



**Burlington Downtown Parking Advisory Committee Meeting
Agenda**

Date: June 28, 2018
Time: 8:30 am
Location: 414 Locust Street (2nd floor boardroom)

Pages

1. Members present:

Councillor Marianne Meed Ward, Councillor John Taylor, Pam Belgrade, Brian Dean, Gil Garbus, Joe Gaetan, Kim Johnny, Barry Glazier, Robert Steven (AGB), Jeff Cooling (Jeff's Guy Shop), Glen Copeland, Andrew Pawlowsky, Susan Morrissey, Ann Stoner

2. Others present:

Paul Yager, Kaylan Edgcumbe, Bryan Letourneau, Thomas Douglas, Tracy O'Neil

3. Members regrets:

Vito Tolone, Jamie Tellier

4. Declarations of Interest:

5. Approval of Minutes:

Approve minutes from meeting held April 26, 2018

1 - 3

6. Delegation(s):

7. Consent items:

7.1 2018 current budget/monthly permit

4 - 4

7.2 Occupancy summary

5 - 12

7.3 Citizen committee members code of conduct

8. Regular Items:

- 8.1 Committee member update (Brian Dean)
- 8.2 Downtown development updates (Thomas Douglas)
- 8.3 Upcoming/in progress committee reports related to parking (Kaylan Edgcumbe)
- 8.4 Parking counters/wayfinding update (Bryan Letourneau)
- 8.5 Electronic vehicle charging stations (Paul Yager)
- 8.6 Parking app - update (Paul Yager)

13 - 26

9. Other Business:

10. Adjournment:

Next meeting
September 27, 2018
8:30 a.m.-10:30 a.m.
414 Locust Street, Boardroom



Burlington Downtown Parking Advisory Committee Meeting

Minutes

Date: April 26, 2018
Time: 8:30 am
Location: 414 Locust Street (2nd floor boardroom)

1. Members present:

Brian Dean (Chair), Pam Belgrade, Kim Johnny, Glen Copeland, Joe Gaetan, Gil Garbus, Barry Glazier, Robert Steven (AGB), Andrew Pawlowsky, and Susan Morrissey

2. Others present:

Vito Tolone, Kaylan Edgcumbe, Paul Byrne, Jamie Tellier, Paul Yager, Bryan Letourneau, Danielle Manton, Manager of Committee and Election Services and Tracy O'Neil

3. Members regrets:

Ann Stoner, Councillor John Taylor and Councillor Meed Ward

4. Declarations of Interest:

None

5. Approval of Minutes:

5.1 Approve minutes from meeting held January 25, 2018

On motion, the minutes of the meeting held January 25, 2018 were approved as presented. CARRIED

On motion, the committee endorsed adding a standing item "Upcoming/In Progress Committee Reports related to Parking on future agendas".
CARRIED

6. Delegation(s): N/A

7. Consent items:

7.1 2018 Current Budget/Monthly Permit

8. Regular Items:

8.1 Citizen Advisory Committee Training and DPC Review (Danielle Manton/Brian Dean)

Danielle Manton and Brian Dean (Chair) provided the members with an orientation including an overview of committee structure, terms of reference, roles, Downtown Parking Area Levy/Boundary, policies and procedures. New members received the Handbook for Citizen Committees to read, sign the back page and return by May 30, 2018. Chair Brian Dean briefed the committee on the history of the Defined Parking area and associated levy.

8.2 Free "P" Parking Program/Occupancy Summary (Chair/Bryan Letourneau)

The committee discussed the "Free "P" Parking Program".

On motion, the committee endorsed the continuation of the Free "P" Parking Program for a two-year period and that the Free "P" Parking Program be reviewed in Q2-2020.

The committee reviewed the occupancy summary information and agreed that the information will be displayed by quadrants. Each quadrant to include on-street and parking lot occupancy information. Pam Belgrade reminded the committee that even though the December Free P program has been endorsed to continue for two more cycles Parking Services staff will still be enforcing based on the system of "graduated enforcement" that was adopted in December 2017.

Action: Bryan Letourneau to provide the occupancy summary in the new format at the next meeting.

8.3 Downtown Supply Forecast and Public Parking Supply/Demand Study (Vito Tolone)

Vito Tolone informed the committee that based on data collected, feedback from Downtown merchants and observations conducted, parking in the downtown, particularly the area east of Brant is experiencing capacity issues. It is recommended that a consultant assignment be initiated to determine solutions to the parking shortage, including suitable locations for parking expansion, amount of parking required over the short and long term and also investigate joint development opportunities with the private sector. A request for proposal must be initiated with the private

sector. A request for proposal must be initiated once discussions with internal city departments have taken place.

Action: Vito Tolone will initiate these discussions and report back to the committee.

8.4 Construction Management Policy Update (Kaylan Edgcumbe)

City staff confirmed that a Construction Management Parking Plan currently exists through Site Engineering. Transportation Planning and Parking staff review and provide comment to each site plan.

There are concerns from local business regarding construction/trade vehicles for the Bridgewater development. Further conversations are required with Conservation Halton and Parks & Recreation.

Action: Jamie Tellier to contact Conservation Halton and Parks & Recreation to request if vehicles can park on the vacant/park land by the construction site.

8.5 Downtown Development Updates (Jamie Tellier)

Jamie Tellier provided a summary of current development applications in the downtown area. (handout)

8.6 2018 Workplan (Chair)

Deferred discussion until the next meeting.

9. **Other Business:**

10. **Adjournment:**

Chair adjourned the meeting at 10:20 a.m.

Next meeting - June 28, 2018, 414 Locust Street, Boardroom, 8:30 am - 10:30 am



2018 Approved Operating Budget - Parking District
To June 2018 Period 6

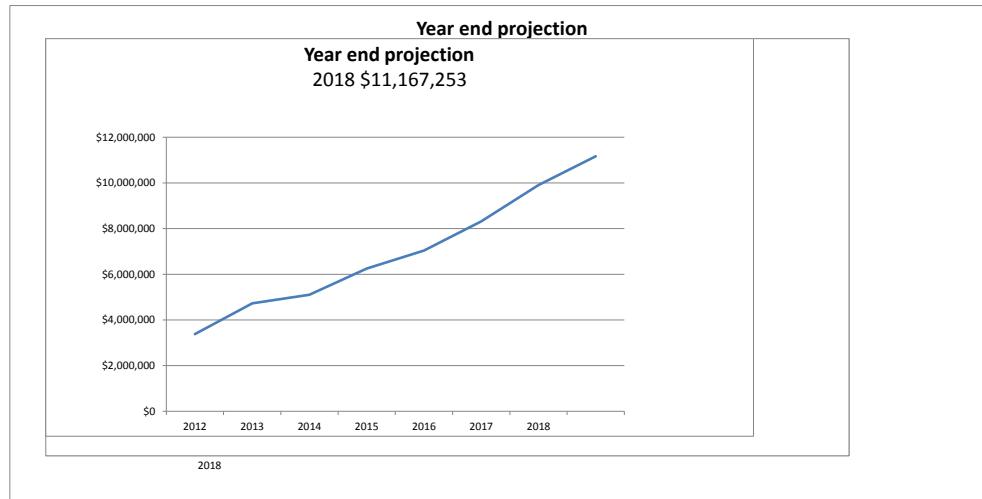


Revenue	2017 Actuals	2018 Budget	2018 YEP*	2018 Budget YTD**	2018 Actuals
Monthly Permits	\$ 699,711	\$ 710,000	\$ 710,000	\$ 503,834	\$ 542,693
Daily Fees	\$ 1,108,028	\$ 950,000	\$ 950,000	\$ 499,318	\$ 432,871
Fines	\$ 522,526	\$ 350,000	\$ 350,000	\$ 175,000	\$ 174,498
Levies	\$ 304,200	\$ 304,200	\$ 304,200	\$ 304,200	\$ 304,200
Internal Recoveries	\$ 49,656	\$ 48,384	\$ 48,384	\$ 4,273	\$ 4,680
Total Revenues	\$ 2,684,121	\$ 2,362,584	\$ 2,362,584	\$ 1,486,625	\$ 1,458,942

Expenses	2017 Actuals	2018 Budget	2018 YEP*	2018 Budget YTD**	2018 Actuals
Human Resources	\$ 149,586	\$ 178,706	\$ 178,706	\$ 86,300	\$ 61,826
Materials and Supplies	\$ 85,469	\$ 94,383	\$ 94,383	\$ 70,742	\$ 26,115
Purchased Services	\$ 272,774	\$ 377,905	\$ 377,905	\$ 197,180	\$ 227,842
Debt Payment	\$ 192,318	\$ -	\$ -	\$ -	\$ -
Internal Charges	\$ 464,159	\$ 447,932	\$ 447,932	\$ 409,883	\$ 142,806
Total Expenses	\$ 1,164,306	\$ 1,098,926	\$ 1,098,926	\$ 764,105	\$ 458,589

Total Provision to reserve fund	\$ 1,519,815	\$ 1,263,658	\$ 1,263,658	\$ 629,552	\$ 629,552
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Key Statistics	2017 Actuals	2018 Budget	2018 YEP*	2018 Budget YTD**	2018 Actuals
Downtown Only					
# of spaces available	1519	1519	1583	1519	1519
# monthly passes sold @ \$83	2307	2300	2300	1150	1200
# monthly passes sold @ \$132	3969	4000	4000	2000	2100
# of tickets issued	10666	10000	10000	5000	4500



Reserve Fund Allocation	Stabilization Funds	15% of recurring expenses	\$234,513	2.10%
	Life Cycle Renewal of existing assets	3 yrs of annual renewal	\$2,278,119	20.40%
	Growth in Parking supply		\$8,654,621	77.50%

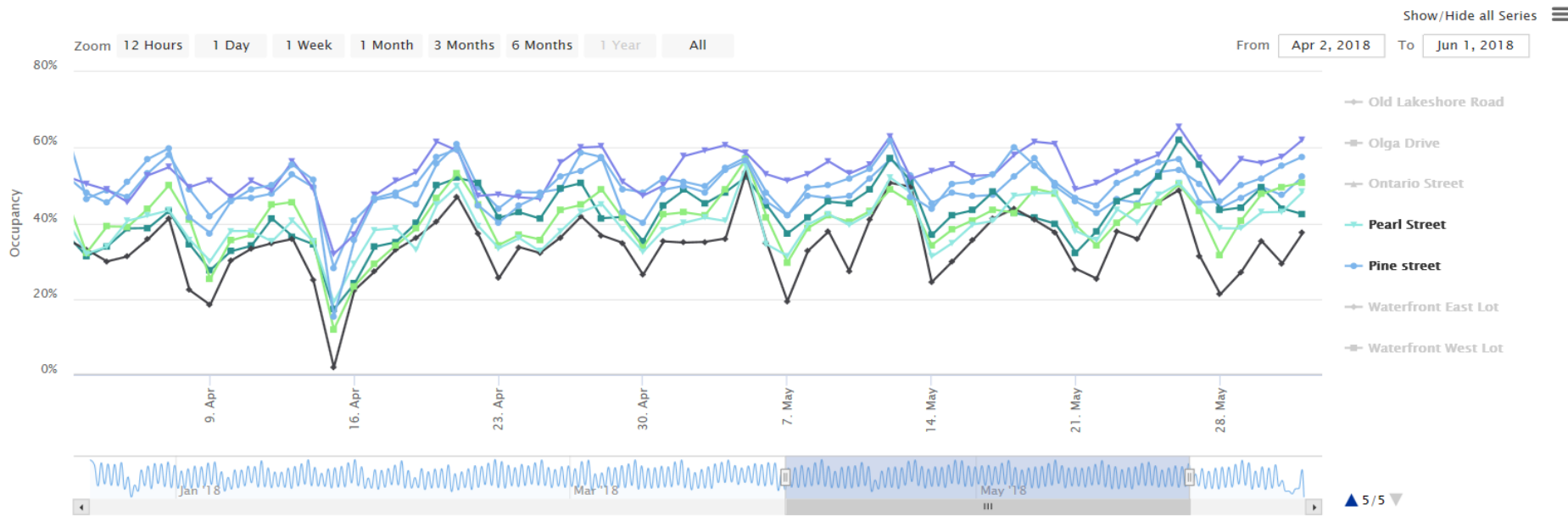


Quarter 2 2018 parking data

Downtown “core” on street

- Average occupancy for Downtown on street spaces

🚗 % Occupancy

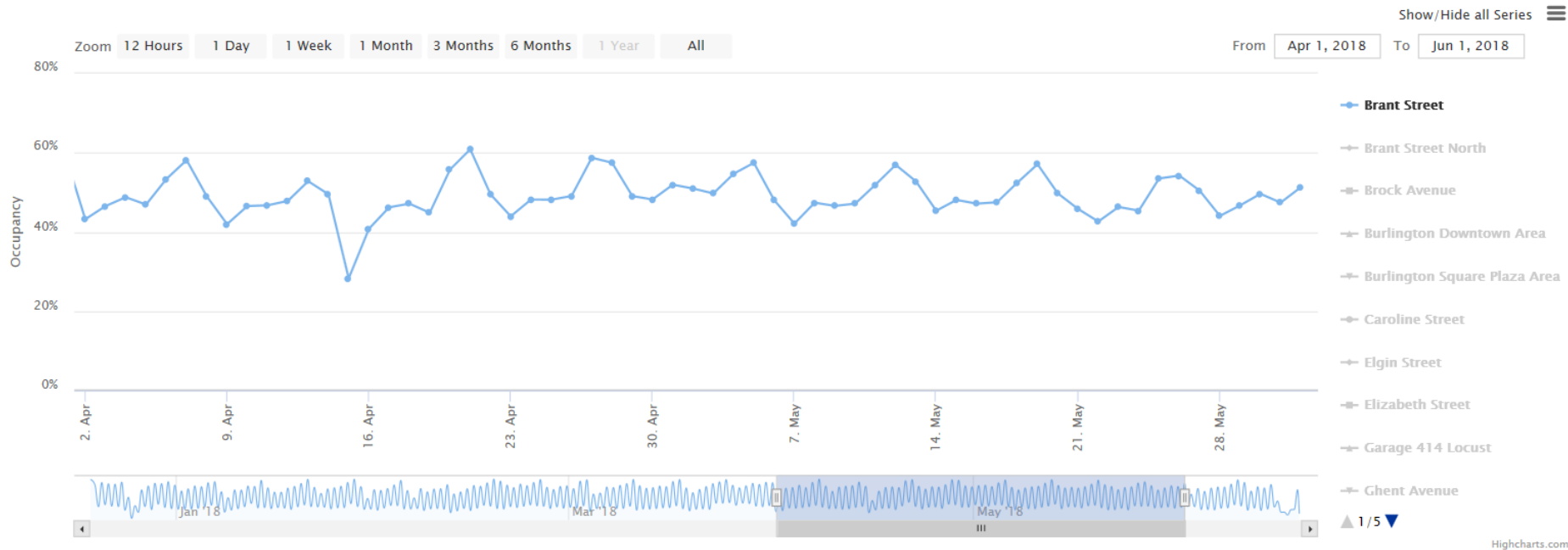


Streets list: Brant, John, Elizabeth, Pine, Pearl, Locust, James

Downtown on street

- Average occupancy for all on street spaces

🚗 % Occupancy

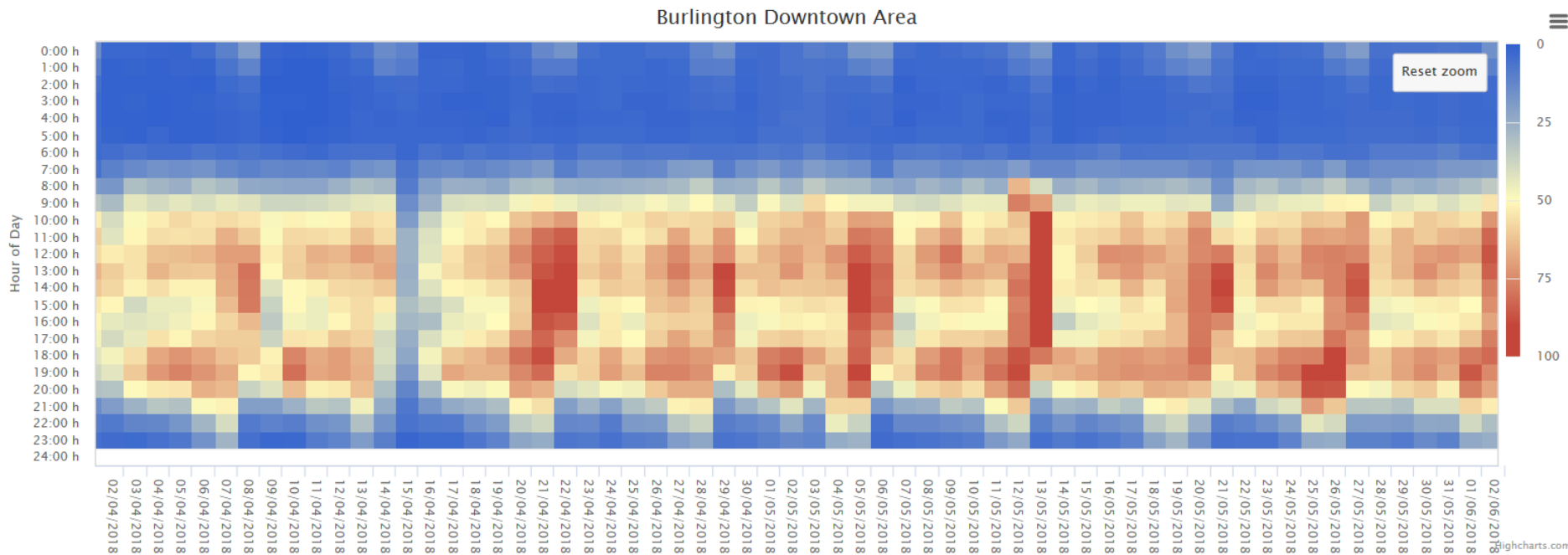


All streets averaged in total

Downtown on street

- Heat map of all Downtown on street

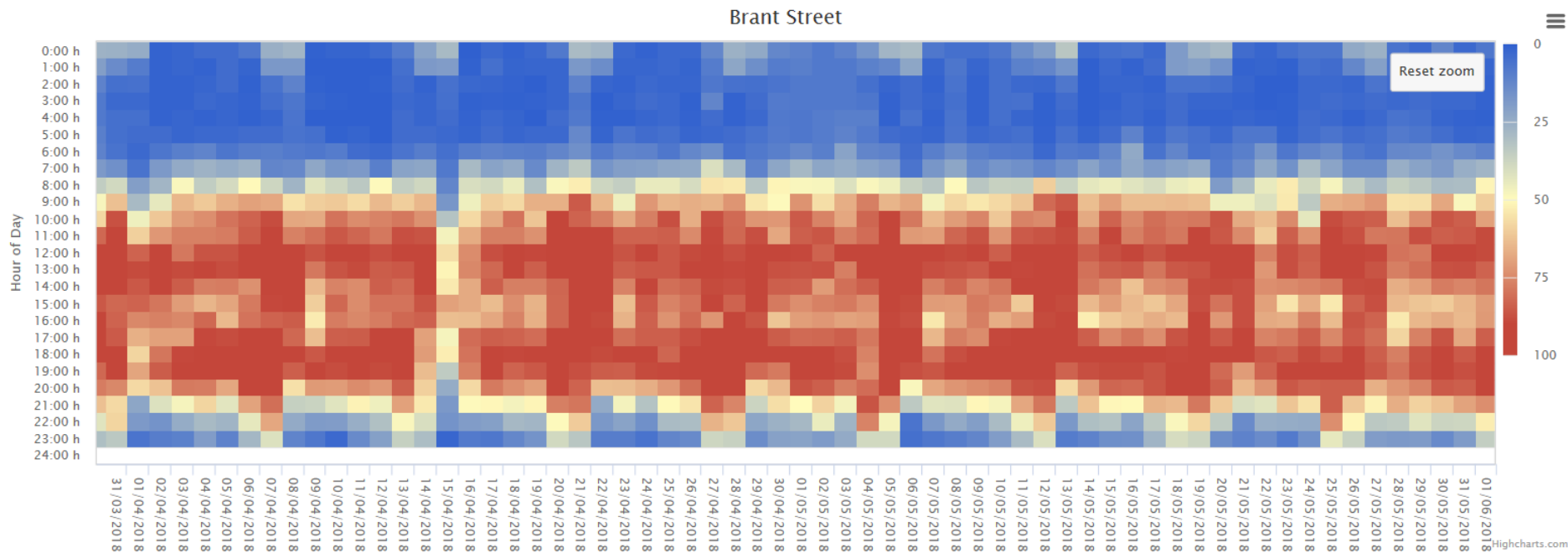
Parking occupancy per day and hour



Brant Street

Brant on street heat mapping

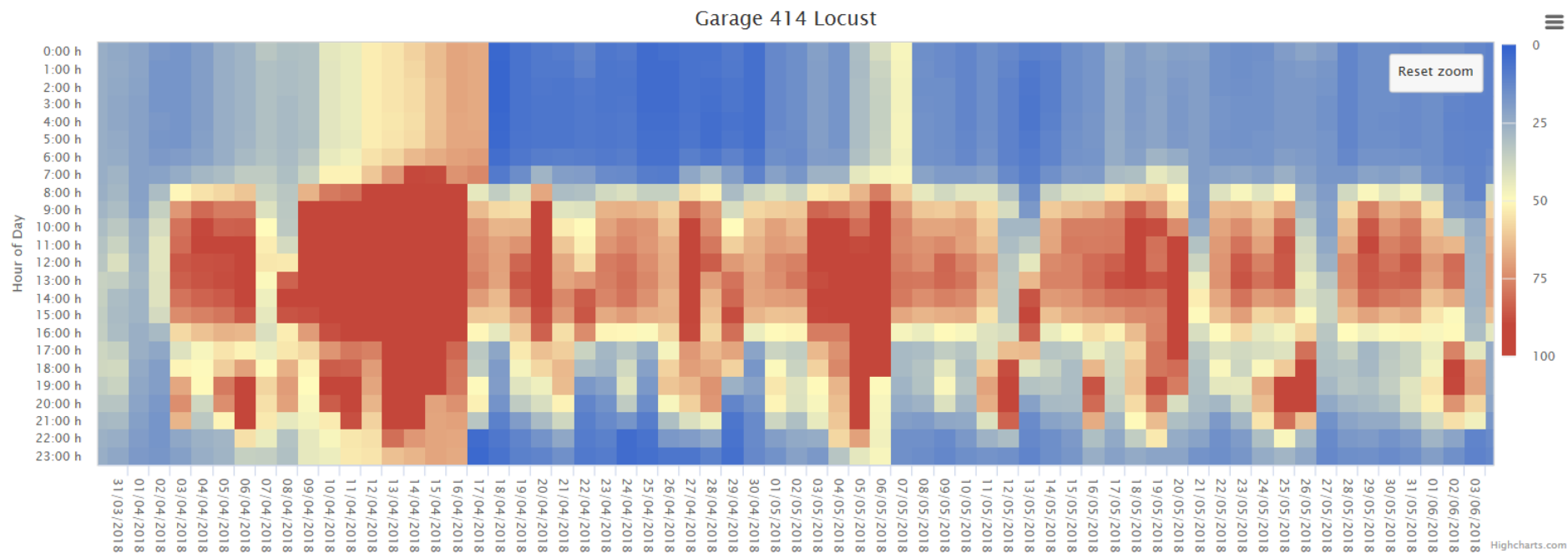
Parking occupancy per day and hour



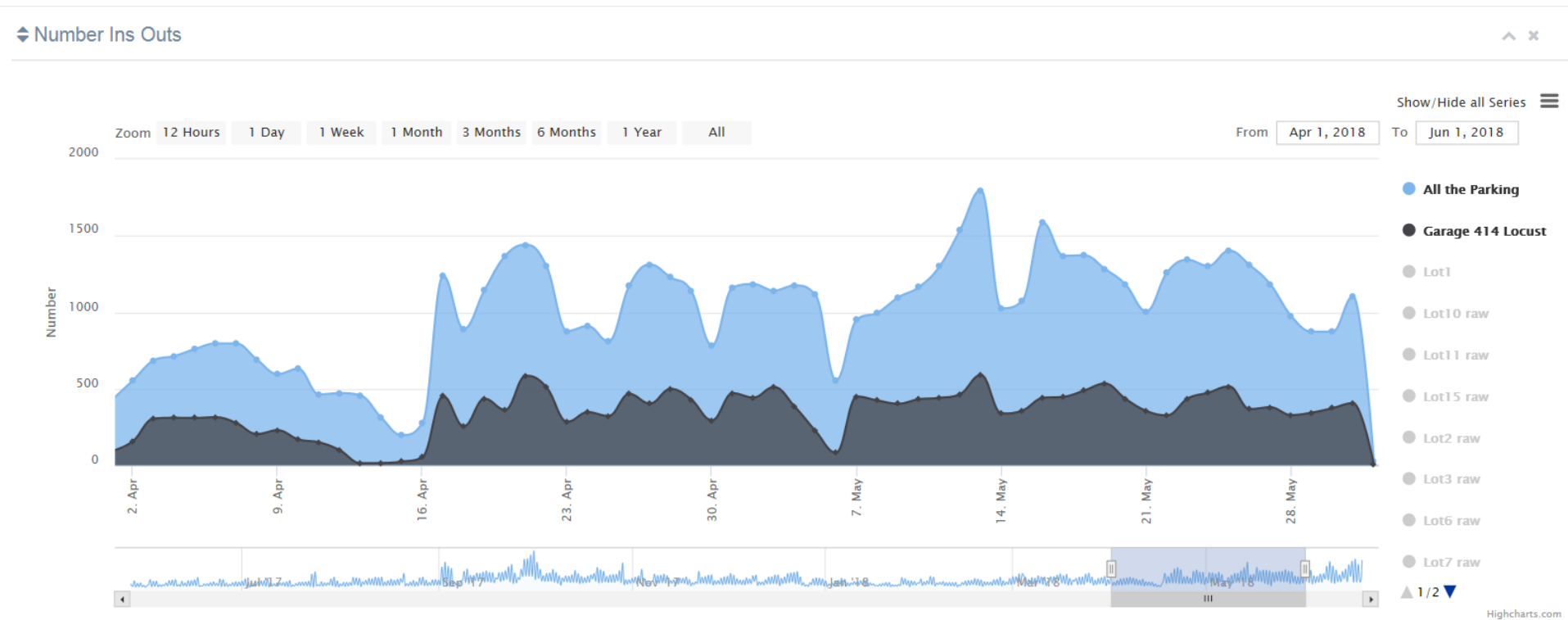
414 Parking Garage

Occupancy of Parking garage

Parking occupancy per day and hour



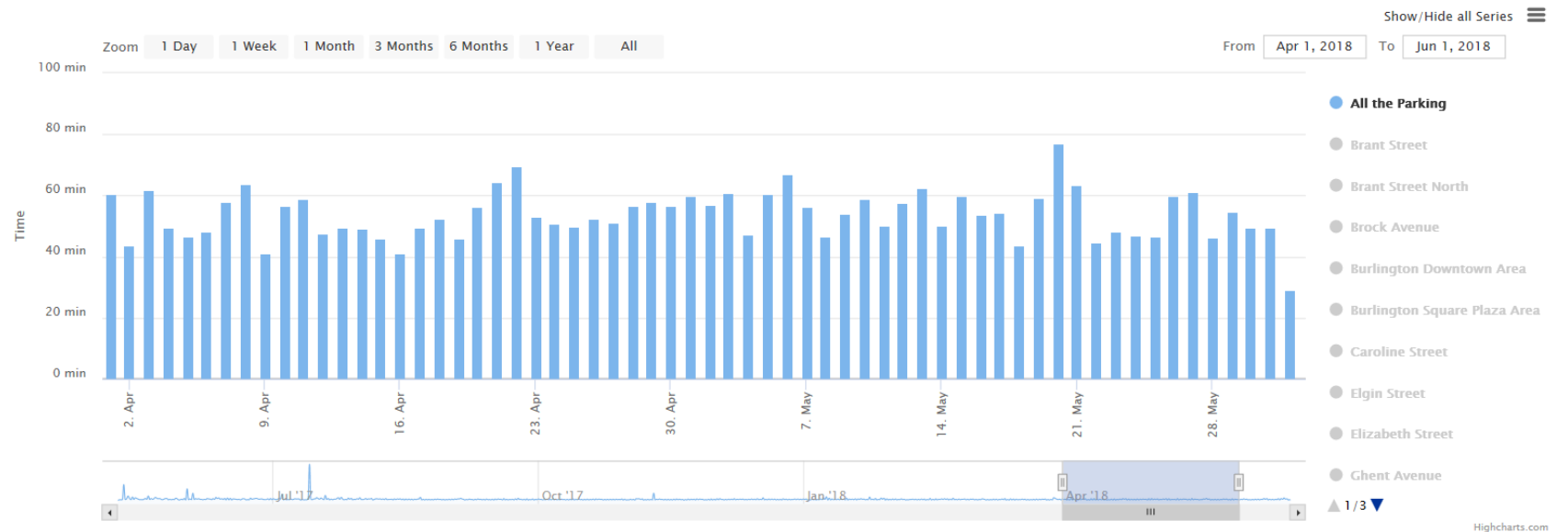
In Out Data



Number of vehicles entering/exiting all DT Lots and garage

Average session time on street

⊙ Average Session Time

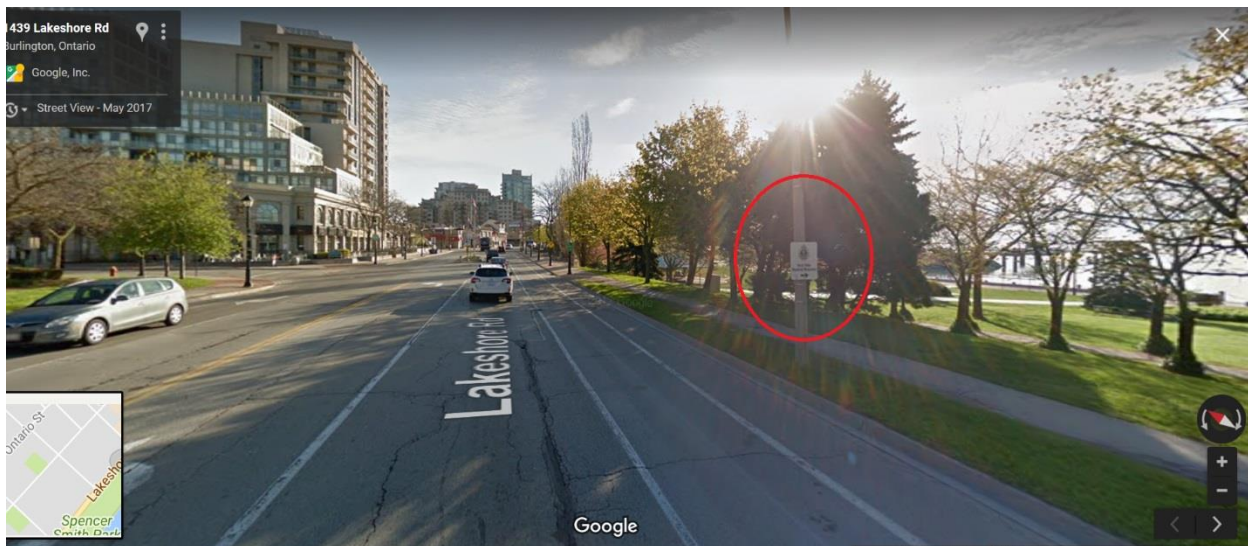
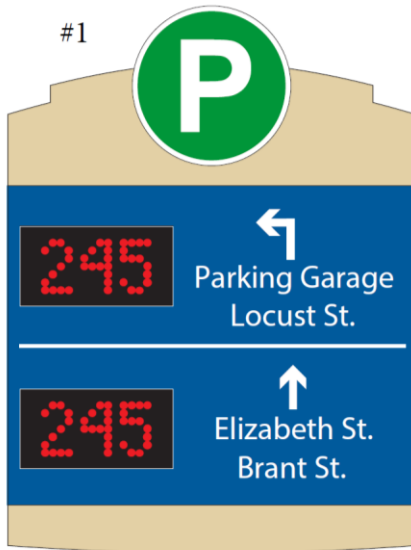


All on street averaged

Wayfinding Project

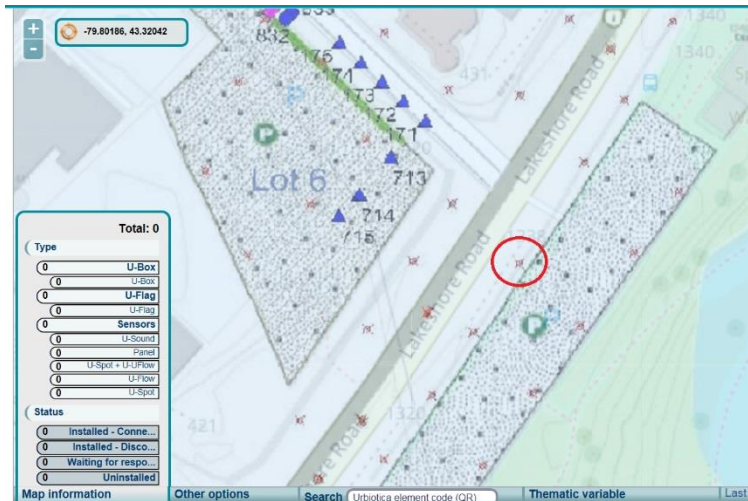
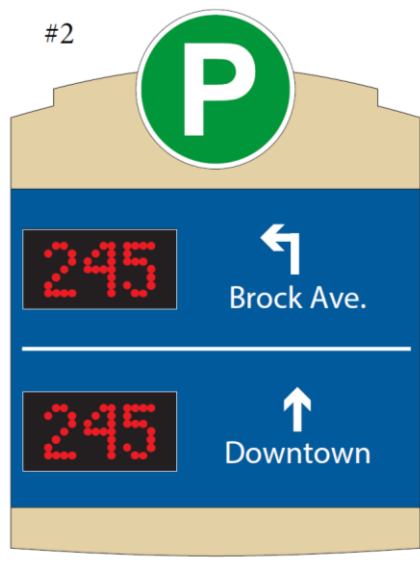
Sign #1

-79.79716, 43.32352



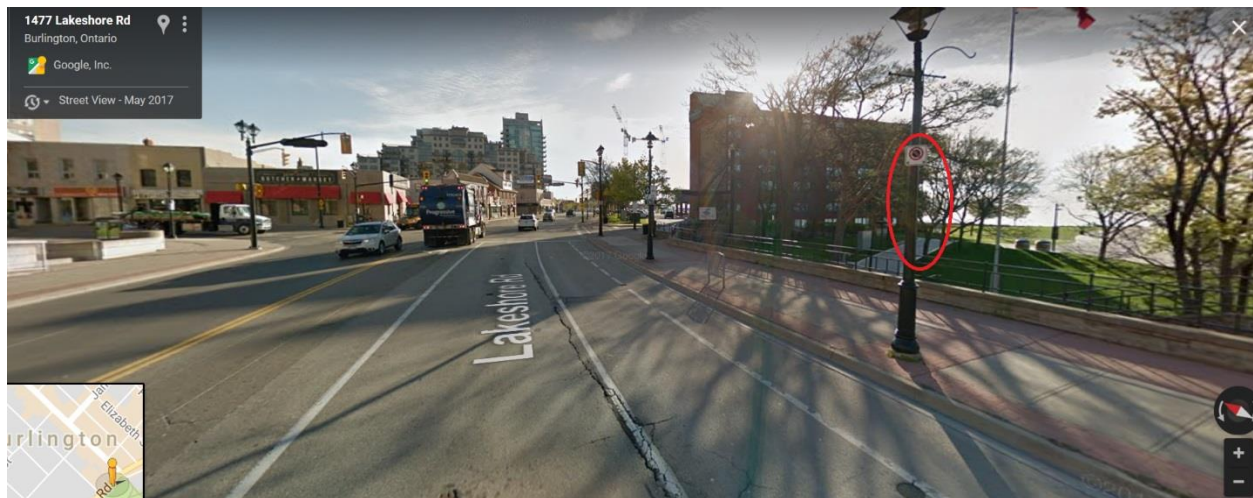
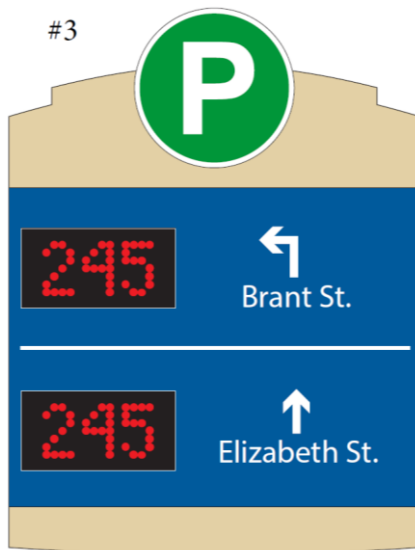
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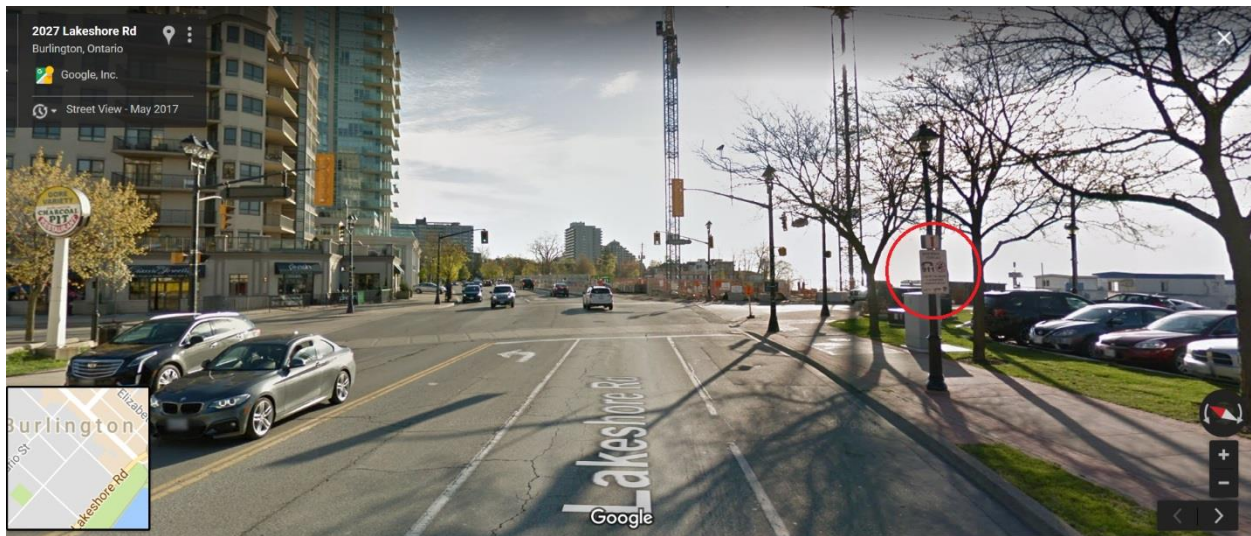
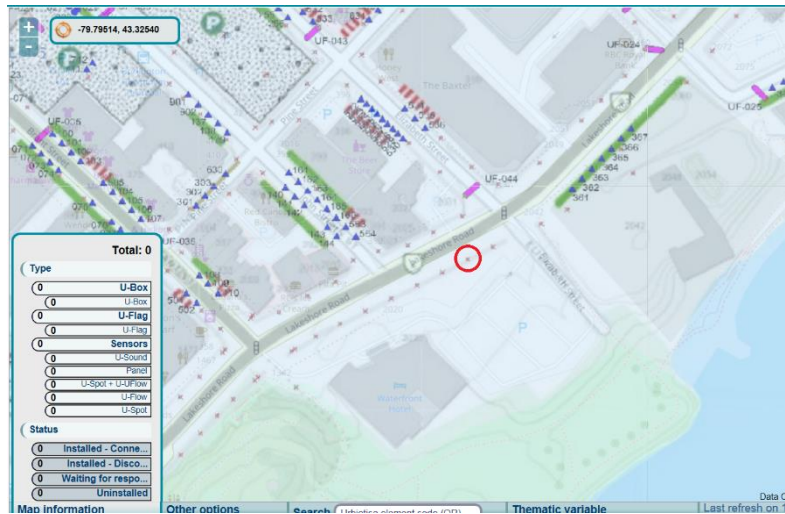
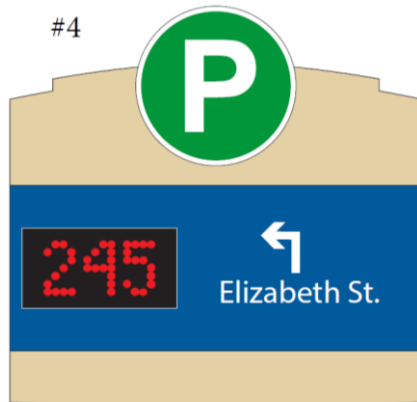


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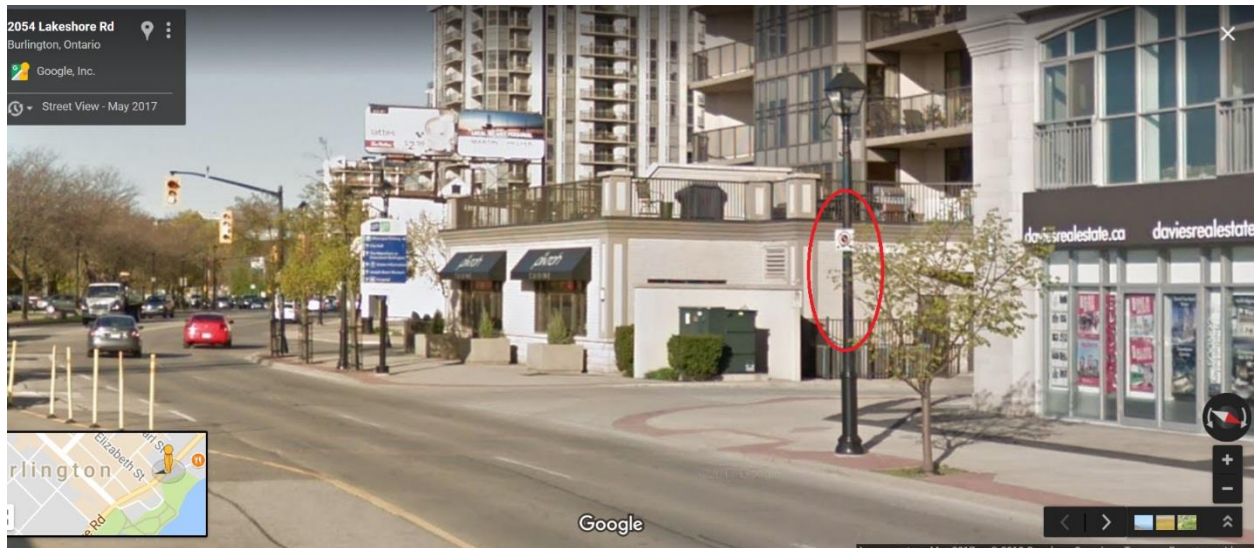


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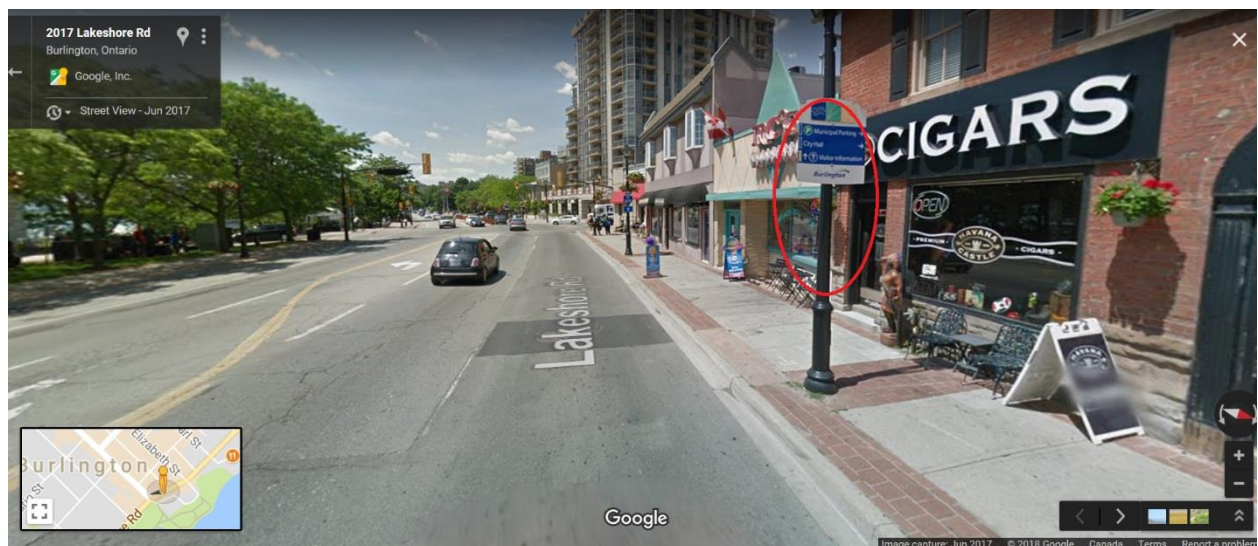
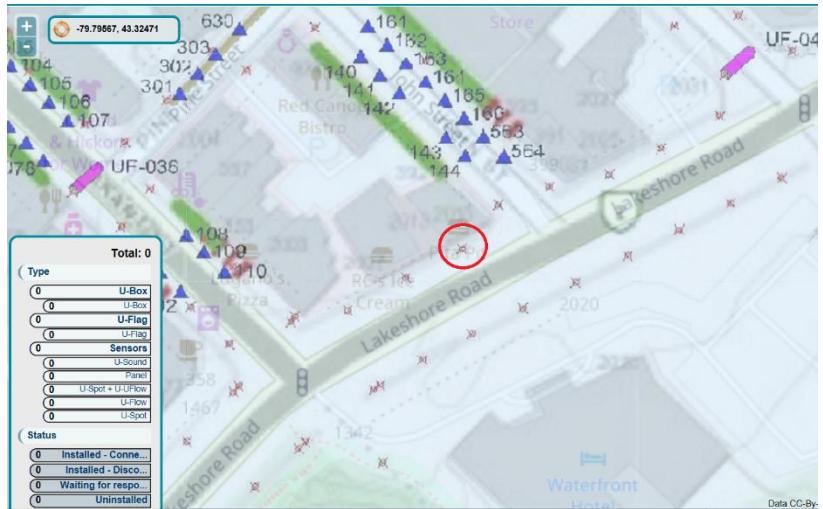
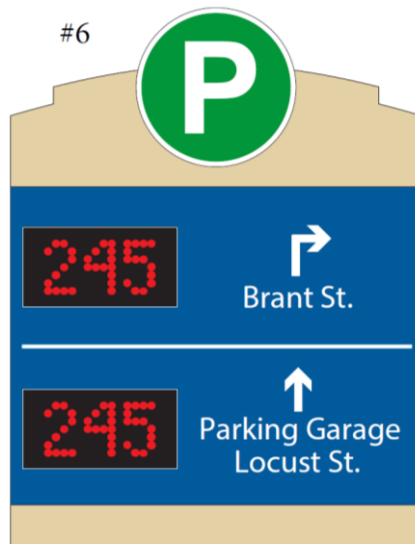


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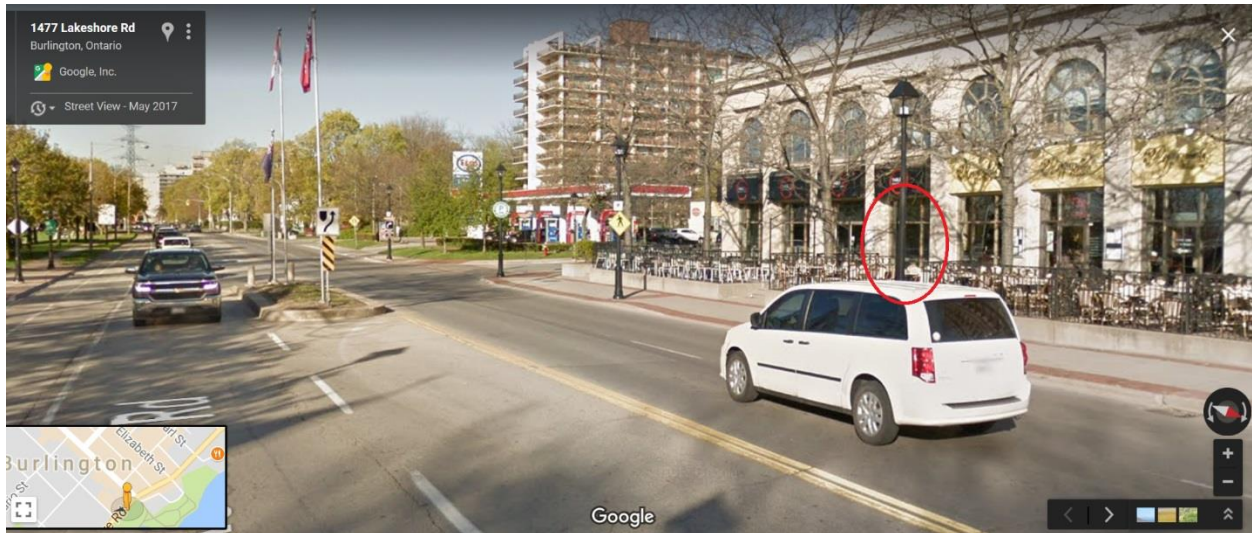
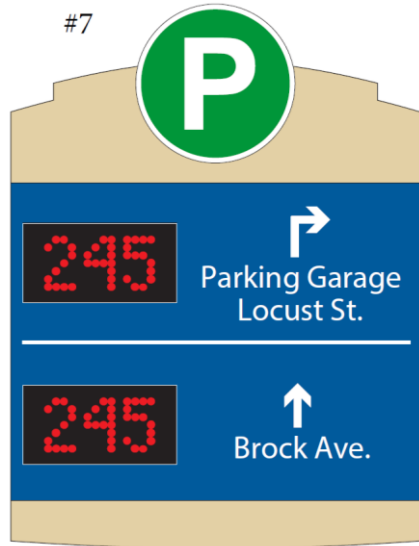
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Sign #6
-79.79561, 43.32474



Sign #7
-79.79668, 43.32414



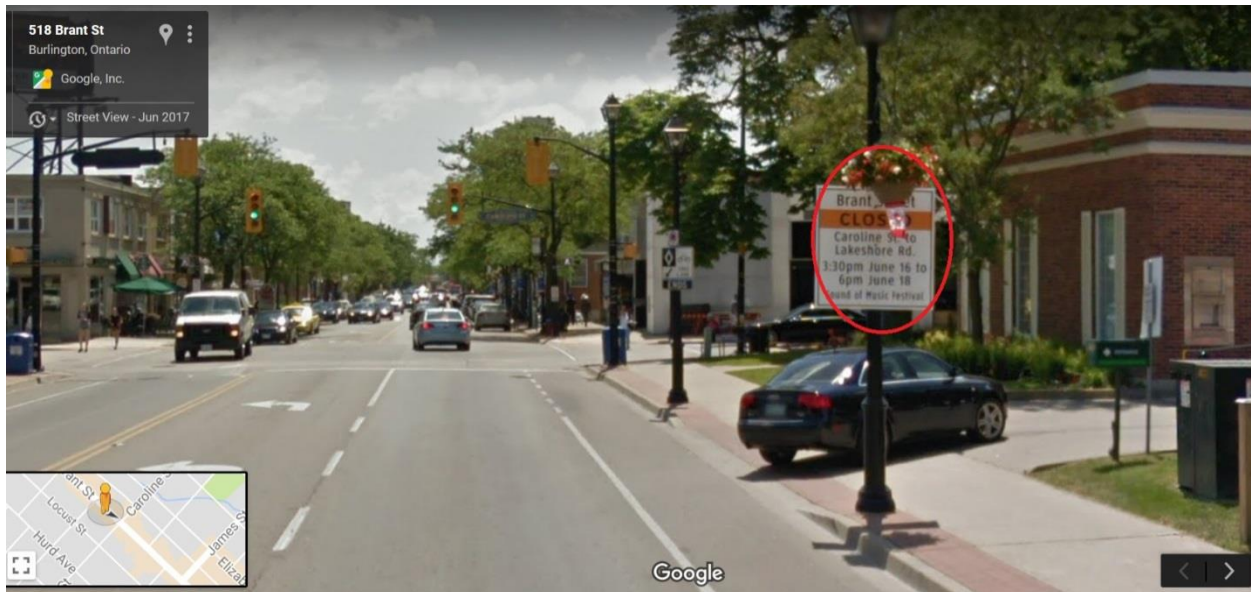
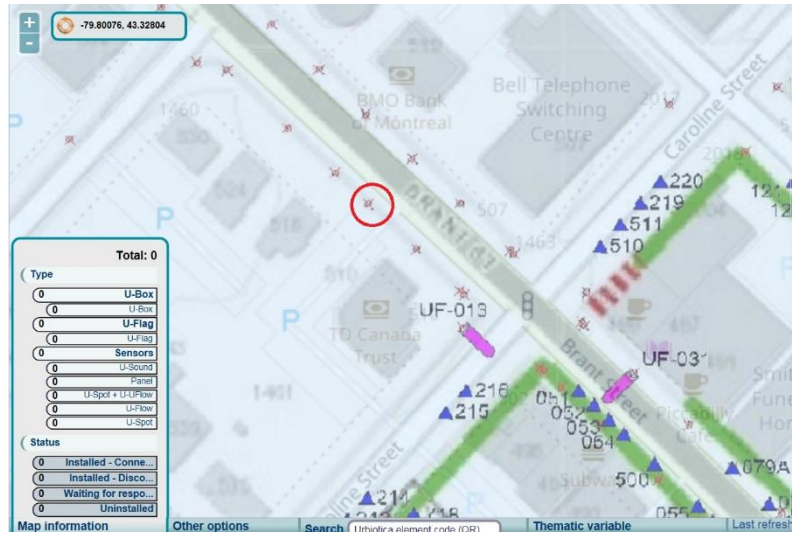
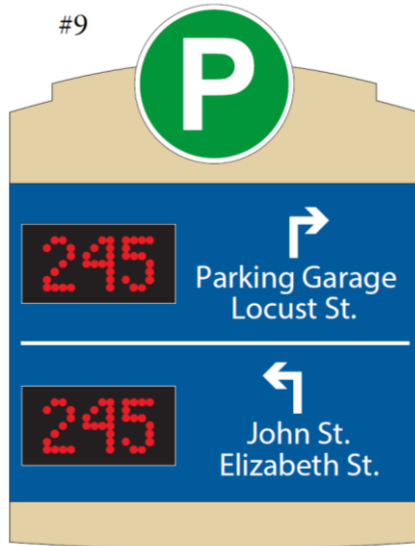
Sign #8

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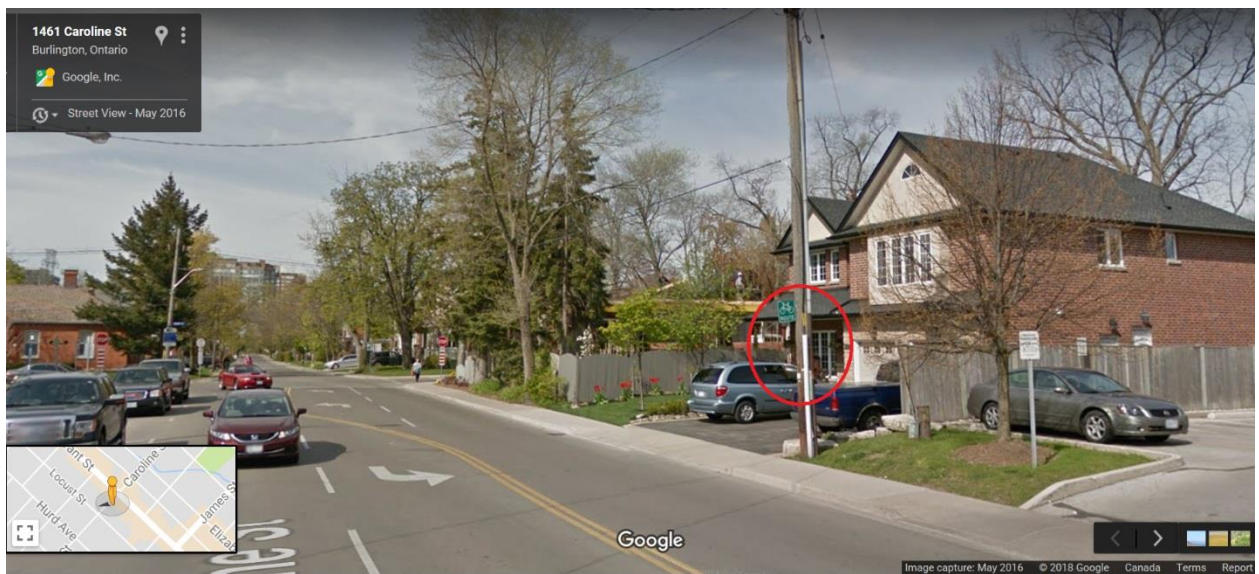
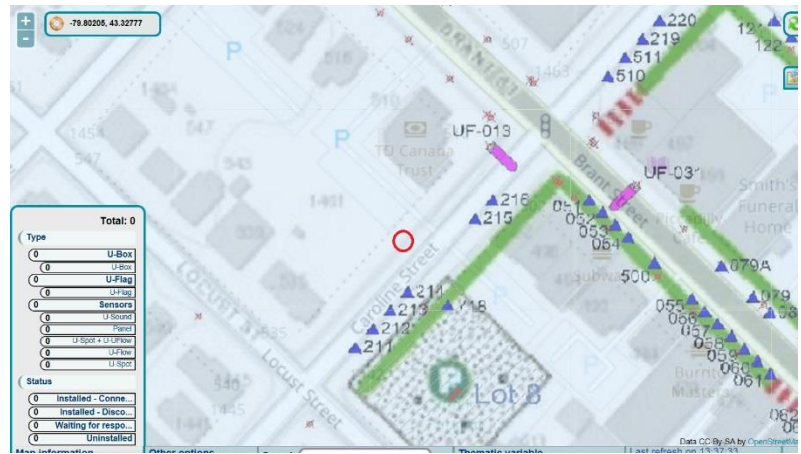
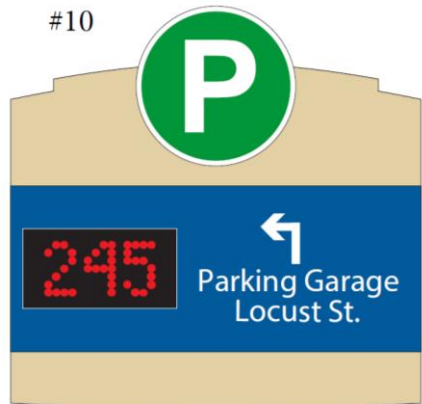


Sign #9

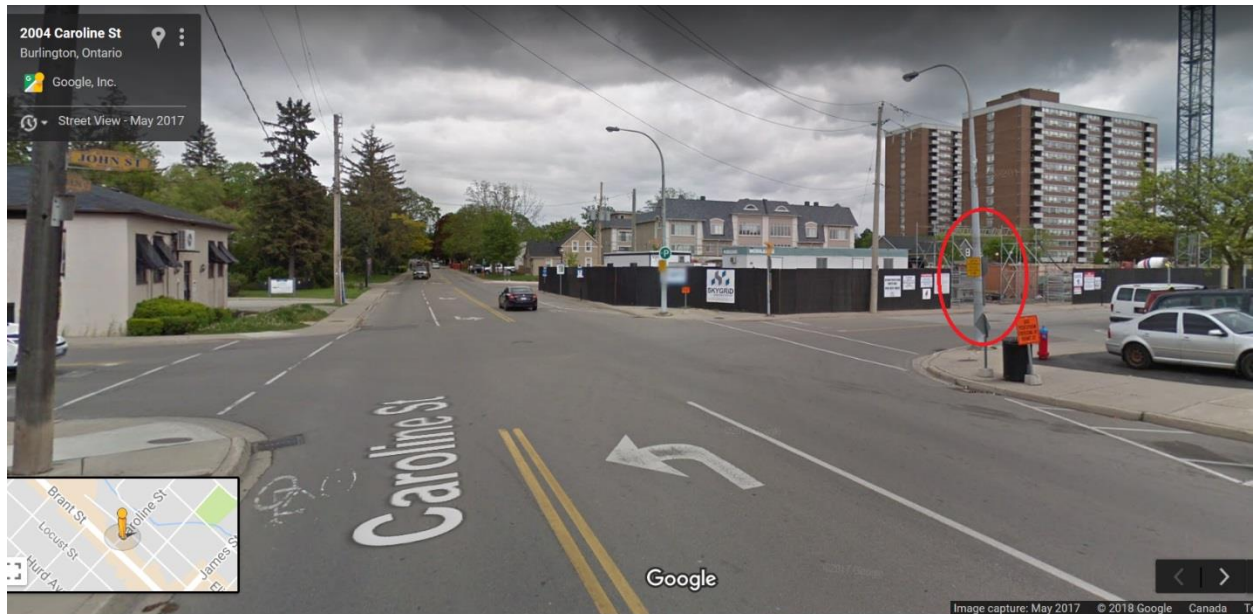
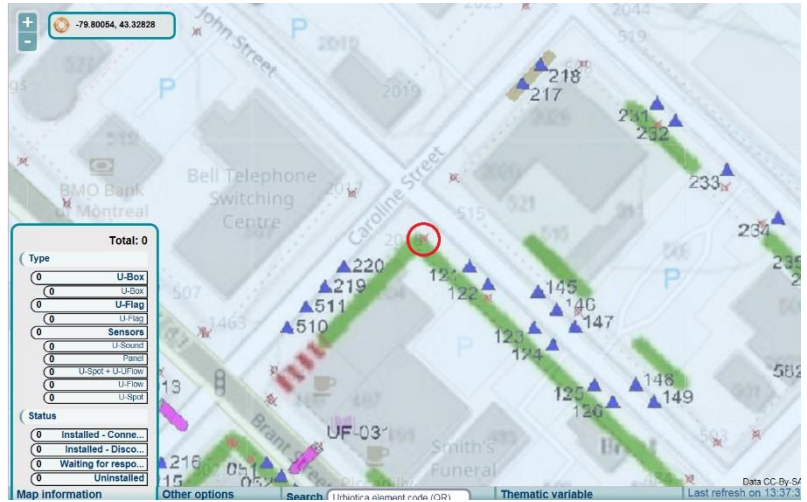
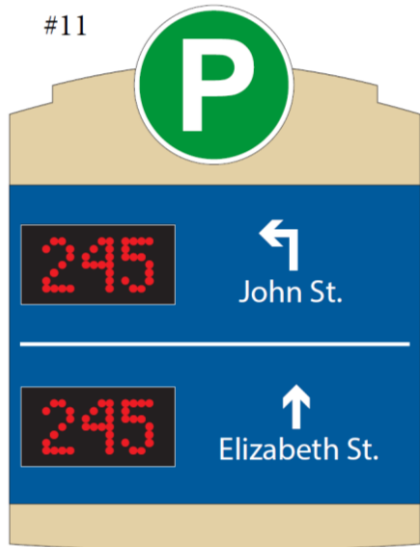
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Sign #10 -79.80116, 43.32735

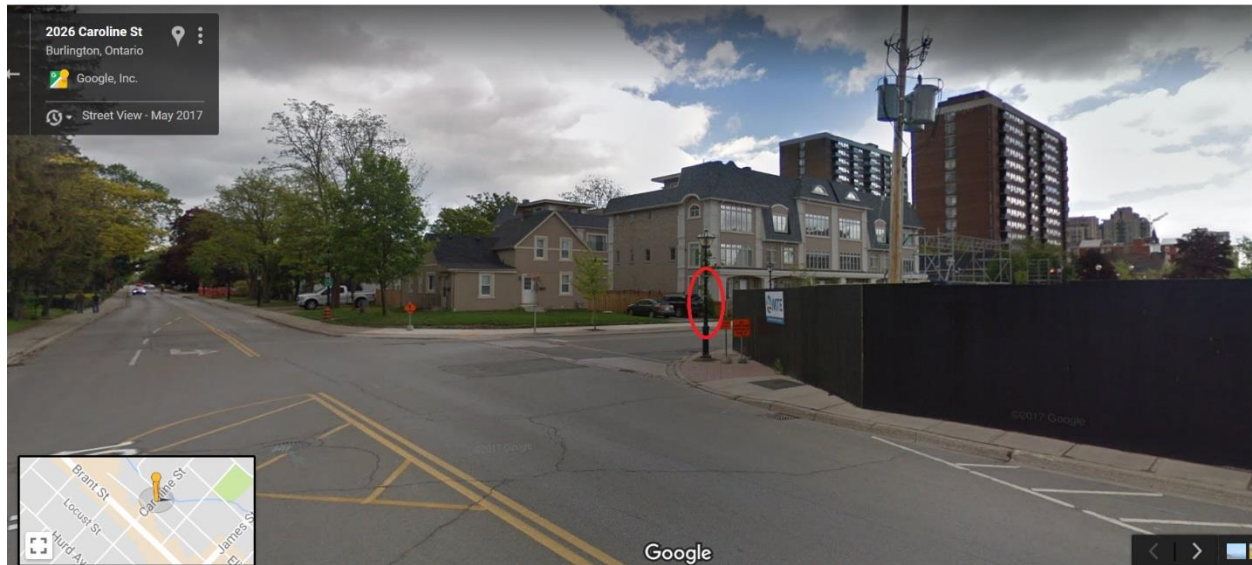
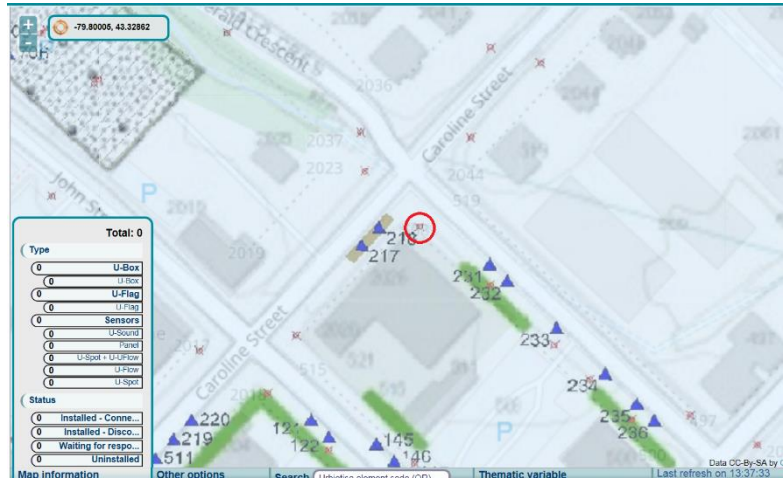
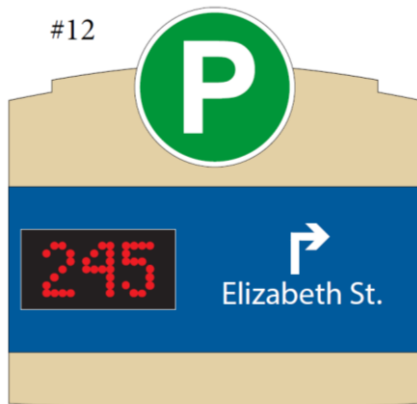


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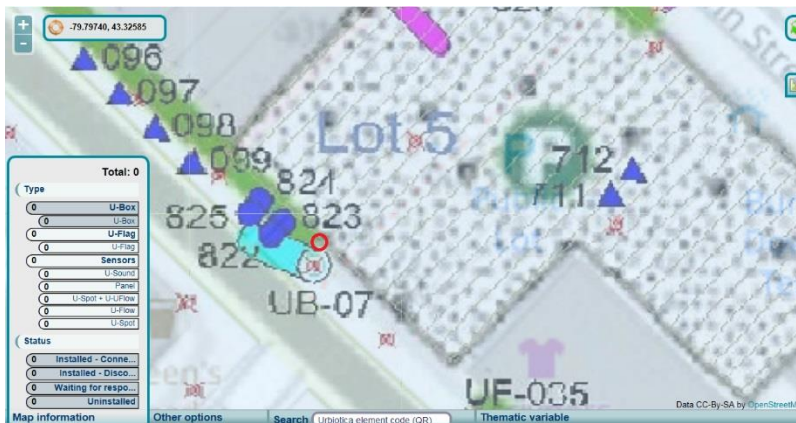
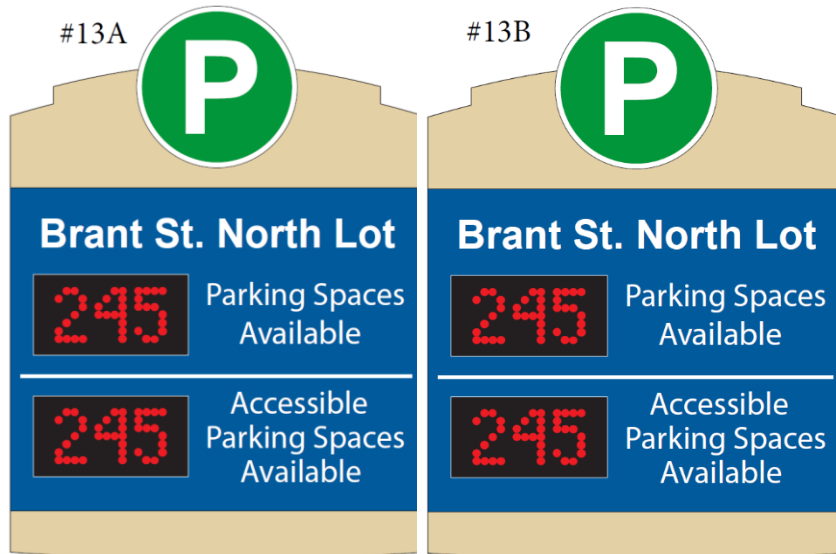
Sign #12

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Sign #13 A & B

-79.79760, 43.32564



Sign #14 A & B

-79.79694, 43.32581

