

Parking System Administrative Fee Schedule

DDA Work Session November 19, 2025

Agenda

- Review proposed fee Parking System Administrative Fees
- Review staff recommended fee for seasonal street closure meter bags
- Review updates to Meter Bag Guidelines

January 2025- DDA Board approved an Administrative Fee Policy

1. Overview and Purpose

1.1 The Ann Arbor Downtown Development Authority (DDA) seeks to establish and maintain transparency around parking system fees. To this purpose, it has developed a policy under which the fees associated with parking operations are evaluated and proposed by staff and approved by the DDA Board. Please note the parking related fees established in this policy are different than parking system rates, which are established following a process outlined in the City/DDA Parking Agreement.

2. Process

2.1 The parking operator charges a range of fees for services provided to users of the parking system. Each year, during the budget process, staff reviews the fees to ensure the amount being charged matches the amount it costs for the operator to deliver the service. If fee changes are required for the following fiscal year, the DDA Parking Manager shall develop a fee schedule for DDA Board approval.

If during the fiscal year it becomes necessary to change a fee due to unforeseen changes in cost, authority to do so is granted to the DDA Parking Manager given that the change does not exceed 15% of the most recently approved fee. The new fee shall be noted in a monthly staff report provided to the Board and subsequently added to the next year's schedule for Board approval.

If during the fiscal year it becomes necessary to implement a new fee, authority to do so is granted to the DDA Parking Manager. The new fee shall be noted in a monthly staff report provided to the Board and subsequently added to the next year's fee schedule for Board approval.

3. Authority

3.1 The Ann Arbor DDA Board (the Board) is responsible for the adoption of policies that establish and direct the operations of the DDA. The DDA Executive Director is charged with carrying out the policy directives of the Board and overseeing the day-to-day operations of the DDA's various departments. DDA Parking Manager will be responsible to administer this policy under the oversight of the Executive Director.

PROPOSED FEE SCHEDULE UPDATES

Description	Current Cost	Current Fee	Proposed Fee	% increase	Effective Date	Last Updated
Epark removal/relocation fee per machine- depends on site specific needs	\$250-\$350	\$250-\$350	\$250-\$350	NA	1/1/2026	NA
Meter post removal/relocation fee per post	\$190	\$190	\$190	NA	1/1/2026	NA
Space marker removal fee per space marker	\$35	\$35	\$35	NA	1/1/2026	NA
Same day meter bag installation per space- fee is in addition to standard meter bag rate	\$20	\$20	\$20	NA	1/1/2026	NA
Sunday/Holiday meter bag installation	1-99 bags \$200 / 100+ bags \$400	1-99 bags \$200 / 100+ bags \$400	1-99 bags \$200 / 100+ bags \$400	NA	1/1/2026	NA
Meter bags for Curbside Occupancy Permit	\$50.00 per space/per month, plus \$200 annual fee	\$50.00 per space/per month, plus \$200 annual fee	\$50.00 per space/per month, plus \$250 annual fee	NA	1/1/2026	NA
Meter bags for seasonal street closures			\$50.00 per space/per month, plus \$250 annual fee	NA	1/1/2026	NA
Improper parking boot fee per occurrence	\$75	\$75	\$75	NA	1/1/2026	NA
Hang tag fee	\$32	\$32	\$32	NA	1/1/2026	NA
EV kWh fee	\$0.25	\$0.25	\$0.25	NA	1/1/2026	NA
Limited/Overnight permit overstay fee per occurrence	\$20	\$20	Per occurrence 1-5 \$20, 6-10 \$30, 11-15 \$50, 16+ \$60	NA	1/1/2026	NA
Easy Park Card fee	\$10	\$10	\$10	NA	1/1/2026	NA
Lost ticket fee	Tied to hourly rate- 24 hours	Tied to hourly rate- 24 hours	Tied to hourly rate- 24 hours	NA	1/1/2026	NA
One & two hour validation stickers (program restrictions apply)	Tied to structure hourly rate- 25% discount	Tied to structure hourly rate- 25% discount	Tied to structure hourly rate- 25% discount	NA	1/1/2026	NA
Full validation stickers	\$0.25 per transaction plus \$30 set up fee	\$0.25 per transaction plus \$30 set up fee	\$0.25 per transaction plus \$30 set up fee	NA	1/1/2026	NA

blue= existing practice, new to schedule

yellow= new fee

orange= updated fee or additional detail

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Hang tag fee	\$32	\$32	\$32	NA	1/1/2026	NA
EV kWh fee	\$0.25	\$0.25	\$0.25	NA	1/1/2026	NA
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Meter bags for seasonal street closures			\$50.00 per space/per month, plus \$250 annual fee	NA	1/1/2026	NA

Meter Bag Guidelines

Curb space downtown is a valuable and limited resource. For this reason, the DDA discourages the use of meter bags except when absolutely necessary. Additionally, the DDA recognizes that there is a benefit to repurposing metered on-street spaces for uses other than parking when the use serves to activate public space. Meter bags will be provided in support of those activities that complement the DDA's mission to strengthen downtown and meet the DDA's Development Plan Goals:



Commercial Meter Bags

Commercial meter bags are intended to reserve parking spaces for commercially plated vehicles. Meter bags can be requested to accommodate service or trade vehicles, deliveries, dumpsters, or moving vehicles. If the space is to be utilized for something other than a vehicle, a City of Ann Arbor issued barricade permit is required. If the space is to be used for construction staging or work areas, a City of Ann Arbor lane closure permit is required.

Relevant guidelines from PCI Meter Bag Agreement (see agreement for additional details)

- Only commercially licensed vehicles may utilize space(s). Commercial plates typically have 2 letters followed by 4-5 numbers.
- The meter bag rental will provide a direct tangible service to the property owner/tenant and/or City.
- The meters occupied should be the closest to the premises where the work is being performed.

Special Event Meter Bags

Special event meter bags are intended to reserve parking for special events. These requests can be for event related vehicles or required as part of a street closure approved by the City of Ann Arbor. When not part of an approved street closure, special event meter bag spaces are limited in number, duration, and location at the discretion of the DDA or its parking operator.

Relevant guidelines from PCI Meter Bag Agreement (see agreement for additional details)

- The event will draw significant numbers of people to or will significantly enhance the downtown economically.
- The space(s) will be used for an operational motor vehicle, or the space is located within an area covered by a street closure permit from the City of Ann Arbor.
- The request for the meter bags must be made by the event organizer.
- Special Event meter bags will be limited to 5 days unless approved by the DDA.

Meter Bags for Curbside Occupancy Permits

The DDA issues meter bags to facilitate the installation of a curbside structure following the issuance of a City of Ann Arbor curbside occupancy permit. These seasonal curbside occupancy permits allow for the repurposing of the street into an active space. These spaces serve as an economic development tool as well as help to activate the public realm. Meter bags for this purpose are provided at a reduced rate of \$50.00/month, plus an annual \$250.00 administrative fee. Administrative fee and monthly fees are to be paid prior to installation, are non-refundable and are not pro-rated.

Curbside structure design requirements and process information can be found on the City of Ann Arbor's website- <https://www.a2gov.org/services/Pages/Sidewalk-Occupancy-Permit-.aspx#CurbsideOccupancy>

Meter Bag Fee Waiver Guidelines

Should an event organizer request that meter bag fees be waived, the DDA will consider the following elements when making a waiver determination. Please note that waiver does not guarantee waiver in future years, or for similar events.

Request for fee waiver should be made in writing to the DDA (parking@a2dda.org) and should speak to the below elements where applicable.

- Does the event organizer have non-profit status (i.e., 501c or 501c3)?
- Does the event have a substantial charitable component?
- Does the event draw significant numbers of people to or significantly enhance the downtown economically?
- Is the event open to the public?
- Is there a cost to participate in or attend the event?
- Does the event promote a business or for-profit company?
- Will the event organizer include DDA in the list of sponsors?
- New Event: Provide a summary of the event and the marketing/engagement plan.

Action Plan: Recommended Strategies

ID	Strategy	Description	Priority	Relative Cost \$-\$-\$
B2	Allocate curb space for greater multimodal access, including creating mobility hubs	Continue to support multi-modal travel through future improvements as planned through the Downtown Circulation study, People-Friendly Streets, and new mobility hubs.	Near Term	\$ \$ \$
B3	Allocate curb space to create safe, comfortable places for people and business	Continue planning for pedestrian-oriented street implementation through the People-Friendly Streets projects and Curbside Occupancy Permit program for outdoor dining.	Near Term	\$ \$
B4	Develop a standard for ADA parking spaces	Review existing ADA signed spaces to understand if there are better placement options within the block perimeter. For new ADA spaces, installed on newly or substantially reconstructed streets, follow PROWAG (Proposed Public Rights-of-Way Accessibility Guidelines).	Near and Long Term	\$ \$ \$
B5	Monitor and expand commercial and passenger loading zones	Monitor commercial and passenger loading zones use. Create new commercial and passenger loading zones when needed.	Near Term	\$ \$
B6	Prepare curb space for future autonomous vehicles (AV) and robots	Connect with other Michigan cities to develop a joint strategy for AV regulations including tracking federal and state legislation, monitoring technology development, establishing a permit structure, and data sharing requirements. Establish passenger loading zones for autonomous pickup at the appropriate time.	Long Term	\$ \$ \$
C. Curb Economics				
C1	Modernize curbside parking pricing	Implement a strategy to modernize parking rates to help manage the parking supply, including incrementally increasing rates, modifying hours, and creating new short-term spaces.	Near and Long Term	\$ \$
C2	Charge a fee to all users for curb access to increase equity	Explore implementation of curb access fees for commercial loading zones, beginning with metered commercial delivery zones and over the long-term, smart loading zones. Explore the potential to amend State law to establish a local TNC fee for curb access.	Medium and Long Term	\$ \$

Curb Functions and Uses Menu

Pedestrian and Bicycle Access	Transit	Commercial Support	Vehicle Travel	Long-Term Parking	Balanced	Seasonal	All
Active transportation and people-oriented activities	Supports people moving along a block or corridor riding transit	Supports businesses by providing space for food and goods pickup and delivery, and shorter-term vehicle parking	Allocates space for vehicle travel	Provides space for longer-term parking for residents and visitors	Recognizes that some downtown blocks have unique needs that could and should support a mix of curb uses	Seasonal changes for curb use such as street closures during warmer months	Green space, utilities, and lighting are integrated into all functions
Bicycle/Scooter infrastructure •Bike/scooter parking •Bike/scooter lanes Activated and recreational space for pedestrians •Sidewalks •Street furniture/art •Public parklets •Pedestrian curb bump outs •Performance space •Food trucks	Transit lanes Bus queue jump lane Transit loading •Bus stops •Charter bus	Vehicle parking •Short-term •Metered •ADA Commercial delivery loading zones •Semi trucks •Box trucks •Delivery vans •UPS/FedEx/Amazon/USPS Food/on-demand pick-up and delivery •Vehicles •E-bikes	Travel lanes Driveways and curb cuts Fire access lanes	Vehicle parking •Long-term •Permit •Metered •ADA •EV Charging	No default, Mix of all functions based on each block's unique needs	Street Closures Streetcaries	Green space •Street trees •Planting areas •Raingardens, bioswale •Stormwater management Utilities Street lighting

Curb space is a valuable and limited resource

Modernizing how we think about the curb

- Curb space is a public asset and must be managed equitably through policies and pricing
- Pricing of curb needs to evolve as uses do
- Curbside space as an economic development tool

Equity and consistency is important

- Access (to downtown generally and to the curb side)
- Consistency across time of day, day of week, use, user
- Consistency across fee structure
 - Lost revenue
 - Cost to administer
 - City fees and requirements

Staff recommendation- Use Curbside Occupancy fee structure for seasonal street closures

Using two blocks of Main Street as an example.....

200 S Main = 8 spaces

300 S Main = 20 spaces

☐ Same as curbside occupancy- \$50 per month per space plus \$250 annual admin fee

200 S Main = \$400/mo.

300 S Main = \$1000/mo.

+ annual admin fee \$250

☐ Standard meter bag fee- \$30 per space per day*

200 S Main = \$2880/mo.

300 S Main = \$7200/mo.

☐ Continue to waive fees (\$0)

*used Thursday-Saturday / 4 weekends per month

Next steps

- Walk through updates to Guidelines document
- Fee schedule to January Board meeting for consideration