

**Duluth Parking Commission  
Thirty-Second Meeting  
7:30 a.m. Friday, January 9, 2015  
City Council Chambers, Duluth City Hall**

**Members Present**

- Mary L. Cameron
- Craig Chilcote, Vice President
- Linda Krug
- Steve LaFlamme, President
- Andy McDonald
- John Simpson
- Matthew Kennedy, Ex Officio

**Members Absent**

- Andy Goldfine

**Guests Present**

- Mark Bauer, Parking Operations Specialist – City of Duluth
- Tara Gallagher, Health and Wellness Director – Duluth Area Family YMCA
- James Gittemeier, Senior Planner – Duluth-Superior Metropolitan Interstate Council
- Josh Gorham, Public Health Nurse – St. Louis County Public Health and Human Services
- Dan Green, Asset Manager – Center City Housing Corporation
- Steve Krasaway, Project Engineer – St. Louis County Public Works
- Greg Stoewer, Project Engineer – City of Duluth

**Approval of 12/5/14 meeting minutes**

Commissioner Mary L. Cameron motioned to approve the December 2014 Duluth Parking Commission meeting minutes without change. Commissioner Linda Krug seconded the motion, which was approved 6-0.

**Lower Kenwood residential area recommendations package**

City of Duluth Parking Manager Matthew Kennedy briefly recapped the recommendations of the City of Duluth Parking Division relating to the residential area between the current UMD-area resident permit parking zone and the College of St. Scholastica campus, the details of which had been presented by the parking division in the December 2014 parking commission meeting. Mark Bauer provided further details and noted that the parking division had updated its recommendation for Lyons Street and now was proposing that the parking configuration be changed from north-sided parking only to calendar-based alternate side parking. He stated that survey results showed slightly more support for this change than opposition but that those in support were strongly so, mainly for reasons of maintaining adequate street width throughout winter. Mr. Bauer stated that the parking division initially had recommended against this change due to the potential hardship it could cause one resident with accessibility challenges but that further study had revealed that the resident and those assisting her had other viable options for parking. Mr. Kennedy provided further details regarding the timeline and logistics following a parking commission vote on the set of recommendations, noting that the next step for the implementation of any expanded resident permit parking zone would be a public hearing before the Duluth City Council, the drafting of a council resolution, and a vote by the council. Commissioner Krug motioned that the set of recommendations be approved as presented. Commissioner John Simpson seconded the motion, which was approved 6-0.

**Prohibition of parking on both sides of 4th Street from 6th Avenue East to 7th Avenue East starting fall 2016**

Mr. Kennedy described a proposal to prohibit parking on both sides of 4th Street from 6th Avenue East to 7th Avenue East beginning in fall 2016. Mr. Bauer stated that the proposal had been presented to the parking division by Steve Krasaway, project engineer for St. Louis County Public Works, as part of a plan to increase green space along the street in what is currently the area used for on-street parking. Mr. Bauer described the results of site visits, mapping information, and a mailed survey that indicated only one business or residence on the block was opposed to the proposed change. He noted that the City of Duluth chief administrative officer had voiced support for the proposal. Mr. Krasaway provided further information regarding the redevelopment project. Commissioner Krug voiced her support of the proposal, making particular note of the safety enhancement the change would provide for motorists exiting the Whole Foods Co-op grocery store parking lot.

Commissioner Andy McDonald also voiced his support. Commissioner Simpson motioned that the proposal be approved as presented. Commissioner Krug seconded the motion, which was approved 6-0.

### **Establishment of a ten-minute drop-off zone on the 100 block of West 4th Street**

Mr. Kennedy introduced a proposal to create a ten-minute drop-off zone on 4th Street between 1st Avenue West and 2nd Avenue West in front of the main entrance to the newly built Steve O'Neil Apartments. Mr. Bauer described that the proposal had been brought to the parking division by Dan Green, asset manager for Center City Housing Corporation and manager of the property, to provide a pick-up and drop-off area for residents, guests, and school buses. Mr. Bauer stated that the block is currently configured as a 1:00 a.m. to 7:00 a.m. alternate side parking zone and that he had spoken with the owner of Duluth Variety Store across the street, who did not oppose the creation of the drop-off zone. Mr. Bauer stated that the zone would measure 52 feet in length to accommodate the school buses that would use it. He noted that the apartment complex on the southwest end of the block still would have adequate on-street and off-street parking following the creation of the zone. Commissioner McDonald stated that he agreed with this assessment and motioned that the proposal be approved. Commissioner Krug seconded the motion, which was approved 6-0.

### **Proposal to prohibit parking on both sides of Nicollet Street between 62nd Avenue West and 63rd Avenue West**

Mr. Bauer described a proposal to prohibit parking on both sides of Nicollet Street from 62nd Avenue West to 63rd Avenue West for safety reasons. The proposal was brought to the parking division by Steve Goman, a senior engineering specialist for the City of Duluth, and Greg Stoewer, a project engineer for the City of Duluth. Mr. Stoewer described an upcoming redevelopment project that will eliminate the ability for vehicles to turn onto 62nd Avenue West from Grand Avenue, leaving Nicollet Street as the only street access to the residences and dog park located on 62nd Avenue West. Mr. Bauer noted that on-site measurements of Nicollet Street revealed an average street width of 18.5 feet, far too narrow for safe passage of emergency and other vehicles according to guidelines provided by the Duluth Fire Department. Mr. Bauer stated that the only residence facing Nicollet Street is 6209, and he noted that during his site visit he saw four large pickup trucks parked near this address, significantly constricting the street. Commission President Steve LaFlamme expressed a desire to survey the nearby residents to gauge their opinion on the proposal prior to a parking commission vote. Commissioner McDonald asked that the parking division also add parcel lines to the map associated with the proposal, and Mr. Bauer stated that he would add them to the map for the February parking commission meeting. Commissioner Simpson suggested that the proposal be tabled until the February meeting, and the commission decided by consensus to follow this path.

### **Modification of the parking configuration on the 1900 block of East 8th Street**

Mr. Kennedy described additional adjustments to the parking reconfiguration that had been approved for the 1900 block of East 8th Street in the December 2014 commission meeting. The adjustments he described would relocate the signage denoting the endpoint of the previously-approved alternate side parking 1:00 a.m. to 7:00 a.m. zone slightly to the east of the point specified in the original proposal. Commissioner LaFlamme motioned to approve the signage location adjustment. Commissioner Simpson seconded the motion, which was approved 6-0.

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

Mr. Kennedy introduced two requests for the installation of signage designating new ADA parking zones in front of residences, one at 603 North 60th Avenue West and the other at 4712 West 6th Street. Commissioner LaFlamme motioned that the two requests be approved. Commissioner Cameron seconded the motion, which was approved 6-0.

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

Mr. Bauer provided an update on off-street parking operations. He stated that there have been so far no complaints or claims related to snow or ice at the off-street facilities this season and that site visits have shown that good snow removal and ice melting procedures appear to be in place. He provided an update on the ongoing repairs to overhead beams at Medical District Ramp, stating that the removal of concrete has revealed additional items to repair, which will increase the overall project cost. Commissioner Simpson provided advice, based on his experience, that wintertime repairs of concrete can result in subpar work by contractors. Mr. Bauer stated that precautions were being taken to ensure the repairs are high quality and that the contractor has a good reputation for year-round work of this type. Mr. Bauer provided an update on the status and timeline for the installation of new parking access and revenue control equipment at Technology Village Ramp, East Superior Street Public Ramp, and Medical District Ramp, and he stated that the work is anticipated to begin in March 2015.

### **Adjournment**

Respectfully submitted,

Mark Bauer, CPP  
Parking Operations Specialist

Matthew Kennedy, CPP  
Parking Commission Secretary