land-use Contractor Parking Permits

- a. Joubran asked to review any loopholes to ensure individuals with ROW permits would not be allowed to purchase permits to park in the neighborhood without having an active project.
- b. Jackson requested consideration to notify residents that a permit has been approved and parking could be permitted for the project, and the notification should include who to contact with concerns.
- c. **Motion by Jackson, seconded by Joubran that 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. Motion carried unanimously.**

6. Event Rate for Metered Lots
  - a. Joubran and Hardy requested the parking lot per space rental fees be reviewed for the National Cherry Festival.
  - b. Derenzy will inquire to see if consideration can be given to the already approved 2020-2021 permit.
  - c. **Motion by Brown, seconded by Joubran that the Parking Subcommittee recommends the DDA Board approve Event Rates for Metered Lots as presented. Motion carried unanimously.**
  
7. Bay Street Parking
  - a. Establish Seasonal Meter District
    - i. Discussion on Bay Street Parking and general overview of the operation implementation.
    - ii. Brown asked that property owners be contacted following the discussion with the Traffic Committee.
    - iii. **Motion by Brown, seconded by Joubran that the Parking Subcommittee recommends moving forward with requesting a Traffic Control Order from the Traffic Committee to establish a meter district on Bay Street. Motion carried unanimously.**
  - b. Metered Parking Considerations
    - i. Details on operations to be included at a later date.
  - c. Daily Permits
    - i. Details on daily permits to be included at a later date.
  
8. Old Business
  - a. Valet Parking
    - i. Discussion on Valet Parking will be included in the Retail Parking Concerns Merchant meeting.
  - b. Retail Parking Concerns
    - i. Jackson suggested moving the proposed meeting date as it falls on the opening of the Rotary Show.
  - c. Parking Benefit District – Metered Beach Lots
    - i. VanNess to provide an update in April.
  
9. TDM 3 Yr Plan
  - a. Residential Parking – Update
    - i. Discussion on overview of meetings. Current feedback and input seems to be positive.
  - b. Residential Parking Permit FAQ
    - i. Discussion of an updated FAQ to be provided in the April recommendation to remove surveying existing restricted blocks.
  
10. Meter Bag Policy
  - a. Parking Services Bagged Meter Policy
    - i. Discussion to consider not allowing meter bags on Front Street, Cass, or Union and partial day or evening only bags.
  
11. Public Comment
  - a. Derenzy thanked Kelly Dunham and BATA for being a partner as we work towards implementing our TDM objectives.
  
12. Adjournment. The meeting officially adjourned at 12:52 PM

DRAFT