

ADVISORY PARKING COMMITTEE
WEDNESDAY, April 6, 2022 @ 7:30am

1. Roll Call
2. Introductions
3. Review of the Agenda
4. Approval of Minutes, February 2, 2022
5. 220 Merrill – Outdoor Dining
6. **Birmingham Shopping District Fund Request for S. Old Woodward Construction**
7. Monthly Parking Waitlist
8. Parking System Update
9. Meeting Open to the Public for items not on the Agenda
10. Miscellaneous Communications
 - Current APC Openings
 - Wayfinding Memo
11. Next Meeting – May 4, 2022
12. Adjournment

Notice: Please note that board meetings will be conducted in person. Members of the public can attend in person at Birmingham City Hall or may attend virtually at <https://us06web.zoom.us/j/86082330819>

Meeting ID: 860 8233 0819

Persons with disabilities that may require assistance for effective participation in this public meeting should contact the City Clerk's Office at the number (248) 530-1880, or (248) 644-5115 (for the hearing impaired) at least one day before the meeting to request help in visual, hearing, or other assistance.

Las personas con incapacidad que requieren algún tipo de ayuda para la participación en esta sesión pública deben ponerse en contacto con la oficina del escribano de la ciudad en el número (248) 530-1800 o al (248) 644-5115 (para personas con discapacidad auditiva) al menos un día antes de la reunión para solicitar ayuda a la visual, auditiva, o de otras asistencias. (Title VI of the Civil Rights Act of 1964).

City of Birmingham
Advisory Parking Committee
Regular Meeting

Birmingham City Hall Commission Room
151 Martin, Birmingham, Michigan
Wednesday, February 2, 2022

Minutes

These are the minutes of the Advisory Parking Committee ("APC") regular meeting held on Wednesday, February 2, 2022. The meeting was called to order at 7:30 a.m. by Chair Vaitas.

1. Rollcall

Present: Chair Al Vaitas
Steven Kalczynski
Lisa Krueger
Judith Paskiewicz
Mary-Claire Petcoff
Lisa Silverman
Jennifer Yert

Absent: Vice-Chair Richard Astrein (in attendance via Zoom and therefore not voting)
Aaron Black
Sarshar Nasserian

Administration: Ryan Weingartz, Parking Manager
Nick Dupuis, City Planner
Laura Eichenhorn, City Transcriptionist
Scott Grewe, Operations Commander
Greg Wald, Services Commander

SP+: Catherine Burch

2. Introductions

OC Grewe introduced SC Wald.

3. Review of the Agenda

4. Approval Of Minutes: Meetings Of December 1, 2021

Dr. Silverman asked that it be emphasized that she was concerned about Mr. Nasserian's attendance because she wanted to make sure that the resident perspective on the APC was adequately represented.

A number of APC members noted that they are also residents of Birmingham and assist in representing the resident perspective in addition to the perspectives they are appointed to represent.

Motion by Ms. Yert

Seconded by Dr. Paskiewicz to accept the minutes of December 1, 2021 as amended.

Motion carried, 7-0.

VOICE VOTE

Yeas: Yert, Paskiewicz, Silverman, Krueger, Petcoff, Vaitas, Kalczynski

Nays: None

5. Outdoor Dining - Townsend

At the outset of the item, PM Weingartz addressed Mr. Kalczynski and said he could stay and not comment since Mr. Kalczynski has an affiliation with the Townsend.

CT Eichenhorn clarified as to whether Mr. Kalczynski was recusing himself.

OC Grewe and Mr. Kalczynski answered affirmatively.

CT Eichenhorn stated that a recusing board member customarily states that they are recusing, states why, and steps out of the meeting for the discussion of the item.

Mr. Kalczynski stated he was recusing himself at 7:41 a.m., noting that he is the Manager/Director of the Townsend Hotel. He said that based on PM Weingartz's guidance he could sit and not speak, or could leave as well.

OC Grewe told Mr. Kalczynski that he could certainly stay as the representative for the Townsend. He said it would be no different than if he were the petitioner here for the Townsend supporting it. OC Grewe said any comments Mr. Kalczynski would make would not be as a board member but as a representative of the Townsend petitioning to get the outdoor dining deck. He said it might be better if Mr. Kalczynski sat in the audience so he did not appear to be part of the APC during discussion of the item.

Chair Vaitas said he also suggested that Mr. Kalczynski not sit with the APC during the discussion of the item.

PD Dupuis presented the item. He said he always forgets to include recommended motion language for the APC, but that he was looking for the APC to either recommend the deck proposal to the City Commission or not.

PD Dupuis and OC Grewe answered questions from the APC.

John Gardner, architect, and Mr. Kalczynski, Manager/Director of the Townsend, spoke on behalf of the request.

Motion by Dr. Silverman

Seconded by Ms. Krueger to recommend approval to the City Commission of the 100 Townsend – Townsend Hotel – Outdoor Dining Platform.

Motion carried, 7-0.

VOICE VOTE

Yeas: Silverman, Krueger, Petcoff, Vaitas, Kalczynski, Yert, Paskiewicz

Nays: None

6. Meeting Open to the Public for items not on the Agenda

Mr. Kalczynski rejoined the APC at 8:00 a.m.

There was some discussion about whether the Planning Board or the APC should review a dining deck request first. No consensus was reached.

Staff noted that both boards are advisory only, so both send their advice onto the City Commission and a negative finding by one board would not affect the findings of the other. Staff also noted that the public is notified of Planning Board hearings on dining deck requests.

Public Comment

Mr. Astrein spoke as a member of the public. He said one of the reasons for dining deck requests to come to the APC first was because in the past a non-bistro establishment was granted a dining deck in a parking spot, while his understanding was that platforms in parking spaces could only be granted to bistros.

Chair Vaitas concurred with Mr. Astrein.

Mr. Astrein said he was concerned that any dining establishment would be able to install a dining deck in a parking space. Regarding the Planning Board's current study of outdoor dining, Mr. Astrein recommended that a dining deck only be permitted to occupy a maximum of two parking spots.

Dr. Paskiewicz said the meters at Lot #6 had difficulty reading her credit card on three different days.

Staff stated that the City acts to remedy meter errors, reported by both the meters' technology and by users, on a daily basis.

In reply to Dr. Paskiewicz, PM Weingartz said he would review how often error messages regarding card insertion were being delivered to users to see if any meters are displaying that error repeatedly.

In reply to Mr. Kalczynski and Drs. Paskiewicz and Silverman, Staff said they would explore opening up a parking structure at no-cost during snow emergencies to provide off-street parking for residents.

Dr. Paskiewicz recommended it be posted to the City's website in the next few days due to the predicted inclement weather.

PM Weingartz said that if the City moved forward with the recommendation it could be shared on the City's website and social media.

7. Miscellaneous Communications
a. Parking System Update

PM Weingartz and Ms. Burch reviewed the item.

In reply to Dr. Silverman, Ms. Burch explained that the expenses went up after July 1, 2021 due to increased staffing, increased equipment costs, and increased credit card fees compared to when there was free parking in the decks due to Covid-19. She also confirmed that the line items would remain consistent moving forward.

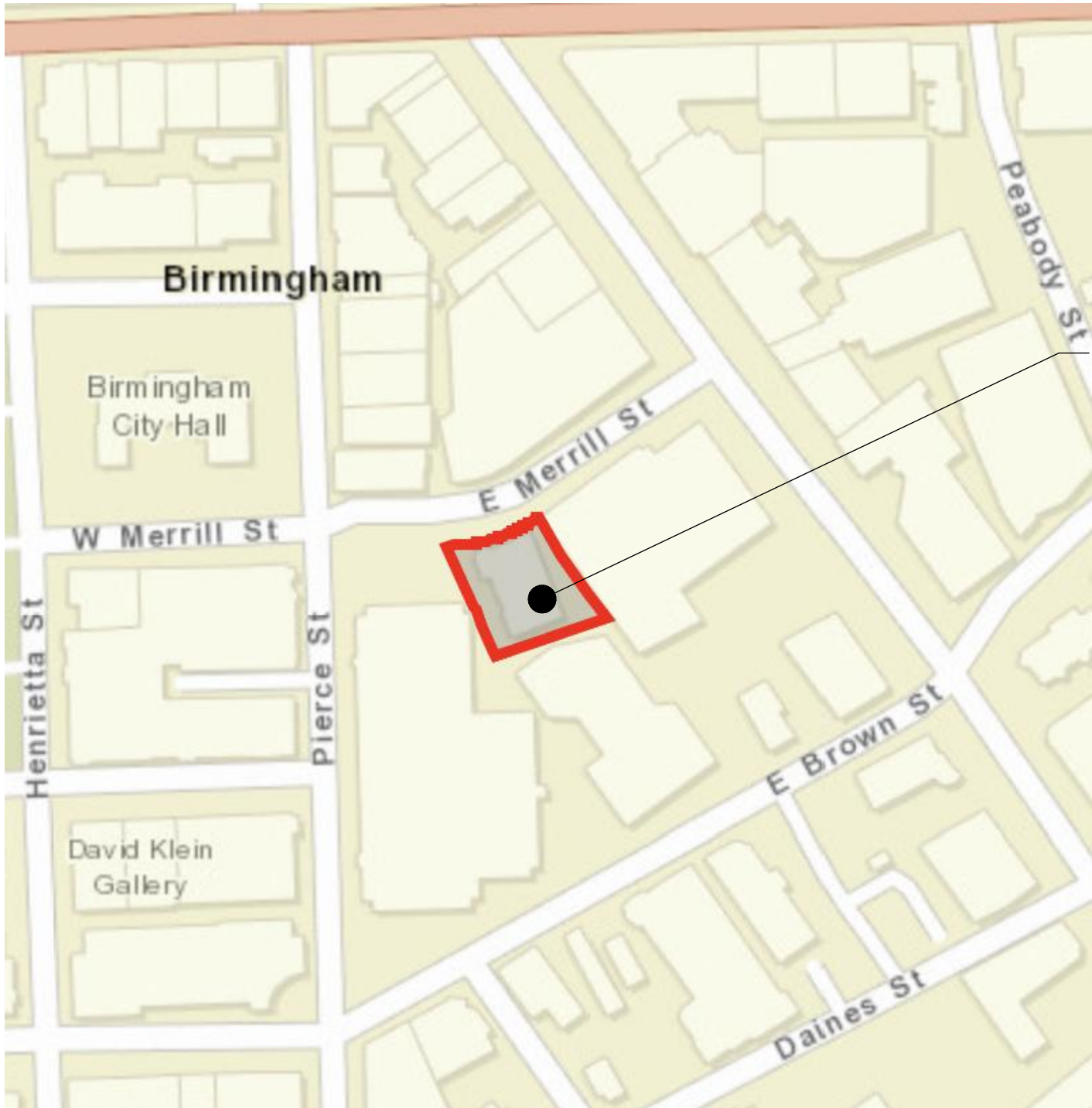
8. Adjournment

No further business being evident, the meeting adjourned at 8:34 a.m.

Parking Manager Ryan Weingartz

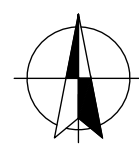


Laura Eichenhorn
City Transcriptionist



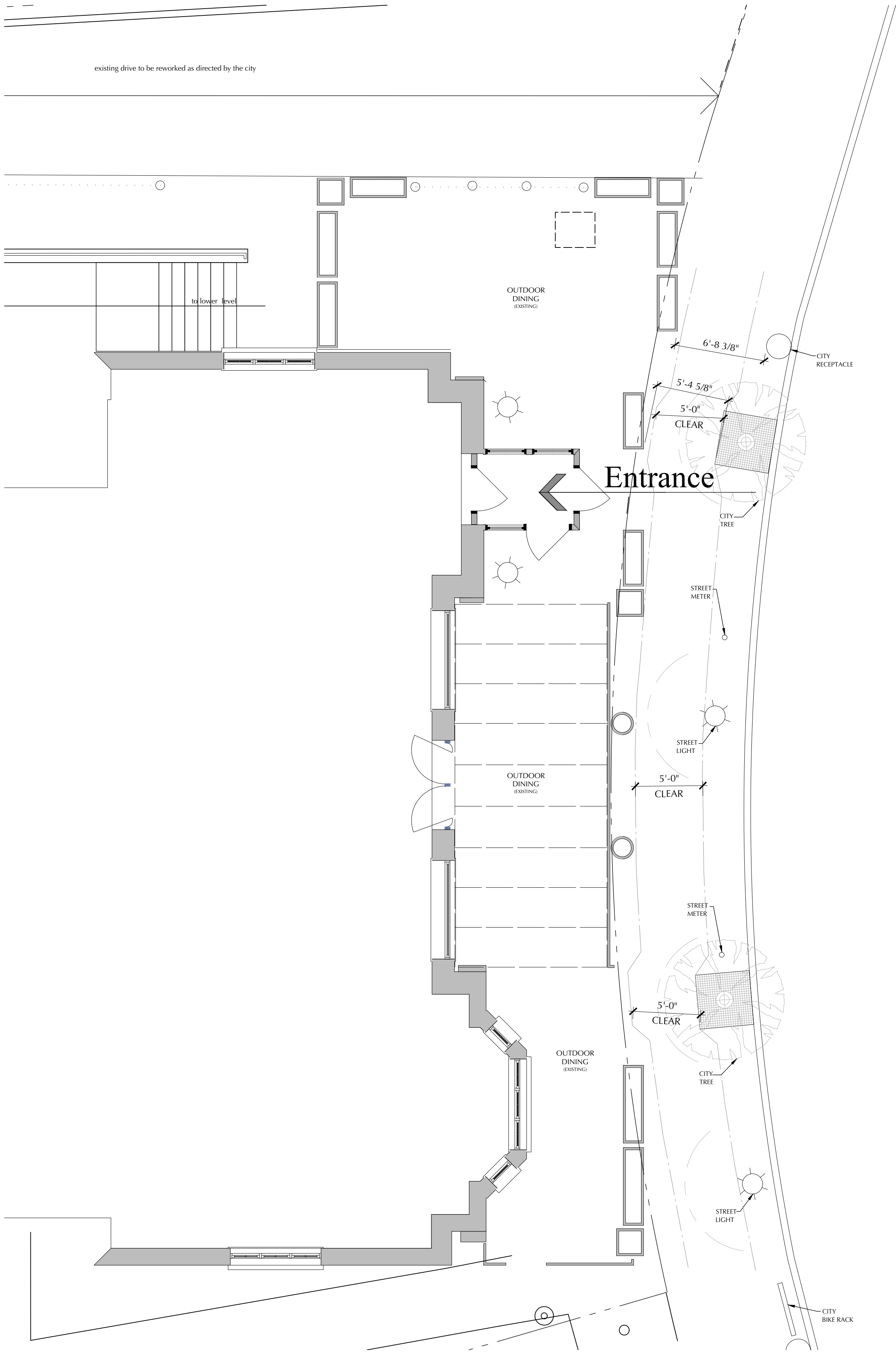
220 EAST MERRILL
220 EAST MERRILL STREET
Zoned: B-4
Overlay: D-4

Location Map

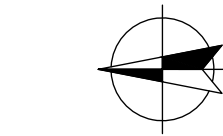


Site Plan

NOT TO SCALE



East Merrill Street (60' R.O.W.)



Existing Plan

3/16" = 1'-0"

CHRISTOPHER J LONGE AIA
ARCHITECTURE
INTERIORS
124 Peabody, Birmingham, Michigan 48009 248.258.6940



A white plastic chair with a simple, modern design. It has a high backrest and four legs. The chair is positioned in the center of the frame.



SD.2.0



Birmingham Shopping District
151 Martin Street
Birmingham, MI 48009
248-530-1200
ALLINBirmingham.com

MEMORANDUM

DATE: April 5, 2022
TO: Advisory Parking Committee
FROM: Sean Kammer, Executive Director
SUBJECT: Request for Funds for S. Old Woodward Construction BSD Parking-Related Expenditures

The Birmingham Shopping District (BSD) is preparing a comprehensive series of programs and initiatives to assist businesses and patrons during the S. Old Woodward Reconstruction project.

The project is scheduled to begin approximately around May 31 and is expected to be completed approximately around September 30, 2022. The roadway and streetscape will be completely replaced, including such items as sidewalks, a median, benches, and other items that conform to a new design that prioritizes safety, walkability, and traffic calming.

The BSD will be taking from its fund balance this upcoming fiscal year in order to provide programs and services related to parking, which are necessary to reduce the disruptions that these businesses are expected to face. To help with this project, the BSD has increased the FY 2022-2023 budget by \$140,000, and is incurring costs over and above its projected revenues. These increased costs include an additional \$75,000 allocated toward marketing from its original budget of \$150,000 to \$225,000, an additional \$35,000 allocated for valet services, increased from its annual recurring budget of \$15,000 to \$50,000, and an additional \$30,000 for maintenance activities, increasing from its annual recurring budget of \$70,000 to \$100,000.

The BSD is seeking to lease private parking lots and a private parking structure in order to provide parking for the public visiting the businesses in the affected construction area. The BSD also intends to provide free valet services to the public to improve access and ease parking demands. An RFP soliciting valet services is currently published on the MITN website. To ease the expected disruptions, the BSD will provide programs that include the installation of signage to promote businesses affected by the construction and to direct drivers into downtown along approved detour routes.

Therefore, the Birmingham Shopping District respectfully requests \$140,000 from the parking fund in order to compensate for its increased costs to provide valet services, additional public parking, signage, and marketing the parking options during the S. Old Woodward reconstruction project.



Birmingham Shopping District
151 Martin Street
Birmingham, MI 48009
248-530-1200
ALLINBirmingham.com

In the past, the Advisory Parking Committee has granted requests for funds to the BSD during a similar construction project. In 2018, the APC gave the BSD \$135,000 for the Old Woodward reconstruction project. Of that, \$75,000 was allocated to valet parking services (the BSD operated three valet stations, as opposed to the one valet station currently being proposed), and \$60,000 was allocated to marketing.

On behalf of the BSD, I hope that the Advisory Parking Committee considers our request.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "SKammer", with a long horizontal flourish extending to the right.

Sean Kammer
Executive Director



MEMORANDUM

Parking Department

DATE: 4/1/2022

TO: Advisory Parking Committee

FROM: Ryan Weingartz, Parking Systems Manager

SUBJECT: Monthly Parking Update

Introduction

In December of 2021, it was approved to add an additional 475 total monthly parking passes throughout the 5 city owned parking structures. It has been 4 months since and staff has been able to gather additional data to present. As of April 1, 2022, there are a total of 449 monthly parking passes available throughout the cities parking structures and 77 available at the city owned surface lots.

Waitlist

In October 2021, the current waitlist was at 1,500 people dating back to 2014. SP+ has worked diligently and have essentially eliminated the waitlist. At the beginning of March, there was no one on the waitlist. As community members learned that the waitlist had been eliminated, people began reaching out and we were receiving up to 50 requests a day. SP+ is continuing to reach out to get people their passes as quick as possible. Below is a breakdown as of April 1, 2022.

	Authorized to Sell	Passes Sold as of 4/1/22	Passes Available as of 4/1/22	Waitlist as of 4/1/22
Chester Structure	1368	1104	264	0
N.O.W Structure	981	841	140	0
Park Structure	945	912	33	19
Peabody Structure	536	526	10	31
Pierce Structure	751	823	-72	110
Lot 6 Regular	177	126	51	0
Lot 6 Economy	40	14	26	0

Capacity

Occupancy at the structures continues to grow month by month, and staff thinks that occupancy counts will continue to grow going forward. The reporting with the current parking equipment cannot provide real time data. SP+ conducts car counts every day at 10:00 am and 2:00 pm to get total cars parked in each structure. As with anything, there is potential for human error, but staff feels confident that the numbers provided are accurate with occupancy in each structure. Below are tables that show the average for total occupancy for each structure based off the 10:00 am and 2:00 pm car counts and the average of total monthly parking pass holders that park on a daily basis.

Average Total Occupancy March	
Chester Structure	28%
N.O.W Structure	48%
Park Structure	48%
Peabody Structure	72%
Pierce Structure	69%

	Average Pass Holders Parking	Total Passes Sold	Percentage of Monthly Parkers Showing Up
Chester Structure	321	1104	29%
N.O.W Structure	387	841	46%
Park Structure	355	912	39%
Peabody Structure	299	526	57%
Pierce Structure	415	823	50%

SUMMARY

Peabody and Pierce structures are the most popular due to their central location, but from the table above it shows that 43% and 50% of sold monthly passes at Peabody and Pierce are not showing up on a daily basis. With about 450 total passes available through the city owned structures, there is ample passes available to keep up with the demand of requests. With Covid-19 restrictions loosening up, we may see a significant increase in monthly pass holders returning to use their pass more regularly. Staff is hesitant to make available additional monthly passes at Peabody and Pierce until we get a better understanding of what office tenants will return in person or continue to work from home. Staff recommends continuing to monitor structure occupancy and the number of monthly pass holders parking on a daily basis over the next few months in order to gather additional data to better inform staff how to move forward.



MEMORANDUM

Parking Department

DATE: 4/1/2022

TO: Advisory Parking Committee

FROM: Ryan Weingartz, Parking Systems Manager

SUBJECT: Parking System Update

Construction Update:

As part of the original scope of work it was recommended that crews investigate two lower support columns of the Peabody Structure. In late February, Pullman removed a localized area of brick veneer at the two columns in question to expose the concrete behind the brick. Wiss, Janney, Elstner Associates (WJE) conducted the investigation and found significant concrete cracking and distress within the two columns in questions. Based on the findings WJE recommended shoring all levels that are supported by the two columns and barricading all parking spaces. It was then recommended by WJE that we investigate six additional columns to look for similar deterioration in the concrete. That work has been complete and the good news is that there is no significant deterioration on the additional six columns that will need repair. Repairs to the two lower level columns has not begun as of yet, WJE is preparing a repair design and once complete work will commence immediately. [Peabody Structure Column Assessment](#)

North Old Woodward construction started back up on April 1, 2022. Smith's Waterproofing will continue where they left off last November working on concrete repairs to levels 4 and 5. A meeting with Smith's Waterproofing, WJE and City staff will conduct the week of April 4, 2022 to discuss the reaming work to be completed for the 2021-2022 budget season.

Equipment:

Skidata, who is the manufacture of our current parking equipment has been onsite over the past few weeks to perform a maintenance check on all structure kiosks. Due to the issues we were having with the parking equipment at the structures, city staff has approved SP+ to increase their staff presence on nights and weekends, there is a dedicated SP+ staff member at Peabody and Park, SP+ also has 1-2 staff members roaming structure to structure to assist guests or troubleshoot any equipment issues. Since increasing staff on nights and weekends and the maintenance performed by Skidata it appears that the number of complaints and equipment related issues are decreasing.

Staff continues to work on an RFP for new parking equipment, the scope of work is near completion. Staff is also reaching out to companies to inquire more about a gateless entry and exit. The article attached provides more detail on how a gateless entry and exit would work, this article is for event based parking, but could work in a municipal environment. There are still a lot of questions staff has to determine if this is a path the city would like to pursue. [Free Flow Parking](#)

Cameras:

Parking staff is working with the Police Department to upgrade our current camera system. Each parking structure has cameras at each entry and exit lane that would tie into the police departments camera system. Staff is looking to add additional cameras to stairwells, elevators, and rooftops. Parking and Police staff will be working on creating an RFP in the upcoming months.

Meter Revenue:

	Total	Cash	Credit Card	ParkMobile
January	\$132,208.15	\$40,186.35	\$31,755.50	\$60,266.30
February	\$129,653.90	\$38,017.40	\$30,607.50	\$61,029.00
March	\$177,419.55	\$49,614.00	\$47,104.25	\$80,701.30

Structure Revenue:

	Monthly	Daily
January	\$294,277.00	\$113,629.00
February	\$269,232.00	\$121,682.00
March	\$276,640.00	\$180,601.00



MEMORANDUM

Clerk's Office

DATE: March 14, 2022

TO: Tom Markus, City Manager

FROM: Alexandria Bingham, City Clerk

SUBJECT: Advisory Parking Committee resignation – Sarshar Nasserian

INTRODUCTION/BACKGROUND:

Advisory Parking Committee (APC) regular member Sarshar Nasserian submitted his resignation from the board effective March 1, 2022. This creates a vacancy for the remainder of his three-year term to expire September 4, 2024.

LEGAL REVIEW:

n/a

FISCAL IMPACT:

n/a

PUBLIC COMMUNICATIONS:

The City Clerk's office will publish a notice of intention to appoint to this position, post the vacancy on the "board and commission opportunities" portion of the city's website and include it in the city's digital news vehicles as publication schedules permit.

SUMMARY:

The City Commission is being asked to accept the resignation of Sarshar Nasserian from the APC, thank him for his service, and to direct the City Clerk to begin the process of filling the vacancy.

ATTACHMENTS:

1. Resignation email

SUGGESTED COMMISSION ACTION:

To make a motion to accept the resignation of Sarshar Nasserian from the Advisory Parking Committee, thank him for his service, and to direct the City Clerk to begin the process of filling the vacancy.



Christina Woods <cwoods@bhamgov.org>

Fwd: Advisory Parking Committee

1 message

Alex Bingham <abingham@bhamgov.org>

Tue, Mar 1, 2022 at 9:29 AM

To: Christina Woods <cwoods@bhamgov.org>, Ann Tappan <atappan@bhamgov.org>

----- Forwarded message -----

From: **Sarshar Nasserian**

Date: Tue, Mar 1, 2022 at 8:52 AM

Subject: Re: Advisory Parking Committee

To: Ryan Weingartz <rweingartz@bhamgov.org>

Hi Ryan,

Sorry for the late reply but with my work schedule, I am currently never in town during the weekdays. With having to be in person to discuss items, that makes it difficult. I would like to withdraw from the committee.

Thanks,

Sarshar Nasserian

On Wed, Feb 2, 2022 at 1:57 PM Ryan Weingartz <rweingartz@bhamgov.org> wrote:

Hi Sarshar,

Myself and other APC members have noticed that you have yet to attend an APC meeting since you have been appointed. There is concern from other members that you have yet to be present for a meeting, and as you are representing as a resident member they are looking for your input on topics. I wanted to reach out to ensure that you are still interested in being a member of the committee.

I look forward to hearing from you.

Thank You

--

Ryan Weingartz

Parking Systems Manager

[City of Birmingham](#)

[151 Martin Street](#)

Birmingham, MI 48009



NOTICE OF INTENTION TO APPOINT TO THE ADVISORY PARKING COMMITTEE

At the regular meeting of Monday, April 25, 2022, the Birmingham City Commission intends to appoint two members to the Advisory Parking Committee: one regular member to serve the remainder of a three-year term expiring September 4, 2024, and one regular member who is a restaurant owner to serve the remainder of three-year term expiring September 4, 2023.

Interested citizens may submit an application available at the City Clerk's Office or online at www.bhamgov.org/boardopportunities. Applications must be submitted to the City Clerk's Office on or before noon on Wednesday, April 20, 2022. These documents will appear in the public agenda for the regular meeting at which time the City Commission will discuss recommendations, and may make nominations and voter on appointments.

Committee Duties

The Advisory Parking Committee shall provide guidance to the City Commission in the management of Birmingham's Auto Parking System. The Committee shall recognize parking requirements of the CBD and fairly assess the costs to users. It will provide for attractive, maintained and safe facilities.

Criteria/Qualifications of Open Position	Date Applications Due (by noon)	Date of Interview
<p>The majority of the members shall be residents.</p> <ul style="list-style-type: none">• One member shall be a large retail representative in parking assessment district.• One member shall be a downtown employee member.• One member shall be a restaurant owner within the parking assessment district.• The alternate members shall own property, own a business or work in the parking assessment district.	04/20/2022	04/25/2022

NOTE: All members of boards and commissions are subject to the provisions of City of Birmingham City Code Chapter 2, Article IX, Ethics and the filing of the Affidavit and Disclosure Statement.



MEMORANDUM

DATE: February 28, 2022

TO: Department Heads

FROM: Wayfinding and Gateway Signage Committee

SUBJECT: City Logo and Wayfinding/Signage Program RFP

At the direction of the City Commission, the Wayfinding and Gateway Signage Committee is reviewing the City of Birmingham and Birmingham Shopping District's branding in an effort to standardize themes that will be reflected in the city's style guide and wayfinding/gateway signage. The committee is working to develop branding that will create a cohesive look through all city elements. From stationary and publications to vehicles and signage, it is important that the community have a consistent brand and image. Establishing a collective community identity helps generate community pride, increases awareness of our city, and supports economic development.

The committee will soon go before the City Commission to recommend a new city logo. Additionally, the committee will request approval to move forward with a Request For Proposal (RFP) for a Wayfinding/Signage Program. The program will result in an updated version of the 2004 Citywide Wayfinding and Signage Design Program, and recommendations for master plans such as the Parks and Recreation Master Plan, the Triangle District Urban Design Plan, the Eton Road Corridor Plan and The Birmingham Plan for 2040.

The ultimate goal of the Wayfinding and Gateway Signage Committee is to create a style guide that draws together multiple elements of the city to create a cohesive look for all city departments. The guide will govern the general look-and-feel of our branding, with standards for logo usage, writing, design, formatting, typography, wayfinding, gateway and parking signage.

Department heads are encouraged to share this information with their boards and committees, as the style guide and updated Citywide Wayfinding and Signage Design Program may impact future projects as it pertains to branding.