

**Duluth Parking Commission**  
**Fifty-Seventh Meeting**  
7:30 a.m. Friday, December 1, 2017  
City Council Chambers, Duluth City Hall

**Members Present**

- Andy Goldfine, Vice President
- Noland Makowsky
- Andy McDonald, President
- Jessica Sterle
- Karin Swor
- Michael Warsop

**Members Absent**

- Howie Hanson

**Guests Present**

- Mark Bauer, Parking Operations Specialist – City of Duluth
- Carl Crawford, Human Rights Officer – City of Duluth
- Greg Guerrero, Street Maintenance Manager – City of Duluth
- Doug Melander, Duluth Operations Manager – Interstate Parking Company, Inc.

**Approval of September 2017 meeting minutes**

Commissioner Jessica Sterle motioned to approve the minutes of the September 2017 Duluth Parking Commission meeting. Commissioner Michael Warsop seconded the motion, which was approved 5-0.

**Approval of November 2017 meeting minutes**

Commission Vice President Andy Goldfine motioned to approve the minutes of the November 2017 Duluth Parking Commission meeting. Commissioner Warsop seconded the motion, which was approved 5-0.

**Proposal to prohibit parking on a portion of West Michigan Street**

City of Duluth Parking Operations Specialist Mark Bauer introduced a proposal to prohibit parking on a portion of the 2400 block of West Michigan Street. He stated that the request had come from the Duluth Transit Authority, whose drivers had been experiencing difficulty entering and exiting the bus facility on the south side of the street due to reduced turning radii and sightlines related to vehicles parked on the north side of the street. Mr. Bauer stated that Rohlfiing, Inc., the business on the north side of the street, was also in favor of the proposed parking prohibition, which would enhance turning radii and sightlines for their truck drivers as well. Mr. Bauer stated that the parking prohibition would extend from the intersection of 24<sup>th</sup> Avenue West to a point 7 feet west of the driveway to the Rohlfiing loading dock. Commissioner Warsop motioned that the proposal be approved. Commissioner Sterle seconded the motion, which was approved 5-0.

**Proposal to reconfigure parking on a portion of West Superior Street**

Mr. Bauer presented a proposal to remove three single-space meters on the 400 block of West Superior Street, adjacent to the Maurices building. He stated that there had been some internal communications challenges within Maurices that resulted in the addition of metered stalls in front of the building on the upper side of Superior Street which Maurices management now wanted to remove due to their perception that vehicles parked in the stalls would obscure sightlines to their building entranceway. Mr. Bauer stated that he had spoken with all applicable parties at Maurices and confirmed that this was their desired new parking configuration but added that the parking configuration would be reevaluated during the upcoming Superior Street redevelopment project. He stated that on-street parking prohibitions intended to preserve aesthetic sightlines were unusual in municipal areas. Commissioner Karin Swor inquired whether any on-street ADA parking stalls would be lost due to the proposed configuration. Mr. Bauer indicated that all existing ADA-specific stalls would be preserved. Commissioner Swor motioned to approve the proposal. Commissioner Goldfine seconded the motion, which was approved 6-0.

### **Proposal to approve the 2018 parking fund budget**

Mr. Bauer presented a copy of a presentation on the proposed 2018 parking fund budget and briefly described the parking division's proposal. Commissioner Warsop motioned that the proposed budget be approved. Commissioner Noland Makowsky seconded the motion, which was approved 6-0.

### **Proposal to convert a portion of West 3<sup>rd</sup> Street to alternate side parking 1:00 a.m. to 7:00 a.m.**

Mr. Bauer presented a proposal to convert parking on West 3<sup>rd</sup> Street, between 21<sup>st</sup> Avenue West and 24<sup>th</sup> Avenue West, from no parking 2:00 a.m. to 6:00 a.m. to alternate side parking 1:00 a.m. to 7:00 a.m. He stated that the proposed configuration would better serve the needs of the mixed-use area, which included a large amount of multi-tenant housing. Mr. Bauer stated that while the existing configuration prohibited overnight parking, the proposed configuration would allow overnight parking on one side of the street, while allowing both-sided parking during the day. He stated that this would serve the parking needs of the area's residents while still allowing City of Duluth street crews to perform their duties with regard to snow removal and street maintenance. He stated that he had conducted a survey of the area's stakeholder that indicated that of the ten responses he had received, eight were in favor of the conversion. He stated that Johnson's Bakery opposed the change but that he would continue to work directly with the bakery to address their needs following the conversion. Commissioner Sterle indicated that she was in favor of a consistent parking configuration along the street, and Commissioner Goldfine inquired whether the proposed configuration would match that of the adjacent areas. Mr. Bauer stated that the proposed configuration matched other precedent in the area but that the specific area covered by the proposal was separated from the area to the immediate west by a public park with limited parking demand associated with it. Commissioner Warsop inquired why the current configuration prohibited parking from 2:00 a.m. to 6:00 a.m. Mr. Bauer stated that while he did not know exactly how that configuration was decided upon, the 1:00 a.m. to 7:00 a.m. configuration was a newer concept and that the area under discussion simply may not have yet been considered for this option. Commissioner Makowsky inquired what the configurations were for the adjoining streets. Mr. Bauer replied that the majority of the adjoining avenues featured alternate side parking. Commissioner Makowsky motioned that the proposal be approved. Commissioner Warsop seconded the motion, which was approved 6-0.

### **Proposal to establish a ten-minute drop-off zone on East 2<sup>nd</sup> Street**

Mr. Bauer introduced a proposal to establish a ten-minute drop-off zone on the lower side of the 300 block of East 2<sup>nd</sup> Street. He stated that such a loading zone had previously existed at the location but that it had been removed after it was discovered that there was no active tenant in the adjacent building. Mr. Bauer stated that a new owner had recently purchased the building and wished to establish a ten-minute drop-off zone to serve his prospective tenants' needs. Commissioner Warsop inquired how common short-term drop-off zones were in Duluth. Mr. Bauer replied that, while he did not know at the time the exact number of zones throughout the city, there were a moderate number of them. Commissioner Goldfine motioned that the proposal be approved. Commissioner Warsop seconded the motion, which was approved 6-0.

### **On-street ADA signage requests**

Mr. Bauer proposed that six on-street ADA signage requests be approved. He stated that the parking division, in consultation with the City of Duluth Commission on Disabilities, had reviewed the requests and agreed on the need for the zones. Commissioner Sterle motioned that the request pertaining to 2402 West 4<sup>th</sup> Street be approved. Commissioner Swor seconded the motion, which was approved 6-0. Commissioner Warsop motioned that the request pertaining to 3222 Restormel Street be approved. Commissioner Makowsky seconded the motion, which was approved 6-0. Commissioner Warsop motioned that the request pertaining to 1925 East 1<sup>st</sup> Street be approved. Commissioner Goldfine seconded the motion, which was approved 6-0. Commissioner Makowsky motioned that the request pertaining to 1328 East 2<sup>nd</sup> Street be approved. Commissioner Swor seconded the motion, which was approved 6-0. Commissioner Swor motioned that the request pertaining to 2126 West 2<sup>nd</sup> Street be approved. Commissioner Makowsky seconded the motion, which was approved 6-0. Commissioner Swor motioned that the request pertaining to 1328 North Central Avenue be approved. Commissioner Sterle seconded the motion, which was approved 6-0.

### **Off-street parking update**

Interstate Parking Company Duluth Operations Manager Doug Melander provided an update on off-street parking operations. He provided an update on ongoing structural repairs at the Hart District Ramp, stating that the repairs would soon be completed, prior to the end of the year. Mr. Melander stated that City crews had recently affected repairs to light fixtures in several facilities and that he was appreciative of their efforts. He then provided an update on the recently-implemented first-hour-free program in the four major downtown public parking ramps, stating that the program was generally so far successful and that recent clarification of posted signage had helped with the public messaging. Mr. Melander stated that per the parking division's request a grace period had been added to the end of the first hour parked as a customer service enhancement. Commissioners McDonald and Goldfine expressed support of consideration of a "true first hour free" program in the future, if funding became available to cover the potential revenue loss from removing one-hours' charges from all rate tiers, rather than only discounting the fee if parkers enter and exit within one hour, as specified by the current program. Commissioner Makowsky suggested that clarity in messaging might be enhanced for the current program by stating "One Hour or Less – No Charge" on the posted signage. Mr. Melander and Mr. Bauer indicated support for the idea and stated they would continue to monitor feedback to gauge the needs for further clarity in messaging.

### **On-street parking update**

Mr. Bauer provided an update on on-street parking operations. He stated that implementation of the mobile parking payment system, Park Duluth, was nearly complete. Commissioner Swor inquired whether the new system could accommodate ADA parking needs. Mr. Bauer replied that it could. He stated that new, more professional-looking uniforms had been ordered for the parking staff and that parking enforcement staffing would soon be back up to full levels following recent turnover.

### **Establishment of the 2018 Duluth Parking Commission meeting schedule**

Mr. Bauer provided the commission with proposed 2018 Duluth Parking Commission meeting dates. He stated that each of the meetings, which would occur on the first Friday of each month in 2018, would begin at 7:30 a.m. in the City Council Chambers. Commissioner Swor motioned that the proposed meeting dates be approved as presented. Commissioner Goldfine seconded the motion, which was approved 6-0. Commissioner Andy McDonald stated that he would not be able to continue service on the parking commission beyond March 2018 and that a new commission president would need to be approved.

Respectfully submitted,

Mark Bauer  
Parking Operations Specialist