

## **ORDINANCE No.**

\*Adopt Area Parking Permit Surcharge Allocation Guidelines (Ordinance)

The City of Portland ordains:

Section 1. The Council finds:

1. Parking management in the City of Portland is critical to economic vitality and livability. The City of Portland Bureau of Transportation actively manages parking through regulations and best practices.
2. The Area Parking Permit Program (APP) began in 1981 in response to citizen concerns about parking in neighborhoods.
3. The existing APP program is designed to help people who live or work in areas with parking problem by creating a visitor time limit. Those who do have businesses or live in the area may apply to purchase a permit, allowing parking beyond the visitor limit.
4. There are currently 17 zones in operation. Each zone's boundaries, visitor time limits, and hours of operation are designed around the needs of the individual neighborhood. Neighborhoods and Businesses work with the Bureau of Transportation to create the rules for their particular zone.
5. In 2012 City Council passed Ordinance 185997 Authorizing the Commissioner-in-Charge of Transportation and the Transportation Director impose a surcharge to the base cost of the APPP permit for the sole purpose of raising revenue to support Transportation and Parking Advisory Committee (TPAC) services and programs.
6. The Ordinance also authorized the Transportation Director to enter into an annual Memorandum of Understanding (MOU) with the TPAC describing transportation-and parking-related services eligible for reimbursement with revenue collected by the surcharge.
7. City Council passed Ordinance 188173 December 21, 2016 authorizing a permit fee surcharge to the NW Portland Zone M Area Parking Permit Program to support SAC transportation programs and projects supporting mode shift and efforts to reduce parking demand, data collection analysis, and specific transportation programs.
8. Guidelines have been developed based on the success of permit surcharge allocation that develops projects and programs to reduce the demand on on-street parking by supporting programs that shift mode away from the automobile.

NOW, THEREFORE, the Council directs:

- a. That the Commissioner-in-Charge and the Director of the Bureau of Transportation to implement the Area Permit Surcharge Allocation Guidelines as outlined in the attached document, Exhibit A.

Section 2. Council declares that an emergency exists because delay would have a negatively impact the Bureau's ability to respond to community requests; therefore, this ordinance shall be in full force and effect from and after its passage by the Council.

Passed by the Council,

Commissioner Chloe Eudaly  
Prepared by: Chris Armes: CB  
Date Prepared: 11/6/2018

**Mary Hull Caballero**  
Auditor of the City of Portland  
By

Deputy

## **EXHIBIT A**

### **PARKING PERMIT SURCHARGE REVENUE ALLOCATION GUIDELINES**

#### **What**

Parking permit surcharge is added to the base cost of an area parking permit with dual purposes of:

- managing parking demand using price, and
- raising funds for Transportation Demand Management (TDM) strategies and programs in that parking district and potentially capital projects.

#### **Section I**

##### **Advisory Committee Mission, Formation and Function**

The mission of a Parking Stakeholder Advisory Committee (SAC) is to advise the City on transportation and parking issues, with the goal of efficiently managing parking and reducing reliance on the single-occupancy automobile.

A SAC is comprised of residents and business owners/representatives of a recognized neighborhood association who volunteer to serve on the committee. The mission and activities of the SAC are intended to support neighborhood and City land use and transportation goals, objectives, and policies; as well as, provide guidance for the development of more detailed projects, programs and activities within a Permit Zone.

The SAC will meet regularly as a committee, working with the broader neighborhood association members to compile a list of recommended programs and projects for proposed revenue expenditure. All SAC meetings are open to the public and are subject to public records law. PBOT staff works with the SAC to identify eligible projects and programs. Once a list of projects and programs for the year is finalized an annual work plan will be developed to document how the funds will be used. The SAC will work with PBOT staff to develop a plan for quarterly reporting on the progress of the work plan including a detailed accounting of expenditures and the associated accomplishments.

PBOT staff will attend SAC meetings, support the SAC activities and promote TDM programs and efforts to further the mission and goals.

#### **Section II**

##### **Use of Parking Permit Surcharge Revenue Allocation (PSR)**

All parking Permit Surcharge Revenue (PSR) dollars collected are public funds. All programs and projects funded by surcharge funds will be evaluated against the city's adopted Equity policy with the goal to alleviate transportation burdens on low income, underserved communities and communities of color.

Permit Surcharge Revenue shall be used to encourage mode shift away from single occupancy vehicles. The PSR shall be used for TDM outreach programs and regularly scheduled on-street parking data collection and analysis and capital projects. (Eligible projects and programs are outlined below in Section III).

PBOT leads the data collection effort with input from the SAC. The SAC uses the data collection and analysis to determine if any parking management changes are needed to improve the function of the system and makes recommendations to PBOT. The permit

surcharge rate should be driven by parking occupancy and turnover data, as well as neighborhood goals.

Permit Surcharge Revenue shall not be used to pay for non-city personnel. Any consultants, contractors or the like hired using PSR funds, must adhere to City of Portland procurement and contracting practices.

All Permit Surcharge Revenue (PSR) dollars are subject to auditing.

### **Section III**

#### **Eligible PSA Programs and Projects**

PBOT staff will review the proposed list developed by the SAC to confirm project feasibility ensuring that timing does not conflict with other associated activities planned to occur in the area; such as: larger transportation projects or utility infrastructure.

Examples of projects/programs could include:

- TriMet Universal Pass program to provide transit passes to district employees and residents
- Free transit passes to low income residents and employees.
- Transit tracker kiosks to provide arrival and departure information
- Area walking maps and installation of pedestrian wayfinding signs
- Design and installation of curb extensions and Installation of Rapid Flash Beacons
- Design and installation of new sidewalks/filling sidewalk gaps
- Carshare memberships
- Permit opt-out incentive that allows residents to choose other transportation options, such as a transit pass or BIKETOWN membership, if parking permit is not renewed
- Company or district-wide ridesharing networks with incentives to carpool
- Free day and week passes on TriMet to encourage people to try transit
- District-wide BIKETOWN zones that allow commuters and customers to park at any bike rack without paying a fee
- Bike parking on public and/or private property
- Free and/or reduced bicycling and walking safety accessories, such as lights, locks, and rain gear
- Enhanced transit service in partnership with TriMet and/or Portland Streetcar
- Transportation analysis related to future TSP projects to determine impact
- Awareness campaign & education materials and services, such as graphic design and printing for promoting TDM related projects and programs
- Evaluation and analysis, such as travel behavior and parking opinion surveys TDM programs, collateral and events that provide information, incentives, and encouragement to district employees and residents to walk, bike, carpool and use transit more often
- Any project identified in the adopted Transportation System Plan (TSP)
- Increasing public supply of off-street parking through development of shared use of existing supply and finding opportunities to share new parking supply in the future. Added parking supply should be in conjunction with TDM efforts to minimize the demand on parking

## IMPACT STATEMENT

**Legislation title:** Adopt Area Parking Permit Surcharge Allocation Guidelines (Ordinance)

**Contact name:** Chris Armes x37051  
Dave Benson x35444

**Presenter name:** Dave Benson

**Purpose of proposed legislation and background information:**

When City Council adopted the Central Eastside Industrial District (CEIC) Parking Management in 2012 it also passed ordinance 185997 that allowed for a surcharge to be added to the base cost of the permit. The intent of the added cost was to raise a nominal fee that would help further the work of the Transportation and Parking Advisory Committee (TPAC).

As part of the Centers and Corridors Study the Stakeholder Advisory Committee (SAC) identified cost as a tool to manage parking demand. One method discussed by the SAC and included in their recommendations was to allow a permit surcharge to be added to all APP base fees with the surcharge collected going to District to fund Transportation Demand Management (TDM) programs to reduce the demand on on-street parking.

City Council did not adopt the recommendation of the Center and Corridor Advisory Committee but did pass ordinance 188173 that provided additional parking management tools for Zone M the NW District; one of the tools was a permit surcharge. Starting with the Zone M permit renewal in September 2017 a \$120 permit surcharge has been collected and used to further the goals of the NW parking SAC and TDM efforts in the NW District.

On January 24, 2018 Council passed Resolution 37339 allowing PBOT staff the ability to establish two APP pilot programs, adjacent to commercial corridors, to help better manage parking in high demand areas, due to residential and/or commercial growth using the following three new tools:

- Ability to limit the number of resident permits.
- Charging a surcharge on permits to be re-invested in the APP zone.
- Capping the total number of permits.

Before moving forward with additional APP Pilot areas, the community and PBOT need clear guidelines on the use of permit surcharge and eligible projects and programs.



The guidelines developed follow the uses that the NW Parking District's use of permit surcharge; with a direct connection back to transportation projects and programs that reduce the demand on parking.

**Financial and budgetary impacts:**

- All permit surcharge funds are designated to go back into the Parking Districts that they are generated in. There is no cost impact to PBOT.

**Community impacts and community involvement:**

There have been Advisory Committees providing input to PBOT on the development of the adopted Central Eastside Industrial District Parking Management Plan; the Centers and Corridor Plan; Citywide Parking Strategy; NW Parking District. All of these Advisory Committees have identified cost as a tool to manage parking and the desire to add a surcharge to the base cost of a permit.

The permit surcharge guidelines have been developed based on input from representatives from both the Central Eastside Industrial District and the NW Parking District.

Preliminary results from the NW Pilot and Central Eastside show a significant adoption of transportation options by area employees, reducing parking demand and potentially traffic congestion.

Impacts to the communities with parking permit surcharges may include:

- Increased parking availability, shorter parking search times
- A decrease in people circling for on-street parking, which often comes with less congestion and improved air quality
- Availability of low cost transportation options such as the Transportation Wallets for employees and residents
- Increased use of transportation options such as transit, bikeshare, walking and carshare
- More creative and efficient use of existing parking supply
- Infrastructure improvements for biking and walking and transit

**Budgetary Impact Worksheet**

**Does this action change appropriations?**

- ☐ **YES:** Please complete the information below.
- ☒ **NO:** Skip this section

KK 11-21-18