

# Memorandum

**To:** City Council

**CC:** Glen Cummins, Interim City Manager

**From:** Ken Patton, AICP *Ken Patton*

**Date:** 3/21/2014

**Re:** Downtown Parking Analysis

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Chief Robert Merchant, Meghan Griffin, Matthew Thomas and I have reviewed and discussed the downtown parking analysis prepared by Rich & Associates. We have reviewed the recommendations contained within the analysis. Based upon our review and discussions we provide the following recommendations for City Council consideration:

1. Parking Management should be within the Canton Police Department and a Parking Enforcement Division should be created.
2. On-street parking should remain as currently designated for 2-hour and 8-hour parking.
3. We do not support converting the spaces on both sides of Cannon Park to 4 hour parking.
4. Matthew Thomas will follow up with the Board of Education in regard to use of parking on Board of Education property. The lot across from City Hall needs upgrades in the form of new striping and lighting. We recommend that these upgrades be completed as money is available.
5. The Community Development Department through plan review will work with new development in regard to private off-street parking and public access to any provided private parking.
6. We do not recommend charging a fee to park in the downtown area.
7. We recommend that Canton Police Department begin enforcement of the adopted parking requirements and this enforcement be 8:00 a.m. to 5:00 p.m., Monday through Friday.

8. We recommend that Canton Police Department utilize 2 part-time employees for parking enforcement activities.
9. We recommend that 2 hand-held ticketing devices be supplied for enforcement at a cost of \$7,000.00.
8. We recommend City Council increase fines from \$5.00 to \$10.00 for initial fines and fines increase for multiple violators as well as "habitual" violators.
9. Parking fines should be allocated to the Parking Enforcement Division of the Police Department.
10. We do not recommend City Council consider or offer courtesy tickets.
11. The Police Department and Community Development Department will review the current "anti-shuffling" ordinance and present any ordinance changes for consideration by City Council.
12. We recommend that Public Works include sidewalk, pedestrian ramp improvements and cross-walk striping improvements be included within the annual budget for street and sidewalk improvements. Some of these improvements have been identified within Canton's ADA Transition Plan for improvements.
13. We do not see any action is required by City Council in regard to minimizing surface lots and building breaks to promote walking in the downtown area.
14. It would be a City Council decision to encourage more and easier bicycle access to the downtown area. Currently there is an ordinance in place which prohibits bicycles on sidewalks in the downtown area which would have to be amended or deleted. It was the opinion of the City Engineer that bicycle lanes could not economically and safely be added in the downtown area. There are other potential hazards noted by the Police Department with bicycles on sidewalks in the downtown area.
15. We recommend that City Council approve the implementation and installation of signage and way-finding signage for parking in the downtown area. Regulatory signage such as time limit signage will follow MUTCD recommendations. Meghan Griffin and Matthew Thomas will coordinate with the Police Department and bring to City Council a more thorough and extensive signage program recommendation for City Council consideration.
16. We recommend that the City prepare and implement a marketing brochure and parking map for the downtown area. Meghan Griffin and Matthew Thomas will prepare the marketing plan and parking map for the downtown area.

*March 21, 2014*

17. As with any program or process, education for the program or process is critical. This should be performed by City Council, City Manager, Main Street, Economic Development, Community Development as well as the Police Department.