

AD HOC PARKING DEVELOPMENT COMMITTEE
THURSDAY, JULY 9, 2015
8:00 A.M.
ROOM 205
151 MARTIN ST., BIRMINGHAM, MI

- A. Roll Call
- B. Introductions
- C. Review of Agenda

- D. Approval of Minutes, June 12, 2015

- E. Architectural Services – Scope of Work

- F. Monthly Parking System Usage Data

- G. Adjournment

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**CITY OF BIRMINGHAM
AD HOC PARKING DEVELOPMENT COMMITTEE
8:00 A.M., FRIDAY, JUNE 12, 2015
Conference Room 205
151 Martin Street, Birmingham, Michigan**

Minutes of the meeting of the City of Birmingham Ad Hoc Parking Development Committee held June 12, 2015.

A. ROLL CALL

Present: Ad Hoc Committee Members:
Richard Astrein (PSD)
Rackeline Hoff (City Commissioner)
Terry Lang (Finance Representative)
Mark Nickita (City Commissioner)

Absent: Scott Clein (Planning Board)
Mike Kennedy (Developer Rrepresentative)

Administration: Joe Valentine, City Manager
Paul O'Meara, City Engineer
Jana Ecker, Planning Director
Austin Fletcher, Assistant City Engineer

Guests: Judy Paskiewicz (Advisory Parking Committee)
Joshua Gunn, SP+
John Heiney, PSD

B. INTRODUCTIONS

Members and guests introduced themselves.

C. ELECTION OF CHAIR AND VICE-CHAIR

Nominations: Ms. Hoff – Committee Chair
Mr. Astrein – Committee Vice-Chair

Approved 5-0

D. REVIEW AGENDA

There were no proposed modifications to the meeting agenda as presented.

E. ESTABLISH DATE AND TIME FOR REGULAR MEETING SCHEDULE

Discussion was held to establish a regular meeting schedule. It was agreed upon that the first Wednesday of the month at 8:00 a.m. best fit everyone's schedule, with the exception of next month. The following are the dates and times of the next three (3) meetings:

- Thursday, July 9th – 8:00 a.m.
- Wednesday, August 5th – 8:00 a.m.
- Wednesday, September 2nd – 8:00 a.m.

F. OVERVIEW OF AD HOC PARKING DEVELOPMENT COMMITTEE PURPOSE AND GOALS

Paul O'Meara provided a brief overview of the purpose and goals of the committee:

- Review previous Studies and Plans;
- Concentrate on Central Parking and Downtown;
- Review Costs and Finance Alternatives;
- Consider hiring an outside Consultant;
- Goal – Provide a Recommendation;

Richard Astrein asked about the financing of previous improvements and if history of these could be provided.

Joe Valentine reiterated the goal of the committee – “Address Parking & Development of the Big Picture”.

G. REVIEW OF RELEVANT MATERIALS FROM THE PAST

Paul O'Meara gave a brief overview of relevant past materials including the following:

1. Ad Hoc Parking Study Committee (2015)
The study attempted to predict growth patterns of the downtown, and what future parking demands will be. It concluded that the north half of the parking district needs 278 additional parking spaces, and the south half of the parking district needs 479 additional parking spaces.
2. Birmingham 2016 Master Plan (1996)
The Duany Plan featured suggestions for both the Pierce St. and the N. Old Woodward Ave. properties.
3. Rouge Trail Master Plan (2006)
The trail plan suggests a bridge and trail connection with the downtown utilizing the open parking lot property at the N. Old Woodward Ave. Structure.
4. RFQ for Bates St. Development (2006)
The City received 6 or 7 responses at the time, but did not act on them, as it was felt that the Shain Park area should be focused on, and it appeared that the economy was starting to decline.

Mr. Nickita asked when most recent parking count study was performed (Oct '14). Stated these numbers should be reviewed carefully and asked to be provided with monthly usage figures.

Discussion took place on the formula used for parking requirements in the Downtown area.

Mr. Astrein suggested that the parking requirement formula may need to be reviewed.

Mr. O'Meara reviewed potential areas for expansion of parking.

- Pierce Parking Structure
 - Two levels could be added (280 additional spaces)
 - Expansion Estimate – \$9.5 Million (2013)
- N. Old Woodward Parking Structure
 - Originally built in the 1960's
 - Expansion (of existing structure) vs. Demolition (reconfigure site)
 - Potential layouts

H. ASSISTANCE FROM OUTSIDE CONSULTANT

Discussion was held on the use of outside consultants.

Mr. O'Meara asked if the Committee would like to go out to bid for this service or if they were comfortable using the previous team used during the Parking Study (LSL Planning/Carl Walker).

Mr. Nickita asked about the outside consultant budget and suggested that the team consist of an Architect and Parking Expert.

Mr. Valentine suggested that the committee define a scope of work for review to assist in determining the consultant's needs.

Some members of the Committee feel an RFP is premature at this point.

ACTION: Draft a "Definition of Scope" for consultant.

I. ADJOURNMENT

No further business being evident, board members motioned to adjourn at 10:00 a.m.

Sincerely,

Paul T. O'Meara,
City Engineer

SCOPE OF WORK

DESCRIPTION:

Overview

The City of Birmingham is seeking licensed professional architectural design services for the purpose of providing conceptual drawings and cost estimating services related to the expansion of two municipal parking facilities owned and operated by the City of Birmingham.

The project's defined goals include:

- A recently completed parking study helped to determine the level of parking demand anticipated for the next several years. To satisfy future parking demand, the City is interested in constructing an additional 278 parking spaces for the north half of the central business district, and 427 parking spaces for the south half of the central business district. The City is not interested in purchasing new properties to achieve this goal, therefore, expansion of two of its current properties will be studied in detail. Since the opportunity to expand parking on the south side of the Central Business District is below the projected demand, the City needs to consider building additional spaces on the north side of the district where the opportunity exists.
- Explore the feasibility and costs involved in better utilizing the City's parking facilities located at 333 Pierce St. (south side) and 333 N. Old Woodward Ave. (north side), modeled after the goals set forth in the Downtown Birmingham 2016 Master Plan. The selected contractor will work with an Ad Hoc Parking Development Committee to help create design parameters that could then be issued in a separate Request for Proposals to potential developers that may be interested in partnering with the City to redevelop these properties.
- A previous cost analysis has been prepared demonstrating the costs and feasibility of expanding the Pierce St. Parking Structure with two additional floors (attached). However, further study is needed to explore the feasibility and opportunities present to potentially sell or lease parts of the parcel that are currently open green space or air space that could be sold or leased to a private owner for the purpose of creating mixed use private buildings (primarily retail, office, and/or residential).
- Previous drawings and cost estimating services have been used to better understand the possibilities of redeveloping the property now occupied by the N. Old Woodward Ave. Parking Structure and its adjacent open parking lot (attached). However, the Ad Hoc Parking Development Committee created to study this issue in detail needs to refine the parameters of what the City wishes to see developed on the property. Further cost analysis and discussion is also needed to determine the advisability of either renovating and expanding the existing structure, versus demolishing and replacing the building. Satisfying the

existing parking demand during construction for either option shall be considered in the analysis.

- Cost estimating services will be primarily focused on the suggested alternatives for the N. Old Woodward Ave. Parking Structure, and must be accurate enough to form the basis of a future bond sale proposal that would go before the electorate of the City of Birmingham.

Surrounding Area and Context

The adjacent buildings are primarily brick and limestone, using high quality materials. The City is interested in creating high quality, upscale buildings that will blend with the surroundings of the immediate neighborhood using current prevalent thought in urban design. Since it is expected that the City will own and operate the parking structures for the full extent of their service lives, they shall be designed such that low maintenance and a positive customer experience is provided.

DESIGN CONSIDERATIONS:

A. Pierce St. Parking Structure

The existing parking structure, while old, has been consistently maintained and is anticipated to have an additional forty years of service life. Assuming the main element of the project is the addition of two more floors of parking on the existing building, the design shall be prepared to allow it to blend into the features of the existing building. Design enhancements that will allow it to blend better with the existing buildings in the immediate neighborhood can be considered.

The Contractor shall focus the majority of their effort on this site to consider the possibilities of utilizing the three existing open spaces located on the parcel, primarily the green space located at the north end on Merrill St., but also the green space on the south end on Brown St., and the air space located over the entrance/exit lanes currently constructed on Brown St. While the Contractor will not be responsible for providing creative design documents for these areas, design parameters shall be outlined for potential developers to consider in their proposals, for example:

- 1) Sufficient pedestrian access to the parking structure to the Merrill St. sidewalk.
- 2) Sufficient ceiling height and remaining land area in the entrance/exit area currently located on Brown St. to allow it to continue to function at least as well as it does currently, etc.

B. N. Old Woodward Ave. Parking Structure

Like the Pierce St. Structure, this facility is old and structurally sound. Major elements such as the outside facing, and the lighting system, are in need of major renovation should the building continue to operate into the future. These major cost items have been intentionally postponed while the future of the property is being considered. The contractor's first task will be to learn as much about the City's goals and how they blend with the current structure, to help determine if the RFP that will be issued to developers will make one of the options (renovation/expansion vs. replacement) clearly more advantageous, or if both options should remain open to interpretation by developers responding to a future RFP.

As outlined on the attached drawings, the City currently envisions the following attributes to the redevelopment, although these may be open to some reinterpretation as worked through the Committee:

- 1) Extension of the existing Bates St. right-of-way from its current terminus north and east to connect with N. Old Woodward Ave. at the northeast corner of the site. Bates St. would become the primary access point for vehicles wishing to use the parking facility.
- 2) On the Willits St. frontage of the parcel, a mixed use building similar in character to the building located immediately east would be constructed by a private developer. The building would have a retail component at street level, offices above, residential units on the top, and potentially a private parking area in the basement. Sufficient space must be provided for current access easements that exist on the property for the adjacent building to the east, both for the alley north of the building, and the underground parking area that is accessed on the neighboring building's west face.
- 3) The large area north of the building described in #2, and extending out to N. Old Woodward Ave. would be utilized by a new or expanded parking structure, with sufficient capacity to not only provide the current capacity of the structure and lot (745 parking spaces) but also expand the current stock to address some or all of the deficit being calculated by the parking study referenced above (278 parking spaces for the north side of the central business district, plus additional spaces for both the expected deficit on the south side of the district, as well as the additional demand that the private development that would be created on this parcel will create). If a new parking structure is constructed, it is anticipated that a retail component would be built on street level for the N. Old Woodward Ave. frontage.
- 4) The remaining residual space north and west of an extended Bates St. would primarily be used for two purposes:
 - a) Urban residential dwellings that overlook the adjacent Rouge River park land and single family housing to the west, and containing private parking facilities for its occupants.
 - b) Sufficient public space to provide a visual connection from the new Bates St. north to the Rouge River park land and trail that exists on the north

side of the river, including a walking path and pedestrian bridge over the river.

Anticipated Project Schedule

Award Architectural Service Agreement:	Sept. 21, 2015
Project Kickoff Meeting	Oct. 7, 2015
Working Committee Meetings	Nov. 4, 2015
	Dec. 2, 2015
	Jan. 6, 2016
Presentation to City Commission	January, 2016
Issuance of RFPs to Developers	February, 2016

SCOPE OF SERVICES:

These guidelines are provided to assist participating firms in formulating a thorough response. The successful firm shall ensure/understand that:

1. The design team will work closely with City of Birmingham designated staff during all phases of the work. The successful firm will be considered a key part of the project team. A strong, positive working relationship must be maintained.
2. All licenses required for a discipline by the State of Michigan shall be maintained during the course of the contract.
3. The design team will provide a single point of contact for the duration of the contract and perform with a consistent team.
4. The design team will ensure a timely completion of conceptual plans and estimates.
5. The design team will comply with administrative procedures related to the project such as submittal deadlines, contract pay requests, etc. and work with the City regarding these items.
6. The design team will meet with applicable City of Birmingham committees, boards and commissions to review project status, project budget and project planning, as outlined above. If additional meetings are needed beyond those listed, the design team shall be available at additional cost.
8. All required insurances are to be maintained by the design team during (and beyond for the guarantee bond) the course of the contract.
9. The design team will provide regular status reports to the City of Birmingham during all phases of project design and construction.

MONTHLY PARKING PERMIT REPORT

For the month of: May 2015
Date Compiled: June 16, 2015

	Pierce	Park	Peabody	N. Wood	Lot #6/\$165	Lot #6/\$105	Chester	Total
1. Total Spaces	706	811	437	745	174	79	880	3832
2. Daily Spaces	370	348	224	359	N/A	N/A	425	1726
3. Monthly Spaces	336	463	213	386	174	79	560	2211
4. Monthly Permits Authorized	550	813	400	900	150	40	1140	3993
5. Permits - end of previous month	550	813	397	900	150	40	1106	3956
6. Permits - end of month	550	813	386	900	150	40	1081	3920
7. Permits - available at end of month	0	0	14	0	0	0	59	73
8. Permits issued in month includes permits effective 1st of month	5	3	0	4	0	0	7	19
9. Permits given up in month	5	3	11	4	0	0	32	55
10. Net Change	0	0	-11	0	0	0	-25	-36
11. On List - end of month*	628	437	718	531	28	6	177	2525
12. Added to list in month	82	33	4	29	0	0	102	250
13. Withdrawn from list in month (w/o permit)	30	0	0	0	0	0	0	30
14. Average # of weeks on list for permits issued in month	122	73	170	80	12	0	32	N/A
15. Transient parker occupied	352	182	237	234	N/A	N/A	124	1129
16. Monthly parker occupied	226	442	200	454	N/A	N/A	360	1682
17. Total parker occupied	578	624	437	688	N/A	N/A	484	2811
18. Total spaces available at 1pm on Wednesday 5/13/15	128	187	0	57	0	0	396	1021
19. "All Day" parkers paying 5 hrs. or more								
A:Weekday average.	171	120	89	105	N/A	N/A	40	525
B:Maximum day	295	160	103	133	N/A	N/A	64	755
20. Utilization by long term parkers	58%	75%	86%	79%	N/A	N/A	63%	70%

(1) Lot #6 does not have gate control, therefore no transient count available

(2) (Permits/Oversell Factor + Weekday Avg.) / Total Spaces

CENTRAL PARKING SYSTEM

Birmingham Parking System Transient & Free Parking Analysis Months of May 2014 & May 2015

May 2014

GARAGE	TOTAL CARS	FREE CARS	CASH REVENUE	%FREE
PEABODY	21,598	14,318	\$27,524.80	66%
PARK	16,954	8,417	\$17,376.40	50%
CHESTER	10,817	7,228	\$9,980.50	67%
WOODWARD	16,306	10,562	\$15,403.00	65%
PIERCE	36,224	22,211	\$40,029.21	61%
TOTALS	101,899	62,736	\$ 110,313.91	62%

May 2015

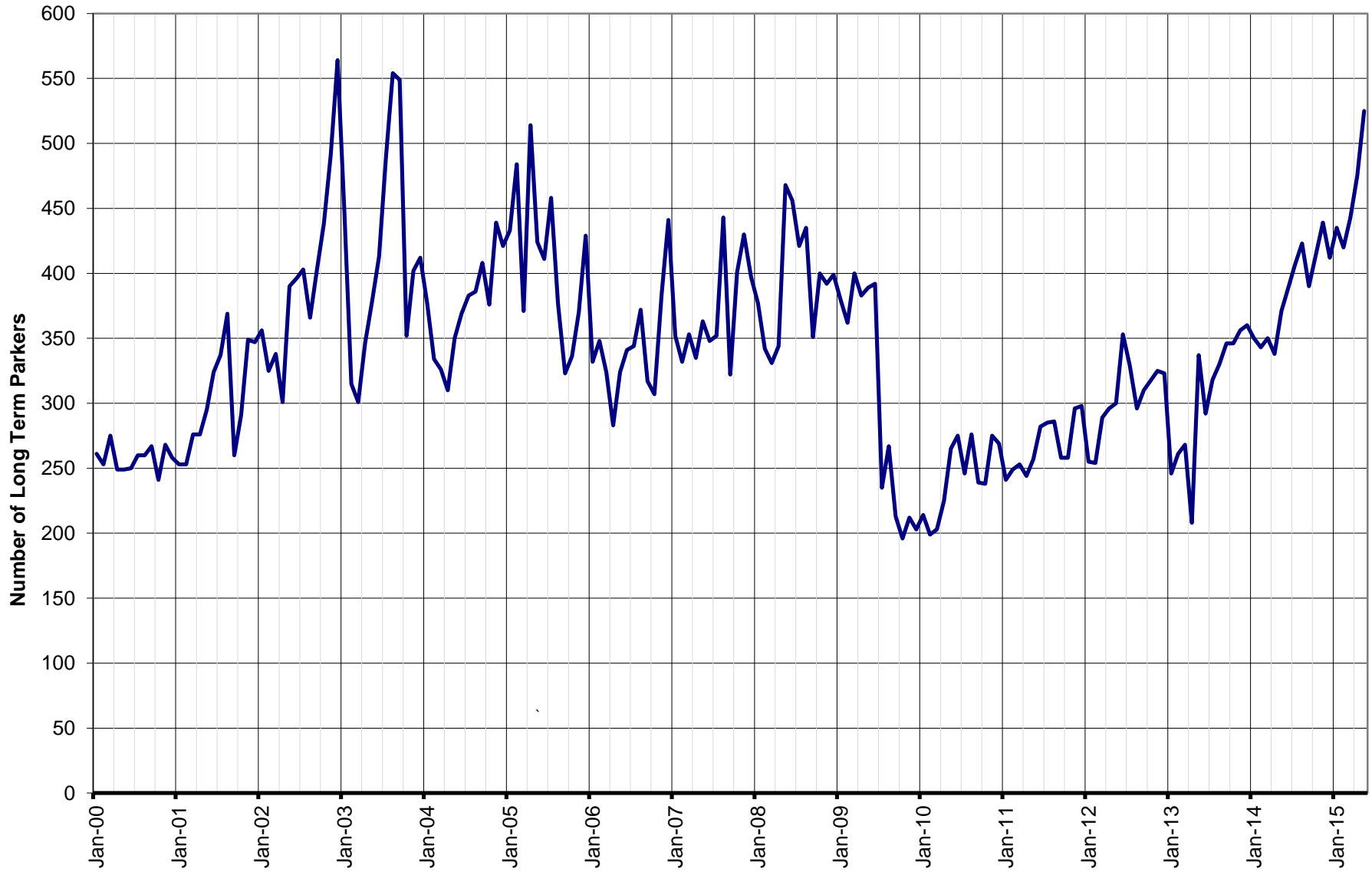
GARAGE	TOTAL CARS	FREE CARS	CASH REVENUE	% FREE
PEABODY	18,396	11,539	\$21,997.25	63%
PARK	17,521	11,211	\$20,550.30	64%
CHESTER	8,497	5,706	\$11,833.04	67%
WOODWARD	15,082	9,237	\$23,235.60	61%
PIERCE	37,364	22,545	\$44,133.75	60%
TOTALS	96,860	60,238	\$ 121,749.94	62%

BREAKDOWN:		
TOTAL CARS		-5%
FREE CARS		-4%
CASH REVENUE		+10%

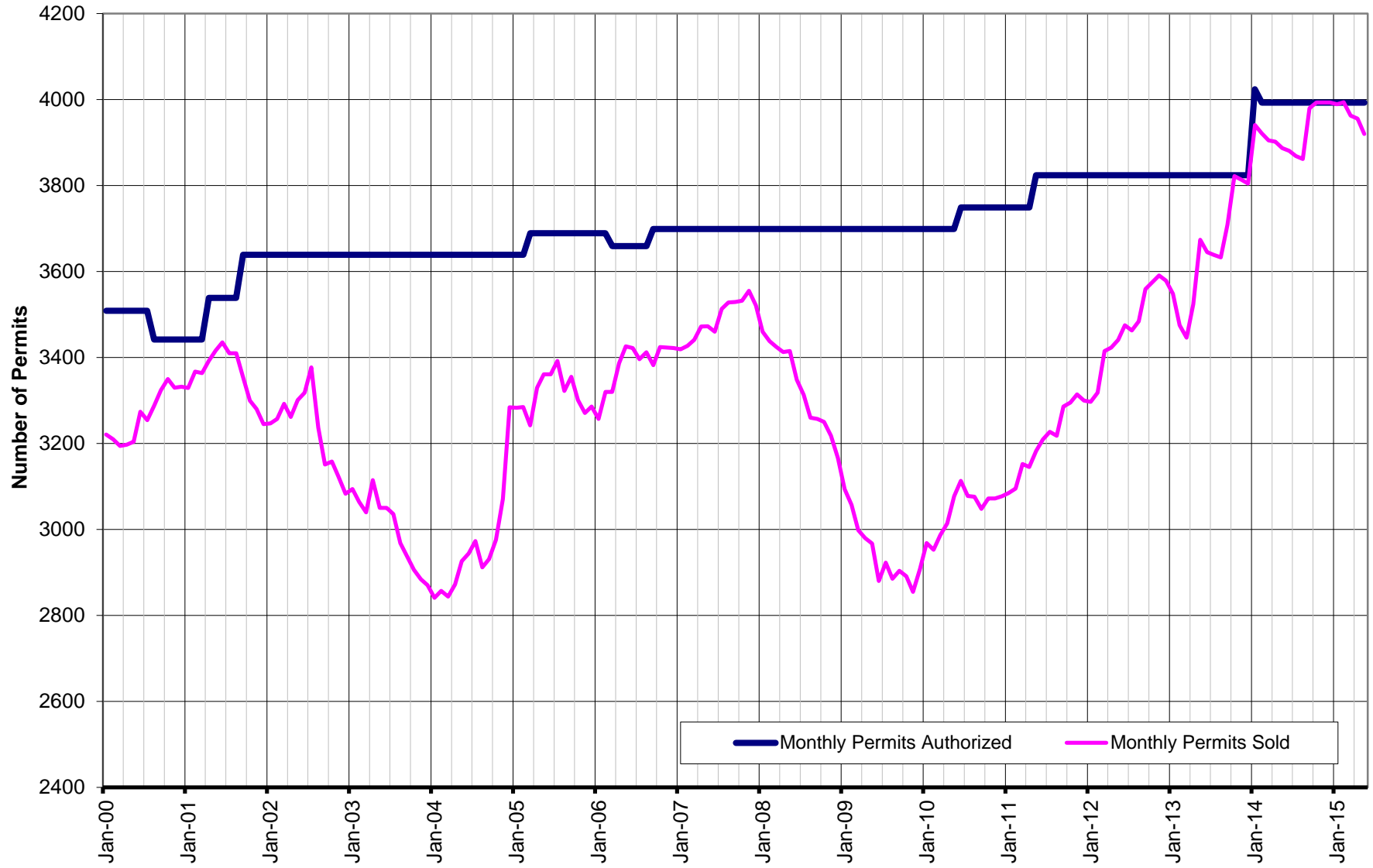
Garage Full - May

<i>Date</i>	<i>Garage</i>	<i>Time</i>	<i>How long</i>	<i>Attendant</i>	<i>Comments</i>
05/04/15	Chester	9:45 AM	2 hr	Yes	
	N. Old Woodward	10:30 AM	2 hr	Yes	
05/06/15	Chester	10:00 AM	2 hr	Yes	
	N. Old Woodward	-		Yes	At capacity all day
05/07/15	Chester	10:00 AM	2.5 hrs	Yes	
	N. Old Woodward	10:00 AM	1 hr	Yes	
	Pierce	12:00 PM	4 hrs	Yes	
05/08/15	N. Old Woodward	1:00 PM	1.5 hrs	Yes	
	Chester	1:00 PM	1 hr	Yes	Construction - 126 spots closed
05/14/15	Chester	12:00 PM	3 hrs	Yes	Painters Closed lower level until 11:30am - DRV pulled out
	N. Old Woodward	12:00 PM	1.5 hrs	Yes	
	Pierce	12:00 PM	4 hrs	Yes	Taubmann Funeral - Roof of Pierce closed
	Peabody	12:00 PM	15 min	Yes	
05/20/15	N. Old Woodward	1:00 PM		Yes	
05/21/15	Chester	12:00 PM	1 hr	Yes	Construction - 115 spots closed
05/22/15	Chester	10:00 AM		Yes	Construction - 115 spots closed
05/26/15	Chester	11:45 AM	4 hrs		Construction
	N. Old Woodward	12:00 PM	4 hrs		
05/27/15	Chester	12:00 PM	6 hrs	Yes	52nd Annual Birmingham Fair
	N. Old Woodward	12:00 PM	5 hrs	Yes	
	Peabody	1:00 PM	4 hrs	Yes	
	Pierce	12:00 PM	9 hrs	Yes	
05/28/15	Chester	11:30 AM	3 hrs	Yes	52nd Annual Birmingham Fair
	N. Old Woodward	11:30 AM	4 hrs	Yes	
	Peabody	1:00 PM	2 hrs	Yes	
	Pierce	1:00 PM	8 hrs	Yes	
05/29/15	Pierce	11:00 AM	4 hrs	Yes	52nd Annual Birmingham Fair
	N. Old Woodward	12:00 PM	3 hrs	Yes	

Long Term Parkers



Monthly Permits



Persons on Waiting List

