



## **Parking Advisory Board**

Wednesday, April 6,  
2022

**11:00 a.m.**

2nd Floor Committee,  
Governmental Center  
400 Boardman Avenue  
Traverse City,  
Michigan 49684



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If you are planning to attend and you have a disability requiring any special assistance at the meeting and/or if you have any concerns, please immediately notify the ADA Coordinator.

The City of Traverse City and Downtown Development Authority are committed to a dialog that is constructive, respectful and civil. We ask that all individuals interacting verbally or in writing with board members honor these values.

Downtown Development Authority:  
c/o Nicole VanNess, Transportation Mobility Director  
(231) 922-0241  
Web: [www.parking.downtowntc.com](http://www.parking.downtowntc.com)  
303 East State Street  
Traverse City, MI 49684

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# Welcome to the Parking Advisory Board meeting

## Agenda

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<b>1. CALL TO ORDER</b>	
<b>2. ROLL CALL</b>	
<b>3. CONSIDERATION OF MINUTES</b>	
A. Consideration of approving the minutes of the February 3, 2022 meeting (approval recommended) <a href="#">Parking Advisory Board - 03 Feb 2022 minutes DRAFT - PDF</a>	3 - 4
<b>4. OLD BUSINESS</b>	
A. Ordinance Revisions <a href="#">Ordinance Revisions - Memo</a> <a href="#">Traffic Code Parking Ordinance Revisions DRAFT - PDF</a> <a href="#">Sample Parking Instructions to Renters - PDF</a>	5 - 29
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**Minutes of the  
Parking Advisory Board for the Downtown Development Authority  
Regular Meeting  
Thursday, February 3, 2022**

A regular meeting of the Traverse City Parking Advisory Board of the City of Traverse City was called to order at the 2nd Floor Committee Room, Governmental Center, 400 Boardman Avenue, Traverse City, Michigan, at 11 a.m.

The following Members were in attendance: Board Vice Chair Scott Hardy, Committee Member Todd Knaus, Commissioner Doug Hickman, Board Member Pam Marsh, and Michelle Jones

The following Members were absent: Board Member Katy Bertodatto

Chairperson Hardy presided at the meeting.

(a) **CALL TO ORDER**

(b) **ROLL CALL**

Chairperson Hardy called the meeting to order at 11:00 AM.

Chairperson Hardy noted that the Parking Subcommittee will now be known as the Parking Advisory Board.

(c) **CONSIDERATION OF MINUTES**

(1) Consideration of approving the minutes of the October 7, 2021 meeting (approval recommended)

(2) Consideration of approving the minutes of the December 2, 2021 meeting (approval recommended)

That the Parking Advisory Board approve the minutes as presented.

(d) **NEW BUSINESS**

(1) Parking Policy and Ordinance Changes: Non-transferable permit clause, short-money collection, and virtual tire chalking

Discussion on this item included overall access to downtown and projects that are planned for the summer that may impact customers.

This item was tabled and will be discussed at the next meeting.

The following address the Board:

Nicole VanNess, Transportation Mobility Director

Pam Marsh

Scott Hardy

Michelle Jones

Mike Powers, Property Owner

Todd Knaus

- (e) **RECEIVE AND FILE**  
(1) Parking Updates

- (f) **PUBLIC COMMENT**

No public comment.

- (g) **ADJOURNMENT**

Chairperson Hardy adjourned the meeting at 12:17 PM.

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Scott Hardy, Chairperson



## Memorandum

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To: Parking Advisory Board  
From: Nicole VanNess, Transportation Mobility Director  
Date: March 21, 2022  
Re: Ordinance Revisions

Our meeting in February presented three housekeeping ordinance revisions. The revisions discussed at our meeting related to ordinance changes for the parking permit program include tying the permit to the registrant's vehicle license plate, time limit restricted parking and collecting on short-money agreements. This item was tabled in order to allow time for the draft ordinance changes to be reviewed by the City Attorney, provide additional information on enforcing the registered permit user, and an overview to transition rentals property owners/managers from reselling permits.

### **Parking Permit Program**

The permit program offers reduced parking rates for long-term parkers. The intent of the program was for employees or residents. The ordinance changes will identify that the permits are used by the registered resident, business or employees; and eliminate the shared use by short-term parkers or reselling of parking. The intent of the program was never to resell parking permits that are offered at a reduced rate. This change is not specific to short-term rentals and includes tour groups who include parking in their fees. Any permit that is not for personal use have the following options as a business: 1) validate their customer's parking, 2) have their customers purchase their own parking permit, 3) direct customers to pay the hourly rates or 4) purchase shared account permits.

Specific to the use case of short-term rentals, we acknowledge that some have purchased permits that may be valid for a year and would like to have their current bookings honored. We plan to communicate with the owners/managers directly, and offer an interim solution so they may continue to include parking in their rentals through December 31, 2022. In order to improve communication with the renter for the remainder of the year, our office has prepared instructions that have been based on samples provided in meetings with owners/managers. The goal of uniform instructions will ideally result in there being no end-user issues. Should there be issues, property owners/managers will have the option to pay the for cards that need to be reset or have their permit revoked.

### **Time restricted parking**

A section has been added to define time restricted parking and that signs must be installed in areas where time restricted zones are established and enforced.

**Collect on short-money agreements**

Paying hourly fees to park in the parking garage is similar to paying to park at a parking meter with the exception that you pay upon exit instead of paying at the time of parking. Short-money agreements occur when parkers do not have money to pay at the time of exit. A section has been added in the ordinance to define that payment is required to exit a parking facility. A fine will be enforced as a parking citation if the short-money agreement is not paid, and will follow existing parking citation processes.

DDA staff will separately address the larger discussion related to: 1) access in the downtown area, 2) stress on business owners due to bridge construction, and 3) anticipated frustrations related to upcoming projects that will reduce parking and include traffic detours.

**RECOMMENDATION: That the Parking Advisory Board recommend to the DDA Board the approval of ordinance changes subject to sustenance and approval of the City Attorney.**

## PART FOUR TRAFFIC CODE

### Chapter 410 Traffic Codes<sup>1</sup>

#### 410.01 Adoption by reference.

- (a) *Uniform Traffic Code.* The Uniform Traffic Code for Cities, Townships and Villages, sometimes hereinafter referred to in this Traffic Code as the Uniform Traffic Code, promulgated by the Director of State Police and published in the 1979 edition of the Michigan Administrative Code, and amendments as published in the 1981 and 2002 Annual Supplement to the Michigan Administrative Code, in accordance with Act 62 of the Public Acts of 1956, as amended (Administrative Rules R 28.1001 - 28.2075), except as hereafter may be amended or deleted, are hereby adopted by reference as if fully set forth herein, except as may be hereinafter amended or deleted.
- (b) *Michigan Vehicle Code.* The Michigan Vehicle Code, 1949 PA 300; MCL 257.1 to 257.923, as amended, is adopted by reference as if fully set forth herein, except as may be amended or deleted. References in the Michigan Vehicle Code to local "authorities" shall mean the City of Traverse City. The penalties provided by the Michigan Vehicle Code are adopted by reference, provided, however, that the City may not impose a penalty of imprisonment for greater than 93 days.

(Ord. 204. Passed 6-16-86. Ord. 580. Passed 10-21-02.)

#### 410.02 Definitions.

References in the Uniform Traffic Code for Cities, Townships and Villages, as adopted in Section 410.01, to the following words and phrases shall have the following meanings:

- (a) *Governmental unit* shall mean the City.
- (b) *Traffic engineer* shall mean the City Manager or his or her designee.

(Ord. 338. Passed 9-21-92.)

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<sup>1</sup>Charter reference(s)—Traffic Violations Bureau, § 69

State law reference(s)—Traffic rules and regulations in home rule cities, MCL § 117.4h; Traffic rules and regulations generally, MCL §§ 257.601et seq., 257.634 et seq.; Uniform Traffic Code, MCL § 257.951 et seq.; Motor Vehicle Code, MCL §§ 257.1—257.923

Cross reference(s)—Parking Violations Bureau, Ch. 488; Traffic citations, § 488.05

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### 410.03 Amendments to uniform traffic code.

The following sections and subsections of the Uniform Traffic Code for Cities, Townships and Villages, as adopted in Section 410.01, are hereby amended or deleted as set forth and additional sections and subsections are added as indicated.

*R 28.1001 Rule 1. (Amended) Words and phrases.*

1. As used in this code:
  - (j) (Added) "Marked crosswalk" means any portion of a roadway distinctly indicated for pedestrian crossing by appropriate markings, signs, barriers, or other devices to give notice thereof.
  - (s) (Added) "Through or thru," when prohibited, means a vehicle traveling a highway or street that does not have an origin, destination, or scheduled stop on that highway or street.
- (a) *Rule 159. Presumption of vehicle weight. (Added)* A presumption of the minimum weight of a vehicle shall be established by evidence of the weight indicated on the Michigan registration certificate for the truck or other commercial vehicle in question.
- (b) *Rule 160. Authority of City Engineer; closing streets. (Added)* Unless otherwise provided by law, the City Engineer is hereby authorized to close any highway, street, alley or other right-of-way or portion thereof which is under process of construction, improvement or repair, by placing traffic control devices in accordance with the Michigan Vehicle Code. A person who violates this section is responsible for a civil infraction.
- (c) *Rule 551. Boarding or alighting from vehicles. (Added)* No person shall board or alight from any vehicle while such vehicle is in motion. A person who violates this section is responsible for a civil infraction.
- (d) *Rule 619. Lights and reflectors. (Added)* No person shall operate a bicycle on any street, alley or public place from one-half hour after sunset to one-half hour before sunrise, unless the bicycle is equipped with lights and reflectors as required by the Motor Vehicle Code applicable to bicycles, and unless the same are operating. A person who violates this section is responsible for a civil infraction.
- (e) *Rule 631. Bicycle parking. (Added)* No person shall park a bicycle in any street, alley or public place, except in a standing position, and no person shall park a bicycle on any sidewalk except in standards provided therefore. A person who violates this section is responsible for a civil infraction.
- (f) *Rule 702. Pedestrians; right-of-way in crosswalk; violation as a civil infraction. (Amended)*
  1. When traffic-control signals are not in place or not in operation, the driver of a vehicle shall stop and yield the right-of-way to every pedestrian within a marked crosswalk.
  2. When traffic-control signals are not in place or not in operation, the driver of a vehicle shall yield the right-of-way, slowing down or stopping if need be to so yield, to every pedestrian within an unmarked crosswalk.
  3. A pedestrian shall not suddenly leave a curb or other place of safety and walk or run into the path of a vehicle that is so close that it would be impossible for the driver to stop and yield.
  4. Every pedestrian crossing a roadway at any point other than within a marked or unmarked crosswalk at an intersection shall yield the right-of-way to all vehicles upon the roadway.
  5. A person who violates this rule is responsible for a civil infraction.
- (g) *Rule 706. Pedestrians; yielding right-of-way; violation as a civil infraction. (Deleted).*



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- (h) *Rule 1076. Snowmobile operation.* (Added) Unless otherwise permitted by State statute or the Uniform Traffic Code, no person shall operate a snowmobile in the City unless authorized by the Police Chief. A person who violates this section is responsible for a civil infraction.

(Ord. 204. Passed 6-16-86. Ord. 320. Passed 12-16-91. Ord. 366. Passed 7-6-93. Ord. 401. Passed 11-21-94. Ord. 597. Passed 3-17-03. Ord. 664. Passed 03-21-05. Ord. 924. Passed 10-3-11. Ord. 1048 . Passed 5-1-17)

#### **410.04 Amendments to motor vehicle code.**

The following sections and subsections of the Michigan Vehicle Code, as adopted in Section 410.01, are hereby amended or deleted as set forth and additional sections and subsections are added as indicated.

- (a) MCL 257.252d(1)(l) Impoundment and immobilization (Added). Subsection (1)(l) is added to read in its entirety as follows:
- (l) If a vehicle is unattended and the registered owner of the vehicle has six (6) or more unanswered parking violation notices or citations regarding illegal parking, in any combination, all of which have been issued for a violation of the Michigan Motor Vehicle Code, as amended, or the Uniform Traffic Code, as amended any police officer or authorized City employee may impound the vehicle or attach or cause to be attached to said vehicle an immobilizing device which will prevent the vehicle from being moved or driven. If an immobilization device is attached, there shall also be attached securely to the vehicle a notice which states:

"CAUTION: THIS VEHICLE HAS BEEN MADE IMMOBILE BY A WHEEL-LOCKING DEVICE. SERIOUS DAMAGE TO THE VEHICLE WILL RESULT IF YOU ATTEMPT TO MOVE THE VEHICLE. RELEASE CAN BE OBTAINED BY:

- (1) Paying the outstanding civil infraction citations or parking violation notices, together with the fee established to cover the costs of attachment and removal of the locking device, or
- (2) Posting a bond to cover the above costs and requesting a hearing.

PAYMENT MUST BE MADE TO THE TRAVERSE CITY PARKING SERVICES OFFICE IN THE LARRY C. HARDY PARKING DECK DURING REGULAR BUSINESS HOURS; OR AT OTHER TIMES, TO THE TRAVERSE CITY POLICE DEPARTMENT. ARRANGEMENTS MUST BE MADE WITHIN 48 HOURS AFTER INSTALLATION OF THE DEVICE OR THE VEHICLE WILL BE REMOVED BY IMPOUNDMENT PURSUANT TO MCL 257.606(B) City Ordinance Section 410.04(a)."

Whenever any police officer or authorized City employee shall issue or have issued an order to impound or immobilize a vehicle as provided herein, it shall thereafter be unlawful for any person to drive or otherwise remove said vehicle if he or she has knowledge of its impending impoundment or immobilization.

MCL 257.252d(6) (Added) to read in its entirety as follows:

- (1) Any bond required for release of a vehicle impounded or immobilized pursuant to subsection (1) shall not exceed the sum of \$500.00.
- (b) MCL 257.252e. Abandoned Vehicle; jurisdiction of court. (Amended) Subsection A is amended to read in its entirety as follows: The following courts shall have jurisdiction to determine if a police agency has acted properly in processing a vehicle under section 252a, 252b(6) to (10), or 252d:
- (1) The district court shall have jurisdiction to determine if a police agency has acted properly in processing a vehicle under sections 252a, 252b(6) to (10), or 252d.
  - (2) The court specified in the notice prescribed in section 252b(6), or 252d(2)(c) shall be the court which has territorial jurisdiction at the location from where the vehicle was removed or deemed abandoned. Venue in the district court shall be governed by section 8312 of Act

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No. 236 of the Public Acts of 1961, as amended, being Sec. 600.8312 of the Michigan Compiled Laws.

- (3) If the owner fails to pay the accrued towing and storage fees, the towing and storage bond posted with the court to secure the release of the vehicle under section 252a, 252b or 252d shall be used to pay the towing and storage fees.
- (c) MCL 257.674(1)(w) Prohibited parking; exceptions; violation as civil infraction. (Amended). Subsection (1) (w) is amended to read in its entirety as follows: In violation of an official sign restricting the period of time for manner of parking, including on any paved street between the hours of 3:00 a.m. and 6:00 a.m. of any day, except for undertakers, physicians and drivers of emergency vehicles while they are on emergency calls, and further subject to the following:
- (i) From November 16 through the following April 14, vehicles found parked on any street or alley between the hours of 3:00 a.m. and 6:00 a.m. may be towed away at the owner's expense.
  - (ii) From April 15 through November 15, overnight parking between the hours of 3:00 a.m. and 6:00 a.m. is allowed on Saturday, Sunday and Monday mornings only on any street where parking is otherwise allowed, but excluding Bay Street during the National Cherry Festival, and the central business district which, for purposes of this section, is described as follows: Bounded by Grandview Parkway on the North; Union Street south to the River; Boardman River west, south and east back to Union Street; Union Street north to the alley south of State Street; alley east to Cass; Cass south to Washington, Washington east to Boardman; Boardman north to Front Street; Front Street east to Wellington; Wellington north to Grandview Parkway.
  - (iii) Parking may be allowed between the hours of 3:00 a.m. and 6:00 a.m. all year and at all times on paved streets by Permanent Traffic Control Orders for vehicles with valid overnight parking permits issued by the City provided that the vehicle is parked as permitted by the Permanent Traffic Control Order.
- (d) MCL 257.674(1)(aa) Prohibited parking; exceptions, violation as civil infraction. (Added) Subsection (1)(aa) is added to read in its entirety as follows:
- (aa) On any street, alley or public parkway without valid registration plates on the vehicle.
- (e) MCL 257.682(1) Stopping for school bus displaying flashing red lights; exception; violation as civil infraction; meeting stopped school bus on divided highway; evidence; community service. (Added) The following shall be added to subsection 1: No school bus driver shall activate the alternating flashing red lights while loading, discharging or waiting to load or discharge passengers at a school or any public street or place so designated by traffic control order.

(Ord. 597, Passed 3-15-03; Ord. 715, Passed 1-2-07; Ord. 752, Passed 6-4-07; Ord. 807, Passed 7-21-08; Ord. 836, Passed 6-15-09; Ord. 849, Passed 11-5-09; Ord. 1077, Passed 8-20-18.)

#### **410.05 Application to Northwestern Michigan College property.**

The Uniform Traffic Code for Cities, Townships and Villages, and the Michigan Vehicle Code, 1949 PA 300; MCL 257.1 to 257.923, as amended, as adopted in Section 410.01 and as amended.

Uniform Traffic Code 410.05 in Section 410.03, is hereby made applicable to the property of Northwestern Michigan College located in the City, more particularly described as College Drive between Munson Avenue and Front Street.

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This extension of the Uniform Traffic Code and the Michigan Vehicle Code is done pursuant to MCL 257.961, as amended, authorizing the adoption of ordinances governing the operation, parking without fees and speed of motor vehicles upon the property of a community college district.

(Ord. 204. Passed 6-16-86. Ord. 595. Passed 3-17-03.)

## **Chapter 420 Bicycles and Coaster Toys<sup>2</sup>**

### **420.01 License required; display; fee.**

No person shall ride or propel by muscular power any bicycle on any street, alley or public place, unless such bicycle has been licensed and unless the required license is attached so that it is clearly visible. A fee as determined from time to time by the City Commission shall be charged for each license issued or upon a change of ownership.

### **420.02 Term of license; renewals.**

Bicycle licenses shall be of the permanent type, undated and renewable only upon transfer to a new owner or when the license becomes unreadable.

(1976 Code § 25.062)

### **420.03 Transfer of license.**

Upon the sale or transfer of a licensed bicycle to another owner, a new license will be issued.

### **420.04 Bicycles and coaster toys prohibited in certain areas.**

The City Commission may, by resolution, prohibit the use of bicycles, coaster toys, skateboards, toy vehicles, roller skates, roller blades, in-line skates or other similar wheeled, self-propelled vehicles in certain areas. No person shall ride a bicycle, coaster toy, skateboard, toy vehicle, roller skates or roller blades, in-line skates or other similar wheeled, self-propelled device upon any public property or sidewalk where it is prohibited by resolution of the City Commission and so posted. A person who violates this section is responsible for a civil infraction.

(Ord. 439. Passed 6-17-96.)

### **420.05 Appearance tickets.**

The Police Chief, the marina security officers and the appointed officers of the Police Department or such other officials as are designated by the City Manager are hereby authorized to issue and serve appearance tickets with respect to a violation of this chapter pursuant to Section 1 of Act 147 of the Public Acts of 1968, as amended (MCLA 764.9c(2); MSA 28.868(3)(2)). Appearance tickets shall be in such form as determined by the City Attorney and shall be in conformity with all statutory requirements.

(Ord. 449. Passed 6-16-97.)

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<sup>2</sup>Cross reference(s)—Bicycle paths, § 410.03 (UTC 4.21); Bicycles generally, § 410.03 (UTC 6.28 et seq.)

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## 420.99 Penalty.

Whoever violates any of the provisions of this chapter is responsible for a civil infraction and shall be assessed a civil fine of not more than \$100.00.

## Chapter 480 Parking Generally<sup>3</sup>

### 480.00 Definitions.

1. Public Parking Facility means any on-street, parking lot, or parking garage which is owned or leased and operated by the Traverse City Parking Services for the parking of vehicles or bicycles.
2. Time Limit Zone means any Public Parking Facility where signs have been erected to establish a defined time limit for parking.

### 480.01 Unattended vehicles; removal of ignition key.

- (a) No person driving or in charge of a motor vehicle shall permit it to stand unattended in any public place, or on any used or new car lot, without first stopping the engine, locking the ignition and removing the ignition key from the vehicle.
- (b) Whenever any police officer finds a motor vehicle standing unattended with the ignition key in the vehicle, such police officer may remove such key from such vehicle and deliver such key to the police officer in charge of the police station.
- (c) The registered owner of a vehicle found in violation of this section shall be held responsible for such violation.

(1976 Code Sec. 25.05)

### 480.02 Parking lots at Northwestern Michigan College.

- (a) Pursuant to M.C.L.A. 257.961; M.S.A. 9.2660, as amended, this section is adopted for the purpose of governing parking by motor vehicles, without fees, upon the property of Northwestern Michigan College, located within the City, and located generally in the vicinity of the intersections of Front Street, Munson Avenue and College Drive.
- (b) Parking on such property shall be permitted during certain times only if a valid parking sticker has been issued by the College to the motor vehicle in question, and only if such sticker is visibly displayed on the rear window of the automobile or on any other designated location of other motor vehicles. A parking lot may contain clearly designated visitor parking spaces where such stickers shall not be required.

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<sup>3</sup>State law reference(s)—Traffic rules and regulations in home rule cities, M.C.L.A. § 117.4h; Traffic rules and regulations generally, M.C.L.A. §§ 257.601, 257.634 et seq.; Parking generally, M.C.L.A. § 257.672 et seq.; Municipal violations in counties of 100,000 or more, M.C.L.A. § 725.301

Cross reference(s)—Parking meters, Ch. 484; Parking Violations Bureau, Ch. 488; Parking in parks, § 1064.14; Off-street parking and loading, Ch. 1374

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- (c) Parking shall be regulated pursuant to traffic control orders adopted in the same manner as traffic control orders under the Uniform Traffic Code for Cities, Townships and Villages. Such orders shall designate the parking area in question, the time of regulation and the regulations pertaining to such parking area. The control order shall also specify the signage necessary.
  - (d) The Parking Violations Bureau shall handle all violations of this section and traffic control orders issued hereunder.
  - (e) Parking violations may be alleged by the issuance of a traffic citation by a police officer, or by the issuance of a notice of violation by a police officer or specially designated parking enforcement officer authorized to issue such notices by directive of the City Manager. Such notice shall be called a parking ticket and shall indicate the length of time in which the person to whom the same was issued must respond before the Parking Violations Bureau. It shall also indicate the address of the Bureau, the hours during which the Bureau is open and the amount of the penalty scheduled for the offense for which the ticket was issued, and it shall advise that a complaint against the person to whom the ticket was issued will be sought if such person fails to respond within the time limit.
  - (f) The City Manager shall adopt an administrative policy for the enforcement of City parking ordinances and the method and degree of training which the parking enforcement personnel receive.

(Ord. 364. Passed 6-21-93.)

#### **480.03 Parking on public property.**

- (a) *Parking prohibited:* Unless otherwise allowed by the City Manager, 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.
- (b) *Enforcement; penalty:* The uniformed employees of the Traverse City Parking Services or police officers are authorized to issue notices of violations and dispose of violations of this section. The civil fine for a violation of this section is \$15 for each offense. A separate offense shall be deemed committed on each day during or on which a violation or noncompliance occurs or continues. The processing of violations and nonpayment of fines shall be handled pursuant to Chapter 488.

(Ord. 562. Passed 5-20-02.)

#### **480.04 Regulations for Public Parking Facilities**

The use of parking spaces in any public parking facility may be regulated by markings or signs painted or displayed on-street, at the entrances, adjacent to the interior, or at the exit of each public parking facility for the purpose of regulating the time during which a vehicle may not be lawfully parking. It shall be unlawful for any person to cause, allow, permit or suffer any vehicle owned or operated by him or her to be parked in or upon any part of a public parking facility, as herein defined, without complying with the regulations relating to the use of that facility. All persons shall obey the parking instructions of any person uniformed, badged or otherwise identified as a Parking Services employee.

(Ord. ###. Passed MM-DD-YY)

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### **480.05 Access Controlled Parking Facilities**

When it is deemed appropriate for operating efficiency, patrons of public parking facilities may be assigned and granted a temporary possession of an access control device (See 483.01 (7)). Any person to whom an access control device is assigned may employ the device to gain access to a public parking facility only if he or she is an occupant of the entering vehicle, and further provided that no person shall permit more than one vehicle, admitted by the same access control device, to be parked in a public parking facility at the same time.

(Ord. ###. Passed MM-DD-YY)

### **480.06 Parking Garage Regulations**

Any person who parks a motor vehicle in any Public Parking Facility, shall pay the rates duly established for such parking before removing said vehicle from the parking facility. Parking a vehicle in sucha parking garage without use of access control device for entrance and exit shall be a violation of this code, unless the driver shall pay the regular hourly rates.

(Ord. ###. Passed MM-DD-YY)

### **480.07 Time Limit Zone Restrictions (signs required)**

No person shall park a vehicle within a Time Limit Zone for longer than the time limit established and posted on signage or vehicle operator shall be subject to the penalties provided in Section 480.99. Each additional period of parking over the time limit shall be a separate offense.

(Ord. ###. Passed MM-DD-YY)

### **480.99 Penalty.**

- (a) Whoever violates any of the provisions of this chapter is responsible for a civil infraction and shall be assessed a civil fine of not more than \$100.00, provided, however, that the offense may be disposed of as provided in Section 488.06 if it is an offense listed as disposable under such section and if the civil fine is paid within the periods stipulated therein.

## **Chapter 482 Parking on Residential Lots<sup>4</sup>**

### **482.01 Purpose.**

The purpose of this chapter is to protect the public health, safety and general welfare, to enhance the visual environment of the City, and to preserve residential neighborhoods.

(Ord. 756. Passed 7-2-07.)

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<sup>4</sup>Cross reference(s)—Penalties, § 202.99

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## 482.02 Definitions.

For the purpose of this chapter:

- (1) *Front lot line* means any lot line adjacent to a street.
- (2) *Front yard* means all land extending across the width of a property and lying between the building line and the front line on the street upon which the address has been assigned.
- (3) *Inoperable and inoperative* means unable to operate for the normally intended use as the result of a mechanical, electrical, or other defect, malfunction or condition.
- (4) *Landscaped area* includes, but is not limited to, turf, unaltered soil, planting beds, planted trees, vines, groundcover, mulch, decorative stone or those areas typically so treated.
- (5) *Residential lot* means a lot with a building designed for or used exclusively for residential purposes and containing one or more dwelling units.
- (6) *Treelawn* means the area of public right-of-way lying between the curb line of a curbed street or developed travelway of a noncurbed street and the nearest private property line substantially parallel to said street.
- (7) *Unlicensed* means any motor vehicle, snowmobile, trailer or water craft which does not have a current state registration which is displayed by a license plate or other authorized means.
- (8) *Vehicle* means any self-propelled device intended for use on land.
- (9) *Rear yard* means all land extending across the width of a property and lying between the principal building and the rear property line and is opposite the front yard.

(Ord. 756. Passed 7-2-07.)

## 482.03 Parking in a front yard or treelawn.

- (a) *Front yards.* No person shall park any vehicle, trailer or water craft in a landscaped area of a front yard of a residential lot.
- (b) *Treelawn parking prohibited.* No person shall park a vehicle, trailer or water craft on the treelawn portion of the right-of-way (1) on a curbed street; or (2) on a non-curbed street unless permitted by sign.

(Ord. 756. Passed 7-2-07. Ord. 968. Passed 6-3-13)

## 482.04 Registered owner presumption.

Except for leased vehicles, in a proceeding for a violation of this chapter, proof that the particular vehicle described in the citation, complaint, or warrant was parked in violation of this chapter, together with proof from the Secretary of State that the respondent named in the citation was at the time of the violation the vehicle's registered owner, creates in evidence a presumption that the vehicle's registered owner was the person who parked the vehicle at the time that the violation occurred.

(Ord. 756. Passed 7-2-07.)

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## **482.05 Violations.**

A person who violates this chapter is responsible for a municipal civil infraction, subject to the penalties provided in § 202.99.

(Ord. 756. Passed 7-2-07.)

## **Chapter 483 Parking by Permit for Residential Parking**

### **483.01 Definitions.**

For the purpose of this chapter, the words and phrases shall have the following meanings:

*Residential parking permits* means any parking permits issued which are valid for a specified date range, time, and location as indicated for the type of permit to allow the permit holder of a Residential Lot to exceed the posted restricted time limits in a residential parking zone. The physical type of permit issued and may include; hangtags, decals, virtual, proximity, printable or other media.

*Residential parking area* means a non-metered residential block that has restricted time limit. Metered residential blocks may not be included in a residential parking zone.

*Residential parking zone* means one or more residential parking areas that require a valid residential parking permit to park for a length of time exceeding the posted restricted time limits.

*Residential parking program (RPP)* means a process residents may use to request restricted time limits for on-street parking in residential parking areas to obtain a residential parking permit.

(Ord. No. 1105 , Passed 10-7-19)

### **483.02 Residential parking permits generally.**

- (a) In accordance with the Parking Operation and Management Agreement, Traverse City Parking Services is authorized to issue and administer the residential parking program.
- (b) The residential parking program 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.
- (c) Residential parking permits are available for motor vehicles registered to a residential lot in residential parking area. Residential parking permits shall not be issued for RV/Motorhomes, Boat/Tool Trailers, or other oversized vehicles.
- (d) Residential parking permits allow residents to park and exceed posted restricted time limits on City streets in residential parking areas near their residence.
- (e) Residential parking permits do not allow overnight parking where otherwise prohibited.
- (f) Residential parking permit effective start and expiration dates will coincide with MISOS motor vehicle registration. If MISOS motor vehicle registration does not expire, the permit will expire annually on the registered owner's date of birth.

(Ord. No. 1105 , Passed 10-7-19)



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### **483.03 Establishment of residential parking.**

- (a) Residential parking areas and residential parking zones may be established by traffic control orders issued as provided in the Uniform Traffic Code for Cities, Townships, and Villages, as adopted in Section 410.01.
- (b) The traffic control order shall specify the signage necessary.
- (c) The traffic control order shall designate the boundaries of the residential parking zone.
- (d) The traffic control order shall designate the residential parking area and the time of regulation. Residential parking areas are assigned to the residential parking zone in which they reside.

(Ord. No. 1105 , Passed 10-7-19)

### **483.04 Required information for obtaining residential parking permit.**

In order to be eligible for a residential parking permit, the following shall be supplied by the resident/registered vehicle owner:

- (1) Motor vehicle registration issued by the State of Michigan Secretary of State's Office, which coincides with the property address for the residential lot shown in the proof of residence.
- (2) Other relevant information requested to verify eligibility.

(Ord. No. 1105 , Passed 10-7-19)

### **483.05 Violations.**

- (a) It shall be a violation of this chapter for a person to:
  - (1) Park a vehicle in a residential parking area longer than the posted restricted time limit unless a valid residential parking permit is displayed;
  - (2) Park a vehicle displaying a residential parking permit in a residential parking area assigned to an invalid residential parking zone;
  - (3) Make any false, untrue, or misleading statement on any application for a residential parking permit or renewal thereof, or to willfully withhold information or make incomplete disclosure concerning any matter required to be furnished in connection with any such residential parking permit;
  - (4) Fail to report a change of residence or vehicle ownership within 15 calendar days upon which facts a residential parking permit is issued;
  - (5) Alter, tamper or transfer the residential parking permit to another person or vehicle.

(Ord. No. 1105 , Passed 10-7-19)

### **483.99 Penalty.**

Whoever violates any provisions of this chapter is responsible for a civil infraction and shall be assessed a civil fine of not more than \$100.00, provided, however that the offense may be disposed of as provided in Section 488.06 if it is an offense listed as disposable under such section and if the civil fine is paid within the periods stipulated therein.

(Ord. No. 1105 , Passed 10-7-19)

## Chapter 484 Parking Meters<sup>5</sup>

### 484.01 Establishment of zones.

Zones to be known as parking meter zones may be established by traffic control orders issued as provided in the Uniform Traffic Code for Cities, Townships and Villages, as adopted in Section 410.01, on any street or City operated off-street parking area.

(1976 Code Sec. 25.041; Ord. 40, Passed 11-21-77.)

### 484.02 Installation and operation.

- (a) Single space parking meters installed in parking meter zones shall be placed adjacent to each parking space. Each parking meter shall display by a signal that the parking space adjacent thereto is or is not legally in use. Each parking meter shall indicate by a proper legend the currency to be deposited and the time limitations for each payment method deposited. Virtual account payments may reflect date and paid duration in the account without visible reflection on the meter. Upon the expiration of the time limit, for payments made at the meter rather than by virtual account, the parking meter shall indicate by a signal that the lawful parking period has expired. In the case of the expired meter, the right of the motor vehicle to occupy such a space shall cease and the driver, possessor or person having control thereof shall be subject to the penalties provided in Section 484.99.
- (b) Multi-space (pay station) parking meters installed centrally within streets or surface lots. Signage shall indicate payment by a stall number or license plate. Each multi-space parking meter shall indicate by proper legend the currency or accepted credit card types to be deposited and the time limitations for each payment method deposited. Virtual account payments will reflect date and paid duration in the account. Upon the expiration of the time limit for payments made at the meter, the printed receipt will indicate that the lawful parking period has expired. In the case of the expired meter or receipt, the right of the motor vehicle to occupy such a space shall cease and the driver, possessor or person having control thereof shall be subject to the penalties provided in Section 484.99.

(1976 Code Sec. 25.042; Ord. 40, Passed 11-21-77; Ord. 1011, Passed 1-5-15.)

### 484.03 Lines and markings; manner of parking.

The City Manager is hereby authorized to install single-space and multi-space parking meters in spaces and to have lines or markings painted upon the curb, street or lot surface controlled by each parking space for which the meter is to be used. No person shall park any vehicle upon or across any such line or marking. The vehicle, insofar as possible, shall be centered within the designated parking space. The City Manager is hereby authorized

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<sup>5</sup>State law reference(s)—Traffic rules and regulations in home rule cities, M.C.L.A. § 117.4h; Traffic rules and regulations generally, M.C.L.A. § 257.601 et seq., § 257.634 et seq.; Parking generally, M.C.L.A. § 257.672 et seq.; § 410.03 (UTC 8.10); Uniform Traffic Code, M.C.L.A. § 257.951 et seq.; Municipal violations in counties of 100,000 or more, M.C.L.A. § 725.301

Cross reference(s)—Uniform Traffic Code, Ch. 410; Abandoned motor vehicles, § 410.03 (UTC 2.5a et seq.); Parking generally, Ch. 480; Parking Violations Bureau, Ch. 488

to install numbered stall signs or stall numbers painted within the parking space to designate the stall number of the space.

(1976 Code Sec. 25.043; Ord. 40, Passed 11-21-77; Ord. 1011, Passed 1-5-15.)

#### **484.04 Parking meters.**

- (a) *Meter activation required.* Whenever a vehicle is parked within a designated parking meter space, the operator of the vehicle shall activate the meter by depositing in the meter a United States currency of a denomination indicated on the parking meter legend, or using a credit card type accepted by the parking meter, or by activating the meter through the virtual account and if the meter is a manual type by turning or pressing the lever, handle, crank or other device provided upon such meter. Thereupon such parking space may be lawfully occupied by such vehicle during the period of parking time indicated on such meter, printed receipt or virtual paid duration. The parking meters must be activated from 8:00 a.m. until 6:00 p.m., Monday through Saturday except holidays and except such other times or circumstances as designated by the City Manager.
- (b) *Overtime parking.* Except for a Mobile Food Vendor with a valid license issued under these codified ordinances. No person shall leave any vehicle in any metered parking space when the meters must be activated for longer than the time indicated on the parking meter, printed receipt or virtual paid duration. No person shall make any form of payment for the purpose of increasing or extending the parking time of any vehicle beyond the legal parking time which has been established for the parking space or stall number. It shall be a separate offense to park at a metered space or stall for each period of time equal to the maximum allowed on the meter.
- (c) *Civil infraction.* A person who violates this section is responsible for a civil infraction subject to the fine indicated in Section 488.06.

(1976 Code Sec. 25.044; Ord. 40, Passed 11-21-77; Ord. 109, Passed 6-2-80; Ord. 477, Passed 7-6-99; Ord. 543, Passed 10-1-01; Ord. 751, Passed 5-21-07; Ord. 696, Passed 6-3-13; Ord. 1011, Passed 1-5-14; Ord. No. 1143, Passed 10-19-20.)

#### **484.05 Parking meter damage.**

No person shall:

- (1) Deposit or cause to be deposited in any parking meter any slug, device or metallic substitute for a United States currency; or
- (2) Remove, deface, injure, tamper with, open or willfully break, destroy or impair the usefulness of any parking meter.
- (3) A person who violates section is guilty of a misdemeanor.

(1976 Code Sec. 25.045; Ord. 40, Passed 11-21-77; Ord. 478, Passed 7-6-99; Ord. 1011, Passed 1-5-15.)

#### **484.06 Use of revenues.**

All revenues derived from the use of parking meters as provided in this chapter shall be used to provide for the proper regulation and control of traffic on the streets, to cover the costs of developing and purchasing or leasing parking facilities, and to cover the costs of supervision, inspection, installation, operation, maintenance, control and use of the parking spaces, lots and meters.

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(1976 Code Sec. 25.046; Ord. 40, Passed 11-21-77.)

#### **484.07 Collection from meters.**

Collections of money deposited in parking meters shall be made as provided by direction of the City Treasurer.

(1976 Code Sec. 25.046; Ord. 40, Passed 11-21-77.)

#### **484.08 Electronic Payment Method for Parking**

Technology may be used to accomplish the same function as a parking meter by utilizing electronic payment methods or virtual accounts as methods of payment in parking meter zones. Signage will designate when electronic payments are permitted by utilizing webpage, smartphone application, or by telephone in lieu of physical parking meter. Whenever a vehicle is parked in a parking space in the electronic payment zone the operator of the vehicle shall activate a parking transaction using the zone number and the vehicle's license plate. The parking space may be lawfully occupied by the vehicle during the period of parking time purchased. If the operator fails to activate a parking transaction, the operator shall be subject to the penalties provided in section 494.99.

Any Public Parking Facility utilizing the electronic payment method shall be within the bounds defined for meter parking found in 484.04 and all fines, penalties, and dispositions of enforcement shall be the same as if serviced by physical parking meters.

(Ord. No. #### , Passed mm-dd-yyyy)

#### **484.99 Penalty.**

- (a) Whoever violates any of the provisions of this chapter, for which no penalty is otherwise provided, is responsible for a civil infraction and shall be assessed a civil fine of not more than \$100.00, provided, however, that the offense may be disposed of as provided in Section 488.06 if it is an offense listed as disposable under such section and if the civil fine is paid within the periods stipulated therein.
- (b) Whoever violates Section 484.05 is guilty of a misdemeanor and should be subject to the penalty provided in Section 202.99 of the Administration Code.

### **Chapter 485 Parking by Permit**

#### **485.01 Definitions.**

For the purpose of this chapter, the words and phrases shall have the following meanings:

1. *Parking permits* means any parking permits issued which are valid for a specified date range, time, and location as indicated for the type of permit to allow the permit holder of a Residential Lot to exceed the posted restricted time limits in a residential parking zone. The physical type of permit issued and may include; hangtags, decals, virtual, proximity, printable or other media.
2. *Public Parking Facility* means any on-street, parking lot, or parking garage which is owned or leased and operated by the Traverse City Parking Services for the parking of vehicles or bicycles. All such facilities shall be designated as public parking facilities.

3. Permit Parking Area means any designated Public Parking Facility where a permit is required to occupy a parking space as a method of access or payment.
4. Access Control Device means any proximity card, control card, key code, license plate, radio frequency identification card or other access control device that is used to gain access to a gated Public Parking Facility.
5. Parking Permit Media means a physical or virtual permit issued to grant access to a Permit Parking Area and may include hangtags, decals, access control devices, license plates or other.

(Ord. No. #### , Passed mm-dd-yyyy)

#### **485.02 Parking permits in public parking facilities generally.**

Traverse City Parking Services may make available for sale periodic parking permits for the convenience of persons using any Public Parking Facility. Public Parking Facilities may be designated as a Permit Parking Area.

- (a) In accordance with the Parking Operation and Management Agreement, Traverse City Parking Services is authorized to issue and administer the parking program.
- (b) Parking permits are available for motor vehicles registered to a Public Parking Facility. Parking permits shall not be issued for RV/Motorhomes, Boat/Tool Trailers, or other oversized vehicles.
- (c) Parking permits shall allow the permit holder to park and occupy a parking space as the method of access or payment in a Permit Parking Area.
- (d) Parking permits do not allow overnight parking where otherwise prohibited.
- (e) Parking permit effective start and expiration dates shall reflect the validity of the permit.
- (f) Parking permits shall be displayed and visible in the front windshield or virtually linked to the license plate of the motor vehicle parking in a Permit Parking Area.

(Ord. No. #### , Passed mm-dd-yyyy)

#### **485.03 Required information for obtaining a parking permit.**

In order to be eligible for a parking permit, the following shall be supplied by the registered vehicle owner:

- (1) Motor vehicle registration issued by the State of Michigan Secretary of State's Office.
- (2) Other relevant information requested to verify eligibility.

(Ord. No. #### , Passed mm-dd-yyyy)

#### **485.98 Violations.**

- (a) It shall be a violation of this chapter for a person to:
  - (1) Park a vehicle in a signed Permit Parking Area without properly displaying a valid parking permit or having a valid parking permit virtually linked to the vehicle license plate unless a valid parking permit is displayed or the driver shall pay the regular hourly rates.
  - (2) Make any false, untrue, or misleading statement on any application for a parking permit or renewal thereof, or to willfully withhold information or make incomplete disclosure concerning any matter required to be furnished in connection with any such parking permit;

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(3) Fail to report a change of motor vehicle registration which parking permit is issued;

(4) Copy, reproduce alter, tamper or transfer the residential parking permit to another person or vehicle.

(Ord. No. #### , Passed mm-dd-yyyy)

### **485.99 Penalty.**

Whoever violates any provisions of this chapter is responsible for a civil infraction and shall be assessed a civil fine of not more than \$100.00, provided, however that the offense may be disposed of as provided in Section 488.06 if it is an offense listed as disposable under such section and if the civil fine is paid within the periods stipulated therein.

(Ord. No. #### , Passed mm-dd-yyyy)

## **Chapter 488 Parking Violations Bureau<sup>6</sup>**

### **488.01 Establishment; supervision by city treasurer.**

Pursuant to Section 8395 of the Revised Judicature Act, as added by Act 154 of the Public Acts of 1968, as amended (M.C.L.A. 600.8395), there is hereby established in and for the City a Parking Violations Bureau for the purpose of handling alleged parking violations in the City. The Bureau shall be under the supervision and control of the City Treasurer.

(1976 Code Sec. 25.10)

### **488.02 Office; administration by city treasurer; operation by Traverse City downtown development authority.**

The Parking Violations Bureau shall be located at the Governmental Center and the Larry C. Hardy Parking Deck. The City Treasurer shall administer the Parking Violations Bureau. The Traverse City Downtown Development Authority shall operate the Parking Violations Bureau.

(1976 Code Sec. 25.101. Ord. 715. Passed 1-2-07.)

### **488.03 Authority re disposition of violations.**

No violation that is not scheduled in Section 488.06 shall be disposed of by the Parking Violations Bureau. The fact that a violation is scheduled shall not entitle the alleged violator to disposition of the violation at the Bureau. In any case, the person in charge of the Bureau may refuse to dispose of such violation, in which case any

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<sup>6</sup>State law reference(s)—Traffic rules and regulations in home rule cities MCL § 117.4h; Traffic rules and regulations generally, MCL § 257.601 et seq., § 257.634 et seq.; Parking tickets, MCL § 257.675d; Parking generally, MCL § 257.672 et seq.; Uniform Traffic Code, MCL § 257.951 et seq.; Motor Vehicle Code, MCL § 257.1, §§ 257.1—257.923

Cross reference(s)—Motor Vehicle Code, Ch. 410; Uniform Traffic Code, Ch. 410; Parking of bicycles, § 410.03 (UTC 6.31); Parking generally, § 410.03 (UTC 8.10); Parking meters, § 484; Parking in parks, § 1064.14

person having knowledge of the facts may make a sworn complaint before any court having jurisdiction of the offense as provided by law.

(1976 Code Sec. 25.103)

#### 488.04 Rights of alleged violators.

No violation may be settled at the Parking Violations Bureau except at the specific request of the alleged violator. No penalty for any violation shall be accepted from any person who denies having committed the offense. In no case shall the person who denies having committed the offense or the person who is in charge of the Bureau determine or attempt to determine the truth or falsity of any fact or matter relating to such alleged violation. No person shall be required to dispose of a parking violation at the Bureau. Any person shall be entitled to have such violation processed before a court having jurisdiction thereof if he or she so desires. The unwillingness of any person to dispose of any violation at the Bureau shall not prejudice him or her or in any way diminish the rights, privileges and protection accorded to him or her by law.

(1976 Code Sec. 25.104)

#### 488.05 Traffic citations; notices of violations.

The issuance of a traffic citation by a police officer of the City, or the issuance of a notice of violation by a police officer of the City, or a qualified person other than a police officer duly authorized to issue such a notice by ordinance or directive of the City Manager, shall be deemed an allegation of a parking violation. Such traffic citation or notice of violation shall indicate the length of time in which the person to whom the same was issued must respond before the Parking Violations Bureau. It shall also indicate the address of the Bureau, the hours during which the Bureau is open and the amount of the penalty scheduled for the offense for which the ticket was issued, and it shall advise that a warrant for the arrest of the person to whom the ticket was issued will be sought if such person fails to respond within the time limit.

(1976 Code Sec. 25.105; Ord. 5. Passed 10-4-76. Ord. 659. Passed 12-20-04.)

#### 488.06 Schedule of civil fines.

The Parking Violations Bureau or a police officer may issue notices of violations and dispose of the following offenses and civil fines. Violations shall be considered civil infractions.

Violation Description	Base Fee	16—30 Days	31—60 Days	> 60 Days	< 90 Days (Collections)*
(1) Direction of parking and along curb	\$15.00		\$30.00	\$45.00	*
(2) Angle parking	\$15.00		\$30.00	\$45.00	*
(3) Obstructing traffic	\$15.00		\$30.00	\$45.00	*
(4) On sidewalk	\$15.00		\$30.00	\$45.00	*
(5) In front of driveway	\$15.00		\$30.00	\$45.00	*
(6) Within an intersection	\$15.00		\$30.00	\$45.00	*
(7) Within 15 feet of fire hydrant	\$15.00		\$30.00	\$45.00	*

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(Supp. No. 18)

(8) On a crosswalk	\$15.00		\$30.00	\$45.00	*
(9) Too close to intersection or crosswalk	\$15.00		\$30.00	\$45.00	*
(10) Too close to traffic control device	\$15.00		\$30.00	\$45.00	*
(11) Too close to safety zone	\$15.00		\$30.00	\$45.00	*
(12) Too close to railroad crossing	\$15.00		\$30.00	\$45.00	*
(13) Too close to fire station	\$15.00		\$30.00	\$45.00	*
(14) Next to obstruction	\$15.00		\$30.00	\$45.00	*
(15) Double parking	\$15.00		\$30.00	\$45.00	*
(16) On bridge or in tunnel	\$15.00		\$30.00	\$45.00	*
(17) Too close to accident	\$15.00		\$30.00	\$45.00	*
(18) In front of theater	\$15.00		\$30.00	\$45.00	*
(19) Blocking emergency exit	\$15.00		\$30.00	\$45.00	*
(20) Blocking fire escape	\$15.00		\$30.00	\$45.00	*
(21) Where prohibited by sign	\$40.00		\$60.00	\$80.00	*
(22) Handicapped parking	\$100.00		\$200.00		*
(23) Overnight during winter (November 16-April 14)	\$15.00		\$30.00	\$45.00	*
(24) Overnight on paved street (April 15-November 15)	\$15.00		\$30.00	\$45.00	*
(26) Past time limit on sign	\$15.00	\$30.00	\$45.00		*
(27) In alleys	\$15.00		\$30.00	\$45.00	*
(28) For a prohibited purpose	\$15.00		\$30.00	\$45.00	*
A. Sale	\$15.00		\$30.00	\$45.00	*



B. Washing or repair	\$15.00		\$30.00	\$45.00	*
C. Advertising Selling Merchandise	\$15.00		\$30.00	\$45.00	*
E. Storage for over 48 hours	\$15.00		\$30.00	\$45.00	*
(29) On one-way street	\$15.00		\$30.00	\$45.00	*
(30) Too long in passenger loading zone	\$15.00		\$30.00	\$45.00	*
(31) In freight loading zone	\$15.00		\$30.00	\$45.00	*
(32) In bus or taxicab area	\$15.00		\$30.00	\$45.00	*
(33) Meter violation - first violation	\$10.00	\$20.00	\$30.00		*
(34) Parking beyond time allowed on meter (Codified Ordinances Sec. 484.04)	\$10.00	\$20.00	\$30.00		*
(35) Parking beyond time allowed on meter - for each additional violation at the same meter on the same day	\$15.00		\$30.00	\$45.00	*
(36) Improper parking	\$15.00	~	\$30.00	\$45.00	*
(37) Parking without a permit or failure to display permit	\$15.00	\$30.00	\$45.00		*
(38) Parking beyond time allowed on meter - 12 or more violations within a one-calendar-year period	\$75.00				*
<u>(39) Parking Garage Short Money</u>	<u>\$25.00</u>		<u>\$35.00</u>	<u>\$45.00</u>	<u>*</u>

\*Additional Collections Fees are based on Balance Due at time of transfer, and the Collection Fee as listed in the Collection Agency Contract.

(References to other sections in this schedule are for convenience only, and changes to those referenced provisions shall not affect the validity of this schedule.) Response to the citation must be made by requesting a court appearance within 15 calendar days of the date of issue of the citation or by payment of the citation. In

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addition, the Parking Violations Bureau may have citations issued for those violations and transfer these matters to the District Court. The District Court shall then establish the civil fine for the offense, up to the maximum allowed by law. The Bureau may extend these time limits in its discretion. At the discretion of the City Treasurer, parking violations not paid within 90 days after the issuance of the notice of violation may be transferred to a collection agency and administrative cost may be added.

(Ord. 363, Passed 6-7-93; Ord. 369, Passed 8-16-93; Ord. 382, Passed 4-18-94; Ord. 479, Passed 7-6-99; Ord. 598, 3-17-03; Ord. 754, Passed 6-4-07; Ord. 891, Passed 11-15-10; Ord. 927, Passed 11-7-11; Ord. 930, Passed 12-19-11; Ord. 935, Passed 3-19-11; Ord. No. 1056 . Passed 8-7-17; Ord. No. 1057 . Passed 8-17-17; Ord. No. 1142 , Passed 10-19-20; Ord. No. 1145 , Passed 12-7-20)

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# Parking Garage Permit Instructions

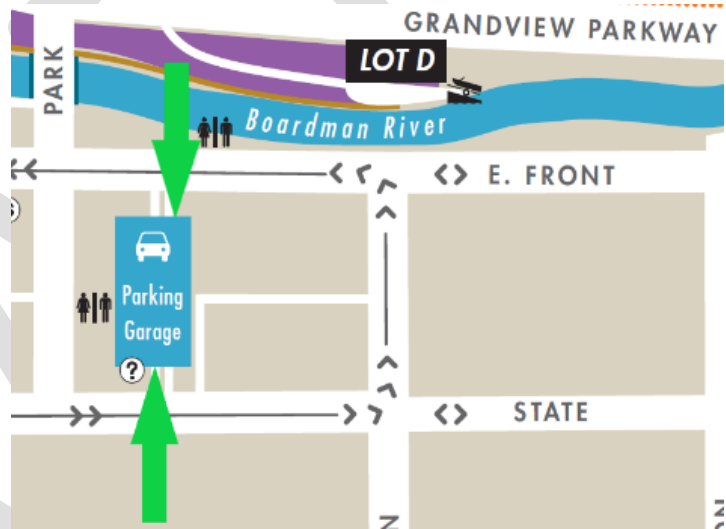
## General Instructions

1. You must use the access card (permit) to enter and exit the parking structure.
2. **DO NOT PULL A TICKET.** If a paper ticket is pulled to enter the garage, you are responsible for paying it to exit – NO EXCEPTIONS.
3. The access card will only allow one vehicle to park in the garage at a time. The access card must be use to enter and to exit.
4. Having trouble with the permit? There is an intercom at each of the card readers that will contact the Parking office should any issues arise. The office can also be contacted via phone at (231) 922-0241. Office hours are 8:00 AM – 6:00 PM.

## Larry C. Hardy Parking Garage Instructions

### Entrances to the Hardy Parking Garage

There are two entrances to the Hardy Parking Garage. One is located on the North side of the structure accessible via Front St, the other is on the South side of the building accessible via State St. See **Figure 1** for zoomed in map of the Hardy Parking Garage, Entrances, and surrounding street.



**Figure 1:** Map of Hardy Parking Garage and surrounding streets. Shown in green arrows are the two entrances.



**Figure 2 A, B:** A(left) shows the front street entrance card reader and intercom, B(right) shows the state street entrance card reader and intercom. Both outlined in green.

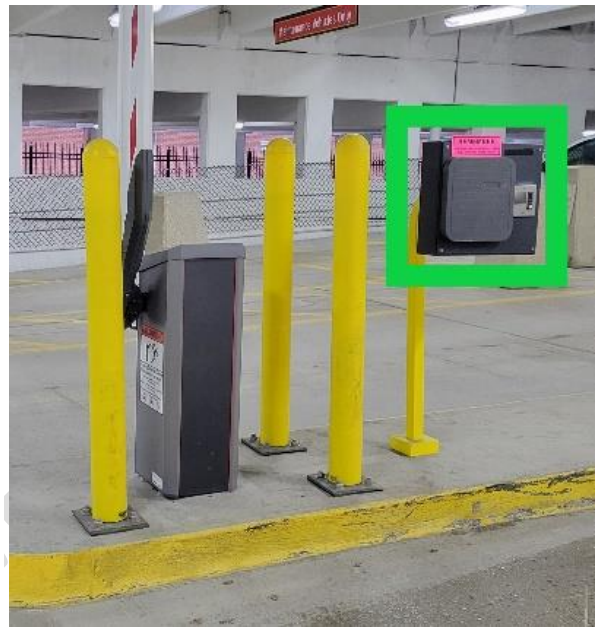
### Entering the Hardy Parking Garage

To enter the building using either entrance using your access card. Pull up to the ticket dispenser area and hold your access card in front of the card reader box. They are positioned slightly behind the ticket dispenser. See **Figures 2A and 2B** for front and state street entrances respectfully. If you are having difficulties swiping your card an intercom is positioned on both to contact the parking services.

## Entering the Hardy Parking Garage Continued

Parking with a permit, you **MUST** park on the second floor and up. To access the second floor there is an entrance on the south bend of the parking structure. At the entrance of this access there is another access card swipe area, seen in **Figure 3**. Using your access card swipe at this card reader regardless if the gates are up or down.

Parking on the upper floors is standard, follow posted signage, respect signed reserved spots, and be aware of others.



**Figure 3:** Shows the card reader to leave the upper parking areas, outlined in green.



**Figure 4:** Shows the card reader to leave the upper parking areas, outlined in green.

## Exiting the Hardy Parking Garage

Exiting the second floor you must swipe your access card at the island that you swiped at to get onto the second floor, independent of the gates being up or down. See **Figure 4** for the swipe area as you descend the parking structure.

Two exits exist one on the north side, to Front St., and south side to State St.

**North Exit:** To use the Front St. exit, swipe your access card at the card reader pictured in **Figure 5A**.

**South Exit:** When using the State St. exit, the card reader is located on the lower lefthand side of the pay-in-lane machine pictured in **Figure 5B**.

**Intercom:** In both areas there are intercoms located by the access card swipe areas. Use these in the case you need assistance leaving.



**Figure 5 A, B:** A(Left) shows the Front St. exit card reader and intercom. B(Right) shows the State St. exit card reader and intercom. Both outlined in green.



# Parking Garage Permit Instructions

## General Instructions

1. You must use the access card (permit) to enter and exit the parking structure.
2. **DO NOT PULL A TICKET.** If a paper ticket is pulled to enter the garage, you are responsible for paying it to exit – NO EXCEPTIONS.
3. The access card will only allow one vehicle to park in the garage at a time. The access card must be use to enter and to exit.
4. Having trouble with the permit? There is an intercom at each of the card readers that will contact the Parking office should any issues arise. The office can also be contacted via phone at (231) 922-0241. Office hours are 8:00 AM – 6:00 PM.

## Old Town Parking Deck Garage Instructions

### Entrances to the Old Town Parking Deck

There is a single entrance to the Old Town Parking Deck on the south side on Eighth St. See **Figure 1** for zoomed in map showing parking deck entrance.

**Note:** There is metered parking spaces on the bottom floor of the deck only accessible by the alley. Your permit and access card **DO NOT** give you access to park in those spots. If you choose to park in that floor you will have to pay for parking.



**Figure 1:** Map of Old Town Parking Deck and surrounding streets. Shown with a green arrow is the deck entrance.



**Figure 2:** Image of the entrance to the Old Town Parking Deck. The green arrow shows which lane to use.



**Figure 3:** Shows the Old Town Parking Deck card reader and intercom location. Outlined in green.

### Entering the Old Town Parking Deck

To enter the building use Eighth St. entrance and the farthest right lane. See **Figure 2** of which lane to use. Pull up to the ticket dispenser area and hold your access card in front of the card reader box. The box is positioned slightly behind the ticket dispenser. **Figure 3** shows the card access swipe area. If you are having difficulties swiping your card an intercom is positioned on both to contact the parking services.







## Memorandum

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To: Parking Advisory Board

From: Jean Derenzy, DDA CEO

Date: March 30, 2022

Re: Downtown Communications/Outreach

Our staff is keenly aware of the substantial impact that reconstruction of Grandview Parkway will have on downtown businesses throughout 2023.

We are in the early stages of working on a communications/marketing plan that will strongly encourage both locals and visitors to travel downtown and patronize our businesses during construction. Staff will be working on partnerships, programs and then communication built around those. There are “knowns” staff is aware of: 1) construction will cause difficulty to get downtown and 2) Parking budget is strained therefore funding for any new programming would come from other sources; and 3) Downtown is not just about parking, it is about having a 24-hour operation (housing, business open, entertainment etc.), therefore staff will need to integrate all that make a downtown great with the communications/marketing and programming.

Because this is not just a parking issue, this will be a program/project for the DDA team, with updates provided to both this committee and the DDA Board as a whole with continuous updates. Should this impact DDA budgets this will also be brought before the Finance Committee.







## Memorandum

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To: Parking Advisory Board  
From: Nicole VanNess, Transportation Mobility Director  
Re: March 21, 2022  
Date: Transportation Demand Management

### **Destination Downtown Program**

The DDA Board approved waiving employer participation fees for the 2022-2023 program year. The new program year started March 1<sup>st</sup>. There are currently 5 businesses and 14 participants signed up. Every year we anticipate growing this program as it is a free employer incentive. We do understand that transportation utilization across the country has declined due to the pandemic and reduced services. We maintain that this solution will be viable once businesses stabilize post-pandemic, and remain committed to finding employee alternatives to parking.

### **Revised Transportation Demand Management Study**

The DDA Board will consider the approval to move forward with a revision to the Transportation Demand Management Study at their April meeting. Staff has implemented some of the quick-wins identified in the report along with improving on old processes needed to better manage the parking system. The revision will build on TDM objectives that have been implemented, consider changes in the downtown demographic, review developments that are planned to decrease parking and increase demand and provide revised set of objectives that can be incorporated into a new three-year implementation plan.

### **Downtown Transportation**

Pre-pandemic, we began to investigate solutions that could be used by employees, residents and visitors to move around downtown. This is a recommendation in the Transportation Demand Management report, but also evolved from an access discussion. With a limited number of snowmelt sidewalks, traversing downtown can be problematic when property owners are not keeping their sidewalks clear. The use of shuttles could offer direct paths to and from specific locations or buses could circulate in the downtown area.

We have follow-up up on funding models that are used by the Dash trolley in Charleston, and the Breeze trolley in Hilton Head. Both are free routes that are owned and serviced by their local transit authority. Grand Rapids had a pilot with May Mobility that used autonomous shuttles for hop-on, hop-off points along multiple routes to encourage employees not to drive. We will continue to explore ways to expand our partnership with Bay Area Transportation Authority and identify funding or grant opportunities that may be used with other transportation firms.





## Memorandum

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To: Parking Advisory Board  
From: Nicole VanNess, Transportation Mobility Director  
Date: March 21, 2022  
Re: Updates

### **2022 Revised Meeting Schedule**

The following are the revised 2022 dates for the Parking Advisory Board Meetings. All meetings have been updated to the 1<sup>st</sup> Wednesday of the month at 11:00 AM.

April 6 <sup>th</sup>	May 4 <sup>th</sup>	June 1 <sup>st</sup>
July 6 <sup>th</sup>	August 3 <sup>rd</sup>	September 7 <sup>th</sup>
October 5 <sup>th</sup>	November 2 <sup>nd</sup>	December 7 <sup>th</sup>

### **Marina Permit Parking**

Based on photos gathered last summer to record usage, we do not recommend removing meters from the marina area to reserve spaces for boat slip holders. We have communicated this information to the Harbormaster. Spaces were underutilized on weekdays with Saturdays being the only day of the week where the spaces were used 100%. Eliminating these spaces reduces public access to the splashpad and the beach.