

CITY OF MEDFORD
**ON-STREET RESIDENTIAL
PERMIT PARKING PROGRAM**

August 2017

Prepared by Nelson\Nygaard Consulting Associates, Inc.





Medford, MA

ON-STREET RESIDENTIAL PERMIT PARKING PROGRAM OPTIONS

August 2017

N NELSON
NYGAARD



August 31, 2017

City of Medford
Leo Sacco, Chief of Police
100 Main St.
Medford, MA 02155

Re: Residential Permit Parking Study, Final Reporting

Dear Chief Sacco:

After hearing complaints from residents in the South Medford and Hillside neighborhoods about a deteriorating experience finding overnight parking spaces, the City of Medford hired Nelson\Nygaard to develop an updated on-street resident permit parking (RPP) program. The Nelson\Nygaard team is experienced in understanding the legal mechanics of residential permit programs, how these regulations and programs are written, and what unintended consequences they can bring.

The team began by collecting background information from City staff and residents about the need for an update to the decades-old on-street permit parking rules. The team interviewed staff from Republic Parking who enforce residential permit parking citywide, City staff that manage the City's parking program, and other identified stakeholders to understand existing conditions. Morning and overnight parking occupancy counts and permit utilization data on a number of streets was provided by Republic to help the evaluation. Finally, an initial public meeting on February 16, 2017 allowed residents citywide to voice their concerns about the existing program.

A number of concerns drove the desire for an update to the resident parking program. These included:

- High utilization of on-street spaces in and near certain core commercial neighborhoods;
- A perception that non-resident cars are parking illegally in Medford, especially near its municipal border with Somerville;
- A perception that neighbors are illegally parking on permit-only streets that they do not live on and are therefore not permitted to park on;
- An opinion that flexibility in enforcement on particular streets is confusing and unfair; and
- Unclear procedures for which streets can be signed as permit-only.

Having a comprehensive understanding of the impacts of residential permit programs on enforcement, parking management and authority, and the daily lives of residents is essential to mitigate any shortfalls or drawbacks. A complete program design includes several elements that must be thoughtfully constructed and specifically tailored to the subject neighborhoods. The team identified an all-inclusive matrix of residential parking program elements and potential approaches to each element, based on an assessment of best practices from cities across the country as well as comparisons to permit programs in the neighboring municipalities of Somerville, Malden, Cambridge, and Boston.

On-Street Permit Parking Program and On-Call Transportation Planning
City of Medford

As part of the study, the team held three public meetings about permit program options and policy details. At the first meeting, the team presented a summary of the current program and two predominant alternative approaches seen in best practices: a citywide approach and a zonal approach. The team identified the pros and cons of each approach then sought extensive feedback from attendees on what they liked about their current program, what they disliked, and what overall approach they might prefer. For the second and third public meetings, the team developed and refined a hybrid zonal permit program based on feedback heard at each meeting.

The draft regulations included in this submission detail the policies of the recommended residential on-street parking permit program. The regulations are intended to maximize the overnight availability of on-street parking for Medford's residents while discouraging long-term non-resident parking on neighborhood streets near commercial areas and transit access hubs at all hours of the day. The regulations include the proposed permit parking zones, how additional streets can acquire permit parking status, eligibility requirements, issuance of permits, visitor passes, and implementation.

Next steps for the implementation of these regulations is for the City to test them in a pilot neighborhood, such as South Medford or Medford Hillside, where the initial impetus for the update began. Counts of total cars and cars with permits should be conducted on every street in the pilot area before implementation to establish a baseline, then repeated several months later to determine effectiveness of the program. Based on this evaluation and stakeholder comments, the City can then expand the program to other areas of the city upon request. The team may be available to assist the pilot program with additional neighborhood outreach and the review of bids for permit program elements, internal management structure, signage, etc.

If you have any questions or seek any supporting data from our analysis that is not contained herein, please do not hesitate to contact me or anyone in our Boston office.

Sincerely,

Jason A. Schrieber, Principal
Project Manager
Nelson\Nygaard Consulting Associates, Inc.



**Regulation of the Medford Traffic Commission
Establishing Residential On-Street Permit Parking**

Table of Contents

Proposed Residential Parking Permit Regulations..... 1
Public Meeting Presentation #1 7
Public Meeting Presentation #2..... 32
Public Meeting Presentation #3..... 43



Regulation of the Medford Traffic Commission Establishing Residential On-Street Permit Parking

Regulation ##.##: Residential On-Street Permit Parking Program

The Medford Traffic Commission has developed the following process and criteria for the request and consideration of areas to be designated as Residential Parking streets and for issuance and enforcement of Residential Parking permits.

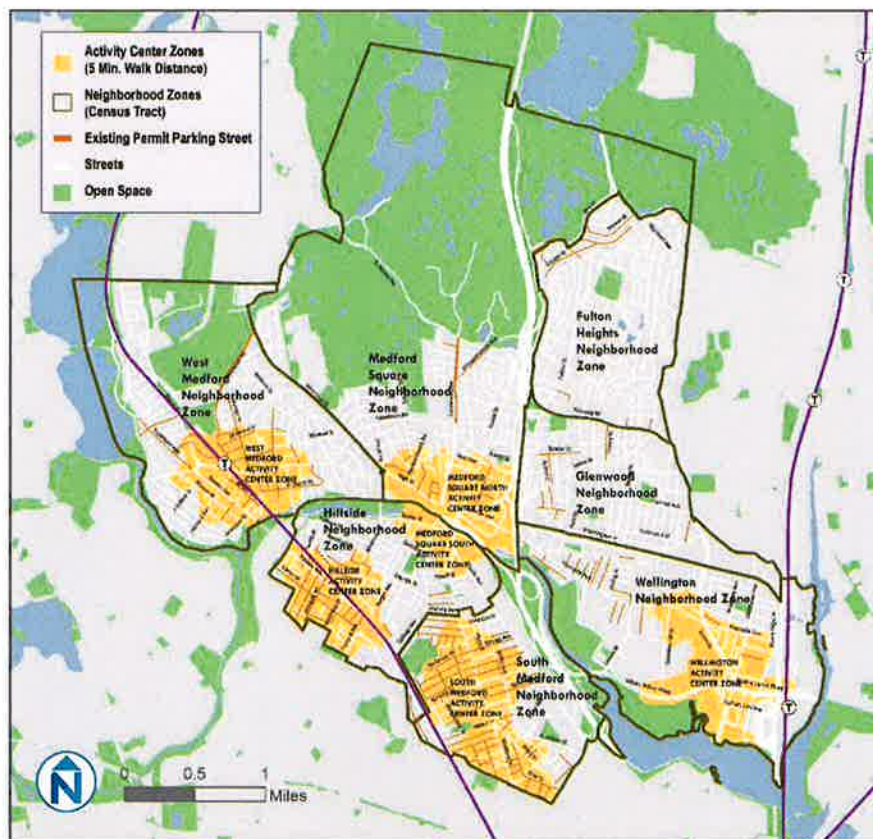
The creation of a new Residential Parking Permit program—particularly for application in residential neighborhoods bordering the City’s busy commercial activity centers—is intended to maximize the overnight availability of on-street parking for Medford’s residents while discouraging long-term non-resident parking on neighborhood streets near commercial areas and transit access hubs at all hours of the day.

The City of Medford also seeks to encourage the use of driveways for resident parking in order to free up on-street parking spaces for those residents who do not have off-street parking and must park on-street.

##.A Residential Permit Parking Zones

There are two types of geographic zones within the Residential Parking Permit program: Activity-Center Zones and Neighborhood Zones. Six (6) “Activity-Center Zones” surround commercial or other high-activity generators designated by the Traffic Commission. Seven (7) “Neighborhood Zones” are located outside of or remote to the Activity-Center Zones. The designated zones can be seen in Figure 1.

Figure 1: Proposed RPP Zone Map



On-Street Residential Permit Parking Program | Proposed Regulation
City of Medford Traffic Commission

Streets within an Activity-Center Zone are intended to be within approximately 1,000-feet—or about a 5-minute walk—of a high-activity center that could generate spill-over parking into residential neighborhoods. Only residents within one of these zones with a corresponding permit for that zone may park on any street within their designated zone, as well as any street in the adjacent surrounding Neighborhood Zone, at any time of day and any day of the week without being subject to the posted time-limit. However, any vehicle parking at a meter would require payment or be subject to a meter violation. Any vehicle parked during the daytime hours between 5:00AM and 5:00PM within an Activity-Center Zone does not need a permit or visitor pass but is subject to posted time-limits or other regulations without a permit or pass. Vehicles parked between 5:00PM and 5:00AM on any street within an Activity-Center Zone signed for permit parking must have a permit or be subject to a permit violation.

Beyond the 1,000-foot Activity-Center Zone boundary, residents of any street may petition for residential permit status within their Neighborhood Zone boundary. When a street is approved for permit parking by the Medford Traffic Commission, only residents of that Neighborhood Zone and their guests who have a permit or visitor pass may park on it between the hours of 5:00PM and 5:00AM. Residents with a permit also may park at any time on any other street in their Neighborhood Zone without being subject to the posted time-limit. Any vehicle parked during the daytime hours between 5:00AM and 5:00PM anywhere in a Neighborhood Zone does not need a permit or visitor pass displayed but is subject to any posted time-limits or other regulations without a permit or pass.

At the discretion of the Traffic Commission, permit parking may be added to time-limited/metered commercial streets during and/or outside of the posted span of time-limited/metered parking. Only vehicles with the appropriate permit would be able to park at these spaces during the posted time span.

##.B Initiating a Permit Zone

Requests for designation of a street to be posted for Resident Parking Permits within an Activity-Center or Neighborhood zone should be made to the City Clerk and will be reviewed by the Traffic Commission for final approval. Such requests need to provide the following information:

1. The name of the street requested to be posted for Resident Parking Permits; and
2. The name and mailing address of persons petitioning within the area proposed for designation. A majority (51%) of the residents on the subject street should support the request.

A complete request shall be placed on the agenda at the next available Traffic Commission meeting following completion of an evaluation of the merits of the request by City staff. Factors that will be evaluated and that the Traffic Commission will take into account include:

- The percentage of residents on the subject street petitioning for permit parking;
- The overnight parking occupancy percentage of the street, nearby streets, and the zone containing the street;
- The place of registration of cars parked on the subject street, nearby streets, and in the zone containing the street; and
- Other factors at the discretion of the Traffic Commission

On-Street Residential Permit Parking Program | Proposed Regulation
City of Medford Traffic Commission

At least one representative from the petitioning street should attend the Traffic Commission meeting to answer questions as needed regarding the reasoning for the request and outlining the issues which the designation is sought to resolve. Following consideration by the Traffic Commission, all property owners/residents on the street or within the proposed Activity-Center Zone shall be notified in writing of approval or denial of the request. A denial shall state the reasoning for such.

The Traffic Commission may also designate an Activity-Center or Neighborhood zone at its discretion. Any such designation must include written notice to all property owners/residents of the affected street(s)/zone(s).

###C Eligibility for a Residential Parking Permit

To be eligible for a Residential Parking Permit, Medford residents need to submit an application to the Parking Management Office accompanied by:

1. Proof of residency within the designated area
2. Proof of vehicle registration in the resident's name at the stated residence

In evaluating eligibility for a permit, an applicant's name and license plate number will be matched to the City of Medford's auto excise tax bill file. Residents with overdue parking tickets are ineligible for a permit.

Residential Parking Permits are issued for a term of twelve calendar months after the issuance date and can be renewed annually upon application by property owners/residents who live in an approved "Activity-Center Zone" or "Neighborhood Zone," as defined above. The City of Medford does not provide seasonal or other short-term parking permits for residents. Short-term residents seeking a parking permit must meet the eligibility requirements above.

###D Issuance of Residential Parking Permits

Applications for Residential Parking Permits can be made on-line through the City's parking operations vendor. Electronic copies or photographs of a proof of residency and the permitted vehicle's registration can be uploaded on the website, and the annual fee can be paid on-line. See Table 1 for prices. Alternatively, paper applications can be reviewed and submitted along with payment by check at the Clerk's Office in City Hall.

Residents in possession of a residential permit can renew it on-line or in-person within three months of its expiry month and up until the last day of the month in which the permit expires, with payment credited to the next 12-month period. The City is not responsible for tickets issued to vehicles that have not renewed their permit by the last day of their expiry month.

An official Residential Parking Permit decal issued by the City shall be displayed on the bottom right corner of the back windshield of each vehicle when parked overnight within a designated and signed residential permit parking zone.

Each household can be issued up to three vehicle-specific permits, except by special request to the Traffic Commission. It is unlawful to sell, offer for sale, give, trade, or otherwise transfer an official Residential Parking Permit decal to someone else, affix a decal to another motor vehicle, or alter the decal. If you purchase a new vehicle or move to a new address, you must apply for a

On-Street Residential Permit Parking Program | Proposed Regulation
City of Medford Traffic Commission

new residential permit. All permits are directly associated with a license plate. If a vehicle's license plate is not registered for a Resident Parking Permit or is no longer valid due to non-renewal, that vehicle is subject to a violation, regardless of the presence of a valid decal.

Table 1 - Residential Parking Permit Annual Fee

<i>Residential Parking Permit</i>	<i>Price</i>	<i>Note</i>
First Permit	\$30	Existing permit holders grandfathered at \$10 for first year
Second Permit	\$40	Existing permit holders grandfathered at \$10 for first year
Third and Above Permit	\$60	Existing permit holders grandfathered at \$10 for first year

###E Issuance of Visitor Passes

Every Medford residence—regardless of the possession of a Resident Parking Permit or not—may receive up to two visitor passes per household upon request to the City Clerk. No extra visitor passes can be granted to a household, regardless of the number of Resident Parking Permits issued to a household.

Temporary use of an official visitor pass by a guest of the person to whom it was issued allows guests to park on permit streets without being subject to time-limits. Visitor passes may be used multiple times during a week but are limited to a maximum of 48-hour consecutive hours per week. No person shall sell or offer for sale a resident parking visitor pass to anyone, or alter such passes.

Visitor passes may be received through the mail upon request during the on-line or in-person application process for a Resident Parking Permit. Residents may also obtain passes in person at any time at the City Clerk's office. Visitor passes are valid for only one year until the last day of the month of issuance. Residents in possession of visitor passes can renew them on-line or in-person within three months of their expiry month and up until the last day of the month in which the passes expire, with payment credited to the next 12-month period. The City is not responsible for tickets issued to vehicles that display an expired visitor pass.

###F Implementation

Unless physical improvements, such as but not limited to paving, striping, and/or installation of curb and gutter, are necessary to facilitate permit parking, a designated parking permit zone or street shall be prominently marked with signage placed by the City within 30 days of approval, which includes any time-limits or special provisions that apply to the particular area of designation. In cases where physical improvements are required, these shall be scheduled and performed as quickly as possible following City approval and signage as outlined above shall be installed within 30 days of the completion of such improvements.

On-Street Residential Permit Parking Program | Proposed Regulation
City of Medford Traffic Commission

##.G Enforcement

Residential Parking Permit restrictions are in effect within designated permit streets and zones from 5:00PM to 5:00AM. Vehicles parked on subject streets during these hours need a valid permit or visitor pass.

Vehicles parked during the daytime hours between 5:00AM and 5:00PM do not need a permit or visitor pass displayed but are subject to posted time-limits or other regulations without a permit or pass.

Violation of permit parking restrictions will result in fines. Rates for permit parking violations can be found in Table 2.

Table 2 - Medford Residential Permit Parking Program Violation Fees

<i>Violation</i>	<i>Fee</i>
Parking in the same spot for more than 48 hours	\$35
Misuse of a visitor permit	\$35
Parking overnight without a valid resident permit	\$35

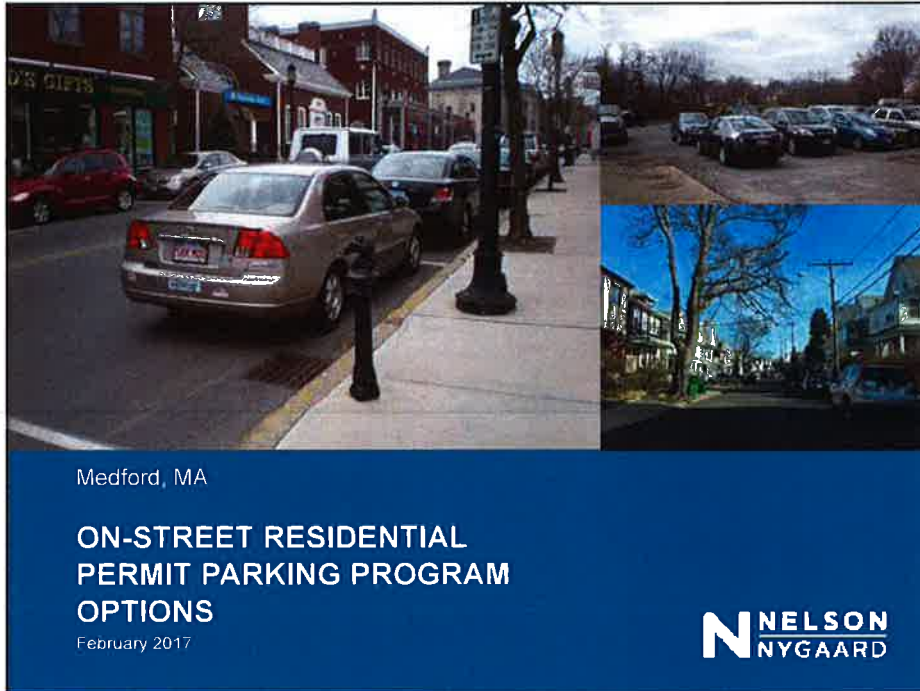
##.H Summary of Regulations

A summary of the Residential Parking Permit regulations can be found in Table 3.

On-Street Residential Permit Parking Program | Proposed Regulation
City of Medford Traffic Commission

Table 3 - Summary of On-Street Residential Permit Parking Program Elements

Program Element	Proposed
Zonal Structure	<p>Activity-Center Zones:</p> <ul style="list-style-type: none"> ▪ All residential streets outside of designated metered/time-limited customer parking and employee permit areas within a five (5) minute (~1,000 ft) walk boundary around existing activity generators (six zones) ▪ From 5AM-5PM, 4-hr. time-limited parking (or as otherwise posted); zone permit and visitor pass holders exempted from time-limits ▪ From 5PM-5AM, zone permit & pass parking only, anywhere in zone and in the surrounding Neighborhood Zone <p>Neighborhood Zones:</p> <ul style="list-style-type: none"> ▪ All residential streets within seven (7) zones defined by Medford's Census Tracts, surrounding or remote from Activity-Center Zones ▪ From 5AM-5PM, regulations as posted; zone permit and visitor pass holders exempted from time-limits ▪ From 5PM-5AM, zone permit & pass parking only, anywhere in zone outside of an Activity-Center Zone
When is permit required?	<ul style="list-style-type: none"> ▪ 24-hours Monday-Saturday RPP permit & visitor pass holders <u>allowed, exempt from posted time-limits</u>; others allowed Monday-Saturday 5am-5pm per posted time-limits/rates
Cost of permit	<ul style="list-style-type: none"> ▪ First permit available at \$30 (all zones same price) at a future date, indexed to inflation every three (3) years. ▪ Existing permit holders grandfathered at \$10
Cost of additional permit	<ul style="list-style-type: none"> ▪ Second permit available at \$40; 3rd permit for \$60 ▪ Existing permit holders grandfathered at \$10
Cap permits sold	<ul style="list-style-type: none"> ▪ Three (3) permits per household; More than three (3) permits per household only allowed with Commission approval
Eligibility	<ul style="list-style-type: none"> ▪ Applicants must provide proof of residency and local car registration ▪ Any resident can obtain a permit; Residents without an RPP may obtain visitor passes for their guests.
How to initiate a permit zone	<ul style="list-style-type: none"> ▪ 51% of residents on a street must approve commencement of RPP (via petition) ▪ The Traffic Commission may initiate RPP at its discretion ▪ Factors considered by the Commission include percent of residents petitioning, on-street occupancy, percent of Medford registered cars on-street, or other factors
Visitors	<ul style="list-style-type: none"> ▪ 2 passes per household, useful for up to a single 48 hour span each week.



Tonight's Agenda

1. Overview of RPP principles
2. Existing RPP program
3. Optional changes
4. Local examples
5. Discussion of basic framework
6. Key details to consider

Why adopt a Residential Parking Permit program?

Residential Parking Permits help to:

- **Reduce the demand for on-street parking**
 - *Encourage off-street parking*
 - *Reduce auto-ownership*
 - *Reduce the number of trips associated with each parking space*

- **Reduce commuter or spillover parking in residential neighborhoods**

Residential Parking Permits **WILL NOT:**

- Guarantee all residents an on-street parking space
- Assign exact spaces for any specific resident



Parking Occupancy

- Industry standard target rates:
 - 15% available on-street
 - Roughly 1-2 spaces per block is available, making searching or "cruising" for parking unnecessary
 - 10% available off-street
 - Allow off-street lots to maintain adequate maneuverability



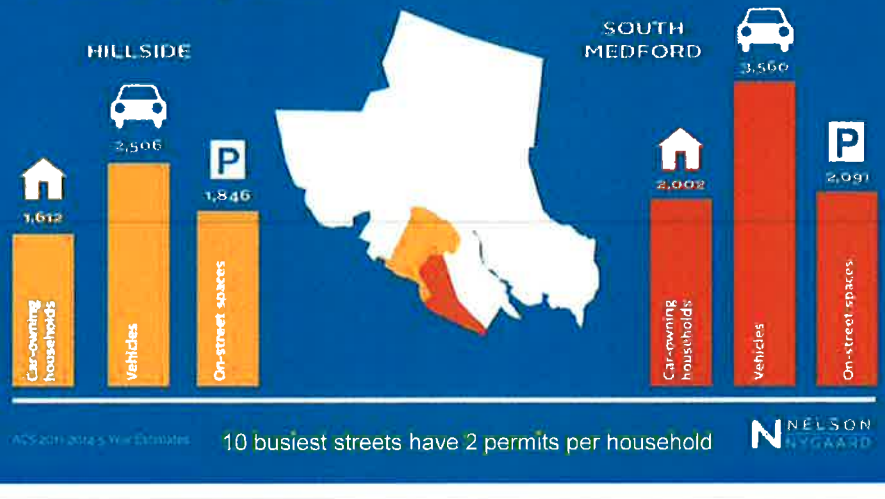
Principles of RPP

- Ensure that RPP Program has **community support**.
 - Prioritize public parking access during peak **customer hours**.
 - Prioritize parking for residents and their **guests**, including overnight.
- **Should not** issue an unlimited number of permits.
 - **Should not** waste existing supply by leaving parking underutilized.
- Purchase of a permit **does not guarantee** a specific space.
 - Incorporate **clear signage** and user-friendly stickers/technology.
 - Ensure that RPP program has **adequate staffing** for ongoing management and enforcement.

Medford's Residential Parking Permit Program now

Too many vehicles

South Medford and Hillside households possess more cars than on-street parking spaces



Existing Medford residential permit regulations



- The current RPP program in Medford offers residents a 12-month parking permit for \$10 per car.
- Permits require drivers to park on a specific street, and vehicles registered to corner lots must choose which street for their permit. Cars must be moved after 48 hours.
- Residents receive 2 visitor passes per household, limited to 48 hours per use.
- Tickets for parking violations are \$25.
- Resident commuter permits and Business permits can be purchased for \$100 per year and parking is limited to municipal lots. Monthly permits do not exist. After 10 a.m., municipal lots open up and charge \$5 per day for parking in remaining spaces.
- Traffic Council decides where RPP streets are implemented after residents request participation and enforcement.

Existing Medford residential permit program

Permit Type	Number
Residential Permits	3,554
Visitor Passes	233
Senior Permit	561
City Hall Lot	144
Business Permit	494
Commuter Permit	68

- 151 Medford streets with residential permit parking

Medford Streets with Residential Permit Parking



Existing Medford residential permit program

Residential Permits	Number
Average HH	1.29
Max	6
More than 1	691
More than 2	120
Have 3	97
Have 4	18
Have 5	3

Medford Streets with Residential Permit Parking



Revising Medford's Residential Parking Permit Program

Where to Implement Permit Parking?

1. Majority residential neighborhoods
2. Areas with overwhelming on-street parking demand
3. Area with large proportion of commuters or non-resident parking
4. Demonstrated community interest
5. Presence of major traffic generators



When to Implement Permit Parking?

■ Which trigger thresholds for eligibility criteria?

1. Community support
2. Parking space demand
3. Level of non-resident parking occupancy

■ How to prove that thresholds exist?

- Engineering study and/or resident petitions
- Who does the data collection? Who pays for it?

When to Implement Permit Parking?

Municipality	Community Support	Parking Occupancy	Commuter Percentage
Boston, MA	51%	No set %	No set %
Arlington, VA	60%	75%	25%
Santa Monica, CA	67%	No set %	No set %
Austin, TX	60%	75%	25%
Houston, TX	No set %	60%	25%
Seattle, WA	1+ person	75%	35%
Boulder, CO	25 HH	75%	25%
San Francisco, CA	250 HH, 50%	80%	50%

Averages:

1. Community support of over 50 percent
2. Parking space occupancy of over 60 percent
3. Commuter or non-resident parking of over 25 percent

Permit Parking Program Alternatives

1 Keep the Existing Street-by-Street System

2 Create Permit Parking Zones

- Malden
- Boston

3 Adopt Citywide Parking Permits

- Somerville
- Cambridge
- Everett

Keep the Existing Street-by-Street System

1

What changes should be made?:

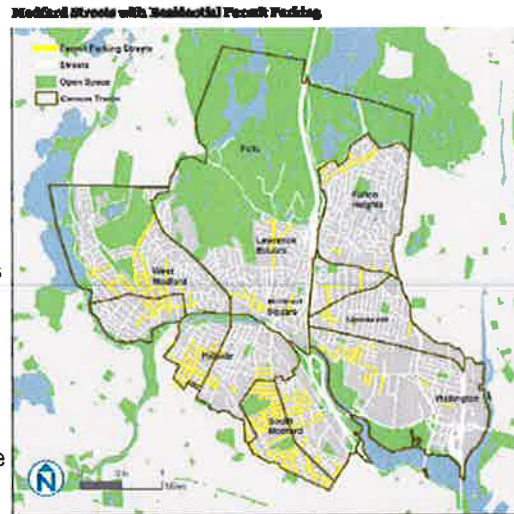
- Which streets feel the pressure now?
 - Which will soon?
- Where should RPP be expanded?
- How to petition for your street to join permit parking list (currently 51%)
- How to streamline process to determine necessity:
 - Should there be thresholds for occupancy?
 - Should we keep the threshold for petitioning?
 - If not petitioning, who is determining need and how?

Malden Streets with Residential Permit Parking



Create Permit Zones

- How would zone boundaries be defined?
- Does the entire City get covered in zones?
- How to petition for your street to join permit parking within a larger boundary?
- How to streamline process to determine necessity given a larger district?
- Thresholds for occupancy?; Thresholds for petitioning?
- How do we deal with those living on zone borders?



Malden – Parking Permits by Zone



- 8 zones within the City
 - Vehicles must only park within their designated zone
- Resident sticker required for overnight weekday on-street parking
- \$5 per sticker and \$10 administrative fee for permit application (annual)
- No limit to number of applications per household
- One \$5 visitor pass per household
- “Not to be used by people using the MBTA”

Boston – Parking Permits by Zone



- 26 parking zones based on neighborhoods
 - Vehicles must only park within their designated zone
 - Not uniform in size
 - On average, almost 2 square miles



- Free resident parking stickers lasting 24-months
- No limit to number of permits per household
- Not all streets require permits
 - At least 51% of the residents aged 18 or over living on the streets involved in the program need to sign a petition to expand zones

Overlapping zones

- Also possible to have overlapping zones, so that permit holders from either zone can park in border streets



Adopt Citywide Parking Permits

3

- Do all streets get enforcement?
- Do visitors get to park anywhere?
- Price changes?
 - Impact on revenue if all residents now need a permit to park on-street?
 - How many vehicles will that be?
- What to do with municipal lots?
 - Somerville, Waltham, and Melrose sell spots monthly or annually to residents
- What to do about business parking during the day?

Somerville – Citywide Parking Permits



- \$40 for a 12-month permit
- Households may purchase up to 2 visitor passes
 - \$20 per year for 2-days per calendar week
 - \$40 per year for 3-days per calendar week
 - Allows cars to park only on the one street
 - 7-day pass costs \$25,
30-day pass is \$35, limited to once yearly
- Business parking permits are based on shifts and price varies by location.
- Caregivers can purchase \$40 annual permit valid between 8AM-6PM

Cambridge – Citywide Parking Permits



- \$25 per permit
 - 1 visitor parking permit per household included (or \$25 for households without a vehicle)
- \$20 per week temporary permit
- Applications for free rental car permits lasting less than 30 days
- 12-month permit renewed each year on February 1
- \$25 replacement fee
- No short-term permits for students in the summer or for sub-letters

Everett – Citywide Parking Permits



- Free resident sticker, valid for calendar year, until Feb. 28th and \$10 per pass thereafter
- Four passes can be purchased at a time
- Visitor passes for purchase (limited one per household)
 - \$5 for 1 night
 - \$10 for 7 days
 - \$15 for 14 days
 - \$20 for 21 days
 - \$25 for 30 days
 - Special placard (\$100/year) for businesses with early shifts or students

Program Details of any RPP Alternative

Questions to keep in mind

1. Permit types?
2. Permit issuance?
 - a) Eligibility
 - b) Permit caps
 - c) Pricing
 - d) Visitor/guest permits
3. Enforcement technology?
4. Signage design?
5. Hours/seasons of operation?
6. Uses of revenue?



1. Permit Types

■ Residential permits:

- Vehicle-specific
- Often capped by household or residence

■ Short-term permits:

- Extended visitor passes for purchase
- Rental car passes
- Contractor permits
- Landlord permits
- Caretaker permits



■ Visitor permits:

- Hangtag permits often given along with vehicle-specific permit
- Daily passes can be made available for purchase and be limited by hours parked in the same spot, or by number of uses per year

2.a Permit Issuance: Permit-holder Eligibility

- **All residents** within the proposed zone are eligible to purchase permits, unless limited by household caps.
- Property owners who are renting their house or unit as a **student rental** may utilize short-term permits, or establish a special landlord permit.
- **Students** with vehicles registered to another address often have to show proof of school enrollment.

2.b Permit Issuance: Number of Permits

- **Capping permits to number of available spaces:**
 - Toronto, ON maintains a waiting list after all available parking supply is permitted. Each household is only issued up to 2 permits.
- **Capping permits by address:**
 - Seattle issues up to 4 vehicle-specific permits per residence.
 - Arlington, VA generally issues no more than 3 vehicle-specific permits per household, adjustable by 60% neighborhood petition.
 - No petition has ever been submitted since the initiation of the program
- **Capping number of guest/visitor permits:**
 - Somerville allows 2 per household
 - Seattle provides each residence with 1 guest permit.

2.b Permit Issuance: Multi-family buildings

- **Arlington VA**
 - Not available if the multi-family building meets current zoning requirements for off-street parking.
 - Not available if other off-street parking is available within 2 blocks.
- **Tempe, AZ**
 - Buildings with more than four units are not considered for permit parking because they are required by the building code to accommodate sufficient off-street parking for residents and guests.

2.c Permit Issuance: Permit Cost

Municipality	1 st Permit Cost	Additional Permit Cost	Visitor Pass	Other
Medford	\$10	\$10	Free	
Boston	Free	Free	N/A	
Malden	\$15	\$15	\$5	
Cambridge	\$25	\$25	Free, \$20 per week for temporary pass for additional	Replacement fee of \$25
Somerville	\$40	\$40	Free	Business, extended visitor and rental car passes available for purchase
Everett	\$10	\$10	\$5 for 1 night	Business or student passes are \$100/year, \$50 replacement fee
Arlington, VA	\$20	\$20, \$50	Free	Replacement fee of \$20
Portland, OR	\$60 in most zones, \$140 in other	\$60 in most zones, \$140 in other	\$60 in most zones, \$140 in other, or \$10 per 10 days in some zones	
San Francisco	\$127	\$127	N/A	Contractor permits exist
Newport Beach, CA	\$161	\$161	N/A	Replacement fee of \$100

2.d Permit Issuance: Permit Distribution

- Annual renewal:
 - Republic accepts permit renewals in-person or online.
 - Somerville, Cambridge, Malden, and Everett also have an online system
 - As of April 2016, calendar-year permits changed to 12-months from the date of purchase
 - Many renewal dates still clustered around January 1st
 - Most cities have same renewal date deadline citywide or by zone



3. Enforcement

- Proof of permit:
 - Hangtags
 - Stickers
 - Transponders
 - License plate
- Utilize LPR technology to greatest extent possible.
- Grace period
 - Houston, TX allows 60 days before enforcement of a new permit area
 - Use "courtesy" notices rather than citations for the first few months of program implementation.
 - Frequently none after permit renewal deadline



4. Signage

- Simple and user-friendly
- RPP signs should contain:
 - Enforcement hours and days excepted
 - Permits accepted
 - Length of stay allowed without permit



Medford, MA



5. Hours of Operation

- Potential mitigations for employees/commuters:
 - Revise the pricing structure for affected public parking lots
 - Adjust the RPP hours based on seasonal/daily demand fluctuation.
 - Adjust the RPP hours to accommodate higher weekend demand.



Radcliffe St midday



Dartmouth St midday



Municipal lot on Yale St midday

Radcliffe Street at midday



Dartmouth Street at midday



Yale Street Municipal Lot at midday

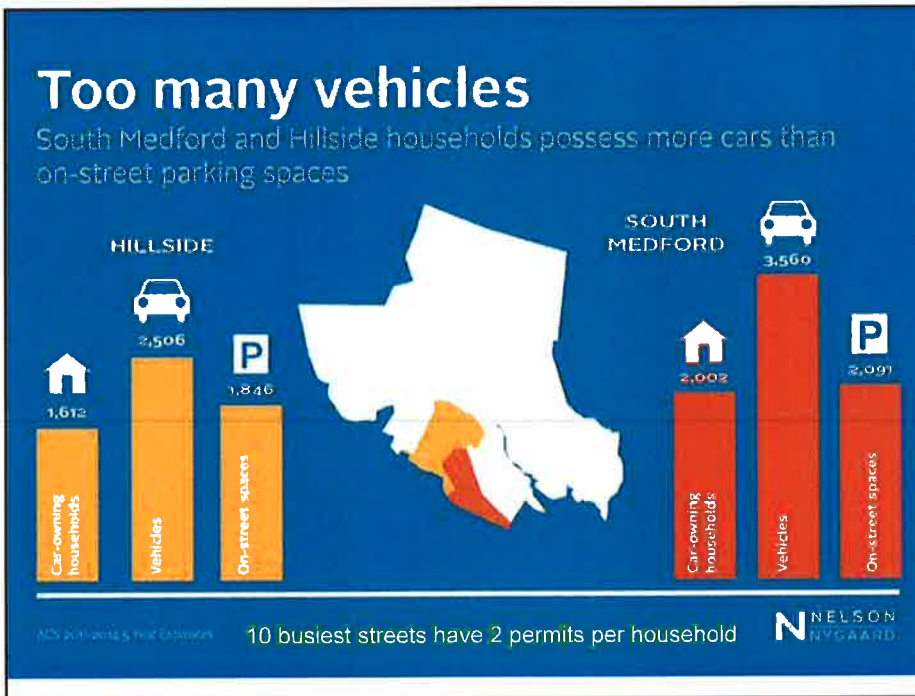


6. Other Program Elements

- Use any **net revenue** to fund parking and mobility improvements
- Adopt a formal initiation process for future expansion or adoption of RPP zones
 - Resident complaint to City staff
 - Required occupancy study
 - Resident petition
 - Simple majority of support (consistent with existing City Code)
- Planning staff to oversee RPP program
- Ongoing monitoring to evaluate program and make revisions (e.g. revise number and/or cost of permits issued)

Tonight's Agenda

1. Overview of RPP principles
2. Existing RPP program
3. Optional changes
4. Local examples
5. Discussion of basic framework
6. Key details to consider



Permit Parking Program Alternatives

- 1 Keep the Existing Street-by-Street System
- 2 Create Permit Parking Zones
 - Malden
 - Boston
- 3 Adopt Citywide Parking Permits
 - Somerville
 - Cambridge
 - Everett

Keep the Existing Street-by-Street System

1

What changes should be made?:

- Which streets feel the pressure now?
 - Which will soon?
- Where should RPP be expanded?
- How to petition for your street to join permit parking list (currently 51%)
- How to streamline process to determine necessity:
 - Should there be thresholds for occupancy?
 - Should we keep the threshold for petitioning?
 - If not petitioning, who is determining need and how?

Modified Streets with Residential Permit Parking



Create Permit Zones

2

- How would zone boundaries be defined?
- Does the entire City get covered in zones?
- How to petition for your street to join permit parking within a larger boundary?
- How to streamline process to determine necessity given a larger district?
- Thresholds for occupancy?; Thresholds for petitioning?
- How do we deal with those living on zone borders?

Modified Streets with Residential Permit Parking



Adopt Citywide Parking Permits

3

- Do all streets get enforcement?
- Do visitors get to park anywhere?
- Price changes?
 - Impact on revenue if all residents now need a permit to park on-street?
 - How many vehicles will that be?
- What to do with municipal lots?
 - Somerville, Waltham, and Melrose sell spots monthly or annually to residents
- What to do about business parking during the day?

Questions to keep in mind

1. Permit types?
2. Permit issuance?
 - a) Eligibility
 - b) Permit caps
 - c) Pricing
 - d) Visitor/guest permits
3. Enforcement technology?
4. Signage design?
5. Hours/seasons of operation?
6. Uses of revenue?



For Follow-Up:

medfordparking@nelsonnygaard.com

Thank You!

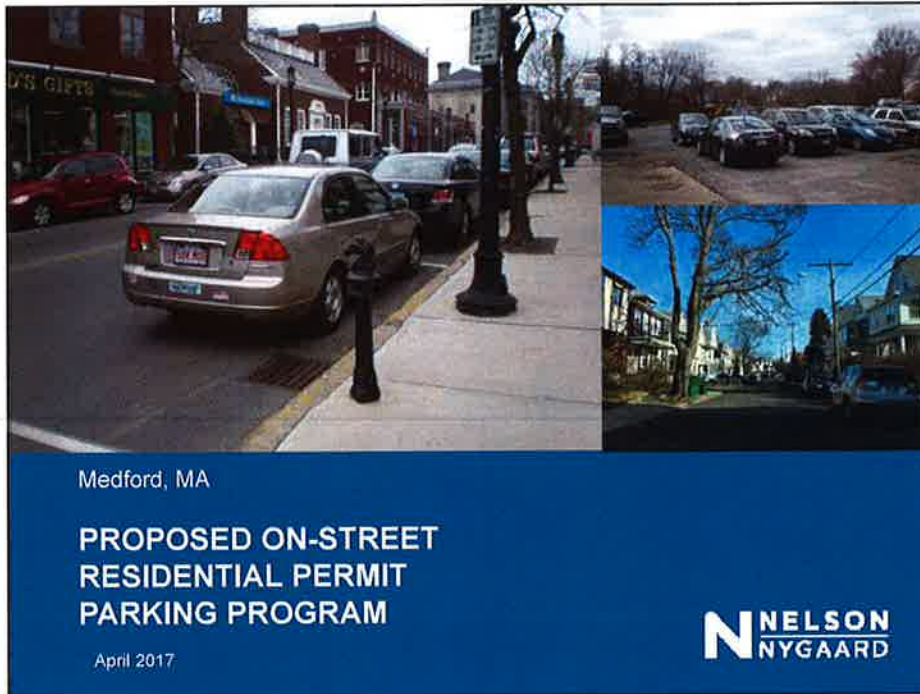


Jason Schrieber

617-521-9403

jschrieber@nelsonnygaard.com

NELSON NYGAARD CONSULTING ASSOCIATES © 2017



Existing Medford residential permit regulations



- The current RPP program in Medford offers residents a 12-month parking permit for \$10 per car.
- Permits require drivers to park on a specific street, and vehicles registered to corner lots must choose which street for their permit.
- Residents receive 2 visitor passes per household, limited to 48 hours per use.
- Resident commuter permits and Business permits can be purchased for \$100 per year and parking is limited to municipal lots. Monthly permits do not exist. After 10 a.m., municipal lots open up and charge \$5 per day for parking in remaining spaces.
- Traffic Council decides where RPP streets are implemented after residents request participation and enforcement.

Existing Medford RPP

Permit Type	Number
Residential Permits	3,744
Visitor Passes	244
Senior Permit	572
City Hall Lot	147
Business Permit	496
Commuter Permit	69

Residential Permits	Number
Average HH	1.29
Max	6
More than 1	691
More than 2	120

Medford Streets with Residential Permit Parking



NelsonNygaard Consulting Associates, Inc.

Questions to keep in mind

1. Pricing?
2. Eligibility?
 - a) People who have off-street parking available
3. Where are permits required?
4. How are permit requirements initiated?
5. When is permit required?
6. Permit caps?
7. Other permit types?
8. Program operations:
 - a) Enforcement
 - b) Monitoring
9. Communications with public?



NelsonNygaard Consulting Associates, Inc.

Permit Parking Program Alternatives

1 Keep the Existing Street-by-Street System

2 Create Permit Parking Zones

- Malden
- Boston

3 Adopt Citywide Parking Permits

- Somerville
- Cambridge
- Everett

Keep the Existing Street-by-Street System

1

What changes should be made?:

- Which streets feel the pressure now?
 - Which will soon?
- Where should RPP be expanded?
- How to petition for your street to join permit parking list (currently 51%)
- How to streamline process to determine necessity:
 - Should there be thresholds for occupancy?
 - Should we keep the threshold for petitioning?
 - If not petitioning, who is determining need and how?

Modified Streets with Residential Permit Parking



Create Permit Zones

2

- How would zone boundaries be defined?
- Does the entire City get covered in zones?
- How to petition for your street to join permit parking within a larger boundary?
- How to streamline process to determine necessity given a larger district?
- Thresholds for occupancy?; Thresholds for petitioning?
- How do we deal with those living on zone borders?

Medford Streets with Residential Permit Parking



NelsonNygaard Consulting Associates, Inc.

Adopt Citywide Parking Permits

3

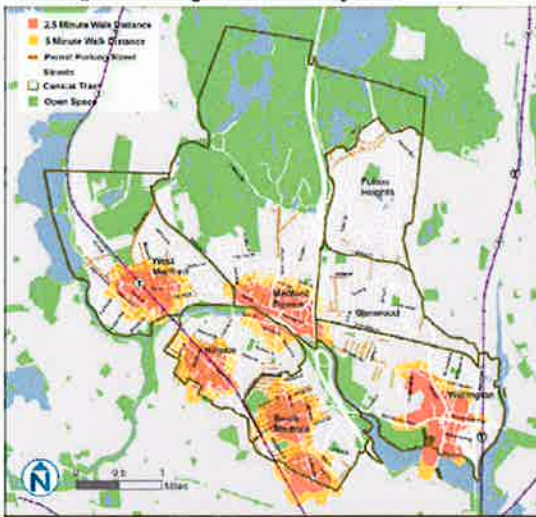
- Do all streets get enforcement?
- Do visitors get to park anywhere?
- Price changes?
 - Impact on revenue if all residents now need a permit to park on-street?
 - How many vehicles will that be?
- What to do with municipal lots?
 - Somerville, Waltham, and Melrose sell spots monthly or annually to residents
- What to do about business parking during the day?

NelsonNygaard Consulting Associates, Inc.

RECOMMENDED RPP PROGRAM

Hybrid Zonal Approach (Zones + No Restrictions) 4

Five and 2.5-Minute Walking Distances from Activity Centers



Proposed zones near large activity generators

- **Zone A:** 2.5 min (500 ft) walk boundary
- **Zone B:** 5 min (1,000 ft) walk boundary
- **Zone C:** Neighborhoods (by Census Tract)

Proposed Program Elements

Residents:

1. Zonal Structure
2. When is a Permit Required?
3. How to Initiate a Permit Zone
4. Eligibility
 - People who have off-street parking available
5. Cap permits sold
6. Visitors

Employees

7. Where do employees park?

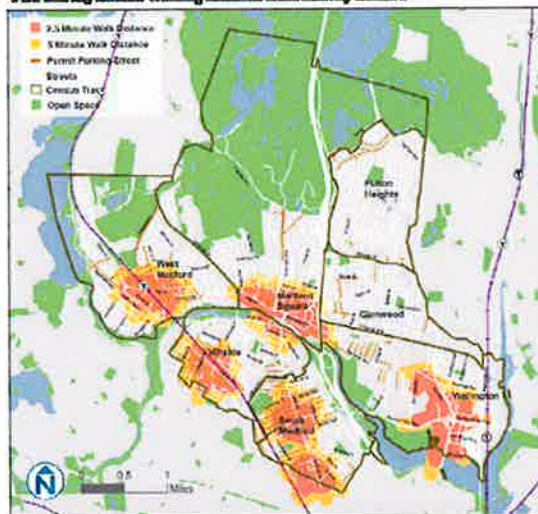
City

8. Operations and Communications Needs

Nelson\Nygaard Consulting Associates, Inc. 11

1 Proposed: Zonal Structure

Figure 2.4-1: Atlanta Walking Distance from Activity Centers



Proposed Program Element

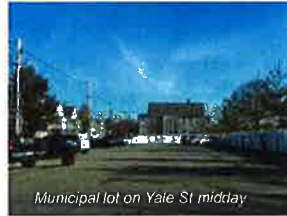
Zones near large activity centers

- **Zone A:** 2.5 min (500 ft) walk boundary
- **Zone B:** 5 min (1,000 ft) walk boundary
- **Zone C:** Neighborhoods (by Census Tract)

Nelson\Nygaard Consulting Associates, Inc. 12

2 Proposed: When is a Permit Required?

Proposed Program Element	Change from Today
<ul style="list-style-type: none"> Monday-Saturday 5pm-5am 	<ul style="list-style-type: none"> 24-hours RPP only, except Sunday



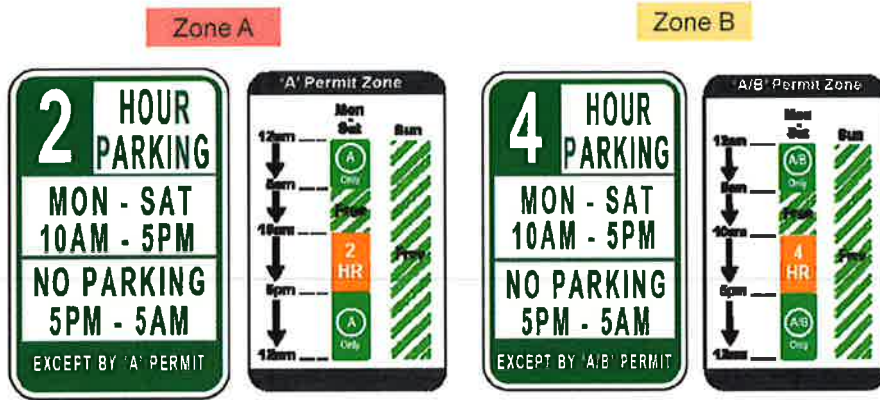
Nelson\Nygaard Consulting Associates, Inc. 11

2 Proposed: When is a Permit Required?

	Zone A	Zone B	Zone C
Mon. - Sat. 5pm - 5am	<ul style="list-style-type: none"> Residents by A permit (only in your neighborhood) Visitors with a pass up to 48 hrs. 	<ul style="list-style-type: none"> Residents by A or B permit (only in your neighborhood) Visitors with a pass up to 48 hrs. 	<ul style="list-style-type: none"> Residents anywhere except only by A, B or C permit <u>if signed</u> Visitors Free to park unless signed; then only with a pass up to 48 hrs.
Monday to Saturday, 5am - 5pm	<ul style="list-style-type: none"> Residents by A permit Customers Pay for meters 10am-5pm. Employees Passes in lots/meters Visitors with a pass up to 48 hrs. 	<ul style="list-style-type: none"> Residents by A or B permit Customers & Employees Park for free 10am-5pm with 4-hour limit. Visitors with a pass up to 48 hrs. 	<ul style="list-style-type: none"> Residents by A, B, or C permit Customers & Employees Free to park unless signed Visitors Free to park unless signed; then only with a pass up to 48 hrs.

Nelson\Nygaard Consulting Associates, Inc.

Sample Parking Signs



NelsonNygaard Consulting Associates, Inc. 15

3 Proposed: Initiating a New Permit Zone

Proposed Program Element	Change from Today
<ul style="list-style-type: none"> 51% of residents on a street must approve commencement of RPP (via petition); and Additional streets in same zone may be added with 25% approval; OR Utilization counts determine at least 75% overnight occupancy on that street 	<ul style="list-style-type: none"> By Traffic Commission approval today

4 Proposed: Eligibility

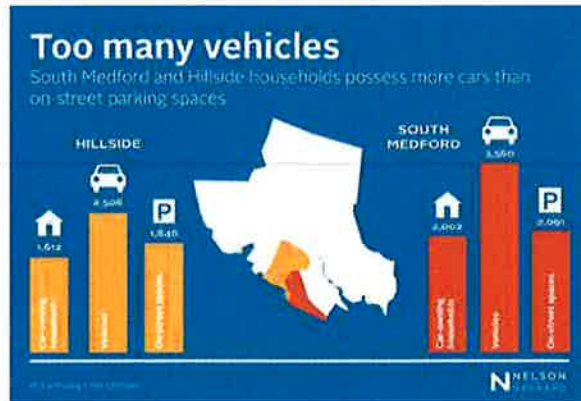
Proposed Program Element	Change from Today
<ul style="list-style-type: none"> Residents must prove residence College students must prove local address 	<ul style="list-style-type: none"> No Change

NelsonNygaard Consulting Associates, Inc. 16

5 Proposed: Cap Permits Sold

Proposed Program Element	Change from Today
▪ None	▪ No Change

Residential Permits	Number
Average HH	1.29
Max	6
More than 1	691
More than 2	120



Nelson\Nygaard Consulting Associates, Inc. 17

6 Proposed: Visitors

Proposed Program Element	Change from Today
▪ Provide 2 visitor passes per household, follow current visitor rules.	▪ No Change

- Currently, residents receive 2 visitor passes per household, limited to 48 hours per use.

Nelson\Nygaard Consulting Associates, Inc. 18

7 Proposed: Employees

	Proposed Program Element	Change from Today
Where do employees park?	<ul style="list-style-type: none"> ▪ Daytime on-street; ▪ Nighttime: Zone A in lots/meters; Zone B/C on designated streets (TBD) 	<ul style="list-style-type: none"> ▪ Lots/Meters/Unregulated spaces today
Employee permit program	<ul style="list-style-type: none"> ▪ Convert to monthly permits, with an option to pay daily ▪ Add some on-street locations for employees 	<ul style="list-style-type: none"> ▪ New program

- Currently, employees of Medford businesses can purchase parking permits in three different ways.

Permit Type	Number
City Hall Lot	147
Business Permit	496
Commuter Permit	69

NelsonNygaard Consulting Associates, Inc.

8 Proposed: City

	Proposed Program Element	Alternative Option
Operations	<ul style="list-style-type: none"> ▪ Monitor occupancy in new zones ▪ Periodic monitoring ▪ Increase enforcement 	<ul style="list-style-type: none"> ▪ Retain spot enforcement ▪ Rely on petitions / reports from the public
Communications	<ul style="list-style-type: none"> ▪ Create guidelines for how to implement/join ▪ RPP, put on website 	<ul style="list-style-type: none"> ▪ Maintain current low profile

NelsonNygaard Consulting Associates, Inc.

Selected Parking Utilization Numbers (03/01/2017)

Republic collected data for these streets:

Street Name	Number of permits on street	Number of parking spaces on block	% Occupied Overnight	% Cars w/o Permit
Berwick Rd	27	14	103%	0%
Bonner Ave	61	85	26%	14%
Bow St	102	98	67%	2%
Fleming St	8	16	63%	0%
Frederick Ave	66	63	70%	16%
Newbern Ave	111	65	92%	5%
Sprague Court	2	26	15%	75%
Stanley Ave	55	53	47%	4%
Trout Ave	5	20	36%	29%
Yale St	67	74	47%	6%

¼ visitor passes →

NelsonNygaard Consulting Associates, Inc.

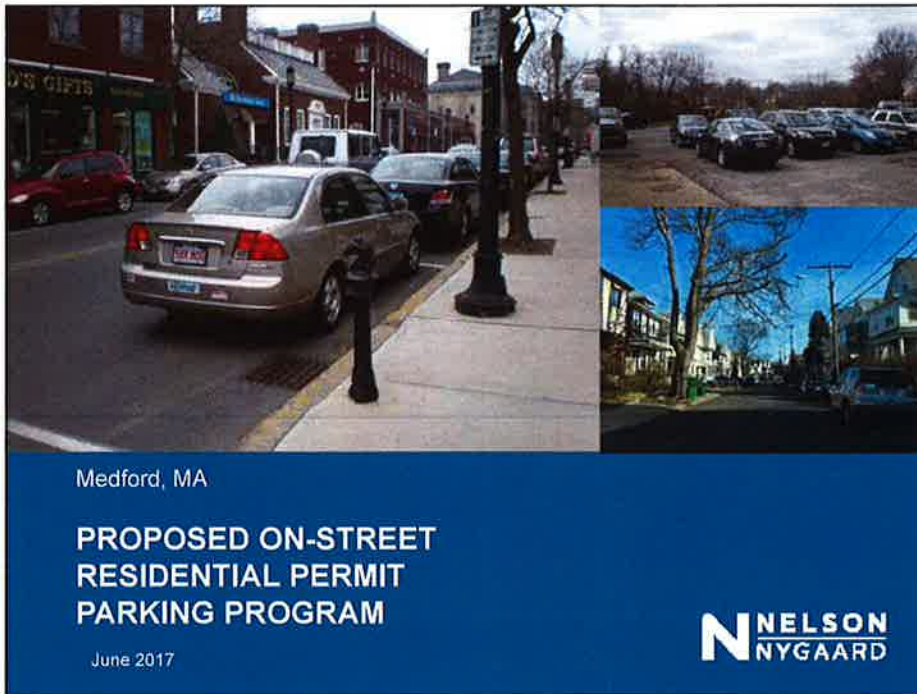
Thank You!



Jason Schrieber

617-521-9403
jschrieber@nelsonnygaard.com

NELSON NYGAARD CONSULTING ASSOCIATES © 2017



Existing Medford residential permit regulations



- The current RPP program in Medford offers residents a 12-month parking permit for \$10 per car.
- Permits require drivers to park on a specific street, and vehicles registered to corner lots must choose which street for their permit.
 - Selected enforcement flexibility determined by the Police Department
- Residents receive 2 visitor passes per household, limited to 48 hours per use.
- Resident commuter permits and business permits can be purchased for \$100 per year and parking is limited to municipal lots. Monthly permits do not exist. After 10 a.m., municipal lots open up and charge \$5 per day for parking in remaining spaces.
- Traffic Council decides where RPP streets are implemented after residents request participation and enforcement.

Existing Medford RPP

Permit Type	Number
Residential Permits	3,744
Visitor Passes	244
Senior Permit	572
City Hall Lot	147
Business Permit	496
Commuter Permit	69

Residential Permits	Number
Average HH	1.29
Max	6
More than 1	691
More than 2	120

Medford Streets with Residential Permit Parking



NelsonNygaard Consulting Associates, Inc.

Permit Parking Program Alternatives

- 1 Keep the Existing Street-by-Street System
- 2 Create Permit Parking Zones
 - Malden
 - Boston
- 3 Adopt Citywide Parking Permits
 - Somerville
 - Cambridge
 - Everett

PUBLIC MEETING #1



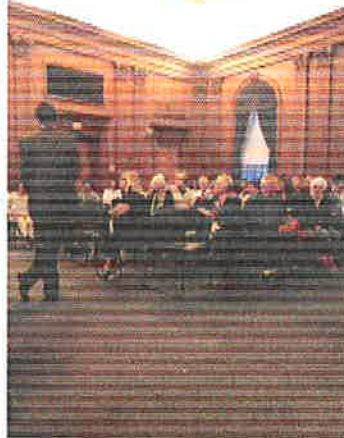
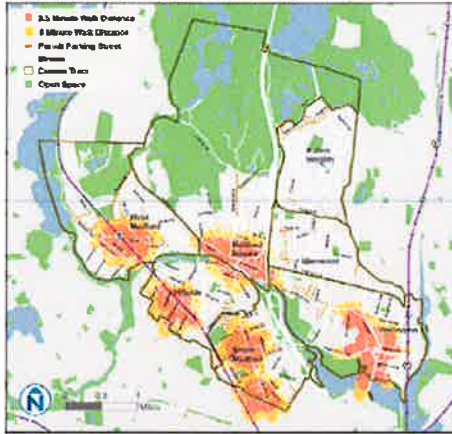
NelsonNygaard Consulting Associates, Inc.

Permit Parking Program Alternatives

4 Hybrid Permit Zones

PUBLIC MEETING #2

Figure 4-1: 5-Minute Walking Distances from Activity Centers



Nelson\Nygaard Consulting Associates, Inc.

RECOMMENDED RPP PROGRAM

Proposed Program Elements

Residents:

1. Zonal Structure
2. Permit Hours
3. How to Initiate a Permit Zone
4. Eligibility
5. Permit caps
6. Visitors

Employees

7. Where do employees park?

City

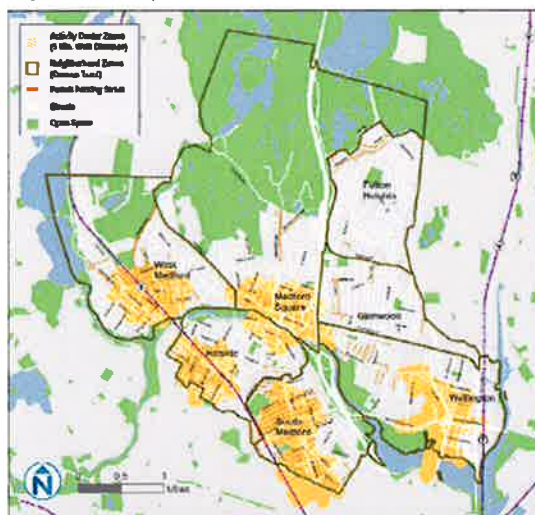
8. Operations and Communications Needs

Nelson\Nygaard Consulting Associates, Inc.

Hybrid Zonal Approach (Simplified)

1

Proposed RPP Zone Map



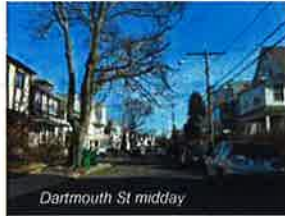
Proposed permit zones near large activity generators

- **Activity Center Zones:** 5 min (1,000 ft) walk boundary
- **Neighborhood Zones:** Neighborhoods (by Census Tract)

Nelson\Nygaard Consulting Associates, Inc.

2 Proposed: Permit Hours

Proposed Program Element	Today
<ul style="list-style-type: none"> 24-hours RPP <u>allowed</u>, others allowed Monday-Saturday 5am-5pm per posted time-limits/rates 	<ul style="list-style-type: none"> 24-hours RPP <u>only</u>, except Sunday



NelsonNygaard Consulting Associates, Inc.

2 Proposed: Permit Hours

	Activity Center Zone	Neighborhood Zone
Monday to Saturday, 5am - 5pm	<ul style="list-style-type: none"> Residents: anywhere signed "except by permit" with a permit (permit invalid in other zones) Visitors: anywhere signed "except by permit" with a pass (up to 48 hrs.) 	<ul style="list-style-type: none"> Residents: anywhere in zone, except only by zone permit if <u>signed</u> (permit invalid in other zones) Visitors: Free to park unless signed; then only with a pass (up to 48 hrs.)
Monday to Saturday, 5am - 5pm	<ul style="list-style-type: none"> Residents: (same as nighttime) Visitors: (same as nighttime) Customers & Employees: Time-limited parking (i.e. 2- or 4-hour limit.) 	<ul style="list-style-type: none"> Residents: (same as nighttime) Visitors: (same as nighttime) Customers & Employees: Free to park unless signed; then only with an employee permit, or a visitor pass (up to 48 hrs.)

NelsonNygaard Consulting Associates, Inc.

3 Proposed: Initiating a New Permit Zone

Proposed Program Element	Today
<ul style="list-style-type: none"> 51% of residents on a street must approve commencement of RPP zone (via petition); and Recommendation of the Traffic Commission, Police Department or other Commissions based on <u>observations of overnight occupancy</u> 	<ul style="list-style-type: none"> By Traffic Commission approval today

4 Proposed: Eligibility

Proposed Program Element	Today
<ul style="list-style-type: none"> No change 	<ul style="list-style-type: none"> Residents must prove residence College students must prove local address

Nelson\Nygaard Consulting Associates, Inc.

5 Proposed: Cap Permits Sold

Proposed Program Element	Today
<ul style="list-style-type: none"> Current addresses: no change New addresses: TBD (3 permits per household; or \$40 for second permit, 3rd permit for \$60) 	<ul style="list-style-type: none"> None

6 Proposed: Visitors

Proposed Program Element	Today
<ul style="list-style-type: none"> No change 	<ul style="list-style-type: none"> Provide 2 visitor passes per household

- Currently, residents receive 2 visitor passes per household, limited to 48 hours per use.

Nelson\Nygaard Consulting Associates, Inc.

7 Proposed: Employees

	Proposed Program Element	Today
Where do employees park?	<ul style="list-style-type: none"> Same as today New daytime on-street in RPP zones (5am-5pm) New nighttime: in Neighborhood Zones only on designated unmetered streets (TBD) 	<ul style="list-style-type: none"> Daytime: On-street (meters, time-limited & employee permit) Nighttime: On-street meters & lots
Employee permit program	<ul style="list-style-type: none"> Convert to monthly permits, with an option to pay daily Add additional on-street locations for employees 	<ul style="list-style-type: none"> Annual employee permits

Currently, employees of Medford businesses can purchase three different types of permits:

Permit Type	Number
City Hall Lot	147
Business Permit	496
Commuter Permit	69

Nelson\Nygaard Consulting Associates, Inc. 11

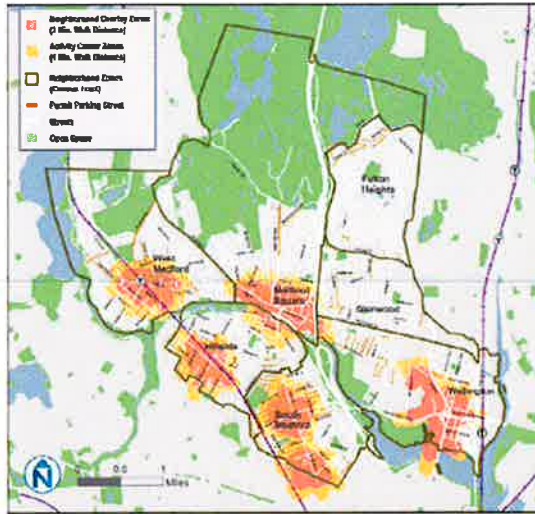
8 Proposed: City

	Proposed Program Element	Today
Operations	<ul style="list-style-type: none"> Republic Parking enforcement Regular occupancy monitoring \$35 violation fee Increase enforcement 	<ul style="list-style-type: none"> Republic Parking enforcement Periodic occupancy monitoring \$25 violation fee
Communications	<ul style="list-style-type: none"> Create guidelines for how to implement / join RPP Advertise on website 	

Nelson\Nygaard Consulting Associates, Inc. 11

Possible future add-ons, as needed

Proposed RFP Zone Map



Proposed permit zones near large activity generators

- **Optional Neighborhood Overlay Zones:**
2 min (500 ft) walk boundary

NelsonNygaard Consulting Associates, Inc.

Thank You!



Jason Schrieber

617-521-9403

jschrieber@nelsonnygaard.com

NELSONNYGAARD CONSULTING ASSOCIATES © 2017