

**Regular Meeting Agenda of the  
Plattsburgh Parking Advisory Committee (PPAC)  
Common Council Chambers, City Hall  
August 13<sup>th</sup>, 2019**

Present: Matthew Miller, Levi Ritter, Michael Bessette, Bob Garcia, Joseph Rotella, Rodney Brown, Ethan Vinson, Kathleen Mahoney-Myers, Patrick McFarlin, Maryanne Bukolt-Ryder

Absent:

**Chair Comments:**

The Chair made comments regarding the need to make recommendations to the Common Council and the rationale of holding the next PPAC meeting in November.

**Public Comment Period on Agenda Items:**

Pat H. – Spoke of the need and importance for change in Plattsburgh. Made comments about events in Burlington and Plattsburgh. Susan M. – Concerns about the elimination of the Special Assessment District and what exactly the Special Assessment District Covers.

**1. REPORT FROM CHIEF RITTER DETAILING CURRENT PARKING SYSTEM ENFORCEMENT STATISTICS FOR THE PAST MONTH**

Chief Ritter gave an update report of the most recent parking system enforcement statistics.

**2. DISCUSSION OF PETITION – PRESENTED BY MEMBER MAHONEY – MYERS**

The Committee discussed a petition regarding opposition to paid parking in downtown Plattsburgh.

**3. DISCUSSION OF THE RESULTS OF THE PAYSTATION RFP**

After reviewing proposals received in response to the “Multi-Space Parking Paystations, and Remote Payment Systems” RFP and conducting in-person interviews with all three respondents, the proposal review committee has chosen IPS Group, Inc. as the highest-scoring respondent. The PPAC accepts the results of the review committee and recommends to the Common Council that, should it choose to implement a new, managed, downtown parking system that employs kiosks, it should enter into an agreement with IPS Group, Inc. to provide hardware and software services for that system.

Moved by: McFarlin                      Seconded by: Ritter

Discussion: The Committee discussed the process of review of the RFP proposals. There was discussion on the positives of the selected firm.

All in Favor: Ritter, Bessette, Garcia, Brown, Vinson, Mahoney-Myers, McFarlin, Bukolt-Ryder

All Opposed: Rotella

Action Taken: Recommendation to the Common Council was approved.

**4. RECOMMENDATION TO THE COMMON COUNCIL – IMPLEMENTATION SCHEDULE**

The PPAC recommends to the Common Council that it not implement any substantive changes to the current downtown parking management system until the results of the Generic Environmental Impact Statement and its associated traffic study currently being prepared by the Chazen Companies to evaluate the impact of various downtown development projects are completed.

Moved by: Bukolt-Ryder    Seconded by: Brown

Discussion: The Chair gave a brief overview of the GEIS process and its potential impact on the GEIS. Discussions involved the definition of substantive changes to the current downtown parking management system.

All in Favor: Ritter, Bessette, Garcia, Rotella, Brown, Vinson, Mahoney-Myers, Bukolt-Ryder

All Opposed: McFarlin

Action Taken: Recommendation to the Common Council was approved.

**5. RECOMMENDATION TO THE COMMON COUNCIL – SUMMER OUTDOOR SEATING**

Based on the observed excess of on-street downtown parking capacity during periods of peak utilization, the PPAC recommends to the Common Council that it continue the practice of permitting downtown restaurants to apply for and implement outdoor seating “parklets” on City streets during the summer season.

Moved by: McFarlin                      Seconded by: Vinson

Discussion: The Committee discussed the number of parklets and the usage. Conversations involved the use of sidewalks for outdoor seating instead of parklets and other potential adjustments that could made in the future. Comments were made about the positive impact on parklets for business downtown.

All in Favor: All in Favor

All Opposed:

Action Taken: Recommendation to the Common Council was approved.

**6. RECOMMENDATION TO THE COMMON COUNCIL – SNOW BAN PARKING**

Once physical development of the Durkee Street parking lot begins, the PPAC recommends to the Common Council that a new snow ban parking system be implemented. The off-street parking lots employed by this system are to be the Arnie Pavone Memorial Parking Plaza, the Broad Street Lot, the Court Street Parking Lot, and the City Hall Place Parking Lot. The order of plowing to be determined by DPW with the anticipation that 50% of spaces to be plowed per day with public notice to be indicated by the existing light system.

**Snow Ban Day 1:**

Arnie Pavone Memorial Parking Plaza – 109 spaces

City Hall Place Lot – 17 spaces

**Snow Ban Day 2:**

Broad Street Lot – 80 spaces

Court Street Parking Lot – 44 spaces

Total – 126 spaces

Total – 124 spaces

Moved by: McFarlin                      Seconded by: Ritter

Discussion: The Committee discussed the current method of off-street snow ban parking, and how setting specific days for exactly what off-street parking is going to get plowed does not adequately reflect the variability in winter weather. Comments were made how continuing using the light system and to ensure adequate off-street snow ban parking is available. Discussion also touched the topic of winter seasonal parking ban and alternative side parking. Further discussion involved the potential incorporation of the public parking spaces on the Prime Companies Development in the snow ban parking system.

Amendment: Once physical development of the Durkee Street parking lot begins, the PPAC recommends to the Common Council that a new snow ban parking system be implemented. The off-street parking lots employed by this system are to be the Arnie Pavone Memorial Parking Plaza, the Broad Street Lot, the Court Street Parking Lot, and the City Hall Place Parking Lot. The order of plowing to be determined by DPW with the anticipation that 50% of spaces to be plowed per day with public notice to be indicated by the existing light system.

Moved by: Bessette                      Seconded by: Bukolt-Ryder

All in Favor: All in Favor              All Opposed:

Action Taken: Amendment was approved.

All in Favor: All in Favor

All Opposed:

Action Taken: Amended recommendation to the Common Council was approved.

## **7. RECOMMENDATION TO THE COMMON COUNCIL – PARKING PERMITS**

The PPAC recommends to the Common Council that a parking permit system be implemented before physical development of the Prime Companies development commences. A single type of parking permit should be offered for sale on either a monthly or annual basis. Annual permits should be offered for sale at a modest discount to the cost of 12 monthly permits.

The parking permits should be designed to work in the following off-street lots:

- Arnie Pavone Memorial Parking Plaza
- Broad Street lot
- Court Street lot
- City Hall Place lot
- Public parking on the Prime Companies development (once available for use)

The permit should allow individuals to park between 8:00 a.m. and 5:00 p.m., Monday through Friday in the off-street lots listed above. The costs of these permits shall be discussed by the PPAC and a recommendation sent to the Common Council once all costs of the new downtown parking system are known.

As the need arises, the PPAC will consider the recommendation of additional permits.

Moved by: Ritter                      Seconded by: Vinson

Discussion: The Committee had discussions about the impact of allowing parking permits on certain lots specifically on the Court Street Lot and Broad Street Lot and will have on parking downtown. Further conversations discussed whether or not permits should be initially sold in a year process. Comments were made about resident parking in regards to this permit. Other comments were made about the reasoning for making this recommendation now.

All in Favor: Ritter, Bessette, Garcia, Brown, Vinson, Mahoney-Myers, Bukolt-Ryder

All Opposed:

Abstained: Rotella, McFarlin

Action Taken: Recommendation to Common Council was approved.

## **8. RECOMMENDATION TO THE COMMON COUNCIL – OFF-STREET LOT PARKING MANAGEMENT**

Should the Common Council decide to implement a new, managed, downtown parking system that employs parking permits and kiosks, the PPAC makes the following recommendations:

A system that employs both permits and kiosks should be implemented in the following off-street lots:

- Arnie Pavone Memorial Parking Plaza
- Broad Street lot
- Court Street lot
- City Hall Place lot
- Public parking in the Prime Companies development (once available for use)

A system that employs kiosks only should be implemented in the following off-street lots:

- Public Parking in Clinton County Government Center lot

Permits should be made available for frequent, long-term parkers. Kiosks should be made available for those individuals parking for shorter periods. Rates charged by the kiosks should be modest and parkers should be given the option of purchasing time on both an hourly and a daily basis. These rates should be charged only between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. This would coincide with the recommended parking permit structure. The distribution of kiosks in the off-street lot should be as follows:

- Arnie Pavone Memorial Parking Plaza: 3 kiosks
- Broad Street lot: 2 kiosks
- Court Street Parking lot: 2 kiosks
- City Hall Place Parking Lot: 1 Kiosk
- Public Parking in Prime Companies development: 2 kiosks

- Public Parking in Clinton County Government Center lot: 2 kiosks

Moved by: Brown                      Seconded by: Ritter

Discussion: The Committee discussed the rationale behind the number of kiosks required for each lot. Conversations regarding if there would be revenue sharing between the County and the City for the public parking on the County Lot and between the City and Prime Companies for the public parking on the Prime Companies Development. There were discussions on the need for kiosks if the majority of off-street parking is expected to be by permit holders. Discussions involved the data which the kiosks can gather will assist the PPAC in future decision making and improve the efficiency of enforcement. Conversations regarding if there will be any free time allowed in off-street parking.

Amendment: To reduce the number of kiosks of Broad Street from two (2) to one (1) kiosk.

Moved by: McFarlin                      Seconded by: Brown

All in Favor: All in Favor Passed      All Opposed:

Action Taken: Amendment to the recommendation approved.

All in Favor: Ritter, Besette, Garcia, Rotella, Brown, Vinson, Bukolt-Ryder

All Opposed: Rotella, Mahoney-Myers, McFarlin

Action Taken: Amended recommendation to the Common Council was approved.

#### **9. RECOMMENDATION TO THE COMMON COUNCIL – ELIMINATION OR REDUCTION OF THE “SAD”**

Should the Common Council decide to implement a new, managed, downtown parking system that employs parking permits and kiosks in off-street lots, the PPAC recommends to the Common Council that the downtown Special Assessment District be eliminated or reduced.

Moved by: Bukolt-Ryder      Seconded by: Ritter

Discussion: The Committee discussed how the proposed off-street lot management system can cover the costs of the current Special Assessment District. Comments were made how if the SAD was not eliminated then residents should receive free permits.

All in Favor: All in Favor      All Opposed:

Action Taken: Recommendation to the Common Council was approved.

#### **10. RECOMMENDATION TO THE COMMON COUNCIL – ON-STREET PARKING MANAGEMENT**

The PPAC recommends that all on-street parking time limits within the boundaries of the Special Assessment District be standardized and that a uniform time limit of 2 hours be implemented. Subject to the review and approval by the City Planner. The PPAC also recommends that the Common Council forgo any further substantive changes to the current on-street parking management system at this time.

Moved by: Ritter                      Seconded by: Garcia

Discussion: The Committee discussed the impact of creating a uniform 2 hour time limit in the downtown and how this is an action that could occur before the GEIS is completed.

All in Favor: All in Favor      All Opposed:

Action Taken: Recommendation to the Common Council was approved.

## **11. DISCUSSION ON HOLDING NEXT PPAC MEETING IN NOVEMBER**

The Chair recommends that the next meeting of the PPAC be held on Tuesday, November 12, 2019 for the following reasons:

- The PPAC has made recommendations to the Council regarding the adequate replacement of the Durkee Street lot's parking capacity.
- Based on the results of our August meeting, the PPAC will have made several additional recommendations to the Council governing various aspects of the proposed downtown parking system.
- Many of the future recommendations of the PPAC shall be dependent upon the results of the GEIS currently being prepared for various downtown development projects and which is not expected to be completed until December of 2019.
- The authorizing resolution which created the PPAC mandated that it meet at least once per quarter.

Moved by: McFarlin      Seconded by: Ritter

Discussion: The Committee agreed until more information is available there is little reason to meet.

All in Favor: All in Favor      All Opposed:

Action Taken: The next meeting of the PPAC will be held on Tuesday, November 12, 2019.

### **Public Comment Period:**

Pat H. – Asked if having kiosks would save on personnel costs.

### **Motion to Adjourn:**

Moved by: McFarlin      Seconded by: Brown

All in Favor: All in Favor      All Opposed:

Action Taken: Meeting Adjourned