

APPENDIX D

ParkWise Policy/Ordinances

PARKWISE POLICY

The ParkWise Advisory Committee is set up for the purpose of recommending policy and changes in parking procedures. The Committee will establish and alter rules and regulations of ParkWise, subject to approval of the Albany Downtown Association Board of Directors. A record of all proceedings will be filed with the ADA Board in a timely manner.

CUSTOMERS

(a) For purposes of definition, any one who does not meet the requirements of an Employer, Employee, Resident, or Contractor shall be considered to be a customer.

EMPLOYERS

(a) All employers who employ one or more persons who work in or have as their primary place of employment a location within the downtown area shall provide a list of all employees, including themselves, and residence addresses together with a description and license number of all motor vehicles operated or parked by employees and themselves to the ParkWise Administrator. New employees and changes in employees and vehicles will be updated quarterly, beginning in January of each year. Employers who fail to comply or furnish incorrect information will be subject to a fine of \$100 per violation.

(b) Employer owned or controlled vehicles shall be permitted in loading zones, subject to the limitations on the use of such zones contained in City Ordinance 13.21.

EMPLOYEES

(a) An employee is anyone who, whether as a full time, part time, or

(b) With the exception of exceeding the posted time limit, all registered employees shall receive two warnings prior to being given a citation. Warnings are designed to encourage compliance and communication. Employees are subject to a fine for each violation after the two warnings.

RESIDENTS

(a) A resident is anyone who owns, rents, or leases a living area; or dwells with someone who owns, rents, or leases a living area in the downtown area.

(b) Residents are required to register with ParkWise their name, address, and vehicle description and license number of each vehicle being driven or parked in the downtown area.

(c) Residents will be issued a parking permit, for a fee, if there is no leased parking spaces within a reasonable distance of their place of residence.

RESIDENT/EMPLOYEE OVERLAP

(a) In cases where a resident is employed in the downtown area, then that person may purchase a resident permit. ParkWise must be notified of such occurrence.

CONTRACTORS

(a) Contractors will be issued a special contractors permit, for a fee, when working in the downtown area. This permit will allow them to park in a customer zone only if their vehicle is needed for use at the job site. Additional employee parking will be available in an area not designated for customer use only. Contractors will list each vehicle used while parking under the Contractors permit, along with the vehicle license number.

LEASED PARKING

(a) ParkWise will manage, clean and lease out, for a fee, any parking spaces it has available for employee use. Leased parking agreements will be signed by leasee. Employees should call ParkWise if someone is parked in their space without authorization.

PERMIT PARKING

(a) ParkWise will have a limited number of on street parking permits available for employees to rent. Issuance of these permits will be at the discretion of the ParkWise Administrator. The number available will be based on criteria of the management plan.

(b) Leased parking lots will be clearly designated at lease parking only. The person leasing the lot has the option of having a vehicle towed from their space.

(c) Special permits are issued only in extreme situation at the discretion of the ParkWise manager.

TOWING

(a) ParkWise reserves the right to have vehicles which are improperly parked to be towed and stored at the owners expense from any lot under the management of ParkWise.

(b) On street towing will be done at the discretion of the Albany City Police.

LOADING/UNLOADING

(a) Employers/Employees/Residents may, for the purpose of loading or unloading, park in a limited time customer only space for a period not to exceed 20 minutes, unless that person is actively loading or unloading. The person using the loading zone may do so without penalty of fine.

VIOLATIONS

(a) Violations of Parking Signs are as follows:

	Customer	Employee/Resident
1st offense	Warning	Warning
2nd offense	\$5.00	Warning
3rd offense	\$5.00	\$25.00
4th offense	\$10.00	\$25.00
5th offense	\$10.00	\$50.00
6th offense	\$25.00	\$50.00 or vehicle towed

(b) After the 6th offense, ParkWise will have the option of having the vehicle towed at the owners expense from any lot that ParkWise manages.

GRIEVANCE PROCEDURE

(a) The grievance procedure for contesting citations is as follows:

Contact ParkWise and request a Hearing Appeal request. Upon receipt of the form, ParkWise will schedule a hearing with the Hearings Appeal Board. Hearings will be scheduled for the last Thursday of each month. Requests for hearing received after the 20th of each month will be scheduled for the following month.

HEARINGS BOARD POLICY

The hearings board will follow Roberts Rules. They will be made up of downtown employers, employees, and residents. The board will base its decisions on ordinance 5156, and policies of ParkWise.

The issuing officer and the complaintant will be given an opportunity to state their position. Decisions will be handed to the complaintant in writing at the hearing. The board may refer specific concerns to the Policy Board, but shall not waive citations based upon pending changes.

Albany Downtown Association
Downtown Parking Management Plan
July 30, 1994

The Albany Downtown Association has made a few revisions in the request for funding and contracted service with the City of Albany for parking management.

The enclosed statements are the current projections of expense and income. The total requested has been reduced by the amount of the meters, instead financing the meters through a lease/purchase option. The meters are still an important tool in adding all-day supply to meet the demand.

STATEMENT OF THE PROBLEM:

*There are now 215 businesses in the Downtown area, not including the non-profit agencies and the local government. This is a healthy number!

*There are 1525 workers who need to park all day during week days. Downtown is one of Albany's largest employers with approximately 2400 jobs!

*Those businesses generated a reported 9058 customers daily - who need to park, including bank drive-through windows! Many of those customers park for more than 4 hours, some for less than 30 minutes!

*Downtown has 2931 parking spaces available. After the 1525 all day parkers arrive - there are 1406 spaces left for the 9058 customers! That means each space should turn around six times daily. Some will turn over 36 times in one day, some will turn over only twice. According to a Retail consultant in 1990, each customer space is worth \$300 per day in sales.

*According to National averages, Albany's supply of parking downtown is adequate, but needs to be managed.

*According to the 1993 Duration and turnover survey: All-day parkers in Downtown are occupying the customers spaces.

*Thus, the management of the parking supply would protect the needs of both all-day workers and the customers who support them.

THE PARKING MANAGEMENT CONCEPT

Just as any resource becomes scarce, the supply of parking becomes smaller as the demand for space increases. As the Downtown becomes stronger and more businesses open and expand, more jobs are created, and more parking is needed. It must be clear that jobs are a much higher priority than parking spaces, thus buildings that house jobs are vital to the continued growth and economic restructuring for Albany's Central Business District. In summary - we must manage our supply of parking, keeping all buildings intact to house the jobs that create the parking demand!

- I) Identify areas of high customer traffic, protect those areas from long-term parkers.
- II) Identify needs and concentrated locations of all-day parkers and supply adequate options for their convenience as well. Protect that supply from short-term parkers.
- III) Identify special needs parking, loading, high customer turnover, handicap, residential.
- IV) Establish an aggressive enforcement program to cause each space to produce to its highest and best use.
- V) Investigate potential incentive programs to reduce the reliance on the automobile (i.e. carpool, park and rides, etc.)

The Albany Downtown Association has performed several studies to accomplish the goals above. They include:

1993 Duration and Turnover Survey

1994 Business Survey - Total # of workers who park all day, part of the day; total # of customers served daily. Also special needs findings.

1994 Comparison study of other communities across Oregon and the Nation.

1994 Parking supply update.

THE PROPOSED PLAN

The Albany Downtown Association would create a Parking Management System. This would address all the previous findings and establish a parking supply managed by its highest and best use, including time limits and user fees. The goal would be to locate all day parkers away from high impact customer parking, but continue to meet the special needs of all users.

Organization: The Albany Downtown Association Board of Directors would establish a Parking Advisory Commission. The ADA Executive Director would directly supervise the Parking System Manager, who would report to the Parking Advisory Commission.

