

MINUTES OF SPECIAL MEETING  
OF COMMON COUNCIL HELD  
WITH PARKING ADVISORY  
COMMITTEE HELD ON  
SATURDAY, APRIL 5, 1997.

(Distributed: 4/11/97 )  
(Approved: 5/6/97 )

The meeting was called to order on motion of President Clark at 8:30 a.m.

President Clark then read the following notice:

“Adequate notice of this meeting has been provided by the City Clerk in the preparation of the Special Meeting Notice, dated March 17, 1997, which set forth the date, time, and place of this meeting and by properly posting such notice and forwarding the notice to those designated newspapers and the persons requesting meeting notices. Please be further advised that this is a NO SMOKING building and that the FIRE EXITS are at the BACK OF THE ROOM.

President Clark then led the flag salute.

Present on Roll Call: President Clark, Councilmembers Hatfield, Martin, Muñoz, Ogden and Rosen. Also present were staff member Angelo, Burkholder, and Hughes. Parking Advisory Committee members Akers, Cohan, Huneke, Mazzeo, Ryder, Dewey, D'Ambola, and Steiner.

Absent: Councilmembers Dill. Parking Advisory Committee members Toth and DelRosso.

Minutes of this meeting are recorded on Cassette Tape #97-26, Section 0000-End and #97-27, Section 0000-1922.

As has been the practice in the past and agreed to by past Presidents and current President Clark, minutes of meetings such as this are a summary of the comments made and do not necessarily touch upon every comment or identify who made the comment.

President Clark advised of the purpose of the meeting and made the following points:

1. Preferred that increased parking not be at taxpayers' expense.
2. Garage size and appearance was important.

3. Recommended the Parking Committee becoming permanent.
4. Consideration needs to be given to each area of parking and the fees charged.
5. Determine number of (street) spaces needed with the hope of getting more out of what exists.
6. An interim approach is needed especially when realizing the YM and the Library will be under construction in the Fall.
7. Hoped a decision could be made on a new lot next to the Firehouse and maybe have meters in it in addition to meters at the City Hall lot.
8. Looked for 500 additional spaces in the garage.

### **ANALYSIS OF PARKING REVENUES AND EXPENSES**

Angelo made the following points:

1. Summarized current income and expenses and spoke of the cost and debt service of the new garage and its operating expenses.
2. Distributed papers which spoke of the cost of an attended versus an unattended lot and projections on revenues and expenses.
3. Advised that the figures do not speak of income loss during the construction which would probably be \$133,000.00 nor do they address the expense of accommodating temporary parking.
4. Pointed out in-kind cost services of \$146,000.00.
5. There is a year-end net of \$84,168.00.

Councilmember Rosen questioned the \$90,000.00 from SDI as being part of parking revenue since it is already part of the \$534,000.00 figure. He said that one million dollars of parking revenue seems to be a poor return and suggested getting advise from parking businesses as to how best to deal with our parking.

Burkholder pointed out as follows:

1. If our parking was run like a business it would not be provided at 35 cents an hour or \$2 a day.

2. Regarding in-kind cost, advised that there are some costs such as plowing, police personnel, etc. which would continue to exist with or without their involvement with parking as they are not specifically or solely associated with parking such as are the meter collection people.

There was discussion and comments as follows:

1. Meter fines would be much lower without meter enforcement and that revenue (\$100,000) would have to be made up in taxes.
2. The debt on the current garage will end in 2002 and, therefore, allow an additional \$200,000.00 will be available to help off-set the expense of a new garage.
3. Parking is a service and the current set up provides little profit.
4. The parking enforcement officers provide many other services which would need to continue.
5. How the City and the Chamber (now SDI) had agreed to having SDI run the lots.
6. SDI's original annual contribution to the City was \$120,000.00, became \$100,000.00 during the recession and 1996 was agreed to be \$75,000.00 since SDI was going to pay \$25,000.00 for computers and for repairs to the Park and Shop lots which were the City's responsibility.
7. Emphasis that the total Capital picture has been looked at relative to the \$200,000.00 (Tier garage debt) which would come back to the City in 2002.
8. A lottery system would realize full income potential versus that of 75% utilization if individual fees were charged.

It was agreed that Burkholder would provide a one-page answer to the questions as to the soft costs relative to the net income for parking alone.

### **SUPPLY AND DEMAND**

Burkholder reviewed the chart he supplied and summarized it by saying there was a commuter and employee demand of 2,689 and a supply of 1,400 which leaves a shortage of 1,200+.

There were questions and comments as follows:

1. Numbers seem soft as to who parks and where they are parking.
2. The permit system needs to be rethought with better control.

*NOTE: When the system was most recently established controlled use of the Disposal Area was the main objective.*

3. Managing and control of the overall parking needs to be reexamined.
4. Studies will never come up with hard numbers and the Parking Advisory Committee always knew they were soft.
5. Parking Advisory Committee will study the oversight/authority issue and the sticker/allotment issue.

### **FIREHOUSE LOT**

The Mayor, Councilmembers and Committee members made non-repetitive comments as follows:

1. Using Chestnut as an exit and entrance could provide five additional spaces.
2. Meters should make the lot self-sustaining.
3. Planning Board application and talking with St. Teresa should take place immediately.
4. Stop at the triangle curblin and keep the triangle green because it would no longer be available for future creative uses.
5. Landscape as nicely as possible to soften the impact of a lot.
6. Police and Fire department input is need regarding the closing of Chestnut.
7. This will not solve the parking problem in the area.
8. Save some of the triangle.
9. Reconfigure the lot with the cooperation of St. Teresa.

10. Build as big as possible while saving some of the triangle.
11. Entrance and exit should be at Chestnut, with no left turn, to avoid the cut-through problems occurring in the City Hall lot.
12. There is much pedestrian traffic in the area which should be reviewed.
13. Work could proceed in September after the firehouse work is completed.
14. The City Engineer would like the property for a staging area for the Springfield Avenue work which would mean it would not be available for three years.
15. Immediately talk with St. Teresa towards the cooperation and maximizing use of both areas.
16. Proper landscaping should make it pedestrian friendly.
17. St. Teresa might want to buy the property.

President Clark summarize the Council's feelings and made recommendations as follows:

1. Everyone was in favor of creating a lot in this area and there seemed to be no objections to having the lot metered.
2. Hopefully construction could take place in September.
3. The Engineer should begin drawing specifications.
4. A majority seemed to want to use some of the triangle.
5. The necessary meetings should take place.
6. Ordinances needed deal with closing of the street, bond appropriations and meters.
7. Long and Mazzeo should meet with St. Teresa.
8. Bid the project in August.
9. Feel structure for the meters should make the lot self-sustaining.

10. A package should be prepared by July for the Mayor and Council and Parking Advisory Committee to show the progress of all of the above.

## GARAGE

Size, NJT Involvement and Consultant Input - Comments were then made as follows:

1. Referenced a meeting with NJT advising that it was not completely turned off to some participation.
2. Cannot make decisions regarding NJT's involvement today because it would affect its reception.
3. Continue talking with NJT.
4. Obtain control over the cobblestone lot.
5. Size and control depends on NJT's desire to participate.
6. Can live with 500 spaces with NJT participation.
7. Suggest NJT talk with other towns about coordinating efforts to get those residents to Summit.

*NOTE: Administrator and Clerk Offices have suggested to non-residents that they talk to their governing bodies about some type of van pooling.*

8. Since the Parking Advisory Committee report was issued the City has not called NJT but it has called us.
9. Minimum number of spaces for NJT involvement is 150.
10. More financial analysis is needed as to how to pay for the garage with all of the parking revenue sources and consideration should be for funds beyond that currently received.
11. Ask NJT to participate beyond what the City is building for itself.
12. The arrangement with NJT should not be contingent upon the cobblestone lot.
13. Control as much as possible.

14. Parking Advisory Committee agrees that:

- a. the size issue was a problem in the past,
- b. citizens now realize there is a parking problem, and
- c. a larger garage is more acceptable now.

15. An additional level adds 200± spaces and reduces the cost versus going sideways.

16. Cobblestone decking would be very expensive.

17. Need a plan before meeting with NJT and more financial and revenue facts are needed to help further decisions.

18. Voting on the issue of 250 or more spaces is indicated as below:

<u>M&amp;C</u>	<u>250</u>	<u>More</u>
Martin		250-400
Rosen	X(more w/NJT)	
Muñoz	X	
Ogden		X
Hatfield		X(not up)
Clark	X	
Long	X	

19. Design for 250 new within a month and let NJT come back and make up the difference.

20. NJT does not have proper manpower to control the station and therefore the lot and the City has to realize that it would be responsible for cleaning and safety.

21. Environmental problems might exist and tests are necessary and if there is a problem, it will probably be NJT's since the area was an Erie Lackawanna freight yard.

22. If environmental problems exist, parking is an allowable use.

23. Both consultants felt this project was ideal for a "design and construct" approach.

President Clark felt there was a consensus as follows:

1. Build a garage.
2. Talk with NJT.
3. Environmental issue information should be pursued.
4. Garage could be bigger with NJT participation.

Further discussion was as follows:

1. Concerned that there was not a consensus to build more than 250.
2. More information regarding cost relative to increased size, up, sideways, or downward was felt to be needed.
3. Cost is less as it goes up; sideways just extends the cost numbers; down would require an entire new study and feel would be given many unknown caveats or an expensive study would be required and also HVAC costs would be involved.
4. Parking Advisory Committee report had 18 options and all these issues have been studied extensively; no question that excavation adds tremendously to the cost; community wants the problem solved.
5. Size should be looked at in relationship to taxpayer involvement.
6. Have a problem going up.

President Clark asked Burkholder to provide figures relative to additional spaces up, down, or sideways.

### APPROACH

Rate Structure, Interim Plan, Long-term Plan and Planning Process - The following comments and/or suggests were then put forth:

1. To talk with NJT, maximum total size garage acceptable should be decided on as well as participation in costs.



2. Parking Advisory Committee to develop an overall plan which was agreed to with financial aspects being looked at first.
3. SDI's on-going study regarding additional spaces is not due until June.

President Clark summarized that agreed to as follows:

1. Build a lot next to the firehouse.
2. Build a garage.
3. Meet with NJT.
4. Parking Advisory Committee would have an overall plan in 30 days.
5. Appoint a committee of Burkholder, Clark, Cohan, Long and Steiner.

## DESIGN

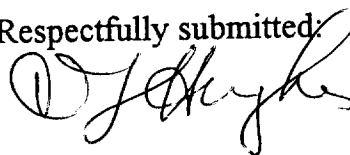
The following comments were then put forth:

1. Traditional arch approach.
2. Much input has been received relative to the employee parking problem thus the cobblestone lot with a deck is important.
3. Use Novartis and Park and Ride properties for shuttle services.
4. Have bike racks at Park and Shop lots.
5. Assume calculation picture will be relative to 400 new spaces and then if NJT participates there would be new horizontal figures.
6. Design should "fit" Summit.
7. Summit has always been a transportation hub and the issue will never go away and thoughts need to be to preserve options in the future.
8. Accommodation for carpooling should be a factor.
9. Talk with other towns regarding coordinating carpooling or shuttling.
10. Now is the time to talk to NJT regarding Union Place.

11. During the interim plan, non-residents should be contacted to suggest that their communities come up with commuter vans.
12. Safety and security in the garage is addressable.
13. Squeezing in spaces in the downtown area could hurt pedestrian safety and many yellow load zones are necessary.
14. A high structure has already been defeated.
15. When considering shuttle services, one must take into account human nature and the different arrival and departure times.
16. While adequate parking is the goal, preservation of neighborhoods need to be also remembered.
17. Encouraged use of bikes and mopeds (mopeds would be allowed to park at a bicycle rack).

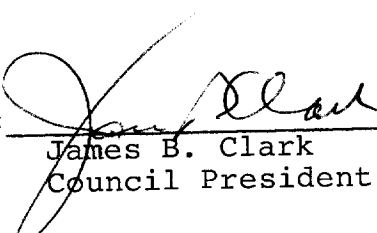
Meeting adjourned on motion of Councilmember Rosen.

Respectfully submitted:



David L. Hughes  
City Clerk

Approved: \_\_\_\_\_



James B. Clark  
Council President