

**Duluth Parking Commission  
Forty-First Meeting  
7:30 a.m. Friday, January 29, 2016  
City Council Chambers, Duluth City Hall**

**Members Present**

- Craig Chilcote, Vice President
- Andy Goldfine
- Howie Hanson
- Andy McDonald
- Chad Smith
- Matthew Kennedy, Ex Officio

**Members Absent**

- Steve LaFlamme, President
- Karin Swor

**Guests Present**

- Mark Bauer, Parking Operations Specialist – City of Duluth
- John Clark, Duluth Operations Manager – Interstate Parking Company

**Approval of 12/4/15 meeting minutes**

Commissioner Andy McDonald motioned to approve the Duluth Parking Commission December 2015 meeting minutes without change. Commissioner Chad Smith seconded the motion, which was approved 5-0.

**Conversion of a portion of West 2nd Street to north side-only parking**

City of Duluth Parking Manager Matthew Kennedy introduced a proposal to convert the 3800 block of West 2nd Street from calendar-based alternate side parking to north side-only parking. City of Duluth Parking Operations Specialist Mark Bauer stated that the north side of the street features only residential houses and that the south side is occupied by a Miner's Super One grocery distribution center. He stated that the entire south side of the block is bordered by the parking lot for the distribution center but that the recent addition of a partial curb on the south side of the street implied that alternate side parking was in effect and resulted in the issuance of parking tickets, even though the area residents and employees had long parked on only the north side. Mr. Bauer stated that, although the city's street maintenance division did not support the proposal, the parking division, the management of the distribution center, and the majority of the neighboring residents believed that it would result in an enhanced configuration and provide the cleanest streetscape, as well as allow for consistent snow plowing into the abundant space on south side of the street, which borders the parking lot. Commissioner Andy Goldfine motioned that the proposal be approved as presented. Commission Vice President Craig Chilcote seconded the motion, which was approved 5-0.

**Reconfiguration of parking on portions of the 200 block of East 1st Street**

Mr. Kennedy introduced a proposal to reconfigure the parking configuration on the south side of the 200 block of East 1st Street. Mr. Bauer described the proposal, which included the conversion of a truck loading zone at the eastern end of the block to a single-space meter, the conversion of a 15-minute meter approximately halfway down the block to an 80-minute meter, and the conversion of a portion of a truck loading zone on the western end of the block to two 80-minute single-space meters. Commissioner Goldfine inquired why a large portion of the north side of the block featured no on-street parking. Mr. Bauer stated that, due to the width of the sidewalks on the far eastern and western portions of the block, these areas were currently, and would remain, signed as "No Stopping or Standing" zones, with the middle portion continuing to feature two single-space meters and one loading zone. Mr. Bauer stated that he had developed the proposal in cooperation with most of the businesses on the block, all of which supported the proposed reconfiguration. Commissioner Chilcote motioned that the proposal be approved as presented. Commissioner McDonald seconded the motion, which was approved 5-0.

### **Conversion of a portion of East 14th Street to even side-only parking**

Mr. Kennedy introduced a proposal to convert the 500 block of East 14th Street from alternate side parking to even side-only parking. Mr. Bauer stated that a mailed survey revealed that residents of the block were unanimously in favor of this change, due to the location of all residential houses on the even side and the unusual layout of the streetscape. He stated that the street narrows at the tip of its dead-end terminus by Rice Lake Road and has no curbs. He stated that the residents indicated they would prefer that all snow be plowed to the odd side of the block and that they be allowed to park at all times on the even side for this reason and due to the even side's proximity to their homes. Mr. Bauer stated that the residents indicated they also would prefer that snow be pushed to the odd side so it does not build up along their fences on the even side. He noted that one of the residents mentioned that she has accessibility issues that the proposed change would help address. Mr. Bauer stated that, although the street maintenance division does not support the proposed change, the unanimous support of the residents and the unusual layout of the block should also be considered. Commissioner Howie Hanson motioned that the proposal be approved as presented. Commissioner McDonald seconded the motion, which was adopted 5-0.

### **Prohibition of parking on 2nd Avenue West from 5th Street to the #5 alley**

Mr. Kennedy introduced a proposal to prohibit parking on 2nd Avenue West from 5th Street to the #5 alley (the alley between 5th Street and 4th Street). Mr. Bauer stated that this portion of the avenue is unusually narrow, averaging 15 feet in width, and that plowing and emergency vehicles would have difficulty passing with any vehicles parked there. Mr. Kennedy stated that the Duluth Fire Department recommends a minimum street width of 26 feet, allowing 18 feet of clear passage with an 8-foot parking lane, in order to accommodate parking on one side of a city street. Commissioner Hanson motioned that the proposal be approved. Commissioner Smith seconded the motion, which was approved 5-0.

### **Implementation of a monthly parking option at Hartley Lot**

Mr. Kennedy introduced a proposal to implement a monthly contract parking option at Hartley Lot. He explained that a practice had been in place for many years that allowed parking for the residents of an adjacent apartment building, though there was no formal agreement. He stated that the annual fee collected by the city clerk's office was \$5.00 for each of the four reserved parking spaces, which coincides with the cost of annual residential zone parking, even though the Hartley Lot is not within any residential permit zone. Mr. Kennedy suggested that the four reserved spaces be retained but that a monthly contract parking rate be implemented in the interest of consistency and parity with other off-street parking lots that feature monthly parking. He noted that a monthly rate of approximately \$50.00 would be more consistent with other downtown lots of similar type and usage, though he pointed out that those lots generally do not feature reserved parking spaces. Commissioner Goldfine suggested that an analysis be completed to calculate the average daily revenue derived from each metered parking space at Hartley Lot. Mr. Kennedy completed the analysis during the meeting and provided the 2015 revenue information to the commissioners. Based on this information and the judgment that reserved parking should be considered a premium service, Commissioner Goldfine motioned that a monthly rate of \$65.00 (including tax) per space be implemented at Hartley Lot. Commissioner McDonald seconded the motion, which was approved 5-0.

### **Off-street parking update**

Interstate Parking Duluth Operations Manager John Clark provided an update on off-street parking operations. He stated that the installation of SKIDATA access and revenue control equipment at Technology Village Ramp, HART District Ramp, and Medical District Ramp was substantially complete and that final adjustments were in the process of completion. He stated that an online account management system for monthly parking customers had become live and that customer feedback was overwhelmingly positive. Mr. Clark added that the City of Duluth's recent public lighting ceremony for the new Historic Arts and Theatre District sign on the east stairwell façade of HART District Ramp went very smoothly.

### **On-street ADA signage requests**

Mr. Bauer proposed that two on-street ADA signage requests, one serving 217 North 12th Avenue East and the other serving 325 North 11th Avenue West, be approved. He stated that he had reviewed the applications and, following site visits, recommended both for approval. Commissioner Chilcote motioned that the requests be approved. Commissioner Goldfine seconded the motion, which was approved 5-0.

### **Adjournment**

Respectfully submitted,

Mark Bauer, CPP  
Parking Operations Specialist

Matthew Kennedy, CAPP, CPP  
Parking Commission Secretary