

# Progress Meeting Notes

**Thursday July 16, 2009**

Old Town Parking Structure

Traverse City, Michigan

## **In Attendance:**

Bryan Crough, Traverse City DDA  
Rob Bacigalupi, Traverse City DDA  
Gil Rupp, City of Traverse City, Auto Parking System Administrator  
Ray Kendra, CWS Architects  
Matt Jobin + Rick Kinnell, Rich Associates

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## **Meeting Minutes –Resolved Items**

- Tim requested the drawings include the City Datum Conversion for 100'-0".
- Refer to attached Pervious diagram. Assume 75% permeability on pervious pavers and with the green roof as base bid we are exactly at 80% impervious maximum. Adjust calculations as sidewalks are finalized.
- Although the team concurs that LED will shortly be the technology of choice, we still are standing by the original recommendation that the fluorescent fixtures be specified as the basis of design so that we may proceed with construction documents accordingly.: "From our analysis, I conclude that we would need almost triple the number of LED fixtures v. fluorescent, thus increasing the life cost by almost 5 times. Additionally, the energy level for the F54/T5 HO fluorescent fixtures is 40% less than the LED fixtures, resulting in a higher annual cost of operation. It is for these reasons that I must strongly recommend the fluorescent fixtures over the LED."  
**Committee approved proceeding with Fluorescent as base bid specification and design.**

- No provisions for additional floors are being included in the design/construction documents. Additionally, the roof over the ramp to the upper level, being bid as an alternate is not being designed to accommodate vehicular loads or future expansion.
- The traffic report included as part of DD submittal.
- Restrooms located in north-east core of building approved. Included fixtures and finish in base bid.
- Rough in for future attendant booth at ramp to the upper level.
- Add alternate for improvements necessary to accommodate tie into future Hagerty Development on North Parcel. Coordinate with floor elevations and elevator. Rich Associates incorporating considerations. Assuming minimal loading on tower based on information received from Cornerstone Architects.
- Final site plan approval requirements and/or presentation to City Planning Commission. Presented information to City Planning Commission on 7-1-09. Discussed utilities, impervious surface calculations, and exterior materials and LED considerations. No exceptions taken.

### Meeting Minutes – Action Items

1. Update regarding Hazardous Materials on Site. Otwell Mawby Phase II. Impact on Demolition of 120 Lake St. and 127 8<sup>th</sup> Street. Rob expected a proposal from Otwell Mawby as related to this work to be approved week of 7-13-09. Review schedule for completion of tasks.
2. Update on Land Purchase/Easements, Etc. . **It was noted that the alley to the east will need to be declared a “public Alley”, Tim to review procedure.**
3. CWS Architects submitted LEED Summary with Design Development package.

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4. CWS Architects will be detailing Photovoltaic panel options to be included as base bid as well as alternates. **Rob was going to check for potential available “Stimulus” funding sources.**
5. **Review site work update to be provided by LandTech.**
6. Identify pedestrian routes on west side of structure crossing alley. Use color and/or material change to articulate locations. **Coordinate with Landscape Architect.**
7. Verify extent of irrigation. Coordinate requirements with Green Roof and LEED considerations. **Coordinate with Landscape Architect.**
8. Parking controls meeting summary from Matt Jobin:

**General**

Gil Rupp is investigating whether fiber optic cable is available to our site for communication between the Old Town Deck and the existing Hardy Deck. The other option would be a web based system.

Gil Rupp wants to include a limited number of cameras at control and access points in the structure. This will be part of the parking control package. Currently, we are looking at approximately 8 cameras but system should be designed that additional cameras could be added.

**Ground Level Controls:**

Rob Puhr (Traffic and Safety) reviewed the options for the control of the ground Level. The options included parking meters at each individual space, master meters (2) or providing islands with controls at each entry/exit point.

The parking meter option requires a meter at each space and requires enforcement of all of the meters. This option does not allow for validation.

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The Master Meter provides a solution that requires minimal equipment (2 units), allows for a parker to pay by cash or credit card and add time to the meter by phone. This option requires enforcement and does not allow for validation.

The island/equipment option would require expensive equipment at the inbound/outbound lanes but would allow for tight control of the ground level parkers and would allow for validation (with additional equipment)

It was decided by the committee to move forward with the Master Meter concept. There will be a meter at each end of the building (exact locations to be developed)

***Upper Level Controls:***

Gil Rupp is anticipating that the upper levels will be monthly parking but that there could be some additional spaces available for transient overflow parking. There will be event parking that could either be free or pay on entry for a flat fee.

Monthly Parkers- Discussed using either Automatic Vehicle Identification (AVI) or proximity readers. The added cost of the AVIs and the potential problems with system resulted in a decision to move forward with proximity readers.

Transient (cash) customers- Options were discussed including Pay-On-Foot Stations and Pay-in-Lane machines. Based on the limited number of potential transient customers, one inbound lane will have a ticket dispenser and the associated exit lane will be provided with a Pay-in-Lane machine to cover a transient parkers. A booth will be provided at the outbound lane for event parking. The reversible lane will be prepped for ticket dispenser/Pay-in-Lane machine (in future).

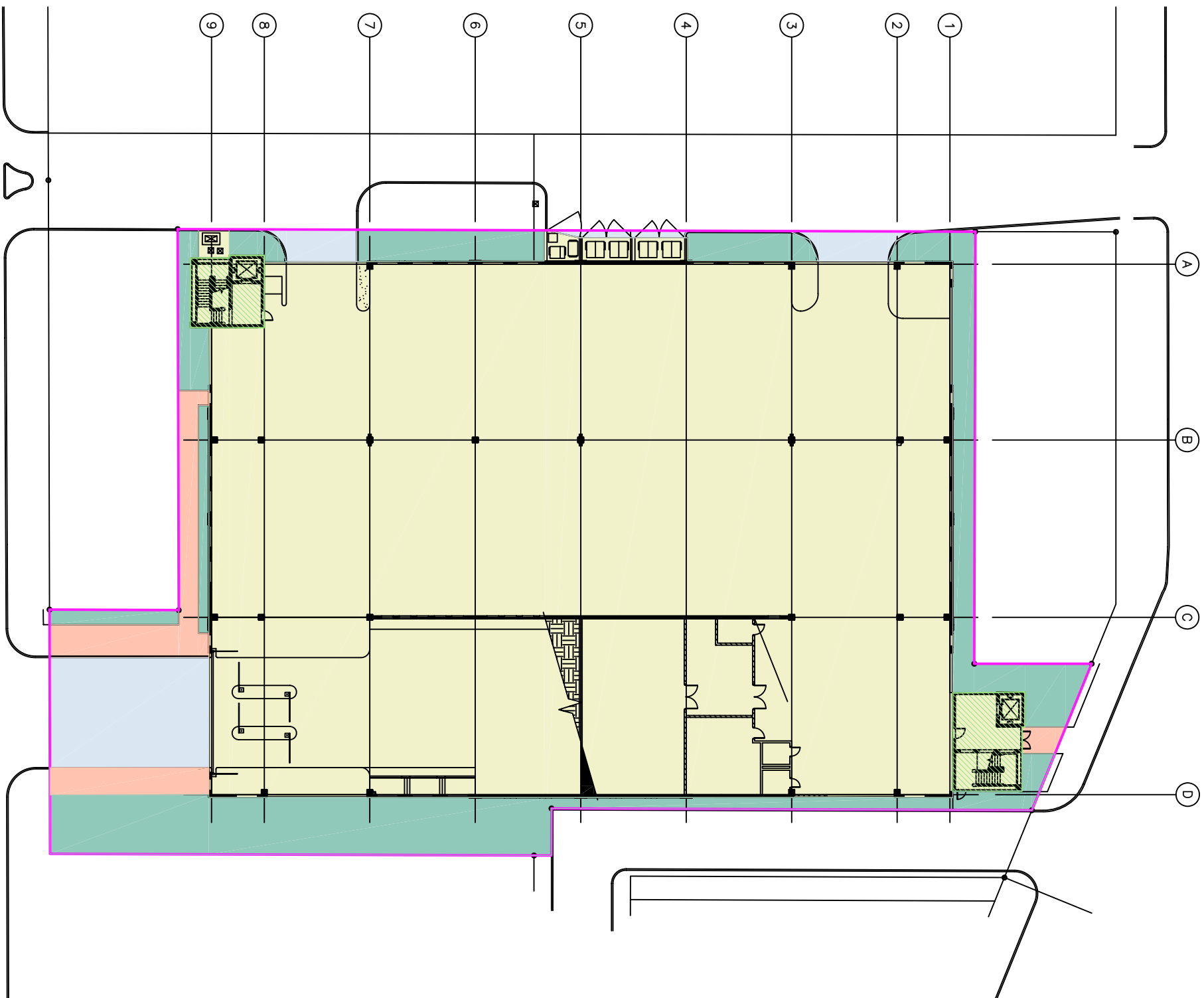
Intercoms will be added to the entry lane and exit lane and be tied directly into the Hardy Parking office.

Gil Rupp to investigate the after hour control of the upper level to determine if we need to modify the current rolling grille design from a single grille or 3 grilles which will allow for controlled access afterhours. Concern is for skate boarders using the upper levels after hours. If upper levels are totally controlled than card readers will need to be added to towers to control access.

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9. Considerations for interior signage. Coordinated by design team, perhaps use allowance for bid.
10. Drawings to include staging diagrams. Bryan has talked to representatives of both development parcels adjacent to the deck and they are willing to grant us permission to use their property during construction. “Tim, Karrie Zeits tells me you have some sort of standard form for them to use?”
11. Request for unit prices to be included in specification. Coordinate items.
12. Upper level needs to be secured from pedestrian traffic after hours. Review this item as there was discussion on level of securing as Haggerty will require 24 hour access. Rob/Bryan was going to contact Haggerty to discuss their requirements.
13. Photograph directional islands;
  - a. Plante Moran
  - b. Art’s auto
  - c. Midtown

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1 IMPERVIOUS SURFACE DIAGRAM

**LEGEND**

- IMPERVIOUS SURFACES**  
Building footprint, imperVIOUS paving  
7244 S.F. - 4, from pervious paving = 49,210 S.F.  
or add 883 S.F. from pervious paving = 48,527 S.F.
- EXCLUDED SURFACES**  
Pedestrian walkways  
1785 S.F.
- PERVIOUS PAVING SURFACES**  
2732 S.F.  
assume 50% pervious factor (1366) assume 75% pervious factor (2049 S.F.)
- PERVIOUS LANDSCAPE SURFACES**  
Planted landscape areas, grass, and other pervious surface treatments  
827 S.F.
- PERVIOUS GREEN ROOF SURFACES**  
1417 S.F., as indicated

**IMPERVIOUS RATIO CALCULATION**

**OVERALL SITE AREA**  
60,826 S.F.  
- 1785 S.F. (Excluded Areas)  
= 59,035 S.F.

**OVERALL PERVIOUS SURFACE AREA**  
+ 8,327 S.F. (Landscaped Areas)  
+ 1,366 S.F. (Pervious Paving @ 50%)  
+ 1,417 S.F. (Green Roof @ Tower)  
= 9,893 S.F.

**OVERALL PERVIOUS SURFACE AREA WITH GREEN ROOF @ TOWER**  
8,327 S.F. (Landscaped Areas)  
+ 1,366 S.F. (Pervious Paving @ 50%)  
+ 1,417 S.F. (Green Roof @ Tower)  
= 11,110 S.F.

11,110 / 59,035 = .188 = 18.8% imperVIOUS surface

**OVERALL PERVIOUS SURFACE AREA**  
8,327 S.F. (Landscaped Areas)  
+ 2,049 S.F. (Pervious Paving @ 75%)  
= 10,376 S.F.

**OVERALL PERVIOUS SURFACE AREA WITH GREEN ROOF @ TOWER**  
8,327 S.F. (Landscaped Areas)  
+ 2,049 S.F. (Pervious Paving @ 75%)  
+ 1,417 S.F. (Green Roof @ Tower)  
= 11,793 S.F.

11,793 / 59,035 = .199 = 20% imperVIOUS surface



Scale: 1" = 20'-0"