



## PARKING SERVICES BAGGED METER POLICY

Effective Policy Date: 6/16/2015

### Purpose

The bagging of meters to reserve on-street or off-street parking spaces allows business owners, downtown residents or professional contractors to facilitate construction, conduct promotions or events, and offer valet parking.

### Definition

A “meter bag” is defined as a colored hood that fits over the top of either a single or double meter housing unit. A secure fastening device is attached that prevents persons from easily removing the device after placement. One side of the hood will have the words “NO PARKING” or “TOW AWAY ZONE” printed on it for easy identification by the public. In addition, a clear plastic window in the center of the bag houses an index card that offers information regarding the bagged meter(s); for instance, the requestor, start date and end date

### General Guidelines

- 1) All requests for bagged meters are subject to approval by the Traverse City Parking Services (TCPS) Administrator.
- 2) Meter bagging requests related to work impacting the City of Traverse City Right-of-Way will require a Right-of-Way permit from the City of Traverse City Engineering Department.
- 3) Meter bagging requests related to events impacting the City of Traverse City will require a High Impact Event permit from the City Clerk’s Office.
- 4) Vehicles, trailers and equipment may not be left unattended on a City street, City parking lot or parking lot leased by the City overnight without prior City of Traverse City Engineering or Clerk’s Office approval.
- 5) A request for meter bagging should be made by a merchant, a building owner, resident or a representative of a professional organization.
- 6) Chapter 480 Parking Generally: 480.03 Parking on Public Property (a) Parking Prohibited...no person shall park or place a vehicle, boat or any other object in any City parking lot for the principal purpose of displaying such vehicle, boat or object for sale, for storage or for advertising purposes.
- 7) Long-term construction projects will address parking in the terms and conditions of the Right-of-Way permit. Terms and conditions should be discussed prior to the issuance of the permit.

### Meter Bag Requests

- 1) Requests should be made through TCPS at least two days prior to the start date.
- 2) Requests made less than two days from request start are subject to approval or denial due to availability.



- 3) Requests exceeding five consecutive days must be authorized by the TCPS Administrator.
- 4) Requests that exceed four spaces must be authorized by the TCPS Administrator. All other meter bag requests can be approved by TCPS personnel.
- 5) Meter bagging requests that may affect a downtown merchant(s) daily business operations, may require prior written approval from the merchant(s) for APS Administrator review and approval.
- 6) Changes to meter bagging requests may be made by TCPS without notification to person(s) who have made the request.
- 7) Long-term construction projects that require close parking for employees are encouraged to purchase of monthly, quarterly or annual permits within designated permit lots rather than meter bag requests.

#### *Required Information at Time of Request*

- 1) Billable Entity
- 2) Billing Address
- 3) Contractor (if applicable)
- 4) Contact Name (billable entity and contractor)
- 5) Location of Request (include meter numbers if available)
- 6) Requested Number of Spaces (a single meter housing is equal to one space and a double meter housing is equal to two spaces)
- 7) Request Start and Request End Dates
- 8) Right-of-Way Permit Number (PROW # if applicable)

#### **Special Circumstances**

A special circumstance encompasses events, projects, or promotions that have had TCPS Administrator approval for bagged meters without incurring any charges. Special circumstances include:

- 1) City of Traverse City, Grand Traverse County, Downtown Traverse City Association or Downtown Development Authority events for the public.
- 2) Construction projects performed by subcontractors of the City or County with approval from City of Traverse City or Grand Traverse County officials.
- 3) All special circumstances require TCPS Administrator notification and approval.

#### **Billing Process**

- 1) The price for a bagged meter (per parking space per day of use); includes, Sundays and City of Traverse City designated holidays, even though, meters are not enforced during this time per the Codified Ordinances of Traverse City Chapter 484.04 'Parking Meters' section (a).
  - a) Cost per meter is \$12.00 for requests by a valid Right-of-Way or High Impact Event permit.
  - b) Cost per meter is \$15.00 for requests by a non-ROW and non-High Impact Event permit holder.



- 2) Billing is prepared the first week of the prior month's end and sent to the City Treasurer's office. The City Treasurer's office will issue all invoices and process payments with revenues designated to the TCPS General Ledger Account for Parking Fees – Coin # 585 – 000 – 652.00.
- 3) Non-contractor and Low Impact event requests are ineligible for invoicing and require prepayment prior to the fulfillment of the request.

### Questions or Billing Disputes

- 1) Any bagged meter space that is occupied by a vehicle that is not authorized per the request is subject to citation and possible tow.
  - a) Parking Services should be notified (231) 922-0241 of these occurrences.
  - b) When vehicles are cited or towed at the request of the billable entity and are later identified as authorized vehicles, all expenses remain the responsibility of the billable entity.
  - c) Parking in a space that is not bagged may be permitted to the requestor after contacting Parking Services, and providing the license plate of the vehicle.
- 2) Parking Services will address any billing questions or disputes.

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