

**Approved**  
**PARKING ADVISORY BOARD**  
**October 13, 2009**

Randy Hafer√  
Scott Wetzel √  
Don Olsen √  
Leticia Moore √

Steve Bruggeman √  
Bruce Simon√  
Nick Blake √

NOTES:

The meeting was called to order by Scott Wetzell at 4:07 p.m. (Randy Hafer joined the meeting at 4:15 p.m. and took over the Chair duties at that time. Randy had to leave the meeting at 5:06 p.m. and Scott resumed the Chair duties at that time.) Others present were: Lisa Harmon, Greg Kruger, Chris Mallow and Kelly Cox.

**PUBLIC COMMENT PERIOD:**

No public comment to report.

**REPORTS AND ACTION ITEMS:**

Approve minutes from September meeting:

Steve motioned to approve minutes as written from the September meeting. Don seconded the motion. All members were in favor and the motion passed.

Monthly Report – September 2009:

Monthly reports were given to the Board members as part of the P.A.B. packet. No questions were raised in regards to these reports.

HRDC Request and Recommendation:

Staff received a written request from Carl Visser, CEO of District 7 Human Resource Development Council, regarding converting two 10-hour meters into two 10 minute zones in front of their office located at 3116 1<sup>st</sup> Ave. North, for a total of three 10-minute zones. Mr. Visser states that this building has considerable traffic during daytime hours to pickup and drop off paperwork, especially for their energy assistance program. In September 2006, the PAB received a request, from HRDC, to created two 10 minutes zones on 1<sup>st</sup> Ave. between N. 31<sup>st</sup> and N. 32<sup>nd</sup> Streets. The PAB agreed and located these zones

on the northwest and southwest corners of this block face in order to maintain consistency of zone locations throughout downtown. Currently this block face contains a total of three 10-minute zones. Staff contacted the surrounding businesses and they do not object to any changes in the 10-minute zone with the exception of Alternatives who did not return my calls. Donovan Kelly, CPA, requests that the 2-hour meters in front of his business stay for his clients use. The existing 10-minute zone policy states:

Policy:

- PAB will place all new 10-minute zones at the end of a parking lane. This will make the frequent turnover of the space safer for passing traffic and would bring consistency to those visiting downtown.
  - A parking lane is defined as a section of adjacent parking spaces without a break among them.
- PAB will not charge a fee for the creation of these spaces.
  - PAB decided against this in the past.
  - The City Council agreed that this is not what they would like to see.
- PAB will limit the number to 10-minute zones on any given one section of street, in between the two closest cross streets, to two 10-minute spaces.
  - Existing 10-minute spaces that are not in compliance with this policy will be allowed until such time that a change in the nearby business demographic warrants a change.

Staff Recommendation:

Staff recommends not creating two new 10-minute zones but instead relocating the two 10-minute zones, not already adjacent to HRDC, to the front of HRDC. The displaced 10-hour meters will be relocated to where the 10-minute zones used to be.

Chris stated that in September 2006 HRDC requested and was granted two 10-minute zones immediately adjacent to their building. Chris informed the board that HRDC has since bought more property around their original structure and currently have a lot for their employees to park in thus freeing up the 10-hour meters in the direct vicinity.

Scott motioned that the board accept the recommendation as requested by Staff, Steve seconded the motion. Bruce S. stated that he felt this would be “over-kill” in this area and that he did not feel it was needed. Don also agreed that he not only did not feel it was necessary but that it violates the Parking Board Policy in regards to the number of 10-minute spaces per block face. Randy agreed with that and stated that in the future it would be a good idea to have a representative of the requesting business to be present in order to fully understand their needs and to answer any questions the Board may have in regards to the request. Randy advised Chris to let HRDC know that if they were not happy with the decision of the Board to have them come in and speak with the Board, that the Board would be willing to listen to their needs and readdress this issue.

The vote was taken and all members on the Board were against the recommendation to approve the request and the motion was denied.

Future Parking Items for Consideration:

**PARKING OPPORTUNITIES FOR CONSIDERATION  
05/27/09**

GROUP I

1. Allow on-street parking to count as part of total parking requirement or make on-street parking a mandatory offset of on-site parking
2. Allow an offset for bicycles/scooters/motorcycles (biking racks downtown)
3. Allow compact car spaces as part of the total requirement (smaller); electric car offset?
4. Create a standard for the maximum number of parking spaces provided depending on project type
5. Allow parking sharing between parcels/properties
6. EBURD parking policies

GROUP II

1. Require all new streets in commercial areas to be designed to accommodate on-street parking
2. Provide diagonal parking for on-street parking wherever possible (or perpendicular in street centers where available)
3. Develop a comprehensive on-street parking plan for the hospital/university corridor
4. Develop an enhanced on-street parking plan for Dehler Park (diagonal parking/perpendicular parking)
5. Encourage an interconnected grid of streets in new developments
6. Continue to monitor parking in the EBURD area; encourage creative parking solutions (avoid an all on-site approach to parking in that area)
7. Downtown shuttle

Randy stated that a consultant has been hired to review the EBURD area and he would like to see the P.A.B. work with the consultant to apply ideas for this area in other areas of the City. He suggested that maybe it would be a good idea to table this agenda item until the consultant for the EBURD was done so that their ideas could be incorporated with the ideas from the P.A.B., along with the DBA, to come up with a master plan for the downtown area. He also stated that he believed that the consultant had a pretty short time line in place to get the information back and believed that was sometime in January.

Bruce S. stated that he believed that there were lots of areas that needed attention in the downtown area that needed to be reworked, noting specific 10-minute zones on 4<sup>th</sup> Ave. N. and another one on N. 32<sup>nd</sup> St. that is not needed. He stated that he would like to clean up items such as this within the downtown area before starting on other projects. Bruce also stated that the areas around the hospitals were inconsistently marked and thought that it was important to start working on this area (along with Dehler Park) and to also have a representative from each hospital join a Board meeting to discuss their ideas for the area.

It was asked if Chris had a conceptual drawing of this area. He stated he did and that he had sent it to Terry Smith and had not seen it again. He was asked to get the drawing back from Terry so the Board could work on it further. Chris stated he would try and find it.

Don stated that he felt that there were items on the list of items for consideration that he felt would not be affected by the EBURD and would like to see work progressing on issues such as bicycle parking/accommodations.

Bruce S. motioned that this item be tabled until the March 2010 meeting to give time to the EBURD consultant to come back with their ideas. Steve seconded the motion.

During further discussion Lisa Harmon stated that they, the D.B.A., have hired a new street team supervisor, Joe Stout, and that he is currently working on their bike program in regards to installing bike racks and working on a sort of bike rental program thru the D.B.A. Chris stated that he has been looking into and trying to get numbers on the cost of secured parking areas for bicycles for the garages but has not come up with much information at this time.

Don stated he would still like the bicycle item to stay on the agenda so that the issue was addressed before the new bicycle season. Nick amended the motion to state that he would like to see the Board table any item that specifically deals with the EBURD but that all other items are left on the agenda. Leticia seconded the motion. All members were in favor of the amended motion and the motion passed.

The DBA asked for input and suggestions on areas for bike racks. It was stated that the Mission was definitely in need of bike racks at their location and also some located around or near the Babcock would be a good idea.

#### Financial Statements:

Chris handed out income statements and balance sheets to all board members. He pointed out that on the income statement under downtown future parking capital there is \$319,125 budgeted. He stated this was for the replacement of the

Park 1 elevator and a few other minor projects that will need to be done. He also stated that the money for the painting project has been paid out of each garages operating and maintenance expenses and is shown as an operating and maintenance expense on the financial statements. Additionally Chris pointed out that \$4500, under downtown future parking capital, is for Collaborative Design for the work they have done on the Park 1 elevator.

### **OLD BUSINESS:**

#### Downtown Parking Study Discussion:

Chris is expecting to hear from Rich and Associates sometime this week in regards to the study. It was stated that a draft report should be to the City within one month and will be ready to take to a City Council work session as early as November or December. Chris stated that this could possibly be moved back to January as the City Council work sessions get very busy during November and December. Additionally, Rich and Associates plan on returning to Billings one more time to talk to City Council for any clarification that the Council may need.

Rich and Associates have asked that expenses for their first two trips be paid. The estimates for these expenses come to approximately \$10,900, with the estimate for the second trip coming back at approximately \$3700. Chris is waiting for Bruce McCandless to talk to Tina in regards to this and the decision to pay them will come from her.

#### DBP request on N. 28<sup>th</sup> St. between 4<sup>th</sup> and 6<sup>th</sup> Avenues N.:

At the September 2009 P.A.B. meeting Bill Cochran “..would like it if the Parking Board would wait to make the decision on moving the meters until there was a decision made on the Gainan’s property. If the purchase of the Gainan’s location does not work out the lot in question would then need to be used to expand the library footprint to the south of the existing library.”

Greg stated that he would like to see the Board move forward on putting 10-hour meters on the street. He stated that by doing this, if the Library moved to the Gainan’s location, the lot south of the Library could be sold to Stockman bank quickly to help move along Stockman’s building plans. The Library was hoping to get a firm decision on being able to move to the Gainan’s location sometime in December. Steve asked Greg if he thought that not being able to sell the lot to Stockman bank was a hindrance to Stockman Bank and Greg stated he thought it was a good possibility.

Bruce S. asked Chris if he could pull up the utilization of the meters adjacent to the Library and Chris stated that the programming for the software is still not working to pull up this information.

Nick motioned to change all 2-hour meters on N. 28<sup>th</sup> St. between 4<sup>th</sup> and 6<sup>th</sup> Avenues N to 10-hour meters with the exception of the 2-hour spaces adjacent to

the Library building and four 2-hour meters adjacent to Underriner. Scott seconded the motion. All members were in favor and the motion passed. Greg stated that in this area there are two green meters that he requested to be moved to some other location.

### **NEW BUSINESS:**

#### **MET Transit Center update:**

Met transit center is open. All bus zones have been removed on 3<sup>rd</sup> Ave. N. and N. 26<sup>th</sup> St. and accordingly remarked for the zones they had previously to the temporary bus zones. Due to Federal set back laws there is no parking allowed around the Batten building.

#### **Yellowstone County request:**

Yellowstone County has requested that the City consider managing the county lot east of the County Courthouse. The County Commissioners would like to see the City Parking Division sign a memorandum of understanding to share the revenues with the City for meter collection and enforcement and the County would be responsible for the up keep of the lot. With the land deal one half of the lot will be used to build the new Federal Courthouse this would leave three handicap spaces and twenty-two metered spaces which the City would be responsible to install and maintain. At this time Chris has not worked up the numbers for the project and has not talked to anyone from the County in regards to specifics. Bruce S. stated that he believes there are meter poles in that lot and new ones should not have to be installed. Chris stated that he would check into the logistics and if the poles that are there would accommodate our meters.

#### **DBA Report:**

No D.B.A. items to report.

#### **DBP Report:**

No D.B.P. items to report.

#### **Informational Items:**

The garage painting project is in its final stage. The painters have been delayed on the completion of Park 1 garage due to access permission and waiting on the availability of a lift for the south end of the garage. This should be completed shortly and the remainder of the contract paid.

The Parking Division offices are in the process of being remodeled leaving Chris and Kelly temporarily displaced to the finance conference room. We are hoping to have the office completed by the 18<sup>th</sup> with a move in date by the 19<sup>th</sup>.

Chris has hired the permanent part-time building services worker, Mike Hoscheit. He has been trained and is now working on his own.

The maintenance position closed on October 9<sup>th</sup> and Chris has 80 applicants. He will be starting interviews sometime during the week of October 19<sup>th</sup>.

It was suggested that the frame work for the awning at Park 1 garage be sanded, primed and painted to avoid any early decomposition of the frames or new material. Chris requested a change order with the City Council and was waiting for their decision to continue with the project. He informed the Board that the awning at Park 1 was originally installed in 1977 and although it has been repaired several times it has never been completely redone.

The Park 1 elevator contract is moving forward. At this time the process is waiting on the arrival of the completed elevator car. Chris has been told that the remodeling process should hopefully begin sometime in November or December.

Jeff Caning has been working on the ramp at Park 3 that leads to the municipal court offices to bring them up to A.D.A. compliance. Chris will continue to work with Jeff to see what needs to be done to bring this area up to compliance.

Chris is still waiting on an estimate from Kenco Security for a new camera system. Kenco suggested installing signage stating the video cameras are for surveillance purposes only which should alleviate some of the City's liability. Chris still needs to speak with Brent Brooks and Bruce McCandless in regards to this. Bruce Mc. was going to speak with M.M.I.A. and Chris Hoiness, our insurance representative in regards to further liability issues.

Chris apologized to Don for missing his request to review the special parking district policy and promised to have it on the next agenda.

Adjourn:

The meeting was adjourned at 5:30 p.m.