



City of Columbia, Missouri

Meeting Minutes

Parking Advisory Commission

Monday, November 12, 2018

3:00 PM

Conference Room 1C

City Hall

701 E. Broadway

I. CALL TO ORDER

Present: 7 - Gregory Cecil, Val DeBrunce, Kenny Kvam, Ronald Lamb, Lawrence Simonson, Michael McClung and Michael Sokoff

Absent: 1 - Nicholas Knoth

II. INTRODUCTIONS

In addition to the board members, also present for the meeting were Dave Nichols, Director of Public Works for the City of Columbia; Amanda Capua, Marketing Specialist for the City of Columbia; Dawn Ettleman, Financial Analyst for the City of Columbia; Leah Christian, Transit & Parking Manager for the City of Columbia; John Ogan, Administrative Assistant for the City of Columbia; Dawn Ettleman, Financial Analyst for the City of Columbia; Nickie Davis, Director of Outreach for the CID; Bob Hohenstein, Executive Director for the CID.

Absent: Nick Knoth.

III. APPROVAL OF AGENDA

Yes: 7 - Cecil, DeBrunce, Kvam, Lamb, Simonson, McClung and Sokoff

Absent: 1 - Knoth

IV. APPROVAL OF MINUTES

Yes: 7 - Cecil, DeBrunce, Kvam, Lamb, Simonson, McClung and Sokoff

Absent: 1 - Knoth

October 3, 2018 Minutes

Attachments: [Oct 3 Meeting Minutes](#)

V. OLD BUSINESS

A. Staff Reports

Leah Christian spoke about the possibility of installing the gate arm system by spring 2019, and that one of the greatest challenges is the tracking of payments. Val DeBrunce asked if the city has learned anything from the difficulties they have had, and Leah Christian responded that the city has now formed a project management office to aid in the vetting of future projects. For example, parking staff has submitted a proposal to upgrade the garage surveillance system to this office.

Mike McClung said that until the gate arm system is installed, he would like the signage on gate arms to be clearer. He said that some visitors to the garage see the existing signage which says that the new machines are down, and mistakenly think that parking is free. Leah Christian and Amanda Capua will discuss improving that signage.

B. Garage Wait List Update

John Ogan discussed his calls to the individuals and companies on the parking wait lists. After this first stage of calls, the number of entries on the wait list now averages 140 per parking garage, and the overall total remaining number of spaces across all lots and garages is 1,049. John expects this figure to decrease as calls continue.

VI. NEW BUSINESS

A. One-Year Member Renewals

Mike McClung advised that some commission members will have to make a decision to reapply for the commission by January 4, 2019.

Leah Christian reported that Randy Gray from the DLC has resigned from the Parking Advisory Commission due to schedule conflicts, and that Cindy Neagle will replace him at the next PAC meeting.

B. RPPO Proposal, Budget, Plan

Attachments: [RPPO Draft Proposal](#)

[RPPO Funds](#)

City Council has requested that city staff and the Parking Advisory Commission move forward with the RPPO (Residential Parking by Permit Only) program. Leah Christian explained that we have more than \$130,000 budgeted to work with our consultant, Walker, to develop a systematic plan to implement an RPPO that the neighborhood groups can agree on.

Val DeBrunce asked if the RPPO included the downtown high rise apartments. Leah said that staff requested that Walker gather information concerning the downtown residential apartments, such as how many of the residents own cars, and how many currently have parking spaces, as part of the RPPO development process. It is important to verify if downtown residents with cars, who lack parking, are parking in the adjacent neighborhoods requesting RPPO programs. Walker will work with apartment property managers to gather this information.

Permit parking areas for RPPO consideration include East Campus, Benton-Stephens, Grasslands, Stewart Road, and additional areas. Once we have a finalized RPPO proposal from Walker, it will be brought to City Council as a resolution. Once approved, Walker will work with staff to identify neighborhood representatives from all areas currently requesting an RPPO, and an advisory group comprised of these representatives will be formed. There are PAC members who are interested in serving on the advisory group, but Dave Nichols stated that it will not need to be another formal commission. Walker and staff can then work with the advisory group to create a systematic process for the implementation of RPPO programs.

Mike McClung asked about the timeline for the RPPO, and Leah Christian said that it would likely be within the next six months. Mike asked if we can run the baseline at the same time we work on the RPPO, and Leah answered that a lot of the proposals will likely occur concurrently, but fears that staff capacity may not be sufficient to handle all of the matters simultaneously.

Mike McClung discussed the CID concern that money collected for downtown parking goes to neighborhood parking programs. David Nichols suggested that Walker will work with the advisory group to establish the percentage of funding from the neighborhoods that will go towards the RPPO program. It will be important for neighborhoods to have a stake in the RPPO programs.

Kenneth Kvam asked how many RPPOs have been requested. Dave Nichols answered that there are at least five, including the one on Stewart Road, which is an area that includes commuters who park there and then bicycle into town. Leah Christian stated that she had asked Walker to try to gather more information about the who/why people are parking their vehicles in these neighborhoods.

Ronald Lamb asked if there is an equivalent neighborhood organization for downtown residents, such as a downtown residents association. Kenneth Kvam suggested starting one; Leah said that Bill Cantin, a neighborhood association liaison, could potentially guide him in the creation of such a group.

C. Parking Utility Baseline Review Proposal

Attachments: [Parking Utility Baseline Review Proposal](#)

The Parking Advisory Committee shall start the baseline review proposal in conjunction with the RPPO proposal.

Yes: 7 - Cecil, DeBrunce, Kvam, Lamb, Simonson, McClung and Sokoff

Absent: 1 - Knoth

i. Review 15 points of Scope

Mike McClung stated that there are 15 points of scope for the baseline, and that their total expense is \$50,000. He read the list aloud (see attachment). David Nichols added that the expense for the baseline is not to exceed \$250,000.

ii. Identify any additions or deletions

No additions or deletions were suggested.

iii. Request information or deny/approve direction

Mike McClung motioned to recommend pursuing the baseline in conjunction with the RPPO. His reasoning is that the commission needs to give quality input and wants data to drive the RPPO. He added that we would like to be efficient, both with our funding and with the time available. The funding sources for that RPPO are to be discussed.

VII. REQUESTS FROM COUNCIL/CITY MANAGER

None, other than the RPPO itself.

VIII. COMMENTS FROM COMMISSIONERS

Val DeBrunce said this would be his last commission meeting. Leah said that she would inform the City Clerk about the need to find a new member to replace him.

Mike McClung said that the commission is starting to run out of discussion topics for the time being, and that we may skip the December meeting unless Walker will have questions for the PAC. We will leave the December meeting on the schedule for now, but it may be cancelled.

Walker is to send the PAC another RPPO proposal with more specifics, to include a timeline.

Ken Kvam reported that he has been driving around, observing the Stephens College area. He said that although the areas nearest to Stephens College are densely parked, the surrounding area is generally wide open. He asked if the neighborhoods who want the RPPO are looking at their neighborhoods as a whole. Dave Nichols said that the city has been looking into the area around Benton School, that we might install parking meters, and that Benton-Stephens is pretty passionate about having an RPPO. Kenneth Kvam worried that it will be difficult to obtain property information regarding student vehicles.

Val DeBrunce suggested using neighborhood volunteers within the CID to knock on doors to ask residents questions about parking. Nickie Davis with the CID talked about the possibility of contacting property managers, and creating a survey to be sent to their guests.

IX. COMMENTS FROM PUBLIC

X. ADJOURNMENT

The meeting was adjourned at 3:57 p.m.

Yes: 7 - Cecil, DeBrunce, Kvam, Lamb, Simonson, McClung and Sokoff

Absent: 1 - Knoth

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