



**CITY OF PLYMOUTH
DOWNTOWN DEVELOPMENT AUTHORITY
DOWNTOWN PARKING COMMITTEE
PLYMOUTH CITY HALL 5 p.m.
Wednesday, March 21, 2018**

1. Roll Call –

*Jason Smith, Chairperson
Oliver Wolcott, Mayor
Ellen Elliott
Mark Evenson
Wes Graff
Dan Johnson
Bob Ostendorf
Kerri Pollard
John Thompson
Frank Yaquinto*

2. Citizen Comments

3. Committee Comments

4. Approval of February 21, 2018 Meeting Minutes

5. Old Business

a. Continuation of Parking Vision discussion

6. New Business-none

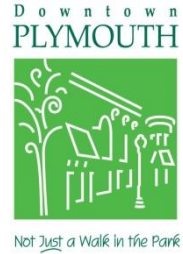
7. Adjournment

Wednesday, February 21, 2018 Meeting Minutes



**CITY OF PLYMOUTH
DOWNTOWN DEVELOPMENT AUTHORITY
PARKING COMMITTEE MEETING MINUTES**

831 Penniman, Plymouth, MI 48170
Ph (734) 455-1453 Fax (734) 459-5792
<http://www.downtownplymouth.org>



CITY OF PLYMOUTH
DDA PARKING COMMITTEE

Wednesday, February 21, 2018
Subcommittee Meeting Minutes

Meeting called to order at 5:00 p.m. by DDA Chairman Jason Smith.

1. ROLL CALL

MEMBERS PRESENT:

Jason Smith, DDA Chairman
Kerri Pollard, DDA Vice Chair
Oliver Wolcott, Mayor
Ellen Elliott
Wes Graff
Dan Johnson
John Thomson

MEMBERS ABSENT:

Mark Evenson
Bob Ostendorf
Frank Yaquinto

OTHERS PRESENT:

Tony Bruscato, DDA Director
Sam Plymale, DDA Coordinator

2. CITIZEN COMMENTS – NONE

Wednesday, February 21, 2018 Meeting Minutes

3. COMMITTEE COMMENTS

Member Ellen Elliott said the committee needs to know the exact amount of parking spaces in the DDA.

4. APPROVAL OF MINUTES

Mayor Wolcott made a motion seconded by member Dan Johnson to approve the January 21, 2018 meeting minutes.

MOTION APPROVED UNANIMOUSLY.

5. OLD BUSINESS

a. Continuation of Parking Vision Discussion/Planning Session

DDA Chairman Smith said that the DDA has accomplished many of the recommendations from the 2011 Parking Study.

Chairman Smith said the subcommittee should develop five-year goals and one-year tasks and identify funding sources.

Member Johnson said the subcommittee should look at the numbers from the 2011 study and figure out where the parking inventory is short and where more inventory is needed.

Member Elliott said that different studies and reviews have a different number of total spots and the subcommittee must determine the exact number of spots before moving forward.

Chairman Smith said more parking inventory is needed and an action plan needs to be developed to figure out how the City can add more inventory to the downtown.

Mayor Wolcott said that parking will be an issue addressed by all boards and commissions in 2018.

Property owner Ron Cook said the City should look into mini parking decks around the downtown.

Meeting adjourned at 8:36 p.m.

Parking Sub-Committee Action Plan

Goal	Tasks	Responsible Party	Timeframe	Funding Source	Comments
Funding	<ul style="list-style-type: none"> • Public/Private partnerships • Tax Assessment • Paid Parking • Grant Opportunities • Parking Tax/Convenience tax • Explore State Funding 				
Increase Inventory	<ul style="list-style-type: none"> • Increase “convenient” parking inventory • Alternative locations for “mini decks” • Public/Private partnerships • Saxtons (increase parking inventory, increase TIF capture) • Embrace ride share • Identify additional sites • Replace Central Parking Deck 				
Maintain	<ul style="list-style-type: none"> • Continued parking enforcement • Repaid/Improvements to existing parking lots and spaces 				
Marketing	<ul style="list-style-type: none"> • Education employees on alternative places to park • Improve wayfinding • Continue providing and updating parking and walking maps 				
Parking Requirements	<ul style="list-style-type: none"> • Review of Parking Requirements within Downtown Plymouth for all uses 				

Updated February 28, 2018

DDA 2018 Five Year Action Plan

City of Plymouth

February 8, 2018

Goal	Task	Responsible Party	Timeframe	Funding Source
Identify Alternative Funding Sources	Develop a vision/plan to explore and identify alternative funding mechanisms for capital improvement projects. Plan should include "Action Plan" that identifies steps for obtaining funding via each funding source.			
	Establish a DDA Finance Committee.			
Increase Parking Inventory	Create Comprehensive Parking Plan that determines existing and future parking needs, and 1-5 year vision for parking facilities, including reconstruction of parking deck. Plan should also identify, evaluate and prioritize funding and revenue sources (paid parking, assessments, private/public partnerships, advertising, etc.).			
	Assist in moving Saxton's development project forward by hosting/participating in joint planning meeting to discuss site plan features with the City Commission and Planning Commission.			
Make Downtown More Pedestrian Friendly	Repair/replace tree grates; maintain existing and install where needed. Investigate tree grates made of more flexible material to avoid heaving.			
	Create a sense of arrival/entryway into downtown by improving pedestrian crossings identified in 2017 goals (Main/Church, Harvey/Penniman, Harvey/Wing and Main/Wing)			
	Create tree lighting plan to provide full LED display on all trees within desired boundary (purchase, installation and maintenance)			
	Increase outdoor café setbacks to reduce congestion			
	Increase lighting, especially in alleys			
Kellogg Park	Develop and implement Kellogg Park improvements (turf, preserve tree canopy, more permanent solution for bandstand) by creating a fundraising campaign (brick pavers, corporate sponsorship, donations).			
Support Businesses	Support business mix by creating a clearinghouse of all requirements (i.e. site development, marketing properties to decrease vacancies, façade improvement program, Redevelopment Ready Communities (RRC) Program)			

2011 Downtown Parking Study

Goal	Recommendations	Tasks
1	Discourage the Development of Any New Private Parking Lots in the Downtown	<ul style="list-style-type: none"> Minimize surface lots and large breaks between buildings to promote walking in the downtown. Surface lots should be located behind buildings or on blocks where the Municipality is not trying to create density. Work with private parking owners to allow for public shared use of private parking where possible. Work with land owner on an undeveloped parcel on Penniman Avenue next to the Post Office.
2	Signage	<ul style="list-style-type: none"> More directional/location signs in the downtown, especially signs that lead drivers to public parking lots. Use identification signs that let a customer/visitor of the downtown know what lots are public, the allowed parking durations and hours of operation. The one and two hour on-street parking signs should be spaced at approximately every 100ft – 120ft. Consider adding a pedestrian wayfinding kiosk on the square. Rich and Associates recommends signing the walkway to the parking structure from Main Street and the exit of the parking structure from the second level.
3	Marketing	<ul style="list-style-type: none"> The DDA and City's web site should be modified to have a tab on the main page for Parking. A specific parking page(s) needs to be developed. The parking web site should include information listing the hours and days of enforcement, parking regulations and where to pay a ticket if one is received. There should also be language about promoting the "park once" concept where if someone is coming downtown for more than one purpose, they should look to off-street parking areas so all errands can be done without moving a vehicle. Businesses should be encouraged to have a link to the city's web site and parking page. This allows customers and visitors to click on a link and go directly to the parking page. Plymouth has a visitors guide listing the businesses and includes a map detailing both vehicular and bicycle parking in the downtown. This is a good tool to market both the downtown businesses and the parking system. Currently the City and the DDA have two different parking maps located on their web sites which are both different from the visitors guide parking map. The three different maps are shown on the following page. There should be one map that all businesses, DDA and City use to market parking in the downtown. This makes it easier to keep the map current with changes to the parking system. Continue to market the free parking in the downtown with the locations of long term parking for customers and visitors who plan to spend an entire day downtown. Specific marketing initiatives can be aimed at local employers and employees that inform them of the importance of keeping on-street parking available for customers and visitors. An incentive program could also be used such as a drawing once a month for those employees that are participating in the program and park in the appropriate parking areas.
4	Additional Bicycle Racks to the Downtown and Encourage Bicycle Ridership	<ul style="list-style-type: none"> Add additional bicycle racks throughout downtown Marketing campaign aiming to achieve the designation of "Bicycle Friendly Community"
5	Parking Enforcement	<ul style="list-style-type: none"> Parking enforcement should be carried out by a parking enforcement officer routinely from 9:00 A.M. until 8:00 P.M., five or six days per week. Rich and Associates recommend that Plymouth purchase and begin using handheld ticket writers to enforce parking. With the purchase of the handheld ticket writers a central computer will become necessary. A home base needs to be set up where the handhelds can be recharged, downloaded and updated daily with pertinent information regarding parking violations and information from the Police Department. Consider implementing graduated parking fine. This would require the City to establish a fine structure and implement ordinances to allow for graded fines. Consider implementing a courtesy ticket for first time offenders.
6	Barrier Free Parking	<ul style="list-style-type: none"> Most public parking lots in Plymouth exceed the number of ADA recommended barrier free spaces. Table I is a comparison of the number of barrier free off-street provided to the ADA recommended number of spaces. The only lot that does not meet the recommended number of barrier free spaces is the lot off Wing Street. This lot should have four barrier free spaces according to the guidelines. It is recommended that this lot have four barrier free spaces added to the lot.
7	Review of Parking Needs	<ul style="list-style-type: none"> Perception that there is insufficient parking in the study area validated. There are several actions that can be undertaken to increase the amount of publicly available parking in the downtown. The primary concern is the parking for the customers and visitors. (Increase inventory through public/private partnerships and land acquisition for parking)
8	Charging for Parking	<ul style="list-style-type: none"> Multi-Space Metering Pay and Display Machines Pay by Phone and Meter/Machineless Payment in Lieu of Parking