

## 10-22-25 Final minutes

# Commercial Parking Control Committee (CPCC) Meeting Minutes

Date: October 22, 2025

Start time: 5:30 PM

Location: Zoom meeting

### Attendance

#### Members

#### Present (0)

**Remote (5)** Tani Kay, Casey Szilagyi, Dana Ray Bullister, Jacqueline Palavicino, Patrick Magee

*(Dana left the meeting about 6:15 pm because of a need to attend another meeting).*

**City staff (3)** Adam Shulman, Stephanie Groll, Ryan McKinnon

#### Others

No members from the public

### Welcome

Adam Shulman (AS) began the virtual meeting around 5:30 PM by welcoming members of the Commercial Parking Control Committee (CPCC) and calling the meeting to Order.

AS introduced city staff: Stephaie Groll (SG) and Ryan McKinnon (RM) and reviewed the meeting goals and agenda.

### Approval of Minutes

AS conducted a roll call and the Minutes from the previous meeting (9/17/25) were approved unanimously by all CPCC members.

### Leadership Positions

AS discussed the leadership roles for the committee.

Nominations and votes were taken for the Chair and Vice-Chair for the CPCC for one-year terms.

Patrick nominated Tani Kay as Chair, Dana seconded. On roll call by AS, all members voted yes.

Tani nominated Dana Ray Bullister as Vice Chair. Patrick seconded. On roll call by AS, all members voted yes.

**Chair – Tani Kay**

**Vice Chair – Dana Ray Bullister**

CPCC members discuss Secretary position and agreed that city staff should be the notetakers.

## CPCC Communication Agreements/Codes of Conduct

AS reviewed the communications agreement/code of conduct that was discussed at the previous meeting held on 9/17/25.

The CPCC members agreed to approve the statements with no changes.

AS conducted a roll call and all members approved the following Communication Agreement / Code of Conduct for CPCC meetings:

- Show respect to all who participate
- Embrace diverse point of view
- Everyone gets a chance to share their views
- Avoid debates and interruptions
- Listen to understand, not to respond
- Do not engage in personal attacks

## Transportation Planning Policies and Goals

SG gave a presentation on City's Transportation Planning Policies and Plans, including a timeline of various plans, and an overview of transportation goals, such as the city's net zero emission goal by 2050.

## Transportation Demand Management (TDM)

RM gave a presentation on Transportation Demand Management (TDM) including what TDM is, what common measures are included in a TDM plan, goals of a TDM plan, and discussed some background history about TDM plans.

RM talked about how Commercial Parking Permit application with 20 or more total spaces need an approved TDM plan, discussed some effective TDM measures, and showed the range of different types of TDM plans that a project might be subject to. Commercial Parking TDM plans do not require a commitment to reduce percentage of users driving alone and no annual reporting is needed. Ryan explained that a commercial parking TDM plan is designed to be simple for applicants to understand.

*(Dana needed to leave the meeting before the end of the TDM presentation)*

There was a question for clarification about the differences between a Large Project PTDM plan versus a Commercial Parking TDM. RM discussed the differences.

AS stated that he expects a Commercial Parking TDM plan will be approved by Ryan before there is a hearing for a Commercial Parking Permit. CPCC members will be informed what the TDM commitments are.

A question was asked whether TDM is only for new projects or existing areas that have existing parking. AS explained that all the applications that will be reviewed by the CPCC will be for a new Commercial Parking Facility permit and any required TDM plan will be approved by Ryan.

A question was asked if any new Commercial Parking facility permits were issued in the past? AS stated that out of all the pre-existing commercial parking facilities initially permitted, only three locations were issued a new Commercial Parking Facility Permit but noted that at least two of those facilities were determined to also be pre-existing by the Inspectional Service Department.

A question was asked if the 3 new facilities came out of the 73 spaces in the bank at that time. AS stated he believes they did, but mentioned that the number in the bank may have been changing slightly and noted that the city never reached the maximum number of spaces in the commercial parking space cap.

### Criteria for Approving Commercial Parking Permit

AS discussed the criteria for approving a Commercial Parking Facility permit, which had been raised at the last CPCC meeting as something members were interested in discussing more about.

Patrick indicated he thinks the purpose of the ordinance 10.16 is for the city to be in compliance with the rules by the federal government and state for air pollution. AS generally agreed and discussed a bit about the long history of the Parking regulations, including Agreements with the state and amendments to the Ordinance 10.16 over time.

Patrick requested that the Committee go through the ordinance together, ideally with someone from the law department, to make sure they all understand it collectively.

Tani asked for clarification about objectives of the ordinance related to controlling air pollution and if electric vehicles (EV) would do that. AS explained that the TDM plan, which will be approved by Ryan, will be the traffic mitigation commitment required in the ordinance. AS indicated that EVs will be a tool to help reduce air pollution, but it hasn't currently eliminated the problem and could be some time before it does.

Partick suggested the Committee hold a meeting and invite the law department to have the meeting with us, so they have a collective understanding of 10.16.

Tani asked about a format to submit written questions to the law department. AS stated yes, written questions can be written and voted on and provided to the law department.

Patrick stated he envisions a session with the law department similar to the open meeting law training. A mundane discussion about 10.16 provisions.

Tani recommended setting aside about 20 minutes at the next meeting for the law department to walk through the ordinance.

Jacqueline recommended that at next meeting staff can just go through the ordinance and if the committee has questions it could be discussed.

Patrick motioned to invite the law department to the next meeting to give a brief overview of 10.16 and the provisions therewithin. AS asked if there were more specific sections of the ordinance and Patrick stated he wants to hear an overview of the provisions of 10.16.

On Patrick's motion, AS conducted a roll call to invite law department to discuss 10.16. All members present voted yes.

AS continued to discuss the criteria to evaluate an application for a commercial parking facility permit, including evaluation criteria described in the ordinance, and other topics that the Committee could consider, such as

- Number of spaces in the bank,
- Location of facility,
- New or existing spaces,
- Start/End date,
- Need for and expected users,
- Control of spaces.

Members discussed criteria or considerations for reviewing an application for a Commercial Parking Space permit.

Tani stated a lot of information has been shared and they will hear more from law department, he doesn't have any particular criteria to propose.

Casey also thinks the list of potential criteria is close to what he would think about. Another key item for him is the location of the commercial parking facilities to not use up the whole bank in one location. He feels a wait-and-see approach is good.

Jacqueline also mentioned the location matters but thinks they should see what the first applications are.

Patrick also thinks the location makes sense as a potential criterion and talked about a provision on how creating parking spaces benefits the public.

Tani agreed that parking should be spread out in the city, but also supported wait-and-see as applications come in.

Jacqueline asked if the cost of the spaces will be known and if the committee will have a say.

AS stated that market rate parking would need to be charged. The CPCC can ask the applicant what they plan to charge.

There was a general discussion about questions that can be asked to an applicant and conditions that can be applied to it. AS also confirmed that the committee will get to see what TDM measures will be committed by the applicant. AS also confirmed staff will be at all CPCC meetings.

There was a discussion about scheduling and setting a specific day for future meetings.

Patrick recommended standing meetings and if there is no application the meeting can be canceled. Tani suggested asking people for preferred meeting times for a standing meeting.

AS will send emails to determine dates for the next meeting.

Tani mentioned a typo on the top of the slides had CCPC instead of CPCC. AS said he would correct it.

Tani adjourned the meeting around 7:30 PM.

#### Public Comment

No member of the public chose to speak during this time.

#### Document and Exhibits

- CPCC Presentation10-22-25.