

THIS PRINT COVERS CALENDAR ITEM NO. : 15

**SAN FRANCISCO
MUNICIPAL TRANSPORTATION AGENCY**

DIVISION: Sustainable Streets and Finance & Information Technology

BRIEF DESCRIPTION:

Approve the *Notification Requirements for New Meter Installation Proposals* which establishes additional notification standards for Operational, Local Neighborhood and Area-Wide parking management projects proposing the installation of new parking meters.

SUMMARY:

- This item establishes additional notification requirements for new parking meter installations to reflect our commitment to communication and engagement with residents, businesses, stakeholders, and district Supervisors.
- The SFMTA uses various parking tools, including the installation of parking meters, to meet mobility and other strategic goals, and to address community concerns.
- Parking availability in San Francisco is a major concern as the City grows, and the SFMTA needs to carefully ensure public engagement in parking management projects.
- The SFMTA is proposing to expand our notification requirements for the installation of new parking meters.

ENCLOSURES:

1. SFMTAB Resolution
2. Notification Requirements for New Meter Proposals

APPROVALS:

DATE

DIRECTOR _____ 11/13/13

SECRETARY _____ 11/13/13

ASSIGNED SFMTAB CALENDAR DATE: November 19, 2013

PURPOSE

Approval of proposed notification requirements which would apply when the SFMTA considers the installation for new parking meters. Adopting these notification requirements institutionalizes the SFMTA's commitment to transparent public engagement as it develops and implements parking management strategies.

GOAL

This item is in support of two SFMTA Strategic Goals:

Goal 2 - Make transit, walking, bicycling, taxi, ridesharing, and carsharing the preferred means of travel.

- Objective 2.1: Improve customer service and communications
- Objective 2.4: Improve parking utilization and manage parking demand

Goal 4 – Create a workplace that delivers outstanding service.

- Objective 4.4: Improve relationships and partnerships with our stakeholders

DESCRIPTION

As the City's mobility manager, the SFMTA uses various parking management tools to meet mobility and other strategic goals, and to address community needs and concerns. The installation of new meters is one of many parking management tools. As the City continues to grow and more resources compete for limited rights-of-way, parking availability in San Francisco is a major concern. Recognizing the increasing importance of and sensitivity to parking management tools, such as the installation of new parking meters, the SFMTA needs to carefully ensure public engagement on this topic. Therefore, the SFMTA proposes to expand its notification requirements for proposals to install new parking meters.

In meeting its mandate to improve parking utilization and manage parking demand, the SFMTA is committed to selecting the most appropriate parking management strategies for and with our communities. To do so, we must work in coordination with residents, small businesses and other stakeholders to ensure that all they have the opportunity to engage in the decision-making process.

To achieve fuller public engagement, the attached *Notification Requirements for New Meter Installation Proposals* outlines the Agency's existing and proposed additional public process and notification requirements, which would apply when the Agency considers proposals to install new parking meters.

Changes include:

- For all new parking meters, additional notification to District Supervisors, prior to any public hearing.
- Direct mailing of public hearing notices to occupants adjacent to and in front of affected parking spaces for Operational changes, or within 300 feet of the affected parking spaces

for Local Neighborhood or Area-Wide changes at least 10 days in advance of the public hearing.

- Creating an opt-in public email or mail list for those interested in receiving updates on all new parking meter installation proposals. Links to this opt-in list will also be provided directly to District Supervisors to forward to their constituents.
- A minimum of three community meetings for all Area-Wide parking proposals, or at least one community meeting for all Local Neighborhood parking meter proposals.

ALTERNATIVES CONSIDERED

The SFMTA reviewed common public noticing practices by the Department of Public Works and the Planning Department in developing the proposed notification requirements. Among these notification practices are street and newspaper postings, mailings to residents, website content, social media updates via Twitter or Facebook, customized outreach to neighborhood associations, and press conferences for area-wide projects.

For new parking meter installation decisions, the SFMTA proposes a set of notification strategies that will effectively reach out to residents, local businesses and community stakeholders, as well as District Supervisors, and which build on the SFMTA's existing public hearing and notification procedures. These requirements are meant to serve as a baseline; in considering complex, sensitive, or very broad proposals, the SFMTA is committed to public outreach and engagement that exceed these minimum requirements.

These strategies reflect the SFMTA's commitment to continue to improve our outreach and communication with the public, and to ensure that SFMTA parking management decisions are transparent and thoroughly reviewed.

FUNDING IMPACT

This will have minor impact on the SFMTA's operating budget due to enhanced mailings to area residents.

OTHER APPROVALS RECEIVED OR STILL REQUIRED

None.

The City Attorney's Office has reviewed this calendar item.

RECOMMENDATION

It is recommended that the San Francisco Municipal Transportation Agency Board of Directors approve the *Notification Requirements for New Meter Installation Proposals* which establishes additional notification standards for Operational, Local Neighborhood and Area-Wide parking management projects proposing the installation of new parking meters.

SAN FRANCISCO
MUNICIPAL TRANSPORTATION AGENCY
BOARD OF DIRECTORS

RESOLUTION No. _____

WHEREAS, Parking in San Francisco is a major concern as the City grows, and the SFMTA needs to carefully ensure public engagement on this topic; and,

WHEREAS, To do so, we must work in coordination with residents, businesses and other stakeholders to ensure that all have the opportunity to engage in the decision-making process; and,

WHEREAS, The SFMTA reviewed common public noticing practices by the Department of Public Works and the Planning Department in developing the proposed notification requirements; and,

WHEREAS, In order to ensure such opportunities, the SFMTA proposes a set of notification strategies that will effectively reach out to residents, local businesses and community stakeholders, as well as District Supervisors, and which build on the SFMTA's existing public hearing and notification procedures prior to the installation of new parking meters; now, therefore, be it

RESOLVED, That the San Francisco Municipal Transportation Agency Board of Directors approves the *Notification Requirements for New Meter Installation Proposals* which establishes additional notification standards for Operational, Local Neighborhood and Area-Wide parking management projects proposing the installation of new parking meters.

I certify that the foregoing resolution was adopted by the San Francisco Municipal Transportation Agency Board of Directors at its meeting of November 19, 2013.

Secretary to the Board of Directors
San Francisco Municipal Transportation Agency

Notification Requirements for New Parking Meter Installation Proposals

This document defines the notification requirements which the SFMTA shall meet when considering installation of new meters. These public noticing requirements establish a baseline for public outreach on new meter installation proposals and may be exceeded as appropriate. These notification requirements are in addition to the public hearing and SFMTA Board of Directors review process defined in Transportation Code, Division II, Sections 201- 202 outlined below.

Such changes, large or small, are developed and finalized through a formal process, including four basic steps:



1. Request to install new parking meter(s) by a member of the public, including residents, small business owners, or other community stakeholders, or by recommendation of the SFMTA.
2. Detailed design drawings and an analysis of transportation and community impacts are presented for interagency staff review at the Transportation Advisory Staff Committee.
3. The SFMTA’s policy and practice has been to hold a public hearing to consider the installation of new meters prior to the SFMTA Board considering the matter. Pursuant to Transportation Code, Division II, Section 202, the SFMTA, under direction of the City Traffic Engineer, shall post localized notices of public hearings to consider designating streets on which parking meters may be installed. Such notices shall be posted on at least two utility poles in the affected area for no less than 10 calendar days prior to the hearing. The notice of the public hearing shall also be posted on the SFMTA website.
4. Following a public hearing, new parking meter installation proposals must be approved by the SFMTA Board of Directors pursuant to Transportation Code, Division II, Section 201(c)(1).

As a complement to the SFMTA’s policy and practice of first holding a public hearing followed by SFMTA Board of Directors’ approval of new parking meter installations pursuant to Transportation Code, Division II, Section 201(c), this document establishes the following notification requirements to apply to proposals for the installation of new meters.

- District Supervisor notification (1) at the time of public request or staff-initiated proposal to install new parking meters, (2) prior to the Transportation Advisory Staff Committee (TASC) presentation and (3) prior to the SFMTA’s public hearing.
- Opt-in email or mail notification to members of the public interested in updates on all proposed new parking meter installations;

- Notice of public hearing posted on at least 2 utility poles in the affected area, at least ten days in advance of the public hearing;
- Notice of public hearing mailed to fronting properties and adjacent properties, at least ten days in advance of the public hearing;
- Community meetings to discuss any proposed new parking meter installation.

Some or all of these requirements will apply, to varying degrees, depending on the scale or impact of the parking meter proposals under consideration as described below.

Parking Meter Change Types: Scale, Impact, Notification Strategy

A. Operational Parking Meter Changes

1-50 parking spaces affected

Frequency: Approximately 1-5 projects per month

Notification Requirements:

- District Supervisor notification
- Opt-in email or mail notification
- Posted notice of public hearing
- Mailed notice of public hearing to fronting properties, and those directly across the street

Operational Parking Meter changes are usually generated by the SFMTA, but are sometimes requested by the public as well. They accommodate micro-scale parking adjustments, public requests and roadway changes. Examples of operational parking meter changes include:

- Adding meters to already-metered blocks when on-street space is made available due to the removal of a bus stop or “NO PARKING” zone;
- Installation of motorcycle parking spaces, where one vehicle metered space is replaced, typically with five metered motorcycle spaces;
- Changes in metered space arrangement from single to multi-space meters, such as for streetscape projects;
- Color Curb changes, such as replacing unmetered commercial green zones with green zone meters.

For Operational Parking Meter changes requiring new meters, the SFMTA shall notice District Supervisors at the three defined points set forth above. The SFMTA shall provide email or mail notification to interested members of the public who sign-up for new meter alerts via the SFMTA website. Additionally, the SFMTA shall post, at least ten days in advance, notice of public hearing on at least 2 utility poles in the affected area, and shall mail notice of public hearing to fronting and adjacent properties at least ten days in advance of public hearing. In addition, the SFMTA may conduct community meetings on parking meter proposals in this category if so requested by the District Supervisor.

B. Local Neighborhood Parking Meter Changes

51-100 parking spaces affected

Frequency: Approximately 3-5 projects per year

Notification Requirements:

- District Supervisor notification
- Opt-in email or mail notification
- Posted notice of public hearing
- Mailed notice of public hearing to properties within 300 feet of the affected parking spaces
- A minimum of one community meeting

Local Neighborhood Parking Meter Changes are initiated by public request or staff proposals. Local Neighborhood Parking Meter Changes typically focus on limited blocks and are typically in response to intensifying land uses and/or changing travel patterns and circulatory requirements. Examples of Local Neighborhood Parking Meter Changes include:

- Evaluation of additional parking meters on streets surrounding major institutions, such as universities or hospitals, based on updates to Institutional Master Plans;
- Adjustment of parking due to recent new building developments;
- Additional parking meters around major institutions that have unregulated parking frontages.

When new parking meter proposals fall within this range, the SFMTA shall notify District Supervisors at the three defined points set forth above. The SFMTA shall provide email or mail notification to interested members of the public who sign-up for new meter alerts via the SFMTA website. Additionally, the SFMTA shall post, at least ten days in advance, notice of public hearing on at least 2 utility poles in the affected area, and shall mail notice of public hearing to properties within 300 feet of the affected parking spaces at least ten days in advance of public hearing.

C. Area-Wide Parking Meter Changes

More than 100 parking spaces affected

Frequency: Generally fewer than one project implemented each year

Notification Requirements:

- District Supervisor notification
- Opt-in email or mail notification
- Posted notice of public hearing
- Mailed notice of public hearing to properties within 300 feet of the affected parking spaces
- A minimum of three community meetings.

Area-Wide Parking Meter Changes are rare, and are limited by San Francisco's relatively small geographic region. Generally, these changes are in response to a long-term shift in land use in a particular City neighborhood and are one component of a broader parking management strategy for that area. Area-Wide Parking Meter Changes are staff-initiated but often reflect community concerns regarding parking availability and general mobility.

When new parking meter proposals fall within this range, the SFMTA shall notify District Supervisors at the three defined points set forth above. The SFMTA shall provide email or mail notification to interested members of the public who sign-up for new meter alerts via the

SFMTA website. The SFMTA shall conduct a minimum of three community meetings. Additionally, the SFMTA shall post, at least ten days in advance, notice of public hearing on at least 2 utility poles in the affected area, and shall mail notice of public hearing to properties within 300 feet of the affected parking spaces at least ten days in advance of public hearing.

In addition to the notification requirements noted above, all Area-Wide parking change projects will be accompanied by a carefully-developed public engagement and outreach plan. The SFMTA is committed to actively engaging with community groups and interested stakeholders to ensure a high level of awareness, feedback, and discussion necessary to inform and shape any proposal. That engagement includes a review with the community of all available parking management tools to determine collaboratively which would be most appropriate to address the area's concerns and the Agency's goals. These may include time limits, residential parking permits, or meters.

In the case that an Operational or Local Neighborhood parking change is under consideration prior to a public hearing, and additional affected parking spaces adjacent to the original scope are proposed, the notification requirements for this expanded project will be escalated to account for the broader area proposal.

New Meter Notification Standards

	Operational Changes <i>50 or fewer parking spaces affected</i>	Local Neighborhood Changes <i>51-100 parking spaces affected</i>	Area-Wide Changes <i>More than 100 parking spaces affected</i>
District Supervisor Notification			
Type	Email	Email	Email
Decision Stage	<ul style="list-style-type: none"> • At initial request • TASC Agenda Item • TASC Minutes or Public Hearing Agenda 	<ul style="list-style-type: none"> • At initial request • TASC Agenda Item • TASC Minutes or Public Hearing Agenda 	<ul style="list-style-type: none"> • At initial request • TASC Agenda Item • TASC Minutes or Public Hearing Agenda
Community Meetings			
Minimum Number	None	1	3
Public Opt-In Email or Mail List (Public Hearing Notification of all new meters)			
Type	Mail or Email per request	Mail or Email per request	Mail or Email per request
Public Hearing Notice Posting			
Type	8 ½ x 11” posting at least 2 utility poles in the affected area	8 ½ x 11” posting at least 2 utility poles in the affected area	8 ½ x 11” posting at least 2 utility poles in the affected area
Length	10 days	10 days	10 days
Public Hearing Notice Mailing			
Type	Public Hearing Notice	Public Hearing Notice	Public Hearing Notice
Recipients	Fronting Property*	Occupants	Occupants
Radius	Fronting	300 ft.	300 ft.
Advance Distribution	10 days	10 days	10 days
SFMTA Board			
Approval	Yes	Yes	Yes

*"Fronting Property" is defined as all properties on the block, on the same side as and across the street from the proposed new meters