



PARKING COMMISSION MINUTES

DATE: June 25th, 2019 (Rescheduled from June 18th, 2019)

**MEETING LOCATION: 4th FLOOR STAFF CONFERENCE ROOM
CITY HALL, 1 PUBLIC SQUARE
CLARKSVILLE, TN. 37040**

I. CALL TO ORDER/QUORUM CHECK

The meeting was called to order by Allen Senseney at 3:00 p.m. Members present were Linda Shephard, Carol Clark, Ryan Bowie, and Allen Senseney.

II. ADOPTION OF MINUTES: April 16, 2019

Carol Clark made a motion to adopt minutes. Ryan Bowie seconded; all board members approved.

III. GUEST(S)

Josh Ward— Mr. Ward works for Millan Enterprises. Millan Enterprises is currently downsizing the Leaf Chronicle building at 200 Commerce Street. They are converting their space to a shared office concept—they've had a number of tenants interested in coming downtown. Parking is an issue. Millan previously rented out the top floor of Cumberland Garage years ago. Now they are looking to do something similar. The previous rate was \$3600 per year and Millan Enterprises maintains the lot and pays for the installation of signs. Millan is requesting a similar agreement for all spaces on the 5th floor of Cumberland within the next 5-6 months. Mr. Senseney informed Mr. Ward that we would do some research and get back with them.

IV. DEPARTMENT REPORT

Financial Report: The financial statement was provided by Regina Hampton through May 30th. Continue to see an increase in revenues due to meter revenue and fines. Revenues are up almost \$11,000. Our expenses are down by \$125,000 due to salaries. We did have more maintenance/repair expenses this month.

Smart Meter Report: We have 47 refurbished meters that we sent back to IPS about 2 months ago. We received those back last week and have been working on transitioning those back into the field. It's a process. We've swapped out 25 so far—of those 25—12 are working. 13 are questionable—they may work one day and not the next. We have about 51% of our meters working; this fluctuates. As of today, we have 63% working. Our officers have to take a list of working meters when writing tickets. Mr. Senseney questioned if the increase in meters working has to do with the weather. Mrs. Bradbury responded that it really is hard to say. Mrs. Bradbury stated that the sensors are causing a major issue—and if we didn't have the first hour free program, there would not be a need for the sensors. The void requests that were issued over the past 2 months were presented—and discussed. Members discussed different options regarding rates for First Hour. If we were charging any rate for the first hour—it would eliminate our sensor issue.

Mr. Bowie also asked if decisions can be made electronically. It was stated that data can be shared—as long as it's shared with everyone.

V. NEW BUSINESS

On Street Parking: Regina Hampton presented a situation from a citizen regarding on street parking in a neighborhood—and blocking a driveway. Mrs. Hampton reported that we are just making the Commission aware of this issue and that we need to consider better language in the code that aids in enforcement. We have had No Parking signs installed in various locations—there is a process for that—a certain amount of people from that neighborhood have to request it.

Millan Enterprises Parking Spaces-Cumberland Garage: Mrs. Bradbury reports that there are 35 spaces on level 5. Those spaces are used currently by people attending court and are metered spaces (pay at kiosk). She also states that they are underutilized. Ryan Bowie suggested that we do half of that top floor in the beginning and baby step an agreement in place. Mrs. Bradbury stated that it would be difficult to lease them more than the spaces in level 5 due to other contracts that we have. Enforcement officers can begin logging the activity in this level. The other discounts we offer—if someone rents 6 spaces they get a 10% discount; 12 spaces gets a 20% discount; government rate is 25%; and there is a special rate for County employees if they are on a payroll deduction they get a 30% discount.

Linda Shephard reported that in the DCA meeting that people are parking in the 2 hour free on the street in front of the First Presbyterian lot. They reported that they are not being ticketed and allowed to park for longer than 2 hours. Mrs. Shephard also expressed concerned over the skateboarders downtown and how dangerous it is. Mrs. Bradbury suggested calling the police department.

VI. OLD BUSINESS

First hour free parking program—Tabled until July meeting.

Transit Garage Update-Mrs. Hampton reported that we will not be allowing customers to return to Transit Garage until the Transit Center is complete. We have told customers September 30th. Mrs. Hampton provided letter that went out to customers. Mrs. Shephard asked where customers were parking at this point—Mrs. Hampton reported that they are still parking in Cumberland Garage and Main Street Lot.

Hot Pita Parking Space- Judi Bradbury reported the revenue for the 2 meters in front of Hot Pita—the revenue averages about \$6.75 per day per meter. These meters have been working off and on—one of them currently does not work at all. Mrs. Shephard did report that the same cars have not been parked there. Mr. Senseney asked if we could remove the sensor from that one meter that doesn't work; Mrs. Clark expressed the need for consistency. Mrs. Shephard's opinion is that this business has a loading zone accessible to them. They should be able to use this if they are in and out. Mrs. Bradbury stated that enforcement officers are patrolling that area and only issuing tickets if they are parked there for an extended amount of time. Mr. Senseney asked how long can customers park in this loading zone. There is no sign in this specific loading zone. Mrs. Shephard is concerned how this would impact other merchants if we do this for this one business. Mrs. Clark discusses the need for loading zones being marked correctly—near and Hot Pita and Roxy--what we currently have looks like No Parking zones. Mrs. Hampton discussed the need for consistency in time. Mr. Bowie would like the conversation to expand to include all restaurants—a central location for pick up—like the Downtown to go area. Mrs. Shephard inquired if the Street Department can write loading zone in those areas. Mr. Bowie stated that they have used the loading zone in front of the Roxy so that they can have their handicap customers park in those spaces in front of the Roxy. He stated that CPD is issuing tickets now in those spaces--\$30 tickets. Mrs. Clark asked how long can you park in a loading zone—how is that communicated—and what are the hours. Mrs. Clark supports the concept that we should find a way for

downtown businesses who have people coming and going to accommodate that. But at this point in time it's not a good idea to give one business exclusive use to one business. Mr. Bowie agreed and said that this has opened up a conversation that needed to take place. He also discussed moving the loading zone in front of the Roxy down to save the marquis and create spots that are the delivery type spots. Mr. Bowie expressed concern for discussing criteria in regards to loading zones. Mr. Senseney asked if we could include this on the next agenda. Mr. Senseney made a motion to deny request; Mrs. Shephard seconded. All members voted yes.

VII. MISCELLANEOUS DISCUSSION

Mrs. Hampton distributed information regarding loading zones from other municipalities. We would work with Street Department to determine signage. This would be included on the agenda for next month. Mr. Bowie asked if the Commission had the ability to meet outside of its regularly scheduled meeting—everyone agreed that the next meeting would be soon enough.

Mr. Senseney had someone complain about kiosks failures and then they received a ticket—there was an out of order sign and she still received a ticket. There was also an issue with the website when she tried to submit a void request. Mrs. Hampton said she would look into this.

VIII. VOIDING REQUESTS

No action taken on:

170203063, 170301526, 170301652, 170107463, 170107420, 170202907, 170301738,
170203142, 170301870, 170203025, 170203030, 170203253, 170203257, 170203089, 170203250,
170202807, 500795
501577-VOID

IX. ADJOURNMENT—The meeting was adjourned at 4:34 pm.