

MOTION NO. M2015-83
Approving a Permit Parking Program Design and Establishing an HOV Permit Rate

MEETING:	DATE:	TYPE OF ACTION:	STAFF CONTACT:
Operations and Administration	09/03/2015	Recommend to Board	Ric Ilgenfritz, PEPD Executive Director
Board	09/24/2015	Final Action	Emily Yasukochi, Senior Policy Planner Michael Miller, CFAS Manager

PROPOSED ACTION

Approves 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.

KEY FEATURES SUMMARY

- The Board’s System Access Policy authorizes the use of designated parking for transit parking permit holders as a parking management tool.
- Approval of this action will allow staff to implement a parking permit program to offer reserved parking areas through carpool and solo driver permits at some Sound Transit parking facilities to help participating transit riders find quick and reliable parking. The parking permit program design is based on the following:
 - The program will be implemented in phases, with High Occupancy Vehicle (HOV) – defined as two or more people per vehicle – permits introduced in mid-2016, and Single Occupancy Vehicle (SOV) permits offered approximately six to nine months after the introduction of HOV permits.
 - In order for a park and ride facility to be included in the permit program, Sound Transit must have the authority to implement parking restrictions and make necessary changes to the parking facility (e.g., signage, pavement markings and equipment installation).
 - In addition, the applicable parking facility must either have a 97% or greater utilization for the most recent three consecutive months according to Sound Transit monthly occupancy counts, or have been constructed by Sound Transit as part of a Link light rail station.
 - New Link light rail station lots will be given first priority; after new lots, priority for individual facilities will be based on the severity of over-subscription, starting with lots that fill the earliest in the weekday morning peak period.
 - Other key program details:
 - Permit parking will be reserved for permit holders until approximately 9:30 a.m. Monday through Friday;
 - Customers would be able to park in permit spaces without a permit on weekends and after 9:30 a.m. on weekdays; and
 - Reserved times will be posted and may vary by location.
- This action also establishes \$5 per month as the rate for HOV permits. Staff intends to seek grant funds to offset the cost of HOV permits to customers for an introductory period of 6-9 months to incentivize their use.
- A separate Board action will be required to change HOV permit rates and to authorize, set, or change SOV permit rates.
- With the approval of this action, Sound Transit will begin procurement of services from a third-party vendor to manage administration and enforcement of the permit program.
- Based on the program design, Sound Transit has identified ten ST-owned facilities where permit parking could be implemented, and seven leased or shared facilities where permit

parking may be implemented based on lease or operating agreements. Sound Transit plans to implement HOV permit parking in time for opening of light rail service to the Angle Lake Station.

BACKGROUND

The purpose of the Permit Parking Program is to increase the number of transit customers accommodated per parking space, improve the efficiency of Sound Transit facilities and services, and to improve customer satisfaction. Sound Transit tested permits during a 2014 pilot project at the Board's direction. The pilot project included a test of High Occupancy Vehicle (HOV) and Single Occupancy Vehicle (SOV) permits at select high-use Sound Transit park-and-ride locations for six months in 2014. Staff presented the results of the pilot at the April 2015 Operations and Administration Committee Meeting. Pilot participants liked the program and enjoyed the flexibility and predictability the permits offered.

Based on the pilot results, the permit program has been modified to include more flexible eligibility requirements, offer permits to more customers and maximize carpool incentives. The first phase of the program, HOV permits, will be based on a fee-for-service arrangement with a third-party vendor. The Board will consider a future action to authorize and establish rates for SOV permits. Staff will provide information about how various fee structures recover or over-recover administrative costs of the program and include options for a low-income SOV permit rates. The procurement of a third-party vendor may be conducted jointly with one or more transit partners to position the program for expansion to non-ST facilities by others.

FISCAL INFORMATION

This specific action does not result in a fiscal action at this time. However, the approval of development of a parking permit program will have financial implications. The \$5 user fee per month for HOV will generate revenue as well as costs to issue and track permits, monitor parking areas and maintain the permit system. Initial financial analysis have projected a (partial 1st year) cost of \$150 thousand, the estimated short-term budget requirement for this action which will be presented to the Board for separate authorization at a future date. In the longer term, a projected total 5 year cost of approximately \$1.6 million would be offset with potential revenues which could total as much as \$2.4 million over the same time frame, depending on the fee and permit-violation penalty structure.

If approved, the project team would return at a future date and present the program to the Board accompanied with a proposed budget action to fund the permit program.

SMALL BUSINESS PARTICIPATION

Not applicable to this action.

TITLE VI COMPLIANCE

In compliance with FTA regulations, Sound Transit has performed a Title VI analysis of the permit parking program in the same way that the agency evaluates fare changes to assess impacts to low income and minority populations. Based on the results of the analysis, Sound Transit has determined that although permit parking would not have a disparate impact on minority populations nor would it place a disproportionate burden on low income riders, a disparity exists in the receipt of benefits created by the proposal for minority and low income riders.

This disparity in receipt of benefits will be mitigated by several factors, including that at least half of each permitted facility will remain open for transit riders without permits, HOV permits will be very low cost, and those who arrive after the morning rush hour will have access to unused permit spaces without needing a permit. Off-peak riders are more likely to be low income, so this may be of particular benefit to Sound Transit's low income riders. Finally, by the time SOV permits are implemented, Sound Transit intends to have a proposal for a low income discount for permits.

PUBLIC INVOLVEMENT

Public outreach efforts to inform the community of the proposed parking permit program and solicit feedback included:

- Nine information sessions at each of the potentially affected operating parking facilities;
- A public hearing at Union Station in Seattle held on September 3, 2015, and public hearing notifications published in a local newspaper on August 20, 2015 and August 27, 2015;
- Individual contact with host jurisdiction staff and leadership, community groups, and organizations offering staff presentations;
- Posting on Sound Transit vehicles of proposed program and opportunity to comment; and
- Social media messages, announcement in Sound Transit CEO Report, and GovDelivery email to 31,000 Sound Transit email subscribers.

TIME CONSTRAINTS

A one month delay would not create a significant impact to the project schedule.

PRIOR BOARD/COMMITTEE ACTIONS

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

ENVIRONMENTAL REVIEW

JI 8/20/2015

LEGAL REVIEW

LA 08/28/2015

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A motion of the Board of the Central Puget Sound Regional Transit Authority approving 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.

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procurement of a third-party vendor may be conducted jointly with one or more transit partners to position the program for expansion to non-ST facilities by others.

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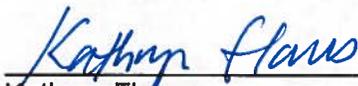
It is hereby moved by the Board of the Central Puget Sound Regional Transit Authority approving a program design for the parking permit program to manage Sound Transit-operated parking facilities; and establishes a rate for High Occupancy Vehicle Permits at \$5 per month.

APPROVED by the Board of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on September 24, 2015.



Dow Constantine
Board Chair

ATTEST:



Kathryn Flores
Board Administrator