


# MEMORANDUM

Engineering Department



**DATE:** March 11, 2019

**TO:** Mayor and Councilmembers

**THROUGH:** Julie Edmonds-Mares, City Manager 

**FROM:** Steve Erickson, Engineering Director / City Engineer  
Steve Chan, Transportation and Traffic Manager

**SUBJECT:** *The Pines Pilot Parking Permit Program: Additional Information Requested*

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This memorandum provides additional information requested by the Council on February 19, 2019, related to The Pines Pilot Parking Permit Program.

## Background

For the last several years, residents of The Pines neighborhood have expressed concerns about on-street parking impacts in the neighborhood. As a result, the Council and City staff have been working on a number of initiatives to evaluate and address such concerns, including analysis on potential causes of the parking problem.

### Previous Council Action:

The Pines residents have referred to the recent building of apartment complexes in the vicinity as an issue compounding the parking impacts (Apex Apartments completed in early 2015 and Ilara Apartments completed in early 2016). On February 7, 2017, the Council directed staff to determine whether the apartments were the cause of the Pines parking problem.

<http://www.ci.milpitas.ca.gov/pdfs/council/2017/020717/agenda.pdf> (Agenda item 6)

On August 21, 2018, Council further directed staff to do provide specifics of the pilot parking permit program to The Pines residents and investigate feasibility of several alternate mitigations.

<http://www.ci.milpitas.ca.gov/pdfs/council/2018/082118/Agenda.pdf> (Agenda item 15)

<http://www.ci.milpitas.ca.gov/pdfs/council/2018/082118/Presentation03.pdf>

In response to Council direction in 2017 and 2018, staff met with The Pines HOA and residents 3 times; completed 3 on-street parking audits; completed two neighborhood surveys; and met with the apartment management to review their on-site parking practices.

Additionally, staff provided the Council with the following memorandum updates:

- [Starlite Pines Parking letter dated May 7, 2018](#)
- [Pines On-Street Parking Survey Status Memo dated April 6, 2018](#)
- [Apex and Ilara Apartments Parking Information Memo dated September 28, 2018](#)

On February 19, 2019, staff presented “The Pines Pilot Parking Permit Program” including the creation and funding of a new Capital Improvement Project for Council consideration. The concept of a pilot program, which would include 407 households, was that each household would receive 3 no-cost permits each and that permit enforcement between 12 a.m. and 6 a.m., every day of the week. <http://www.ci.milpitas.ca.gov/pdfs/council/2019/021919/package.pdf> (Agenda Item 13)

The total cost of the pilot program was estimated at \$300,000, with about \$230,000 in one-time costs that would be funded through the CIP and about \$70,000 in costs for enforcement and permit administration. As presented to Council, the estimated completion of the pilot and the subsequent analysis was estimated to be in October 2020.

Council did not approve the pilot on February 19 but instead directed staff to provide additional information and to bring the item back as part of the Capital Improvement Program discussion on March 12<sup>th</sup>.

#### Summary of Prior Staff and Consultant Efforts

Consultants conducted two neighborhood surveys, the results of which were presented to Council on August 21, 2018 and again on February 19, 2019.

- The first survey encompassed the entire Pines of 976 homes. The response rate was 25%
- The second survey encompassed 407 homes located closer to the apartments. The response rate was 66%.
- The first survey results showed that although 83% of those surveyed have 2 car garages, over two thirds (68%) of those surveyed park on the streets and over three quarters (76%) of those surveyed like to park across the street from their homes.
- The first survey results showed that there was an average of 3.3 vehicles per household, with more vehicles owned than there were licensed drivers.
- Just under half (49%) of those surveyed closest to the South Main/Abel Street intersection area supported a free permit parking program and only about 10% of those surveyed in the same area supported a fee-based parking permit program.

During overnight parking audits conducted by City staff, it was noted that a small number of vehicles (less than 10) parked on Pines neighborhood streets displayed permit stickers from nearby apartment complexes. **However, there was no overwhelming evidence that vehicles from apartments are the primary cause of on-street parking congestion.**

On August 6, 2018, Milpitas Police conducted enforcement of the 72-hour maximum parking duration requirement within The Pines. 29 vehicles were identified and marked to be towed for violation of the requirement that vehicles not be parked in the same spot without movement beyond 72 hours. **All but one of the 29 vehicles were registered to the Pines neighborhood.**

On January 18, 2019, city staff met with management of the Apex Apartments and discovered that Apex management had evicted approximately 40% of their tenants in 2017 for subleasing apartments in violation with their rental agreements. In short, Apex residents were increasing the number of people to each apartment to share rental costs. **It is possible the subleasing of apartments may have contributed to an increase in on-street parking congestion within The Pines soon after occupancy of the apartment development.** However, staff believes the subleasing problem has been resolved.

Milpitas Police conducted several nighttime surveys of the apartment garages last August 9, 2018 and identified 139 vacant parking spaces within the Apex garage, and 76 vacant spaces within Ilara garage. **The apartments are over 90% occupied and the garage surveys indicate the apartment complex garages have sufficient spaces available for their tenants.**

Based on data from the parking audits and surveys, the City’s consultant determined a pilot parking permit program could be utilized to protect Pines neighborhood from spillover traffic. A community outreach meeting was held on January 30, 2018 to share the survey findings with residents and to present the concept of a parking permit program.

**Additional Information in response to February 19 City Council questions:**

**1) Cost Expended to Date:**

During the presentation on February 19, 2019, the Council asked staff to estimate the cost expended to date on the Pines parking subject. As stated earlier, staff first began the analysis on parking issues with The Pines toward the end of 2015. As shown below, the estimated cost expended to date is approximately \$111,000.

Resource Type	Tasks	Approx. Hours	Hourly Rate*	Cost
<b>Consultant Services</b>	2 parking surveys, research, analysis and community meeting	-	-	\$49,200
<b>Engineering Staff</b>	3 meetings w/Pines HOA, 3 meetings w/apartment management, 1 walk audit, community meeting, 4 parking supply field reviews, research, data review, analysis, consultant contract administration, 3 Council presentations, internal meetings	180	\$102	\$18,360
<b>Planning Staff</b>	2 meetings w/Pines HOA, 2 meetings w/apartment management, 1 walk audit, 1 community meeting, research, internal meetings	80	\$102	\$8,160
<b>Police Staff</b>	2 meeting w/Pines HOA, 2 meetings w/apartment management, 1 walk audit, 1 community meeting, research, field surveys, internal meetings	220	\$160	\$35,200
<b>Total</b>				<b>\$110,920</b>

\* Hourly Rate = Average Department Staff Hourly Rate including pay + benefits

**2) Cost Recovery:**

The implementation, administration, and enforcement of a permit parking program includes several tasks that are considered one-time setup costs. If the parking permit program were to continue permanently beyond the six-month trial, the estimated annual cost of the program would be \$20,000 cost for program administration and \$90,000 for enforcement, with a total of \$110,000 annual cost.

In addition to the enforcement of parking permits, the Police Department will look for and enforce all State vehicle code requirements during the patrols. With implementation of a permit parking program, it is estimated that citations will be issued for other infractions such as Permit parking violation (\$50); Fire hydrant, crosswalk, driveway obstruction (\$50); Parking nose-in within cul-de-sac (\$50); Parking longer than 72 hours in one spot (\$50); and Unregistered vehicle parked on street (\$50).

The Police Department estimates issuance of up to 5 citations per week during initial permit parking enforcement for various infractions. However, it is expected that parking infractions would taper off as residents grow accustomed to the program and the routine enforcement of vehicle code requirements. Thus, revenue from fines is not expected to significantly offset parking permit program costs over the long term.

**Resident Permit Fee:**

Based upon a program cost of \$110,000, for full cost recovery, the annual resident fee for each parking permit would be \$90.09 based on a total of three permits issued per household within the 407 household area. Total permit cost per household would be approximately \$270/year.

The permit fee would increase if more than one night per week of active enforcement is provided or if the total number of permits issued is less than the projected 1,221 permits.

As noted earlier, since only 10% of survey respondents supported an annual \$25 per vehicle parking permit fee and support decreased as permit fee increased, **a full cost recovery permit program is not likely to be supported by The Pines residents.**

As requested by the Council at the February 19<sup>th</sup> Council Meeting, the proposed Pines Parking Permit CIP Project (Project No. 3451) is included in the draft 2019-2024 Capital Improvement Program document for additional discussion and consideration during the March 12<sup>th</sup> CIP Study Session.