



## **PARKING COMMISSION MINUTES**

**DATE: July 16th 2019**

**MEETING LOCATION: 4<sup>th</sup> FLOOR MAYOR'S 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 Carol Clark, Ryan Bowie, and Allen Senseney; Linda Shephard arrived after meeting began.

### **II. ADOPTION OF MINUTES: June 25<sup>th</sup>, 2019 (rescheduled from June 18<sup>th</sup>, 2019)**

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

### **III. GUEST(S)**

Miranda Bryan— Mrs. Bryan discussed a recent parking ticket that she received. It was voted on by the Commission to take no action on June 25<sup>th</sup>, 2019. She parked in a city employee vehicle spot on the street. She suggests that it needs to be more clear that this spot is for a city vehicle only.

**Other Guests:**

**David Smith**

**Chris Cowan**

**Mayor Joe Pitts**

### **IV. DEPARTMENT REPORT**

**Financial Report:** The financial statement was provided by Laurie Matta through June 30<sup>th</sup>, 2019. These are preliminary because fiscal year is not closed yet. Our revenues are down \$50,000 compared to last year—majority of this is from leased spaces and additional hang tags. There is a savings in expenses--\$150,000—coming from salaries and benefits. Year to date—with depreciation—we should have a net profit of \$78,000. Carol Clark asked about the difference in the hang tags--\$52,000.

**Smart Meter Report:** A more detail report will be provided—at this time we have about 65% of our meters working. We've been working on replacing batteries and minor issues that our enforcement officers can address.

### **V. NEW BUSINESS**

**Loading Zone-Regina Hampton** provided information from other cities regarding how they handled loading zones. We have specific ones that needed discussion—David Smith and Chris Cowan are here to help us with decisions regarding loading zones downtown. Ryan Bowie was asked to discuss the loading zone in front of the Roxy in more detail. Mr. Bowie stated that the major issue with the current loading zone is that large trucks damage the marquis of the Roxy. The marquis has been moved—but continues to be hit by trucks. Barriers may be needed for the space right in front of the marquis. David Smith stated we could do something for a barrier, but we need to consider snow plows and how it will impact them later. We can move the loading zone down. Chris Cowan commented that people usually don't respond to a change in color of striping. Signs are physical things that police

will write tickets for and usually work better. Mr. Smith said that traffic delineators that were used—were not received well by downtown area. An optimal solution was discussed that a physical barrier should exist directly in front of the Roxy. Mr. Bowie suggested planters in front of the Roxy could be a possibility. Mayor Pitts stated that this is a safety issue at this point and would like this loading zone addressed separately. Mr. Cowan asked who would maintain planters if they were installed—it was decided that the Street Department would be responsible. Mr. Senseney made a motion to move the loading zone in front of the Roxy appropriate length (take up to 2 parking spots) and install planters in the at the discretion of the Street Department. Linda Shephard seconded; all members voted yes. It was also discussed to add signs for the loading zones and have written on the street—Loading Zone. Mrs. Clark clarified that the loading zone down from Hot Pita is not directly in front of Hot Pita—confirmed that it is not. Mrs. Shephard stated that it would be hard to dictate a specific time that in the Loading Zone—Mr. Smith added that someone would have to be actively loading or unloading. Mrs. Clark asked how we can prohibit delivery drivers for food vs. semi-trucks delivering to businesses. Mr. Senseney made a motion for the 2<sup>nd</sup> Street Loading Zone to be repainted with the verbage Loading Zone and a sign that says Loading Zone, 8 am – 5 pm, while actively loading and unloading. Mrs. Clark asked if the intent was to say this was only for the big (UPS, FedEx) trucks—is our intent to exclude delivery drivers—like delivery drivers for downtown? Mr. Senseney replied yes. It was clarified that it’s hard to identify who is considered a delivery/loading—the clarification is that we are not excluding anyone. Mrs. Clark seconded the motion—all members voted in favor. Mrs. Clark also asked if we needed to add anything to City Code regarding Loading Zones. There is a violation regarding loading zones—but it is not descriptive. The question was posed if the spaces in front of Mae’s Dry Cleaning should be changed. It was decided to leave these spaces as is. Mr. Smith also brought up the Loading Zone outside of City Hall—this should be signed as well. It was also discussed to add Violators Will Be Fined on the signs.

Delivery Spaces—Mrs. Clark made a motion to table any decision related to business specific delivery spaces until a later date. Mr. Senseney seconded it. All members voted in favor.

Blocking a Driveway/Mailbox update-Mrs. Hampton reports that CPD has reached out to us in regards to the blocking a mailbox violation. CPD says it’s very hard to enforce with no specific distance. They have requested that we add within 15ft of a driveway of mailbox (15 ft is listed in TCA for a fire hydrant). Mrs. Clark wants to take some type of action if they are having issues enforcing it. Mr. Cowan reported that they had received numerous calls as well—specific to the APSU area. The downside to this was discussed—Mr. Smith brought up specific neighborhoods that would have an issue—and it was noted that this would be at the discretion of the officer. Mr. Cowan stated that 15ft is in the industry standard. Mr. Senseney made a motion to add not parking within 15ft of a mailbox to the mailbox violation. Mrs. Shephard seconded. All members voted in favor.

## **VI. OLD BUSINESS**

First hour free parking program—Mrs. Hampton reported that we need to look at a rate if we are going to eliminate the first hour free program—it has been suggested that it be consistent. Mr. Bowie suggested a \$1.00 for the first hour (\$2.00 for each hour after up to a 3 hour max). Mr. Smith was asked his opinion. He discussed the minimum fee on credit card transactions and we need to consider that when setting a rate. The 3 hour cap was very well received in the past. The issues we are having with meters are all related back to sensors. With this—sensors will go away. The issue that we would now have with 3 hour caps—it’s possible you wouldn’t receive your full 3 hours for parking depending on when you pull in

the space and how much time was left on the meter from someone else. Mrs. Clark discussed the rate of parking for 3 hours for \$5.00. It was clarified that we can allow the meters to build time in once someone leaves before their 3 hours is up and someone new pulls into the space. Mr. Bowie made the motion to eliminate first hour free and implement a 3 hour structure--\$1 for the first hour; \$2 for each hour after that up to 3 hours—and to change the programming so that someone can build time back up to 3 hours. Mr. Senseney seconded it—passed with all members in favor except Mrs. Clark. This will have an effective date of October 1, 2019. This will give us time to communicate with citizens. Mr. Bowie asked about marketing—Mrs. Hampton and Mrs. Matta commented that we will work with Richard Stevens.

Millan Enterprise Parking Spaces-Cumberland Garage-Rate discussion on 5<sup>th</sup> floor of Cumberland Garage. Mrs. Hampton reported that it would be to our benefit to rent this out—it is under-utilized at this point. Millan rented this in 2015 for \$3600—and maintained and provided signs. They have requested some spaces immediately. It would be enforced by the Parking Commission at their request. Mr. Bowie made a motion to set a rate at \$4500 per year to include Millan Enterprises maintaining the 5<sup>th</sup> floor of the Cumberland Garage along with signs effective immediately—and they communicate with the PC for enforcement. Mr. Senseney seconded it—all members voted in favor.

#### VII. MISCELLANEOUS DISCUSSION

Mr. Cowan asked to discuss on street parking. The Street Department has received a lot of complaints regarding residential parking. There is a push from Regional Planning Commission for more dense developments—which means narrower streets—which means more parking on the streets—and more complaining from people parking on streets. Mrs. Hampton added that a council member reached out to us regarding restricting on street parking. Mr. Cowan is asking if he gets a request to restrict on street parking—what should be the process.

#### VIII. VOIDING REQUESTS

No action taken on:

170203487; 170302227; 170203194

Tabled:

170203194; 170203337

Reduce Rate to \$20:

170302033; 170302054; 170302053

Void:

501598

#### IX. ADJOURNMENT—The meeting was adjourned at 4:45 pm.