

**SOUND TRANSIT
STAFF REPORT**

MOTION NO. M2002-122

Sound Transit Parking Policies

Meeting:	Date:	Type of Action:	Staff Contact:	Phone:
Executive Committee	11/7/02	Deferred	Paul Matsuoka, Policy and Planning Officer	(206) 398-5070
Executive Committee	12/12/02	Discussion/Possible Action to Recommend Board Approval	Sheila Dezarn, Special Assistant for Policy Development	(206) 398-5071
Board	12/12/02	Action		

Contract/Agreement Type:	<input checked="" type="checkbox"/>	Requested Action:	<input checked="" type="checkbox"/>
Competitive Procurement		Execute New Contract/Agreement	
Sole Source		Amend Existing Contract/Agreement	
Memorandum of Agreement		Contingency Funds Required	
Purchase/Sale Agreement		Budget Amendment Required	

*Applicable to proposed transaction.

OBJECTIVE OF ACTION

- Adoption of comprehensive Sound Transit parking policies for park and ride lots and garages.

ACTION

- Establish policies to regulate and define the uses that are permitted – and those that are prohibited – at Sound Transit’s parking facilities, including conditions for specific uses.
- Supersede Motion No. M2001-119 adopting Sounder Commuter Rail Interim Surface Parking Policies.

KEY FEATURES

The recommended policies:

- Reinforce that the priority use of Sound Transit’s parking facilities is for persons using public transit and establish rules for their proper use.
- Establish policies and conditions under which the general public may park at its facilities for non-transit purposes.
- Allow persons to form vanpools at ST parking facilities but encourages people to take public transit to the parking facility.
- Establish a 24-hour time limit but allow flexibility to establish shorter/longer time limits at specific locations.
- Establish policies for agreements with employers/local jurisdictions to provide parking for employer shuttle vehicles.

- Establish policies for agreements with private car-sharing companies to allow vehicles to be located at Sound Transit parking facilities on a demonstration basis.
- Establish that there is currently no fee to park at Sound Transit facilities.
- Establish policies and criteria under which Sound Transit parking facilities may be used for special events.
- Clarify whose parking policies will be applicable when facilities are funded or operated in partnership with other agencies.

BUDGET IMPACT SUMMARY

There is no budget impact associated with these policies. Costs for operating and maintaining parking facilities are reflected in project budgets.

REVENUE, SUBAREA, AND FINANCIAL PLAN IMPACTS

Not applicable.

M/W/DBE – SMALL BUSINESS PARTICIPATION

Not applicable.

HISTORY OF PROJECT

In November 2001, the Board adopted Interim Station Surface Parking Policies for Sounder surface parking lots. The policies established proper uses, identified unauthorized activity and set guidelines for Sounder stations which Sound Transit owns, operates and maintains. They were adopted as interim policies pending the development of comprehensive agency-wide policies, which are the subject of this Board action.

Staff used the following objectives as a framework to develop comprehensive parking policies for Board consideration:

Proper use. Ensure that facilities funded by Sound Transit are used properly and for their primary intended use.

Consistency. Assure consistency across Sound Transit's three lines of business and seek to ensure that Sound Transit's policies are reasonably consistent with those of our transit partners.

Clarity. Ensure that Sound Transit's policies are clear and easy for the public to understand.

Cost-effective. Ensure that Sound Transit's policies are cost-effective to manage.

To develop these policies, staff started with the policy framework established by the Interim Sounder Parking Policies that were adopted by the Board in 2001. A thorough review of our transit partners' parking policies was conducted to assure that Sound Transit's parking policies were generally consistent with our partners. Staff also reviewed policies established by peer transit agencies in the United States that operate light rail/commuter rail services to determine whether there were any policy issues specific to rail services that should be incorporated into Sound Transit's policies.

**Prior Board or Committee Actions
and Relevant Board Policies**

Motion or Resolution Number	Summary of Action	Date of Action
M2001-119	Adopting Sounder Commuter Rail Interim Surface Parking Policies and authorizing the Executive Director to implement the policy as defined.	11/8/01

CONSEQUENCES OF DELAY

There are no serious consequences of a delay in adopting these comprehensive policies.

REGIONAL PARTNERSHIP AND COOPERATION

Other local transit agencies were consulted regarding their parking policies, with the goal of assuring that Sound Transit's policies would be as consistent as possible with those of our partners.

PUBLIC INVOLVEMENT

There has been no public outreach specifically related to these policies.

LEGAL REVIEW

JW 10/17/02

SOUND TRANSIT

MOTION NO. M2002-122

A motion of the Board of the Central Puget Sound Regional Transit Authority to establish policies to define and regulate the uses that are permitted and those that are prohibited at Sound Transit's parking facilities and superseding Motion No. M2001-119 (Sounder Commuter Rail Interim Surface Parking Policy).

Background:

In November 2001, the Board adopted Interim Station Surface Parking Policies for Sounder surface parking lots. They were adopted as interim policies pending the development of comprehensive agency-wide policies, which are the subject of this Board action. The staff recommended policies are designed to: (1) ensure that facilities funded by Sound Transit are used properly and for their primary intended use; (2) assure consistency across Sound Transit's three lines of business and that Sound Transit's policies are reasonably consistent with our transit partners' policies; (3) ensure that Sound Transit's policies are clear and easy for the public to understand; and (4) ensure that Sound Transit's policies are cost-effective to manage.

Motion:

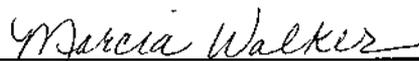
It is hereby moved by the Board of the Central Puget Sound Regional Transit Authority that the Parking Policies, Attachment A, supersede Motion No. M2001-119, and are adopted to define and regulate the uses that are permitted, and those that are prohibited, at Sound Transit's parking facilities.

APPROVED by the Board of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on December 12, 2002.



Ron Sims
Board Chair

ATTEST:



Marcia Walker
Board Administrator

**Adopted by Sound Transit Board
12/12/2002**

Policies Regulating the Use of Sound Transit Parking Facilities

- Policy 1: Parking in Sound Transit parking lots is reserved primarily for transit customers and other authorized users.
- a. Parking is on a non-reserved first-come, first-served basis.
 - b. All vehicles must be parked in designated parking stalls or other identified parking areas.
- Policy 2: When building parking facilities, Sound Transit may enter into partnerships which generate more parking capacity than would be the case without the partnership. In such cases, Sound Transit will consider allowing non-transit parking uses for the facility as long as the primary use for transit users is preserved. Sound Transit will develop written agreements with the partner, specifying detailed terms and conditions for the use and management of the parking facility, that consider at least the following issues:
- a. That the time and manner with which non-transit parking customers use the facility does not impact transit users, taking into consideration both short term and long term demand for parking for transit purposes.
 - b. The administrative costs associated with monitoring and enforcing how the facility is used.
- Policy 3: In accordance with ADA guidelines, a limited number of parking spaces at every Sound Transit parking facility are reserved for persons with disabilities.
- a. Vehicles parked in these stalls must clearly display identification indicating that the person who parks there is physically disabled according to state law.
 - b. Parking in ADA-designated stalls is on a first-come, first-served basis.
- Policy 4: Sound Transit will implement a flexible policy regarding allowing persons to use its parking facilities to form public or private vanpools or carpools. Sound Transit will allow carpool parking at some of its parking facilities but may prohibit it at facilities where capacity is limited.
- Policy 5: Under no circumstances will non-emergency vehicles be allowed to park in designated fire lanes. Vehicles parked in designated fire lanes will be immediately subject to impoundment.

Policy 6: Parking in the same designated stall shall not exceed 24 continuous hours, without prior notification to, and approval by, Sound Transit. Sound Transit may vary time limits by community and by line of business, based on a variety of factors including the hours of service, parking capacity and the unique needs of each community. Parking limitations shall be posted at all parking facilities owned and operated by Sound Transit. Vehicles parked in the same designated stall or undesignated area beyond the established time limit will be considered abandoned and subject to impoundment. Periods of severe weather, such as snowstorms, or other adverse events, including public emergencies and earthquakes, will not count in the time limit calculation.

Policy 7: Parking in Sound Transit parking lots is reserved for transit customers and other authorized users. Sound Transit policy prohibits the following unauthorized uses and such vehicles are subject to impoundment.

- a. Parking by non-transit patrons or unauthorized vehicles except as provided in accordance with Policy 2 and Policy 10
- b. Large or oversize vehicles (vehicles which because of their size would use more than one stall)
- c. Camping in vehicles
- d. Parking of vehicles for the primary purpose of advertising the vehicle for sale
- e. Parking in bus zones or passenger pickup/drop-off areas
- f. Improperly parked vehicles
- g. Retail or commercial parking except as provided in accordance with Policy 2
- h. Vehicle storage for residential or commercial purposes
- i. Abandoned vehicles
- j. Vehicle maintenance or repair other than emergency repairs

Policy 8: In an effort to encourage ridership on Sound Transit and transit partner services, Sound Transit may enter into agreements with:

- a. Area employers and municipalities to provide daytime or overnight parking for shuttle vehicles that transport Sound Transit riders to and from the station/parking facility to the work site. The following conditions would apply:
 1. Only vehicles that have been authorized by Sound Transit may park overnight at the stations.

2. The vehicle must be used to transport Sound Transit passengers to and from the station and the work destination.
 3. Each authorized vehicle will be registered with Sound Transit. No other vehicles can be substituted without prior arrangement and approval from Sound Transit.
- b. On a demonstration basis, privately owned member-based car-sharing businesses for vehicles to be placed at Sound Transit parking facilities. The following conditions would apply:
1. The company shall, on a regular basis, provide Sound Transit with customer survey information that demonstrates that the availability of its vehicles has fostered increased transit use by its members.
 2. The company shall promote usage of Sound Transit's regional transportation system in connection with the promotion of its products and services. All promotional or marketing information using Sound Transit's trademark, agency name, or other information regarding shall be approved in advance by Sound Transit and copies of such promotional materials shall be provided to Sound Transit free of charge.

Policy 9.

Sound Transit acknowledges the desire of communities to utilize its parking lots for a variety of events such as community fairs and festivals. Sound Transit will evaluate each proposal on a case-by-case basis provided that the intended use reflects some public benefit and will not conflict with the priority for transit parking.

- a. Sound Transit may make its parking facilities available for publicly sponsored events at a nominal fee to cover direct costs. Requests for public events should be made by the sponsoring government agency.
- b. Sound Transit may make its parking facilities available for events sponsored by other users, including private and non-profit organizations. Rental fees will be charged that will, at a minimum, offset the direct and indirect costs of the event.
- c. The nature of the proposed use should not be for long-term or ongoing events, but rather allowed on a per use basis.
- d. All uses will require a use permit issued by Sound Transit and the user will be required to pay relevant fees and meet the minimum insurance and indemnification requirements.
- e. Criteria for evaluating each use may include but not be limited to the following:
 1. Potential conflicts with transit customer parking

2. Current use patterns and availability of parking
3. Public benefit of the proposed use
4. Potential benefit to transit ridership
5. Safety and security considerations

Policy 10: Parking policies are a responsibility of the agency that owns the facility. Where policies are inconsistent, the owner's policies shall apply.

- a. For those parking facilities owned by Sound Transit -- but managed by a partner transit agency or jurisdiction -- Sound Transit's parking policies will apply.
- b. For those parking facilities that Sound Transit may have helped fund, but which are owned by a partner transit agency or jurisdiction, the partner's parking policies will apply.
- c. To the extent that facilities are co-owned and operated, an interlocal agreement will identify a lead agency whose policies will apply.