

PBOT

PORTLAND BUREAU OF TRANSPORTATION

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Steve Novick Commissioner Leah Treat Director

Centers and Corridors Parking Project Stakeholder Advisory Committee

Thursday, December 3rd 2015 | 6:00 - 8:00 p.m.

Multnomah County Building | 501 SE Hawthorne Blvd | Third Floor, Room 315

Meeting Goals

1. Understand role of SAC members as “public officials” and declare potential conflicts of interest
2. Review modifications to toolkit
3. Review residential permit process and seek SAC endorsement of final proposal

Agenda

Schedule	Topic	Presenter
6:00	New guidance from City Ombudsman on the roles and responsibilities of SAC members	Grant Morehead, PBOT
6:15	Introductions and disclosures Approval of past meeting notes Other housekeeping items	Jeanne Lawson, JLA Public Involvement
6:25	Review modifications to toolkit	Grant, all
6:40	Review on-street parking prioritization matrix	Grant, consultant team
7:00	Residential permit parking process overview and SAC endorsement	All
7:45	Public Comment	
7:55	Next steps	
8:00	Adjourn	



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Steve Novick Commissioner **Leah Treat** Director

Dear Centers and Corridors Parking Project Stakeholder Advisory Committee Member,

In October 2015, the Portland Ombudsman issued a finding that advisory committee members providing recommendations to the Portland Planning and Sustainability Commission (PSC) or City Council are “public officials.” As such, they are required to publicly disclose potential conflicts of interest if they vote on a recommendation that could have a financial impact for themselves, a relative or a business with which the committee member or the relative of the committee member is associated. Her findings go on to say that since advisory committee members are not the final decision makers, they cannot have an **actual** conflict of interest; however, they could have a **potential** conflict of interest. If they do not disclose potential conflicts of interest, individual members are “subject to education or monetary sanctions” from the Oregon Government Ethics Commission.

Before the committee makes a recommendation on the parking policies in December, we will ask that each of you share any potential conflicts of interest with each other. This memo is intended to provide you time to prepare that response. We also want to provide information to eliminate any confusion and so you feel comfortable about what we are asking.

Members of our committee were selected because you are stakeholders with a direct interest in the work PBOT is doing. Therefore, we expect that many of you will have a potential conflict of interest to share. **This does not impact your ability to participate fully in the committee process.** It will provide transparency about who is making recommendations to PSC and/or the Portland City Council before that recommendation is made. PSC and City Council members are held to a very similar requirement as public officials.

The Oregon Government Ethics Commission produced a helpful “Guide for Public Officials” that shares information about Oregon Government Ethics law. A few selections are shared below:

Definition of a potential conflict of interest: A potential conflict of interest is when an advisory committee member participates in action that could affect the financial interest of themselves, a relative or a business with which the member or the relative of that member is associated. (In an actual conflict of interest the action “would” affect a financial interest instead of “could”)

How it’s documented: The public body that is served by the advisory committee member will record the disclosure of the nature of the conflict of interest in the official records (minutes, audio/video recording) of the public body. [ORS 244.130(1)]

Can I participate in making a recommendation? Following the public announcement of the potential conflict of interest, the advisory committee member may participate in official action on the issue that gave rise to the conflict of interest.



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Examples of potential conflict of interest may include, but are not limited to:

- I own property in or near a Center or Corridor
- Members of my family own property in or near a Center or Corridor
- I work/own a business in or near a Center or Corridor that may benefit from the proposal
- Members of my family work/own a business in or near a Center or Corridor
- I work for a business that may financially benefit from the proposals
- Members of my family work for a business that may financially benefit from the proposals

The Ombudsman's finding is provided on the following pages for your reference. Below is a link to the complete Oregon Government Ethics Law "A Guide for Public Officials"

http://www.oregon.gov/OGEC/docs/public_official_guide/2010-10_po_guide_october_final_adopted.pdf

If you have any questions at all, please do not hesitate to contact me at (503) 823-9707 or grant.morehead@portlandoregon.gov.



October 21, 2015

VIA EMAIL

Re: Complaint to Ombudsman's Office (2015-213)

Concerned Portland Citizens:

Thank you for contacting my office and for your patience during my review. I have completed my review of your ethics complaint and wanted to share my conclusions and recommendations.

Summary

On June 12, 2015, the Office of the Ombudsman received your complaint, which raised a number of concerns about the West Quadrant Plan Stakeholder Advisory Committee (SAC). I limited the scope of my review to the alleged conflicts of interest involving SAC members. I have concluded that the Bureau of Planning and Sustainability did not properly train SAC members about their legal obligations. I have also concluded that it appears likely that individual SAC members did not comply with their obligations to disclose potential conflicts of interest. As a remedy, I have recommended that the Bureau of Planning and Sustainability call for SAC members to publicly disclose any potential conflicts before the Planning and Sustainability Commission or the City Council adopts a final plan in 2016. After the additional opportunity for disclosure, any complaints about undisclosed potential conflicts of interest should be lodged with the Oregon Government Ethics Commission.

Background

Your original complaint to my office raised a number of concerns about the West Quadrant Plan SAC, including alleged violations of the Civil Rights Act, Statewide Planning Goal 1, and the City's Code of Ethics. Your complaint suggested the appropriate remedy would be to invalidate the SAC's votes to increase height limits and relax zoning. In subsequent communications, you also raised conflict of interest concerns about Commissioner Saltzman's participation in the Council vote regarding whether to adopt the West Quadrant Plan Resolution.

After a preliminary review, I concluded that the alleged violations of the Civil Rights Act and Statewide Planning Goal 1 lacked sufficient merit to warrant being part of the scope of my inquiry. The complaint does not allege a plausible claim that there was discrimination against a class of people who are protected by the Civil Rights Act, and the Bureau of Planning and Sustainability has met the requirements of Statewide Planning Goal 1.



Additionally, my office lacks jurisdiction to investigate alleged ethics violations by Commissioner Saltzman. Ethics complaints against elected officials should be directed to the Oregon Government Ethics Commission. Accordingly, the scope of my review is limited to the conflict of interest allegations involving SAC members.

Analysis

The threshold question is whether SAC members are public officials under state ethics law. The Oregon Government Ethics Commission has found that the definition of “public official” encompasses volunteer committee members who serve in an advisory capacity to a City agency (see Advisory Opinion No. 07A-1001). As such, SAC members clearly fall under the definition of public official. And as public officials, SAC members were required to disclose the nature of any conflicts of interest. To date, they have not.

The cause of this omission initially lies with the Bureau of Planning and Sustainability, which did not properly apprise SAC members that they were public officials subject to state ethics law. The Bureau acknowledges that it did not screen for conflicts of interest as part of the SAC selection process. Nor did it inform or train appointed SAC members on their obligations as public officials. Bureau officials indicated that members of more formal committees, like the Planning and Sustainability Commission, are informed of their status as public officials, but that Bureau officials were previously unaware that volunteer members of bureau advisory committees met the definition of public officials. According to the Oregon Government Ethics Commission’s *A Guide for Public Officials*, “[i]t is imperative for government agencies . . . to ensure their public officials receive training in Oregon Government Ethics law. Those that fail to provide this training do a disservice to the public officials who they employ or who represent them” (page 3).

Nevertheless, as the *Guide* makes clear, compliance with the Oregon Government Ethics Law is the *personal responsibility* of each SAC member. As such, the Bureau’s failure to train SAC members does not excuse an SAC member’s failure to comply with the law (page 3).

Public officials face two types of conflict of interest under Oregon Government Ethics Law: actual and potential (see ORS 244.020(1), (12)). The Oregon Government Ethics Commission describes the difference between the two as being determined by the words “would” and “could.”

“An actual conflict of interest occurs when an action taken by the official would directly and specifically affect the financial interest of the official, the official’s relative or a business with which the official or a relative of the official is associated. A potential conflict of interest exists when an official takes action that could have a financial impact on that official, a relative of that official or a business with which the official or the relative of the official is associated.”

(Advisory Opinion No. 07A-1001, page 3).

SAC members do not face actual conflicts of interest. In a closely analogous scenario, the Oregon Government Ethics Commission explained that actual conflicts of interest cannot occur where an advisory committee makes non-binding recommendations (Advisory Opinion No. 07A-1001, page 3). According to the SAC's charter, the SAC develops recommendations to present to City decision-makers, but it is the City Council that has the ultimate decision-making authority regarding whether to adopt the West Quadrant Plan.

SAC members still face a potential conflict of interest if they take any action that could have a financial impact on them, a relative or a business with which the SAC member or a relative is associated. A potential conflict of interest does not preclude anyone from being a member of the SAC or voting on a recommendation. Rather, any SAC member faced with a potential conflict of interest must publicly disclose the nature of the potential conflict of interest prior to taking any action. Based on the information you presented in your 46-page complaint, it appears likely that multiple SAC members should have – but did not – publicly disclose potential conflicts of interest before discussing and voting on recommendations for the West Quadrant Plan.

Public disclosure of a potential conflict of interest is a critical safeguard to assure the public that the planning and development recommendations to decision-makers are based on consideration of what is in the public interest, not what will most benefit the personal financial interest of an individual advisory committee member. That did not happen before the SAC voted on recommendations for the West Quadrant Plan.

Recommendations and Conclusion

Options under state law to remedy the failure to publicly disclose conflicts of interest are limited. According to the *Guide*, “any official action that is taken may not be voided by any court solely by reason of the failure of the public official to disclose an actual or potential conflict of interest” (page 24). Typical enforcement takes the form of education or monetary sanctions against the individual who violated the law.

That being said, there does remain an opportunity to serve the spirit of the law. As it currently stands, the West Quadrant Plan has only been passed as a resolution by City Council, which means that it is not yet binding law. At the March 5, 2015 Council hearing, Bureau of Planning and Sustainability leaders made clear that prior to it being merged into an ordinance with other geographic area plans, the West Quadrant Plan could be refined if needed.

I recommended that the Bureau of Planning and Sustainability contact SAC members and have them disclose any potential conflicts of interest. The Bureau should then compile a disclosure document that itemizes the responses. The document should not only include the responses by the SAC members, but it should note if any members fail to respond. That document should be entered into the public record and presented to the decision-makers when the Central City Plan

– of which the West Quadrant Plan is a part – goes before the Planning and Sustainability Commission in February 2016 and to City Council after that. Such action would provide the sort of transparency that Oregon Ethics law requires and help to restore public confidence in the integrity of the process. Such action would also provide Planning and Sustainability Commissioners and City Council members with information sufficient to allow them to exercise their electoral judgment in light of any potential conflicts of interest.

If you believe this proposed remedy to be insufficient, you may still bring your complaint about individual SAC members to the Oregon Government Ethics Commission (subject to any statute of limitations). The Commission does not, however, accept anonymous complaints; under ORS 244.260(1)(a) complaints must be signed.

As for the broader institutional shortcoming that your complaint revealed, the City Attorney's Office intends to develop a standard, City-wide approach to informing and training volunteer public officials on their obligations under state ethics law (and open meetings and public records law, for that matter). This is a past due and vital step to ensure that the many advisory bodies to City agencies are complying with the sunshine laws designed to make government fully accountable for the actions it takes on the public's behalf.

Thank you again for bringing your concerns to my attention.

Centers and Corridors Parking Project

Stakeholder Advisory Committee Meeting #9 – Notes

October 29, 2015

6:00 – 8:00 P.M.

SAC members in attendance: Alex Cooley, Tamara Deridder, Allen Field, Gail Hoffnagle, James Kautz, Kay Newell, Kurt Nordback, Gary Davenport, Carson Gorecki, William Gregg, Sue Pearce, Sean Green, Chris Smith, Ted Labbe, Rick Michaelson, Rod Merrick, Ian Stude (Kirk Paulsen’s alternate), Bill Stite (Tony Jordan’s alternate)

SAC members not in attendance: Josh Capps, Carol Gossett, Tony Jordan, Rebecca Kennedy, Mary McCurdy, Pablo Bravo, Oreatha Johnson, Gerik Kransky, Don Wood, Kirk Paulsen, Steve Russell, Mike Westling, Kristin Slavin,

Staff in attendance: Mauricio Leclerc, Grant Morehead, Kathryn Doherty-Chapman, Jay Rogers, Francesca Patricolo (Bureau of Transportation), Phill Worth, Matt Bell, Rick Williams, (Consultant team)

Meeting was brought to order at 6:05pm

1. Welcome and introductions

2. Meeting notes

Meeting notes from meeting #6 were passed out, reviewed; there is some comments/edits below-

Comment: On page 4 of the notes, there is some discussion of micro apartments being built on R5 lots. I am concerned that there may be some misinformation about zoning related to micro-apartments; I want the notes to be accurate.

Staff response: We will check with BPS on that and get back to you.

ACTION: Meeting notes were approved unanimously with the above note.

Updates

On October 8th we had a Council Work Session covering all of the current parking work. The presentation and video of discussion are online. We talked about the entire city’s parking strategy. For this project, we presented on the permit proposal. There were some concerns from Council, including the permit district approval district process, Commissioner Novick suggested that we have a 50% response rate with a 51% in favor vote rather than the 50% response rate and 60% approval process we currently have. Commissioner Fritz was concerned about capping the number of permits, worried about the possibility of shutting people out of getting permits. We are running an analysis of the number of permits and supply to see if that could happen, preliminary numbers show that with the existing supply and existing households, we won’t run out of spaces to sell permits.

Comment: Is this going to be helpful for neighborhoods to tell developers that they won’t be able to give free on-street parking to their future tenants. Could we present this toolkit to developers now?

Staff Response: Yes you could.

Comment: Several questions came up at the Central Eastside TPAC meeting after a presentation by Mauricio. Are we doing this permit district by zoning? Suppose you have 100 available parking permits in the zone, the 60 get used by people in the residential zone, are we then offering the excess to the apartment dwellers in the mixed-use zones abutting the residential zones?

Staff Response: It could go that way depending on the neighborhood. The idea is that the district boundaries would be drawn by residential zoning, and then it would be up to the neighborhood to decide how permits to non-residents are sold.

Question: So permits are sold first come first served basis up to the cap. Then one year there are extra permits and so they are offered to businesses near the zone, but the next year, who gets priority? Is it the people that already own a permit?

Staff Response: There may be a certain annual allocation to non-residents based on the area's priorities and plan they come up with.

Comment: Potentially a resident could apply for a permit and not be able to get one right away because they have all been sold already including to employees. If so, I think you need more discussion around that.

Comment: Regarding micro apartments, how is dwelling unit defined? We should include a kitchen as part of the definition.

Staff Response: I agree, we should define in the zoning code specifically what a dwelling unit.

Comment: If we are going to go to differential rates/permits sold to multifamily buildings, you probably want to issue permits to the building manager, not to residents to avoid chaos.

Comment: The supplemental plan determines the number of parking spaces to be used in the supply right?

Staff Response: Correct.

Question: Did Council have any concerns with the zoning basis of the permit?

Staff Response: No.

Question: Has there been an equity analysis completed on the residents of Multi-family buildings and single family homes?

Staff Response: Not yet, but will require an equity scan be completed with each neighborhood parking plan.

Question: Was there any concern about the tiered pricing structure?

Response: No we didn't hear any concerns about that.

Comment: I see that as punitive, it's punishing households for having a 2nd car. It discourages shared housing.

Question: I see from the notes that people are supportive of pricing above cost recovery but where did we leave at the revenue sharing issue?

Response: We didn't get to any agreement on that from the last meeting, we still need to discuss that.

Update on outreach

PBOT staff have attended almost 3 dozen events in the past 6 weeks, neighborhood associations, BPS open houses, etc. We have been sharing some of the proposals so far on both this committee's work and the Central City committee. We also shared emails to the PDX parking email of comments on parking issues; they are there for your information. We are hosting an open house on November 18th where we share highlights of the project proposals so far. Please come if you can and share with your networks.

Toolkit Draft presentation

Mr. Worth from Kittleson Consultants presented on the parking management toolkit. This toolkit is written for the city to use with neighborhoods. These tools are written for mixed use centers and corridors, not meant to apply everywhere.

Mr. Worth explained the steps of developing a management plan. First, a group would determine the scope, the stakeholders, identify the issues, establish criteria, survey parking conditions, identify tools and strategies.

This toolkit includes SAC contributions of neighborhood issues and tool ideas that were collected from past meetings. The idea is a PBOT staff person could learn from neighbors about their issues and then look up in the toolkit what strategies might be the most effective to use. The tools were selected using SAC ideas, consultants, outside experts, local code experts, and PBOT staff to develop the tools.

Tools are organized by order, the first "shelves" you would use first, then move down the shelves to solve the problem if the tools from the first few shelves don't work (Note: lists below is not exhaustive or complete, just a sample.)

Shelf 1 – User information

- **Wayfinding signage**
- **Consistent branding**
- **Neighborhood parking maps**

Comment: I don't see the drawbacks of the tools, I imagine they exist; so I would like to see what the drawbacks are for each tool in addition the benefits.

Staff Response: We will get in to that for other tools.

Shelf 2- Transportation Demand Management

- Improving bike/ped/transit facilities
- Improve security and safety, i.e. Lighting,
- Car-share programs
- Education campaigns

Comment: I would like to see multi-family buildings to have a loading/unloading zone for grocery loading etc.

Question: The bike improvement organization is slightly confusing. Some of the bike facilities such as parking are essential and others aren't. I think we need to be very clear about what improving bike and ped facilities means. Also the needs of people walking are different than biking.

Shelf 3- Manage existing parking supply

- Shared parking
- Public-private partnerships on parking
- Curb lane management policy
- Time limit restrictions

Comment: My loading comment earlier is for both off-street in multifamily buildings, they should have an off-street loading zone for unloading groceries, etc. I also think we need on-street loading zones too, maybe restrict it for loading until 9pm.

Comment: Shared parking, this needs to address shared parking of non-required parking spaces. My neighborhood has parking spaces that aren't required and I think we should allow all parking to be shared.

Comment: We eliminated parking minimums and it caused problems. Adjusting parking minimums maybe the right tool, it could be to reduce/right size them.

Comment: Just to be clear, adjust means moving in either direction.

Comment: Kittleson did an assessment in Eugene of what on street space could be converted to parking, to add more supply, is that in here?

Response: Adding supply is in a later shelf.

Comment: I think eliminating parking minimums needs to be re-written, to be clear that PBOT and the Bureau of Planning and sustainability would work together on that.

Comment: I don't see metering which PBOT has authority to do; I also didn't see anything about parking lots for businesses that close at night to be shared.

Response: Parking pricing is in a later shelf.

Comment: Performance and monitoring may belong on first shelf 1 or 2, getting good data seems like the most important thing to do first.

Response: Yes neighborhood auditing and data collection would be the first thing you do; however monitoring is important to call out later on in the toolkit.

Shelf 4- Enforcement-

- Focused enforcement
- Ticket forgiveness
- Warnings
- Extended enforcement hours

Comment: I think parking ambassador and education are both important and they might go in an earlier shelf.

Question: Can you explain where parking ambassadors are being used and for what?

Response: This is for when new issues come into play, and enforcement is not yet required, the

ambassador would go around and help explain the new rules. The role is to engage with people and share information. Could be a volunteer or from a business association.

Shelf 5- Implement Parking Permit program

- Limit number of permits
- Exclude new developments with no parking from eligibility
- Demand based pricing

Question: What about buildings with off-street parking that charge for parking?

Response: Great question, this would require that if you have access to off-street parking you would be charged at the 2nd tier rate, regardless if you have to pay for that parking or not.

Comment: If the city charges \$10 a month to park on-street and the building owner charges \$20 a month per space, it is easy to figure out which option most people would choose.

Comment: These are big decisions to be made by City staff and they may not be parking experts. There is a call to be made here.

Response: These are tools that the neighborhood decides in partnership with the city parking staff on which ones are best to use.

Comment: On shelf 5, these are resident specific; I don't see anything that addresses what might arise for commercial activity.

Question: Who in the neighborhood is making these decisions?

Response: In the CEID they have a transportation and parking advisory committee. Every permit area has to have a committee that decides and that committee must have both business and resident representation. We will talk more about that at the next meeting.

Question: Some of these are very general, some are very specific and that's difficult for me. These tools are managing parking, but also perceptions of parking. Also about protecting incumbents but also allowing for the city to change, as they always do and always have. Is there a concept of revenue sharing with the city and district in here? Enable that as a choice that a neighborhood could make.

Staff Response: Existing meter districts do this. We have also proposed charging above cost recovery for residential permits, with the idea that additional revenue could be reinvested in things like cross walks and rapid flash beacons, etc. If we get the policy approval to do this, this would be something neighborhoods could do.

Comment: People would like to know that the extra \$10 would go right into fixing their neighborhood streets potholes, etc.

Comment: This is a toolkit for city employees, it seems that you need to develop a toolkit for neighbors.

Response: While the document is primarily a reference for city employees, there are some tools that neighborhoods could use on their own, and others in partnership with the city. This will be available on the city's website as a reference for anyone to consult.

Comment: Many people brought up the apartment buildings issues, but those are built on mixed use zones, not residential, so those people wouldn't even be able to buy parking permits. Am I missing something?

Comment: No, each neighborhood would decide what percentage of permits would be allowed to be sold to different residents/nonresidents. It would be up to the committee to decide.

Comment: One issue that I see coming up is the mixed use zone residents would take up all the commercial parking and hurt businesses.

Comment: Yes I have lost customers because there is not enough parking for customers. We need to protect them.

Comment: I appreciate adding in the part of demand based permits and virtual permitting. I think in a very short period of time the city will be able to be much more efficient and user friendly.

Shelf 6- Paid parking

- Demand based pricing
- Progressive pricing
- Balancing on and off-street parking
- Extend paid hours/hours of enforcement
- Parking meter districts
- Improve payment technology

Question: Is this for commercial areas or in the residential zones?

Response: This would be for the neighborhood centers and corridors only.

Shelf 7- Create new parking Supply

- Driveway share program
- Curb cut conversion programs
- Reconfigure no parking areas that are unnecessary
- Convert parallel parking to angle parking
- Reconfigure off-street parking facilities
- Stacked parking

Comment: I think we need to be clear about converting curb spaces; there are pedestrian issues, etc. I think we need to be clearer with the language.

Comment: What about legalizing renting out of off-street spaces?

Response: That's the driveway share program idea.

Comment: I want to make a general comment on the context that this is presented in. The basic problem is not presented in the introduction, which is that we have been mismanaging parking for 100 years, or socializing the idea of free parking. I think we should briefly outline all of the problems that badly managed parking causes, the equity issues, the environmental problems, causing more driving, and the problems for businesses. I don't expect all of Shoup's work to be in here, but we need something in here to highlight the context.

Response: I agree, we have a lot of existing verbiage that we can add in here. Good idea.

Question: What about the group deciding the permit district, who gets to be on the committee and is there guidance on how big the district needs to be. I think there needs to be a starting point in the

toolkit, how a neighborhood is going to engage in this, the geography of the place needs to be a part of the toolkit.

Comment: I don't see long range planning for the centers in the toolkit. We know there will be more people in the future, we know that people are used to driving. If we know that how can we get funds to build more parking? People are used to driving, we can't change things overnight. In Hollywood everyone says we need more parking, so where in the toolkit is this discussion?

Response: This toolkit would be used to develop a parking management plan with neighborhoods.

Comment: This toolkit is specific for neighborhoods centers and corridors; will it be filed in a packet in the Centers and Corridors file at PBOT and BPS? Or will be available to others?

Staff Response: This will live primarily with PBOT Parking Operation staff to be used with neighborhoods.

Comment: It would be good to have a simple flowchart for the process of setting up this for neighborhoods to figure out how to use.

Staff Response: We will provide that at the next meeting.

Comment: Is this considered the definitive list? There could be other ideas or new problems not included in this later. Could new ideas be included? This list is very good and well organized and this effort is commendable, but I worry that if a strategy is not on this list that we couldn't use it.

Staff Response: This could be considered a "living document" so that if new ideas are developed, they will be available to use.

PUBLIC COMMENT

Comment: In Comp Plan 4.32 Development Code mitigation for new development, it seems that parking from new development should be mitigated. The cost of the permit, the developers should have to pay, not the tenant or the resident.

As a single person, I feel that single people are discriminated against in transportation policy, I feel like it's unfair to limit the number of permits if there are people sharing housing, that are single or family members.

I have a concern about lack of costs and benefit, there not listed anywhere. Car-share, transit, users pay a fee, but transit cost \$.60 per passenger mile and who is paying for them? For bike infrastructure they aren't paying for their infrastructure, so you need to identify the costs and who should pay the cost, especially equity, maybe other modes should have to pay.

Meeting adjourned at 8:05pm



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Steve Novick Commissioner Leah Treat Director

Centers and Corridors Parking Project Stakeholder Advisory Committee

At the October SAC meeting, we reviewed the draft parking management toolkit. After consulting with SAC members and PBOT Parking Operations staff, several revisions to the toolkit are suggested. To conserve paper, we are not providing revised copies at this time; the toolkit will be available on PBOT's website once it has been finalized. The revisions consist primarily of minor text edits for clarity and consistency, as well as the following deletions and modifications to specific tools.

Tool 3.V - Curb Lane Management Policy

Staff proposes deleting this tool. A curb lane management policy is not a parking management tool per se; it also includes consideration of stormwater management, street seats, bike lanes, etc. This is an issue that needs citywide policy guidance and is not applicable at the neighborhood level.

Tool 3.VII – Eliminate Parking Minimums and 3.VIII – Implement Parking Maximums

Staff proposes consolidating this into one new tool: **Recalibrate Parking Entitlements**. This more accurately reflects the way we are currently analyzing zoning entitlements in the Central City. It will also be noted that the Bureau of Planning and Sustainability will need to be involved as parking entitlements are found in the zoning code.

Tool 7.I – Incentivize Construction of Driveways/Parking Pads

Staff proposes deleting this tool. When it was originally proposed by a SAC member, it was framed as similar to the current policy that waives [Systems Development Charges](#) (SDCs) for Accessory Dwelling Units. However, the City does not charge SDCs for driveways, garages, or parking pads. Therefore, the only incentive that could be offered would be to waive permitting and inspection fees. Permit review and inspections are cost-recovery, meaning that the funding for these services would need to be cut from other areas to incentivize driveways. There is not sufficient staff support to pursue this concept.

Tool 7.II – Blocked Driveway Program

Staff proposes deleting this tool. There is a lack of staff support for a program that would be so limited in nature.



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Draft
Public Parking Management Matrix

Zoning	Streets segments in:	Parking Management		Prioritization					Example
		Short-term priority	Occupancy Target (e.g., 85%)	Primary User	Secondary User	Tertiary User	Quaternary User	Not allowed	
Mixed Use (Commercial zones and EX)	Centers	Yes	Yes	Short term visitors	Employees	Residents	None	Commuters from outside the area	Hollywood, Central City
Mixed Use (Commercial zones and EX)	Main Street Corridors	Yes	Yes	Short term visitors	Employees	Residents	None	Commuters from outside the area	Hawthorne, Mississippi
Residential Zones (RF - RH)	Residential Parking Permit Areas	No	Yes	Residents	Residential guests		Employees	Commuters from outside the area	Residential areas surrounding Centers and Corridors
		Yes	Yes			Short term visitors			
Residential Zones (RF - RH)	Residential area with no permit	No	No	None	None	None	None	None	Residential areas surrounding Centers and Corridors
Employment and Industrial Zones (EG1, EG2, IG1, IG2, IH)	Employment Parking Districts	No	Yes	Employees		Residents	None	Commuters from outside the area	Central Eastside
		Yes	Yes		Short term visitors		None		
Employment and Industrial Zones (EG1, EG2, IG1, IG2, IH)	Employment districts with no permit	No	No	None	None	None	None	None	Guilds Lake, Lower Albina, Columbia Corridor
CI1, CI2 (pending adoption)	Campuses, institutions	Yes	Yes	Short term visitors (ie, patients, students)		None	None	Commuters from outside the area	OHSU, University of Portland, Hospitals
		No	Yes		Faculty, staff	None	None		

The management **new** of permit parking areas (where applicable) will be based on the adjacent zoning as detailed in this table.

Existing permit areas will continue to operate according to the terms of their Supplemental Plan. They may transition, over time, to a zoning-based parking management system.



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Steve Novick Commissioner Leah Treat Director

Centers and Corridors Parking Project Stakeholder Advisory Committee

PBOT staff and the SAC have been developing the new residential permit concept over the past several months. The goal of this process has been to develop parameters that will ensure an effective system, while retaining flexibility for each neighborhood to tailor solutions to their specific needs. The general parameters will be applicable in all new permit areas, while many of the details will be worked out in a neighborhood-level implementation plan.

At the September meeting, SAC members endorsed the following four general parameters for the permit program:

- Allowing a limit on the total number of permits to be issued within each permit area
- Allowing a limit on the number of permits issued to each address within the permit area
- Allowing for overnight enforcement
- Requiring an equity scan to address the impacts on low-income populations and people with disabilities.

We did not achieve consensus on the idea of using zoning to draw permit area boundaries, or on using a progressive or escalating fee structure for permits. This memo includes those elements, and outlines the proposed process to establish a residential permit parking area. This is the process that staff are asking the SAC to endorse and advance to City Council for their consideration.

Step 1: PBOT receives a request to establish a new residential permit parking area. Any neighborhood may request a permit parking area; there are no minimum parking occupancy thresholds. There are two ways this can happen:

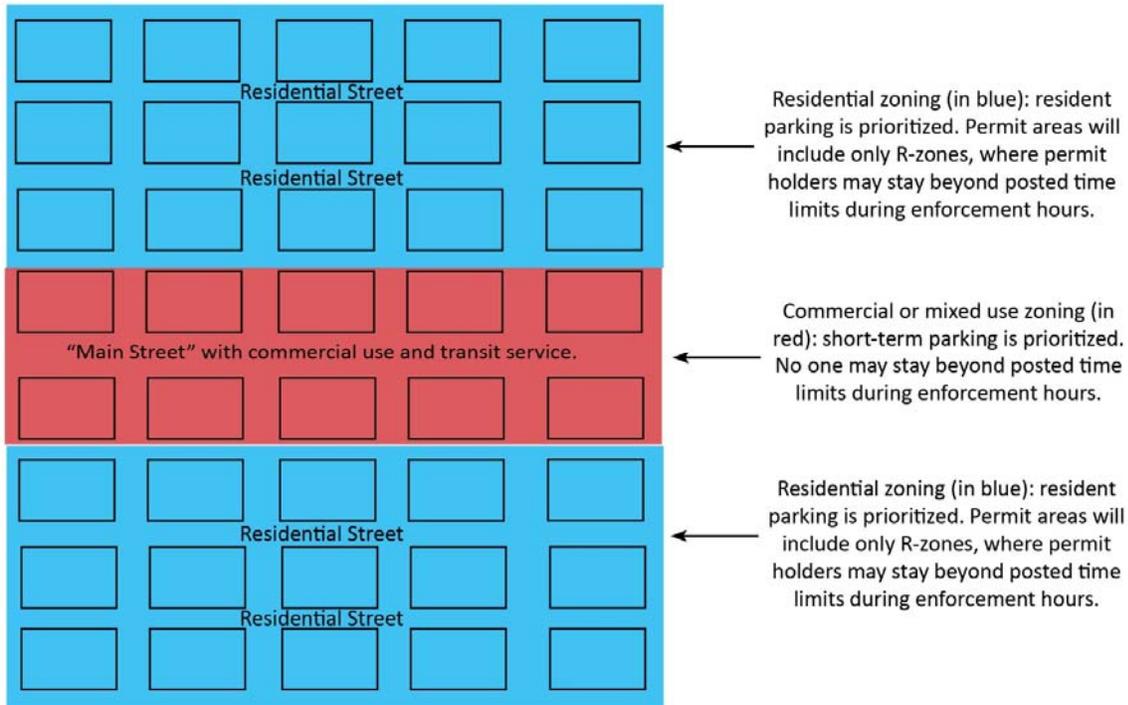
- Letter of support from the Neighborhood Association
- Signed petition representing 50% of the addresses within the proposed permit area

Step 2: PBOT staff works with the Neighborhood Association to finalize the proposed boundaries of the permit area.

- The boundaries will be drawn to only include residentially-zoned areas. See the simplified example on the following page:



The Portland Bureau of Transportation fully complies with Title VI of the Civil Rights Act of 1964, the ADA Title II, and related statutes and regulations in all programs and activities. For accommodations, complaints and information, call (503) 823-5185, City TTY (503) 823-6868, or use Oregon Relay Service: 711.



- The permit area must be comprised of at least 20 contiguous blockfaces or 5 blocks or 4000' linear feet.
- A "contiguous blockface" is comprised of 2 sides of a street that share an intersection.

Step 3: PBOT mails ballots to each address within the proposed permit area.

- To establish a permit area, 50% of the ballots must be returned, and a majority of the returned ballots must vote "yes."

Step 4: If the vote is affirmative, an Area Parking Committee consisting of at least 2 people and no more than 5 people is established.

- The Neighborhood Association appoints members to the Area Parking Committee. The committee must also have representation from business interests in adjacent commercial areas.

Step 5: The Area Parking Committee works with PBOT staff to develop a Supplemental Plan for the permit area, which establishes the parameters of the permit system for the neighborhood. These elements include, but are not limited to:

- The total number of permits to be issued
- Limits on the number of permits issued per address
- The allocation of permits to people who do not live within the permit area boundaries (both employees and residents)
- The time restrictions and exemptions within the permit area. The default is 8 AM until 10 PM and 2 hours *except by permit*.

Step 6: Equity Analysis

- Any low-income housing within 250 feet of the proposed permit area is identified
- Residents of those buildings are prioritized in round 2 of the permit sales (see Step 7)

Step 7: Permits are sold in two rounds.

- During the first round of permit sales, only residents of the permit area will be able to purchase permits.
- During the second round, both residents of the permit area and non-residents (according to the terms of the Supplemental Plan) will be able to purchase permits.
- Permits issued to vehicles with valid Disabled Person Parking Permits (issued by the Oregon Department of Transportation's Driver and Motor Vehicle Services Division – the DMV) are not counted against the cap. That way, people with disabilities are guaranteed a permit.
- In both rounds, a progressive fee structure is applied, so that the 2nd permit an individual buys costs more than the 1st, etc. Revenue above cost recovery will be used to support transportation demand management and small infrastructure improvements (crosswalks, flashing beacons, etc.).
- Discounts will be offered to individuals with a demonstrated financial hardship.

Step 8: Signs are installed and enforcement begins**Step 9 (optional): Expanding the permit area**

- The minimum permit area that can be expanded is one contiguous blockface at a time.
- The voting requirements (50% response, majority yes) applies to all addresses within the expansion area.