



**Downtown Parking Initiative Advisory Committee  
 Wednesday, February 12, 2014  
 8:00 – 9:30 a.m.  
 Conference Room 12, City Hall  
 MINUTES**

**Attendees:** Kelly Devine (BBA), Nate Wildfire (CEDO), Chapin Spencer, Pat Buteau and Brad Cummings (DPW), Jen Mincar (Office Squared), Chuck DesLauriers (DesLauriers & Co.), Peter Keating and Michele Boomhower (CCRPC), Asa Hopkins (DPW Commission), Jim Barr (UVM), Dan Bradley (BTV residents), Mathew Chabot (Burlington Town Center)

**I. Administrative Tasks**

Parking Advisory Committee Vice Chair: Dan Bradley

**Motion to Approve:** Kelly Devine **Second:** Mathew Chabot. **All in favor.**

Alternative Meeting Time: Friday mornings from 8:00 – 9:30 a.m.

**II. Parking Team Updates**

Informational Parking Resources: Parking Initiative website underway, Parking Facebook page, bi-monthly parking updates (via BBA), DPW and CEDO websites provide links to parking info Google Drive = communal Parking Advisory Committee portal to share parking documents  
*\*Please send the BBA another email address if the one we have does not work w/ Google Drive*

Garage Facilities Assessment: Scheduled for April 2014

- Will assess all 3 public garages
- Choosing between 10 structural engineering firms by March 2014
- Loan repaid via future parking revenue

Dates to Note:

Tuesday, 2/18	Parking Team Meeting with Faith Based Community, 9:00 – 11:00 am
Tuesday, 2/18	City Council Vote: Eliminating parking minimums associated with downtown development. Public Forum - 7:00 or 7:30 p.m.
Thursday, 2/20	Parking Advisory Committee Outreach + Communication: talking points
March 11-12	New England Parking Conference (NEPC) in Boston. All are welcome. Current attendees: Kelly Devine, Jim Barr, Pat Buteau



### III. Request for Proposal (RFP)

#### Timeline of Events

Wednesday, 2/12	Meeting: Hash out questions, concerns, clarifications
Thursday, 2/13	Send out final draft for <i>final</i> edits 10:00 am (edits by end of day)
Friday, 2/14	RFP: goes live on RPC website w/ opportunity for Q&A
3 weeks	General turn-around for RFPs
March 21 (ideally)	Parking Advisory Committee should meet
March 28	RPC, Parking Team, RFP Subcommittee to conduct interviews. Parking Advisory Committee can also opt-in on interviews.
	Short list of consulting firms and any important info circulated to Parking Advisory Committee
April 1 (ideally)	Consulting Firm will be chosen, contracted

#### RFP Subcommittee

Role: present short list of consulting firms (or one final recommendation) to the entire Parking Advisory Committee

Meeting Time: sometime between 3/12 – 3/14

Members: Dan Bradley, Kathleen Ryan

#### **RFP Edits**

Add documents to RFP that provide important background information; show evolution

- a. Plan BTV
- b. Plan BTV Transportation Study & Retail Market Analysis
- c. Parking Advisory Committee Resolution
- d. BTV Grand List
- e. 2008 Transportation Study
- f. 2003 Parking Study
- g. Facilities Assessment Piece
- h. One pager: roles in the downtown community
- i. DID map
- j. DID charter

**Motion to accept RFP next steps as presented: Chapin Spencer. All in favor.**



#### **IV. Pilot Projects: Goals**

1. Data:
  - a. Ability to obtain data, improve existing data
2. Experiment – Improve the following:
  - a. Customer service
  - b. Revenue
  - c. Efficiency
  - d. Public/private partnership
3. Participation:
  - a. Get reactions, feedback
  - b. Education, outreach

#### **Pilot Evaluation → Implementation**

1. Parking Advisory Committee must be in favor (buy-in)
2. Pilot Projects should create buy-in from larger, downtown community
3. Information Information Information! To the public

#### **Adjourn**

**Next Meeting:** Wednesday, March 5 from 8:00 – 9:30 a.m.  
BBA 3<sup>rd</sup> Floor Conference Room, 29 Church Street