

## **RESOLUTION NO. R2013-03**

### **System Access Policy**

<b>MEETING:</b>	<b>DATE:</b>	<b>TYPE OF ACTION:</b>	<b>STAFF CONTACT:</b>	<b>PHONE:</b>
Executive Committee	03/07/2013	Recommendation to Board	Ric Ilgenfritz, Planning, Environment and Project Development Director	206-398-5239
Operations and Administration Committee	03/07/2013	Recommendation to Board	<b>Brian Brooke, Research, Policy and Business Development Manager</b>	206-389-5229
Board	03/28/2013	Final Action		

### **PROPOSED ACTION**

Establishes a system access policy for Sound Transit's provision of infrastructure and improvements to facilitate customer access to Sound Transit services, and supersedes Motion No. M2002-122.

### **KEY FEATURES SUMMARY**

- This action establishes policy on Sound Transit's support and investment in system access improvements providing for pedestrian, bicycle, connecting transit and vehicle access in cooperation with partners.
- This policy establishes:
  - Criteria for consideration in determining investments in system access facilities and infrastructure.
  - Parking management tools including parking permits and fees.
  - Parking enforcement mechanisms.
- The policy supersedes previously adopted policies on parking management and provides for parking management mechanisms that may be used to ensure parking availability for transit customers.

### **BACKGROUND**

In April 2012 the Sound Transit Board held a retreat to discuss parking issues at some high-demand locations to serve all potential customers who would like to access transit service. The key findings of the retreat were:

1. Sound Transit needs to initiate actions to address immediate parking issues while reviewing and updating policy;
2. Sound Transit should be responsive to the local land use and travel patterns and create integrated multi-modal access strategies;
3. Existing parking should be managed to optimize use by transit users;
4. Management and expansion of transit parking are regional, multi-agency issues.

This policy takes into account key takeaways from the 2012 Board retreat and Sound Transit's goal to maximize customer access to its transit services, for purposes of enabling and promoting ridership. This policy also supersedes Motion No. M2002-122 which focused on operational rules and regulations for vehicle parking.

This policy addresses all forms of customer access to Sound Transit facilities and services, including pedestrian, bicycle and connecting transit as well as automobile access. It further

recognizes Sound Transit's role in providing access features as part of its transit facilities as well as Sound Transit's interest in access investments and infrastructure in communities surrounding Sound Transit facilities. To this end, the policy commits Sound Transit to work with local jurisdictions and partner transportation and planning agencies to manage parking and system access for transit facilities.

In order to manage parking efficiently, this policy provides tools such as parking permits and fees.

## **PUBLIC INVOLVEMENT**

Public meetings in which system access policy development have been discussed include:

- April 5, 2012: Sound Transit Board retreat
- July 5, 2012: Sound Transit Executive Committee
- July 5, 2012: Sound Transit Operations and Administration Committee
- October 4, 2012: Sound Transit Executive Committee
- January 24, 2013: Sound Transit Board meeting
- February 7, 2013: Sound Transit Operations and Administration Committee

A high volume of public comment was generated and received by Sound Transit following the July 5, 2012 discussions of potential parking policy changes. Comments on the draft policy received by various stakeholders in January and February 2013 were incorporated into the final proposed policy.

## **TIME CONSTRAINTS**

Not applicable to this action.

## **PRIOR BOARD/COMMITTEE ACTIONS**

Motion No. M2002-122: Established policies to define and regulate the uses that are permitted and those that are prohibited at Sound Transit's parking facilities and superseded Motion No. M2001-119 (Sounder Commuter Rail Interim Surface Parking Policy).

Motion No. M2001-119: Adopted a Sounder Commuter Rail Interim Surface Parking Policy and authorized the Executive Director to implement the policy as defined

Motion No. M98-78: Established bicycle policies which provide direction to staff on encouraging bicyclists to use Sound Transit services and facilities, and setting forth considerations for bicycle access in developing those services and supporting facilities.

Motion No. M98-58: Established policy for station/facility design issues common to all three lines of business with respect to Automated Teller Machines (ATMs), Bicycles, Passenger Amenities and Signage

## **ENVIRONMENTAL REVIEW**

Jl 1/31/2013

## **LEGAL REVIEW**

JB 3/1/13

**RESOLUTION NO. R2013-03**

A RESOLUTION of the Board of the Central Puget Sound Regional Transit Authority establishing a parking and system access policy for infrastructure and improvements to facilitate customer access to Sound Transit services, and superseding Motion No. M2002-122.

WHEREAS, the Central Puget Sound Regional Transit Authority, hereinafter referred to as Sound Transit, has been created 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 Central Puget Sound Regional Transit Authority district on November 5, 1996 and November 4, 2008, voters approved local funding to implement a regional high-capacity transportation system for the central Puget Sound region; and

WHEREAS, Sound Transit currently operates high capacity transit service to over eighty customer facilities throughout its service area; and

WHEREAS Sound Transit facilities may include features such as load zones, multi-modal transfers, bicycle parking, pedestrian walkways and bridges, and parking for a variety of users; and

NOW, THEREFORE, BE IT RESOLVED by the Board of the Central Puget Sound Regional Transit Authority that the Parking and System Access policy (Attachment A) is adopted; and Motion No. M2002-122 is superseded.

ADOPTED by the Board of the Central Puget Sound Regional Transit Authority at a regular meeting thereof held on March 28, 2013.



Pat McCarthy  
Board Chair

ATTEST:



Marcia Walker  
Board Administrator

**SOUND TRANSIT  
RESOLUTION NO. R2013-03 – Attachment A**

**SYSTEM ACCESS POLICY**

Sound Transit's mission is to plan, build, and operate regional transit systems and services to improve mobility for central Puget Sound. Sound Transit is committed to wisely managing public funds and facilitating access to its regional high capacity transit system while fulfilling the agency's mission. Sound Transit's responsibility is to provide and operate a high-capacity transit system delivering fast, frequent transit service that connects the region's urban centers. Sound Transit is authorized to use its tax revenues to plan, construct and operate high-capacity transit as defined in its enabling legislation (81.104 RCW).

The System Access Policy establishes a framework for Sound Transit's support and management of, and investment in, infrastructure and facilities to provide customer access to its transit services. Sound Transit will seek to provide or facilitate equitable improvements in access to transit services in cooperation with public and private entities as allowed by applicable laws, regulations, plans and policies. When designing transit facilities and services, Sound Transit will work with partner agencies, jurisdictions and third parties to maximize pedestrian, bike and transit access and provide parking capacity within available resources.

**1) PURPOSE**

The goals of the System Access Policy and Sound Transit's system access efforts are to:

- A. Increase transit ridership
- B. Encourage convenient and safe connections to Sound Transit services through all access modes including:
  - Connecting transit and ferry services
  - Paratransit pick-up and drop-off
  - Pedestrian access
  - Bicycle access
  - Private vehicle pick-up and drop-off
  - Vehicles requiring parking

**2) SYSTEM ACCESS STRATEGIES**

Sound Transit will facilitate access to its transit services on its properties and work cooperatively with local jurisdictions to promote access from surrounding communities.

- A. Sound Transit may participate in two types of system access investments:
  - 1. **Transit Facilities:** Transit facility investments include all properties, structures and improvements owned or controlled by Sound Transit. Transit facility investments are made for the purpose of enabling customers to access Sound Transit services.

2. **Access Infrastructure:** Access infrastructure investments include improvements, facilities, signage and systems designed to provide access to Sound Transit facilities from surrounding communities. Access infrastructure investments may be made by Sound Transit or others. Sound Transit may take a lead or a support role in identifying and implementing access infrastructure investments.

B. **Considerations for System Access Investment.** Sound Transit design of transit facilities and investment in access infrastructure will take into consideration the following:

- Ridership
- Total cost of ownership or total lifecycle cost to Sound Transit, including partnership costs for joint projects with third parties
- Sound Transit and local jurisdiction plans and planning documents
- Public input

Sound Transit shall use these criteria to assess and prioritize potential access improvement projects.

C. **Cooperation with Local Jurisdictions.** Sound Transit will work cooperatively and in partnership with local jurisdictions to manage parking demand at and near transit facilities and to encourage pedestrian, bicycle and transit access to facilities, maximizing efficient use of available transit parking resources.

D. **Cooperation with Public Transportation Partners.** Sound Transit will work cooperatively with other providers of public transportation services and parking facilities to identify appropriate methods of responding to changing parking demands and usage patterns resulting from Sound Transit actions.

E. **Bicycle-related Infrastructure, Equipment and Services.** Sound Transit may encourage and support bicycle usage at its stations and facilities through bicycle-related infrastructure, equipment, services, usage fees and agreements with outside parties.

### 3) **PARKING MANAGEMENT**

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:

- 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

## **B. Parking Management Tools**

1. 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 improvements:
  - 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
2. All fees and pricing require Board approval.

**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.

**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:

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 owner's risk and expense.

**E. Contracting of Management and Enforcement.** Sound Transit may contract any portion of its parking management responsibilities to a third party.

**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.

March 6, 2013

TO: Joni Earl

FROM: Ric Ilgenfritz

SUBJECT: System Access Policy – Summary of Stakeholder Feedback and Policy Revisions

### **OVERVIEW**

This memo discusses the process for staff's development of the System Access Policy to be introduced at the March 7, 2012 Executive Committee and Operations and Administration Committee meetings for potential recommendation for Board action on March 28.

The Sound Transit Board discussed the elements to be included in a new system access policy at its January meeting, and the Operations and Administration Committee discussed a draft policy at its February meeting. In January and February staff distributed early drafts and met with stakeholders to gather additional feedback on the policy. Staff then revised the policy to reflect Board and stakeholder feedback, where additional or modified language was consistent with the policy intent as guided by Board Retreat direction. This memo describes the process to collect feedback, summarizes the feedback received, and summarizes revisions staff made to the system access policy.

### **STAKEHOLDER INVOLVEMENT PROCESS**

Staff provided review materials and met with stakeholders including local jurisdiction representatives, regional government, policy advocates, businesses and community groups. Meetings generally included a staff presentation on the background and draft policy and opportunities for questions and feedback.

### **SUMMARY OF FEEDBACK RECEIVED**

Feedback received is summarized below, in three general themes: 1) Overall policy direction; 2) Refinements of policy language; and 3) Next steps and implementation.

#### ***1) Comments on Overall Policy Direction***

Stakeholders generally supported the overall direction of the policy. Stakeholders were supportive of language clarifying the distinction between Sound Transit's direct role in providing access improvements on Sound Transit property vs. its cooperative or supporting role for improvements in surrounding communities, and of the listing of factors Sound Transit would use to assess and prioritize alternative access investments. However environmental advocacy organizations generally voiced concern that ST support for non-motorized access modes be strengthened relative to support for parking.

Partner transportation and planning agencies were supportive of the Sound Transit's more active parking management functions, provided they be applied to ST facilities (at least at first). Boardmembers wanted to strengthen language regarding regional coordination and cooperation, emphasizing that Sound Transit does not act simply of its own accord in access decisions and fully takes into account the interest of partner agencies and jurisdictions. Local jurisdictions expressed interest in ensuring that the policy would lead to careful coordination around access planning issues and joint projects, specific to the sites involved.

In revising the policy into its final proposed form, staff incorporated all of the above general feedback on requests to reemphasize policy direction and focus.

## **2) Comments on Refinement of Policy Language**

Specific refinements were requested by stakeholders are listed below, along with any changes made to accommodate them:

- *Request:* Add “Partnership costs in joint use projects with a third party” to the list of factors considered in assessing and prioritizing potential access improvement investments
  - *Response:* Revised existing cost-based factor in section 2B to read “Total cost of ownership or total lifecycle cost to Sound Transit, including partnership costs for joint projects with third parties”
  
- *Request:* Explicitly call out social equity as a priority in agency policy.
  - *Response:* Added the term equitable to the sentence “Sound Transit will seek to provide or facilitate equitable improvements in access to transit services in cooperation with public and private entities as allowed by applicable laws, regulations, plans and policies.” in the introductory purpose of the policy.
  
- *Request:* Ensure that the policy is clear that other modes are as important, or on the same level as parking
  - *Response:* Existing language in the introduction stating that ST will “maximize pedestrian, bike and transit access and provide parking capacity within available resources” not only provides parity between parking and non-parking modes, but goes further to suggest that non-parking modes take precedence when resources are constrained.
  
- *Request:* Make it clear that ST could participate in access infrastructure that others (local jurisdictions, other transit providers) are building/investing in
  - *Response:* Added specific language referencing partnerships for joint projects in section 2B (noted above) and added “and in partnership with local jurisdictions” in section 2C
  
- *Request:* Change “encourage pedestrian, bicycle and transit access to facilities” in section 2C to “maximize pedestrian, bicycle and transit access to facilities”
  - *Response:* This change was not made. The concept that ST will maximize access from non-parking modes within available resources is provided for in the introduction, while section 2C is intended to describe ST’s role in working with local jurisdictions where we would not have the authority nor want to assume an obligation to maximize infrastructure investment of any type.
  
- *Request:* Change “Sound Transit may encourage and support bicycle usage at its stations...” in Section 2E to “Sound Transit will encourage and support bicycle usage at its stations...”
  - *Response:* This change was not made. The concept that ST will maximize access from non-parking modes, including bicycle, within available resources is provided for in the introduction. The activities described in Section 2E are intended to be a list of Board-authorized bicycle-supportive programs ST may invest in, but cannot be made requirements at every facility due to site constraints.
  
- *Request:* Call out electric vehicles in the parking management section

- *Response: Change was not made.* Parking for electric vehicles is already provided for in agency procedural documents such as our facility design guidelines and doesn't require new Board policy.

### **3) Comments on Next Steps and Implementation**

Board members and local jurisdiction representatives expressed interest in hearing further details about how the policy would be implemented, including details of the proposed pilot projects, as better context for consideration of the proposed policy.

Deferral of the policy action from February to March has provided an opportunity to respond to this request, with materials and briefing on the parking management pilot projects provided widely to interested stakeholders through February.

## **STAKEHOLDER OUTREACH SUMMARY (outside board subarea briefing process)**

### **Local jurisdictions receiving materials for review and comment**

- All local jurisdictions with Sound Transit facilities

### **Local jurisdictions receiving staff briefings**

- City of Shoreline
- City of Redmond

### **Regional Planning Agencies**

- Puget Sound Regional Council Transportation Demand Management Committee

### **Transit Partners (GMs, TIG, staff working groups)**

- Community Transit
- Everett Transit
- Kitsap Transit
- King County Metro
- Pierce Transit
- Washington State Department of Transportation

### **Regional Policy Advocates**

- Futurewise
- Transportation Choices Coalition
- Great City
- Bicycle Alliance of Washington
- Seattle Greenways
- Seattle Transit Blog
- Feet First
- Sierra Club
- Cascade Bicycle Club

### **Business Stakeholders**

- Microsoft