

SUBJECT

Items Relating to the Residential Parking Permit Program.

- A. First Reading of Ordinance No. 102, 2013, Establishing a Residential Parking Permit Zone Program.
- B. First Reading of Ordinance No. 103, 2013, Amending Various Provisions of the Fort Collins Traffic Code.

EXECUTIVE SUMMARY

The purpose of this item is to authorize the City Manager or a designee to implement residential parking permit programs in neighborhoods with parking problems.

City staff will develop administrative procedures for the program by working with neighborhoods and residents. The Traffic Code ordinance is needed to make the program enforceable. This program will be phased in over a two-year period as problem areas are identified and residents request assistance.

BACKGROUND / DISCUSSION

City Council has taken previous action to address residential parking problems by adopting the Parking Plan (see fcgov.com/parkingplan, Principle 5 on page 37) and by approving Offer 69.1 in the 2013-14 budget (see "Financial Impacts" below).

The City has received complaints for many years from residents who are not able to park on the street near their homes because non-residents have taken all the spaces. Typically, this happens in neighborhoods near downtown or around the campus of Colorado State University. Recent conversations about a possible new stadium at CSU have placed a spotlight on this issue. During the public outreach portion of the recently completed Parking Plan, a frequent comment was about the need for solutions to address residential parking problems.

These ordinances provide a solution by authorizing the City Manager or a designee to create parking permit programs in neighborhoods that request assistance. The ordinances are required because streets in neighborhoods are public right-of-way. City Council must take action to grant preferential parking privileges on public right-of-way to those who live there.

City staff will develop administrative procedures, and work with residents to create programs that work for each neighborhood. The following bullets describe program features:

- A permit will be required to park in a defined zone in each participating neighborhood.
- The requirement for a permit can be combined with a time limit. If a time limit is used, anyone can park for the length of the time limit without a permit, but a permit is required to park longer than the time limit. Time limits are typically, but not always, two hours.
- Permit zone boundaries must be defined. This is done by collecting occupancy and turnover data to identify the extent of the parking problem. Input from residents is also important in this process. Zones must be sufficiently large to preclude simply pushing the problem to an adjacent block.
- The cost of permits is a frequent question. Because City Council approved Offer 69.1 in the 2013-14 budget cycle, the City will be able to provide one or two free permits to each residence (the exact number will depend on the amount of off-street parking in the neighborhood.) Residents who need additional permits will be able to purchase them.
- If excess capacity exists in a neighborhood, non-residents and businesses may purchase permits. The City Manager will develop a fee schedule for permits based on the cost of the program.
- Residents will be able to obtain permits for their visitors and guests.
- Permits will be available for delivery and service vehicles. Emergency vehicles will not need a permit.
- A process will be established to verify residency and determine who is eligible for a permit. Property owners cannot get a permit unless they are a resident in a permit zone.

- Procedures will be implemented for permit renewal and to provide replacements when permits are lost or stolen.

The ordinance modifying the Traffic Code creates a violation if vehicles are parked without a valid permit in any area where signs indicate that a permit is required. Enforcement will be conducted with equipment and procedures similar to those currently in use, and will commence only after adequate notification is provided.

Colorado State University (CSU) will be a partner in the outreach process. The University is supportive of the City's efforts to improve parking conditions in residential areas around the campus. Staff from the university will be instrumental in providing education and notification about the new City program to CSU students, faculty and employees.

FINANCIAL / ECONOMIC IMPACTS

Offer 69.1 in the 2013-2014 budget includes \$50,000 in each year, funded from "Keep Fort Collins Great" funds (KFCG), to implement residential parking permit programs. The funds will be used to subsidize the cost of permits, hire an hourly coordinator, install signs, help with enforcement, and provide communication materials.

If funding from KFCG is not available in the future, it may be necessary to end the free permit program and charge for permits to cover the cost of the program. If that happens, neighborhoods will be given the option to end the program if they do not want to pay for permits.

ENVIRONMENTAL IMPACTS

The residential parking permit program will enhance the environmental and social character of neighborhoods by mitigating traffic hazards, noise reduction, litter prevention, and improved air quality (by reducing the number of vehicles hunting for parking spaces.)

STAFF RECOMMENDATION

Staff recommends adoption of the Ordinances on First Reading.

BOARD / COMMISSION RECOMMENDATION

During the process to develop the recently adopted Parking Plan, the following boards and commissions reviewed the Plan and discussed the residential permit program. All were supportive of the concept. Because extensive outreach was conducted during the Parking Plan, and positive support was received for residential parking solutions, additional board review was not conducted for these ordinances.

Air Quality Advisory Board
Bicycle Advisory Committee
Downtown Development Authority
Economic Advisory Commission

Natural Resources Advisory Board
Planning and Zoning Board
Transportation Board

PUBLIC OUTREACH

As stated above, this topic was discussed extensively during the outreach process for the Fort Collins Parking Plan, therefore no additional outreach was conducted for these ordinances, except that Parking Services has maintained contact with several residents who continue to advocate for this program and support these ordinances.

ATTACHMENTS

1. Implementation Notes
2. Offer 69.1, Neighborhood Parking Permit Program, from the 2013-2014 Budgeting for Outcomes process



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Residential Parking Permit Program Implementation Notes

1. **Implementation Steps.** Several areas in the City could be candidates for a residential parking permit program (see list below). Not every area or neighborhood can be implemented at the same time. A phased approach is necessary due to the amount of work involved. Implementation steps include:
 - outreach and education
 - public meetings and citizen input
 - occupancy and inventory studies to define the problem
 - definition of boundaries, time limits and other neighborhood-specific characteristics
 - installation of signs
 - issuance of permits
 - establishment of a “go live” date including when enforcement will begin

2. **Criteria.** Several criteria will be used to determine the order of implementation:
 - severity of the problem as determined by an occupancy study
 - neighborhood engagement, interest, and potential level of participation
 - proximity/severity of external factors, such as development, the new stadium, campus issues, businesses and other factors that create parking pressures in neighborhoods

3. **Neighborhoods.** The following is a list of areas that have either expressed an interest in the program, or where parking problems have been reported that could be addressed by a residential permit program. **Note that this list IS NOT in priority order.** The order of implementation will be determined using the criteria above.
 - Neighborhood around Centennial High School (Laurel and Mathews)
 - Parker Street
 - Bennett neighborhood (west of Shields, south of Elizabeth and north of Prospect)
 - Spring Court and Johnson Drive (south of Spring Creek and west of College)
 - Sheely subdivision
 - Mantz subdivision
 - Area around Dunn Elementary School
 - Neighborhoods around the old Fort Collins High School
 - University North, area west of College and north of Laurel
 - Area west of Shields between Elizabeth and Mulberry
 - Neighborhoods west of Downtown, including West Mountain, Meldrum, and Canyon

Package: 69 - Parking Neighborhood Offer**Offer: 69.1 - ENHANCEMENT: Parking Neighborhood Permit Program**

Pkg.Offer: 69.1
Offer Owner: RHensley
Original Pkg.Offer: 69.1

Offer type: BLT Revision

Status: Amended

Capital Project: No

Offer Summary

This offer provides funding to create a full-service neighborhood parking permit program in Fort Collins. This program will address the issue of residents not being able to park in their own neighborhoods. Several neighborhoods have expressed the need to solve this problem. Currently, there are no programs in place to provide help. Feedback from the Fort Collins Parking Plan indicates this problem is real and urgent. This offer is linked to Offer 67.1, Parking Operations. A scaled-down offer (69.2) has also been submitted for a minimal neighborhood parking permit program. This offer (69.1) will provide funding sufficient to implement a neighborhood parking permit program on approximately 25 blocks per year. The scaled-down offer (69.2) would be limited to 5 blocks per year. If this full-service offer (69.1) is accepted, then the scaled-down offer (69.2) should not be accepted.

Package: 69 - Parking Neighborhood Offer**Offer: 69.1 - ENHANCEMENT: Parking Neighborhood Permit Program****Offer Description**

Neighborhoods in Fort Collins around Downtown and the Colorado State University campus are experiencing parking problems. The problems are caused by external pressures from employees, business owners, students, professors or construction workers looking for long-term parking places. Typically, Parking Services will receive a complaint from a resident in a neighborhood stating that "all the spaces in front of my house are full all day," and either "my family" or "my visitors cannot find a place to park in front of my own house." Parking spaces in residential areas are generally not restricted in any way, so they provide attractive options for people from nearby activity centers who are looking for long-term parking spaces.

A neighborhood permit program can address this problem by requiring permits to park. Under this program, residents who live in a neighborhood will be issued or allowed to purchase permits. Non-residents also may be allowed to purchase permits, but the number will be controlled to insure there is adequate parking.

This offer provides the funding for staff time to set up and administer the program, outreach, education, coordination, enforcement, signs, striping, hang tags or other permits, and permit form processing. There will be a part-time hourly Neighborhood Parking Coordinator position who will work in partnership with residents to meet their needs.

In past budget cycles, the former Neighborhood Livability Team has provided feedback stating they want to insure that "resident participation" is part of any neighborhood parking solution. Parking Services is in total agreement. This program cannot be implemented without public involvement to develop details about costs, prices, qualifications, credentials, renewals, terms, locations, and other specifics. The approach that Parking Services will take if this offer is funded is to work with neighborhoods to develop these details. This will be "their" program designed by the residents to solve their problems.

This offer requests General Fund money. No revenues are shown for 2013/2104 as the Parking Plan has not been adopted and it is not known at this time if the residents will be charged for their permits.

The policy issues surrounding a neighborhood permit program currently are being discussed as part of the draft Fort Collins Parking Plan. Implementation of this offer is contingent on City Council approval of the parking plan, including a policy statement in support of a neighborhood permit program.

Linkage to RFR Purchasing Strategies

This offer links to Purchasing Strategy #10, "Parking Management":

Parking Services has worked informally with neighborhoods for many years to address individual concerns and issues on a case-by-case

Package: 69 - Parking Neighborhood Offer

Offer: 69.1 - ENHANCEMENT: Parking Neighborhood Permit Program

basis. This department has never had the resources to create a formal neighborhood program like the one proposed in this offer. The number and intensity of neighborhood complaints increases every year. The time has come to create a real solution with workable tools to address neighborhood parking problems. This offer will do that.

Personnel Changes

This offer includes one part-time hourly position to develop and administer the program.

Explanation for Account 519999 (Other Personnel Costs)

Performance Measures

The effectiveness of this offer will be measured by resident participation. The minimum requirement to implement a program will be 60%, with a goal of 75%.

Differences to Prior Budget Cycle (if applicable)

Summary of Changes Made as a Result of Results Team/BLT Review

Text changes were made to clarify the differences between the full-service offer (69.1) and the scaled-down offer (69.2) for the neighborhood parking permit program.

Package: 69 - Parking Neighborhood Offer

Offer: 69.1 - ENHANCEMENT: Parking Neighborhood Permit Program

Business Unit: 905040 - Neighborhood Permit Program

Staffing

Expenses		2013	2014
510000 - Personnel Services		\$30,540	\$31,456
520000 - Purchased Prof & Tech Services		\$19,460	\$19,460
		\$50,000	\$50,916

Funding Sources	Type	2013	2014
100-General	Ongoing	\$50,000	\$50,916
		\$50,000	\$50,916

ORDINANCE NO. 102, 2013
OF THE COUNCIL OF THE CITY OF FORT COLLINS
ESTABLISHING A RESIDENTIAL PARKING PERMIT ZONE PROGRAM

WHEREAS, in certain areas zoned for residential uses, restricting parking on streets primarily to persons residing within such areas will reduce hazardous traffic conditions, promote traffic safety, and preserve the safety of children and other pedestrians in such areas; and

WHEREAS, such parking restrictions will also: protect the areas within the parking restricted zones from polluted air, excessive noise, trash and refuse; protect residents of those areas from unreasonable burdens in gaining access to their residences; and help preserve the character of such areas as residential neighborhoods; and

WHEREAS, such parking restrictions will also promote efficiency in the maintenance of the streets and preserve the value of property in the subject areas and protect the peace, good order, comfort, convenience and welfare of the inhabitants of the City; and

WHEREAS, in some situations, residential streets serve an important parking function for non-residents in the public and commercial life of the City; and

WHEREAS, the City Council has therefore determined that it is in the best interests of the City that a residential parking permit zone program be established and enforced by the City Manager that will balance and accommodate these competing interests.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF FORT COLLINS that Chapter 24 of the Code of the City of Fort Collins is hereby amended by the addition of a new Article V which reads in its entirety as follows:

**ARTICLE V.
RESIDENTIAL PARKING PERMIT ZONE PROGRAM**

Sec. 24-160. Purpose and intent.

The creation of residential parking permit zones is intended to promote the health, safety and welfare of residents of the City by reducing unnecessary personal motor vehicle travel, noise, pollution, litter, crime and other adverse environmental impacts; promote improvements in air quality; reduce congestion and/or hazardous traffic conditions in the neighborhood; increase the use of public mass transit; protect residents from unreasonable burdens in gaining access to their property; preserve neighborhood living within an urban environment; maintain the convenience and attractiveness of urban residential living; preserve the residential character of the neighborhood and the property values therein; and safeguard the peace and tranquility of the neighborhood.

Sec. 24-161. Factors in establishment.

Upon receipt of a request by any adult resident of a neighborhood proposing a residential parking permit zone, the City Manager may conduct studies to determine if a residential parking permit zone should be established in that neighborhood, and what its boundaries should be. The City Manager may also initiate this process without any request if he or she concludes that it is in the public interest to do so. In order to determine whether parking by nonresidents of a particular neighborhood substantially impacts the ability of residents of the proposed parking permit zone to park their vehicles on the streets of the proposed zone with reasonable convenience, and the extent to which a residential parking permit zone would significantly reduce this impact, the City Manager may consider, without limitation, the extent to which parking spaces are occupied during working or other hours, the extent to which parked vehicles are registered to persons not apparently residing within the neighborhood, and the impact that businesses and facilities located within or without the neighborhood have upon neighborhood parking within the neighborhood. The City Manager shall also take into consideration the need for reasonable public access to parking in the area and the manner and extent that it should be provided, as well as the hours and days on which parking restrictions should apply.

Sec. 24-162. Establishment/termination.

If the City Manager determines that establishing a residential parking permit zone in a particular neighborhood is in the public interest, the City Manager shall prepare a program for the zone, specifying the boundaries, the hours and days on which parking restrictions will apply, and the provisions, if any, for nonresident permit parking. The City Manager may hold such public meetings as he or she deems advisable to assist in formulating such program. The City Manager shall thereupon establish the zone by regulation as provided herein. If the City Manager determines that the rate of participation in a zone is insufficient to cover the costs of administering the program, and the City Council has not appropriated other funds to support the program, then the City Manager may terminate the program.

Sec. 24-163. Traffic control devices.

Upon establishment of a zone, the City Manager shall install the necessary traffic control devices within the zone and issue residential parking zone permits.

Sec. 24-164. Permit regulations.

(a) Upon designation of a residential parking permit zone pursuant to this Article, the City Manager shall issue parking permits for vehicles owned by, or in the custody of and regularly used by, the following persons: (1) residents of the zone, (2) persons employed by a business located within the zone, and, (3) if permitted in the zone, nonresidents. The permits shall be issued upon receipt of a completed application therefor and payment of the fees adopted by the City Manager as necessary to defray part or all of the cost of administering the program. For the purpose of this provision, a “business” shall include nonresidential uses, but shall not include accessory uses.

- (b) A permitted vehicle may be parked in the zone specified in the permit without regard to the time limits prescribed for the zone, if any.
- (c) No person shall be deemed a resident of more than one (1) zone, and no more than one (1) permit may be issued for any one vehicle even if persons residing in different zones share ownership or use.
- (d) Residential permits issued under this Article shall be for a specific vehicle, shall not be transferred, and shall be displayed only as the permit may prescribe. The permittee shall remove the permit from the vehicle if the vehicle is sold, leased, or no longer in the custody of the permittee.
- (e) Permits for businesses may be issued only if parking capacity exceeds that needed for all residential parking. Business permits shall be sold on a first come, first serve basis.
- (f) The City Manager shall determine when the permit year begins for each residential parking permit zone. Permits issued based on new applications submitted during the last month of a permit year shall also be valid for the succeeding permit year without payment of an additional fee for the succeeding year. Otherwise, there shall be no proration of the permit fee.
- (g) No person shall use or display any permit issued under this Article in violation of any provision of this Code or any regulation promulgated by the City Manager under Section 24-165.
- (h) If parking capacity is available, residents issued a permit pursuant to this Article may obtain guest permits for use by houseguests of the permittee. The City Manager may define the circumstances under which guest permits may be issued, taking into consideration the reasonable parking needs of the residences and available parking capacity.
- (i) Upon application to the City Manager, any person providing bona fide services in a residential parking permit zone may obtain at no cost a reasonable number of temporary permits for the vehicles of such person for the period of time that the person is engaged in work within a residential parking permit zone.
- (j) It shall be unlawful for any person to falsely represent himself or herself as eligible for a permit under this Article or to furnish any false information in or in conjunction with an application for a residential parking permit.
- (k) Possession of any of the permits provided under this Article shall not guarantee or reserve a parking space.
- (l) The City Manager may revoke any permit issued pursuant to this Article for any of the grounds set forth therein or on the ground that it has been misused. Revocation shall bar the permittee from holding any permit under this Article for a period of one (1) year thereafter.

Sec. 24-165. Supplemental regulations.

The City Manager may, by regulation, prescribe additional standards, not inconsistent with those set out in this Article, that must be met before the City Manager designates a residential parking permit zone, or adds or deletes territory from an established zone, or issues permits for residential parking permit zones.

Introduced, considered favorably on first reading, and ordered published this 16th day of July, A.D. 2013, and to be presented for final passage on the 20th day of August A.D. 2013.

Mayor

ATTEST:

City Clerk

Passed and adopted on final reading on the 20th day of August, A.D. 2013.

Mayor

ATTEST:

City Clerk

ORDINANCE NO. 103, 2013
OF THE COUNCIL OF THE CITY OF FORT COLLINS
AMENDING VARIOUS PROVISIONS OF THE FORT COLLINS TRAFFIC CODE

WHEREAS, City Council adopted the Parking Plan Fort Collins (the “Parking Plan”) on January 15, 2013, which directed City staff to research solutions to parking issues throughout the City; and

WHEREAS, one of the issues identified in the Parking Plan is excessive parking in residential neighborhoods by individuals who do not live in the neighborhood; and

WHEREAS, City staff has completed its research and is recommending the implementation of a residential parking permit program; and

WHEREAS, concurrently with the adoption of this Ordinance, the City Council considering Ordinance No. 102, 2013, which authorizes the City Manager to implement such a program; and

WHEREAS, it is the City Council’s desire to amend the Fort Collins Traffic Code to implement the residential parking permit program proposed by the City staff; and

WHEREAS, the City Council has determined that the Fort Collins Traffic Code amendments which have been proposed are in the best interests of the City and are necessary for the health, safety and welfare of its citizens.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF FORT COLLINS that the Fort Collins Traffic Code is hereby amended by the addition of a new Section 1214.5 that reads as follows:

1214.5. Permitted Parking.

- (1) Unless official traffic control devices provide otherwise, only vehicles that have been properly permitted pursuant to Section 24-164 of the City Code may be parked within a residential parking permit zone.
- (2) Parking a vehicle that does not display a residential parking permit in areas where official traffic control devices indicate a parking permit is required shall constitute a violation of this section.
- (3) Properly permitted vehicles that are legally parked in a residential parking permit zone shall be exempt from Section 1204(6) of the Traffic Code.
- (4) It shall be unlawful for anyone to modify, alter, or duplicate a residential parking permit in any way or to use such permit in any manner other than that for which it was intended.

Introduced, considered favorably on first reading, and ordered published this 16th day of July, A.D. 2013, and to be presented for final passage on the 20th day of August, A.D. 2013.

Mayor

ATTEST:

City Clerk

Passed and adopted on final reading on the 20th day of August, A.D. 2013.

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