

Parking Management Manual SAC

Monday, January 22, 2018

4 p.m. – 6 p.m.

Congress Center

1001 SW 5th Ave, Room 513

Portland, OR 97204

Meeting Notes

Members in Attendance

Reza Farhoodi (Pearl District Neighborhood Association), Lisa Frisch (Portland Business Alliance), Heather Hoell (Venture Portland), Tony Jordan (Portlanders for Parking Reform), Juliana Lukasik (CEIC), Owen Ronchelli (Go Lloyd), Pia Welch (Portland Freight Committee), Felicia Williams (Portland Downtown Neighborhood Association)

Project Team in Attendance

PBOT: Malisa McCreedy, Nicole Powell; Kimley-Horn: William Reynolds; Rick Williams: Rick Williams

Additional Attendees

Peter Stark (CEIC)

Workshop Outline

- General comments on draft PMM and then feedback on each chapter.
- Updated Schedule
 - Review past schedule, we are at meeting number seven. We are proposing to cancel the March 19 meeting and take comments by email instead. Hope to get most comments today and address them before public comment period.
 - Public open houses will be held in February to get additional feedback.
 - The PMM will be refined in March and there will be an opportunity to review again and submit comments, with the end goal of taking the PMM to Council in April.
 - Heather – If a lot of feedback comes in or big changes need to be made before this goes to Council, I'd want to have the March 19 meeting rather than rely on email.
 - Malisa – We can keep the March 19 meeting on the calendar and have it if needed. The open house comments will be online. If any changes made that are beyond what we talk about today we can have the March 19 meeting.
 - Heather – Yes, that is fine. If there are going to be significant changes or we are getting significant feedback in one area, I'd like to have the March 19 meeting.
 - William – We will hold the March 19 meeting tentatively and may decide to cancel it.

Public Comment Period

- Peter – We need to be clear about what an area is vs. a district vs. a zone. It is important because typically when you talk about Districts it is things like the Central Eastside, Lloyd, or the Pearl. When you are talking about Areas you are talking about parking districts. We need to have clarity. When you are talking about Zoning you are typically talking about land use. We need to have clarity about how that language is used. If you are talking about Commercial you are also talking about Employment because from a land use point of view commercial is CX, but if you are talking about Employment it is EX. If you are talking about both of those you should call it mixed use. Land use is key to understanding parking, we need to be clear about how language is used to distinguish those two. There is a benefit to keeping permit parking as a tool as some of the districts transition and become more urban. Ex: Alameda, Swan Island, areas near the airport; as they begin to densify you will need to have permit parking as a tool to allow employment to transition to what will be a higher density commercial or employment zone. I know we have left it out completely and have made a distinction between neighborhoods and business associations, but there is a lot of overlap. Trying to separate the business association from the neighborhood association for management is a mistake. There is a lot more overlap.

General Comments on Draft PMM

- Heather – The layout is very nice.
- Felicia – Is an area parking permit zone the same thing as a parking management district? They seem to be slightly separate. How do they fit together?
 - William – We are using the term parking management district specifically for commercial areas.
- Felicia – An area parking permit zone could be both commercial and residential?
 - William – Yes, as it is in NW.
 - Malisa – We purposely kept APPP zones out of this document.
 - Heather – That is the residential side?
 - Malisa – Correct. That is the area parking permit program as it exists today under Title 16.
- Juliana – How does that relate in a district like the Central Eastside?
 - Malisa – This whole document is about future districts.
- Juliana – It may be about future districts, but we have something that works well in the CEID and it is not being reflected as an option. I am uncomfortable with permits not being part of the toolkit to integrate other parking districts with residential and commercial.
 - Malisa – We had a lot of conversations around that and this document came out of those discussions. Each chapter is discussing each topic as decided along the way.
- Felicia – If you create a meter district it has an impact on residents.
 - Malisa – Right now we don't have tools to create a permit district for other criteria, we can only do it for commuter parking, that was addressed in the Centers and Corridors Plan, which Council did not adopt. We are taking that forward after we do the pilot in NW. It is a parallel, yet a separate effort and we can't talk about that in this document.
- Felicia – Isn't this due to be voted on by City Council?
 - Malisa – In April. We can't include it, that was a separate stakeholder advisory committee that made a recommendation to Council. Council asked us to do a pilot in NW. We started the pilot, we have some data collection and are looking at that now so we can bring a report back to Council to get Council's direction on the Centers and Corridors Plan. This was a separate effort to talk about specific topics and how that would inform the future, we are not discounting what other districts have already done, we had to stay very focused.

- Peter – If you have an area, like Alameda, which is transitioning, they are going to face the same kind of challenges we face in the Central Eastside. There was a deliberate attempt to remove permit parking in any of the commercial zones.
 - William – Because we knew this issue wouldn't be addressed in this document it was written very generally, it doesn't specifically exclude the permit process. When creating parking management districts one of the requirements is outreach to the surrounding communities. Hopefully the next process will address the permit issue that we weren't able to address in this document.
 - Juliana – For me to sign on as a member of this committee I need some clarity around that, even if it is a paragraph that states that the permit process is a tool in our toolkit. The commercial corridors and residential areas are interwoven.
 - Rick – The intent of commercial zoning is that there would not be permits on the street, even the permit program in the Central Eastside in the commercially zoned area is going away because of that. In an industrial zone the priority is different, the priority is employment and visitors to the industrial uses, that is why a permit program would be allowed. The Centers and Corridors study that would be trying to answer the question that the folks in Alameda would have, there is an APPP program outlined and criteria and guidelines in the Centers and Corridors plan, but it hasn't been approved by Council. In the context of permits, there are factors related to the zoning of the district and impacts of commercial on residential and possibly the fact that area permit programs are still under development by the City of Portland.
 - Heather – I would need to say there are not just impacts of commercial on residential, but the other way as well.
 - Rick – Adjacent impacts.
 - Juliana – That is helpful.
 - Rick – We need to be clearer on residential permits and tell people there is a document, it just hasn't been approved.
- Juliana – My final general comment, is there is hardly any mention of employee parking, that concerns me. Want to get more language around employee parking.
 - Malisa – That is addressed in policy, the Comprehensive Plan 2035. This document is to implement policy. This is an operations document, for us to be able to implement the different policies that Council has adopted.
- Lisa – Where is the document for existing districts? If this document is for new districts, where is the complementary document for existing districts?
 - Malisa – Title 16 or Council adopted. Each meter district has been created from Council direction.
 - Rick – On page 8 there is a list of documents for existing districts.
- Lisa – Some of the topics refer to future districts, but they could be retroactively applied to current districts, like the Truck Loading Zone chapter. You talked about streamlining signage across the City.
 - Tony – Similarly, the pricing would be applied across the City.
 - Malisa – The direction we got for performance based pricing from Council does apply citywide. Truck loading zones apply citywide. How to create a new meter district, what our default time limits are, and event districts apply to future districts.
 - Felicia- Does it apply to current event districts too?
 - Malisa – It does not. We would have to do outreach.
- Felica – This conflates existing with future.
 - Malisa – We've had these conversations at each meeting. We did discuss these, there is nothing in this document that has not been discussed by this group.

- Lisa – It is not clear. It needs to be clarified overall and in each section, it needs to be very clear.
- Juliana – We need to stop referring to this document as only for new districts.
 - William – We can identify at the beginning of each chapter if it is existing and future or future.
- Heather – There are lots of photos of warehoused cars, empty parking, and meters. We lose some of the purpose of this, to ensure people have access to these places. We might want to add photos of people: retail employee, shoppers with bags, commercial looking transactions, deliveries or freight.
 - Lisa – Show the challenges, mass of people outside of event waiting for transit, delivery person with a hand truck or pallet.
 - Rick – If you have any photos please share them.
 - William – I will send out a link where you can upload photo files.
- Felicia – There is a lot of vagueness in the descriptions. So instead of just including existing/future at the beginning of each chapter it would be helpful to apply it throughout the document, ex: on page 28, clarify that doesn't apply to existing, but applies to future.
- Reza – I have a question about the granularity regarding pricing and what process will be used. How big of an area are we looking at when we look at occupancy rates?
 - Malisa – It will be based on the data. It would follow the criteria established in this document for minimal size of what can be enforced.
 - William – 40 contiguous spaces for the 4 hour zones and 80 for establishing new on street pricing.
 - Rick – The data collection criteria establishes that each district is a unique district, existing or new. We are collecting data in NW and CEID, the granularity will occur through data collection guidance from the SAC. We didn't say you must have this many stalls to change the price, you need to have the data and sit down with the committee.
- Reza – For areas, like ours (the Pearl), that don't have SACs, how would this process work?
 - Malisa – It will still be based on the data.
 - Rick – If we set up a new parking meter district it comes with the SAC.
 - Reza – I'm talking about downtown. Where is the framework for that?
 - Malisa – In the existing districts it goes back to the data and what can be enforced. It would probably go back to Council. Currently for the downtown meter district you must form an ad hoc committee, it would fall under the existing rules. We can add a note that when we are talking about the downtown district you follow the existing rules, which is forming an ad hoc committee.
- Owen – Is there enough flexibility to create a subzone that has a different meter price than the rest of the district?
 - Malisa – Yes, that is where it goes back to the SAC and what the data tells you.
 - William – The goal with performance based pricing is to split up some of the districts if it makes sense to do so.
 - Malisa – Technology wise, the Parking Kitty app and pay by plate would allow that.
- Owen – Lloyd is doing a rebranding and wants to drop "District", we don't want to be called the Lloyd District, just Lloyd.
- Heather – On page 13 under monitoring it says that it will occur once every two years, I don't remember that discussion.
 - William – It is the monitoring of parking management districts, not price zones. To adjust pricing, that is annually. If an area only has time limits, it is required every two years.
 - Heather – It might be helpful to clarify that it is not a meter district. With the pace of change that the City is going through, two years seems like a long time.

- Heather – I’ve gotten some feedback from business districts that are concerned that there is no requirement that anybody from the business district be involved on either the committee or initiation for request. It is a minimum of five members, but it says they can be business owners, representatives, or residents and they are encouraged to include their business district. Ex: a group of five residents could initiate this and not include the business district.
 - William – The document says, “such as,” not a minimum of one.
 - Heather – There is a difference between finding one resident and a representative of the neighborhood association, just as there is a difference between finding one business owner and a representative of the business district association.
 - Malisa – We didn’t say it was required because there might not be a business association.
- Rick – Let’s go through the steps. The first step is initiating a request to form a district. That comes from the community. PBOT recommends the business owners interested in pursuing additional active parking management work with their business district associations to request the formation.
 - Heather – It seems that engaging the business district association of the commercial corridor should be more prescriptive than what this is saying. You can go around the business district association right now.
 - Malisa – That was not the intent, so let’s clarify the language.
 - Heather – We need some clarifying language because this does not appear you need to engage the business district association.
 - Rick – Maybe we could say, that if a business district association exists, start there. Residents who live in a commercial corridor are different than residents that live in a neighborhood. The residents in a commercial district need to be able to participate.
 - Heather – It appears that the entire process can be done without contacting, involving, or engaging the business district association.
 - Malisa – PBOT would reach out to the various stakeholders in the district, including the business district association if there is one.
 - Heather – If you are going to establish this five-person advisory workgroup, if there is a business district association, one of the seats should be for a representative of that group.
 - Tony – There was similar language for the residential permit program that was proposed.
- Juliana – One of the ways to resolve some of this by establishing bylaws for the SACs. Because this is a document that new SACs would look at it could be helpful to say that establishing bylaws can help establish a fair representation for the SAC. It is important to say who has approval of that membership.
- Felicia – Having templates/samples at the back of the manual would be helpful, so people can refer to it.
 - Malisa – We have supplemental plans.
- Heather – A footnote for more information or to see City code, would be helpful to add to some parts of this document, imbedded in the chapters.
 - Malisa – This document will be on the web, so we can have live links in the document.
 - Felicia – For example, on page 12 there are some footnotes, those could be hot linked.
 - William – They are currently not hotlinks.
 - Malisa – We talked about doing that.
 - Juliana – Much of this document is dependent on other documents, so those links are important.
 - Malisa – We can add the links for more information, reference, and related content. We will make it so each link is living, as things get updated, they will be updated.

Chapter 1: Introduction

- Heather – On page 4 in the introduction paragraph, we could bold commercial district, so it is clear this is about commercial.
 - Rick – Do you like bold or italic to emphasize?
 - Group – Bold.
- Juliana – Page 4 should mention employee parking, there is no mention of employment, that would be a good place to add some. On page 6 Policy 9.57 – Why is the movement of goods and services part of the mode share objective?
 - Rick - That is the language from the policy.
 - Pia – I don't recall that as being part of the comp plan because we changed the hierarchy.
 - William – We will double check the language.
 - Owen – The way I read it was, if you achieve your mode split objectives it is easier for loading and unloading in the designated loading zones.
 - Pia – I don't recall this.
 - Malisa – It was under the parking management section, chapter 9.

Chapter 2: Parking Management Districts

- William – I want to clarify that we use the acronym PMD for Parking Management District, we use the acronym PMD to refer to the more general districts, not the Parking Meter Districts.
- Heather – Can you put PMD in parenthesis after Parking Management District? This would help clarify. In the second paragraph on page 10, can you flip flop livability and economic vitality? I would start with economic vitality because we are talking about the commercial corridor.
 - Malisa – It is written in the policy this way.
 - Reza – Both are important, does it matter the order?
- Felicia – A map of the PMD districts to see what areas are eligible could be helpful, it would be mostly centers and corridors, right? Looking at page 12 step 2.
 - Malisa – We hesitated to include that because we don't want people to think we will create districts in those places.
- Juliana – On page 10, I would like to see commercial and employment. On the list of items we are trying to encourage, efficient loading and unloading isn't mentioned and could be.
- Felicia – You have the steps for forming a new parking management district, one of the things that shows up for the grandfathered in organizations is funding priorities. In the new districts, there is no discussion around how to spend the money.
 - Malisa – That is all under the existing revenue allocation policy.
 - Felicia – You could take out photos and put in more information about funding revenues? Referring to page 12 step 3.
 - Juliana – Bylaws would answer that. You would establish a process for how to allocate and use the funds.
 - Malisa – Existing fall under revenue allocation policy, we can link to that.
- Heather – On page 12 and page 15 (in circles), business districts and neighborhood associations should be included.
- Juliana – On that page it might be a place to add bylaws or guidance from committee. Also, under collect data occupancy and turnover, type of use is important.
 - Malisa – Under the truck loading zone chapter there is information on data collection for those. This data collection is just for how management tools are used and to inform when the next management level is needed.
 - Rick – Chapter 7 has data collection for truck loading zones. Usually when we collect data in a commercial or residential zone it is specific to customers, visitors, employees, and residents. We do separate loading zone studies. We might want to emphasize that this is for time limited supply, for loading zones see chapter 7.

- Malisa – The truck loading zone data collection is more intensive, data is collected every 20 minutes.
- Juliana – I am confused about the requirement 1 on page 16, Parking Management District (PMD). It goes back to my challenge around a business district and a neighborhood and how blended everything is.
 - William – The intent here was to note that to implement new on street paid parking, the first step, if one doesn't already exist, is to establish a parking management district.
 - Juliana – How is this different than step 1 on page 12?
 - William – This requirement says you must first do steps 1 through 8. This entire process must be completed before advancing to implement paid parking.
 - Rick – They first must prove that time limited free parking is constrained before they turn to meters.
- Juliana – Page 18 looks good!
- Heather – The infographics are easy to understand.
- Juliana – On page 20, regarding mixing up terminology on zones and areas, we don't want to use Zone language when it should be Area language because it gets really confusing. Under the number of long-term stalls, I wrote "employment." The word "employment" should be used more often.
 - Malisa – On street parking isn't necessarily for employment.
 - Juliana – We don't mention employment or employees at all in this.
 - Malisa – This is mostly for on street, which isn't really supposed to be supporting employees, off-street is, long-term is for employees.
 - Juliana – It depends on the district. In our district (CEID), we don't have any choice, but to use on street for employees. We can't expect that other districts won't be able to do that.
 - Reza – You don't want employees taking up valuable spots.
 - Juliana – We want to find a balance. The long term is great, but I want to add to the list of descriptors that they can be for employees too.

Chapter 3: Net Meter Revenue Allocation

- Tony – I know that one of the recommendations from Centers and Corridors was to recommend that that City study performance base pricing. There has been a lot of discussion from residential areas in the central city that don't have a say on how meter revenue is allocated. I've been contacted by residents in the Pearl that live in affordable housing in recently metered areas that are confused. We have areas that are clearly for residential use or commercial use, but alternative transportation services lack in certain areas. Given that we can't put this in this document, I suggest that we recommend that the City review and recommend how areas that are metered and highly residential look at how the revenue is allocated so it is going to increase services for alternative modes.
 - Malisa – There is parking in some of the buildings, but it is around \$200/month and people don't want to pay that much. We can do a secondary recommendation to Council if this committee wants to do that. We have this Parking Management Manual about how we want to implement policy, but we would also like a future discussion on how revenue is allocated.
 - Reza – That would be very meaningful.
 - Tony – I would like to recommend that they do that in a separate process. In existing downtown districts, the neighborhood associations have no influence on the revenue allocation.
 - Malisa – The downtown district currently has no stakeholder advisory committee. There has been a lot of growth and change. Right now, PBOT spends the revenue to fund the

general fund, projects for the entire City. It must be a separate process because it is such a big issue. Do you want to think about if it is something you want to support or do you want to talk about it now or at the March 19 meeting? We could send you an email with a worded statement and get your feedback. What feels right to this group?

- Felicia – It could fit on page 28.
- Malisa – We want to keep it separate from the document because it could derail the whole thing.
- Reza – Is your concern that PBOT would have to find another source of revenue?
- Malisa – You are asking Council to give up control of revenue. It must be a stand-alone discussion because you are asking PBOT to give up 51% of the revenue to be handled by individual stakeholder groups instead.
- Lisa – I don't think this is the committee and one meeting to do this.
- Tony – All I'm asking is that the City look at this, I'm not asking for particulars.
- Malisa – We could tell Council that in addition to this document, we have a recommendation from this committee that we open the discussion further and have this conversation be brought before Council.
- Juliana – I would support that.
- Felicia – South Waterfront would be a good example of how that played out, it was supposed to have its own TMA and they got wrapped into downtown.
- Malisa – The committee could recommend that as part of this process of going through with creating a document about how we implement policy we would also like to look at how revenue is allocated in the downtown meter district and forming stakeholder advisory committees to help PBOT to make recommendations on how to best spend that money back in the district.
- Reza – If it was in writing I would support that.
- Malisa – Yes, it would be in writing. It would be part of the resolution to Council that says we would like you to support this document, it is implementing policy, and we would also like Council to direct PBOT to open this discussion.
- Rick – A good example of it was when we did the rate policy for downtown. One of the recommendations separate from the study was the recommendation that formed this SAC.
- Malisa – We can draft a statement and bring it back to the March 19 meeting. We could send it out in an email for you to think about in advance.
- Tony – Does anyone object to the general idea of that?
- Group – No.
- Juliana – I think you write it and we comment on it.
- William – It would be important for you all to review that as well as the additional language that is going to be presented to Council.
- Heather – Tony, was the other point you were making about TriMet access?
 - Tony – If the neighborhoods were at the table they could express interest in making alternatives better for areas that are general not served well by transit.
 - Malisa – It is about having the funds go back into the district instead of having the funds spent by PBOT citywide.
- Felicia – How many general bonds does PBOT have?
 - Malisa – SmartPark is paying off the streetcar bond. Revenue generated in parking goes to the general transportation fund, so those dollars are getting spent on bonds. We also issue bonds to cover capital expenditures, such as pay stations.
 - Pia – They are going to have Build Portland bonds.
- Juliana – On page 24 it would be nice to include something about how the things we are doing help businesses operate and move goods and services. Multimodal also helps businesses do business in the city. On page 25 majority seems too vague. A majority of net meter revenue

should go to services and programs in the meter district in which they were generated. Is everybody comfortable with that?

- Rick – The TRM is written as a majority, that is the policy language. To date it has been interpreted as 51%.
- Heather – Do we put a majority, parenthesis 51%?
- Rick – Technically right now that has been negotiated, so far it has been 51%. Lloyd started it, CEID and NW used it as a precedent. I would leave it as majority, it will never be less than that.
- Felica – This is one of those areas where clarifying current vs. future would be helpful.
- Juliana – The last sentence on page 25 does not make sense to me.
 - Heather – The words may and should are literally the words may and should. If there is some sort of financial crisis in the City the funds go to that first.
 - William – We will put “may” and “should” in quotes.

Chapter 4: Time Limits

- Heather – Is there somewhere that we could mention the standardized signage and enforcement hours?
 - Malisa – This is just about how long people can park, not the enforcement hours for it.
 - Heather – Didn't we talk at the beginning about how PBOT was going to standardize signage across the City?
 - Owen – It says recommended 2 hours as the default, there are 15 min, 30 min, and 4 hour zones.
 - Rick – There might be some confusion because there was a good discussion about taking 44 loading zone signs down to 5.
 - Heather – I think it is a good thing that we are trying to take out the confusion around how long someone can expect to park. I know PBOT talked about doing standardization of signage and time limits. There might be something to say about that in the time limits chapter to let people know that to have a better user experience there is an effort for standardization.
 - Malisa – To provide a more consistent user experience we will be standardizing guidelines around default time limits.
 - Felicia – It outlines that well on page 33.
 - Heather - I understand the 2 hour zones as a default, I'm trying to give PBOT extra credit for doing a good thing. You can add it or not.
- Juliana – I have a question about the high turnover stalls on page 34. It says that no more than four high turnover stalls will be installed per block (two per block face), shouldn't that be based on data? Why are we setting a rule?
 - Heather – That is part of the standardization at the corners.
 - Owen – It is best practice. What has happened before is people want a time stay and then that business goes out of business and they request one and you have multiple high turnover stalls on a block face.
 - Heather – Wasn't putting them on the corners part of the standardization effort?
 - William - Yes. The intent is that there are two per block face, one at each corner.
- Juliana – On page 36, 4 hour zones can be a good option for employees and I want to make sure we mention that.
- Heather – On the graphic (page 35) it might be interesting to show the full block face because there could be a second high turnover spot that is not shown in the graphic. It might help people get a better sense that there could be two on a block.
 - Malisa – Maybe we can highlight it in a different way. We could add an up and down as well, so the block goes up as well.

- Peter – We have many full block faces in the Central Eastside with multiple 30 minute stalls. Would this prohibit that?
 - Malisa – Yes, but exception criteria could allow it if there was a justifiable need.
 - Rick – It comes back to the data.

Chapter 5: Pricing

- Heather – On page 41, I can see all the colors except NW.
 - William – It is overlaid.
 - Malisa – We can pick a different color that will show up.
 - Heather – Black might be a good option.

Chapter 6: Event Districts

- Lisa – We have talked a lot about transit and although the City doesn't oversee transit, some acknowledgment that transit needs to be working for people to have choices other than on street parking would be good.
 - Heather – That is important, people often drive because they feel like they don't have other options.
 - Lisa – Not a directive to TriMet, but supporting language.
 - Rick – It could be included under the Why Implement Event Districts section. We talk about what the City is doing, to use the meter rate as an incentive to use alternative modes, but we need to add more about alternatives and transit.
 - Lisa – When someone says alternative modes, I think of bicycles not transit, so massive movement of people is important.
 - Owen – When big events let out it would be nice to have transit coordination, having a ghost train and additional buses running to support the large number of people letting out at the same time. I think they do that some of the time.
 - William – They run additional trains and buses at Blazers and Timbers games
 - Reza – Who funds that?
 - Rick – In Lloyd it is TriMet and Providence contributes as part of the good neighbor agreement. It depends on the district.
 - Juliana – As part of your ticket price you can opt for a transit pass. It is important that the event place works well and to have options.
- Felicia – It doesn't say what the rates are for the current districts.
 - Juliana – We need to indicate that we are changing an existing district.
 - Reza – It says it is recommended that the rate will change to \$4 per hour.

Chapter 7: Truck Loading Zones

- Felicia – I know that the streetcar line can be impacted negatively when a truck is in a truck loading zone, when the vehicle isn't parked close enough to the curb and are too close to the streetcar line and the streetcar can't get through. Maybe we should not put freight loading adjacent to the streetcar line.
 - Malisa – That is part of the truck loading review we are doing. We can add that as a priority to look at, to see what businesses adjacent to the streetcar line requested a truck loading zone and see if they can be moved. I will contact our staff about this. After our review in Old Town China Town we removed five spaces and converted those back to short term parking because the businesses moved or the truck loading zones were not being used.
 - Pia – The issue was brought up before the streetcar was put in.
- Heather – On page 61 I'm curious about how a truck loading zone reinforces an area's identity and unique sense of place.

- Malisa – Is it something that we pulled out of something else?
- Juliana – I agree that it doesn't make sense, but something I think is missing is that we need to create something that is intuitive, simple, good for business, and easy to understand. Maybe that could replace it?
- Pia – We are working on another project with PBOT to get better signage to recognize that you are entering an area with trucks and freight movement, it is a safety issue. I'm hoping we will see the truck loading zones informed by data because there isn't really data on usage. There are a lot of usages including delivery of packages, moving, etc. It would be nice to see data on different types of usage.
- Heather – I think having diverse businesses that can all get their access to goods contributes to the identity of the district, but I don't know that a truck loading zone has an impact on this. It could be replaced with something else.
- Juliana – On page 62, aren't there other loading zone types other than commercial loading zones, like patient loading zones?
 - Malisa – No, the only thing we've been piloting is a passenger load/unload for 30 seconds in the entertainment district.
 - Juliana – Under the section to establish truck loading zones in areas that are close, what if they can't? Can we allow for a special case?
 - Rick – Yes, we have our base standard and exceptions criteria based on data.
 - Malisa – What we are trying to do is set up guidelines and have a process so we don't have so many one offs.
 - Heather – I don't see the language about exceptions, it might be helpful to have an asterisk that says exceptions based on request and data may be available.
 - Peter – Isn't it called an angle loading permit? A special permit that you get through the City.
 - Malisa – Those are only in a very specific area, the Central Eastside, we don't really have those elsewhere.
- Juliana – On page 64, the fourth picture says 10pm-7pm which should be 10pm-7am. On number 2, I thought we didn't want to be too specific.
 - Malisa – That was a freight committee recommendation. We took this section to the Freight Committee for review.
- Juliana – Is the graphic one way or two-way streets?
 - William – It is intended to be two way streets.
 - Malisa – It is the far side and would be on both sides of a one-way street.
- Felica – Are all the truck loading zones that exist going to be redone to match this?
 - Malisa – Existing truck loading zones would be reviewed and updated case by case. We are doing this review to get our signage updated and then once we have guidelines we can look at things to change out. This is to guide future districts.
- Heather – The truck loading zones look like they are in the same location as the 15 and 30 minute zones. Are they meant to compete?
 - Malisa – It is a balancing act and goes back to the guidelines, determining how those fit together on that block.
 - Rick – If there is a need for a loading zone and there is no need for an existing 15-minute stall because the business that requested it is gone, then that 15-minute stall could be removed. If both are needed based on data, then we must determine how to space them. It is going to be case by case. Having the guidelines and being able to initiate the process for data collection is a huge step forward.
- Heather - What does it mean in step number 2 about the ability to use truck loading zones as combination zones?

- Rick – There are examples in front of Pioneer Place mall and in NW. In many cases we have truck loading zones that were all days and all hours. If it doesn't need to be all days and all hours, it could be truck loading from 7am-11am and after 11am it is no longer a truck loading zone, it is a visitor stall (for example).
- Malisa – If we had competing requests we could see if it could be a truck loading zone for a portion of a day and a 15-minute stall for the rest of the day.
- William – I don't know if we specifically define combination zones, we will check to see if we do and add it if we didn't.
- Heather – Maybe it can say combination zones based on signage, so it is clearer.
- Juliana – On page 65, can we make sure we have a hotlink to the maps? Do we need to do an annual review of truck loading zones? It seems like every two years would be good. This is number 6 on page 65.
 - Pia – I think every two years would be good.
 - Rick – Do you remember why it was one year?
 - Malisa – We wanted one year for consistency purposes.
 - Rick – NW has already chosen to review them every year. At some point, they may decide otherwise.
 - Juliana – You could instead say at minimum every two years.
 - Heather – The time zone review is only every two years.
 - Malisa – Yes, that is just for time limits. It is a lower demand area.
- Juliana - On page 66, 10pm – 7am, how is that enforced?
 - Malisa – It is complaint driven and enforcement is looking at later shifts during their analysis. Right now, the police can enforce at that time.
 - Rick – The same challenge applies to all days all hours signs.
- Heather – The TLZ street recommendations (on page 66 table 2), the blue and red, where is the blue and the red?
 - Malisa – That is coming out of the Comprehensive Plan, the street use classification map that is going to Council, where the streets are designated as blue corridors for boulevards, red corridors for commercial retail uses, or green for pedestrians/street trees.
 - William – The map was in the technical document distributed earlier, we didn't want to include it in this document, but we overlooked having some link to it.
 - Malisa – We need the map in the document and link to the adopted version. When we take the final version to Council the map should be adopted by then.
 - Heather – It might be helpful to start with boulevard/undesigned and then say blue on map.

Chapter 8: Enforcement

- Felicia – I like the enforcement chapter, we have already talked about how APPPs are not included in this document, I am wondering if they should be mentioned on page 74.
 - William – The intent here was to cover everything that enforcement officers do as background information.
 - Malisa – The document can't exist without enforcement. At the start of the chapter we should clarify that we want to acknowledge that enforcement exists and these things can't happen without enforcement, but the following is for background information.
- Felicia – On page 74 under the non-patrol duties performed by PEOs under abandoned vehicles in the second bullet point, I think you want “complaint” instead of “complains.”
- Reza – There is a need for PBOT to do more education and communication in areas where they are seeing a high number of violations, having a kinder/gentler approach for reminders. I sent you (Malisa) that link.

- Malisa – I sent that to enforcement. They have a consultant that is doing the analysis and review, I can ask Kezia if they will include that in the conversation with the consultant.
- Reza – You are saying that it won't be included in here.
- Malisa – No, we are not able to dictate what enforcement does. We are trying to clean up our signage so people understand what is happening on street.
- Pia – Nothing discusses what happens when an area removes parking due to a project. What do you do when parking is going to be removed from an area due to a project? For example, there are two large projects on Division.
 - Malisa – Parking is one piece of how the right of way is used, those decisions are made at the director and commissioner level. On street is not necessarily just for parking. We track parking removal citywide, so we can help inform the conversation, but we don't have a mechanism that says you can't take it and it must stay parking. There are City policies that focus on mode shift and reducing cars, there are a lot of competing challenges and those decisions are made at the Council level.
 - Pia – It may not always be data driven.
 - Juliana – It is a big issue for the Central Eastside. Is it a big enough issue to recommend that we ask PBOT to start to review the notification and stakeholder involvement process? Right now, it is convoluted and you don't know it is happening most of the time.
 - Pia – The communication has been poor on quite a few projects and that needs to be elevated and worked on.
 - Malisa – Internally we don't necessarily get notified until after. We get notified because somebody is upset that their parking was removed and then we must figure out why it has been removed. There is so much right of way, it is a challenge on how to communicate when that is happening. Communication can always be improved. I don't know if it is better to have a formal request from this committee to the director or if it you write a letter as an official representative of a body.
 - Peter – I don't know if this is as much a PBOT issue as an intergovernmental issue (BDS, TriMet). We need a voice through PBOT to address the fact that you can't just modify the right of way.
 - Malisa – We have many capital projects and different divisions, the project manager might be communicating with the communities that are right there, but not all of the stakeholders. There are many different funding sources and places projects are being done, I don't know what the entity or body would be to coordinate that.
 - Peter – It should at least be the transportation advisory committee.
 - Malisa- Whenever we get asked about things our first comment is, have you talked to the stakeholder advisory committee in that district? Because a lot of times parking is the last thing on people's mind. We push hard to make sure the outreach has been done. I don't know what the answer is. I'm willing to figure out who to talk to or take it forward to.
 - Pia – It has been a long-term lack of communication issue. We are not unknown entities, ex: freight access being block and the Freight Committee not being notified.
 - Heather – It was not until January 1, 2018 that business districts or business entities were even required to be notified. That notification is only as good as if the bureau's database is updated.
 - Malisa – We can think about it and try to find out if there is a way internally to ask if there is a better way to corral our communication or have it more centrally distributed and see if there is a central point of contact.
 - Heather – What if we added a sentence at the beginning that talks about parking management needing to be a holistic endeavor.
 - Malisa – We can say that.
 - Juliana/Heather- It doesn't have any teeth.

- Juliana – Is there any data driven policy that exists to establish when enforcement should be in an area?
 - Malisa – That is what they are reviewing. We don't know what their RFP said.
 - Reza – Can we check in on that?
 - Malisa – It is for them to figure out how to better internally manage their own staff. This is an internal management exercise, not for public input.
 - William – The violation rate and capture rate metrics can help inform this.
 - Peter – There should be something in this document that talks about a relationship that is quantifiable.
 - Malisa – We cannot dictate enforcement. We manage parking operations, we do not have any influence on how parking enforcement is run.
 - Rick – If they embrace capture and violation rates it directly translates into deployment. If my violation rate is 20%, I should be deploying more enforcement, but if my violation rate is 3% I am deploying too much. This document sets that up. They must go through their internal process.
 - Malisa – They are now fully staffed, they were down 30 people a year and a half ago. They have a lot of new staff, new management, and a new mission. We are bringing this back to the Freight Committee because they asked us to the last time we were at the Freight Committee.
 - Pia – Let me know when because the calendars are filling up.
 - Malisa – We told Bob.
 - William – Ideally February or March.
 - Pia – We might be able to fit you into February, March is open.
 - Malisa – Let's go for March.
 - Pia – Contact Bob to make sure you have adequate time in February or March.

Meeting adjourned.