



# CITY OF SEATAC PERMIT PARKING PROGRAM

JANUARY 2018







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# 1

## INTRODUCTION

The City of SeaTac parking system is experiencing pressures related to growth especially in the areas surrounding the Seattle-Tacoma International Airport (Sea-Tac Airport) and the Sound Transit light rail stations. Airport and light rail parking is occurring in the neighborhoods reducing available parking for residents and guests. Increasingly there are on-street parking safety issues such as vehicles impacting sight distance and travel ways and the community feeling less secure within its neighborhoods. The City is intending to create a Permit Parking Program (PPP) to maximize availability of this asset, improve safety, support compliance, and provide a framework of parking policies. A successful program meets near- and long-term needs by having community buy-in, on-going performance metrics to manage demands, and an attainable funding plan.



## BACKGROUND

As shown in Figure 1, the daily population of the City of SeaTac is highly influenced by the travel industry. Over 80 percent of the daily population is related to airport users, hotel guests, and employment. In addition, the existing airport activity is higher than projected in the Sustainable Airport Master Plan (SAMP) 2016. The Airport served 46 million passengers in 2016 and is anticipated to serve 66 million passengers by 2034.

There are also two light rail stations within SeaTac: SeaTac/Airport and Angle Lake Station. There is also Tukwila International Boulevard, which is proximate to SeaTac but located in the City of Tukwila. There are 600 parking spaces at the Tukwila International Boulevard Station, 1,160 parking spaces at the Angle Lake Station and no parking is provided for the SeaTac/Airport Station.

SeaTac currently has limited capacity to regulate or enforce on-street parking restrictions. The light rail station parking is full during peak periods and the Airport charges for parking. The high demand for parking and availability of free parking has resulted in non-residential parking occurring in neighborhoods adjacent to the Sound Transit light rail stations and the Airport.

The City of SeaTac is considering a Permit Parking Program (PPP) to better regulate and manage public on-street parking.

## PURPOSE OF STUDY

The purpose of the City of SeaTac Permit Parking Program (PPP) is to evaluate on-street parking in three neighborhoods where parking concerns have been identified, and to implement a program to allow the City to better manage the supply to meet community needs. Figure 2 illustrates the three neighborhoods reviewed to assist in the development of the PPP.

## REPORT ORGANIZATION

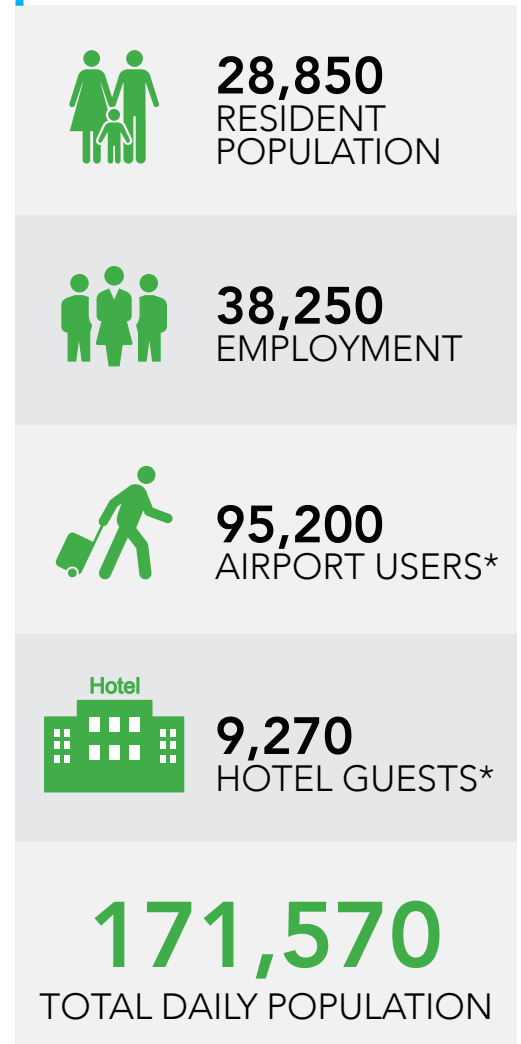
The remainder of this report comprises the following chapters:

**2. Existing Context** describes the existing parking conditions including policies, supply and occupancy, and user group perspectives.

**3. Future Program Options** discusses best practices for PPP and benefits and disadvantages to different program strategies.

**4. Recommended Parking Program** describes the proposed program and implementation plan.

Figure 1. SeaTac Population

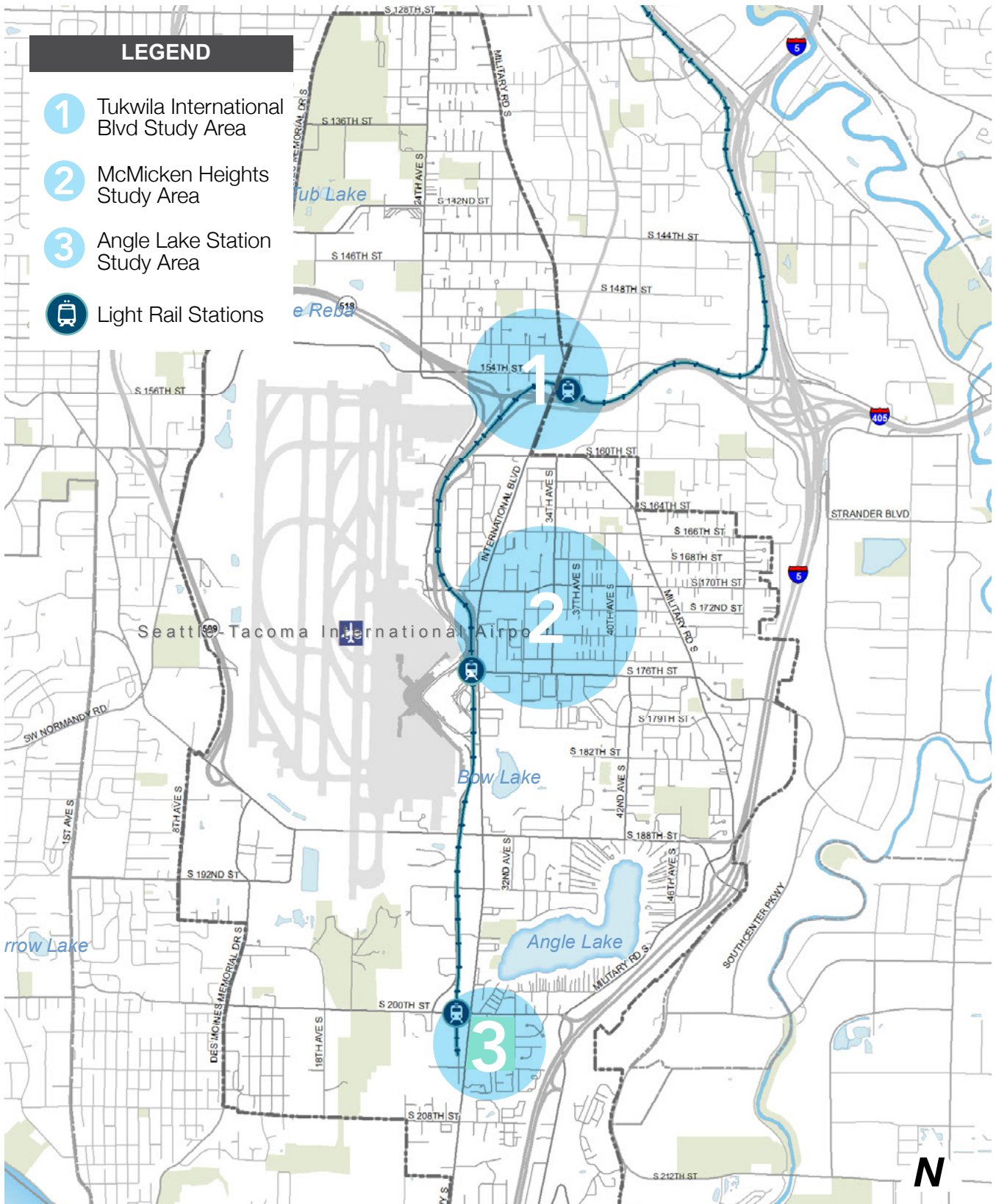


Source: City of SeaTac  
September 2017

\*average per day



Figure 2. Study Areas







# 2

## EXISTING CONTEXT

This section describes the current policies, existing parking conditions based on field review, and stakeholder input to establish a benchmark for determining parking program strategies.

### CURRENT POLICIES

The evaluation of program options includes a review of existing policy. This review looks at what policies may impact parking, such as future land use and zoning, and what policies may need to be updated with a new permit program.

### PARKING REGULATIONS

Current parking policy in the SeaTac Municipal Code (SMC) covers the amount of off-street parking required and general parking design standards. It also allows the City Manager or designee to designate parking restrictions and time limits including restrictions to local residents only.

The SeaTac Municipal Code (SMC) regulates vehicles and traffic in Title 9 (Vehicles and Traffic) and parking regulations in Title 15 (Zoning Code). Table 1 summarizes the parking regulations that are applicable within the study area including parking restrictions authority from Title 9 and off-street parking minimums from Title 15.

Table 1. Summary of Relevant SeaTac Parking Code

Code	Topic	Description
9.05.090	<b>Parking Restrictions – Authority to Identify Restrictive Zones</b>	City Manager or designee is authorized to identify and designate signage for parking restrictions, time limits and no parking to provide for reasonable availability and safe use of City streets.
		Parking restrictions could include local residents only
		Violations shall be \$50
15.455.120	<b>Required Off-Street Parking Spaces</b>	<i>Residential, Detached:</i> 2 per dwelling unit
		<i>Residential, Duplex:</i> 1.25 per dwelling unit
		<i>Residential, Multifamily:</i> 1 per studio, 1.5 per 1-bedroom, 2 per 2-3 bedroom
		<i>Retail and Commercial:</i> 1 per 250 square feet, with some exceptions
		Business Services: 1 per 250 to 300 square feet, with some exceptions
		<i>Manufacturing:</i> 1 per employee, plus 1 per 500 square feet, with some exceptions
		<i>Motor Vehicle Related:</i> 1 per 300 to 1,000 square feet and/or 1 per employee, with some exceptions
15.455.130	<b>Ride Share and Accessible Parking</b>	For government/business, retail/commercial, and manufacturing and other uses where employees are a basis for computing the required off-street parking spaces must reserve 1 of every fifteen spaces for ride-share parking that are located nearby, well-marked, and reserved.
		Accessible parking is required to be provided in accordance with all relevant codes listed under 15.455.130(B).
15.455.150	<b>Locations of Parking</b>	Off-street parking should be located within 500 feet of the building they are serving, with a marked pedestrian walkway. For some uses, the distance of off-street parking to the building they are serving is more restricted.
15.530	<b>High Capacity Transit Facilities Design Standards</b>	The lead agency for high capacity transit (HCT) facilities is required to provide a parking study for each station that demonstrates that the parking demand will be satisfied. The minimum required parking per HCT station determined is used to determine the threshold standard for the inclusion of structured parking.
		HCT stations with more than two hundred associated parking spaces must include a parking structure on-site or on adjacent property that has capacity for the total minimum required stalls determined.

Source: SeaTac Municipal Code, 2017





Parking reductions, as listed in SMC 15.455.140 (see Table 1), are allowed by an amount determined by the Public Works Director for the following:

- > **Transit Availability.** When one or more regularly scheduled and high capacity transit routes serve the site, with the reduction based on the frequency of the transit service.
- > **Shared Parking.** Required parking may be reduced when shared parking facilities for two or more uses are designed and/or developed adjacent to an existing use as one common parking facility. Or, if there are two nonprofit uses adjacent to each other they are allowed to share parking regardless of their zoning classification.
- > **Joint Use of Driveways and Parking Areas for Day and Night Uses.** Joint driveway uses and parking areas are encouraged when convenient pedestrian connections exist.
- > **Small, Resident-oriented Uses.** Parking requirement may be reduced for uses that meet the definition of small, resident-oriented uses.

## COMPREHENSIVE PLAN POLICIES

The City of SeaTac adopted the Comprehensive Plan in 2015. The following Comprehensive Plan goals and policies support a well-managed parking system that ensures the right users are finding the right parking spaces, while accommodating growth and changes in transportation:

- > **Transportation Goal 4.6 –** Manage parking supply and demand to best support the City’s overall goals and objectives in balancing the desire to support alternative transportation modes, neighborhood livability and enhance economic development.
- > **Transportation Policy 4.6A –** Consider flexibility in general City parking requirements for new developments that aligns parking supply with demand while supporting multi-modal objectives promoting use of alternative modes while minimizing the potential for spillover into neighborhoods.
- > **Transportation Policy 4.6B –** Monitor parking activity in neighborhoods to determine if parking and demands are exceeding supply and/or if illegal or unsafe parking practices

are occurring. When such activities are identified, work with the affected neighborhoods and adjacent businesses to determine the specific issues, evaluate alternative approaches, and implementation of solutions.

- > **Angle Lake District Station Area Plan –** The subarea plan for Angle Lake acknowledges that the area will change due to the impacts of a new light rail station. The Plan sets out strategies to create a pedestrian-oriented and multi-modal employment hub and people-intensive activity node.

## LAND USE POLICY

Table 2 highlights the existing zoning and future land use designations by study area. Future land use designations may be used as for determining parking user priorities and parking management strategies for on-street parking. On-street parking in residential areas is typically prioritized for residents while commercial and mixed-use development is typically prioritized for short-term customer parking or longer-term employee parking.



Table 2. Land Use Policies by Study Area

STUDY AREA	ZONING	FUTURE LAND USE	SUMMARY
McMicken Heights	<ul style="list-style-type: none"> <li>UL-7,200 Urban Low Density Residential</li> </ul>	<ul style="list-style-type: none"> <li>Commercial Medium Density</li> <li>Residential Low Density</li> </ul>	<p>The McMicken Heights study area’s existing land use suburban-density single-family residential. The area borders much higher intensity land uses and future land use intentions call for low density residential, bordered by commercial uses at a medium density.</p>
Angle Lake Station	<ul style="list-style-type: none"> <li>Angle Lake Station Area Overlay District</li> <li>Community Business in Urban Center</li> <li>UH-1,800 Urban High Density Residential</li> <li>Industrial</li> <li>UL – 7,200 Urban Low Density Residential</li> </ul>	<ul style="list-style-type: none"> <li>Residential High Density</li> <li>Commercial High Density</li> <li>Residential Low Density</li> </ul>	<p>The existing land uses in the study area include suburban-density residential, an elementary school, and the back-side of industrial/commercial development along International Boulevard. Future land use intentions call for low and high density residential, with high density commercial located along International Boulevard.</p> <p>The on-site demand for parking in the study area will increase as the use changes and the density increases</p>
Tukwila International Blvd	<ul style="list-style-type: none"> <li>Urban High Density Residential (various densities)</li> <li>Community Business in Urban Center</li> <li>UM – 2,400 Urban Medium Density Residential</li> </ul>	<ul style="list-style-type: none"> <li>Residential Medium Density</li> <li>Residential High Density</li> <li>Residential High Mixed Use</li> <li>Commercial High Density</li> </ul>	<p>Current land use along the study area streets include a mix of housing densities, civic uses, and strip commercial uses. Future plans for the study area include continued commercial uses at a high density, mixed use residential uses, and high density residential.</p> <p>The on-site parking demands for these uses will increase as the density and use change.</p>

Source: City of SeaTac, 2017; Framework, 2017



## ASSESSMENT OF EXISTING PARKING

Parking data was collected in three neighborhoods in the City of SeaTac to provide understanding of neighborhood parking conditions as input in developing the PPP. The following sections describe the data collection and the findings relative to McMicken Heights, Angle Lake Station, and Tukwila International Boulevard Station.

### PURPOSE AND METHOD

The data collection is intended to provide an understanding of weekday parking within the study areas and verify information gathered through initial stakeholder outreach. Specific on-street parking characteristics collected during the initial data collection include:

- > Occupancy by block face (i.e., the curb space on one side of the street)
- > Length of Stay for each vehicle
- > Presence of Transportation Network Companies (TNCs) – Uber, Lyft, etc.
- > Illegally parked vehicles (i.e., vehicle parked in front of fire hydrants, in designated no parking zones, in front of driveways, or within 30-feet of a stop sign)
- > Other conditions along study block faces (e.g., presence of cones, barrels, or other barriers impacting parking)

The data is used to quantify and better understand parking occurring within the neighborhoods to help formulate

a Permit Parking Program in the City of SeaTac.

The on-street parking data was collected manually with 1-hour sweeps of the study areas on a weekday between 10 a.m. and 7 p.m. The last 4-digits of license plates were collected to determine the length of stay for vehicles. Additionally, the type of vehicle was noted (i.e., TNC, motorcycle, illegally parked, or general vehicle).

License plate information was obtained from the Washington State Department of Licensure (DOL) to understand if vehicles parked on-street are related to residents or non-residents.

### STUDY AREAS

Data collection focused on three neighborhoods in SeaTac: McMicken Heights, Angle Lake, and Tukwila International/Boulevard. Figures 3 through 5 illustrate the on-street parking study areas as well as the specific blocks where data was collected. Data was collected for both sides of the street where parking is allowed. The study area was determined in coordination with City staff and captures the areas that are understood to have parking impacts relative to the Sound Transit light rail stations and the Seattle-Tacoma International Airport.



Parking barriers placed by residents are common throughout McMicken Heights



Figure 3. McMicken Heights Study Area









Figure 5. Angle Lake Station Study Area







## RESULTS

The initial findings suggest that most of the blocks in each of the three study areas are less than 50 percent occupied during the weekday between 10 a.m. and 6 p.m. The average length of stay for vehicles suggests mostly long-term parking with approximately 45 to 65 percent of the vehicles staying for more than 4-hours. The following sections describe occupancy and average length of stay results for each study neighborhood.

### MCMICKEN HEIGHTS

The McMicken Heights neighborhood study area includes 57 block faces and approximately 600 parking spaces. There are 9 block faces where no parking is allowed; therefore, no data was collected. The observations indicated that within the McMicken Heights

neighborhood 98 percent of the vehicles were related to general parking with a limited number of TNCs (see Figure 6). In addition, based on a review of Washington State Department of Licensing license plate data for residents, 78 percent of the vehicles observed parking on-street were attributed to residents.

It should be noted that within the McMicken Heights neighborhood residents are using cones and buckets to discourage on-street parking. Figure 7 shows a roadway where cones have been placed to manage parking. Given the “parking management” provided by the residents, the results of the data collection may have been impacted and parking issues occurring previously may no longer be present.

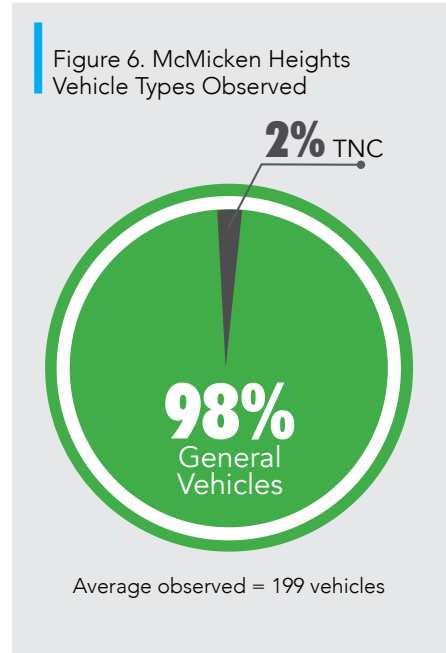


Figure 8 provides a map showing where cones, buckets and other objects were used to limit on-street parking.

There were 11 block faces with parking barriers in the study area. The number of barriers on each block face varied with some only blocking 1 to 2 parking spaces and other blocking up to 15

Figure 7. Parking Barriers in McMicken Heights





Figure 8. Location of Parking Barriers in McMicken Heights Study Area



parking spaces (i.e., 33rd Avenue S between S 175th Street and S 173rd Street).

The McMicken Heights on-street parking occupancy and length of stay results are summarized in the following section.

### Occupancy

Figure 9 illustrates the average hourly on-street parking occupancy observed within the McMicken Heights neighborhood on a weekday. The average occupancy does not change throughout the day, remaining between 32 and 35 percent. The results indicate there is sufficient

on-street parking in the neighborhood as difficulty in finding parking typically occurs when occupancy reaches 85 percent<sup>1</sup>. As described previously, many of the residents in the neighborhood have been placing a variety of barriers along the street to prevent others from parking in the neighborhood, which has likely reduced the number of non-residence parking in the area.

<sup>1</sup> 85 percent occupancy is a general industry standard that equates to 1 to 2 available spaces per block face. On-street occupancies over 85 percent typically result in more difficulty finding parking.

Figure 10 provides a more detailed review of average parking occupancy by block face for the McMicken Heights neighborhood. Forty of the block faces in the McMicken Heights neighborhood have an average parking occupancy below 50 percent. For the remaining blocks, 4 block faces have parking occupancies between 50 and 70 percent, 1 has an occupancy between 70 and 85 percent, while 3 blocks are above 85 percent. The blocks where occupancy is high are in the vicinity of the pedestrian bridge to the Airport as well as an apartment building; therefore, vehicle parked could be related to residents or potentially airport-related.

Figure 9. McMicken Heights Weekday Hourly On-Street Parking Occupancy

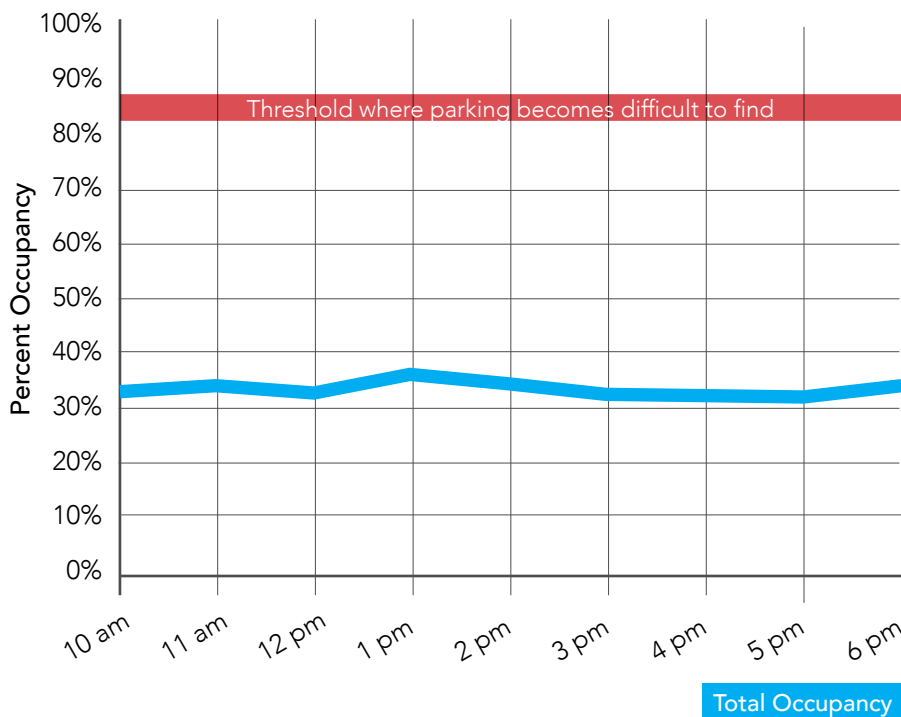
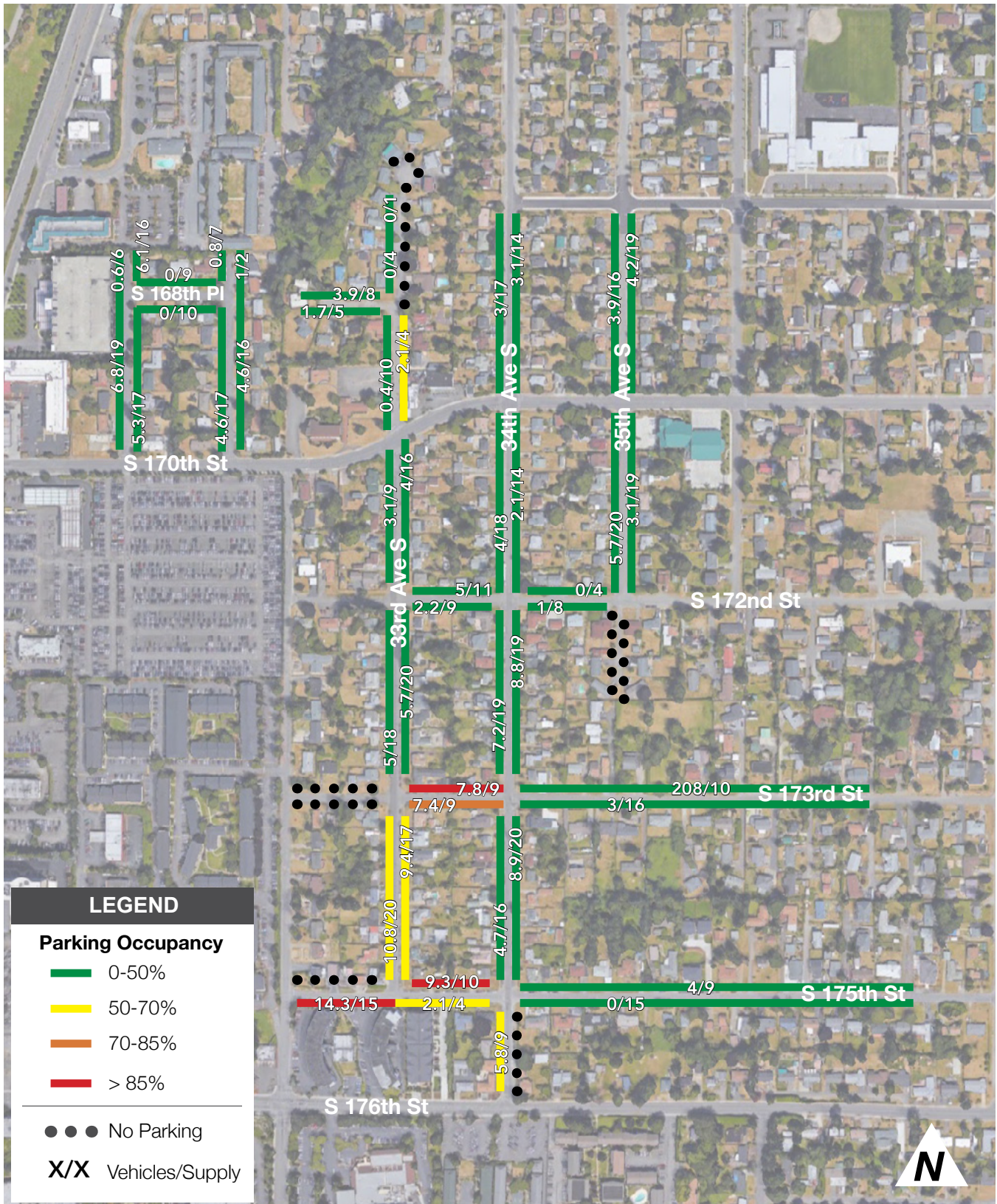




Figure 10. McMicken Heights Weekday Average Parking Occupancy by Block Face



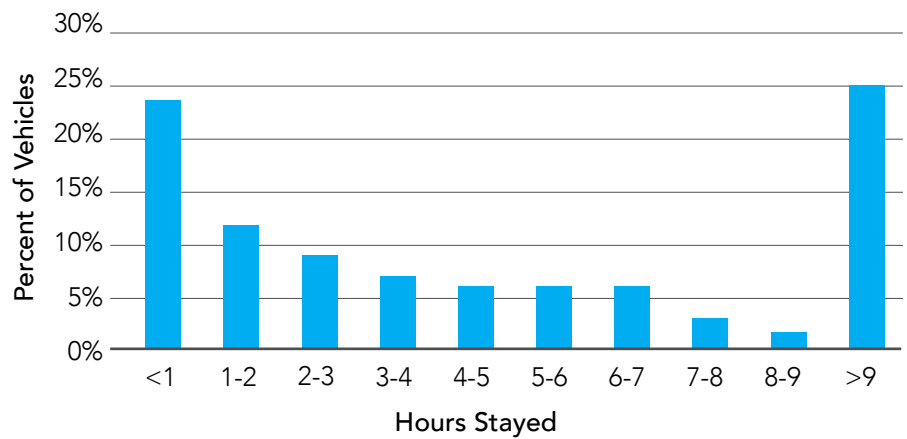
## Average Length of Stay

The average length of stay for vehicles in the McMicken Heights neighborhood is shown on Figure 11. Over 25 percent of vehicles observed during the data collection parked for more than 9-hours and almost 50 percent of the vehicles parked for over 4-hours. Twenty-three (23) percent of the vehicles were observed parking for less than 1-hour. Figure 12 provides detail on the length of stay by block face.

The average length of stay varies significantly throughout the neighborhood with shorter stays generally north of S 170th Street along 33rd Avenue S, and longer stays along S 175th Street. As noted previously, S 175th Street is proximate to the pedestrian bridge access to the Airport.

Figure 12 provides a more detailed review of average parking occupancy by block face for the McMicken Heights neighborhood. Forty of the block faces in the McMicken Heights neighborhood have an average parking occupancy below 50 percent. For the remaining blocks, 4 block faces have parking occupancies between 50 and 70 percent, 1 has an occupancy between 70 and 85 percent, while 3 blocks are above 85 percent. Higher parking occupancies in McMicken Heights are near

Figure 11. McMicken Heights Average Weekday Length of Stay



Line of parked cars along 173rd Ave, close to the pedestrian bridge to the airport

the pedestrian bridge to the Airport as well as the apartment building on S 173rd Street; therefore, vehicles parked along these blocks could be related to residents or potentially the Airport.





## TUKWILA INTERNATIONAL BOULEVARD STATION

The Tukwila Station study area includes 12 block faces and approximately 95 parking spaces. There are 2 block faces where no parking is allowed; therefore, no data was collected. In addition, parking was reviewed at the Tukwila Station parking lot and it was shown that the lot was full.

The observations indicated that within the Tukwila Station neighborhood 93 percent of the vehicles were related to general parking and 7 percent were illegally parked (see Figure 14). Illegally parked vehicles are related to vehicles parked in no parking area, in front of driveways, and within 30-feet of the intersection. In addition, based on a review of DOL license plate data for residents, 78 percent of the vehicles observed parking on-street were attributed to residents (see graphic).

The Tukwila Station study area on-street parking occupancy and length of stay results are summarized in the following pages.

### Occupancy

The overall parking occupancy for the Tukwila station neighborhood is shown on Figure 14. As shown on the figure, occupancy was generally consistent throughout the

observation period. Hourly occupancy was between 40 and 50 percent between 10 a.m. and 6 p.m. The results indicate there is sufficient on-street parking in the neighborhood with no parking issues since average occupancy are low. As discussed with the McMicken Heights neighborhood, typically a parking issue would not be identified until average on-street parking occupancy was 85 percent and above resulting in difficulty finding available parking. Although the data indicates that there is available parking within the neighborhood as a whole, residents desiring to park adjacent to their property may not find parking at this specific location.

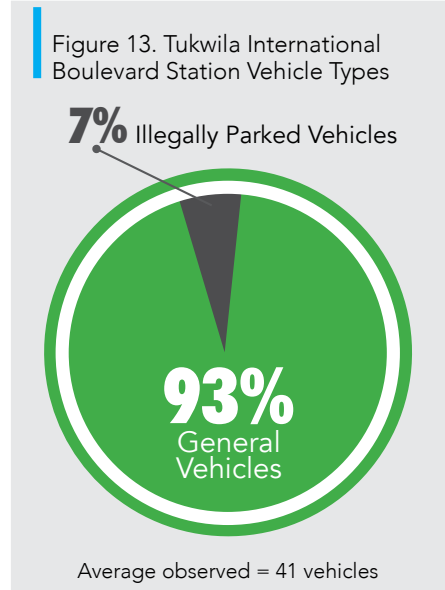


Figure 14 provides a more detailed review of average parking occupancy by block face for the Tukwila Station area. All the blocks in the study area have

Figure 14. Tukwila Station Neighborhood Weekday Hourly On-Street Parking Occupancy

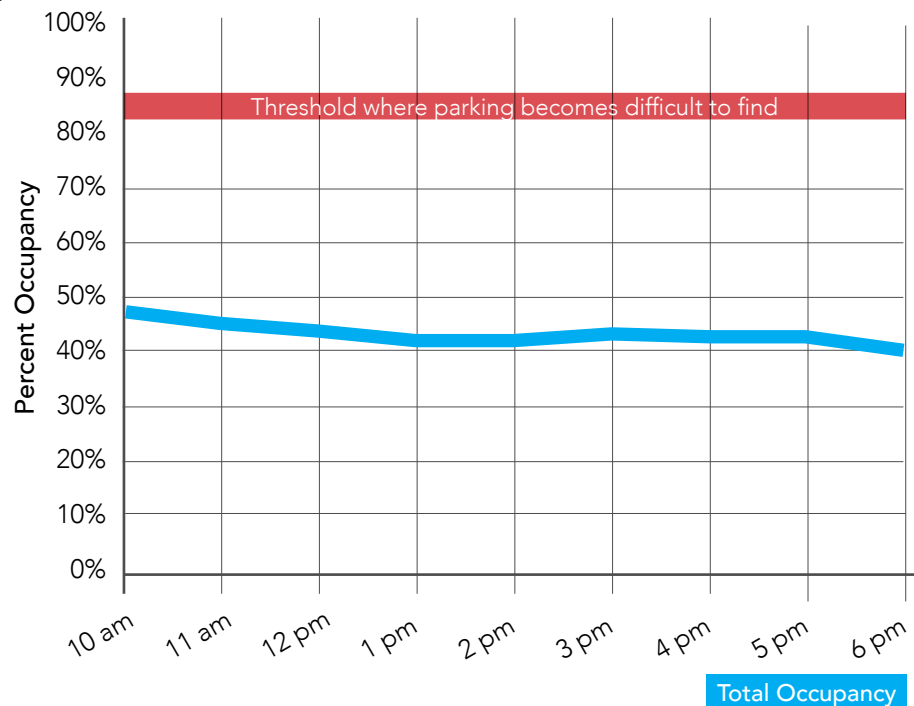




Figure 15. Tukwila Station Average Weekday Occupancy by Block Face



average parking occupancies less than 70 percent except one block that only has 2 spaces resulting in an average occupancy of 90 percent.

Figure 15 provides a more detailed review of average parking occupancy by block face for the Tukwila Station area. All the blocks in the study area have average parking occupancies less than 70 percent except one block that only has 2 spaces resulting in an average occupancy of 90 percent.

### Average Length of Stay

The average length of stay for vehicles in the Tukwila International Boulevard Station neighborhood is shown on Figure 16. Approximately 45 percent of the vehicles in the study area parked for 9 hours or greater. For short length of stays (i.e., less than one hour), less than 15 percent of vehicles park.

Figure 17 provides detail on the length of stay by block face. The average length of stay of parked vehicles in the Tukwila

International Boulevard Station study area is over four hours for all blocks where vehicles were observed. The land use in the study area is residential and commercial, which could account for the mix of short and long-term stays in the study area. In addition, some of the longer stays could be related to parking for the Tukwila Station since there was no parking available during the observation period.

Figure 16. Tukwila International Boulevard Station Average Weekday Length of Stay

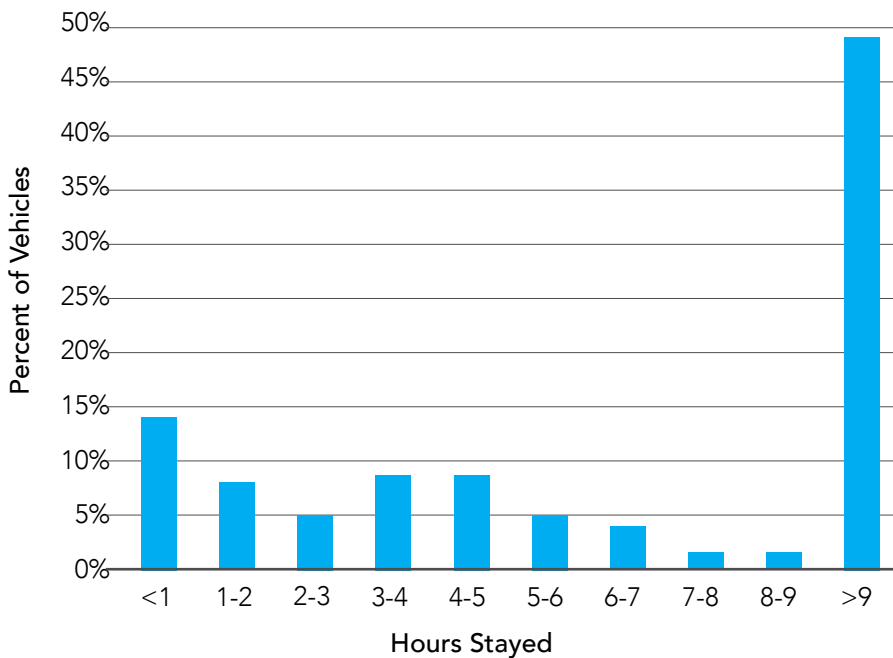




Figure 17. Tukwila Station Average Weekday Length of Stay by Block Face



## ANGLE LAKE

The Angle Lake neighborhood study area includes 22 block faces and approximately 280 parking spaces. There are 2 block faces where no parking is allowed; therefore, no data was collected. In addition, parking was reviewed at the Angle Lake Station parking lot and it was shown that the lot was full. The observations indicate that on average all the parking is related to general vehicles in the Angle Lake neighborhood. In addition, based on a review of DOL license plate data for residents, 75 percent of the vehicles observed parking on-street were attributed

to residents and 25 percent were attributed to non-residents/visitors. In addition, parking was reviewed at the Angle Lake Station parking garage and it was full during the data collection period.

### Occupancy

The overall parking occupancy for the Angle Lake station neighborhood is shown on Figure 18. As shown in the figure, parking occupancy was between 14 and 16 percent during the data collection period. As discussed previously, typically parking is difficult to find when average on-street parking occupancy reaches 85 percent.

Figure 19 provides a more detailed review of average parking occupancy by block face for the Angle Lake Station area. All the blocks in the study area have average parking occupancies less than 50 percent. Although the Angle Lake Station parking was full it does not appear that overflow is occurring in the neighborhood.

Figure 18. Angle Lake Weekday Hourly On-Street Parking Occupancy

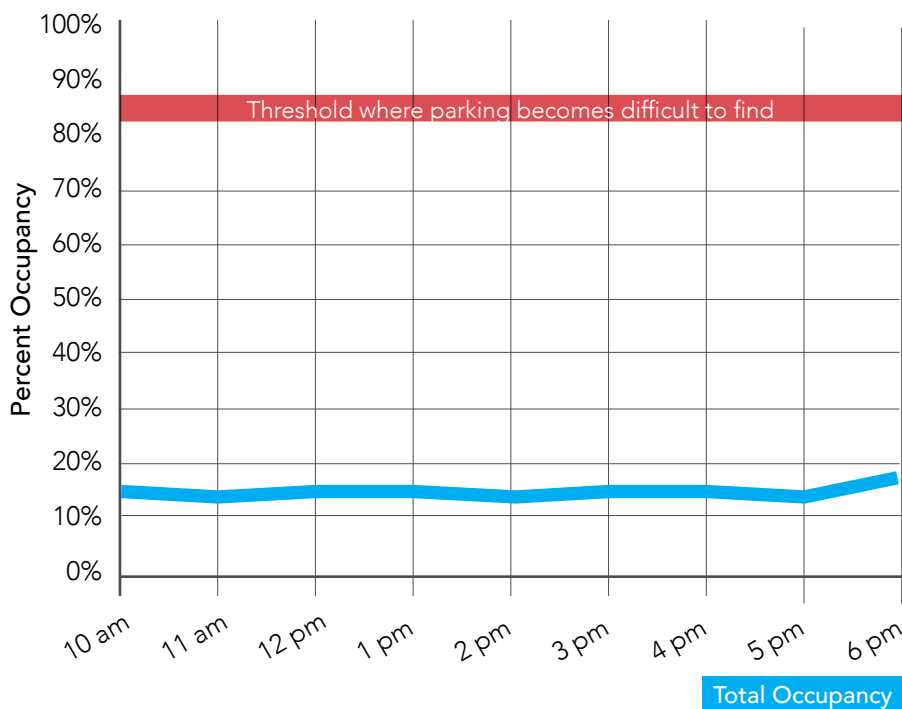




Figure 19. Angle Lake Average Weekday Occupancy by Block Face



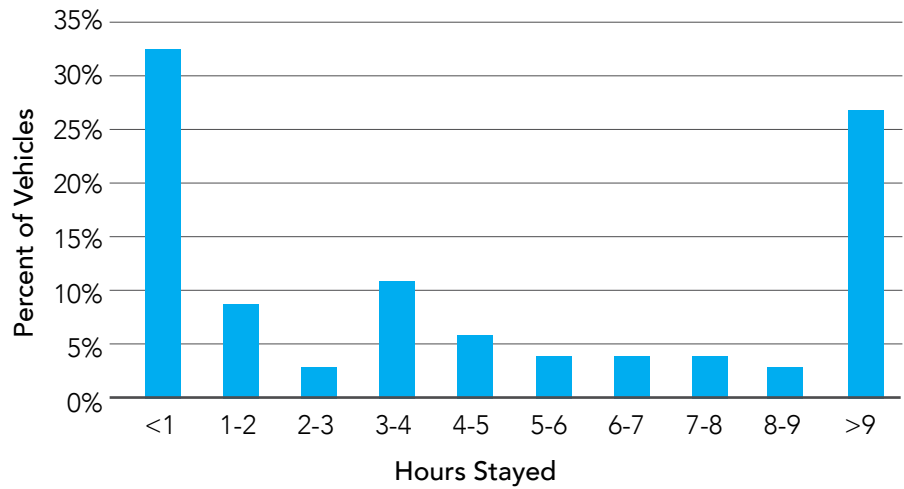


### Average Length of Stay

The average length of stay for vehicles in the Angle Lake neighborhood is shown on Figure 20. Approximately 33 percent of the vehicles in the study area parked for less than 1 hour while 27 percent parking for 9 hours.

Figure 21 provides detail on the length of stay by block face. The average length of stay of parked vehicles in the Angle Lake neighborhood by block is generally over 5 hours. This is a residential neighborhood and on-street parking was limited but the durations are consistent with what is typical for a residential area.

Figure 20. Angle Lake Average Weekday Length of Stay



Wednesday afternoon parking along a street in the Angle Lake neighborhood



Figure 21. Angle Lake Average Weekday Length of Stay by Block Face



## STAKEHOLDER ENGAGEMENT

A public information and outreach meeting was held at City Hall on September 25, 2017. There were approximately 32 attendees from the McMicken Heights study area, specifically from the Sue Linda subdivision.

Also in attendance was the City Staff project team, as well as the City Council and Executive Management team.

The presentation consisted of some history and background of the area, as well as steps taken to date. A status of the current draft program was provided along with a schedule for delivery and summary of the project and deliverables.

After the presentation, SeaTac staff conducted a Q&A Forum for the neighborhood attendees, concluding with a hands-on workshop designed to engage the public with City staff and the consultant delivery team. The workshop covered property-specific details and challenges, and specific conditions related to TNC impacts and rental properties.

The comments and concerns are summarized into the following categories:

### **Cost and administration of the program**

- > Cost per permit and how many permits can be assigned to each house
- > Ease of access to procuring program permits
- > Process and ability to get guest permits and how many are available per residence

### **Impacts to Neighborhoods and Properties from Apartments, TNC and Limo Service(s)**

- > Concerns of rental property(s) under ownership by cab and limo companies
- > How to define the areas to park and what should remain a clear space with no parking
- > "What is considered my parking area in front of my house"
- > Impacts from nearby apartments that have inadequate parking available for the facility and thereby impacts the neighborhoods
- > Safety and hours of use in the area
- > Frequency of police enforcement

### **Miscellaneous requests and Observations**

- > Speeding in the study areas needs to be controlled
- > Requests for speed bumps and traffic calming
- > The Port and associated business' should be required to provide parking for all employees
- > Previous history indicated staging and parking associated with Transportation Network Companies (TNCs) as an issue. However, this was not observed to be a current problem during the field observations and data collection.



## EXISTING CONDITIONS SUMMARY

Based on the data collection for the three neighborhoods, the key findings and next steps are described below.

### KEY FINDINGS

- > Based on field observations and data collection, there is available parking in all of the study areas. However, specific areas are more utilized than others, and people may be required to park a block or two from their destination.
- > Many of the residents in McMicken Heights utilized cones or other barriers to manage the parking along their neighborhood streets, which is likely deterring parking associated with the airport or other non-residential uses.

- > Parking occupancies are higher in the southwest portion of McMicken Heights. This is where multifamily housing is located and is also the area closest to the pedestrian overpass at S 176th St.
- > Approximately 75-80 percent of the parked vehicles were registered in SeaTac and are assumed to be local residents.
- > Both the Tukwila Station and Angle Lake Station parking lots were observed to be full during the data collection periods. SeaTacPark.com provides additional parking when Angle Lake Station parking garage fills and likely helps alleviate impacts to City streets.
- > Feedback from stakeholder outreach and public engagement has indicated that parking impacts do occur.

These findings were based on field observations and data collection conducted at the time of this study. Conditions likely change as demands at the airport change, as transportation demand management of airport employees changes, and as other factors such as the cost for parking change at the airport.





# 3

## FUTURE PROGRAM OPTIONS

This section documents future PPP options for the City of SeaTac based on the review of best practices as it applies to existing conditions and feedback from stakeholders. Permit programs can be structured in different ways to achieve desired outcomes that manage the local challenges. A review of best practices in a variety of cities is provided on the following pages and then program alternatives that could be considered for SeaTac are described.





## BEST PRACTICES CASE STUDIES

The following pages provide a summary of permit programs that have been implemented in cities across the country. Programs are tailored to the needs of the local parking challenges, but generally are intended to manage publicly available parking and restrict free unregulated parking. These programs are mainly used to ensure that residents are able to find parking in their neighborhoods. Some of these programs allow non-residents to purchase permits as well and can be coordinated with policies related to commute trip reduction strategies for employees and commuters.



# AUSTIN, TX

## RESIDENT-ONLY PERMIT PARKING

### PARKING CHALLENGE

Parking problems associated with the demand created by the University of Texas.

Overflow parking of commuter and non-residents on residential streets.

Parking demand problems in residential areas where adjoining land uses do not provide an adequate or well-priced supply.

### USER

Two regular residential vehicle permits

Two guest permits

City limits permits two regular and two guest permits per utility hook-up

### FEES

\$20 for two resident permits and two guest permits

All permits renew annually on January 1st.

### NOTES

Austin has 600 formal neighborhood associations and the volunteer Neighborhood Association Coordinators process the permits. Funds go to the associations, which then turn the revenue over to the City annually.

To create a zone, applicants submit letter of intent and proof of notice to the neighborhood association. Staff reviews the application and provides petition materials to the applicant to seek 60% majority support. The City requires that 75% of parking is occupied and 25% of vehicles are from out of the area at least two days a week to approve a zone.

Permitted areas are regulated from noon until 10 PM on Tuesday through Sunday.



# BERKELEY, CA

## RESIDENTIAL PERMIT PROGRAM

### PARKING CHALLENGE

There are more vehicles than on-street and off-street spaces.

### USER

Residents

Home health aids

Commercial vehicles (on a limited basis)

### FEES

Issued for \$55 to residents and home health aids.

Issued for \$154 to merchants.

One-day visitor permits cost \$2.75 each, with up to twenty allowed per resident per year. 14-day visitor permits are \$28.50, with up to 3 allowed per year.

Fraudulent use results in \$500 fine.

### NOTES

Zones are enforced from 8 AM to 7 PM, either Monday through Friday or Monday through Saturday.

All zones are in the central city, around the University of California, and around the BART stations.

Residents can petition for new zone, with signature support of 51% of the housing units in the proposed zone.

At least 80% of the zone must be residentially zoned, and 75% of the zone must be occupied during two on-hour periods between 10 AM and 4 PM.

New multifamily construction may be conditioned that the residents will never be eligible for parking permits.

# BOULDER, CO

## NEIGHBORHOOD PERMIT PARKING PROGRAM

### PARKING CHALLENGE

Demand created by Downtown and University of Colorado

Preserving the character of the neighborhoods.

### USER

Residents who live in a zone.

Businesses with addresses within a zone.

Nonresident commuters on a limited basis.

### FEES

\$17 per year for residents, up to two regular and two guest permits per household.

\$75 per year for business employees, up to three permits per business.

\$78 per quarter for commuters (cheaper than parking in a downtown garage).

### NOTES

Each permit zone must be self-supported. If it was funded only by residents, permit cost would be \$55 per year.

If a block is 61% occupied or less, up to four non-residential permits may be sold to commuters for that specific block, with no guarantee of a spot.

Non-permit holders are restricted to 2-3 hours, and may only park in a zone once per day.

Petition by the residents requires 25 resident signatures to begin the process of approval with the City.







# BURLINGTON, VT

## RESIDENT RESTRICTED PROGRAM

### PARKING CHALLENGE

Demand created by commercial parking and the University of Vermont.

### USER

Residents

Guests of Residents

### FEES

Free for two-year residential permit.

Free for one-year student-resident permit.

### NOTES

Residents can petition to have their streets turned to resident-only parking.

Residents within zones are issued bumper stickers and two guest passes per dwelling unit.

# CHICAGO, IL

## RESIDENTIAL PERMIT PROGRAM

### PARKING CHALLENGE

Demand created by residential and commercial parking.

### USER

Residents

Residential guests

Home health care providers (with doctor's letter and home health care license).

### FEES

\$25 per year to add a zone permit to a City Sticker.

\$8 for 15 all-day passes.

### NOTES

Vehicles in Chicago pay a local ownership tax and have a "City Sticker. All vehicles registered in a parking zone through their City Sticker have the zone indicated on the sticker.

Zones are established by city ordinance and are initiated by Alderman





# DENVER, CO

## RESIDENTIAL PERMIT PROGRAM & AREA PERMIT PROGRAM

### PARKING CHALLENGE

Vehicular congestion in residential areas.

### USER

Residents

### FEES

Free for three-year permit.

### NOTES

No guest passes are issued in Denver. Guests are expected to comply with time restrictions.

Parking restrictions for non-permit vehicles varies between 30 minutes and two hours.

The Residential Permit Program allows permit-holders to park beyond the posted time only on the block where the resident lives. The Area Permit Program allows permit-holders to park beyond posted restrictions within a certain area.

# FORT COLLINS, CO

## RESIDENTIAL PARKING PERMIT PROGRAM

### PARKING CHALLENGE

Vehicular congestion in residential areas.

### USER

Residents.

### FEES

Permits renew annually. First vehicle is free; second vehicle is \$15; third vehicle is \$40; fourth vehicle is \$100; fifth vehicle is \$200.

Guest permits are available for 24 hours for free; up to 15 days costs \$10.

### NOTES

2-hour time-restricted parking once per day per zone is allowed for non-permit vehicles.

Special permitting is enforced during stadium events.

Zones can be created by petitioning to the City with support of at least ten affected homes and where at least 70% of the spaces are occupied. After the City approves, the zone must be voted in by more than 50% of the residents.







# PORTLAND, OR

## AREA PARKING PERMIT PROGRAM

### PARKING CHALLENGE

Varies by zone; citizen-initiated.

### USER

Residents

Employees/ businesses

### FEES

\$60 per year for resident or business/employee permit. May include a surcharge in specific zones.

\$30 mid-year permits are sold.

\$1 daily permits. Maximum of 120 per year.

### NOTES

Businesses can get one or more permits for every two full-time employees. Businesses can also purchase guest permits.

Each zone has a parking committee of that includes residents and businesses who tailor the zone operation to their needs.

Criteria for establishing a zone include alternative modes of transportation, availability of other solutions, and presence of large companies that would be challenged by the parking system.

There are no limits on the total number of permits or permits per household. Neighborhoods may request caps on total permits for residents and employees.

Zones are created through a citizen-initiated petition with signatures from at least 50% of the addresses. The petition is submitted to the neighborhood or business association.

City ensures the area is 75% occupied at least four days of the week and nine months of the year, with 25% of cars from out of the area.

Permit costs and parking management is overseen by the neighborhood. The neighborhood residents may add a surcharge to the permit costs and receive a portion of the increased revenue to invest back in the neighborhood as part of a parking benefit district.

# SACRAMENTO, CA

## RESIDENTIAL PARKING PERMIT PROGRAM

### PARKING CHALLENGE

Providing adequate parking for residents and visitors

Commuter parking spillover into neighboring residential areas

### USER

Residents

Guests of residents

### FEES

Free two-year permits.

Free printable 24-hour guest permits.

### NOTES

Zones range in size between 6 square blocks and 78 square blocks.

24-hour temporary guest permits are allowed.

The enforced restriction hours for zones are either 8 AM to 8 PM or 8 AM to 10 PM.

# SAN FRANCISCO, CA

## RESIDENTIAL AREA PERMITS

### PARKING CHALLENGE

Unnecessary personal vehicle travel, noise, and pollution in neighborhoods.

Discouraging the use of alternative modes of travel.

### USER

Residents

Guests of residents

Businesses

Delivery vehicles

Caregivers

Carpools/vanpools

Teachers/schools

Contractors

Consulates

### FEES

\$128 per year or \$63 per six months or less for residents and businesses

\$6 to \$11 for each temporary daily permit.

\$14 to \$23 for a weekly permit.

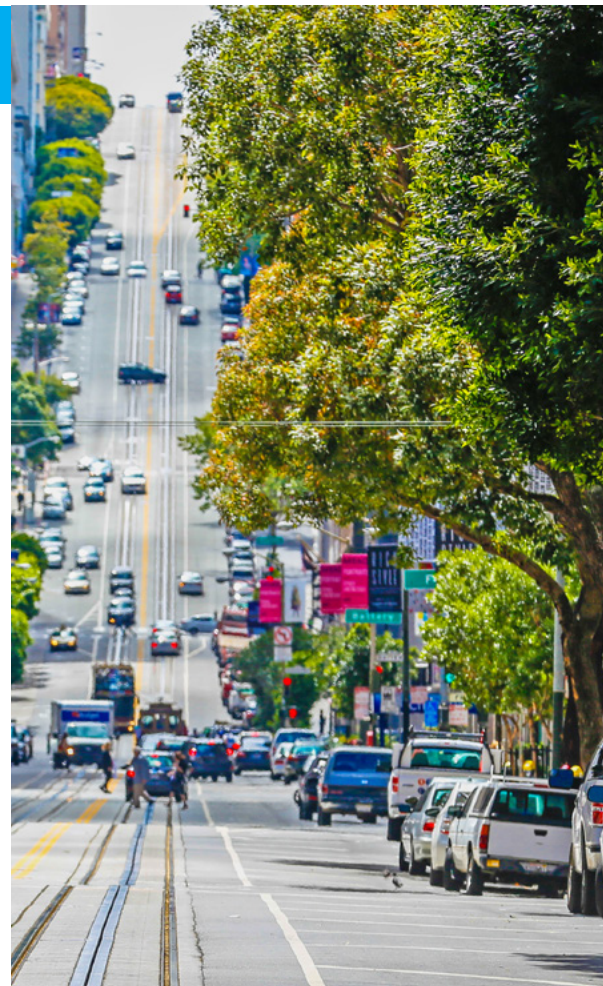
\$1,280 per year for contractor permits.

### Notes

Each residential address can have up to four permits.

Permits are valid for one year, with temporary permits available for new residents.

There are 29 zones which range in size from five blocks to 150 blocks.







# SEATTLE, WA

## RESTRICTED PARKING ZONE PROGRAM

### PARKING CHALLENGE

Parking congestion in residential neighborhoods.

Residential areas abutting commuter traffic generators.

### USER

Residents

Business employees, on application for consideration. Employee permits are very limited.

### FEES

Varies. Generally, \$65 per vehicle for two-year permit.

\$30 per guest permit for two-year permit.

\$10 per discounted vehicle permit for households indicating a financial burden.

### NOTES

RPZ can be expanded when at least 75% of spaces on a block are full and 60% or more of household sign a petition to join the RPZ.

RPZs can be created by request of a neighborhood council or residents of an area with description of the traffic generators and the location of impact.

Limit of 4 permits per household.

Policy review currently in progress that may result in program changes.

# TACOMA, WA

## RESIDENTIAL PARKING PROGRAM

### PARKING CHALLENGE

Growing demand for parking due.

Increased vehicle ownership, increased residential occupancy, and increased nearby employment and commercial activity.

### USER

Residents

Guests of residents

### FEES

\$60 per year for residents.

10 free guest pass permits provided per residential address per year. Additional available at \$1.00 per permit, with no limit.

### NOTES

Started the program in 2001 under the Public Works Department with 65 zones ranging from 2 - 28 spaces in size. The old program was suspended in 2012.

The new program gives on-street parking priority to residents and guests during periods of high occupancy.

Zones must be in a residential land use zone and must be at least 4 contiguous block faces.

New program includes improved signage and increased enforcement.

Eligibility is based on approval by 60% of the residents, parking demand at 75% or greater for more than 3 hours with 35% of demand coming from outside the zone, and Council approval.

Decommission of the zone requires a 50% vote of property owners.





# WASHINGTON DC

## RESIDENTIAL PERMIT PARKING

### PARKING CHALLENGE

Parking congestion in residential neighborhoods.

### USER

Residents

Guests of residents

Commercial vehicles

Nurses

Students

### FEES

\$15 per year with the option to buy a one or two-year permit.

Free guest permits, requested as needed.

### NOTES

Non-permitted vehicles must park within the 2-hour restrictions, once per day per zone.

Most zones are enforced from 7 AM to 8:30 PM from Monday to Friday, with some having extended hours.

Zones boundaries can be enlarged or created by petition of 51% or more of residents in the boundaries.

More than 4,100 residential blocks are zoned by petition of residents.

Source: City of Seattle, 2016; Framework, 2017; City webpages for all programs profiles





## PROGRAM ALTERNATIVES

The City of SeaTac is considering a Permit Parking Program to address parking impacts in neighborhoods caused primarily from demands associated with Sea-Tac Airport and light rail stations. A permit program would allow on-street publicly available parking to be managed or prioritized for specific users. The permit program will initially be implemented in a limited area to address existing concerns but could be expanded to other areas as needed. Specific parking management strategies such as time limits, costs, and other variables could be used to address the different needs and characteristics of each neighborhood.

A Permit Parking Program can be focused on residential areas or include other non-residential uses to include employees, students or commuters. These programs are described below.

### RESIDENTIAL FOCUSED PROGRAMS

#### *Residential Restricted Program*

A resident restricted parking program requires that a vehicle belongs to a local resident and has a residential permit. All other vehicles are restricted from parking in the designated area, aside from the potential for guest passes. This option allows for easier enforcement and may be used in an area with a limited capacity for parking that is seeing pressure from outside demand for parking, such as a university or large employment center. Permit costs are usually established to offset administration of the program.

#### *Residential Permit with Short Term Non-Resident Parking*

A residential permit program with short-term non-resident parking allows for public parking and unrestricted resident parking with a permit. This is the most common type of program seen in the Best Practices case studies. This type of program allows residents to obtain a permit to park without restrictions in the neighborhood. Time restrictions are employed for non-permit holders to prevent long-term employee and commuter parking in areas with high parking demand generators such as universities, hospitals, airports, and major transit stations. Most programs also allow residents to purchase guest permits for visitors that are staying longer than time limits.

### AREA PERMIT PROGRAM (RESIDENT AND EMPLOYEE)

An area permit program provides the flexibility to sell permits to residents and/or non-residents, such as students, employees, and commuters to purchase permits.

The program can also be structured to allow non-residents in addition to residents to have permits. These programs work in areas that have a mix of land uses or residential areas that are near large employment centers, downtowns, or universities and that have capacity for parking beyond the needs of the residential community. Similar to the residential only program, time restrictions are employed for non-permit holders to prevent long-term parking. Guest permits are also allowed for residents.

## PROGRAM CONSIDERATIONS

The type of program implemented in a neighborhood would be based on the land uses and the needs of the community. Regardless of the program, the key decisions that must be addressed in the design of the program are consistent. These include:

- > What is the parking problem and who is being impacted?
  - > Who should have priority for parking in the public right-of-way? How is this determined?
  - > What are the costs and benefits of managing and enforcing an on-street permit program? Who should pay for the costs to manage the program?
  - > What additional City and department resources are needed to manage the program?
  - > What criteria should be used determine if a permit program is appropriate in specific areas and how is the boundary determined? How should the public be involved in the process for establishing a permit area?
- > How does the permit program support other City goals for land use, economic development, transportation, and others?
  - > Should some permit revenues be used to support neighborhood investments in the areas where the revenue is being generated?
  - > What are the criteria for establishing a permit parking zone?
  - > How will management of the permit system be funded?
  - > What role do the residents have in the process for establishing a permit parking zone?

Decision for the overall program are made to achieve desired community outcomes and weigh the costs and benefits of program implementation and management.

Table 3 summarizes the options for the program considerations. Decision on the following items would lead to the establishment of a program that would be implemented.



Table 3. Key PPP Considerations by Alternative

## CONSIDERATIONS

## RANGE OF OPTIONS

<b>CRITERIA FOR ESTABLISHMENT</b>	<b>COMMUNITY DRIVEN</b> Minimum level of 60% of residents or businesses owners in zone support		<b>DATA DRIVEN</b> On-street parking occupancy above 85% Consider minimum residential support Availability of on-street parking	
	<i>Data collection could include legal parking inventory, parking occupancy, resident vs. non-resident vehicles</i>			
<b>PERMIT ELIGIBILITY</b>	Residential/Employee Parking Only & Non-Residential or non-business Parking prohibited (except for visitors)		Residential Parking Only & Non-Residential Parking prohibited	
<b>PERMIT FEES</b>	Free for residents or business owners	Set cost for residents or business owners	Cost for initial permit and then higher cost for any additional permits	
<b>DAYS AND HOURS</b>	No Limit	5-7 days per week/ 8 am to 10 pm.	7 days per week/ 24-hours/day	
<b>TIME LIMITS/ PERMIT RESTRICTIONS</b>	4 hours for non-residents	2-3 hours for non-residents	Non-Residential Parking prohibited	
<b>LIMIT ON # OF PERMITS ISSUED</b>	No Limit	Limit on total # of permits	Limit on # of permits per household	Limits for multi-family properties
<b>ENFORCEMENT &amp; STAFFING</b>	Outsourcing	Reassigning existing staff	Hiring new staff and enforcement officers	

## OTHER CONSIDERATIONS

Along with the different permit programs, agencies may consider parking benefit districts to make investments or paid parking for non-permit vehicles.

### CHARGE FOR PARKING

Charging for parking is simply having people directly pay for the use of parking spaces. This can be implemented for both public and private lots and essentially is a management tactic that reduces demand, motivates ride sharing, promotes higher turnover, and can generate revenue. In recent years, there have been numerous studies that show positive support for paid parking in urban settings with a high demand for parking (see Figure .

There has also been a paradigm shift of thinking with regards to the cost of parking. This has been most publicly written about by Donald Shoup where in many publications he has stressed that free parking is actually subsidized parking and the costs are indirectly passed on to customers and the public. Parking is paid for either directly or indirectly and when you charge for parking the user is paying.

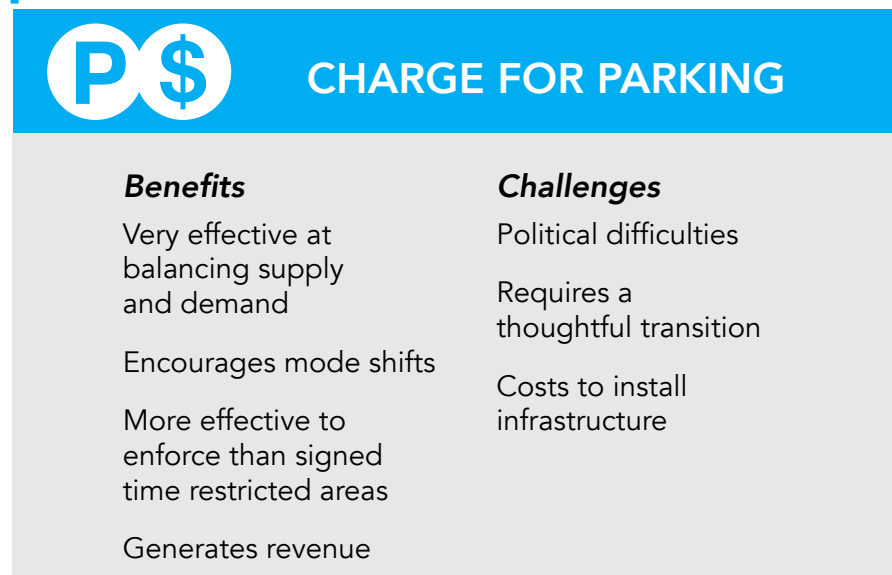
Methods for charging for parking have evolved and improved over time as technology has changed.

Technology in meters has significantly improved payment methods and the “paid parking” experience has become more convenient.

With the implementation of paid parking, pricing needs to be carefully considered to manage demand. The most common practice for setting pricing is to use occupancy rates as the indicator for cost. The key to establishing a price is to ensure it results in peak occupancies between 70 and 85 percent. Some jurisdictions are now implementing time of day paid parking to adjust the hourly price based on peak demand periods (i.e., higher price is charged during peak periods to encourage turnover).

Paid parking in SeaTac currently only exists at select private off-street parking lots and garages where the cost to develop parking is high and the supply is limited. Charging for parking can be challenging and requires coordination, enforcement, and a thoughtful transition process. Other local agencies that are or have recently implemented paid parking include Tacoma, Kirkland, and Redmond. In the case of Redmond, the City has started the paid parking program in only a small area with approximately 300 spaces on-street. This allows the City to monitor the parking to ensure their goal of achieving more turnover and opening up more spaces for retail is being achieved.

Figure 22. Benefits and Challenges of Charging for Parking





## **PARKING BENEFIT DISTRICT**

A parking benefit district uses a portion of the parking revenues from a specific area and invests them back into the district to provide transportation improvements, including bicycle and pedestrian infrastructure. These revenues may come from permit sales and/or parking meter and enforcement revenues. A parking benefit district is often seen in areas that have demand for parking by residents, employees, and visitors. A parking benefit district may be combined with any of the permit program types described above subject to legal review to ensure compliance with state law restrictions on permit program revenues and non-voted taxes.

The program alternatives address the key project decisions discussed above using different approaches and methods. The program should be designed to be effective, sustainable, and have clear standards for establishing permit zones and appropriate management strategies.

# 4

## RECOMMENDED PERMIT PARKING PROGRAM

Parking pressures within the City continue to grow based on growth projections for the City, Airport and Sound Transit. Through coordination with the City and input from the community a Permit Parking Program (PPP) has been outlined that would allow public on-street parking to be managed through a permit process.

It is recommended that SeaTac develop a PPP that develops restricted parking zones to prioritize the use of publicly available parking. The proposed program is described below and outlines the framework of the Restricted Parking Zone (RPZ) program. This is followed by specific recommendations for implementing the first RPZ in McMicken Heights.

## PROGRAM OVERVIEW

The program is intended to ease on-street parking congestion in neighborhoods around significant demand generators. This would typically include prioritizing residential and short term visitor parking over commuter parking for public on-street parking spaces. Permits would be utilized for those users that would be allowed to park for longer durations. This will most likely be limited to residents in residential areas but could include permits for commercial or other non-residential users in mixed land use areas.

The RPZ will be designed and managed based on the input from the residents that live within any existing or proposed parking permit area. Support from at least 60% of the residents is required to initiate a petition for a permit zone or unless initiated by the City. If initiated by the City the residents can oppose the establishment of the permit zone with a petition of at least 60% of the residents in the proposed permit zone. The residents in the neighborhood would be encouraged to form a committee to provide input to the City on the management of the permit zone. Specific parking conditions, based on data, will not be required to establish a RPZ.

Given community feedback and through coordination with City staff, an initial Restricted Parking Zone would be established in McMicken Heights. Specific elements for this neighborhood are recommended in Table 5.

The program is intended to ease on-street parking congestion in neighborhoods around significant demand generators



## MCMICKEN HEIGHTS RPZ

The initial focus will be to implement a restricted parking zone within the McMicken Heights neighborhood to alleviate impacts from airport parkers. The parking impacts from the airport have included employees and passengers from the airport utilizing free parking in the adjacent neighborhood. The parking impacts have been described as being disruptive to residents and at times make it difficult to find parking, included increased littering, noise from evening parkers, and speeding in the neighborhood associated with non-residents. Local residents have taken it

upon themselves to obstruct public parking in front of their homes through the use of cones, buckets, and other barriers. This program would allow the City to manage the parking and alleviate the frustrations local residents are experiencing.

In general, the program would regulate parking 24 hours a day by only allowing two-hour parking unless a vehicle has a permit. Permits would only be allowed for those residents in the zone. TNC staging was not observed to be an issue as part of the existing data collection. If this is found to be an issue in

the future, language could be incorporated in the ordinance to restrict TNC staging. The details of the program are summarized in Table 4.

The program could be expanded into other areas as desired to regulate and prioritize the use of public parking through a permit system or incorporate paid parking in areas where demand is high.



Table 4. McMicken Heights RPZ Pilot Project

ELEMENT	RECOMMENDATION	NOTES
Criteria for Establishment	Community Driven – Minimum level of 60% of residents in zone support	Final approval authorized by City Council
Days and Hours for Restrictions	7 days per week / 24-hours	This is to address concerns related to the 24 hour a day operation of the airport
Parking Restrictions	2 hour parking limit without a permit	Allows for short term guest and visitor parking and restricts long term non-residential parking
Permit Eligibility	2 annual residential permits per household.	Limits number of permits given many households have driveways and off-street parking available
Permit Fees	First Permit is free or low cost. Fee for second permit is higher.	Free and/or low cost permits require the program is subsidized by the City or other funding sources.
Guest Permits	Allow for a limited number of daily guest permits	Register via an on-line portal or provide daily stickers or permits
Permit Issuance/Type	Online Registration System	Recommend on-line registration system requiring license plate registration.
Designating RPZ	Additional Signage Required	Legal parking areas need to be signed with parking restrictions posted
Enforcement	City Police Enforcement	City will need to hire parking specific officers or additional offices to enforce. Recommend obtaining license plate recognition cameras and/or handhelds along with software for license plate enforcement.
Management	Additional Staffing	Additional City staff are needed to manage program and address enforcement support for payment and/or appeals

## RPZ AREA

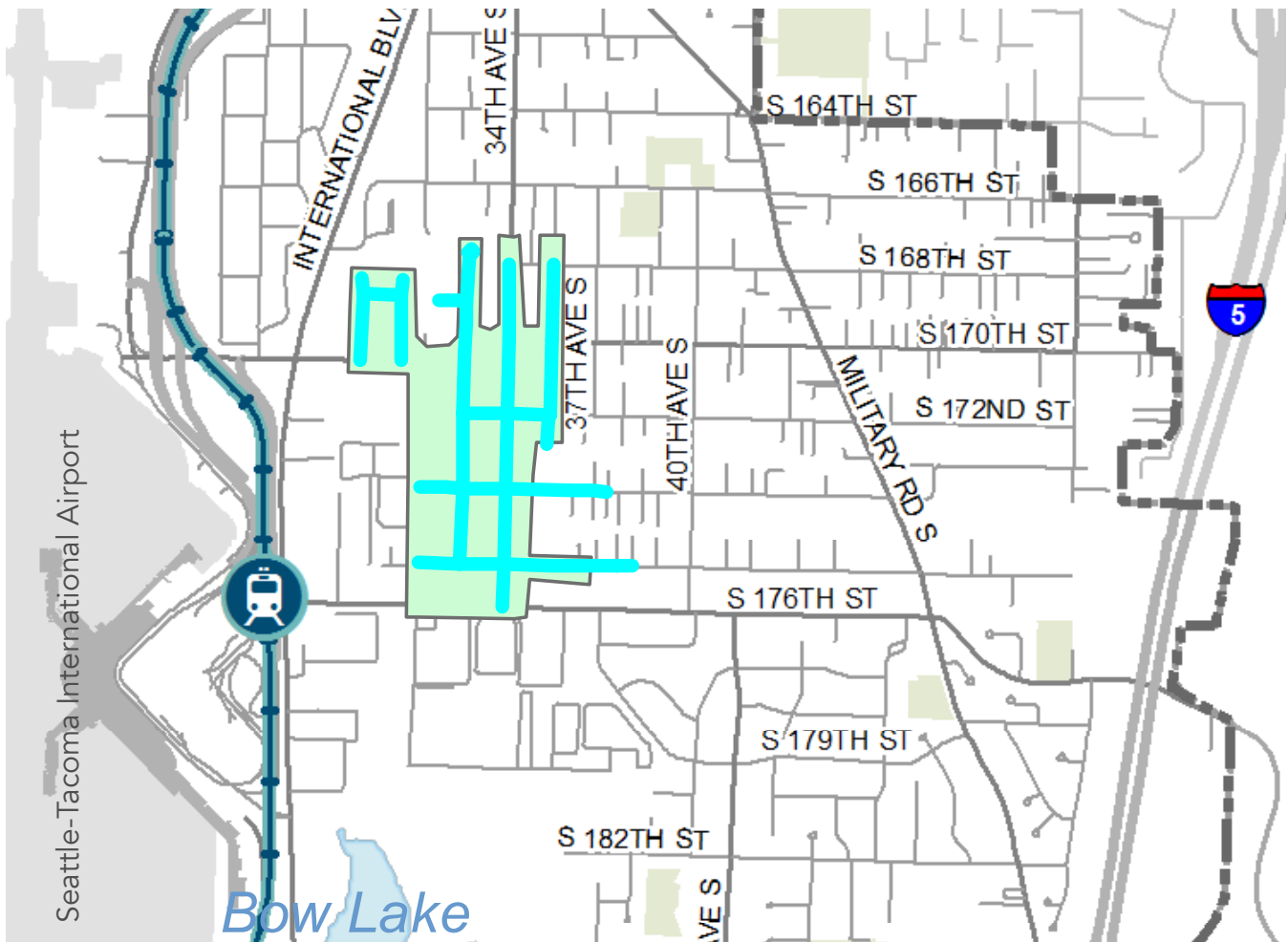
The McMicken Heights study area (shown in Figure 23) has 600 on-street spaces located on predominantly single-family streets. There are 236 parcels located along the study area block faces, 225 of which are single-family uses, with 5 parcels owned by the commercial parking company MasterPark, 2 multifamily buildings, two commercial uses, one fire station, and one church. The two multifamily buildings contain a total of 151 units and have a mix of surface and tuck-under parking. Table 5 shows the uses within the study area by number of parcels.

Table 5. McMicken Heights Land Use, by Parcels

USE	PARCELS
Single Family	225
Parking Garage	5
Multifamily	2
Commercial	2
Government	1
Church	1
<b>Total</b>	<b>236</b>

King County, 2017; Framework, 2017

Figure 23. McMicken Heights Residential Parking Zone Area





## REVENUE ESTIMATES

The following assumptions were used to estimate potential revenues from residential parking permits. There are 600 on-street spaces in the study area and 376 units (single family and multifamily). According to the 2015 SeaTac households demographic report, which used data from the American Community Survey, there are 1.8 vehicles per household in SeaTac. The estimates including three permit revenue scenarios, which test different fee options and different assumptions around how many permits would be sold. It is also assumed that each residence will get a permanent guest permit and a

limited number of temporary guest permits for free, as shown in Table 6.

Although the permits would be a reasonably affordable price of \$65 per vehicle per year, most residents in the neighborhood are currently parking in both on- and off-street locations for free. In addition, parking occupancies on-street were discovered to

peak at 35%, which indicates that residents are not currently facing a supply challenge and are less likely to pay into the system for the insurance that a space will be available. Figure 24 shows the development typology in the neighborhood, where most of homes have parking space available off street. The neighborhood does, however,

Table 6. Revenue Estimates Assumptions

FACTOR	ASSUMPTION USED
On-Street Inventory	600
Units	376
Average Vehicles per Residential Units (2015)	1.8
Permit Cost	\$65/\$0 for first permit

*Transpo Group, 2017; King County, 2017*

Figure 24. Development Typology in McMicken Heights



border an area with multifamily residential and employment generators that contribute to the demand for parking in the area.

The estimates in Table 7 include three different scenarios – Scenario 1 assumes a permit is attained for all resident vehicles with no free permits offered, Scenario 2 assumes a permit is attained for all resident vehicles with the first permit offered for free, and Scenario 3 assumes each unit receives one permit free and parks their additional vehicle off-street in a driveway or garage. If the first permit is free it's likely there would be few, if any, paid permits given the amount of off-street parking options in the area.

Table 7. Annual Parking Permit Revenue Estimates, by Scenario

	POTENTIAL PERMITS SOLD	POTENTIAL ANNUAL REVENUES
<b>Scenario 1</b> (Assumes a permit is purchased for all vehicles in the study area, with no free permits offered)	677	\$43,992
<b>Scenario 2</b> (Assumes a permit is attained for all vehicles in the study area, with the first permit free)	452	\$29,367
<b>Scenario 3</b> (Assumes all units get the first permit free, and park a second vehicle off-street)	0	\$0

Framework, 2017



## ENFORCEMENT AND STAFFING FOR PILOT PROGRAM

If SeaTac implements a restricted parking zone pilot program, those areas will need to be enforced to ensure that the new regulations are being followed and behavior changes are occurring. In May of 2016, the Bureau of Labor Statistics reported that the parking enforcement worker mean annual wage was \$39,650. However, costs would likely be higher for a full-time parking enforcement officer particularly if benefits are included. Enforcing the initial pilot area in McMicken Heights would not require a full-time parking enforcement officer, but one would be required if the program is significantly expanded. The use of technology such as a License Plate Rader (LPR) can significantly increase the speed and efficiency of enforcement to reduce labor costs. The type of parking restrictions in the zones will also impact the resources

needed for enforcement. For example, if short-term parking is permitted without a permit then enforcement will require more resources to enforcement time limits than if the restrictions allow permit only parking. It assumed that the administration of the pilot program could be absorbed by existing staff given the limited area.

Table 8 shows that it would be difficult to cover the labor cost with the McMicken study area permits, but the cost may be covered more easily if additional residential zones were brought into the program. The staffing and enforcement costs shown here cover the annual salary costs of one enforcement employee, but do not address the potential up-front costs associated with purchasing an enforcement vehicle, materials, and potential technology hardware and software, such as LPR technology.

An LPR unit and associated software costs between \$150k and \$200k with estimated ongoing software maintenance costs of approximately \$50k annually. The LPR unit can also be used to collect parking data to be used to manage the restricted parking zone program. Handheld equipment, including smartphone options, would cost significantly less, but are not as time efficient as an LPR. Since the initial pilot program will be conducted in a relatively small area significant investment in technology will not likely pay for themselves from program revenues. Parking violation revenue may cover some of the upfront costs of enforcement, but can be highly variable and should not be relied on to fund long-term management of the program.

In addition, the City will need to have staff that oversee the program and to support payment and appeals for parking infractions.

Table 8. Staffing Costs, by Scenario

	PERMITS	REVENUES (ANNUAL)	ENFORCEMENT STAFFING COST*	NET
<b>Scenario 1</b> (Assumes a permit is purchased for all vehicles in the study area, with no free permits offered)	677	\$43,992	\$39,650	\$4,342
<b>Scenario 2</b> (Assumes a permit is attained for all vehicles in the study area, with the first permit free)	452	\$29,367	\$39,650	(\$10,283)
<b>Scenario 3</b> (Assumes all units get the first permit free, and park a second vehicle off-street)	0	\$0	(\$39,650)	(\$39,650)

Framework, 2017

\*Enforcement will be performed by patrol officers using plate recognition technology and tracking their hours.



## OVERALL PROGRAM STARTUP AND ONGOING MANAGEMENT COST ESTIMATES

Estimates for long-term program implementation costs for the program will be \$550,000, which includes the cost of purchasing three license plate reader units, deployment of signs in the parking zones, preparation in the right of ways, and administration software. Ongoing annual costs will be an estimated \$433,000, which includes the cost of LPR software and training, officer on-duty time for enforcement, sign maintenance, administration software and training, and

administration and courts hours. Table 9 shows the estimates for each of the program costs, assuming total costs for a long-term roll-out of the program that would be expanded to additional areas of the City. These costs would not be necessary to support the initial pilot program and are more applicable to an expanded program. The City should establish policies for cost recovery, if any, to establish and maintain the permit program.

## ONGOING MANAGEMENT CONSIDERATIONS

Table 9 provides estimates of a city-led management strategy for administration, enforcement, and maintenance of the program. There are other options for managing some of the tasks related to program operations that are worth investigating as the City rolls out and expands the parking permit program. A third-party company could be contracted with for enforcement, administration, and additional roles.

Table 9. Program Startup Costs and Ongoing Management Costs

PROGRAM	STARTUP COSTS	ONGOING COSTS (ANNUAL)
License Plate Reader Hardware and Operations (3 units)	\$450,000	\$100,000
Enforcement Officers	N/A	\$225,000*
Signs	\$25,000	\$5,000
Right of Way Prep	\$25,000	N/A
Administration Software	\$50,000	\$20,000
Administration/Courts	N/A	\$83,000**
Total	\$550,000	\$433,000

\*Assumes 1,500 hours of enforcement at a cost of \$150 per hour. 1,500 hours would result in 4 hours of enforcement, 365 days of the year.

\*\*Assumes 1,040 hours of administration and courts time at \$80 per hour.

Source: City of SeaTac, 2017

## FUNDING ONGOING MANAGEMENT COSTS

In order to fund the annual ongoing costs of the program, the City would need to sell 6,662 permits at the assumed permit fee of \$65 per year. If the first permit is offered for free, the 6,662 permits would need to be sold on top of the free permits provided.

## IMPLEMENTATION/NEXT STEPS

As shown in Figure 25, once the City and Council have identified the framework for the Parking Permit Program the next step is to develop an ordinance establishing and defining the permit program. Once the ordinance is adopted the City can move forward with the process to establish specific permit parking zones based on the process and criteria established in the ordinance.

Once the neighborhood is designated RPZ signs would be installed on blocks and residents or businesses within the area would be allocated permits to park their vehicles on-street. Non-permitted vehicles would be allowed to park in the area, but must obey the posted time limits.

Figure 25. Implementation Steps

