

**NW Parking SAC**  
Wednesday, March 15, 2017  
3:30 p.m. – 5:30 p.m.  
Friendly House

1737 NW 26<sup>th</sup> Ave.  
Portland, OR 97210

**Meeting Notes**

**Members in Attendance**

Elizabeth Aaby, Karen Karlsson, Rick Michaelson (Chair), Thomas Ranieri, Phil Selinger, Don Singer, Mark Stromme, Ron Walters

**PBOT Staff**

Chris Armes, Scott Cohen, Jay Rogers, Lynda Viray, Antonina Zaytseva

**Public in Attendance**

Allan Classen (NW Examiner)

**Welcome & Public Comment**

Rick Michaelson called the meeting to order at 3:40 pm and invited public comment.

**Public Comment**

None

**PBOT Revised NW Parking SAC Recommended Actions**

Rick encouraged the SAC to finalize decisions regarding action items 4, 5 and 6.

**Action Item #4 - TDM Plan:** Scott informed the SAC that there will be a new element to the survey wherein the focus of the survey will shift to building relationships with large buildings and employers in an effort to incentivize alternative transportation methods. The proposed survey will be a less onerous 2-page questionnaire to be completed by the “transportation coordinator” of a building or business. The transportation coordinator will be required to meet with a TDM specialist (in person or via phone) to discuss options of how to best serve the employees and residents with TDM incentives. Staff is proposing that businesses and residential buildings issued more than 30 permits would be required to meet with a TDM specialist; 30 employers and 13 buildings have been identified.

The SAC requested to maintain the voluntary survey with renewal applications.

**Action Item #5 – Limiting Permits:** Chris informed the SAC that Zone M permits are issued at a higher rate than any other zone. Per Rick Williams Consulting (RWC), the goal is to issue a maximum of 6,600 permits per permit-year in the district: 3,250 business permits and 2,850 residential permits. An option would be to issue 6,100 permits during renewal and reserve 500 permits to be issued throughout the year. Per RWC recommendations the SAC agreed to reduce employee permits to 80% FTE.

Regarding residential permits: Chris informed the SAC that no other jurisdiction has limited residential permits before, and there are only 3 tools that can be used to reduce residential permits: price, attrition and limiting permits per unit, address or building. Staff suggested looking at limiting permits by address –

1 per address and increasing the fee to \$300. The SAC was concerned about the impact to single family residential homes and multi bedroom apartment units and discussed other ways to limit permits such as, by square footage, number of off-street parking spaces, or if they have a curb cut. There was a lengthy discussion on how this could be applied and managed. At this time, there is no system in place that provides reliable information about off-street parking and garages. Additionally, the SAC discussed the possibility of separating permit requirements for condos with off-street spaces and multi-unit apartment buildings. The SAC is sensitive to the fact that price may drive some permit holders out of the system but wants the impact to be fairly distributed and not purely class-driven. There wasn't strong support for a hard cap at this time.

Although there was no consensus on how to move forward to limit residential permits, it was agreed that if permits are to be limited by address, there would be exceptions for individuals residing in subsidized housing.

Karen requested a report outlining the progress of the projects identified in last year's budget.

**Action Item #6 - Permit Fees:** PBOT staff recommended increasing the annual permit fee to \$300 for the 2017-2018 permit year. If implemented, the new fee would generate approximately \$1.5 million for the district. The SAC expressed concerns about the impact such a jump would have on businesses and residents and discussed the possibility of an incremental approach, rather than an immediate increase to \$300. The SAC expressed sensitivity to the lack of parking supply in the district and didn't want to raise the fee without having proper TDM measures and/or alternatives in place. Additionally, raising the fee to \$180 this year and notifying permit holder of a potential increase for the following year would provide permit holders with an opportunity to strategize their parking arrangements for the coming years. Don emphasized the importance of transparency about future increases as the impact could be very substantial on people who work and live in the district. The SAC considered raising the fee either to \$160 or \$180; it was put to a vote and passed that the employer permit fee will be \$180 and tiered pricing will be applied to residential permits. Residential permits will be \$180 for the first permit and higher costs would be applied for additional permits. The SAC also considered possible uses for the generated revenue, such as increasing transit service to the district. It was unanimously agreed that a strong objective, transparency, and definitive prospects were necessary to justify the price increase when notifying businesses and residents of the new fee.

### **New Business**

Shared Parking Application - Doug Hardesty from City Center Parking is requesting shared parking at 1727 NW Hoyt St. (Zone K) for 14 available parking spaces. He is requesting to have monthly parking available 24/7. The request was approved by the SAC and Lynda will follow up with Alan Costley in Zone K for additional approval.

NW Parking SAC Meeting  
March 15, 2017  
Meeting Goals

The primary purpose of our March meeting is to continue to work through the Action Items list as presented at previous meetings, with special focus on those items that need resolution before the 2017-18 permit process can begin.

At our previous meetings, Action Items 1 and 2 were approved, and Action Item 3 was supported if PBOT could implement.

At this meeting the goal is to reach agreement on Action Items 4, 5, and 6

In order to move from simplest to hardest, we will first discuss and, if possible, reach a decision about:

**Action Item 4** – the TDM plan requirement.

**Action Item 6** – Permit Fees – Staff recommends \$300 per permit which would match the May 2018 CEIC permit fees. Staff recommends the same fee for residents and employees. At this time the recommendation is to not increase fees for multiple permits as the present tracking system cannot handle it. Permits for low income residents would remain at \$60.00.

**Action Item 5.** Reducing the number of permits

- Finalize decision to set permit goal rather than hard cap. Staff recommends 6600 permits – 6100 at time renewal time (3250 employee and 2850 residents) with 500 available for new requests during the permit year.
- Finalize last meeting's decision to eliminate guest passes.
- Staff recommendation is to set employee permit limit at .8 FTE
- No staff recommendation for tools to reduce residential permits but suggest the following tools for discussion
  - Increase price as a tool and also to pay for incentives to reduce demand
  - Limit number of permits issued to residential units
  - Attrition/grandfather permits to existing permit holders
  - Look at limiting permits issued to a building based on off-street parking availability

Attached Below is the full Action Item list as edited by PBOT

NW Parking SAC

Recommended Actions

March 10, 2017

**Supported at January Meeting**

ACTION 1 - Budget

Recommend spending as outlined in Attachment A (see page 4)

ACTION 2 – Surveys

Require main point of contact at employers and residential building managers for 30 units or more to complete transportation survey prior to issuance of 2017-18 permits.

**Discussed but not adopted**

ACTION 3 – Notification

PBOT can create a notice for Bureau of Development Services to provide to new buildings regarding the changes to on-street parking management and limited supply.

- Provide notification at Pre Apps for all buildings with more than 20 units and all commercial projects greater than 20,000 square feet that approved TDM' plans will be required by code. With the adoption of the NW Parking Management Plan by City Council there are restrictions to the Zone M parking permit program. New buildings should not assume their employers/employees or residents will be issued on-street parking permits.

ACTION 4 – Transportation Demand Management

Require that all commercial and residential properties seeking 30 or more on street parking permits be required to complete the following process:

2017-2018 Process:

1. Employers and building managers must complete transportation surveys.
2. Meet with PBOT's Active Transportation staff to discuss TDM opportunities
3. Inform employees or residents about transportation information and incentives through PBOT's Active Transportation program

Incentives

Offer all employees and residents of the district transportation incentives. Funds generated by the permit surcharge will fund transportation incentives to reduce demand on the system.

#### ACTION 5 - Zone M Parking Permits

Move forward with Soft Cap for 2017-18 permits, 6,100 permits issued at renewal and overall 6,600 permits issued throughout permit year.

- 3,250 employee permits issued
  - Recommend 0.8 FTE as starting point to equal the goal for employee permits
- 2,850 residential permits.
  
- Eliminate annual guest permits and limit scratch-off permits to 100 per address/unit.

#### ACTION 6 – Determine permit fee for 2017-18

Recommended – One price for both residential or businesses  
\$300 per permit would generate \$1.5 for incentives

Discounted Resident Parking Permit – Due to financial hardship and reduced income  
\$60 annual parking permit

Currently Qualifying documents include: Home Forward subsidized rent form, Housing and Urban Development (HUD) subsidized form, Social Security Disability award letter, Supplemental Nutrition Assistance Program (SNAP) award letter.

Can discuss expansion of qualifying documents.

#### ACTION 7 – Adopt budget for TDM plan and incentives

#### ACTION 8 – Reformatting

New meters expanded from NW 24<sup>th</sup> Ave to NW 20<sup>th</sup> Ave between NW Pettygrove St and NW Vaughn St which will be 4 hours.

## Recommended Actions/Notification Timeline

### Feb & March:

- PBOT to request SAC approval recommended action items at March meeting
- PBOT to finalize survey and solicit SAC comments
- SAC to draft letter for employers highlighting changes in parking renewal process
- PBOT to contract graphic design consultant for materials

### April/May:

- PBOT to send letter to employers and residential property managers that includes:
  - Survey link available on [www.nwportlandparking.com](http://www.nwportlandparking.com) to fill out
  - Announcement of new process for permit renewals
  - Notice to fill out survey to qualify for Zone M permits
- PBOT to submit NW Examiner Ad #1

### June:

- PBOT to submit NW Examiner Ad #2
- PBOT to mail renewal notifications 2<sup>nd</sup> week of June with SAC letter regarding changes in parking renewal process

### July:

- PBOT to submit NW Examiner Ad #3

### Aug:

- Zone M renewals received
- Survey closed

Attachment A

RECOMMENDATIONS FOR SPENDING FROM – Approved by SAC at January meeting  
FY 2015-2016 Meter Revenue

1.	Stop sign installation	\$10,000
	possible locations	
	i. NW 21 <sup>st</sup> and Raleigh	
	ii. NW 22 <sup>nd</sup> and Kearny	
	iii. NW 24 <sup>th</sup> and Northrup	
	iv. NW 24 <sup>nd</sup> and Flanders	
2.	Shared Parking Implementation	\$50,000
3.	Planning for 21 <sup>st</sup> and 23 <sup>rd</sup> and Glisan Intersections	\$20,000
4.	Match for NW Circulation Study	\$100,000
5.	Spring supplemental Parking Survey	\$25,000
	TOTAL	\$205,000