



Town of Castle Rock

Agenda Memorandum

Agenda Date: 2/7/2023

Item #: 12. File #: DIR 2023-006

To: Honorable Mayor and Members of Town Council

Through: David L. Corliss, Town Manager

From: Daniel Sailer, Public Works Director

Discussion/Direction: Parking Permit Program

Executive Summary

In early November 2022 Town Council directed staff to review options for a Parking Permit Program and report back on our findings and options for developing a new program. Staff reviewed twenty-two jurisdictions along the Front Range for information regarding parking permit programs (Attachment A). Since the Town has no formal permit parking program approved at this time, any new program or change to municipal code would need to be acted on by Town Council. The purpose of this item is for staff to share information regarding other jurisdiction's programs for the Town's consideration and request direction from Town Council on this matter.

Staff's review found that thirteen communities have no program at all, including all surrounding Douglas County jurisdictions. Four larger sized communities like Denver, Golden, and Boulder had city staff determine permit areas. Five communities: Centennial, Aurora, Englewood, Arvada, and Ft. Collins have resident initiated permit parking programs. Since this is a quality of life issue, staff feels that a resident initiated program would be the most appropriate to consider. These five community's programs are the focus of the options staff have presented for consideration. All five of these jurisdictions administer their programs in-house to include administration and enforcement. If a program is developed it's estimated that the annual cost to run this program would be in the range of \$25,000 - \$50,000, and may require additional staff depending on the model selected. If Town Council is interested in a specific model, staff can refine this further.

Notification and Outreach Efforts

There will be a presentation on February 6, 2023 to the Public Works Commission to obtain the Commission's recommendation to Town Council on this matter. An update on their recommendation will be provided at the Town Council meeting.

In 2015, Town staff did a similar review of other jurisdictions permitted parking programs. A permit parking program was not pursued at that time. A Resolution was recommended and approved by Public Works Commission and Town Council in 2018 to Approve the Town of Castle Rock On-Street Parking Policy (Attachment B). There were parking problems around schools which led to the formation of the policy. It outlines a process Public Works and Development Services staff, Police, and neighborhood residents can follow to limit parking, i.e. have no on-street parking at specific times for any vehicles on their local

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neighborhood roadways. Similar parking issues have been found around other schools in surrounding local neighborhoods and has not led to limiting any parking. If Town Council directs staff to implement a parking permit program, this existing policy would be eliminated.

Discussion

How to determine a permit parking area

Similar to the On-Street Parking Policy, and Neighborhood Traffic Calming Program it is recommended to determine thresholds for parking or community problems that need to be addressed by such a program. This could include support of a certain percentage of residents along with a minimum area size. See the column “how an area is developed” in **Attachment A**. This information speaks about permitted parking in areas with high trip generations, around schools, downtown areas, public transit facilities, event venues, parks, or determined by a quantified parking problem. The Town has a few areas that fall in this category, including around secondary and elementary schools, near the Miller Activity Complex (MAC), near high density residential units with limited parking, and in the downtown area to name a few. The extent of a parking problem has not been quantified in these areas, however a “quality of life” type program that is initiated by a neighborhood petition could be used to begin a program. This petition would need significant support by local residents in the affected area.

Our review of other jurisdictions resident driven parking permit programs found minimum resident support of a program was as low as a simple majority, and more commonly 67% to 75% of residents supporting an implementation. The size of permitted areas ranged between one block of 3 to 10 homes, to just 10 homes, or only a few streets around a school area. We need to be aware of parking problems on one street or area, being shifted to a neighboring street or area, when parking is limited due to a permit program. To address this, a comprehensive review by staff to identify when parking problems may shift to create different problems in a nearby area would need to be addressed with each project.

How to issue and manage a permit

In the resident driven parking permit programs we reviewed, the issuing of permits is provided by Town staff. In most cases this is handled by one or two staff members from a team of folks for varying amounts of time based on the size of the jurisdiction and the complexity of the communities permit parking program. If Town Council is interested in pursuing a particular model, staff will refine these details further.

Generally, four permits were issued per household, this is by one to two permits per permittee, with two to three guest passes provided, and up to three to five per household depending on density of available parking in the area. Some guest passes are limited to a 24 hour period. Some apartments are limited to only one permit.

The most common cost is \$0 for the first one or two permits, up to \$10 and \$25. For the free initial permit programs, more than two to three permits costs \$5 to \$10 for additional permits. Ft. Collins had a stepped permit cost, the first is \$0, second \$15, third \$40, fourth \$100, and fifth \$200.

Most permits are valid for the calendar year, also two years, and up to while a resident lives in the area. Permit areas are reviewed periodically by staff to determine effectiveness and necessity. This is done every year, to every three years, or based on as-needed or a complaint based system.

Most fees for illegal parking are \$25, with second offense \$25 up to \$50. One jurisdiction tows vehicles away to an impound area they own. The Town does not currently have an impound area. One jurisdiction gives a first offense warning, second and subsequent offenses are \$30.

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Based on the information we collected, an option for an initial permitted parking program could be based on something like Centennial, Englewood, and Aurora's programs:

- 75 to 80% of residents need to support the resident driven program in their neighborhood or the staff determined area of impact,
- Limit smallest areas to one block with around 10 houses, however consideration for permitted parking shifting a problem to a neighboring street must be determined by staff,
- Areas of consideration focused around highest trip generation areas, like around schools, parks, public transit, and event venues,
- One permit for each registered vehicles, or two permits per household issued; two to three additional visitor passes per registration with a maximum of four permits per permittee,
- Cost is about \$25 per permit, free visitor passes are provided with permit,
- Permit is valid for either one to three years, or held until the resident moves out of the area; guest passes are renewed at the end of the calendar year.
- Staff should review the permit area for continuation and effectiveness, including gathering feedback from residents on an annual to three year basis,
- Fines should include, first offense is a warning, second \$30, subsequent offense \$50.

Budget Impact

Staff would need to determine the budget impact based on the type of program Town Council directs staff to pursue. The one jurisdiction cost received was about \$35,000 per year to administer their program. Another jurisdiction stated for two months a year, one staff member was dedicated solely to issuing parking permits. When considering additional costs for sign installation and maintenance, enforcement, and miscellaneous administration items a ballpark range to establish and operate a new parking permit program is estimated to be between \$25,000 to \$50,000 per year. There is also a possibility of needing additional staff to administer and enforce the program depending on which option is selected. The cost of the additional staff and other additional costs would be determined once the direction is given by Council on which type of program to pursue.

Staff Recommendation

Staff recommends that if Town Council desires to pursue a program, that staff refine the details and projected costs and follow up with a formal program policy, similar to our Neighborhood Traffic Calming Program that is formally adopted by Town Council.

Proposed Motion

If a new parking permit program is recommended:

"I move that Town Council direct staff to develop a formal Parking Permit program for future Town Council adoption."

If a parking permit program is not recommended:

"I move that Town Council not direct staff to develop a Parking Permit program"

"I move to continue this item to the Town Council meeting on (date) to allow additional time to (list information needed)"

Attachments

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Attachment A: Summary of Other Jurisdiction Parking Permit Programs
Attachment B: Current Town Policy

Attachment A - Summary of Other Jurisdiction Parking Permit Programs

ATTACHMENT A

City with Parking Permit Program	Citizen Initiated?	% Residence Support Needed	Smallest Area Allowed	How Area is Developed	Who Gets Permits?	Permit Fee	Permit Expiration	How area is Enforced	Annual Cost to Administer	Size of Staff	Additional Comments
City Name	Yes	> 49%	4 blocks*	Town staff defines	3 per residence, temporary guests	\$10/permit	1-year	\$50/offense	\$100,000	1	*Area should not push problem to adjacent area
Parker							No Program				
Lone Tree							No Program				
City of Castle Pines							No Program				
Douglas County							No Program				
Thornton							No Program				
Highlands Ranch							No Program				
Centennial	Can be Citizen initiated or Picked by City	>74%	No Limit, smallest they have is a few streets by a high school	Area around the high schools, state parks, and concert venues	1 per each registered vehicle; 3 visitor passes	\$25, free for visitor permits	Until a resident moves out of the area; guest passes must be renewed at the end of each calender year	N/A... Arapahoe County Sheriff enforces	Unknown	They do not have staff dedicated solely to parking permits. Those requests go through ROW permit and occasionally will require some attention from traffic engineering. The ROW permit tech spends about two to four hours per year with two parking districts.	There is a gap on how knowledge is transferred to new residents. They have heard that real estate agents will inform the buyer. Other times it seems to be word of mouth from neighbors. That would be something for them to improve. The needs of parking keep changing, so like anything else the policy needs to be kept up to date.
Greenwood Village							No Program				
Cherry Hills Village							No Program				
Englewood	Most selected by the city; rarely is it citizen initiated	>74%	1 Block	Area around the high school, medical center, neighborhood park, and RTD rail station	2 per residence, 2 for guests	No Fee	Two years	Towed away if caught without a pass	Unknown number - costs go into materials for hangtags and labor hours for enforcement	1 GIS team member who creates the maps of boundaries of the area and 1 part-time staff member who is fully dedicated to issuing tags	They do not have interest in changing or improving their program - they believe it runs smoothly
Sheridan							No Program				
Lakewood							No Program				
Glendale							No Program				
Aurora	Yes	> 79%	1 Block; 10 houses	Areas with high trip generation, i.e. schools, RTD stations	2 per residence, 2 visitor hangtags	2 for residence and 2 visitor are free, if more are needed then its \$10 per each additional	1 year renewal for individual tags. 3 year review for whole areas.	LPR. \$0 fine for a first offense "warning". \$30 for each subsequent offense.	\$35,000	1 staff member devotes November and December entirely to approving hangtags, every other staff member takes on as-needed duties	Traffic flow is the primary variable that gets looked at when an area applies for permitted parking. Areas that produce high trip generation such as schools get permitted parking. Online self-serve applications make the process very easy for staff members.
Denver	No - Preselected by the City	-	-	Areas with high trip generation, i.e. schools, universities, RTD stations, parks, event venues etc.			No Response				https://www.denvergov.org/Government/Agencies-Departments-Offices/Agencies-Departments-Offices-Directory/Parking-Division/Permits/Residential-Parking-Permits
Golden	No - Preselected by the City	-	-	Currently, there are seven (7) permitted parking areas in Golden. Tourist area, College areas, downtown zone, high school, and recreational access area.	Parking permits are issued by the City to residents/businesses of these neighborhoods, within the permit area and are required for parking. Times and enfocement period varies, ie M-F 7am to 5pm, or daily 7am - 11pm.				No Response		
Arvada	Yes	> 2/3	1 Block; 3 houses	Area must be within 1/2 of a high school, or must be located adjacent to a park or other high trip generation area - this is per town ordinances	5 vehicles per residence, 24 hour visitor passes	First 2 are free, \$5 after that. 24 hour visitor passes are free.	1 Year. They are supposed to review the areas after a few years but they haven't because they haven't received any complaints.	\$25 fine with \$3 admin fee	Unknown for just the neighborhood parking programs	A parking coordinator is part of the traffic engineering staff; they are in charge of all parking in Arvada, the rest is contracted out	Would like to do in house, they currently contract the program out (this NPP is just part of their whole system. They also do employee permits and downtown parking enforcement activities.)
Commerce City							No Program				
Westminster							Program Exists, but No Response				
Northglenn							No Program				
Ft. Collins	Yes	50% plus 1	10 houses	Parking problem must exist, a occupancy study is performed	Depends on how much parking is available (they don't want to overload the capacity), 3-5 per household depending on the density, apartments 1 per unit	First \$0, second \$15, third \$40, fourth \$100, fifth \$200	1 Year, zone is reviewed on an add-needed basis	\$25 first offense, \$50 for second. \$100 for game day/high vehicle traffic	Unknown	1 part time worker, 20 hours per week	Program is only eligible in areas where at least 70% of the total spaces are occupied. Use of LPR and automated systems is highly recommended. Limited amount of guest permits given, dependent on demand - guests must register their vehicle online so it becomes part of the database.
Boulder	No - Preselected by the City						Program Exists, but No Response				

RESOLUTION NO. 2018-049

A RESOLUTION APPROVING THE TOWN OF CASTLE ROCK
ON-STREET PARKING POLICY

WHEREAS, as the population of the Town grows, there is a projected increase in the public demand for on-street parking along Town-owned public streets, and

WHEREAS, there are growing requests for the Town to restrict on-street parking, or create parking permit programs, and

WHEREAS, currently a policy does not exist to provide a preferred position on whether to allow public parking where traffic operations and safety is not a reason to restrict parking, and

WHEREAS, allowing public on-street parking to exist when conditions are available provides an amenity for a majority of stakeholders, and value from the public roadway asset, and

NOW, THEREFORE BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF CASTLE ROCK, COLORADO AS FOLLOWS:

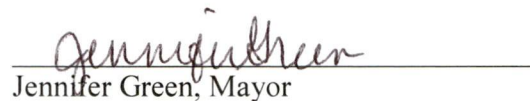
Section 1. Approval. The Town of Castle Rock On-Street Parking Policy in the form attached is hereby approved.

PASSED, APPROVED AND ADOPTED this 15th day of May, 2018 by the Town Council of the Town of Castle Rock, Colorado, on first and final reading by a vote of 6 for and 0 against.

ATTEST:

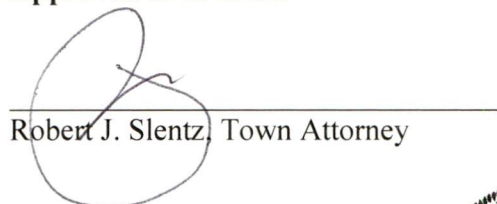
TOWN OF CASTLE ROCK


Lisa Anderson, Town Clerk


Jennifer Green, Mayor

Approved as to form:

Approved as to content:


Robert J. Slentz, Town Attorney


Robert Goebel, P.E., Director of Public Works





Town Policy: On-Street Parking Along Town Owned Public Streets

PURPOSE:

To establish policy associated with on-street parking on public streets owned by the Town.

BACKGROUND DISCUSSION:

On-street parking is generally allowed within the Town limits on local residential streets, on some existing collector roads and in business/commercial areas where adequate space for maintaining safe traffic operations exists. As the population of the Town has grown, there have been some opposing views from stakeholders associated with various aspects such as the general look and feel of an area where on-street parking is allowed, and which users should have priority for parking.

It is the Town's general position to accommodate on-street parking, in a non-preferential manner as allowed by law, along Town-owned public streets where demand for such on-street parking establishes itself. In these cases, the addition of new vehicle or bike lanes necessary to accommodate new development should be the primary reason to prohibit on-street parking. The elements associated with this policy statement are an attempt to define this reasonableness.

The Town also recognizes that secondary legal and code infractions, such as private property trespassing, may occur with the allowance of public parking. Procedural elements to assist with minimizing these infractions are provided for in this policy. Further, the Town recognizes that parking simply may not be desired based on "look and feel" and perceived loss of property value. The purpose of this policy is to address infractions of municipal code. Certain areas of Town, such as near downtown or near parks and schools that are inherent in municipal planning generally attract more on-street parking. Unless specific municipal codes are consistently violated, these areas are specifically planned to provide on-street parking as a function of the vitality of the community.

POLICY STATEMENT:

On existing Town-owned public streets, on-street parallel parking will be allowed where existing parking spaces that are delineated with markings don't exist. This includes parking on streets in which there are no markings already established to delineate a parking space, and on those streets where parking is not otherwise prohibited by Municipal Code, or where a specific street is not restricted or prohibited in association with special events. Parallel parking will be permitted pending the following conditions exist:

1. A parallel parked vehicle does not encroach into an adjacent lane of traffic, meaning that the adjacent travel lane remains at least 10 feet in width.
2. If a multi-use shoulder or bike lane is marked, a parallel parked vehicle may not encroach into this lane.
3. Adequate width required by the Town approved Fire Code is maintained.
An adjacent public school may request Town assistance with routine traffic operations around the school. The assistance may result in additional parking restrictions near the school. If potential prohibitions or restriction options will impact streets where residential driveways directly access the street, the property owner at the time when the prohibition or restriction is established must support the prohibition or restriction.

The Town may prohibit parking on any roadway segment in order to maintain adequate sight lines and provide for safe traffic operations. These will be established on a case by case basis, and determined by an engineering evaluation.

In residential areas where covenants restrict or prohibit parking on Town-owned public streets, the Town will not install regulatory signage along affected streets, or enforce these covenants.

Existing restrictions established prior to the adoption of this policy will not be impacted unless necessary for safety or operations as deemed needed by Town staff.

Procedures for Addressing Concerns with Legal or Municipal Code Infractions Resulting from On-Street Public Parking:

The Town will utilize a three phased approach to address concerns about legal and Municipal Code infractions.

PHASE ONE: Town staff will assess physical roadway conditions to determine if any traffic operations or safety concerns warrant parking restrictions. If parking restrictions are deemed necessary to assist with traffic operations or safety, these restrictions will be installed. Please note that improper driver or pedestrian behavior, such as not yielding to vehicles when outside of a legal crosswalk, or speeding, are not variables for restricting parking.

PHASE TWO: If parking restrictions are not established as a result of phase one, and secondary legal or Municipal Code infractions are still a concern, a period of enforcement of these impacts will be completed. This enforcement period will typically depend on the issue, but will last generally between two to six months.

PHASE THREE: If secondary legal or Municipal Code infractions still persist after the phase two enforcement period, parking restrictions of limiting hours, and side to side variation may be established once the following steps are completed:

- A resident, or property owner, along the street being requested to have parking restrictions installed must obtain support of more than 65% of the property owners adjacent to the side of the street where the restriction is requested. The minimum length of street that will be considered for parking restrictions is from street intersection to street intersection.
- Once greater than 65% support of property owners is obtained, Town staff will assess the potential stakeholders that may be impacted as a result of establishing parking restrictions understanding that highly concentrated parking will likely be disbursed to nearby areas that are currently not experiencing problems requiring further reaching restrictions than those initially requested.
- A working group consisting of residents, or property owners, from the staff identified stakeholders will be established to develop various options for establishing parking restriction limits. This working group will consist of between two to 10 members, with each member representing one property within the identified stakeholder limits.
- The working group preferred plan will then be voted on by property owners who have property lines adjacent to the public right-of-way (ROW) where proposed parking restriction limits are recommended. The full plan must have greater than 50% of those property owner votes in favor of the option for the plan to be implemented. Portions of plan implementation will not be considered.

Once a restriction plan is voted approved, Town staff will then implement parking restrictions by placing restriction signs along the respective streets. Painting of curbs will not be utilized to establish restriction zones. Restriction signs will be installed in accordance with priorities of existing workload, but will generally not exceed more than 30 calendar days in time.