

CITY COMMISSION POLICY

GRAND RAPIDS  MICHIGAN	NUMBER: 900-37	HISTORY	
	DATE: September 15, 1998	FILE #	DATE
	FILE NUMBER: 65091		
	DEPARTMENT: Planning & Dev.		

SUBJECT: PARKING SERVICES IN NEIGHBORHOOD BUSINESS AREAS

PURPOSE: To provide guidelines for the delivery of customer parking services to those neighborhood business areas located within or adjacent to the City's CDBG Target Area, including feasibility and approval procedures and formulas for cost sharing.

This policy is designed to ensure that requests for parking support are based on actual need and that new or updated parking facilities are necessary to support growth and investment in older, neighborhood business areas.

POLICY:

The City of Grand Rapids, through its Parking Services Department, will continue to provide parking services to neighborhood business districts. Neighborhood business areas provide goods and services to surrounding areas, employment opportunities for local residents, and serve as the "front door" to local residential communities. Strong neighborhood commercial areas contribute to a strong and viable city.

Application

The program is limited to business districts served by the Neighborhood Business Specialists Program. These include business districts within or immediately adjacent to the CDBG Target Area.

Requests

A neighborhood business association, rather than an individual business, and only after formal action, should submit requests for new or expanded parking facilities, in writing, to the Parking Services Director.

CITY COMMISSION POLICY

NUMBER: 900-37

Page 2 of 3

Where no business association exists, a group of potentially benefiting businesses may, as a group, submit a request to the Parking Services Director.

The business association requesting assistance will be asked to make a presentation to the Parking Commission. With the approval of the Commission, Parking Services may proceed with a technical study of parking needs.

Parking Need

All approved requests for new parking facilities will be followed by *technical study of parking needs*. The technical study will be initiated by the City and will be performed by a qualified traffic/parking consultant and should include interaction with the affected neighborhood business association, individual neighborhood businesses, city staff and representatives of the Neighborhood Business Specialists Program (NBSP).

It is anticipated that the consultant would evaluate existing on and off street parking resources and potential changes in the composition of the business district, including business expansions and/or closings. A five-year time horizon is recommended. Attention should be given to the effectiveness and serviceability of existing facilities.

The study should help to document the need and/or benefit of a public investment in parking facilities. Parking Services may competitively select a firm that would be kept on retainer to perform these studies.

Parking Plan

When the need for additional parking services has been documented by the technical study, a plan to provide those services should be coordinated by Parking Services in cooperation with the business association with assistance from NBSP staff and the Planning Department.

Phase I: The Parking Services Plan should illustrate the geographical location and extent of new, improved or expanded parking facilities. Preliminary estimates of costs should be included to enable realistic discussions of feasibility.

The Plan should provide schematics of parking layouts and demonstrate that construction is possible without the removal of significant commercial structures.

Phase II: City Engineering staff or a competitively selected consulting firm will prepare final construction drawings. Actual costs should be documented.

CITY COMMISSION POLICY

NUMBER: 900-37

Page 3 of 3

Funding and Financing

When possible, the cost of major improvements should be supported by a combination of user fees and/or special property assessments. It is recognized that financing capacity of business areas varies and it is recommended that user fees be used to reduce the total cost of a project.

Where proposed parking is viewed as too expensive and/or not likely to be fully utilized, investments in improvements that would increase utilization of existing on street, private or public off-street parking should be considered.

Business associations or groups of benefiting businesses are required to contribute a minimum of ten percent (10%) to the total costs for constructing new public parking facilities. Special assessment procedures may be used by a group of benefiting businesses to finance their share of the improvements. Scheduled payments shall follow all standard city repayment requirements, including minimal annual payments.

If new revenue-generating mechanisms such as meters or user charges are utilized, receipts from these sources may be used to reduce the total capital or operating costs of the parking lot.

Major improvements to existing parking facilities and parking lot renovations, as determined by the Parking Services Director, are subject to the same funding formula as newly constructed lots.

Normal maintenance, including striping, surface maintenance, repair of lighting, and maintenance of landscaping, *absent prior agreements*, shall be the responsibility of Parking Services.

Proceeds from the sale of surplus parking lots in a business area can be programmed for future parking improvements in the same business area.

Approvals

All proposals for new parking facilities shall be reviewed by the Parking Commission and approved by the City Commission.