



## **PARKING COMMISSION AGENDA**

**DATE: January 18, 2022**

**MEETING LOCATION: CITY HALL MAYOR'S CONFERENCE ROOM  
ONE PUBLIC SQUARE  
CLARKSVILLE, TN 37040**

**TIME: 3:00 P.M.**

**I. CALL TO ORDER**

**II. ANNOUNCE MEMBERS IN ATTENDANCE (VERIFY QUORUM)**

- **Ryan Bowie**
- **Andrea Herrera**
- **Andy Kean**
- **David Shelton**
- **Councilperson Wanda Smith**

**III. ADOPTION OF MINUTES: December 14, 2021**

**IV. GUEST(S): Public Comments (limit 5 minutes each)**

**V. DEPARTMENT REPORTS**

1. **Financial Report**
2. **Meter/ParkMobile Report**

**VI. NEW BUSINESS**

1. **City Code Verbiage Change**  
**Guest: Lance Baker, City Attorney**

**VII. OLD BUSINESS**

1. **Oversize Vehicle Policy**
2. **Town Hall Meetings**
3. **Parking Contracts (10+ spaces)**

**VIII. MISCELLANEOUS DISCUSSION**

1. **Convenience Fee for ParkMobile**

**IX. VOIDING REQUESTS**

**X. ADJOURNMENT**



## **PARKING COMMISSION MINUTES**

**DATE: December 14, 2021**

**MEETING LOCATION: CITY COUNCIL CHAMBERS  
106 PUBLIC SQUARE  
CLARKSVILLE, TN 37040**

**I. CALL TO ORDER/QUORUM CHECK**

The meeting was called to order by Ryan Bowie at 3:01 pm. Members present were David Shelton and Andy Kean.

**II. ADOPTION OF MINUTES:**

**November 16, 2021**

Mr. Shelton made a motion to adopt. Mr. Kean seconded and all members voted in favor.

**III. GUEST(S)**

No guests were present.

**IV. DEPARTMENT REPORTS**

**Financial Report:** Ryan Bowie reviewed the financial report. YTD 2021 was up from July 1 to November 30. Monthly, we're showing a loss compared to last year when we saw a profit of about \$10,500. Michael Palmore attributed this to the Cumberland Garage being closed and pay machines being down.

**Meter Report:** Caleb Copeland (Premier Parking) reported that on January 3 there will only be 46 meters which will be on 1st and 2nd Streets (which will also be serviced by ParkMobile), everything else will be ParkMobile only.

**V. NEW BUSINESS**

**1. Obstruction Permits**

Mr. Palmore said that we currently have a \$30 application fee, and a \$10 per space fee for up to 4 spaces. Any additional spaces are \$20. The proposal is for the application fee to stay the same, each space will be \$25 for up to 2 spaces, and any additional spaces up to 4 would be \$30. For reference, the rate to park for a day is \$12.50 if you feed the meters. John Hilborn added that the City Attorney has said we need the liability upped to \$1,000,000. Mr. Bowie asked that the website indicate that the obstruction permits are approved by staff and not the Parking Commission. Mr. Palmore said that another change would be to charge for every day, including weekends and holidays. Also discussed was how to minimize disruption of neighboring businesses when construction is happening as well as ways to coordinate with Building & Codes when businesses are applying for permits.

**Applicants will need to allow 48 hours (business days) for approval with special allowances for emergency situations.**

**Also proposed is an oversized vehicles (or equipment) charge of \$185 per day for projects that require the street to be blocked. Mr. Bowie suggested checking with Jennifer Letourneau or Michelle Austin to find out the protocol Parks and Recreation follows for closing down a street. Mr. Hilborn suggested that the Communications Department put out a notice about closures to make people aware of upcoming closures and which businesses will or will not be open during the road closures.**

**Mr. Bowie moved to adopt the presented rate structure for obstruction permits with a 48 hour (business days) approval time built in for obstructions to the parking spaces. The policy for oversized vehicles requiring road closure is tabled until the January meeting.**

**2. Monthly Parking Permits (Contracts)**

**Mr. Palmore presented a proposal to make monthly parking fees due by the 5th of the month (previously the latest date it was due without a late fee was the 15th). Late fee would stay the same at \$5.00. If payment is not paid by the 5th of the month, the permit is forfeited for that month. Mr. Palmore reviewed the adopted Monthly Parking Discounts which were adopted at a previous meeting (25% discount for Government, 30% discount for County. Any contract for 10 or more spaces will have it's own contract negotiated on a case-by-case basis. There will be no more Duplicate Hang Tags.) Mr. Kean moved to adopt the Monthly Parking Permits as presented, Mr. Bowie seconded, and the motion passed.**

**3. Monthly Parking Rates**

**Mr. Palmore presented a proposal to increase monthly parking rates by \$15 to accomplish needed maintenance and improvements. Parking has not raised rates in decades. Caleb Copeland (Premier Parking) noted this is still a substantial discount over the daily parking rate. Mr. Bowie requested that there would need to be sufficient avenues for the public to become aware of the changes and have their questions answered. The Commission discussed holding multiple Town Hall Meetings and putting together an FAQ sheet. Mr. Shelton motioned to approve the Monthly Parking Rate increase. Mr. Kean seconded the motion and the motion carried.**

**4. Elite Passes**

**Mr. Palmore brought up a proposal to offer a discounted parking permit for elected officials. John Hilborn suggested that we should to get input from the City Attorney and the discussion was tabled.**

**5. Mixed-Use Garages**

**Mr. Palmore has proposed all garages and lots would be mixed-use. There would not be any assigned spaces. Mr. Bowie made the motion to make all monthly parking garages and lots mixed use. Mr. Shelton seconded and the motion carried.**