# Burlington Downtown Parking Advisory Committee Meeting
## Agenda

**Date:** February 6, 2020
**Time:** 8:30 am
**Location:** 414 Locust Street (2nd floor boardroom)

Pages

1. **Declarations of Interest:**

2. **Approval of Minutes:**

   2.1 Approve minutes from meeting held November 14, 2019 — 1 - 3

3. **Delegation(s):**

4. **Consent Items:**

   4.1 2019/2020 Current Budget/Monthly Permit

   4.2 Occupancy Summary

   4.3 2020 Meeting Dates

   a. February 6, 2020 (414 Locust Street Boardroom)

   b. June 4, 2020 (414 Locust Street Boardroom)

   c. September 10, 2020 (414 Locust Street Boardroom)

   d. November 5, 2020 (414 Locust Street Boardroom)

   e. February 4, 2021 (414 Locust Street Boardroom)

5. **Regular Items:**

   5.1 Pedestrian Crossing

   5.2 Free "P" Parking Program

   5.3 Green Parking Lot Design Guidelines

5.4 Electronic Parking Signs

5.5 Parking Needs Study Update

5.6 Downtown Development Updates

5.7 Construction Guidelines Update

5.8 Upcoming and In Progress Committee Reports Related to Parking

5.9 Review of Membership/Advisory Committee Report/Citizen Committee Representatives

## 6. Other Business:

6.1 Permit Review- June 2020

## 7. Adjournment:

**Burlington Downtown Parking Advisory Committee Meeting**

**Minutes**

| | |
|---|---|
| Date: | November 14, 2019 |
| Time: | 8:30 am |
| Location: | Room 247, Level 2, City Hall |

**1. Members present:**

Councillor Lisa Kearns, Robert Steven (Chair), Brian Dean, Gil Garbus, Kim Johnny, Susan Morrissey, Ann Stoner, Andrew Pawlowsky, Joe Gaetan, Pam Belgrade

**2. Others present:**

Kerry Davren, Mike Weir, Jenna Puletto, Hayley Parkinson, Alison Enns, Vito Tolone, Daylan Edgcumbe, Tracy O'Neil

**3. Members regrets:**

Glen Copeland, Barry Glazier

**4. Declarations of Interest:**

n/a

**5. Approval of Minutes:**

On motion, the minutes of the meeting held May 2, 2019 were approved as presented

**6. Consent items:**

6.1 2019 Current Budget/Monthly Permit

6.2 Occupancy Summary

**ACTION ITEM:**

**Budget, monthly permit data, space totals to be updated**

**7. Regular Items:**

7.1 Downtown Official Plan Project update (Alison Enns)

Alison Enns, Project Manager - Official Plan with the City of Burlington, provided a presentation about the downtown policies in the Official Plan (presentation attached)

**ACTION ITEM:**

**Committee members to go on GetInvolvedBurlington.ca and take the new survey for this project.**

7.2 Introduction of new Manager of Transportation Planning & Parking and Downtown Parking Coordinator

The committee was introduced to Kerry Davren Manager of Transportation Planning & Parking, Hayley Parkinson, Supervisor of Parking Services and Mike Weir, Downtown Parking Coordinator.

7.3 Advisory Committee report (Chair)

Committee members discussed the Advisory Committee Review report (CL-15-19) and shared their feedback. Further discussions are required. Members of the staff advisory review committee were unable to attend to the DPC meeting to answer member questions on the report.

**ACTION ITEM:**

**The DPC to be updated on the staff advisory review committee's next steps.**

7.4 Parking Needs Study update (K. Davren)

This study is on hold until the zoning/official plan is complete.

7.5 Downtown Development updates (J. Puletto)

No new updates at this time.

7.6 Construction Guidelines update (K. Davren)

Council adopted the new construction guidelines. Developers will be expected to follow these guidelines and exceptions are clear and discussed at the design stage.

7.7 Green Parking Lot Design Guidelines (K. Davren)

On September 23, 2019, Council approved the direction for staff to review the newly built parking lot at the corner of John Street and Caroline Street with the goal of developing and reporting back on design changes and



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costing providing more greenspace, trees and a seating area. Staff are currently reviewing.

7.8 Upcoming and in progress committee reports related to parking (K. Davren)

No reports at this time.

**8. Additional items:**

8.1 Free parking December 2019

Free parking is 14 days away. Can the construction crew downtown be requested to park elsewhere? Note: please advise staff of any issue that may come up so that they can resolve immediately. B. Dean will be supplying posters for delivery.

**ACTION ITEM:**

**Occupancy data comparing Free "P" between 2018/2019 to presented at the February meeting. 414 Locust Street garage data be presented separately**.

**9. Other Business:**

**10. Adjournment:**

Chair adjourned the meeting at 10:25 a.m.

Next meeting
Thursday, February 6, 2020
8:30 a.m. - 10:30 a.m.
414 Locust Street, 2nd Floor Boardroom



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