



City of Duluth

411 West First Street
Duluth, Minnesota 55802

Minutes

Parking Commission.

Friday, June 13, 2025

7:30 AM

Council Chambers, 3rd Floor, City Hall

ROLL CALL

Members Present

- Antonio Davis
- Mike Mayou
- Andrew Paszak
- Branden Robinson, President
- Brandon Van Tassel, Vice President
- Robert Woods
- Mark Bauer, Ex Officio

Guests Present

- Isaiah Helmin, Assistant Operations Manager – Interstate Parking Company
- Bryn Pollard, Operations Manager – Interstate Parking Company

APPROVAL OF MINUTES

City of Duluth Parking Services Manager Mark Bauer presented the May 2025 Duluth Parking Commission meeting minutes for approval. Commissioner Robert Woods motioned that the minutes be approved. Commissioner Brandon Van Tassel seconded the motion, which was approved 5-0 (Commissioner Mike Mayou had not yet arrived). Mr. Bauer stated that he would correct the spelling of Commission President Branden Robinson's name in the Off-Street Parking Update section.

PUBLIC COMMENTS

There were no public comments during the initial public comments period.

ON-STREET ACCESSIBLE PARKING ZONE REQUEST

Mr. Bauer presented one on-street accessible parking zone request for approval. He stated he had visited the site, located at 112 West Fifth Street, and that the City of Duluth Commission on Disabilities had been consulted. He stated that he recommended approval of the request. Commissioner Van Tassel motioned that the request be approved. Commissioner Andrew Paszak seconded the motion, which was approved 6-0.

PROPOSAL TO RECONFIGURE PARKING ON A PORTION OF THE 330 WEST BLOCK OF FIRST STREET

Mr. Bauer presented a proposal to reconfigure parking on a portion of the 300 West block of First Street. He stated that, over time, the needs of the area had changed and that he had consulted with the primary area stakeholders on the reconfiguration. He described the proposed changes, which included conversion of a ten-minute drop-off zone at 319 West First Street to a metered stall, conversion of an accessible stall at 309 West First Street to a ten-minute drop-off zone, and the addition of an accessible stall adjacent to 302 West First Street. Commissioner Mayou motioned that the proposal be approved. Commissioner Woods seconded the motion, which was approved 6-0.

PROPOSAL TO IMPLEMENT A TWO-HOUR TIME LIMIT ON THE UPPER PORTION OF THE 300 BLOCK OF NORTH ELEVENTH AVENUE EAST

Mr. Bauer presented a proposal to implement a two-hour time limit on the upper portion of the 300 block of North Eleventh Avenue East, above the alley. He stated that the proposal had been developed in conjunction with the two stakeholders on either side of the avenue – the WedMed Clinic to the east and Ski Hut to the west. He stated that the purpose of the implementation was to discourage long-term parking in the area, thereby ensuring that parking is available to visitors to the two neighboring buildings. Commissioner Woods motioned that the proposal be approved. Commissioner Van Tassel seconded the motion, which was approved 6-0.

PROPOSAL TO CREATE TWO LOADING ZONES ADJACENT TO UPCOMING BRAE VIEW APARTMENTS DEVELOPMENT

Mr. Bauer presented a proposal to implement two loading zones adjacent to the upcoming Brae View Apartments project, located between Fourth and Fifth Avenues East and Fifth Street and the alley below. He stated that the project was scheduled for completion in 2027 but that the developer wanted to ensure that the future parking configuration was in place as soon as possible. Mr. Bauer stated that the two zones would serve the loading needs for the apartment complex once completed. Commissioner Van Tassel inquired whether the zones would be located on alternate side parking routes. Mr. Bauer stated this was the case. Commissioner Mayou inquired whether it was typical to propose loading zones for a development that featured off-street parking. Mr. Bauer stated that, while each request is reviewed individually, it was common to implement on-street loading zones for a development of this type due to the difficulty large delivery vehicles experience in navigating tight radii onsite. Commissioner Woods motioned that the proposal be approved. Commissioner Van Tassel seconded the motion, which was approved 6-0.

PROPOSAL TO EXTEND A NO PARKING ZONE ON KENWOOD DRIVE

Mr. Bauer presented a proposal to extend an existing parking prohibition on a portion of Kenwood drive, at the crest of a hill. He stated that the request had been generated by area residents, who expressed concern that drivers approaching the crest were unable to see each other coming and could encroach into the oncoming lane blindly, creating a possibility of collision. He noted that he would also be requesting from the City's engineering division

installation of “Blind Hill” signage to alert drivers as they approached. Commissioner Mayou inquired whether the engineering division had been consulted on the proposal. Mr. Bauer stated that they had. Commissioner Woods motioned that the proposal be approved. Commissioner Van Tassel seconded the motion, which was approved 6-0.

PROPOSAL TO CREATE ONE ON-STREET ACCESSIBLE PARKING ZONE AND METERED STALLS ADJACENT TO 1105 EAST SUPERIOR STREET

Mr. Bauer presented a proposal to create one on-street accessible parking zone and two to three metered stalls adjacent to 1105 East Superior Street. He stated that the area was currently missing meters and signage, noting that they may have been removed by a contractor. He stated that he had met with the new building owner at the site and that they had jointly developed the proposal. Mr. Bauer noted that the new building configuration included an accessible ramp to the front door of the business there, a law firm. He proposed that one accessible stall be added at that point and that the remaining area feature single-stall meters, configured as those in the surrounding area. Commissioner Paszak motioned that the proposal be approved. Commissioner Antonio Davis seconded the motion, which was approved 6-0.

PROPOSAL TO CREATE A TEN-MINUTE DROP-OFF ZONE AT 218 WEST THIRD STREET

Mr. Bauer presented a proposal to install a new ten-minute drop-off zone at 219 West Third Street. He stated that the owner of a day care business at the address had requested the zone to accommodate pick-ups and drop-offs for her customers. Mr. Bauer stated that he had visited the site and did not identify any other safe or convenient location for this need. Commissioner Van Tassel motioned that the proposal be approved. Commissioner Woods seconded the motion, which was approved 6-0.

PROPOSAL TO RENAME MEDICAL DISTRICT RAMP AS LAKESIDE PUBLIC RAMP

Mr. Bauer presented a proposal to officially rename the existing Medical District Ramp “Lakeside Public Ramp,” to align the naming structure with the already named “Hillside Public Ramp” soon opening across the street. He stated that both facilities would be branded in upcoming signage and wayfinding as the City’s “Medical District” facilities. Commissioner Woods indicated that he was not supportive of the proposed name, stating that he would prefer a more unique name that would not also potentially cause confusion with the City’s Lakeside neighborhood. Mr. Bauer stated that he was hopeful that the overarching “Medical District” branding, along with the City’s agreement to allow Essentia to continue to internally identify the two ramps with color codes, would effectively limit any potential confusion. Commissioner Van Tassel motioned that the new name be approved. Commissioner Paszak seconded the motion, which was approved 5-1 (Commissioner Woods dissenting).

PROPOSAL TO ESTABLISH 2025 SEASONAL EVENT PARKING RATES

Mr. Bauer presented a proposal to establish 2025 seasonal event parking rates for the Duluth parking system. He introduced Interstate Parking Company's Duluth Operations Manager Bryn Pollard, who, along with Interstate's Duluth Operations Assistant Manager Isaiah Helmin, presented the proposed rate package, which included modest price increases at some locations. Commissioner Woods motioned that the rate package proposal be approved. Commissioner Mayou seconded the motion, which was approved 5-1 (Commissioner Van Tassel dissenting).

OFF-STREET PARKING UPDATE

Mr. Pollard provided an update on off-street parking operations. He stated that Canal Park seasonal parking operations were progressing smoothly and noted that the new usage of "QR code" payment options in the area was very well-received by the public as a convenient payment option. He stated that parking facility repairs would soon be underway for the season and that repairs at Hart District Ramp would be prioritized in order to reopen the currently closed-off spaces as soon as possible.

(Commissioner Woods motioned at this point in the meeting that the meeting time be extended beyond the normal end time of 9:00 a.m. to complete the day's business. Commissioner Mayou seconded the motion, which was approved 6-0.)

ON-STREET PARKING UPDATE

Mr. Bauer stated that there were no significant updates regarding on-street parking.

Mr. Bauer requested that the July meeting be changed from its scheduled date of July 11 to an alternate date. After some discussion, the Commission agreed that Monday, July 7 would work as an alternate meeting date. Commissioner Robinson motioned that the meeting date change to July 7 be approved. Commissioner Paszak seconded the motion, which was approved 6-0

PUBLIC COMMENTS FOLLOW-UP

There were no additional public comments.