MEMORANDUM

To: Mr. Eric Anderson

From: Parking Management Advisory Task Force
       Steph Farber, Co-Chair
       Rollie Herman, Co-Chair
       Chelsea Levy, Co-Chair

Date: August 24, 2010

Re: Parking Management Recommendations #4

The Parking Management Advisory Task Force [PMATF] continues to meet semi-monthly meetings, including one meeting a month committed to a public information session. Since the task force began meeting in March, the full task force has met for 16 two-hour sessions in addition to numerous meetings of the Co-Chairs and Public Relations Sub-Committee. It is exciting to start seeing the fruits of these labors on-street with the signs and paystations that have been going in around town over the last couple of weeks. We are looking forward to more changes as the September 20th “Go Live” date nears.

Since, the last memo, the PMATF has developed additional management recommendations, the most recent of which were finalized at its most recent meeting on August 18th, 2010. The task force has developed these recommendations in addition to those presented in the memos to you on May 11th, June 2nd and June 22nd. It is important to note that the members of the task force came to consensus on these recommendations with only minor deviations within the group. Additional background material can be provided on any of the recommendations as needed.

The PMATF was asked to focus on creating a system that would be consistent with the guiding principles of the previous stakeholder group. This means a system that:

- Prioritizes the customer/client/visitor as the desired on-street parker;
- Ensures 15 percent vacancy of on-street stalls (1 to 2 stalls per block); and
- Is easy to understand for visitors and others new to the system.

The resulting parking system is intended to be a dynamic system that can respond to changing circumstances in downtown Tacoma over the years. With this in mind, the system will be flexible so that adjustments can be made to the configuration to ensure a long-term focus on best serving customers, clients and visitors to Tacoma.

The PMATF is transitioning away from making many more policy recommendations before the paid on-street system goes live on September 20th so that the system can be clearly communicated to all stakeholders and can be implemented effectively. This means that the task force is working closely with staff on implementation questions as well as increasing the frequency and spread of communications and outreach. It is our understanding that staff is moving forward with some of these implementation issues based on their feedback from the task force. Some of these items include:

- Editing the informational placard attached to the side of the paystation.
- No map placement on the side of the paystation at this time.
- Paystation receipt design.
- Design of the “Pay Here” sign – based on a review of Seattle and Portland’s signs.
- Minor field changes to the paystation locations based on community feedback on-street.
- Communications and public relations materials

In addition to these implementation and communications issues, the PMATF has finalized the following policy recommendations since June 22nd:

**Permits: All Day Permits (Modified Type):**
- **User:** City determined user for public good
- **Permit Type:** Hanging placard or dashboard slip – Can be located in any vehicle
- **Time:** Good for one day
- **Location:** Any vehicle in a standard stall
- **Charge:** Yes – Amount undetermined, but likely above market rate
- **Purpose:** Allows parking for all day on-street. Accommodates extended loading, jury, etc where the City feels there is a public purpose that cannot be otherwise addressed off-street.

All Day Permits are a modification of a current permit allowing extended on-street parking. These permits can accommodate unusual users or situations. If the permits are given away too freely or if they are sold at a rate below the 10-hour on-street rate, there is significant potential for abuse.

**Permits: Special Event/Barricade Permit (Modified Type):**
- **User:** City determined user for public good
- **Permit Type:** Meter hood or barricade – Can be located only on stalls specified by permit
- **Time:** Good for predetermined times or days
- **Location:** Only stalls/block faces identified in permit
- **Charge:** Yes – Amount undetermined, but likely at or below market rate
- **Purpose:** Allows user to close parking stalls for a specified period of time. Accommodates construction, markets, and special events.

Special Event/Barricade Permits are a modification of a current permit accomplishing the same goal. Concerns about the current permit issuance revolved around the amount of on-street space taken and the timing of the street closures. The feeling is that perhaps the permit fees are not reflective of the cost to the public.

**Permits: Delivery/Courier Permit (Modified Type):**
- **User:** Any business dependent on making deliveries within the downtown area
- **Permit Type:** Undetermined – Unclear if it should be tied to vehicle or movable between vehicles (Sticker on bumper or hanging placard)
- **Time:** Renewable either quarterly or annually
- **Location:** Any vehicle within a standard stall
- **Charge:** Depends on purpose
- **Purpose:** At a minimum allows for chain parking without penalty so that delivery or service drivers may make trips throughout town. Additionally permit may waive charges in paid stalls. If charges are waived, the permit must be sold at a significant charge.
Delivery, courier and service drivers often return to the same block face repeatedly throughout the day. This necessitates removing the penalty for chain parking. In addition, many of these users park repeatedly for 15 minutes at a time. While they are able to purchase up to 2-hours at any paystation and use it throughout downtown, the task force felt that it may be worthwhile to include free time within this permit. This value must be balanced against the incentive to park the delivery vehicles on-street even when not in use.

Permits: Other Types:

- **Public/Government Vehicles: No** – This permit does not prioritize the customers with the potential to fill spaces all day.
- **Carpool/Vanpool: No** – This permit would allow non-customers to park on-street all day removing a customer stall from the inventory. The task force encouraged the City to locate vanpool spaces conveniently within off-street parking facilities.
- **Residential Permits: Not in the paystation area** – The paystation area has an array of commercial uses. If residential permits were offered it would remove much of the customer parking from the available inventory.
- **Residential Permits: Not in the buffer area at this time** – The PMATF began discussing the issue of residential permits in the buffer area before realizing that this could be the starting point for redefining the broken residential permit system citywide. Rather than making decisions without other stakeholders at the table, the task force felt it was best to table this discussion. However, the PMATF did agree on four things:
  - Do issue more residential permits in the buffer area
  - A residential permit system needs to charge a permit fee closer to the value
  - On-street parking should not be exclusively for permit holders
  - The permits must have an expiration date
- **Limited Area Parking: Not at this time** – Allows all day on-street parking for permit holders within areas significantly below capacity. The task force felt it would be premature to consider these permits without obtaining inventory information when the system is running.

Buffer Area Implementation:

- **Convert exiting time-limited parking to 90-minutes** – The PMATF had previously recommended, and you approved, moving to a uniform 90-minute limit within the buffer area.
- **Do not change other regulated or unregulated parking at this time** – After a detailed review of the mix of parking regulations within the buffer area, the PMATF felt it appropriate to leave the remainder of these regulations unchanged. This will avoid addressing complex issues like “Official Vehicle Parking” and existing residential permits until more detailed conversations can be had. In addition, those areas with no regulations in place today will not have government placing new regulations on their parking – much like how the area south of S. 21st St. was handled.
- **After the system goes live, consider requests for additional 90-minute signage or any exception stalls based on business, owner, or resident requests** – The PMATF is committed to addressing business concerns about the system, particularly when the parking is unregulated adjacent to the business. However, the PMATF feels it is important to get the system started before making significant changes.
Updated Fines: The PMATF recommends an updated fine schedule that was proposed to be presented to City Council. Due to the length of the list – and that it will come under your review separately – it is not included here.

Approved as presented by

[Signature]

Eric Anderson
City Manager
City of Tacoma

8/30/2010
Date