

CITY COUNCIL
COMMUNITY PLANNING AND TRANSPORTATION
COMMITTEE MINUTES

March 24, 2016

The City Council Community Planning and Transportation Committee of the City of Norman, Cleveland County, State of Oklahoma, met at 4:05 p.m. in the Conference Room on the 24th day of March, 2016, and notice and agenda of the meeting were posted in the Municipal Building at 201 West Gray and the Norman Public Library at 225 North Webster 48 hours prior to the beginning of the meeting.

PRESENT: Councilmember Allison, Holman, Miller, and
Chairman Jungman

ABSENT: Councilmember Williams

STAFF PRESENT: Ms. Sara Kaplan, Retail Marketing Coordinator
Mr. Angelo Lombardo, Transportation Traffic
Engineer
Mr. Shawn O’Leary, Director of Public Works
Ms. Kathryn Walker, Assistant City Attorney
Ms. Karla Chapman, Administrative Technician
III

OTHER GUESTS PRESENT: Mayor Cindy Rosenthal
Mr. Scott Barrett, Jacobs Engineering
Mr. Barry Burks, Jacobs Engineering
Mr. Todd Cochran, Schemmer and Associates
Ms. Jayne Crumpley, Citizen
Mr. Derick Millican, Jacobs Engineering
Ms. Janice Oaks, Citizen
Ms. Karleene Smith, Cleveland Area Rapid
Transit (CART)
Mr. Chuck Thompson, Economic Development
Development Advisory Board Chairperson

Item 1, being:

CLEVELAND AREA RAPID TRANSIT (CART) RIDERSHIP REPORT INCLUDING SAFERIDE AND EXTENDED SERVICE FOR THE MONTHS OF NOVEMBER, 2015, AND FEBRUARY, 2016.

Ms. Karleene Smith, Cleveland Area Rapid Transit (CART), highlighted the CART Ridership Report for November 2015, and February, 2016, and said ridership continues to grow with a 33% increase from this time last year. She said the year-to-date (July – February) CART ridership is 883,834 passengers, having a daily average of 6,713 riders in February. Ms. Smith said this increase is the result of added service on Main Street, Alameda Street, route adjustments to the Research Center on Highway 9 (providing lunchtime rides to Campus Corner), and encouragement to use the Park and Ride locations at Sooner Mall, Bethel Baptist Church, and Lloyd Noble Center. CARTaccess transported 3,068 passengers in February for a daily average of 123 riders.

Item 1, continued:

Ms. Smith said CART will be participating in the Norman Quest Adventure Race to be held on Saturday, April 16, 2016, and said race participants can ride the bus free by downloading the “The Ride’s on Us!” CART App.

Ms. Smith said CART will have a booth at Earth Day 2016 on April 24, 2016, at Reaves Park promoting alternative transportation, including riding the bus and bicycling. She said CART will provide hands-on activities for children and adults and encouraged everyone to attend.

Ms. Smith provided follow-up information regarding a water fountain installation for Brooks Street Transfer Station stating the water lines do not extend to the transfer station so there will be a significant cost to have a water fountain installed. She said CART is checking further to determine options for providing water to include adding a vending machine that serves water. Councilmember Holman suggested making the vending machine drinks a minimal cost to the riders. Chairman Jungman asked whether riders can bring their drinks on the bus and Ms. Smith said yes, with a closed container.

Councilmember Holman said the previous CART Transfer Station was located near buildings that had both bathroom and water facilities the riders could utilize; however, the new Transfer Station at Brooks Street is not near any buildings/facilities.

Councilmember Allison asked if it was the long-term plan to keep the transfer station/hub in the Brooks Street area and Ms. Smith said CART Staff has looked at the possibility of having a transit facility at this location which would include more facilities, i.e., restrooms, informational area, etc. She felt any improvements made towards a long term plan would also need to tie into a possible future commuter rail station.

Ms. Smith said the City of Norman has approved four (4) bus stop permit applications and the following improvements are currently in progress at Main Street, Route 10 and Alameda/East Norman Route 21.

Councilmember Holman asked whether a bus shelter will be placed at the new Community Services Building, Inc., bus stop relocated from 12th Avenue to Main Street and Ms. Smith said CART has requested an official cost estimate for a new shelter. She said the project will be costly due to the current grade and proposed retaining wall that will need to be constructed at the location before the shelter can be placed.

Items submitted for the record

1. Cleveland Area Rapid Transit Ridership Totals for the Month of February 2016
2. Cleveland Area Rapid Transit Monthly Report for February 2016
3. CART App for Norman Quest Adventure Race Participants bus pass for April 16, 2016
4. CART application for booth space at Earth Day 2016, Sunday, April 24, 2016, at Reave Park

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Item 2, being:

PRESENTATION OF THE CAMPUS CORNER AND DOWNTOWN PARKING STUDY.

Mr. Shawn O’Leary, Director of Public Works, said the Norman Economic Advisory Board (EDAB) asked Council to fund an updated Parking Study (Study) for the Downtown and Campus Corner area and that Study is now completed. He said the Study findings and recommendations were presented at the

Item 2, continued:

March 3, 2016, EDAB meeting and Mr. Chuck Thompson, EDAB Chairman, was present at today's meeting.

Mr. O'Leary said Cleveland County, Downtowner's Association, Campus Corner Association, and the City of Norman have all contributed to the payment of the updated Study and said Cleveland County Commissioner Darry Stacy has arranged for the Study to be presented to the remaining Commissioners in March as well.

Mr. O'Leary introduced the consultant team for Jacobs Engineering, consisting of Mr. Barry Burks, Project Manager, Mr. Scott Barrett, and Mr. Derick Millican, Transportation/Traffic Engineer.

Mr. Burks highlighted the project approach as follows:

- Purpose – Study current and future parking needs in Downtown Norman and Campus Corner and provide recommendations for improvement;
- Inventory – How many spaces are available and what types (on-street, on-street metered, off-street, public, private, etc.);
- Current Utilization and Demand – How many existing parking spaces are utilized at different blocks on a peak day and how does that utilization vary throughout the day? What do industry standards indicate the anticipated demand for a given land use will be versus what was observed in the field? Evaluate supply versus demand;
- Future Demand – Adjust current parking generation/inventory model to account for changes in future conditions expected within the next ten years (2025 Planning Horizon); and
- Parking Improvements – Based on projected deficiencies and property availability/costs; identify potential locations for parking system investments.

Mr. Burks said Central Business District (CBD) and Campus Corner Stakeholder meetings were held on September 10, 2015, and a community forum was held on October 29, 2015, to allow input into the Study. The Steering Committee met several times throughout the process that began on June 29, 2015. He said other planning efforts and anticipated developments include a commuter rail station; Norman Center City Vision and Center City Form-Based Code; Norman Comprehensive Transportation Plan; Cleveland County development plans; adopted parking Management Business Plans, and consideration of Main and Gray Street two-way conversion.

Mr. Millican said Jacobs identified surplus and demand by block within the Study boundaries to determine deficit areas in parking. He said one key assumption was that Cleveland County will build a parking structure. There will be some deficits in the northern and western boundaries for a total of 211 spaces in the CBD by 2025. He said Campus Corner boundaries indicate a total deficit of 379 spaces when you factor in the OU students that deficit increases to 879.

Central Business District

Mr. Millican highlighted a potential site for the CBD as Cleveland County land located just north of Comanche Street between Porter Avenue and Jones Avenue (CBD-01); City owned land bounded by Gray Street to the north, Crawford Avenue to the east, and Peters Avenue to the west (CBD-02); and a site partially owned by the City and four property owners bounded by Gray Street, James Garner Avenue, and Santa Fe Avenue (CBD-03). Potential sites for Campus Corner include University Boulevard (CC-01) as well as land between Asp Avenue and Buchanan Avenue (CC-02).

Mr. Millican highlighted short-term, mid-term, and long-term improvements.

Item 2 continued:

Mr. Millican said estimated construction costs, not including design services, builder’s risk, and construction management at \$17.95 million for option CBD-01, \$16.26 million for option CBD-02, and \$200,000 for option CBD-03. He presented preliminary draft parking layouts and structure designs for each site.

Mr. Millican said, based on the recommended improvement plan, Jacobs is recommending the following fee schedules for public off-street parking in the CBD as follows:

Garage Parking Rates	Parking Duration	Recommended Parking Fees
Hourly	One Hour	\$ 2.00
	Two Hours	\$ 4.00
	Three Hours	\$ 6.00
	Four Hours	\$ 7.00
Daily	Daily	\$ 7.00
	Event (flat rate)	\$ 7.00
	Early Bird	\$ 6.00
	Valet	\$11.00
	Validated	Two Hours Free
	Tuesday after 5:00 p.m.	Free
Monthly	Monthly	\$40.00
	Reserved	\$80.00

Mr. Millican said basic assumptions for Pro Forma Analysis include **construction cost** – estimates for a multi-level parking structure are based on average per space cost of \$25,000; **operating and maintenance cost** – includes personnel/salaries, utilities, contractual services, and commodities and supplies based on a yearly average of \$385 per space; **operating revenue** – estimated based on number of spaces, type of parkers anticipated to use the garage, estimated turnover and occupancy for spaces, recommended parking fee schedule, lease area rental rates of \$12 per square foot, and \$16 per square foot for Campus Corner; and **site acquisition** – estimated on appraised values from Cleveland County Assessor’s Office, actual costs may vary.

Mr. Millican highlighted total estimated construction costs for CBD-01 as \$17,850,000, annual operation and maintenance costs as \$287,030, and annual operating revenues as \$1,697,251. He said estimated construction costs for CBD-02 are \$16,258,000, operation and maintenance costs are \$215,508, and annual operating revenues are \$1,487,485.

Campus Corner

Estimated construction costs for the Campus Corner recommendations, not including design services, builder’s risk, and construction costs are \$30,281,500 for option CC-01 with annual operating costs of \$515,346 and \$13,299,000 for option CC-02 with annual operating costs of \$181,584. Mr. Millican highlighted Campus Corner recommendations as CC-01 – a three level structure with 1,100 spaces – agreements will have to be reached with both OU and Presbyterian Church for the preferred alternative; CC-02 – a five level structure with 388 spaces provides another alternative. Additional sites could be considered if negotiations prove unsuccessful for either of these options.

Questions/Comments

Councilmember Holman asked the life expectancy of a parking structure and Mr. Burks said typically 50 years, generally major repairs come into play after that timeframe. Councilmember Holman asked whether ground parking can be accessed from the garage for the Campus Corner at University Boulevard recommendation (perspective view from the southeast) and Mr. Burks said yes.

Item 2, continued:

Councilmember Miller said she felt the number for the site acquisition and demolition costs regarding the CC-01 structure at University Boulevard between Boyd Street and White Street looked low and Mr. Burks said they utilized tax records to calculate the numbers. She said parking issues are very important and felt it was definitely time for full Council to consider the Study

Mayor Rosenthal said a Center City Visioning Committee meeting was scheduled in two weeks to discuss the Study and full Council would then consider at a future study session.

Chairman Jungman asked whether the Gray Street Parking Lot is at full capacity during peak times and Mr. O'Leary said the parking lot is still evolving. Mr. O'Leary said Staff has not completed a utilization study, but currently at peak hour(s) the parking lot is 40% to 50% full. He said annual permits are a huge demand and currently there are just over 40 issued. Mr. O'Leary said the City could have easily sold 60 parking permits; however, the goal is not to have the Gray Street Parking Lot full during the day but rather have parking spaces available for the customers in the area.

Councilmember Allison asked the timeframe for building the CBD-02 parking structure (City owned land bounded by Gray Street to the north, Crawford Avenue to the east, and Peters Avenue to the west); specifically, would the process begin in the year 2020 and the parking structure completed four (4) years later? Mr. Millican said if the development starts to increase, the demand for parking will also increase; then Council would need to discuss beginning the parking structure earlier than 2020. Mr. Burks agreed and reminded the Committee that the timing is also based on Cleveland County building their 590 space parking structure just north of this location.

Mr. O'Leary said this Study has been a dynamic process. To put things in perspective, the County had not been involved in the original Study and when the City contracted the Study update in June, 2015, it was not known that the County was moving along with a parking structure so the perspectives of both the City and County on parking are changing rapidly. He said Jacobs is trying to produce one Study reflecting all parking needs in Downtown Norman and Campus Corner and hopefully the City and County can come to a beneficial agreement. Mr. O'Leary said the value of having an adopted Parking Study Plan is to have the plan analysis done so when the need arises the process can begin whether it is a year earlier or a year or two later than 2020. He expects City Council and County Commissioners to see the final report in April, 2016, which will include input from the various Boards, Committees, and Associations that have seen the draft report.

Mr. Millican said it is a test of financial viability to look at the coverage ratio between revenues minus operating costs compared to annual debt service requirements and if you get a ratio of 1.0 or higher, then you have met the operating and capital costs. If the City uses bond financing, long-term debt, then that becomes a very important calculation for the bond advisors that would be talking to the Parking Authority, City, or County. He said Jacobs' ratio for East Gray is right at 1.01 so it is meeting its capital and debt service costs, but there is not much of a margin there. He said that is based on \$25,000 per space over a 25-year period and if that figure is lowered to \$20,000, \$22,000, or even \$18,000 that ratio goes up.

Councilmember Miller felt the access from Buchanan Avenue would be very narrow for the proposed parking structure at Asp Avenue and Buchanan Avenue, (CC-02A and/or CC-02B) and Councilmember Holman said it is also a one-way street. Councilmember Holman said it would be great if the City could obtain both of the parcels at this location and Staff agreed stating both parcels would accommodate over 700 parking spaces.

Item 2, continued:

Chairman Jungman said under the form-based code the Asp Avenue frontage would not be eligible for the parking on ground level and Staff said that is correct. He said one thing Council has learned through all the place making discussions is that public space is very important and he felt parking structures are no exception.

Staff requested guidance and Councilmember Miller felt this needed to go before full Council for consideration. Mayor Rosenthal said there will likely be a recommendation from the Center City Visioning Committee relating to parking and felt they needed to come together. Staff agreed and Mayor Rosenthal said the Center City Visioning Committee will meet in two (2) weeks.

Councilmember Allison asked if Council would create a possible parking authority and have EDAB research some of the parking management strategies. Mr. Burks said the Study does include more detail regarding the creation of a parking authority as well as parking management strategies for Council's consideration.

Mr. O'Leary said Council directed EDAB to pursue the parking authority concept and Mayor Rosenthal felt recommendations regarding the parking authority should come forward from EDAB for Council consideration.

Items submitted for the record

1. PowerPoint Presentation entitled "City of Norman Parking Study 2016, Study Findings and Recommendations, Community Planning and Transportation Committee," dated March 24, 2016, presented by Jacobs
2. Economic Development Advisory Board minutes of March 3, 2016

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The meeting adjourned at 5:18 p.m.

ATTEST:



City Clerk



Mayor