



A Grand City on a CHARMING SCALE

Community Planning & Development

MEMORANDUM

DATE: February 11, 2013
TO: Stacy Gilley
Cc: Herman Marks, City Attorney
FROM: Karen Smith *KS*
SUBJECT: Agenda Items for City Council

Please place the following items on the agenda for the City Council meeting, scheduled for February 18, 2013.

Let us know if you have any questions.

Thank You

1. *Downtown Parking Study*

(Recommend Approval)

RESOLUTION NO. 13-042

Whereas the parking downtown is of great concern to our citizens and

Whereas making downtown parking easily available to customers and business owners will bring more business and traffic and

Whereas the North Alabama School of Fine Arts is beginning plans for an expansion that will bring faculty and students into our downtown and

Whereas further study of how best to address the parking needs of our downtown population is a priority for our city

Now Therefore Be It Resolved by the City Council of the City of Decatur, Alabama, that the attached contract with TimHaahs Engineers and Architects is hereby approved and the Mayor is authorized to execute it on behalf of the City to examine our parking and make long and short term recommendations for its immediate use and continued improvement be executed.

APPROVED AND ADOPTED this 18th day of February, 2013.

January 28, 2013

Karen Smith, Planner
City of Decatur
308 Cain Street, NE
Decatur, AL 35602

Re: Downtown Parking Study
Proposal

Dear Karen:

It was a pleasure to meet with you last week and discuss parking and your downtown. Based on our discussions, Timothy Haahs & Associates (TimHaahs) is extremely pleased to provide you with our proposal for preparing a downtown parking master plan. The following outlines our scope of work and professional fee for serving you.

We can begin immediately. We will develop a plan that includes new strategies for improving parking today and into the future.

Please feel free to call me with any questions you might have. We hope to see you soon!

Very truly yours,



Michael D. Martindill
Vice President

SCOPE OF WORK

1. Visit downtown Decatur to collect parking occupancy counts during peak hours of activity, both daytime and nighttime, on days the City believes best represent normal activity.
2. Develop the parking demand model for the City to help estimate current and future parking adequacy. We will work closely with the City to forecast future parking needs based on growth, new developments, etc. We will work with the City to collect the appropriate land use data and parking inventory. Our study will focus on the public parking, but we will also study select private parking facilities and how they might be shared with the overall parking program.
3. Identify opportunities for shared parking and off-street parking for accommodating long-term parkers like employees and residents.
4. Conduct fact finding workshop(s) with downtown property owners, merchants, businesses, and other stakeholders to better understand their issues and make them a part of the master planning process.
5. Identify opportunities for improving parking that can be implemented in both the short and long term. Short-term initiatives will include creating parking districts, a parking task force, improved enforcement, changing time restrictions by zone, improved technology, paid parking, and so on. Long-term initiatives will include ideas for adding more parking in the form of surface lots and/or a strategically placed parking structure.
6. Review existing policies and organizational structure of the City's parking system and make recommendations for improving/modifying the existing system.
7. Develop and present a long-term downtown parking strategy with step-by step guidance on when and how to implement. Strategy will include new parking initiatives, parking management improvements, potential locations for any new off-street parking facilities, shared parking strategies, and similar ideas.
8. Develop a summary of our findings and recommendations for your review and comment. After receiving your comments, develop a Final Report for your use and implementation. We will provide an electronic version of our findings and recommendations to ease the distribution of the document to various stakeholders and departments.
9. Present our findings and recommendations to you and the appropriate parties.

PROFESSIONAL FEE

We will perform all of the work identified above on an hourly, not-to-exceed basis, plus the direct cost of any project-related travel. We suggest a budget of \$18,000 for our hourly fee and a budget of \$1,200 for project-related expenses.

We anticipate that the entire parking study effort will take approximately five to six weeks to complete.

AUTHORIZATION

Trusting the above is satisfactory, please sign and return one copy as our authorization to proceed.

Name/Title: _____

Date: _____