

Resolution No. R2024-02

Parking Management Policy

Meeting:	Date:	Type of action:	Staff contact:
Executive Committee	03/07/2024	Recommend to Board	Don Billen, PEPD Executive Director
Board	03/28/2024	Final action	Alex Krieg, Director of Access, Integration and Station Area Planning Kevin Shively, Senior Transportation Planner

Proposed action

Adopting a Parking Management Policy and superseding Resolution No. R2018-27 and section 3 of Resolution No. R2013-03 on parking management.

Key features summary

- This action expands Sound Transit’s parking program to allow for management of 100% of parking spaces at eligible parking facilities using daily fees and permit options with the goals of increasing transit ridership, improving parking availability, ensuring a simple and easy passenger experience, and recovering costs associated with program administration and parking facility operations and maintenance, per the System Access Policy (Resolution No. R2013-03).
- The parameters have been updated to reflect the expanded scope of Sound Transit’s parking program. Resolution No. R2018-27, which previously established the program parameters, and section 3 of Resolution No. R2013-03, which is the parking management section of the System Access Policy, will be superseded by this action.
- The program will implement daily fees at eligible facilities at rates sufficient to cover program administrative and facility operations and maintenance costs. The program will offer permits at eligible facilities consistent with market rates. Reduced rates for both daily fees and permits will be offered to passengers qualifying for reduced fare programs and high-occupancy vehicles (HOVs with two or more transit passengers per vehicle).
- Facility eligibility for daily fees will be those that directly serve Link light rail or meet utilization of 70% for three consecutive months. Facility eligibility for permits will be those that directly serve Link light rail or meet utilization of 90% for three consecutive months. Restricted permit parking areas may be up to 25 percent of the total number of parking spaces at eligible facilities.
- The System Access Policy states that parking fees and permits would be established by the Board. This action serves as Board delegation to the CEO to establish and adjust the price of fees and permits as well as permit areas and hours, as necessary to achieve program performance goals.
- Sound Transit staff will report at least annually to the Board or appropriate committee on parking program performance.

Background

Accommodating safe and convenient passenger access to the regional transit system is integral to Sound Transit's mission to improve mobility in the Central Puget Sound. Accordingly, Sound Transit's System Access Policy (Resolution No. R2013-03) provides a framework for the agency's support and management of infrastructure and facilities to provide passenger access to transit services, with the goals of increasing ridership and encouraging convenient and safe connections to Sound Transit services through all access modes, including vehicles requiring parking.

Per Resolution No. R2013-03, Sound Transit "may implement parking management tools to increase ridership, ensure parking availability for transit users and efficient use of parking facilities, support transit and facility operations, and support transit access improvement."

Since the adoption of Resolution No. R2013-03, Sound Transit has taken multiple actions to implement parking management. The first occurred in 2015, when the Sound Transit Board approved (through Motion No. M2015-83) the creation of a reserved permit program for passengers arriving by carpool, vanpool, or vanship for a nominal fee of \$5. The second occurred in 2018, when the Sound Transit Board approved (through Resolution No. R2018-27) an expansion of the permit program to include permits for passengers arriving in single-occupant vehicles.

Parking Management Goals

Under this action, Sound Transit will establish the following goals for management of parking facilities and the expanded parking program:

1. Maximize transit ridership.
2. Ensure parking is reliably available throughout periods of peak demand to access Sound Transit services.
3. Recover costs associated with parking administration, operations, and maintenance.
4. Ensure that Sound Transit's parking program is easy for passengers to access, use, and understand.
5. Advance racial and social equity in access to transit.
6. Ensure Sound Transit's parking program is simple to operate and administer.

The performance goals are consistent with goals and program parameters established in Resolution No. R2018-27 and were further validated in outreach and engagement conducted in fall 2023 to inform a recommendation for an expanded parking program.

Expanded Scope and Updated Parameters to the Parking Program

This action expands the scope of Sound Transit's parking program in two ways. First, it enables Sound Transit to manage all parking spaces at eligible facilities whereas the previous program only allowed management through permits at up to 50% of spaces at eligible facilities. Second, it allows for daily fees and for additional permit options whereas the previous program only allowed for monthly permits.

This action continues to delegate authority to the CEO to establish and adjust permit areas, parking rates and permit hours, and to make permits and permit parking areas available in accordance with this policy. This action would expand this delegation to include the authority for the CEO to set daily parking rates and hours as well.

The following parameters would be established for the implementation of daily fees:

- Daily parking fees may be established at any Link parking facility.

- Daily parking fees may be established at any non-Link parking facility with average peak weekday parking utilization of 70 percent or greater for at least three consecutive months.
- Daily parking fees may be established for new parking facilities that provide direct access to Link light rail or are projected to reach 70% utilization within the first year of operation.
- Special event parking user fees may be established at selected facilities on certain dates and times when parking is projected to be fully utilized during off-peak periods and allow any permit or daily parker to be parked at the facility prior to the start of the special event hours at no additional charge.

The following parameters would be established for the implementation of permit parking fees:

- Permit parking may be established at any Link parking facility.
- Permit parking may be established at any non-Link parking facility with average peak weekday utilization of 90% or greater for at least three consecutive months.
- Permit parking may be established for new parking facilities that provide direct access to Link light rail or are projected to reach 90% utilization within the first year of operation.
- Up to 25 percent of the total number of parking spaces may be restricted for permit parking at facilities eligible for permit parking. Outside of permit hours, parking spaces located in a restricted area will be open and available for general passenger use, subject to payment of applicable daily fees at the parking facility.
- Sound Transit will continue to prioritize the marketing and issuance of HOV permits at all facilities eligible for permits.

The following parameters would be established for setting daily fees and permit fee rates:

- Daily and permit fee rates must be sufficient to recover, at a minimum, the administrative and verification costs of the parking program at each facility.
- Daily and permit fee rates must be established in consideration of local and regional market rates for parking.
- Daily and permit fee rates must be discounted by at least 50% for passengers qualifying for reduced fare programs.
- HOV permit prices and availability may be established to incentivize the use of HOV parking over SOV parking.

Authorizing the CEO to make administrative decisions regarding daily fee and permit pricing will allow Sound Transit to be more efficient and responsive to local market conditions in program administration. An initial daily fee rate will be set at \$2, which a staff analysis shows will cover program administrative and facility operations and maintenance costs. Permit prices will be set following an analysis of market rates at existing public and private parking facilities in the vicinity of Sound Transit parking facilities eligible for permits.

Sound Transit vendor Passport Labs, Inc. is currently under contract with Sound Transit to handle administration, including fee payments, permit sales, customer service, facility monitoring, and enforcement of Sound Transit's parking program.

Fiscal information

Net parking revenue (revenue minus the cost of collecting fees) of \$46.7 million YOES\$ is assumed in the Long-Range Financial Plan. As described in the ST3 voter guide, net revenue derived from parking fees over and above the amounts assumed in the ST3 financial plan will be directed to the ST3 System

Access Fund to further improve station access, including through walk, bike, roll, and pick-up/drop-off improvements. The updated policy is necessary to generate the parking revenues assumed in the Financial Plan.

Title VI compliance

In compliance with FTA regulations and Sound Transit policies, Sound Transit has performed a Title VI analysis of impacts from a parking program expansion on low-income and minority populations. Based on this analysis, Sound Transit has determined that the parking program expansion will not have a disparate impact on minority passengers or a disproportionate burden on low-income passengers.

Sound Transit will work to mitigate adverse effects on low-income passengers by offering discounted rates to passengers qualifying for reduced fare programs. Furthermore, discounts will also be available to passengers who carpool to Sound Transit parking facilities where parking fees are in effect.

The full analysis is available in the report titled “2024 Title VI Analysis of Parking Program Expansion.”

Public involvement

In the fall of 2023, staff implemented a public outreach effort to bring parking program expansion options forward for community input. The goals of the public outreach effort were to:

- Inform the public of the parking program expansion options and of the ways to provide feedback.
- Receive feedback from a diverse set of stakeholders, including traditionally under-represented and hard to reach communities, on their parking program expansion preferences.

To achieve these goals, staff undertook outreach activities that ran from September 25 through October 22, 2023. Staff informed stakeholders, community and regional partners, passengers, and the public of the proposed parking program expansion and invited feedback through a variety of methods, listed below.

- Sound Transit website and online open house.
- On-board and station signage.
- Paid advertising in local and multicultural media.
- Social media.
- Press releases and earned media.
- Email and text updates to alert list subscribers.
- Staff ambassadors at regional transit centers, parking facilities, and Link light rail stations.
- Focus groups on specific topics, including one in-language Spanish focus group.
- Virtual information sessions with live interpretation in Spanish.
- Multi-lingual stakeholder toolkits offered, including fact sheets in nine languages distributed to community stakeholders and regional partners.

Members of the public were encouraged to provide input and feedback on these options through a variety of channels including phone, mail, email, and an online survey. There were approximately 11,000 visitors to the online open house, over 4,800 online survey participants, and almost 600 email sign-ups.

More detail on the outreach and results can be found in the 2023 Fares and Parking Community Engagement Report.

Time constraints

The intent of this action is to enable an expanded parking program to be implemented with the 1 Line extension to Lynnwood City Center Station later in 2024. A one month or longer delay in Board action may limit the opportunity to launch an expanded program by the opening of the 1 Line extension to Lynnwood.

Prior Board/Committee actions

Motion No. M2022-18: Authorized the chief executive officer to execute a five-year contract with 10 one-year options to extend with Passport Labs, Inc., to provide parking management vendor services, in the amount of \$30,814,438 with a 5 percent contingency of \$1,540,722, for a total authorized contract amount not to exceed \$32,355,160, plus applicable taxes, contingent upon Board approval of the budget phase transfer through Resolution No. R2022-06.

Resolution No. R2018-27: (1) Expanded Sound Transit's parking permit program, (2) established performance goals for the parking permit program, (3) authorized the CEO to establish and adjust permit rates and make permits available in compliance with the program performance and permit price parameters established by the Board, and (4) superseded Motion No. M2015-83.

Motion No. M2016-84: Authorized the chief executive officer to execute a one-year contract with four one-year options to extend with Republic Parking Northwest to provide transit park-and-ride management and enforcement services in the amount of \$2,810,683, with a 10% contingency of \$281,068, for a total authorized contract amount not to exceed \$3,091,751.

Motion No. M2015-83: Approved a program design for the parking permit program to manage Sound Transit-operated parking facilities; and establishes a rate for High-Occupancy Vehicle Permits at \$5 per month.

Motion No. M2013-59: Authorized a parking management pilot to test the use of parking permits, rideshare collaboration, and real-time parking availability monitoring at selected Sound Transit parking facilities, and (2) established an administrative fee of \$5 per quarter for high-occupancy vehicle parking permits and an administrative fee of \$33 per quarter for single-occupancy vehicle parking permits during the pilot period.

Resolution No. R2013-03: Established a system access policy for infrastructure and improvements to facilitate passenger access to Sound Transit services, and superseded Motion No. M2002-122.

Environmental review – KH 2/20/24

Legal review – AJP 2/23/24



Resolution No. R2024-02

Parking Management Policy

A RESOLUTION of the Board of the Central Puget Sound Regional Transit Authority adopting a Parking Management Policy and superseding Resolution No. R2018-27 and section 3 of Resolution No. R2013-03 on parking management.

WHEREAS, the Central Puget Sound Regional Transit Authority, commonly known as Sound Transit, was formed under chapters 81.104 and 81.112 of the Revised Code of Washington (RCW) for the Pierce, King, and Snohomish Counties region by action of their respective county councils pursuant to RCW 81.112.030; and

WHEREAS, Sound Transit is authorized to plan, construct, and permanently operate a high-capacity system of transportation infrastructure and services to meet regional public transportation needs in the Central Puget Sound region; and

WHEREAS, in general elections held within the Sound Transit district on November 5, 1996, November 4, 2008, and November 8, 2016, voters approved local funding to implement a regional high-capacity transportation system for the Central Puget Sound region; and

WHEREAS, accommodating safe and convenient passenger access to the regional transit system is integral to Sound Transit's mission to improve mobility for Central Puget Sound; and

WHEREAS, the Board adopted a system access policy in 2013 that included parking management, including through fees and permits, as a tool to increase ridership and ensure parking availability for passengers; and

WHEREAS, in 2015, the Board created reserved parking areas at Sound Transit facilities and established a price for high-occupancy vehicle (HOV) permits; and

WHEREAS, in 2018, the Board updated its parking management policy and added single-occupancy vehicle (SOV) paid parking; and

WHEREAS, the Board seeks to update its policy to take a systemwide approach to managing parking across the regional transit system as the system expands; and

WHEREAS, the Board affirms that parking program administrative decisions should be made at the appropriate level, by the chief executive officer (CEO) in accordance with Board policies; and

WHEREAS, the Board recognizes that rapidly changing regional and market conditions could require the CEO and staff to innovate and develop parking products that are not currently available.

NOW, THEREFORE, BE IT RESOLVED by the Board of the Central Puget Sound Regional Transit Authority that Resolution No. R2018-27 and section 3 of Resolution No. R2013-03 on parking management are hereby superseded with an updated Parking Management Policy, which is hereby adopted as follows:

1.0 Scope

- 1.1 This policy establishes goals and limitations for Sound Transit's parking management program and delegates authority for program administration to the CEO.
- 1.2 This policy applies only to parking facilities owned by Sound Transit. Co-owned and operated facilities remain subject to established interlocal agreements.

2.0 Definitions

- 2.1 Permit: Sound Transit authorization to park a vehicle within a specified area in an agency parking facility. A variety of permit types may be offered, including permits with specific dates, hours, locations, or durations of validity, with issuance limited as necessary to achieve program goals.
- 2.2 Permit parking area: Zone(s) consisting of multiple parking spaces within an agency parking facility, wherein access is limited to permitted vehicles during specified hours.
- 2.3 General parking: Spaces at a Sound Transit parking facility that are available for use on a first-come, first-served basis.

3.0 Policy

- 3.1 **Parking management goals.** Sound Transit manages its parking program to achieve the following prioritized goals:
 - 3.1.1 Maximize transit ridership.
 - 3.1.2 Ensure parking is reliably available throughout periods of peak demand to access Sound Transit services.
 - 3.1.3 Recover costs associated with parking administration, operations, and maintenance.
 - 3.1.4 Ensure that Sound Transit's parking program is easy for passengers to access, use, and understand.
 - 3.1.5 Advance racial and social equity in access to transit.
 - 3.1.6 Ensure Sound Transit's parking program is simple to operate and administer.
- 3.2 **Parking for transit use only.** Parking provided by Sound Transit is intended for and restricted to passengers of transit services at the facility. Sound Transit may allow exceptions for other purposes including:
 - 3.2.1 Incidental use permitted by Sound Transit including access for vending, security, and service vehicles.
 - 3.2.2 Use by vanshare, carshare, or public or private shuttle vehicles under an agreement with a public agency or third party.
 - 3.2.3 Parking that is provided through a joint-use, lease, or other agreement with a public agency or third party for shared transit and non-transit uses.
 - 3.2.4 Use for non-transit purposes or as parking for commuters forming carpools and vanpools only at facilities with sufficient unused capacity and at times that will not deny parking access to transit passengers.
- 3.3 **Parking management tools.** Sound Transit may implement the following parking management tools:
 - 3.3.1 Designated parking for high-occupancy vehicles and vanpool vehicles.
 - 3.3.2 Designated parking for permit holders.
 - 3.3.3 Parking validation systems.
 - 3.3.4 Parking fees.
 - 3.3.5 Parking management technology, including electronic signage, parking management systems, parking space availability monitoring and reporting systems, or other technical components for efficient management of parking.

3.4 **Delegation of authority.** The CEO must implement this policy and maintain rules and procedures for customer use of Sound Transit parking facilities. To support program implementation in a manner that is consistent with section 3.1, the CEO may establish and adjust the following variables subject to the conditions outlined in sections 3.5 and 3.6:

3.4.1 Permit, daily, and special event fee rates.

3.4.2 The number and types of available permits.

3.4.3 The hours when permit, daily, and special event fees may be charged.

3.4.4 The location of permit parking areas for valid permit holders.

3.4.5 The hours when parking is limited to valid permit holders and when it is open for general parking.

3.5 **Fee rates and availability.** The CEO may establish and adjust fee rates subject to the following conditions:

3.5.1 Fee rates must recover the administrative costs at each facility with consideration of local and regional market rates.

3.5.2 Fee rates for passengers who qualify for a reduced fare program will be no more than 50 percent of the full-price rates.

3.5.3 Permit, daily, and special event fee rates may be established to incentivize use of HOV over SOV parking.

3.6 **Parking fees**

3.6.1 **Permit fees**

3.6.1.a Permit fees may be charged at any parking facility when:

- Average peak weekday utilization reaches at least 90 percent for three consecutive months, or
- Newly opened facilities provide direct access to Link light rail, or
- Newly opened facilities are projected to reach 90 percent utilization within the first year of operation.

3.6.1.b The CEO may designate up to 25 percent of the total parking spaces at any eligible location as a permit parking area during periods of peak demand to access Sound Transit services.

3.6.1.c Outside of designated hours, parking spaces located within a permit parking area must be open and available for general parking.

3.6.2 **Daily fees.** Daily parking fees may be charged at any parking facility when:

3.6.2.a Average peak weekday utilization reaches at least 70 percent for three consecutive months, or

3.6.2.b Newly opened facilities provide direct access to Link light rail, or

3.6.2.c Newly opened facilities are projected to reach 70 percent utilization within the first year of operation.

3.6.3 **Special event fees.** The CEO may establish and adjust special event fees during periods of peak and off-peak demand to access Sound Transit services at any parking facility in advance of major regional events including stadium/arena concerts, sporting events, street festivals, parades, or other events projected to increase demand for transit access.

3.6.3.a All permit and daily fees for vehicles parked before the beginning of special event

hours are valid and honored, with no additional charges.

3.6.3.b Special event fees will be limited to the maximum daily fee currently in effect.

3.7 **Compliance.** Where authorized by applicable law, Sound Transit may implement the following penalties for activities prohibited by Sound Transit rules governing use of parking facilities:

3.7.1 Written warnings.

3.7.2 Parking infractions, citations, or fee notices for monetary penalty.

3.7.3 Attaching a device to a vehicle's wheel to prevent it from being moved until a monetary penalty or release fee is paid.

3.7.4 Towing a vehicle at owner's risk and expense.

3.8 **Review**

3.8.1 The CEO identifies and monitors key performance indicators to inform parking management decisions.

3.8.2 The CEO must review program performance and adjust the program variables identified in section 3.4 to achieve the parking management goals identified in section 3.1.

3.8.3 If average use during weekday peak hours is consistently below the thresholds in sections 3.6.1.a and 3.6.2, the CEO must reduce or eliminate the use of daily fees and/or certain parking permits or permit fees to achieve the parking management goals identified in section 3.1.

3.8.4 If an adjustment, reduction, or elimination of daily fees and/or certain parking permits or permit fees is necessary, Sound Transit staff will communicate changes to the public in advance of a planned change.

3.9 **Reporting.** The CEO will report to the Board and/or appropriate committee at least annually regarding the performance of the parking management program, including on adjustments to the program variables identified in section 3.4 at individual parking facilities.

4.0 **References**

4.1 Resolution No. R2013-03 System Access Policy

ADOPTED by the Board of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on March 28, 2024.



Dow Constantine
Board Chair

Attest:



Kathryn Flores
Board Administrator



Resolution No. R2024-02

Policy Crosswalk: Proposed Revisions to Resolution No. R2013-03, Section 3 and R2018-27

Existing Policy (Resolution No. R2013-03, Section 3) – System Access Policy	Existing Policy (Resolution No. R2018-27) Current Parking Permit Policy	Proposed Policy (Resolution No. R2024-02) New Parking Management Policy	Summary of Changes
<p>A. Parking for Transit Use Only. Parking provided by Sound Transit is intended for and restricted to customers of transit services at the facility. Sound Transit may allow exceptions for other purposes including:</p> <ul style="list-style-type: none"> • Security or service vehicles or other Sound Transit purposes • Vending, community or other incidental facility uses as permitted by Sound Transit • Vanshare or public shuttle vehicles under an agreement between Sound Transit and a public agency • Carshare or private-provider shuttle vehicles under an agreement between Sound Transit and a third party • Parking that is provided through a joint-use, lease, or other agreement with a third party for shared transit and non-transit uses • Parking for commuters forming carpools or vanpools, when specifically allowed and posted by Sound Transit at parking facilities with sufficient unused capacity and without denying parking access to transit users • Temporary use for non-transit purposes as authorized by Sound Transit at facilities with sufficient unused capacity and at such times as will not deny parking access to transit users 		<p>3.2 Parking for transit use only. Parking provided by Sound Transit is intended for and restricted to passengers of transit services at the facility. Sound Transit may allow exceptions for other purposes including:</p> <p>3.2.1 Incidental use permitted by Sound Transit including access for vending, security, and service vehicles.</p> <p>3.2.2 Use by vanshare, carshare, or public or private shuttle vehicles under an agreement with a public agency or external party.</p> <p>3.2.3 Parking that is provided through a joint-use, lease, or other agreement with a public agency or external party for shared transit and non-transit uses.</p> <p>3.2.4 Use for non-transit purposes or as parking for commuters forming carpools and vanpools only at facilities with sufficient unused capacity and at times that will not deny parking access to transit passengers.</p>	<p>There are no substantive differences between these two versions, but as section 3 of the system access policy is being superseded, this section was added in alignment with the new Board policy template and some bullets are consolidated for clarity.</p>
<p>B. Parking Management Tools</p> <p>1) Transit may implement parking management tools to increase ridership, ensure parking</p>		<p>3.3 Parking management tools. Sound Transit may implement the following parking management tools:</p>	<p>The key difference to note is that B.2 of the system access policy used to assign approval of fees and pricing to the Board, but the new policy delegates</p>

Existing Policy (Resolution No. R2013-03, Section 3) – System Access Policy	Existing Policy (Resolution No. R2018-27) Current Parking Permit Policy	Proposed Policy (Resolution No. R2024-02) New Parking Management Policy	Summary of Changes
<p>availability for transit users and efficient use of parking facilities, support transit and facility operations, and support transit access improvements:</p> <ul style="list-style-type: none"> • Designated parking for high-occupancy vehicles and vanpool vehicles • Designated parking for transit parking permit holders • Parking validation systems • Parking fees • Parking management technology, including electronic signage, parking management systems, parking space availability monitoring and reporting systems, or other technical components for efficient management of parking <p>2) All fees and pricing require Board approval</p>		<p>3.3.1 Designated parking for high-occupancy vehicles and vanpool vehicles.</p> <p>3.3.2 Designated parking for permit holders.</p> <p>3.3.3 Parking validation systems.</p> <p>3.3.4 Parking fees.</p> <p>3.3.5 Parking management technology, including electronic signage, parking management systems, parking space availability monitoring and reporting systems, or other technical components for efficient management of parking.</p>	<p>establishing and adjusting fees and pricing to the CEO.</p>
<p>D. Enforcement Actions Where authorized by applicable law, Sound Transit may implement the following penalties for activities prohibited by Sound Transit rules governing use of parking facilities:</p> <ol style="list-style-type: none"> 1. Written warnings; 2. Parking infractions, citations or fee notices for monetary penalty; 3. Attaching a device to a vehicle’s wheel to prevent it from being moved until a monetary penalty or release fee is paid; 4. Towing a vehicle at the owner’s risk and expense. 		<p>3.7 Compliance. Where authorized by applicable law, Sound Transit may implement the following penalties for activities prohibited by Sound Transit rules governing use of parking facilities:</p> <p>3.7.1 Written warnings.</p> <p>3.7.2 Parking infractions, citations, or fee notices for monetary penalty.</p> <p>3.7.3 Attaching a device to a vehicle’s wheel to prevent it from being moved until a monetary penalty or release fee is paid.</p> <p>3.7.4 Towing a vehicle at owner’s risk and expense.</p>	<p>No changes; text placed into current Board policy format.</p>

Existing Policy (Resolution No. R2013-03, Section 3) – System Access Policy	Existing Policy (Resolution No. R2018-27) Current Parking Permit Policy	Proposed Policy (Resolution No. R2024-02) New Parking Management Policy	Summary of Changes
<p>E. Contracting of Management and Enforcement. Sound Transit may contract any portion of its parking management responsibilities to a third party.</p>			<p>Contracting authority lies with the CEO currently per R2023-30 so this language from the system access policy has been removed in the new parking policy.</p>
<p>F. Parking Lot Ownership. Generally Sound Transit’s policies will only apply to parking facilities that it owns, has a leasehold interest in or controls. To the extent that facilities are co-owned and operated, an interlocal agreement will identify a lead agency whose policies will apply.</p>		<p>1.2 This policy applies only to parking facilities owned by Sound Transit. Co-owned and operated facilities remain subject to established interlocal agreements.</p>	<p>No substantive changes. Moved to the scope section of the current Board policy template and edited for clarity.</p>
		<p>1.0 Scope</p> <p>1.1 This policy establishes goals and limitations for Sound Transit’s parking management program and delegates authority for program administration to the CEO.</p>	<p>Scope section is in alignment with current Board policy template.</p>
		<p>2.0 Definitions</p> <p>2.1 Permit: Sound Transit authorization to park a vehicle within a specified area in an agency parking facility. A variety of permit types may be offered, including permits with specific dates, hours, locations, or durations of validity, with issuance limited as necessary to achieve program goals.</p> <p>2.2 Permit parking area: Zone(s) consisting of multiple parking spaces within an agency parking facility, wherein access is limited to permitted vehicles during specified hours.</p> <p>2.3 General parking: Spaces at a Sound Transit parking facility that are available for use on a first-come, first-served basis.</p>	<p>New Board policy template uses a section specifically for definitions. Added here are terms to help clarify reading of the policy.</p>

Existing Policy (Resolution No. R2013-03, Section 3) – System Access Policy	Existing Policy (Resolution No. R2018-27) Current Parking Permit Policy	Proposed Policy (Resolution No. R2024-02) New Parking Management Policy	Summary of Changes
	<p><u>Section 1:</u> Sound Transit’s parking permit program is expanded through the establishment of the following program parameters:</p> <ul style="list-style-type: none"> The CEO may issue parking permits and restrict through enforcement the use of selected parking spaces to permit holders during defined periods of time such as the AM peak period, at selected Sound Transit parking facilities. The CEO may issue parking permits for any agency-operated parking facility where average weekday utilization is 90% or higher for at least three consecutive months, or for new facilities if they provide direct access to Link light rail or are projected to reach 90% utilization within the first year of operation. The CEO may allocate up to 50% of the total number of parking stalls provided for transit rider use at any Sound Transit facility for exclusive use of HOV and/or SOV parking permit holders during permit enforcement hours. To increase transit ridership per Resolution No. R2013-03, Sound Transit will continue to prioritize the marketing and issuance of HOV parking permits over SOV permits at all participating facilities. SOV parking permits will initially be made available exclusively to residents of the Sound Transit District, but the program may be expanded to allow non-residents to purchase permits at a price established by the CEO 	<p>Parking fees</p> <p>3.6.1 Permit fees</p> <p>3.6.1.a Permit fees may be charged at any parking facility when:</p> <ul style="list-style-type: none"> Average peak weekday utilization reaches at least 90 percent for three consecutive months, or Newly opened facilities provide direct access to Link light rail, or Newly opened facilities are projected to reach 90 percent utilization within the first year of operation. <p>3.6.1.b The CEO may designate up to 25 percent of the total parking spaces at any eligible location as a permit parking area during periods of peak demand to access Sound Transit services.</p> <p>3.6.1.c Outside of designated hours, parking spaces located within a permit parking area must be open and available for general parking.</p> <p>3.6.2 Daily fees. Daily parking fees may be charged at any parking facility when:</p> <p>3.6.2.a Average peak weekday utilization reaches at least 70 percent for three consecutive months, or</p> <p>3.6.2.b Newly opened facilities provide direct access to Link light rail, or</p> <p>3.6.2.c Newly opened facilities are projected to reach 70 percent utilization within the first year of operation.</p>	<p>Substantive additions and changes to note:</p> <ul style="list-style-type: none"> Ability to charge fees at all spaces at eligible parking facilities. A reduction of the percentage of parking stalls that may be reserved for permit holders from 50% to 25%. Addition of daily parking fees as a parking management tool. Parameters for when daily fees can be instituted. Addition of special event fees and related parameters for when they may be charged.

Existing Policy (Resolution No. R2013-03, Section 3) – System Access Policy	Existing Policy (Resolution No. R2018-27) Current Parking Permit Policy	Proposed Policy (Resolution No. R2024-02) New Parking Management Policy	Summary of Changes
	<p>should the CEO determine it is in the best interests of Sound Transit.</p>	<p>3.6.3 Special event fees. The CEO may establish and adjust special event fees during periods of peak and off-peak demand to access Sound Transit services at any parking facility in advance of major regional events including stadium/arena concerts, sporting events, street festivals, parades, or other events projected to increase demand for transit access.</p> <p>3.6.3.a All permit and daily fees for vehicles parked before the beginning of special event hours are valid and honored, with no additional charges.</p> <p>3.6.3.b Special event fees will be limited to the maximum daily fee in effect at the time a special event fee is established.</p>	
	<p><u>Section 1: Paragraph 2:</u> The following additional parameters would be established for the CEO to determine initial permit prices and availability for HOV and SOV permits, including initial implementation of permit programs at future parking facilities:</p> <ul style="list-style-type: none"> • Permit prices will be sufficient to recover, at a minimum, the administrative and enforcement costs of the permit program at each permitted facility. • SOV permit prices will be established in consideration of market rates for monthly paid parking alternatives otherwise available to customers. • Reduced- price SOV permits for ORCA-LIFT qualified customers will be no more than 50% of the full SOV permit price for the same facility 	<p>3.5 Fee rates and availability. The CEO may establish and adjust fee rates subject to the following conditions:</p> <p>3.5.1 Fee rates must recover the administrative costs at each facility with consideration of local and regional market rates.</p> <p>3.5.2 Fee rates for passengers who qualify for a reduced fare program will be no more than 50 percent of the full-price rates.</p> <p>3.5.3 Permit, daily, and special event fee rates may be established to incentivize use of HOV over SOV parking</p>	<p>No major changes to this section besides the added reference to daily and special event fees. Language consolidated for clarity.</p>

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	<ul style="list-style-type: none"> HOV permit prices and availability will be established to incentivize use of HOV over SOV parking. 		
	<p><u>Section 1: Paragraph 3:</u> Consistent with the parameters for initial permit pricing and the parking permit program, the CEO may adjust permit prices and availability, use restrictions for permits and permit spaces, and determine the number of permit-restricted spaces at each facility as necessary to achieve program goals and the following performance targets for each facility:</p> <ul style="list-style-type: none"> The number of customers on the wait list for either SOV, or HOV parking permits at each facility should not exceed 15% of the total quantity of such parking permits issued. The total utilization of permit parking at each facility should not regularly (for three consecutive months) exceed effective capacity of 97% of stalls reserved for permit holders during the enforcement period. SOV permit prices should remain competitive with market rates for monthly parking available to transit riders. 	<p>3.8 Review</p> <p>3.8.1 The CEO identifies and monitors key performance indicators to inform parking management decisions.</p> <p>3.8.2 The CEO must review program performance and adjust the program variables identified in section 3.4 to achieve the parking management goals identified in section 3.1.</p> <p>3.8.3 If average use during weekday peak hours is consistently below the thresholds in sections 3.6.1.a and 3.6.2, the CEO must start the process to reduce or eliminate the use of daily fees and/or certain parking permits or permit fees to achieve the parking management goals identified in section 3.1.</p> <p>3.8.4 If an adjustment, reduction, or elimination of daily fees and/or certain parking permits or permit fees is necessary, Sound Transit staff will communicate changes to the public in advance of a planned change.</p>	<ul style="list-style-type: none"> Much of the bulleted content from Section 1: Paragraph 3 in the current 2018-27 has been removed from the updated policy, but will be replicated in an agency-level policy. The updates to this section support the continuation of the performance-based program and provide specifics for how we measure the performance of the parking management program.
	<p><u>Section 2:</u> The following performance goals are established for the parking permit program:</p> <ul style="list-style-type: none"> Maximize the number of daily transit riders per parking stall across all agency operated facilities. 	<p>3.1 Parking management goals. Sound Transit manages its parking program to achieve the following prioritized goals:</p> <p>3.1.1 Maximize transit ridership.</p>	<ul style="list-style-type: none"> Updated parking management goals to reflect input received during public and passenger engagement. Addition of goals regarding recovering cost, simplicity for passengers, ease in

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	<ul style="list-style-type: none"> Prioritize the availability of parking for transit riders seeking to access the regional transit system throughout the AM peak period. 	<p>3.1.2 Ensure parking is reliably available throughout periods of peak demand to access Sound Transit services.</p> <p>3.1.3 Recover costs associated with parking administration, operations, and maintenance.</p> <p>3.1.4 Ensure that Sound Transit’s parking program is easy for passengers to access, use, and understand.</p> <p>3.1.5 Advance racial and social equity in access to transit.</p> <p>3.1.6 Ensure Sound Transit’s parking program is simple to operate and administer</p>	administration of program, and advancing racial and social equity.
<p>C. Customer Parking Rules and Regulations Administrative policies and procedures for customer use of Sound Transit parking facilities shall be maintained and posted by Sound Transit.</p>	<p><u>Section 3:</u> The CEO is authorized to establish and adjust permit rates and make permits available in compliance with the program performance and permit price parameters established by the Board.</p>	<p>3.4 Delegation of authority. The CEO must implement this policy and maintain rules and procedures for customer use of Sound Transit parking facilities. To support program implementation in a manner that is consistent with section 3.1, the CEO may establish and adjust the following variables</p> <p>3.4.1 Permit, daily, and special event fee rates.</p> <p>3.4.2 The number and types of available permits.</p> <p>3.4.3 The hours when permit, daily, and special event fees may be charged.</p> <p>3.4.4 The location of permit parking areas for valid permit holders.</p> <p>3.4.5 The hours when parking is limited to valid permit holders and when it is open for general parking.</p>	The delegation of authority section was updated to more clearly articulate the variables that the CEO may adjust to successfully implement this policy and manage agency parking facilities effectively.

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		<p>3.9 Reporting. The CEO will report to the Board and/or appropriate committee at least annually regarding the performance of the parking management program, including on adjustments to the program variables identified in section 3.4 at individual parking facilities.</p>	<p>New section added requiring the CEO to regularly report to the Board regarding the state of the parking management program.</p>