

**Duluth Parking Commission  
Forty-Second Meeting  
7:30 a.m. Friday, March 4, 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
- Wayne Parson, Chief Financial Officer – City of Duluth
- Mary St. Michael, Missouri Avenue Resident
- Terry Tobey, Missouri Avenue Resident

**Approval of 1/29/16 meeting minutes**

Commissioner Andy Goldfine motioned to approve the Duluth Parking Commission January 2016 meeting minutes without change. Commissioner Andy McDonald seconded the motion, which was approved 5-0.

**Reconfiguration of parking on the 200 block of West Michigan Street**

City of Duluth Parking Manager Matthew Kennedy introduced a proposal to reconfigure parking on the 200 block of West Michigan Street, explaining that the current needs of the stakeholders in the area and the recent construction of the new Duluth Transportation Center had prompted a study of a more effective parking configuration for the block. City of Duluth Parking Operations Specialist Mark Bauer described the proposal, which followed extensive study and feedback from all area stakeholders, including the Duluth Transit Authority (DTA), the Duluth Police Department (DPD), the City of Duluth Engineering Division, and all adjoining businesses. He described that the proposed new configuration would provide more space for the turning radii of the DTA buses while providing a 45-foot loading zone, a 22.5-foot ten-minute drop-off zone, and six single-space meters on the north side of the street. Mr. Bauer stated that he had worked on the proposal in conjunction with the DTA's director of administration and with the police department's lieutenant who oversees the police substation in the transportation center. He stated that the DTA will provide parking at street level within the facility for five DPD emergency response vehicles and that part of the parking division's proposal would convert two single-space meters on the south side of the street to police parking spaces. Commissioner Howie Hanson inquired how the city council's plan for the potential future implementation of a bicycle lane on Michigan Street would fit into this proposed parking reconfiguration; Mr. Bauer stated that the current proposal was developed to restore an effective parking configuration to the block and that the logistics involved with the proposed bicycle lane would be studied along with all other affected blocks on Michigan Street in the future. Commissioner McDonald stated that bicycle lanes may be able to fit on certain blocks of Michigan Street while still allowing parking. Commission Vice President Craig Chilcote motioned that the proposal be approved as presented. Commissioner Hanson seconded the motion, which was approved 5-0.

**Implementation of a drop-off zone on the 1200 block of East 9th Street**

Mr. Kennedy introduced a proposal to relocate a loading zone on East 9th Street and convert it to a ten-minute drop-off zone. Mr. Bauer described the proposal, which was brought to the parking division's attention by the owners Shawn's Salon Associates and David A. Croke, CPA. He stated that the two owners agreed that the existing loading zone should be relocated approximately six feet to the east to better align with the sidewalks that access their businesses and to better center the zone between their buildings. Mr. Bauer stated that the owners also agreed that the zone should be converted to a ten-minute drop-off zone, which would better serve the needs of their clients.

Commissioner McDonald motioned that the proposal be approved as presented. Commissioner Chilcote seconded the motion, which was approved 5-0.

### **Relocation of a drop-off zone on the 1000 block of East 9th Street**

Mr. Kennedy introduced a proposal to relocate a drop-off zone on East 9th Street. He stated that there was an existing drop-off zone adjacent to Toasty's, a restaurant at 1032 East 9th Street, and that the owner had requested an adjustment to the location of the zone. Mr. Bauer stated that he had consulted with the owner and conducted a site visit, during which they had identified a new location for the zone, which currently was located within a bus stop zone and near 9th Street's intersection with 11th Avenue East. He stated that the proposed zone was in front of a driveway cut to the property's garage, in which the owner stored the restaurant's trash dumpsters. Mr. Bauer stated that the owner wanted to use the proposed zone for both short-term drop-offs and as access to the dumpsters for trash collection services. He stated that the newly-relocated zone would feature a ten-minute time limit. Commissioner Goldfine motioned that the proposal be approved as presented. Commissioner Chad Smith seconded the motion, which was approved 5-0.

### **Prohibition of parking on East 9th Street at its intersection with 11th Avenue East**

Mr. Kennedy introduced a proposal to prohibit parking on the south side of East 9th Street within 30 feet of the eastern edge of its intersection with 11th Avenue East. Mr. Bauer stated that an area resident had brought a concern to a Duluth police officer that the sightlines for drivers on both streets at their intersection were inadequate. Mr. Bauer stated that he had conducted a site visit, during which he verified the potential safety concern associated with the limited sightlines. He stated that he recommended increasing the prohibited parking setback from the Minnesota state statute-mandated distance of 20 feet from the crosswalk to 30 feet in order to provide enhanced visibility at the intersection. Commissioner Goldfine motioned that the proposal be approved as presented. Commissioner Smith seconded the motion, which was approved 5-0.

### **Installation of two new ADA parking zones on East Superior Street**

Mr. Kennedy introduced a proposal to install two new on-street ADA parking zones on East Superior Street, between 44th Avenue East and 46th Avenue East. Mr. Bauer stated that an area resident had brought the request to the parking division and the city council and that a site visit had revealed that there were no existing on-street ADA zones in the two-block small business district. He stated that he had visited all area stakeholders and consulted with City of Duluth District 1 Councilor Gary Anderson during the development of the proposal and that all were in agreement on the locations of the two proposed new ADA parking spaces. He added that it was unusual for an area of this type not to feature any designated on-street ADA parking and that the proposed addition of the two new spaces would better serve the needs of area stakeholders. Commissioner Chilcote motioned that the proposal be approved as presented. Commissioner McDonald seconded the motion, which was approved 5-0.

### **Proposal to reverse a parking prohibition on a portion of Missouri Avenue**

Mr. Kennedy described a resident-generated proposal to reverse the recent approval of a parking prohibition on Missouri Avenue between West College Street and Lyons Street. Mr. Bauer stated that he recently had met on site with two Missouri Avenue residents who expressed opposition to the parking prohibition, which was included as part of a 2015 proposal that extended the UMD residential permit parking zone on certain area streets. Mr. Bauer stated that, during the discussions leading up to the proposal to extend the zone, residents had expressed safety concerns regarding that portion of the avenue, which features a relatively steep grade and terminates at West College Street, which carries a moderately high volume of traffic. He stated that the primary resident who had requested the parking prohibition no longer lived on the block and the new owners of that property were opposed to the prohibition. Mary St. Michael, a Missouri Avenue resident, further explained her opposition to the prohibition. Commissioner Chilcote recommended that the parking division conduct further resident feedback regarding the item and present its findings in the next parking commission meeting. The commission by consensus tabled the proposal for further consideration in a future meeting.

### **Discussion and approval of items related to the 410 West 1st Street parking facility**

Mr. Kennedy described several items related to the upcoming opening of the newly constructed parking facility at 410 West 1st Street. He noted that caps on the number of monthly contract parkers accepted in a facility typically are established internally as a routine operational item but that, due to the special public-private partnership involved in the creation of this parking ramp and the anticipated high demand for contract parking, it was recommended that the parking commission establish a temporary cap of 460 contract parkers that would be in effect for three months after the facility's opening, after which time future caps would be established administratively by city staff. He noted that a limit of 460 contract parkers would leave a minimum of approximately 80 to 100 spaces available for transient parkers. Commissioner Goldfine motioned to approve the cap as presented. Commissioner Chilcote seconded the motion, which was approved 5-0. City of Duluth Chief Financial Officer Wayne Parson reported that the financial projections for the parking ramp required a monthly contract rate in the vicinity of \$90.00 (including tax) in order for the facility to be financially sustainable. Mr. Kennedy reported the current monthly rates for various public and private parking ramps in downtown Duluth. Commissioner Goldfine motioned to approve a monthly contract rate of \$90.00 (including tax) for the ramp. Commissioner Chilcote seconded the motion, which was adopted 5-0.

Mr. Kennedy noted that the financial projections for the ramp, which had been developed in 2012 and updated in following years, included a transient rate of \$2.00 (including tax) per hour, or fraction thereof, with a calendar day maximum of \$10.00 (including tax). He stated that this hourly rate was two times the transient rate at the three main municipal ramps currently in operation, noted that they have an \$8.00 calendar day maximum, and recommended that the transient rate established for this new ramp be reevaluated within six months of its opening. He further recommended a flat calendar day rate of \$3.00 (including tax) for Saturdays and Sundays, along with a flat evening rate of \$3.00 (including tax) for vehicles arriving after 3:59 p.m. on weekdays and leaving by 6:00 a.m. the following day, since this would incentivize utilization of the ramp during times of lower demand. Commissioner McDonald motioned to approve the transient rates described above, including the flat rates for lower-demand timeframes. Commissioner Smith seconded the motion, and it was approved 5-0. Mr. Parson stated that the new facility would need to generate between \$250,000 and \$300,000 in net income per year to repay the amount owed for its construction. He stated that, of the \$20 million total cost of construction, maurices had contributed \$11.5 million, and the State of Minnesota had contributed \$8.5 million.

## **Adjournment**

Respectfully submitted,

Mark Bauer, CPP  
Parking Operations Specialist

Matthew Kennedy, CAPP, CPP  
Parking Commission Secretary