



Burlington Downtown Parking Advisory Committee Meeting

Minutes

Date: November 29, 2018
Time: 8:30 am
Location: 414 Locust Street (2nd floor boardroom)

1. Members present:

Mayor Elect Marianne Meed Ward, Councilor John Taylor, Pam Belgrade, Brian Dean, Joe Gaetan, Barry Glazier, Robert Steven, Glen Copeland, Andrew Pawlowsky, Susan Morrissey

2. Others present:

Paul Yager, Kaylan Edgcumbe, Bryan Letourneau, Jamie Tellier, Jenna Puletto, Tracy O'Neil

3. Members regrets:

Vito Tolone, Anne Stoner, Kim Johnny, Gil Garbus

4. Declarations of Interest:

n/a

5. Approval of Minutes:

On motion, the minutes of the meeting held June 28, 2018 were approved as presented. CARRIED

6. Consent items:

6.1 2018 current budget/monthly permit

6.2 Occupancy summary

Review of the Occupancy Summary data. Members commented and suggested that the following be added to the graphs:

- Add trend line of 85% occupancy
- Include lot by lot monthly data

7. Regular Items:

7.1 Chair and Vice Chair nominations (B. Dean)

On motion, Robert Steven was elected as Chair. CARRIED

7.2 2019 Meeting Dates

The 2019 DPC meeting dates will be scheduled on:

- February 8, 2019 (Changed from February 7, 2019)
- May 2, 2019
- September 26, 2019
- November 14, 2019
- February 6, 2020

7.3 John Street parking lot update (P. Yager)

Paul Yager provided the following update:

(a) Lot # 3 - John Street Parking Lot

The paving of this lot has been delayed until next spring. The lot is gravel and is open to the public. During Lot # 7 construction, permit holders were transferred to Lot # 3.

(b) Lot# 7 – Locust Parking Lot

Lot # 7 repaving is almost complete.

(c) Brock Avenue Lot

Brock Avenue to be closed in Q1-2019. Access to the lot will be maintained but we will lose on-street parking (5 stalls).

7.4 Downtown development updates (J. Tellier)

Jamie Tellier introduced Jenna Puletto who will be attending future DPC meetings to provide development updates.

Jenna Puletto provided a summary of current development applications in the downtown area. (handout). The DPC members requested that the current development map include public consultation and reviews completed in the past year.

7.5 Free "P" December update (B. Letourneau, B. Dean, P. Yager)

Free "P" December program is moving forward this year. Initiatives include:

- Parking machines to be wrapped

- Lot # 5 – Brant Street Lot/Lot # 4 Elizabeth Street Lot will be blocked for parking until 9 am to deter employees from using the lots for all day parking
- Notices will be placed on "permit holders" cars reminding them to park in their designated lot. Three warnings and the permit holder will meet with the Supervisor of Parking Services.
- EV stations can market Free P with a video messaging "Free P coming soon".

This committee has committed to the Free "P" program for 2-years. The BDBA will continue to measure the feedback and comments of the business. The BDBA will also include in their survey a question on what employees/customers foresee as the impediments to using the garage.

Action:

The BDBA to provide Free "P" Parking 2018 feedback to the next meeting. Parking Services staff to supply comparison data between November/December – day to day data.

7.6 Downtown Parking Utilization and Future Needs Assessment (K. Edgcumbe)

Members were provided with the project charter and asked to provide comments to Kaylan Edgcumbe. This study is a two-part approach. the outcome of the parking needs study will be the basis of the larger study that looks at real estate, parking needs, transit needs, etc and will determine what form of future parking facility will take.

The parking needs study will review the need for parking, what development has already been approved, what is coming, the occupancy puck data, trends, justification for new parking, where is the need, where is the shortages, where are we pinched.

It was asked by staff that two members of the Downtown Parking Committee be on the project team. The DPC as a whole has been identified as a stakeholder.

On motion, the committee received and filed the draft charter of the Parking Needs Study and approved Brian Dean and Susan Morrissey to be the representatives of the DPC on the Parking Needs Study Project Team.

7.7 Upcoming and in progress committee reports related to parking (K. Edgcumbe)

There no information to report this cycle.

8. Other Business:

Mayor Elect Meed Ward report for appointments to advisory committees will be presented at the next Committee of the Whole Meeting. Councillor Lisa Kearns will be the new Ward 2 Representative.

Wayfinding Signage/Marketing

There was discussion on improving the wayfinding signage at all lots and how improve the parking garage occupancy. A survey should be completed asking what the barrier may be to be using the garage or and underground parking area. Further discussion required.

Action:

Barry Glazier, Kaylan Edgcumbe, Paul Yager to meet off-line to discuss wayfinding signage, prominence and illumination.

9. Adjournment:

Chair adjourned the meeting at 10:15 a.m.

February 8, 2019, 8:30 am - 10:30 am, 414 Locust St, Boardroom