



Parking Credit Committee Meeting

The following is a link to attend the Parking Credit Committee Zoom meeting scheduled for Wednesday, October 29, 2020 at 8:00 am: <https://us02web.zoom.us/j/84490715471>

Meeting ID: **844 9071 5471**

Cell Phone: **1-312-626-6799**

AGENDA

Thursday, October 29, 2020

Via Zoom – 8:00 am

- | | |
|----------------|--|
| 8:00 – 8:20 am | 1. Review of Buildings that could be converted (Attachment 1)
A. Northville Square (Attachment 1.A) |
| 8:20 – 8:40 am | 2. Review of Rich and Associates Parking Study (Attachment 2)
A. Parking Fund Balance \$700,000 |
| 8:40 – 8:55 am | 3. Parking Counts
A. Night Parking Counts
B. How to Collect Daytime Counts |
| 8:55 – 9:00 am | 4. Next meeting date |

Meeting Adjourned



Marquis Theatre – 135 E. Main



184 E. Main



126 N. Center



133 W. Main



170 E. Main



129 E. Main



101 E. Main



120 W. Main



101 N. Center

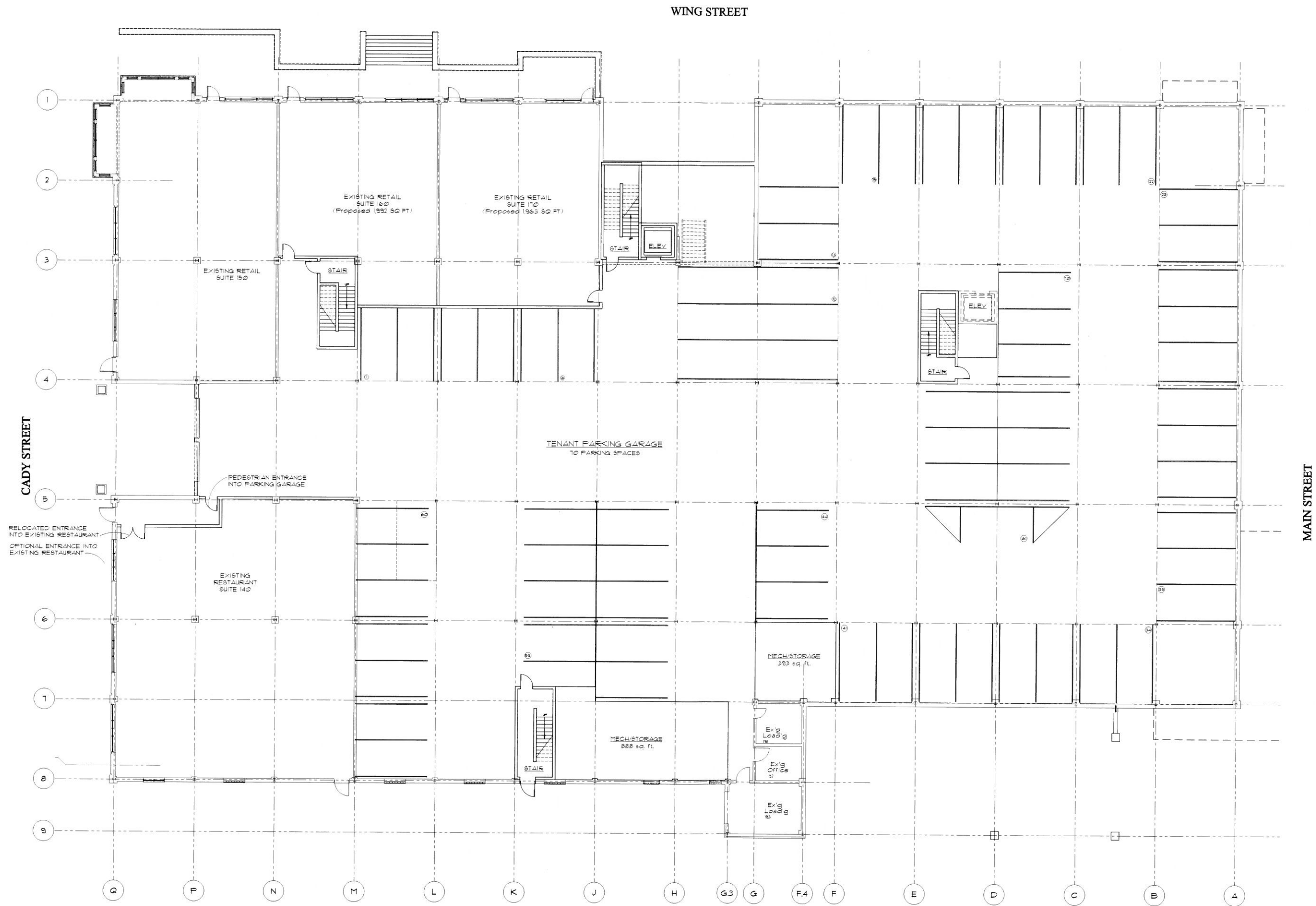


CadyCenter



11/28/2013 1:31 PM
Mainstreet Courtyard A-1 thru A-9.dwg

Patricia Kaler



EXISTING & PROPOSED CADY STREET LOWER LEVEL FLOOR PLAN
SCALE: 3/32" = 1'-0"

44,081 sq. ft.



PLEASE DO NOT SCALE DRAWINGS
Copyright
© 2013 Kevin D. Hart, AIA
All Rights Reserved
Use of these drawings is limited to
the project for which they were prepared.
No other use without written consent
of the architect.
The Architect assumes no liability for
errors or omissions.

ISSUED FOR:
03-31-14
04-01-14
04-17-14
05-13-14
05-17-14

**NORTHVILLE SQUARE
ROOFTOP
CONDOMINIUMS**

CLIENT:
MAINSTREET COURTYARD, LLC
133 WEST MAIN STREET
NORTHVILLE, MICHIGAN 48167
(248) 408-0910

KEVIN D. HART, AIA
ARCHITECT
PLANNING/DESIGN/CONSTRUCTION
700 EAST MAIN STREET, SUITE 400, NORTHVILLE, MI 48161

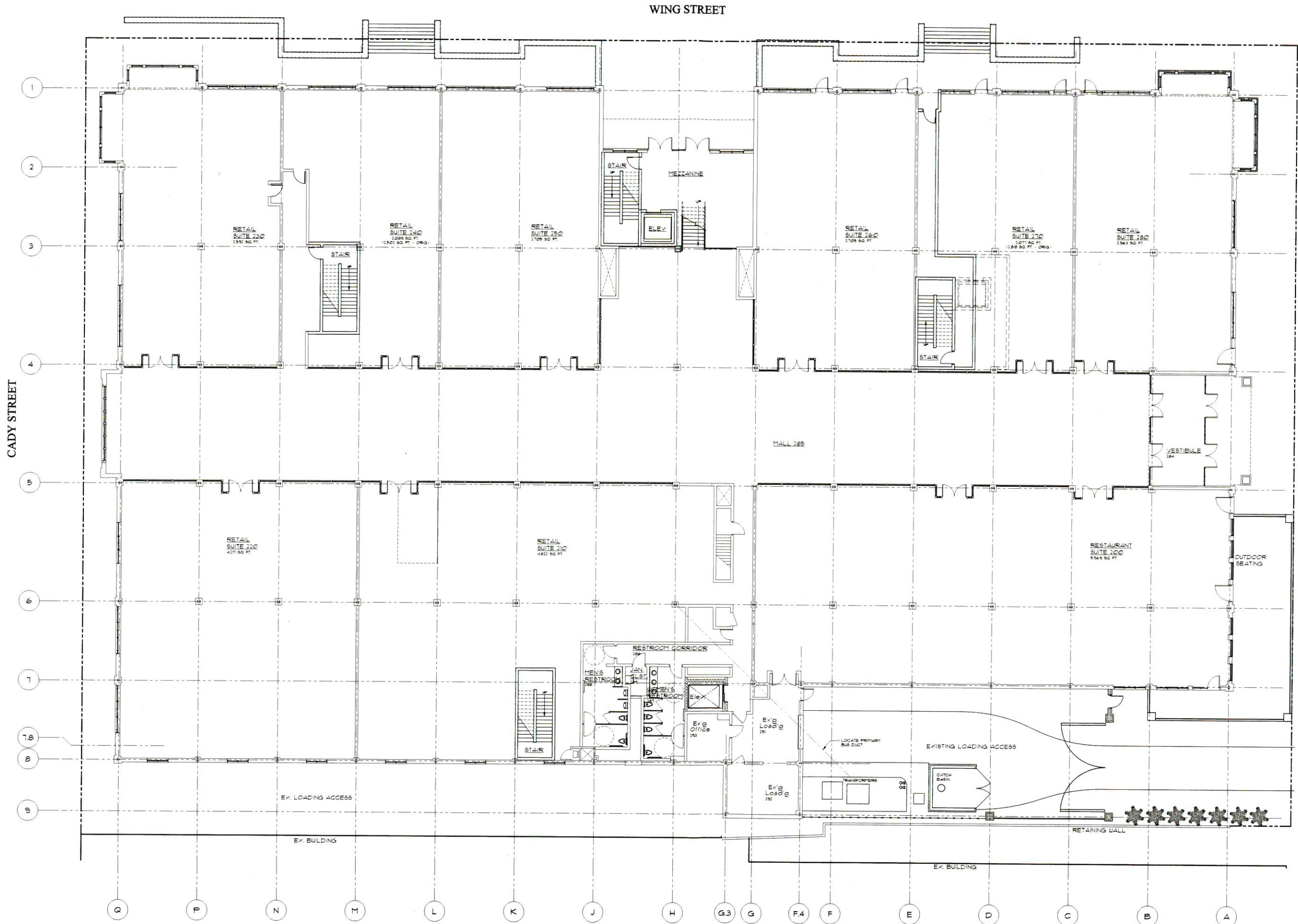
SHEET NO.

A-1

11/20/2013 131 PM
Pavilion Courtyard A-1 thru A-3.dwg

11/20/2013 131 PM

Pavilion Keller



EXISTING & PROPOSED MAIN STREET UPPER LEVEL FLOOR PLAN
SCALE: 3/32" = 1'-0"

45,384 SQ. FT.



MAIN STREET

**NORTHVILLE SQUARE
ROOFTOP
CONDOMINIUMS**

CLIENT:

MAINSTREET COURTYARD, LLC
133 WEST MAIN STREET
NORTHVILLE, MICHIGAN 48167
(248) 408-0910

KEVIN D. HART, AIA



SHEET NO.

A-2

ISSUED FOR:
03-31-14
04-17-14
05-07-14

PLANS DO NOT SCALE EXCEPT
AS NOTED
THIS SET OF PLANS IS THE PROPERTY OF
THE ARCHITECT AND IS TO BE USED ONLY FOR
THE PROJECT AND SITE SPECIFICALLY
NOTED THEREON



TOTAL NET USEABLE SQUARE FOOTAGE = + 27,283 SQ FT
TOTAL UNITS = 21



Scope of Services

Task 1 – Initial Meetings

1.1 Kick-Off Meeting: RA proposes an initial kick-off meeting held with a City and parking committee during which the goals and objectives of the study will be reviewed. At the kick-off meeting we will review the overall work program, discuss significant issues and the survey instruments, distribution methodology and dates for the utilization analysis. Prior to the kick-off meeting, our team will request specific information and documentation. Requested information may include but is not necessarily limited to:

- past planning, parking, and/or traffic studies & counts
- existing parking counts
- land use square footage by block
- legal information pertaining to financing, special assessments, TIF, etc.
- current/future development and expansion plans
- list of key stakeholders that should be interviewed during the study, such as area land owners, developers, business owners, other City officials, individuals or organizations involved in planning special events, etc.

1.2 Public Meetings: In our experience, the most successful projects engage with the community in public meetings throughout the process. During this first public meeting we will meet with members of the community and present the purpose and goals of the study, the process, and a preliminary schedule. The goal is to introduce the community to the study process, answer any questions and to address any concerns that they may have regarding the study. We find by doing this prior to the survey and other data collection tasks that we get better response rates. We propose that additional public meetings be scheduled at the preliminary report phase and then with a final report presentation.



Task 2 - Field Research and Data Collection

In this task, various inventories and surveys are completed to collect and update current parking and land-use data that the City may already have. This information is vital to quantifying and qualifying available parking and establishing parking characteristics unique to the study area.

2.1 Parking Space Inventory: RA will review previous studies and complete counts and inventories of all parking (*public and private*) within the study area. The complete parking inventory will be shown on tables and maps and categorized by:

- on and off-street parking, ownership of parking and if leased by whom,
- use restrictions and hours of operation,
- parking mix such as long term vs. short term, residential, commuter, etc.,
- on-street will be broken down by type including by time limits, loading zones, ADA accessible spaces, etc.,
- availability of parking – any waiting lists for monthly or permit parking, and

2.2 Land Use Review: All of the land use in the study area will be analyzed. RA will request an accurate assessment of the existing land uses in the downtown study area from the City. This should provide information such as building address and square footage. Using this data, as well as the data from various surveys and the utilization surveys (to be discussed), we will project both current and future parking needs. Planned projects in the area will also be reviewed for their potential impact on the parking system. The land use database forms the basis for projecting current and future demand on each block in the study area.

2.3 Parking Utilization Analysis: The utilization analysis is used to observe and quantify how on and off-street parking is operating. This task provides the average hourly occupancy figures and turnover rates in selected public and private areas. The data supports the demand projections and highlights which, if any, parking areas are currently underutilized or at peak utilization, and where parking allocation may need to be changed. Data collected as part of this analysis can also demonstrate vehicle shuffling within the downtown and vehicles returning to the downtown multiple times during the day. Using computer software written by RA, we will illustrate the geographic distribution of usage among public and private parking areas. This may also show locations where abuse of time limits for on-street spaces is occurring. We will compare these new results with any existing occupancy data the City may already have.

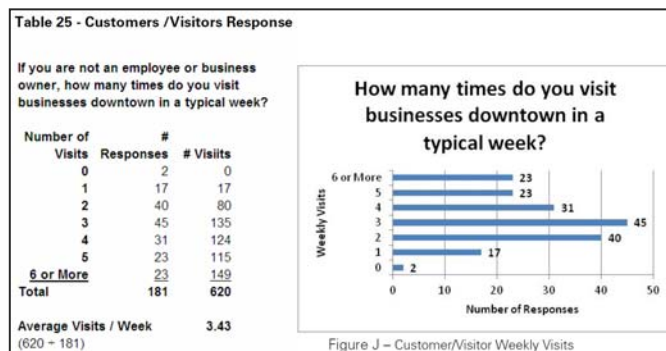
2.4 Community Surveys: The purpose of these surveys is to collect data of different land-use types (*parking demand generators*) specific to downtown Northville. The information consists of parking and modal characteristics of pedestrians, businesses and employees. This data is used to develop a parking demand model and parking generation requirements specific to Northville for comparison with City codes and national/industry standards. The surveys also gather opinions on access to parking and downtown businesses, perceptions of safety and security, enforcement, parking management, rates and parking adequacy. Surveying will be conducted through different means including personal interviews and web-based survey tools. Our goal is to conduct sample surveys of various populations including people shopping / conducting business, business owners/managers, and employees of downtown businesses. Typical questions include:

- How often they come downtown.
- Travel mode, where they park and how far from destination.
- How many businesses they visit per trip, and how long they typically stay downtown.
- If they come downtown less frequently or not at all – why.

2.5 Stakeholders Interviews: We will develop with the parking committee a list of key stakeholders to meet with during the study process. These should include but not be limited to City officials, downtown business owners and property owners, developers and other community leaders.

Task 3 – Parking Operations & Management

An important part of a viable long-term parking plan is to make improvements to the existing parking system. Our proposed scope of work includes an examination of the current parking operations including the following:



3.1 Existing Organization: As part of this process we will review the organization or management structure overseeing the parking operations. The purpose of this review is to understand the roles and responsibilities of the person(s) involved in the daily management of the parking system, how assets are managed, how policies are created and enforced, etc.

3.2 Existing Facilities: Each of the public parking areas will be reviewed for current conditions. This is completed to identify if additional maintenance might be needed and measure the attractiveness of each area, including lighting, security, cleanliness, etc. The parking areas will also be reviewed in terms of ease of access, circulation, pedestrian ingress and egress, and if there is the potential of adding additional spaces in surface lots by redesign.

3.3 Parking Policies: In order to develop recommendations concerning parking operations and management, a review of the policies will be necessary. This review includes policies related to long term and short term space allocation, permits, space turnover, in lieu parking payments if any, seasonal and special event parking, peripheral parking, and enforcement.

3.4 Signage and Wayfinding: We will review the signage and wayfinding around the study area. The purpose is to assess the effectiveness of the signage at directing visitors to available parking, to the appropriate parking space, communication of policies and other pertinent information.

3.5 Enforcement: The enforcement of policies will be reviewed along with the number of tickets written and the collection rate. The ticket history for the past five years will be requested for use in this analysis. We will also review current staffing, routes and methods of issuing tickets.

3.6 Benchmarking: We will conduct a benchmarking analysis of communities similar to the City of Northville. The purpose of this task is to review how Northville compares relative to parking fines, management, enforcement, systems, permitting, hours of operation, etc. We will review these communities with the City parking committee prior to undertaking the analysis.

Task 4 - Parking Demand Determination

We will compile and analyze the data (*parking inventory, land use data, survey results*) collected as part of the fieldwork. The parking characteristics of the different user groups in the area will be defined and charted for comparison. We will compare resulting parking demand generation factors calculated from the study and validated by the utilization analysis to City code and Institute of Transportation Engineers (ITE) factors.

4.1 Current Demand:

- Summarize parking characteristics by land use and needs by block.
- Project short term (ST), long term (LT) and any residential parking needs for both day and night.
- Compare results of current demand projections to utilization study results for those corresponding times to calibrate analysis.
- Identify shared use parking impacts and opportunities.
- In tabular and graphic form, show current parking supply and demand by block and block face.
- Identify areas of vacant parking spaces and how that surplus availability may benefit surrounding blocks.
- Where appropriate, divide the study area into zones (Effective Block Parking Radius).
- Identify surplus or deficit conditions by block and zone.

4.2 Future Parking Demand: Future parking demand within the study area will be based on re-occupancy and infill of vacant space, changes in land use and in traffic patterns, alternative development scenarios identified in Task 1

and changes in parking operations. We will project future supply and demand by block. It is important to understand that parking can be used as an economic development tool and that the location, timing and amount of additional parking may increase redevelopment or positively affect the rate of redevelopment. RA will consider this when preparing the analysis for future parking needs.

4.3 Review of Current and Future Parking: Parking demand will be projected for periods covering the near-term (six months to 12 months), mid-term (12 – 30 months) and the long-term (30 months to five years). We will review this information with the City identifying blocks of current and future deficits or surpluses, as well as issues such as the need for additional parking, the related timing and costs, and how underutilized supply may be used more efficiently. This task constitutes our analysis of the parking demand overall, and the result will be data that we will use to look at the feasibility for replacement and/or additional parking, where that demand is currently and where will it be in the future and finally, how many additional spaces are needed. The data will also be used in analyzing management and allocation strategies that may be implemented with or without new parking.

Task 5 - Preliminary Report Meeting

A written preliminary report of Tasks 1 through 4 will be completed and submitted to the City and Parking Committee for review. This report will contain data compiled from the counts and surveys, analysis of the parking system, current and future demand projections, and an assessment of future downtown parking system needs. Subsequent to this presentation of the written report, we will meet the City and the Parking Committee to review the preliminary report. The intent of this meeting is to be a working session to review **all** aspects of the preliminary findings and begin discussing preliminary recommendations including potential sites for new parking for proactively meeting downtown parking needs.

5.1 Public Meeting #2: Following the preliminary report meeting, we are proposing to conduct a second public meeting. The purpose of this meeting is to discuss the results of the parking demand analysis and open up a dialogue with the community about their issues and ideas on how to meet current and future parking needs.

Task 6 - Parking Recommendations

Task 6 is the preparation of final recommendations and implementation strategies for short and long-term improvements combining parking system and management improvements, with capital improvements. The recommendations will provide a “tool box” of actions that can be used not only to improve management and operations but also to address conditions as they change in the area.

6.1 Parking Management Strategies: Based on the results of the preliminary report meeting, our analysis of the parking needs and of the current conditions, we will begin the process of recommending the necessary parking improvements to contribute to the long-term economic vitality of the downtown. The elements of this parking improvement program will address all aspects of the parking system including:

- Allocation and regulation strategies, including enforcement
- Alternative parking strategies including valet service, off-site parking options, etc.
- Pricing strategies (*zone and time of day pricing strategies to manage supply and demand*)
- Advanced parking technologies
- Improved wayfinding and signage
- Public relations and marketing of parking system to the community
- Public / private arrangements to incorporate private parking to increase shared use potential
- Public / private opportunities for development of new parking

6.2 Parking Zoning Code: The team will analyze the existing zoning regulations. This includes recommendations on how minimum parking requirements may be updated or modified to ensure that parking is both encouraging new development and investment downtown, and is right-sized. We will use our vast experience evaluating parking systems in comparable communities in the region in considering Northville's existing regulations and how they could be modified.

- Parking minimums and maximums
- Shared-use or mixed-use parking regulations
- Development review standards
- Parking stall design requirements / standards
- Bicycle parking standards

6.3 Existing Parking Assets: We will evaluate each public lot to determine the feasibility of reconfiguring the parking to increase capacity and traffic flow. Often time's parking lots are perceived as being full if they are poorly configured, difficult to circulate through or difficult to access. This will include the following;

- Re-striping or re-configure existing lots to increase efficiency / capacity
- Add spaces by expanding the existing lots
- Potential to combine public and private surface lots for greater efficiency,
- Review on-street parking and the ability to add additional spaces, and
- Improvements to vehicle and pedestrian accessibility to the parking facility including where crosswalks are located.

6.4 New Parking Development: Based on our analysis and projections of parking demand within the study area, we will analyze if new parking is needed, where it is needed and in what form, either surface or structured. Much of the information gathered in the previous tasks, particularly the demand projections by block and the analysis of future developments, will be used in this analysis. Capital costs associated with any new parking recommendations will be projected.

Task 7 – Reports

7.1 Draft Final Report: A draft final report will be prepared and submitted to the City and parking committee for review and comment. Based on feedback regarding the draft report, we will make necessary changes to the report. We will post the modified draft final report on the project FTP site for review by the City Parking Committee.

7.2 Final Report: The final report will be prepared containing study results and appropriate maps, charts, and narratives to fully document the project work effort and results. The final report will include recommendations with implementation schedules, costs and benefits.

Task 8 – Final Presentation

Rich & Associates will make a formal presentation of the completed report to City Council.

The following table summarizes sample findings and recommendations matrix from a similar parking study report.

Finding	Recommendations
1. Parking Supply - Allocations of Spaces a. Insufficient proportion of publicly provided parking	a. Set up program where private businesses can register available spaces with City that they are willing to sell permits. City issues permits and collects portion of monthly fee.
2. Parking Demand vs. Supply a. Additional parking not needed at this time but could be needed in the future with improved economy and interest in redevelopment.	a. Begin the process of planning for additional parking needs b. Signals to private sector that parking will be available when and if needed
3. Parking Enforcement a. Policy of not enforcing two-hour limit of on-street parking results in high rate of abuse. b. Potential for patrons to simply move vehicle to different space on same block. c. Increased enforcement may cite some patrons who may innocently overstay limit.	a. Enforce two-hour limit. b. Enact anti-shuffling ordinance c. Have random enforcement schedule. Patrons wouldn't know what days focus for street. d. Implement "courtesy ticket" program.
4. Operational Policies a. Control equipment for the parking garages provides appropriate revenue information but gate equipment programming is currently disabled to accurately report transient and permit parking. b. Time Limit on-street	a. Restore ability for control equipment to differentiate between permit and transient access. b. Maintain 2-hour on-street time limit. User reported provides adequate time to complete most downtown visits.
5. Economics a. Current on-street parking rates as well as rates in lots are less than parking garage rates for short-term parking b. Lack of funding repair and replacement fund for parking facilities.	a. Increase on-street parking rates to \$0.75 per hour and reduce hourly rates in parking garages to \$0.50 per hour. b. Set aside \$50.00 per space per year for funding larger repairs of parking facilities.
6. Signs a. No consistent signage program to direct patrons to available parking and with appropriate information provided at individual areas such as rates and availability of longer-term parking at certain meters. b. Confusion for pedestrians due to one-way streets where specific destinations may be once exiting vehicle.	a. Implement signage program that provides appropriate information. Consider primary types of signs. <ul style="list-style-type: none"> Direction/Locational Identification Pedestrian Wayfinding Vehicle Wayfinding b. Provide wayfinding signs in pedestrian scale kiosks rather than high up on poles.
7. Maintenance a. Most areas in relatively good condition.	a. Implement formal annual review of parking lot conditions so that necessary repairs and improvements can be budgeted.
8. Marketing a. Lack of clear parking data on website b. Need to have plan / process to convey vital information to the public	a. Place parking information more prominently on website b. Provide information on available parking locations and rates c. Encourage businesses to link to this information d. Convey policies and information regarding parking through maps and flyers provided to area businesses