



## Request for City Council Committee Action From the Department of Public Works

**Date:** February 17, 2004  
**To:** Honorable Sandra Colvin Roy, Chair Transportation & Public Works Committee  
**Referral to:** Ways & Means/Budget Committee

**Subject:** Public Hearing - Increase in critical parking permit fees

### Recommendation:

1. Hold Public Hearing
2. Amend Title 18, Chapter 478 of the Minneapolis Code of Ordinances relating to Traffic Code: Parking, Stopping, and Standing (Critical Traffic and Parking Areas) (Attachment A)

### Previous Directives:

- 1/16/04 – Subject matter of ordinance amendment introduced and referred to T&PW
- 1/20/04 – Public hearing set for 2/17/04

**Prepared by:** Jim Steffel, Traffic Supervisor, 673-2317

**Approved by:**

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Klara A. Fabry, P.E., City Engineer, Director of Public Works

**Presenters:** Jon Wertjes, P.E., Assistant Director, Transportation and Parking Services

### Financial Impact (Check those that apply)

- No financial impact - or - Action is within current department budget.  
(If checked, go directly to Background/Supporting Information)
- Action requires an appropriation increase to the Capital Budget
- Action requires an appropriation increase to the Operating Budget
- Action provides increased revenue for appropriation increase
- Action requires use of contingency or reserves
- Other financial impact (Explain): Increase critical parking permit fees to bring in line with actual program costs. No appropriation adjustment is necessary at this time.
- Request provided to the Budget Office when provided to the Committee Coordinator

### Background/Supporting Information:

The Critical Parking program was evaluated as part of the Public Works Department's systematic review of its traffic and parking operational programs. Through this process, it was determined that the current fees charged for critical parking permits, which were established in 1976, do not reflect the actual costs of administering the program. It was also determined that the current permit expiration schedule allowed for the misuse of visitor permits and that such misuse could be avoided by matching the expiration dates of the regular and visitor permits.

Critical parking is a residential permit parking system that is initiated by an official petitioned request of at least seventy-five percent of the dwelling units in a contiguous area. Upon verification of the official petition, the request is referred to Public Works for an engineering study and a recommendation is then made to the Transportation and Public Works Committee.

The City of Minneapolis established its critical parking program in 1976 as a way to manage parking needs in areas that have a high demand for on-street parking. The first critical parking area was established in the Cedar-Riverside area; currently, the program administers twenty-four (24) areas and serves approximately 4500 permit holders (Attachment B). In general, critical parking areas allow the general public to park in these high-demand areas on the street for a restricted or limited period of time without a permit. Residents living in the area, who want to park for extended periods of time, can purchase permits for long-term on-street parking. The City established the fees for these critical parking permits in 1976 and those fees have remained unchanged since that time.

In evaluating the critical parking program, we documented all of the program's current procedures, policies, and activities and estimated the time necessary to complete each task. This information was then compiled to detail the administrative and signing costs of the permit process (Attachment C).

Public Works estimates that the administrative and signing costs to issue a standard permit is approximately \$25.00, which is the rate being proposed. These costs do not include the cost of enforcement. The current standard permit fee is \$10.00 and it has remained unchanged since 1976.

The estimated implementation costs to establish a new critical parking area is about \$1000.00 (Attachment D). We recommend that an additional \$10.00 fee be charged for permits issued in newly established areas to offset the set-up cost. Therefore, the fees for a newly created critical parking area are as follows: \$35 for the first year and \$25 annually thereafter.

We also compared the current permit fee structure to the parking permit fees charged in other cities (Attachment E). Annual parking permit fees in other cities range from no charge to over \$300.00 with most fees set at approximately \$20.00 to \$45.00.

The following table illustrates the present and proposed Critical Parking Fees:

**Present**

**Proposed**

Permit Type	Cost	Renewal Period	Cost	Renewal Period
<b>Newly Established Area</b>				
New	\$10.00	1 Year	\$25.00	1 Year
Additional fee	None	N/A	\$10.00	One-time Fee
<b>Existing Area</b>				
New	\$10.00	1 Year	\$25.00	1 Year
Renewal	\$10.00	1 Year	\$25.00	1 Year
Duplicate	\$10.00		\$25.00	
Visitor	\$10.00	3 Years	\$10.00	1 Year
Service	\$5.00	3 Years	\$10.00	1 Year
Temporary	\$1.00	1 Day	\$2.00	1 Day
Temporary	\$1.00	2-30 Days	\$5.00	2-30 Days

Under this proposed fee schedule, the \$25.00 standard permit fee would be prorated as follows:

- \$25 for permits purchased during the first 6 months of the permit cycle
- \$15 for permits purchased during the second 5 months of the permit cycle
- 1-month grace period prior to the annual renewal date for new permits issued

The \$10.00 fee that is added to all standard permits in a newly established area would be charged until the first renewal date.

Public Works recommends that Title 18, Chapter 478 of the Minneapolis Code of Ordinances relating to Traffic Code: Parking, Stopping, and Standing (Critical traffic and parking areas) be amended to accomplish the following:

- Increase the current permit fees for critical parking permits to bring fees in line with actual program costs
- Prorate the permit fees
- Change the duration of visitor and service permits to match the duration of the standard permit (1-year renewals)

These recommendations are contained in the proposed ordinance language (Attachment A).

cc: All Council Members  
Ed Backstrom  
Jim Moncur  
Pam Selinski

Attachments:

- A. Proposed Ordinance
- B. Map of Critical Parking Areas
- C. Estimated Administrative & Signing Costs for Critical Parking Permits
- D. Estimated Implementation Costs to Establish a New Critical Parking Area
- E. Parking Permit Fees in Other Cities

**Amending Title 18, Chapter 478 of the Minneapolis Code of Ordinances relating to Traffic Code: Parking, Stopping, and Standing.**

The City Council of The City of Minneapolis do ordain as follows:

**478.710 Critical traffic and parking areas.**

(a) *Establishment authorized.* The city council may, after recommendation of the city engineer, and after receiving ~~an~~ an official written application as specified in this section, designate a critical traffic and parking area consisting of certain streets or parts thereof in a compact and contiguous area. The city council shall also specify special traffic and parking restrictions within each critical traffic and parking area thus established.

(b) *Findings.* No critical traffic and parking area may be established unless the city council shall have made the following findings:

- (1) ~~That one of the following circumstances pertain to the area:~~
  - A. The area is detrimentally impacted by parking of commuter, student, customer or visitor/guest vehicles generated by area businesses, institutions or recreational/entertainment facilities during the proposed hours of restriction;
- (2) The area does not have sufficient off-street vehicular parking for the use and convenience of the residents thereof in the vicinity of their homes;
- (3) Vehicle noise, pollution or congestion will work unacceptable hardships on the residents of the area if present parking is allowed to continue unregulated;
- (4) The health, safety and welfare of residents of the area and the city as a whole and the attractiveness and livability of specific neighborhoods will be promoted by a system of preferential parking enacted under this section.

(c) *Procedure for establishment.* A An official written application signed by one resident in each of at least seventy-five (75) percent of the dwelling units located within the proposed critical traffic and parking area shall be required before the city council may consider the designation of a specified critical traffic and parking area. The application is responsible for selecting one of the following alternatives:

- (1) Permit parking, time limited (residents with permit no limit), general public (subject to posted-time limit, days and hours of enforcement).
- (2) Permit parking, residents with permit only, specified hours/days.
- (3) Permit parking, resident with permit only anytime.

Such application shall be made to the city clerk who shall certify whether the application contains the required signatures and then refer it to the city council and the city engineer. The city council may then direct the city engineer to conduct a traffic and parking survey of the traffic conditions in the vicinity of the proposed zone and recommend either the granting or the denial of such

designation, based on a verification of proper “findings” and compliance with the following qualifying criteria:

- a. Permit parking, time limited. Requires a determination that the number of resident vehicles within the requested critical traffic and parking area exceeds the number of off-street parking spaces in the area.
- b. Permit parking, resident with permit only, specified hours/days. Requires a determination that the number of resident vehicles within the requested critical traffic and parking area exceeds the number of ~~on-~~ off street parking spaces in the area, or a determination that the number of non-resident parkers during the requested hours/days of enforcement exceeds thirty three (33) percent of the number of on-street spaces in the area.
- c. Permit parking, resident with permit only, anytime. Requires a determination that the number of resident vehicles within the requested critical parking area exceeds the number of on-street and off-street parking spaces in the area.

Minimum size area shall be one block face.

(d) *Residential parking permit authority.* The establishment of a critical traffic and parking area shall provide for the issuance of parking permits subject to the following requirements:

- (1) The city engineer shall identify the location, boundaries, size, hours and days to be regulated by the parking permit procedure.
- (2) An application for a permit shall be on a form prepared by the city engineer and shall contain the name and address of the owner, make, model and license number of the vehicle, driver’s license number and other such information as is reasonably necessary to enforce the provisions of this section. This application shall be presented with a valid driver’s license and such other information as may be necessary to prove residency within the designated critical traffic and parking area. No person shall furnish false information in an application for a vehicle permit. A false application shall be grounds for revocation of the permit and is punishable pursuant to section 1.30 of the Minneapolis City Code.
- (3) ~~A nonrefundable permit application fee of ten dollars (\$10.00) shall accompany each initial application. An additional fee of ten dollars (\$10.00) shall be charged for each vehicle permit renewed annually or transferred (duplicate).~~  
A non-refundable fee shall accompany each application as follows:
  - a. Twenty-five dollars (\$25.00) for each permit renewed annually, transferred (duplicate), or for replacement of stolen or lost permit.

- b. Ten dollar (\$10.00) additional fee for each application in a newly established area (prior to the first renewal period).
- c. In addition, the following pro-rated fee schedule shall apply to each residential parking permit issued:
  - 1. Twenty-five dollars (\$25.00) for permits purchased during the first 6 months of the permit cycle;
  - 2. Fifteen dollars (\$15.00) for permits purchased during the second 5 months of the permit cycle.
  - 3. A 1-month grace period prior to the annual renewal date will be given for new permits issued.
  - 4. A maximum of two (2) residential parking permits will be issued per licensed driver.
- (4) The permit decal shall be placed on the center of the vehicle's rear bumper or as close as possible to the rear license plate.
- (5) Permits shall be made available on a yearly, renewable basis ~~within~~ for those areas recommended in the city engineer's report and authorized by the city council action and issued to the following individuals:
  - a. Residents;
  - b. An owner, manager, or their designee, of a business, institution, or recreational/entertainment facility located within the designated critical traffic and parking area. Maximum of two (2) permits unless otherwise approved by city council member.
- (6) Temporary parking permits for bona fide visitors vehicles or service vehicles shall be available to residents of a critical traffic and parking area on the following basis:

Visitor permits – One transferable permit issued at a ~~three~~ one year fee of ten dollars (\$10.00) to each requesting dwelling unit. Additional temporary permits available at a cost of ~~one two~~ dollars (\$1.00) (\$2.00) per permit for specific dates or five dollars (\$5.00) each for extended periods of two to thirty days, not reusable.

Service vehicle permits – One transferable permit issued at a ~~one time~~ year fee of ~~five ten~~ dollars (\$5.00) (\$10.00) to each requesting dwelling unit. Additional temporary permits issued to residents at a cost of ~~one two~~ dollars (\$1.00) (\$2.00) per permit or five dollars (\$5.00) each for extended periods of two to thirty days for specific dates, not reusable.

- (7) The provisions of this chapter shall not abrogate the scope of parking privileges granted handicapped persons as defined in sections 478.520 through 478.560 of this Code or by statutes of the State of Minnesota, or the provisions of the snow emergency ordinance section 478.1000 relating to parking. In addition the provisions of this chapter shall abrogate the authority of the city to post temporary or permanent parking restrictions for safety, traffic flow, construction or maintenance purposes.
- (8) ~~[Reserved.]~~ Any permit issued is only valid within the specified area for which it was issued.
- (9) The following vehicle types are not eligible for residential parking permits: recreational vehicles, trailers, buses, trucks with ICC or LCC license plates, taxicabs, commercial vehicles and commercial passenger vehicles as prohibited under section 478.240.
- (10) The city council may establish special terms, time limits, day and hours of enforcement, and number of permits after a study and recommendation by the city engineer.

(e) *Disestablishment or modification.* The city council may disestablish a critical traffic and parking area after finding that the circumstances that originally prompted the establishment of the area no longer pertain. The city council may modify the streets included in a critical traffic and parking area if it determines that a change of circumstances warrants such modification. The city council members and transportation and public works committee may amend time limits and hours of enforcement of a critical traffic and parking area if it determines circumstances warrant such modification and the residents within the area support the change. (76-Or-137, § 1, 8-13-76; 80-Or-039, §1, 3-14-80; 80-Or-151, § 1, 6-27-80; 86-Or-030, § 1, 2-14-86; 93-Or-084, §1, 6-11-93; 98-Or-060, § 1, 6-26-98)

**ESTIMATED ADMINISTRATIVE & SIGNING COSTS FOR  
CRITICAL PARKING PERMITS  
IN AN EXISTING AREA**

**NEW****PROCESSING FEES**

Verify residency  
Determine location within CPA  
Process application form  
Accept fee & issue receipt if requested  
Issue permit with appropriate stickers  
Explain use of permit and restrictions  
Issue guest, service permit upon request  
Process & deposit fees  
Enter data into computer  
Record/file permit information

Estimated time involved --  
50 minutes @ \$25/hr = \$21.00

Total \$21.00

**PERMIT COSTS**

Base permit 1.10  
Permit attachments (3) 1.50

**SIGNING COSTS**

10-yr replacement period 2.75

**TOTAL \$26.35**

**RENEWALS (by mail)**

Process & send renewal notice  
Process mailed-in response  
Mail renewal tab or permit if needed  
Process & deposit fees  
Enter data into computer  
Update files

Estimated time involved --  
40 minutes @ \$25/hr = \$16.75

Additional processing costs –  
Renewal notice, information  
sheets & renewal form 2.00  
Mailing supplies, postage 3.00

Total \$ 21.75

Permit Attachments .50

10-yr replacement period 2.75

**TOTAL \$25.00**

## ESTIMATED IMPLEMENTATION COSTS TO ESTABLISH A NEW CRITICAL PARKING AREA (CPA)

Phone/Letter Explanation	30 minutes @ \$35/hour	\$ 17.50
Mail Out Packet/Petition	15 minutes @ \$20/hour	5.00
Petition Processing	4 hours @ \$26/hour	104.00
Neighborhood Meeting(s)	4 hours @ \$35/hour	140.00
Field Investigation	8 hours @ \$35/hour	280.00
T&PW Reports	2 hours @ \$30/hour	60.00
T&PW Presentation	30 minutes @ \$50/hour	25.00
Work Order Preparation	30 minutes @ \$20/hour	10.00
Notice to Traffic Control	15 minutes @ \$20/hour	5.00
CPA File Preparation (manual/paper)	30 minutes @ \$20/hour	10.00
Finance & Commerce Publication		20.00
CPA Map with Address/Computerized Area & Permit File	2.5 hours @ \$30/hour	75.00
Issue Initial Permits (neighborhood meeting)	3 hours @ \$30/hour x 2	180.00
Enter info into CPA directory	2 hours @ \$20/hour	<u>40.00</u>
	<b>TOTAL</b>	<b>\$971.50</b>

## **Parking Permit Fees in Other Cities**

### **Milwaukee**

- Night parking permits -- \$44/year or \$12 per quarter
- Day permits -- \$10/year or \$3/quarter

### **Alameda**

- Residential parking permits -- \$25
- Residential parking (senior citizen 50 yrs) -- \$15
- Annual renewal -- \$15
- Business (owner) -- \$25
- Business (employee) -- \$40
- Business (commercial vehicle) -- \$75
- Visitor parking (14-day) -- \$10
- Visitor parking (1-day) -- \$5
- Replace lost permit -- \$25

### **Vancouver**

- Ranges from \$24 - \$48 (annual cost) depending on area

### **Pittsburgh**

- Parking permit -- \$20
- Visitor pass -- \$1

### **Chicago**

- Parking permits -- \$35/year or \$17.50/6 months
- Visitor passes (valid 24 hrs) – given in packs of 15 for \$3 (limit 2 per pack)

### **St. Paul**

- Parking permit -- \$10/year
- Visitor permit -- \$10/year

### **Denver**

- No charge
- Valid for 3 years

### **Alexandria, Virginia**

- \$15 for first vehicle, \$20 for second vehicle, \$50 for each additional vehicle

- Visitor pass ( valid for 30 days) – charge of \$5 for more than 7 days, not renewable, no more than 2 per household

### **Toronto**

- Vary according to site
- No access to on-site parking for resident's first vehicle -- \$9.10/month (\$109.20/year)
- No access to on-site parking for resident's second and any subsequent vehicles -- \$19.26/month (\$231.12/year)
- Resident does have access to on-site parking (permit is for convenience) -- \$26.75 /month (\$321.00/year)
- Change of license plate number -- \$5.35
- Lost permits – no charge
- Change of address if new residence is not in a permit area and no spaces are available – may be eligible for a refund