

Meter Bag Guidelines

Downtown curb space is a valuable and limited resource. For this reason, the DDA discourages the use of meter bags except when 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.

Meter bags are \$30.00 per space per day Monday-Saturday. Meter bags requested for a Sunday or holiday, when parking is free, require an administrative fee of \$200 or \$400 based on the number of bags requested. Requests that include the temporary removal of meter posts or pay stations require additional fees.

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

1. Only commercially licensed vehicles may utilize space(s). State of Michigan commercial plates typically have 2 letters followed by 4-5 numbers.
2. Vehicles that do not display a commercial plate must be clearly identified as a company vehicle through permanent branding, a company decal, magnetic signage, or other business identification acceptable to the DDA or its parking operator.
3. The meter bag rental must enable a direct tangible service to the property owner/tenant and/or City/DDA.
4. The meters occupied must be the closest to the premises where the work is being

performed.

5. Provision of meter bags may be limited in quantity and duration at the discretion of the DDA or its parking operator.
6. The meter bags are intended to provide space for job site deliveries, access to equipment, or for vehicles too large to be accommodated elsewhere in the parking system. The meter bags are not intended to be used for employee parking.
7. The DDA or its parking operator reserves the right to revoke meter bag privileges or remove meter bags if these guidelines are not being followed or if the approved use differs from the actual use observed in the field.

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.

Meter bags are \$30 per space per day Monday-Saturday. Meter bags requested for a Sunday or holiday, when parking is free, require an administrative fee of \$200 or \$400 based on the number of bags requested.

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

1. The event will draw significant numbers of people to or will significantly enhance downtown economically.
2. 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.
3. The request for the meter bags must be made by the event organizer.
4. Special Event meter bags will be limited to 5 days and will be limited in quantity at the discretion of the DDA or its parking operator.
5. The meter bags are intended to provide space for event related deliveries or staging that would be infeasible or impractical elsewhere or for vehicles too large to be accommodated elsewhere in the parking system.
6. The meter bags are not intended to be used for event employees or volunteer parking.
7. The DDA or its parking operator reserves the right to revoke meter bag privileges or remove meter bags if these guidelines are not being followed or if the approved use differs from the actual use observed in the field.

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 waivers do not guarantee waivers 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)?
- 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 business/organization?
- Will the event organizer include DDA in the list of sponsors?
- New Event: Provide a summary of the event and the marketing/engagement plan.
- Are the spaces being used to facilitate active loading/unloading?
- Are the spaces being used to facilitate staging and/or deliveries crucial to the event that would be infeasible or impractical elsewhere?

The DDA manages the public parking system in support of DDA goals and uses the waiver of meter bag fees as the tool for the parking system to support events that contribute to downtown economic health and vibrancy. Spaces for which a meter bag fee waiver is requested should be used in alignment with the above guidelines. The DDA does not waive fees to provide event employees or volunteer parking. The DDA does not waive or discount parking rates (permit or hourly) in support of events.

Additional Rules and Regulations

Please see PCI Municipal Parking's Meter Bag Agreement form for operational and payment related details.

- Meter bag requests are subject to availability and subject to change or cancellation at any time or for any reason.
- Vehicles or equipment must abide by all parking rules and regulations including applicable laws and City of Ann Arbor municipal code while at a bagged meter.
- A minimum of 48 hours is required for all new requests or changes to existing requests.
- Accessible spaces may not be bagged unless part of a City approved street or lane closure permit.
- Approval of a meter bag request reserves the designated curb space only and does not authorize lane closures, construction staging, obstruction of sidewalks, or any activity requiring additional permits.

These guidelines will be implemented by the parking operator and DDA staff.

The Ann Arbor DDA may revisit and update these guidelines as necessary. All fees and rates are subject to change.

Version 10/2026