



Commercial Parking Management Districts

BACKGROUND

Portland's 1996 Parking Meter District Policy (Binding City Policy TRN 3.102) provides management objectives and guidelines for the formation of new meter districts, and the policy has been used successfully to implement four meter districts outside of Downtown. However, as Portland moves towards performance-based parking management, more specific performance-based guidelines are needed to ensure that new meter districts are established with the goal of meeting specific management objectives for the area.

Livability and economic vitality are key themes within the Parking Meter District Policy, and an overview of on-street parking management in commercial districts¹ is described in the following manner within the policy:

...the on-street parking system in commercial districts is managed to support the economic vitality of the district by encouraging parking turnover, improving circulation, encouraging use of off-street parking, maintaining air quality, and promoting the use of alternative modes by managing the supply and price of on-street commuter parking. In managing the on-street parking system priority is given to short-term parking, followed by carpools and the remaining supply is managed for long-term use. Minimizing impacts on surrounding neighborhoods to protect neighborhood livability is a key objective of the City's on-street parking management policies.

Objectives

- Support the economic vitality of the district. The deployment of parking meters and other parking control devices should not result in economic harm to the district.
- Minimize parking impacts on adjacent areas; develop plans to prevent impacts and institute measures to mitigate impacts that occur.
- Encourage and promote the use of transit service, carpools, bicycle and pedestrian modes as alternatives to auto use for trips into and within the district.
- Cover the on-going maintenance and operating costs of the meter system with district meter revenue to the extent possible, recognizing that some start-up costs may need to be covered by other sources.
- Allocate meter system revenue fairly between the district and citywide or multi-district transportation services and in accordance with the Revenue Allocation section of this policy.

Although these management objectives were developed with specific reference to meter districts, these themes also apply to commercial corridors that have applied other active parking management strategies such as time limit restrictions with enforcement. The process outlined in this document therefore broadens the scope to refer to **Commercial Parking Management Districts** and establishes a set of guidelines and minimum thresholds that should be met before implementing on-street paid parking in a commercial district.

¹ Commercial districts are defined here as districts whose base zoning is commercial (e.g., C, EX, I) and/or whose base zoning prioritizes commercial land uses at the street level (e.g., mixed use)



IMPLEMENTING ON-STREET PAID PARKING IN A CPMD

The following section presents a series of requirements that must be met in order to establish a new parking meter district. They are not intended to be sequential but rather a general framework that establishes *minimum requirements*. Areas that meet all of these requirements do not necessarily need to implement paid on-street parking, but such districts would have this option as a potential management tool.

Requirement 1: Commercial Parking Management District (CPMD)

Formalizing a Commercial Parking Management District (CPMD) is a necessary first step in order to identify potentially impacted stakeholders and ensure that requests to PBOT for additional active parking management have been made in consultation with employees, business owners, and residents.

PBOT recommends that business owners interested in pursuing additional active parking management work with their representative Business District Association to establish a CPMD². The boundaries of the CPMD may follow that of the sponsoring Business District, but this is not a requirement. Any active parking management strategies, such as implementation of time limits or on-street paid parking, will, in general, **only apply in areas zoned commercial or mixed-use**. Parking management in residential areas will follow the processes defined for Area Permit Parking Programs (APPPs).³

Requirement 2: Existing Parking Management

As discussed in the Portland Parking Management Toolkit (2016), on-street paid parking can be an effective tool to address high parking demands and low turnover in commercial districts, but other management and enforcement strategies should be applied first. Specifically, before implementing paid parking within a CPMD, **the area must already have time limit restrictions in place with enforcement**.

Requirement 3: Minimum Size

Assuming Requirements 1 and 2 have been met, a CPMD may request an occupancy study within the areas of highest demand that should be considered for on-street paid parking. A new parking meter district will not be established unless the area meeting the occupancy requirements (see Requirement 4) includes **at least 80 on-street stalls in a commercially zoned area, covering an area of at least 10 contiguous block faces**. The occupancy study may include a larger area in order to ensure that data for the areas of highest demand are captured. However, PBOT will only conduct an occupancy study no more than once every two years.

Requirement 4: Minimum Parking Demands

Effective parking management helps to ensure that there are typically 1 to 2 open stalls per block for visitors and customers in commercial districts. According to best practice, this corresponds to an occupancy rate of no more than 85% during peak hours. However, if demands only exceed this threshold briefly during the day and most of the time customers can conveniently find parking, paid parking may not be necessary. In order to apply to a wide range of scenarios, a two-tiered approach has been established:

² Where a formal local business association is not in place, then area businesses work with their Chamber of Commerce or an organization like Venture Portland.

³ See Area Parking Permit Programs (APPP), Code Section 16.20.800.



- Average occupancy reaches or exceeds 85% during 3 or more hours during the day
- Average occupancy reaches or exceeds 70% during 5 or more hours during the day

This two-tiered approach ensures that demands are relatively high for at least 5 hours, with demands reaching or exceeding 85% during at least 3 hours, prior to implementing paid parking. The area included within the calculation must include at least 80 stalls over at least 10 contiguous block faces (see Requirement 3), but can be expanded to capture all contiguous block faces that best capture peak demands within commercially zoned (or mixed use) areas. These demands must be observed over **at least two weekdays, measured in separate weeks.**

For all future meter districts, the standard hours of enforcement will initially be set to **10 am to 7 pm, Monday through Saturday.** Outside of downtown, parking demands typically remain low before 10 am, and delaying enforcement in the morning aligns with Vision Zero’s Impairment Action Item #2 to encourage impaired drivers to leave their cars overnight without concern of getting a parking ticket or being towed. Standard hours of enforcement may be reduced or extended based on observed demands, with **occupancy rates of 70% or higher needed to justify extended enforcement hours.**

Requirement 5: Outreach to Surrounding Areas

Implementing paid on-street parking will, by design, shift parking demands within an area. Parking demands are likely to increase in surrounding areas, particularly residential areas with unregulated on-street parking. Prior to implementing on-street paid parking, **notice must be given to all residents within 1,000 feet of proposed metered blocks.** Neighborhood associations may choose to partner with business districts to measure demands in residential areas before and after the change to determine if an APPP is needed. Although the APPP process is independent from the meter district process and APPPs will only be established when demands exceeds established minimums, developing a partnership between the Business District and Neighborhood Association early on will be beneficial, particularly as net meter revenue and APPP surcharge funds can be pooled, if desired, to fund projects in partnership.

Summary

The following summary table presents these requirements along with the required data that would be needed in order to establish a new meter district.

	Data Needed
Requirement 1	
<ul style="list-style-type: none"> ● Has a CPMD been established? 	Name of CPMD
Requirement 2	
<ul style="list-style-type: none"> ● Have time limit restrictions been implemented? ● Are time limit restrictions enforced? 	# of short-term stalls # of 2-hour stalls # of 4-hour stalls Enforcement hours
Requirement 3	
<ul style="list-style-type: none"> ● Does the proposed commercially zoned area include: <ul style="list-style-type: none"> ■ At least 80 stalls ■ At least 10 contiguous block faces 	# of stalls # of block faces
Requirement 4	
<ul style="list-style-type: none"> ● Do peak demands averaged over a contiguous area with at least 80 stalls: 	



- Reach or exceed 85% occupancy for 3 or more hours over at least 2 weekdays (measured in separate weeks) # of hours ≥ 85%
- Reach or exceed 70% occupancy for 5 or more hours over at least 2 weekdays (measured in separate weeks) # of hours ≥ 70%

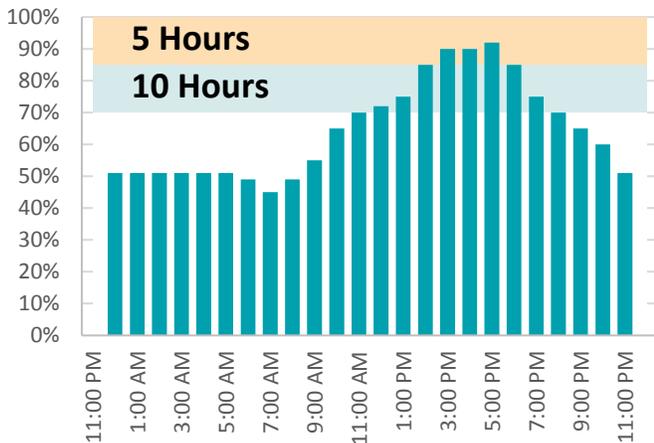
Requirement 5

- Have all residents within 1,000 feet of each proposed metered block been notified? # of dwelling units

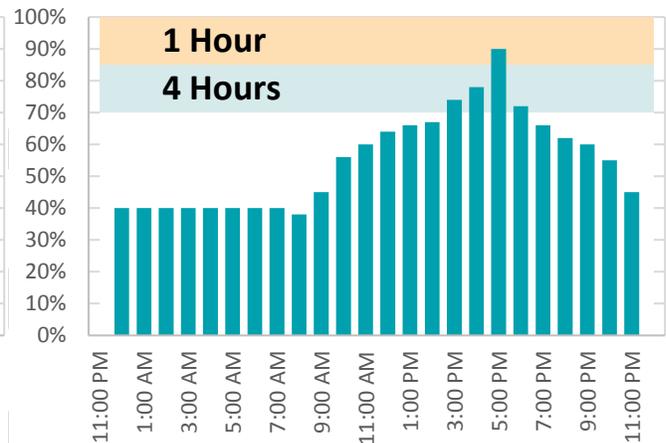
EXAMPLE OCCUPANCY ANALYSIS

To further clarify the occupancy requirements established as part of **Requirement 4**, the following charts show a variety of hypothetical results along with the number of hours that would meet the thresholds. Each bar represents an hour of data averaged over a **commercially zoned area** containing **at least 80 on-street stalls** within a **contiguous area**. In practice, the number of blocks to include within the analysis would be an iterative process to capture the area of peak demand that meets these minimum requirements.

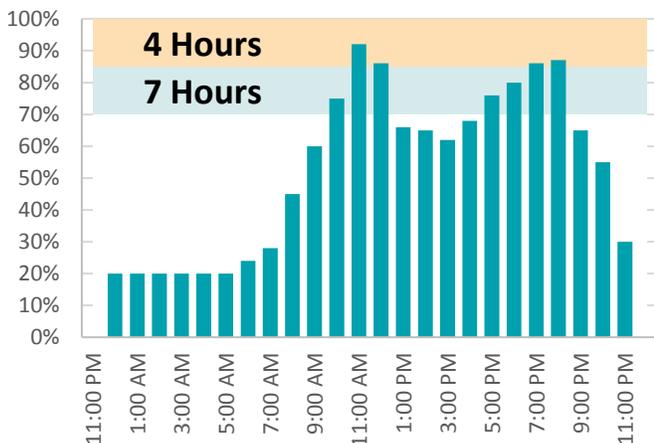
Meets Criteria



Does Not Meet Criteria



Meets Criteria



Does Not Meet Criteria

