

**Downtown Traverse City Permit Parking Policy
Revised December 2016**

The City's public parking system, managed by the Downtown Development Authority (DDA), makes parking available to downtown employees and residents. Downtown parkers have a convenient method of paying to secure long-term parking. This system increases the availability of much needed customer parking adjacent to downtown retail and general office locations. The goal of the parking program is to facilitate the needs of those who work downtown and better serve the needs of the retail shoppers and business clients in downtown Traverse City. Any vehicle parking in a city owned/leased and operated parking facility is subject to the rules and regulations as outlined in the Codified Ordinances of the City of Traverse City.

1. Parking Facilities

*Permits allow the holder to park in available spaces at the following facilities Monday-Friday 8am-6pm:
 Larry C. Hardy Parking Garage – 303 E. State St. 24 hour Access with Proximity Card
 Old Town Parking Garage – 125 E. Eighth St. 24 hour Access with Proximity Card
 Lot P 130 West State Street; West of barbershop Day Parking
 Lot S 305 West Front; Corner West Front and Pine Streets Day Parking
 Lot T 210 N Union and E Grandview Parkway; North of River Day and Overnight
 Lot V 145 West Front Street Day Parking
 Lot Z 211 N Union St; Entrance from Garland St Day Parking

*Available permit parking lots subject to change without notice

Alternative lots are available to permit holders when any of the permit parking facilities listed above are full. Only 10 Hour metered spaces signed "Parking by City Permit Allowed Monday-Friday 8am-6pm" in these lots may be used:

Lots with Alternative Permit Parking:

Lot C 204 E. Grandview Parkway; Next to chamber of commerce Day Parking
 Lot E 124 W State; Behind Post Office Day and Overnight
 Lot J 301 S. Union; 6th street Dam Day Parking
 Lot N 223 Washington St; access from alley behind Covell Funeral Home Day and Overnight

2. <u>Rates</u>	<i>Month</i>	<i>Quarter</i>	<i>Year</i>
Standard Surface Permit	\$44.00	\$113.75	\$390.00
Hardy & Old Town Garage Permit*	\$55.00	\$146.25	\$520.00

* An electronic access (proximity) card is required with a parking garage permit. There is no cost for the initial card. If the card is lost/stolen a replacement fee of \$20.00 is required each time the card is replaced.

All permits and electronic access cards are non-refundable for purchased time that is unused (including theft/loss), but they are transferrable.

Annual permits become effective on January 1 and expire on December 31. Annual permits can only be purchased through January 31 of the current year. Quarterly permit fees are based on the calendar. Quarterly permits can be purchased anytime after the 20th of the month prior to the beginning of the quarter. Quarterly permits are prorated daily Monday-Friday. The daily proration for surface is \$1.75 and garage is \$2.25. Monthly permits are effective at the time of purchase and extend 30 days past the purchase date.

3. Renewal

It is the responsibility of the permit holder to remember to renew their permit prior to or on the permit expiration date. Permit holders whose permits expire are subject to receive a parking violation for an expired parking permit. Daily fees in the parking garages will apply to those permit holders whose permits have expired.

4. Rights and Privileges

Parking permits provide the holder access to available parking on a first come first park basis. A permit does not guarantee a space in any specific lot or garage. There are times when certain facilities will become full. Summer events can reduce the number of spaces available. Permit holders are encouraged to consider other means of getting downtown during these times; such as, biking, walking, taking public transit (www.bata.net) and car-pooling. To accommodate the demand for parking during event times, the parking office will do its best to provide alternative parking for permit holders. Notifications may be placed in the affected lots directing permit holders to alternate parking. Refunds are not given for those unable to find a space. If you are having trouble finding a space, please call the Parking Office for assistance.

5. Responsibilities

Permits must be displayed at all times when the vehicle is parked in any parking facility. Failure to display may result in a parking violation citation. Permits must be displayed with the permit number facing the windshield and visible to personnel. Garage permit holders are responsible for having their electronic access card to enter or exit the facility. Those who do not have their access card to enter or exit the garage must pay at the hourly rate. Permit holders are responsible for respecting the property of other permit holders and the parking facilities themselves. Only operable and licensed vehicles are allowed to park at parking facilities. Substantial fine, vehicle impoundment, and possible prosecution for use of lost, stolen, altered or forged permit.

6. Parking Garages

Access to the permit spaces in the garages are available 24 hours a day, seven days a week by way of the electronic access card. If you plan on leaving your vehicle in either garage for an extended period of time, please let the Parking Office know. The Parking Office has the right to restrict extended stays at any time for any operational reason.

Permit parkers can park on all floors except the ground level. Permit holders are subject to the hourly rates when parking on the first floor for any reason. If for some reason you cannot get through any of the gates, contact the office by pressing the call button on the card reader. If you pull a ticket to enter the garage, you must exit with the ticket and pay the hourly rate.

Larry C. Hardy Parking Garage ONLY: Reserved parking on the second floor, denoted by blue and white signs at the head of each parking space, are only available to designated businesses and/or persons indicated on the Reserved Parking sign. Unauthorized use will be addressed by the Parking Office and may result in violation citations and/or towing of the vehicle at the owner's expense.

There is no smoking permitted in the parking garages. The parking garages are City of Traverse City owned buildings, which fall under the rules of the City ordinances.


Any rules or directions posted on a sign by the Parking Office must be followed and are made a part of this policy. This policy is subject to change without prior notification at the Parking Services discretion. Please contact Parking Services to acquire up to date parking information or visit our website at http://www.downtowntc.com/application/files/3914/5045/0439/2016_Parking_Policy.pdf

Any questions or concerns can be directed to the Parking Office.

Traverse City Parking Services
303 East State Street
Traverse City, MI 49684
Monday thru Saturday 8 AM to 10 PM
Sunday 8 AM to 6 PM
Phone (231) 922-0241
Fax (231) 995-9430
parking@downtowntc.com



Rob Bacigalupi
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Nicole VanNess
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