

Overview – Why a Checklist for Parking Management Planning?

Regional growth centers are focal points of many of the region’s major cities and develop in a way that attracts residents and businesses, as well as entertainment and other services. The transportation network in centers should facilitate walking and the use of transit, as well as bicycle and automobile access.

Given the importance of these centers in achieving local and regional growth management and transportation planning objectives, the Regional Council’s Growth Management Policy Board has directed the creation of a *Parking Management Plan Checklist* to help guide planning for parking in regional growth centers. Managing parking is one way to encourage alternative modes of travel into and within centers and therefore becomes a significant land use and transportation strategy. Parking management plans allow communities to control the supply and design of parking.

What’s in the Checklist?

The *Parking Management Plan Checklist* is intended as a tool to assist jurisdictions in addressing the location and amount of parking – both public and privately owned – in regional growth centers in a comprehensive manner. Developing a parking management plan can give a government or local improvement district a strategic say in:

- (1) what areas are dedicated to parking
- (2) what financing strategies are in place for parking
- (3) short-term and long-term parking considerations

This tool can help improve mobility and access to shops and businesses in centers and other locations, as well as controlling the amount of land that is dedicated to surface parking.

What will this Checklist be used for?

This *Checklist* is primarily a tool to help localities develop parking management plans. A separate *Plan Review Questionnaire* is used to evaluate **all** adopted plans for conformity with *Growth Management Act* requirements.

Information and Questions

For information about this Checklist, planning for regional growth centers, or the certification of local plans, please contact staff in the Growth & Transportation Strategies Section at (206) 464-5815.

Parking Management Plan Checklist

1. Create a parking management plan concept.

- a. Describe relationship of the parking management plan to the overall center plan.

How does parking fit into the overall access and mobility plans for the center? Design the parking system to support the mobility and accessibility needs within the center – especially the pedestrian network.

- b. Address parking comprehensively for the entire center.

Rather than looking at parking needs building-by-building or project-by-project, look at the overall parking needs for the center and deal with parking in a comprehensive and strategic manner. Take into account the parking patterns for different user groups in the center – employees, customers, and residents – throughout the course of the day. Address freight and truck access and parking. Survey the supply of parking, along with actual demand for parking at different times and for different events. Take into account any traffic control management programs, such as parking restrictions during peak commuting periods. Develop parking strategies for special events. Determine the appropriate role and design of park-and-ride facilities within your center – particularly in and around transit stations. Address intercept or satellite parking.

- c. Establish goals and objectives for parking – to support short-term and long-term development plans for the center.

What will happen to existing locations of parking as the center plan is implemented? Are there opportunities to redevelop properties that currently have surface parking? Can certain parking areas be used for non-parking activities when not in demand – for example, street fairs or community events?

- d. Improve user information and marketing.

Provide signage directing visitors and customers to parking facilities. Consider development of an electronic system that monitors parking availability and informs users about the location of open parking spaces. Consider Web-based information sharing.

- e. Provide parking for bicycles.

Be attentive to workers, customers and visitors traveling to the center by modes other than automobile. Provide ample and convenient facilities for parking bicycles at employment sites. Consider providing lockers and changing facilities with showers.

2. Ensure that parking standards conform with adopted urban form and design goals.

- a. Ensure that parking facility design complements community character.

Parking structures should be designed to complement adjacent buildings and uses. Facilities should be designed for convenience, safety, aesthetics, and accessibility by various user groups.

- b. Design parking facilities to accommodate pedestrian movement, including safety and security.

Parking structures and lots should not only be designed for easy automobile access, they should also provide for safe and easy movement of people on foot – that is, when they get out of their cars. Attention should also be given to facilitate easy access to transit stations and facilities. Restrict parking near pedestrian crossings (at corners and crosswalks).

- c. Keep parking behind retail structures.

Along the streets in a center, structures and facilities should be designed for pedestrians. There should be easy access into shops and businesses for people on foot.

- d. Encourage active ground floor uses, such as retail or office, in above-ground parking structure.

Where parking structures occur along a major pedestrian street, they should incorporate people-oriented uses along the sidewalk.

- e. Minimize impervious surfaces and address other environmental considerations.

Paved surfaces should be broken up, both for aesthetic reasons and to better accommodate drainage. Alternatives to paved surfaces should be considered. Parking facilities should be developed according to a jurisdiction's hydrology plan. Landscaping can be used to make surface lots more attractive and to accommodate at least some storm runoff on site (for example, drainage swales and rain gardens).

3. Establish parking maximums, instead of – or in addition to – parking minimums.

- a. Consider establishing a parking cap within a center to limit the amount of land dedicated to automobile storage.

Too much parking in a center can create large empty surface areas or underutilized structures that lead to additional challenges in attracting business and new development.

- b. Maintain and optimize parking that already exists in a center, before taking on costly addition of new parking facilities.

Look at opportunities to redesign or reconfigure existing parking facilities to maximize their capacity.

- c. Encourage shared parking among neighboring businesses.

Sharing parking spaces is particularly appropriate in areas where use is diverse – that is, different activities have different peak demand times. For example, an office complex and restaurant could share parking, since the office peak will be during the workday and the restaurant demands will peak during evening hours. (Note: communities should be aware of provisions in “shared parking” agreements and the possible ramifications of redevelopment of parking sites.)

- d. **Promote the development of community parking facilities within districts of the center.**

This can be an efficient way to pool limited resources to serve the needs of various business and commercial activities. In addition, it can provide for more direct management of the parking supply in a center. Parking management associations can be established to develop such facilities. Such associations can also be set up to provide “parking brokerage services,” to manage the sharing, leasing, renting, and/or selling of parking facilities.
 - e. **Reduce parking requirements – where appropriate – for new development and redevelopment in centers.**

Recognize that new development projects in centers can improve the overall urban environment – making it more attractive for walking and the use of other travel modes, such as transit.
 - f. **Allow on-street parking – where appropriate – to be factored into parking formulas for new development projects.**

In areas where on-street parking exists or can be provided, it should be considered when determining overall parking needs for a specific project or entire district. On-street parking can be a viable parking management tool to support business districts.
- 4. Pricing parking.**
- a. **Location-based rates.**

Higher prices and shorter payment periods can be charged for parking spaces that are in prime or more convenient locations. Fringe area parking rates should be lower and set for time periods to attract longer-term use.
 - b. **Commuter financial incentives.**

Offer incentives to commuters to use alternative travel modes to driving alone and reduce their use of parking facilities, particularly during peak periods. Consider discounts or reduced parking rates for carpools and vanpools.
 - c. **Tax parking facilities or their use.**

By taxing parking, localities can affect demand – either in general or for peak periods. Land value taxation can potentially encourage undeveloped parcels being used for surface parking to become sites for redevelopment.
 - d. **Monitor the use of parking passes.**

Regular audits should be performed on parking passes to prevent abuses, such as non-official personal use or improper loans to other motorists.
 - e. **Unbundle parking from building costs.**

Consider selling or renting parking separately from building purchases or leases. Occupants would save money by reducing their parking demand, as well as not having to pay for parking they do not use or need.

5. Peripheral parking.

- a. Encourage long-term parking to locate on the periphery of centers

Prime locations in centers should be vibrant and dedicated to major activities, including entertainment and commercial activities. Fringe parking is appropriate for long-term parking (particularly commuters), so that close-in parking spaces are available for priority users (that is, customers and visitors). When major parking facilities are located on the periphery, improved pedestrian connections should be developed into the core of the center.

- b. Develop overflow parking strategies.

Dedicating large areas for parking to meet the infrequent peak demands for special events can be reduced by developing an overflow parking plan for activity areas in centers. Such a plan can include:

- Shared parking arrangements for peak periods*
- Use of remote parking with shuttle service*
- Promoting alternative modes, such as ridesharing and transit.*
- Encouraging employees to use remote parking or other modes during peak periods*

- c. Avoid spillover problems in adjacent neighborhoods.

Prevent parking encroachment into neighborhoods next to centers with enforcement strategies, time limitations, and residential permits.

6. Preferential parking.

- a. Give preference to short-term parking over all-day commuter-parking.

Ensure retail and other businesses have nearby short-term parking. The most convenient parking spaces should be designated for use by customers or patrons who will be visiting between 30 minutes and 2 hours. More customers or visitors can be accommodated this way. "Early bird specials" are not appropriate in prime locations.

- b. Assign preferred parking spaces to carpool and rideshare vehicles.

Desirable parking spaces should be reserved for carpools, vanpools and buses to encourage ridesharing and discourage driving alone.

Selected Examples of Locations with Parking Management Strategies

Fee-in-Lieu Programs

Allows new development projects to pay into a fund for community parking facilities (typically municipally-owned), rather than providing on-site parking on their own.

Bend (OR), Jackson (WY), Kirkland (WA), Lake Forest (IL), Miami, Skokie (IL), Seattle's University District

Parking Maximums

Boston, Portland, San Francisco, Seattle (Downtown and Northgate), Bellevue (Downtown)

Parking Taxes

Baltimore, Chicago, Los Angeles, Miami, New Orleans, New York, Pittsburgh, San Francisco, Santa Monica, Washington, DC. See also Bremerton, SeaTac, Tukwila. The State of Washington allows localities to tax commercial and employee parking.

Pricing

Such as electronic systems that accommodate various payment methods and rates.

Philadelphia, New York

Time-Based Pricing

Eugene (OR), Chicago

Parking Innovations in Zoning/Building Codes

Denver, New York, Seattle

Selected Resources for Parking Management

Childs, Mark (1999). *Parking Spaces/A Design, Implementation, and Use Manual for Architects, Planners and Engineers.* McGraw-Hill.

Congress for New Urbanism (1999). *Parking Management.* www.cnu.org

CORDIS (1992-2002). *Parking Policy Measures and the Effects of Mobility and the Economy.* www.cordis.lu

City of Everett and Snohomish County (2003). *Downtown Everett Parking Management Plan/Final Report.* Perteet Engineering, Inc.

De Cerreno, Allison (2002). *The dynamics of On-Street Parking in Large Central Cities.* Federal Highway Administration. [www.nyu.edu.wagner/transportation/publications/reports.html](http://www.nyu.edu/wagner/transportation/publications/reports.html)

Downtown Research & Development Center (1998). *Downtown Parking Made Easy.* www.downtowndevelopment.com

Federal Transit Authority (1995). *Parking Management Strategies: A Handbook for Implementation.* Regional Transportation Authority (Chicago). www.fta.dot.gov/library/planning/tdystatus/tdy.htm

Oregon Downtown Development Association (2001). *Parking Management Made Easy: A Guide to Taming the Downtown Parking Beast.* www.lcd.state.or.us/tgm/publications.htm

Seattle, City of (2001). Parking: Your Guide to Parking Management. www.cityofseattle.net/planning/transportation/pdf/Parkingguide.pdf

Seattle, City of (2001). Parking: Seattle Parking Management Study. www.cityofseattle.org/transportation/ppmp_parkingtax_study.htm

Tri-State Transportation Campaign (2001). Parking Management. (Connecticut, New Jersey, New York) www.tstc.org

Urban Land Institute (2000). The Dimensions of Parking/4th Edition. ULI & National Parking Association (NPA).

Victoria Transport Policy Institute (2003). Parking Management/Strategies for More Efficient Use of Parking Resources. www.wtpi.org

Washington State Transportation Center (2003). Strategies and Tools for Transportation-Efficient Land Use and Development Practices: A Reference Manual.

Parking Topics in the Revised Code of Washington

Authority for Local ImprovementsChapter 35.43, RCW
(Section 35.43.040 addresses parking)

Public Facilities Districts..... Chapter 35.57, RCW
(see Section 36.100.200 for Parking Charges Tax)

Off-Street ParkingChapter 35.86, RCW

Parking and Business Improvement Areas..... Chapter 35.80A, RCW

Driveway Entrances..... Chapter 46.61.570, RCW

Park-and-Ride Lots Chapter 46.61.577, RCW