

CITY OF BAYFIELD
PARKING COMMITTEE MEETING
MINUTES OF FEBRUARY 24, 2022

- **Call to Order:** Matt Carrier, Jane Halverson, Bob Zawislak, Joanne Cirillo, Beta Bodin (5:45-6:00)
- **Absent:** Kristen Sandstrom
- **Others:** Janel Ryan, Sarah Mather—Office Assistant, Tom Kovachevich—PWD, Matt Ladwig—Police Chief
- **Review/Approve Agenda:** Cirillo/ Zawislak. Carried.
- **Review/Approve Parking Committee Minutes of Dec. 8th, 2021:** Halverson/ Cirillo. Carried.
- **Public Input on Agenda Items**
 - Janel Ryan was present and expressed concerns with the parking program in the City and wanted clarification as there is confusion around town.

Agenda

1. Review Committee Discussions at December meetings
 - a. December meetings were to discuss feedback and comments received from other committees. Included below are the summarized recommendations. The goal is to have these agreed upon so that work-flow mapping and identifying processes and procedures. **Halverson/ Cirillo made a motion to adopt the plan highlights as discussed. Carried.** The Parking Management Plan will be adapted to reflect these changes.
2. Workflow Mapping
 - a. Cirillo gave an overview of workflow mapping and how it will benefit the city in the process of developing processes, procedures, and protocols. A list of different areas that still need to be worked out are listed below.
3. Public Engagement Strategy
 - a. Discuss new dates
 - i. Public outreach was supposed to happen earlier this winter but time is needed to figure out the entire system so questions can be answered appropriately.
 - ii. Propose a date in early fall about what is to be done and getting feedback from the public and then having another informational meeting a few months prior to implementation.
 - b. Development of PMP to be updated.
 - c. Strictly revenue generating for the City of Bayfield to help offset taxes and keep other fees and permits down for taxpayers.

Next Meeting

April 12th, 2022 - 5 pm at City Hall

Adjournment: 6:26 pm Zawislak/ Cirillo

CITY OF BAYFIELD
PARKING COMMITTEE MEETING
MINUTES OF FEBRUARY 24, 2022

Parking Committee comments and discussion will be in red.

Summary of Revisions based off Other Committee Feedback

The following list is a summary of the discussions from our December meetings. The December meetings were used to address the feedback the parking committee received from Planning Commission, Harbor Commission, Public Works Committee, and Parks and Recreation Committee. The list was assembled based off the meeting minutes and reflect the recommendations of the committee.

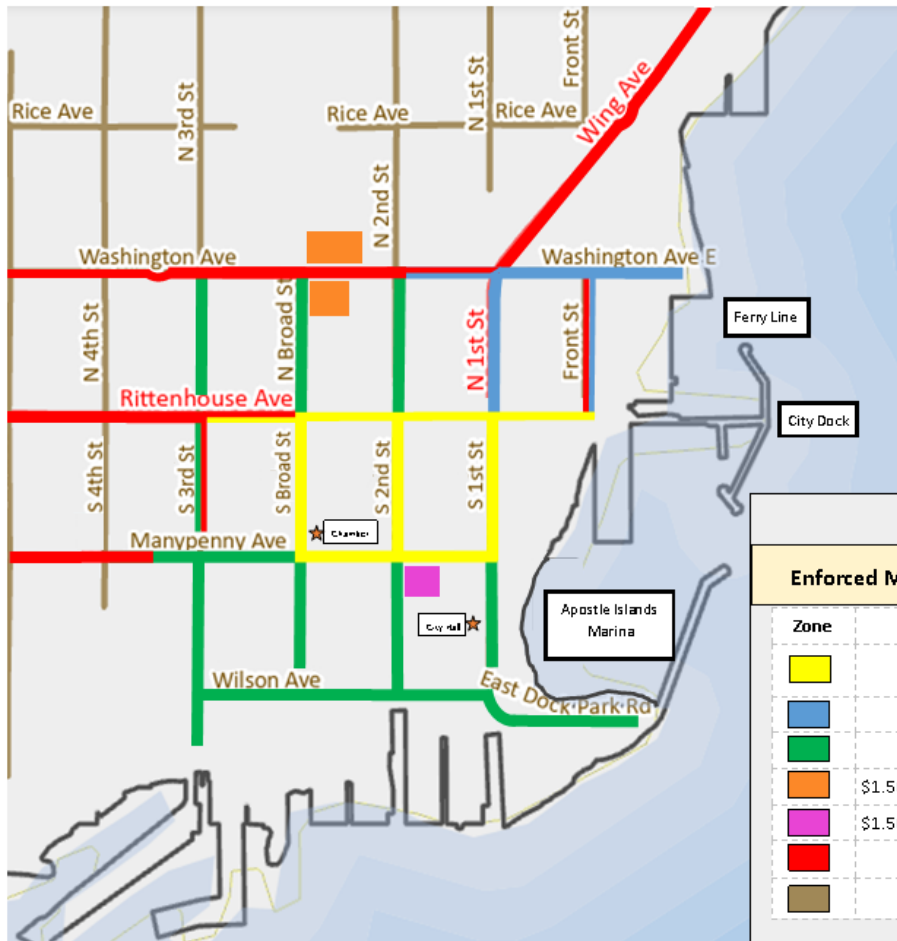
1. 2023 Implementation, not 2022
 - a. Need more time for public engagement
 - b. Allows more planning and development of procedures/protocols
 - c. Gives public works more time to prepare physical changes
 - d. **ParkMobile recommends installing signage when the program is ready to be up and running.**
2. Annually Review Parking Management Plan
 - a. Parking is a complex problem where there is no “one size fits all” solution. There are multiple stakeholders with conflicting agendas. Any “solution” must be reevaluated/adapted as new data and observations become known.
 - b. Once the system is implemented data will be gather through monitoring program (outlined in plan), ParkMobile data, and user feedback.
 - c. Annually the parking committee should adjust the plan per feedback and data.
3. Paid Parking Area and Zones (See Paid Parking Map)
 - a. Black Zone to be changed to green (**Changed on map below**). Boat ramp users park for free with boat ramp pass in designated area. Ramp pass would describe trailers can park in boat ramp lot and 1 block north/east of ramp on 3rd St and Wilson.
 - b. Formal shared parking agreements should be pursued with Bremer Bank and State DNR.
 - c. Yellow Zone to have length restriction of 22’ or less to eliminate large recreation vehicles from blocking businesses.
 - d. **Season pass holders follow the same suit as daily launch users**
 - e. **Harbor to adapt ramp pass/ post sign about parking**
 - f. **Refer zones to color name (“yellow, blue, green”) and not “premium, standard, and value”**
4. Trailers/RVs
 - a. Vehicles over 22’ are restricted from parking in yellow zone
 - b. Vehicles over 22’ parking outside yellow zone pay for “one space”
 - c. **22’ is the same restriction as MIFL**
5. Boat Ramp Users
 - a. Boat ramp users who possess boat ramp pass park free in boat ramp lot and 1 block north/east of ramp on 3rd St and Wilson Avenue. If parked outside this area the vehicle would be subject to payment according to zone regulations. **Please see above #3**
6. Marina Parking Only Area
 - a. Marina parking lots are reserved for marina slip owners only.
 - b. Enforcement and regulations are the responsibility of Marina lessee.
 - c. **City willing to put paid parking system in area and share revenue with shared revenue agreement**

CITY OF BAYFIELD
PARKING COMMITTEE MEETING
MINUTES OF FEBRUARY 24, 2022

7. Parking at East Dock and Reiten Beach
 - a. No special accommodations-users must pay (Changed to green on map below).
 - b. Will be part of green zone
8. Rec Center Parking
 - a. No special accommodations-users must pay
9. Pay Stations
 - a. Located only on city lots
 - b. Would look like what is at the campground, boat ramp, city dock – appropriate signage would be necessary to instruct users
10. Resident Guest Permits
 - a. No guest permits shall be issued
 - b. Per the zoning code, rental units are supposed to have a separate off-street parking space.
11. Shared Parking Agreements
 - a. Agreements should be pursued with Bremer Bank and State DNR
 - b. Clarification is needed for Ferry Line to understand their parking lot regulation.
12. Post Office Parking
 - a. The spaces in front of Post office will continue as they currently exist and would not be charged to park.
 - b. 3 spaces would be open and free for revolving traffic (1 handicap)
 - c. Enforcement from tourist or other residents parking in these spaces for an extended period needs to be monitored.
13. Permits
 - a. Both stickers and digital permits should be investigated and decided which is best.
 - b. Other changes to permits are discussed below
 - c. Administration side still needs to be worked out on how to administer permits
 - d. Park Mobile does NOT allow for digital permits.
14. Phased Implementation
 - a. Not recommended
15. Validation can be done—business purchase X amount of parking and can validate parking with a code if patrons visit stores/ businesses.
 - a. Logistical side needs to be work thought with Park Mobile. Would businesses buy form the City or from Park Mobile?
 - b. Businesses do not have to offer validation for parking but could allow for more customers.
16. The monitoring system allows for changes to be made in the office without having additional signage.
 - a. Rates/ zones can be adjusted in house if needed.

CITY OF BAYFIELD
 PARKING COMMITTEE MEETING
 MINUTES OF FEBRUARY 24, 2022

City of Bayfield Parking Map



Parking Map Key			
Enforced May 15–October 15 from 9am to 7pm daily			
Zone	Rates (\$/hr)	Regulations	Other
	\$2.00	3 hour limit	No Overnight* No vehicles over 22'
	\$1.50	5 hour limit	No Overnight*
	\$1.25	48 hours	
	\$1.50/ hr or \$20/day	14 days	
	\$1.50/ hr or \$20/day	48 hours	
	No Parking	No Parking	No Parking
	Free Parking	Free Parking	Free Parking

*Unless you have a resident pass.
 No overnight parking on Rittenhouse or Front Street at any time.

Permits

General Rules

- Permit rules and regulations only apply during paid parking season.
- Permit holders are issued a sticker registered to their vehicle that allows a 3-hour block of parking time. You can move to any stall within those 3 hours but are subject to a ticket if your vehicle stays over 3 hours total without paying the meter.
- To be valid Vehicle stickers must:
 - o Be fully adhered & visible on the lower right hand passenger side
 - o Sticker must match license plate
- Permits are non-transferable and must match license plate registration.
- Permit holders are subject to all parking regulations including a \$20 fine for "IMPROPER DISPLAY" of a permit.

CITY OF BAYFIELD
PARKING COMMITTEE MEETING
MINUTES OF FEBRUARY 24, 2022

Paid Parking Area Resident Permit

- Cost – Free
- Renewal – This sticker must be renewed every year
- Eligibility – Any person who is a resident homeowner or resident tenant eligible to vote in the City of Bayfield paid parking area with a valid driver’s license, current vehicle registration, and current utility bill, property tax statement, or rental agreement that proves ownership/rental within City limits. Name on registration must match name on utility bill, tax statement rental agreement.
- Additional Details
 - o Permit exempt from 3-hour limit and allows parking up to 48 hours
 - o Overnight parking allowed in paid parking area except for Rittenhouse Avenue and Front Street.
 - o Each resident homeowner or resident tenant shall be issued 1 sticker free of charge.

Property Owner/Tenant Permit

- Cost – Free
- Renewal – This sticker must be renewed every year
- Eligibility – Any person who is a property owner or resident tenant eligible to vote in the City of Bayfield with a valid driver’s license, current vehicle registration, and current utility bill, property tax statement, or rental agreement that proves ownership/rental within City limits. Name on registration must match name on utility bill, tax statement rental agreement.
- Additional Details - Each property owner homeowner or resident tenant shall be issued 1 sticker free of charge. Allows overnight parking in Green Zone.

Annual Permit

- Cost - \$50.00
- Renewal - This sticker must be renewed every year
- Eligibility – Any person with a valid driver’s license and vehicle registration. Allows overnight parking in Green Zone.
- Additional Details – There are no residency or property ownership requirements for this permit

Employee Permit

- Cost – Free
- Renewal – This sticker does not renew
- Eligibility – Any person who is employed by a business in the City of Bayfield with a valid driver’s license, current vehicle registration, and recent pay stub that proves employment within City limits. Name on registration must match name on pay stub.
- Additional Details – Permit holder shall only be allowed to park in the Green Zone. Permit is exempt from hourly restrictions but may not park overnight. Employees may park outside the designated zone but will be subject to rate charges. Employers will be responsible for communicating to City Hall any changes in employee status to allow permits to be deactivated as necessary.

CITY OF BAYFIELD
PARKING COMMITTEE MEETING
MINUTES OF FEBRUARY 24, 2022
Workflow Mapping

Primary Leads for work are in RED

- Create permit system that meets regulations agreed to by Parking Committee (**City Hall Staff**, Law Enforcement)
 - o Collaborate with ParkMobile as needed
 - o Ensure accessibility for non-tech residents
- Develop Monitoring System (**Law Enforcement**, City Hall Staff)
- Merchant of Record Protocol (**Treasurer**, ParkMobile)
- Write up PEA job description (**Law Enforcement**)
- Develop ticketing and enforcement protocol (**Law Enforcement**, enforcement vendor)
- Develop Signage Installation & Striping plan (**Public Works**)
- Develop Communications Plan and Marketing Materials (**City Hall Staff**, ParkMobile)