



City of Norman, OK

Municipal Building Council
Chambers
201 West Gray Street
Norman, OK 73069

Master

File Number: R-1314-82

File ID: R-1314-82

Type: Resolution

Status: Consent Item

Version: 1

Reference: Item No. 27

In Control: City Council

Department: Public Works
Department

Cost:

File Created: 12/03/2013

File Name: Amending the Downtown Parking Lot Management
Business Plan

Final Action:

Title: RESOLUTION R-1314-82: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING THE BUSINESS PLAN FOR THE CITY PARKING SYSTEM AT THE GRAY STREET PARKING LOT.

Notes: ACTION NEEDED: Motion to adopt or reject Resolution No. R-1314-82.

ACTION TAKEN: _____

Agenda Date: 12/10/2013

Agenda Number: 27

Attachments: R-1314-82.pdf, Downtown Parking Lot -
Management Business Plan

Project Manager: Angelo Lombardo, Transportation Engineer

Entered by: michelle.rudder@NormanOK.gov

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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Text of Legislative File R-1314-82

Body

BACKGROUND: In the fall of 2006, City crews began construction of a Downtown Parking lot along the south side of Gray Street, between Peters Avenue and Crawford Avenue. The work was accomplished in two phases with the later phase completed in November of 2012, increasing the capacity of the lot from 104 to 144 spaces.

On October 23, 2012, City Council awarded Bid Number 1213-36 in the amount of \$140,386.50 to Duncan Solutions, Inc. of Milwaukee, Wisconsin, for the purchase of a complete revenue control system for Gray Street Downtown parking lot. The system includes three multi-space parking meter stations (installed in February of 2013), an automated parking enforcement system (delivered in February of 2013) and vehicle parking space sensors for each space in the parking lot (phased installation beginning in August of 2013).

To manage the use of the lot, the City of Norman and the Norman Downtowners Association worked together to develop a Business Plan. On June 25, 2013, City Council met in Study Session to discuss the details of the Business Plan and directed staff to prepare an agenda item for adoption. The specific recommendations made by City Council and the Norman Downtowners Association serve as the backbone of the Business Plan. The current version of the Business Plan was approved at the July 23, 2013 City Council meeting with adoption of

Resolution R-1314-18.

The Plan is designed to maximize both the level of convenience experienced by all users as well as the efficient use of public parking spaces. Plan highlights and proposed changes include:

- ☐ Parking Rate - 25¢ per hour with 1st hour free
- ☐ Maximum Parking Time - 24 hours (currently 24 hour)
- ☐ Applicable Enforcement Times - 24 hours per day, 365 days per year (currently Monday through Saturday, between 8:00 am and 6:00 pm, except Holidays)
- ☐ Minimum credit card purchase - Three hours or 75¢

DISCUSSION: The adopted Business Plan includes an option for permit parking. It details the application process, the number of spaces available and the annual fee to be paid. It also establishes the timeline for applications and the lease term. At the present time, the plan requires applications to be submitted to the Office of the City Clerk by May 15 of every year and the lease term beginning on June 1 and expiring on May 31.

There is a desire on the part of area merchants to accelerate the implementation of the permit parking plan option. To do so, the Plan needs to be amended to reflect the new timeline. The proposal is to go through the application process in December of every year and to change the lease term to match the calendar year. Furthermore, a section is added to the Plan that authorizes the City Manager to approve future amendments to the Plan administratively, and to execute documents such as Lease Space Agreements with individual users. By making such an amendment, the Business Plan will be able to be amended to meet the changing needs of Downtown merchants and customers in a more streamlined manner so long as the amendments are consistent with the intent of the Plan. Any such amendments will be kept on file in the City Clerk's Office with a copy of the Plan.

STAFF RECOMMENDATION: It is recommended that the revised Downtown Parking Lot Parking Management Business Plan be adopted by Resolution R-1314-82.