MEMORANDUM

TO: City Council
FROM: Chapin Spencer, Director
CC: Norm Baldwin P.E., City Engineer
     Patrick Mulligan, Assistant Director – Parking & Traffic
     Susan Molzon, Senior Public Works Engineer
     Phillip Peterson, Associate Public Works Engineer

DATE: November 19, 2018

RE: Resident Parking Management Plan (RPMP) Recommended Traffic Regulation Amendments Update

On May 21, 2018, the City Council approved a resolution calling for the Department of Public Works to provide a report to the City Council by the second meeting in October on the status of implementing each of the eight new and modified strategies recommended to improve the restricted residential parking program recommended by the Residential Parking Study. This memorandum and attachments serves as this report.

The Residential Permit Parking program (RPP) began in 1990’s to regulate on-street parking in neighborhoods around Centennial Field. The fundamental principle of RPP is to create a balance in high-demand parking areas between the needs of the general public and the need to provide residents reasonable access to their homes. Today, approximately 8 miles of curbside parking is regulated through the RPP program.

The DPW Commission sought to make isolated updates to the RPP program in 2013 after hearing about challenges with the program from residents and from the Police Department, which administers the RPP program. The Commission was unable to make these isolated updates due to divergent perspectives among stakeholders. The Commission suggested staff undertake a comprehensive review of the RPP program before considering substantive changes.

The Residential Parking Management Parking Plan (RPMP) was initiated in 2014 to review the program and recommend adjustments. The final Plan was approved by the DPW Commission 1/20/2016. The Plan is on DPW’s website: https://www.burlingtonvt.gov/DPW/Links-Library.
**Initial RPP Adjustments:** Some modest Plan recommendations that did not require ordinance changes have been implemented by staff, including:

1. Applications now require a petition from at least 51% property owners on a particular street section
2. For newly designated RPP streets, staff has recommended and the Commission has approved some time-limited public parking in these restricted areas

**Proposed Administrative Adjustments:** For the administrative recommendations in the Plan that require ordinance changes, the Department of Public Works (DPW) staff worked with the City Attorney’s Office and the Burlington Police Department on developing ordinance language to bring to the Commission for approval. The proposed updates to the RPP program recommend the following steps:

1. Institute fee structure for permits ($10/annual permit)
2. Cap the number of permits per dwelling unit (4 per single unit parcel, 3 per unit in multi-unit property)
3. Clarify acceptable forms of documentation for proof of residency
4. Create transferrable permits
5. Provide one voucher per year for each permit holder to void a mistaken ticket
6. Formalize contractor permits
7. Clarify policies for business and fraternities / sororities in RPP areas
8. Set separate traffic regulation for the parking of CarShare vehicles

Given the sensitivities that have sometimes surrounded the RPP program, it is important to state that none of these recommended changes will add or remove RPP on specific streets. We do need to revisit the policy on corner lot eligibility, but have decided to address this once these initial recommendations are adopted.

**Instituting a Fee for Permits:** This recommendation has been the most debated. The Residential Parking Management Plan recommended instituting a fee for the following reasons:

- It would likely limit the number of permits a unit would acquire to just what is needed – therefore helping to reduce the oversubscription of parking on high-demand streets
- It would have residents on streets who elect to have RPP contribute financially to the administration of the program (estimated at $120,000 per year)
- It is consistent with the Plan’s findings evaluating the management of RPP programs in peer cities

With this said, there were public comments seeking to make sure the fee did not unduly impact low-income households so we have brought forward a very modest recommendation of $10 per permit per year.

**Public Outreach:** To be consistent with DPW’s Public Engagement Plan and to recognize the public’s divergent views on this topic, we have undertaken a significant public process:

- **September 13:** Presented draft ordinance language to the Transportation Energy & Utilities Committee
- **October 17:** Presented draft ordinance language to the DPW Commission
- **October/November:** Presented to Neighborhood Planning Assemblies
- **Early November:** Circulated city-wide Front Porch Forum post
- **November 26:** Present to City Council
- **November 28:** Request DPW Commission adopt ordinance revisions
Public Input Received to Date: Here is a quick summary of suggested changes we've received from the public in regards to staff's initial recommendations:

- Remove the fee for permits
- Remove the fee for permits on RPP streets that accept some level of public parking
- Increase the fee for permits
- Allow two-year permit so residents don’t need to renew every year
- Explicitly prohibit reselling of transferrable hang tag permits
- Lighten enforcement in the day time, increase it in the evening
- Require a driver’s license for documentation
- Allow more than 4 contractor permits to be secured for big projects

This is not an exhaustive list, but is intended to provide the Council with a flavor of what we are hearing.

Thank you for the opportunity to brief the City Council on this project. Staff will be present at the upcoming Council meeting to answer Councilor questions.
Proposed Updates to Residential Permit Parking (RPP) Program

CITY OF BURLINGTON, DEPARTMENT OF PUBLIC WORKS (DPW)
RPP Background

1. City began residential permit parking (RPP) in 1990's to regulate on-street parking in neighborhoods around Centennial Field.

2. The fundamental principle of RPP: create a balance between the needs of the general public and the need to provide residents reasonable access to their homes.

3. Today, 8 miles of curbside parking is regulated through the residential permit parking program.
1. After struggling to approve isolated updates to the RPP program in 2013, the DPW Commission suggested staff undertake a comprehensive review of the RPP program.

2. The Residential Parking Management Parking Plan (RPMP) was undertaken to review the program and recommend adjustments.

3. The Plan was approved by the DPW Commission 1/20/2016.

4. The Plan is on DPW’s website under Library: https://www.burlingtonvt.gov/DPW/Links-Library
Initial RPP Adjustments

Some modest Plan recommendations that did not require ordinance changes have been implemented by staff:

1. Applications now require a petition from at least 51% property owners on a particular street section.

2. For newly designated RPP streets, staff has recommended and the Commission has approved some time-limited public parking in these restricted areas.
Proposed Administrative Adjustments

1. Institute fee structure for permits
2. Cap the number of permits per dwelling unit
3. Clarify acceptable forms of documentation for proof of residency
4. Create transferrable permits
5. Provide one voucher / year for each permit holder to void a mistaken ticket
6. Create contractor permits
7. Clarify policies for business and fraternities / sororities in RPP areas
8. Set separate traffic regulation for CarShare
The cost of a one-year permit per dwelling unit proposed to be $10 per permit.

A. Considerations in regards to cost:
   1. Have beneficiaries fund portion of program
   2. Limit burden on low-income residents
   3. Reduce oversubscription of on-street parking
## Cost of Resident Permit Parking

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<th>Residential Permit Parking Administration</th>
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<td>BPD Permit Administration and Enforcement</td>
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<td>DPW Sign Installation</td>
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<td><em>Excluding overhead expenses for office costs</em></td>
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Proposed Changes for Residential Parking Permit Quantities

- Define the number of permits eligible residents may apply for:
  - Up to 4 permits for a property with one dwelling unit
  - Up to 3 permits per dwelling for a multi-unit property

- Create transferable hanging tag permits:
  - Up to 2 of all eligible permits may be hanging
Improved Regulations

- Create contractor permits:
  - Up to 4 contractor permits at a cost of $10 each and valid for 30-day increments

- Define acceptable documents to prove residency on a RPP designated street, section of streets or abutting corner parcel.

- Create a separate traffic regulation for Car Share vehicles.
Timeline for Proposed Adjustments

- **September 13, 2018:** Presented draft ordinance language to City Council Transportation Energy & Utilities Committee
- **October 17, 2018:** Presented draft ordinance language to DPW Commission
- **October/November:** Presenting to Neighborhood Planning Assemblies
- **November 2018:** Circulate Front Porch Forum post
- **November 28, 2018:** DPW Commission to consider ordinance approval
Questions or Comments?

Contact:
Phillip Peterson, Associate Engineer
ppeterson@burlingtonvt.gov
802-865-5832

Thank you!
November 8, 2018

TO: Public Works Commission

FROM: Phillip Peterson, DPW Engineer Technician

CC: Norm Baldwin P.E., City Engineer

RE: Resident Parking Management Plan (RPMP) Recommended Traffic Regulation Amendments Update

The following is a draft of what staff may recommend at the November Commission meeting:

27 No parking except with resident parking permit. No person shall park any vehicle except (1) a vehicle with a valid residential street sticker; (2) a vehicle with a valid transferrable residential hanging tag; (3) a clearly identifiable service or delivery vehicle while conducting a delivery or performing a scheduled or requested service; (4) a clearly identifiable car share vehicle; or (5) a vehicle with a valid state issued special registration plate or placard for an individual with a disability on any street, or portion thereof, designated as "residential parking."

(f) Permits. The Police Department shall issue resident parking permits only to residents of streets, or portions thereof, that are designated “resident parking only” for parking on that street pursuant to section (h).

(1) Residents may apply for up to four permits if their property has one dwelling unit, and up to three permits per unit if the property has more than one dwelling unit. The number of dwelling units at a property is the number of units authorized by the city zoning department. Of the permits issued per dwelling unit, up to two may be in the form of a transferrable residential hanging tag and the remaining permits shall be residential street stickers that must be affixed to a permitted vehicle. A resident may also be eligible for a 30-day temporary resident permit in order to secure and produce proof of residency in accordance with subsection (g) subject to compliance with the applicable rules. Permits shall be valid for one year effective the date of issuance.

(2) The costs of a one-year permit per dwelling unit shall be $10 for each permit.

(3) Replacement permits will be available at a cost of $5 per permit if the old permit is returned at the time a replacement permit is issued. Otherwise, the permit holder will be charged $75 for a replacement permit.
(4) A resident may request up to 4 contractor permits valid for 30 day increments for construction purposes. The cost of each permit shall be $10 per 30-day period.

(5) The Police Department may, with 24-hour advance notice, grant a resident an exception to the limitation of spaces for a special activity.

(6) The Police Department may, with 24-hour advance notice, grant a non-resident an exception to the limitation of spaces for a special activity in exchange for payment of an established administrative fee.

(7) A dwelling unit whose resident(s) receive three or more lawn parking violations per year shall automatically lose all residential parking permits (residential hanging tags, residential street stickers) for the remainder of the year.

(g) Parking voucher. One parking voucher per year shall be issued with each residential street sticker or transferrable residential hanging tag which can be returned to Parking Enforcement within that year with a resident parking ticket and the ticket will be voided.

(h) Specific conditions:

(1) Proof of residency. In order to receive a residential parking sticker or transferrable residential hanging tag an individual must produce a valid government issued photo identification and proof of residency. Acceptable documents to prove residency on the designated street or section of street are:

a) Valid government issued photo identification with the resident parking street address noted on it.

b) Valid motor vehicle registration identifying the resident or a family member as the registered owner of the vehicle.

c) Current rental or lease agreement identifying the residence (including an apartment number where applicable) and the resident’s name.

d) City record indicating ownership or residency such as tax bill, Assessor’s records or Code Enforcement records.

e) Copy of a valid bill or bank statement, no more than 2 months old, identifying residence and name of resident. Valid bills include but are not limited to: gas, electric, cable, internet or credit card.

f) Current vehicle insurance policy with the resident parking street address noted on it.

g) Any other similarly valid and current document with the name of the resident and the resident street noted on it.
Upon showing of proof of business occupancy, owners and employees of small businesses on streets with designated “resident parking” only will be considered residents and issued a resident parking permit if sufficient off-street parking or metered long-term parking at the business location is not available. The conditions of the business’ zoning permit must be used to determine if a business has sufficient, available off-street parking at its location. The owner or employee(s) will be issued a choice of a residential street sticker or a resident hanging tag. Customers of these small businesses may legally park on the street under the authority of the permit.

Display of stickers. Residential street stickers must be affixed to vehicles on the left-hand side of the rear bumper and must be visible without obstruction at all times. In order to be valid the sticker must have the resident street code designation or neighborhood designation and license plate number affixed to it.

Display of hanging tags. Transferable residential hanging tags must be hung from the rearview mirror with the side displaying the resident street code designation or neighborhood designation affixed to it visible without obstruction through the front windshield at all times. If a transferable residential hanging tag cannot be hung from the rearview mirror it must be placed on the front dashboard with the side displaying the residential street code designation or neighborhood designation visible without obstruction through the front windshield at all times.

Fraternities and sororities. Upon showing proof of residency, residents of fraternities and sororities upon properties separate and distinct from institutions and which abut on resident parking only designated streets will be issued a permit and a residential street sticker for each resident’s registered vehicle. Each of these buildings may receive two residential hanging tags. Buildings with more than ten residents may receive one additional residential hanging tag for every four adult residents beyond the first ten residents, not to exceed five additional residential hanging tags in total. The maximum number of residential hanging tags that any one fraternity or sorority may have is seven.

No parking except for the use of car share vehicles. Spaces designated as no parking at all times except for the use of car share vehicles only:

(2) On the south side of Locust Street in the third space east of the westernmost access road to Calahan Park.
(3) On the north side of Main Street in the first space east of St. Paul Street.
(4) On the south side of Pearl Street in the first space east of Church Street.
(5) Reserved.
(6) In the Fletcher Free Library parking lot in the northeastern most space.
(7) On the south side of Locust Street, in the space forty (40) feet east of the intersection of Charlotte Street and Locust Street.
(8) Two (2) spaces on the gate controlled lower level of the Marketplace Garage.

Purpose & Need:
The purpose of these recommended traffic regulation amendments is to implement the RPMP. The fundamental principle of Resident Only Parking is to create a balance between the needs of the public versus the need to provide residents reasonable access to their homes.
Project Checklist:

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Summary and Conclusion:
The Department of Public Works (DPW) staff worked with the City Attorney’s Office and the Burlington Police Department on developing ordinance language to bring to the Commission for approval. The ordinance language changes are based on recommendations from the RPMP. Some of the key revisions Staff have developed for Resident Parking Permit (RPP) streets deal with the following:

1. What the cost structure will be for eligible residents to purchase a RPP.
2. Define the number of permits RPP eligible residents may apply for.
3. Specify the number of contractor permits a resident may request on an RPP street, and how long those contractor permits are valid for.
4. Define acceptable documents to prove residency on a RPP designated street, section of streets or abutting corner parcel.
5. Create a separate traffic regulation for Car Share vehicles.

Every tax payer in the City of Burlington, whether in a residential parking area or not, contributes to the residential parking program, as they do for all other municipal services - street maintenance, police, fire, etc. While perhaps desirable and transparent to do so, it is difficult to show precisely how every property tax dollar, from every Burlington property, is allocated to each municipal service. This study has not assessed how RPP influences property taxes or how much residents in non-RPP areas contribute to the RPP program. Such an assessment is beyond the scope of this work.

The cost of the Resident Parking Permit Fees was proposed taking into consideration two competing interests.
- To keep the costs of permits affordable to residents
- Without making Resident Parking Permits so affordable that there would be an oversubscription of parking on individual streets.

Secondarily to those two considerations the City needs to seek to recover a portion of the costs needed to support the Residential Parking Program. The City does have costs of administering the residential parking program, which includes additional staff time and enforcement, as well as tangible costs such as parking signage, vehicle decals, forms, envelopes, and postage. Civil Enforcement has indicated their annual costs to support the program are around $120,000 annually. Additionally, Public works Staff resources need to review individual requests and programmatic planning and development.

Public Outreach:
These Traffic Regulation changes are defined as an INVOLVE project in the PEP. For an INVOLVE project, DPW Staff work directly with the public to understand concerns and aspirations as they are considered for the project. Specifically, Staff have presented the RPMP recommendations at the August and September meetings for the
Transportation, Energy, and Utilities Committee (TEUC). DPW Staff will be presenting these recommendations at effected Neighborhood Planning Assemblies (NPA) over the next month. Once input has been gathered from the local NPA’s with existing Resident Parking streets, Staff will finalize recommendations, and present them for approval at the November DPW Commission meeting.