TRANSPORTATION & PARKING COMMITTEE

WEDNESDAY, SEPTEMBER 26, 2018 6:00 P.M. – 7:30 P.M.
Lorraine H. Morton Civic Center, 2100 Ridge Avenue, Evanston, IL 60201
Room 2402

1. Call to Order / Declaration of Quorum
2. Citizen Comments
3. Approval of Meeting Minutes of August 29, 2018
4. Garden Park Parking Restrictions – Discussion with Parks, Recreation and Community Services Board (no enclosure)
5. Taxicab Stands on the 400 block of Howard Street - Introduction
6. Comprehensive Parking System Analysis – Action
7. Parking System Pilot Programs – Discussion
8. Parking Lot 5 – Update (no enclosure)
9. ADJOURNMENT

Next Meeting: WEDNESDAY, OCTOBER 24, 2017 at 6:00pm
TRANSROOM AND PARKING COMMITTEE

Wednesday, August 29, 2018
6:00 P.M. – 7:30 P.M.
Lorraine H. Morton Civic Center
Room 2404, Evanston, IL 60201

MEMBERS PRESENT: A. Añón, L. Young, & T. Dubin, Ald. Fleming & B. J. Miller

MEMBERS ABSENT: Ald. Wynne, Ald. Revelle,

STAFF PRESENT: Parking Manager Jill Velan, Transportation and Mobility Coordinator Jessica Hyink, Economic Development Manager Paul Zalmezek, Community Development Director Johanna Nyden Leonard

PRESIDING MEMBER: Ald. Fleming

1. Call to Order / Declaration of Quorum
   Chairman Ald. Fleming declared a quorum at 6:07 P.M.

2. Citizen Comments
   Ms. Jacobson – Wanted to express her support of expanding the current Divvy program in Evanston.

Alderman Rue Simmons – Wanted to offer her endorsement of expanding the Loading zone in front of the First Church of God located at 1524 Simpson. She mentioned with the size of the congregation and the associated large aging community that expanding the loading zone would help with members being able to access the church.

3. Approval of Meeting Minutes of August 29, 2018
   Item 1
   Motion to approve made by T. Dubin and seconded by B. J. Miller
   A vote was called and taken. Motion passed unanimously 5-0.

4. Loading Zone – 1524 Simpson
   Parking Manager Jill Velan echoes what Alderman Rue Simmons said about extending the loading zone in front of the First Church of God. The loading zone would be on the south side of Simpson from Ashland Avenue to the first alley east from 7:00 am – 6:00 pm seven days a week. The included area would be in front of property owned by the church the impact on residential homes in the area should be minimal.

   Item 2
   A vote was called and taken. Motion passed unanimously 6-0.

5. Divvy Station and Funding Proposal
Transportation and Mobility Coordinator Jessica Hyink started the discussion talking about the current status of the program. She notes that the program is currently well under budget for 2018 (currently at 102,000 of 304,000 budgeted) and that this is due to a steady growth in ridership (about a 10% increase this year so far). She brings up Evanston’s desire to make the cost of the project cost neutral to Evanston. Helping on this front is the City of Chicago which has committed to facilitate Evanston obtaining more advertising revenue (Evanston has received a draft memorandum of understanding for ad revenue to be included in their next sponsorship contract). This additional revenue could not only help make the program cost neutral but it would make the overall program a revenue generator. This would even be the case if the program is expanded further.

Looking at this potential expansion, Jessica talked about the importance of getting the Divvy station locations right and that we need to look at getting more residential corridors represented. She also mentioned the potential impact of Lyft integration (Lyft recently purchased Motivate the company behind Divvy) on helping ridership grow by including Evanston’s Divvy bikes through the Lyft app. Jessica also brings up the potential to purchase up to three used stations that are no longer used in Oak Park. The combined cost of the three used stations would be less than the cost of one new station but the stations are only available until 10/1/18 at the current price.

The question of why Divvy was not viable in Oak Park was brought up to which Jessica explained that they had issues with sponsorship and the ridership growth became stagnant. The discussion then went to station locations with the Lakefront, the Civic Center, and various residential areas being discussed. Community Development Director Johanna Nyden Leonard spoke about the difficulties in using the Lakefront as a location at least with this round of adding stations but that the city is always looking for areas where ridership would be benefitted.

The discussion then went to how the funding works. The charts in the packet were discussed and Alderman Fleming asked for clarification on how the sponsorship contract would work, what would be length of the contract and what the amount received. Jessica stated that we were expecting to get $1000 per bicycle as part of the new funding deal, and Johanna stated that we’d look to set up at least a 3 year contract.

The low approval rating for the Divvy program during the budget based pricing survey is brought up. Staff talks about the low survey turnout. Jessica also brings up that the survey only represented the budgeted amount and the actual amount spent (which is only at 1/3 of the budgeted amount). Also the program is relatively new so a fair amount of Evanston residents don’t know what benefits the program has. Johanna also brought up that at the time the survey was help, the new funding opportunities were not known so the survey didn’t properly represent the correct numbers for the program. Johanna also mentions how that on paper when compared to other human services that it can be easy to discount the actual benefits of a ride share program. A. Añón talked about the dangers of only using one company and worries about only using a private company for the bike share program.

The city would also be able to move stations once a year if we find that the new locations do not fit our needs.

Item 3
Motion to approve purchasing additional bike stations from Oak Park made by B. J. Miller and seconded by L. Young

A vote was called and taken. Motion passed unanimously 6-1 (A. Añón voted nay).

6. Dockless Bike Share Ordinance Update
Jessica talked about this item at the last P&T meeting with the intention to bring it back for discussion/action at this meeting, however, at this time staff recommends waiting as Evanston is waiting to see how both Chicago and Northwestern plan to deal with dockless vehicles. The City of Chicago is currently conducting a pilot program that ends November 1st and staff recommends waiting to see what the data shows also Northwestern seems to have concerns about dockless scooters/bicycles. Jessica also brought up the impact of Lyft purchasing Motivate and how the Lyft app integration could help with regulating and identifying and dockless vehicles. Alderman Fleming asks if the city needs an ordinance to stop a company from going dockless without permission. Jessica points out that no the city already has strong ordinances in place to limit the ability to leave items in the right of way without permission but that the city would like to craft an ordinance specifically for dockless vehicles.

No Motion needed at this time.

7. Lot 24 RFP
Economic Development Manager Paul Zalmek started his presentation with a recap of the Lot 1 discussion from the previous meeting, he goes on to state that the appraisal should be done in the next couple of weeks.

Along those same lines a development company approached the City of Evanston and submitted a zoning analysis for two proposed developments along Main Street. The developers are looking to combine the two developments and are looking to create 16 affordable housing units in their 80 unit planned development.

Johanna brings up how like the proposed Lot 1 development, that this was an unsolicited offer by a developer.

L. Young brings up the parking impact that 80 units could make and that we could ask the developer to provide parking.

Paul also brings up that the city received Letters of Intent to develop both 825 Hinman (Lot 32) and 1614 Maple (Lot 25).

Staff has received an unsolicited letter of intent from Orange Properties Investment Corporation for Lot 32 located at 825 Hinman, just south of Main/Hinman intersection and The letter of intent indicates the purchase price will be determined by a certified appraisal of the properties. The broker representing Orange Properties indicated they would like to redevelop the property as
residential and are open to partnering with the City of Evanston to incorporate additional public parking.

In Lot 25 Staff has also received an unsolicited letter of intent from Orange Properties Investment Corporation for Lot 25 at 1614 Maple just north of Davis Street. This parcel is a parking lot that was leased by the post office in a long term lease for over a decade. The most recent renegotiation of that lease moved all of the post office overflow parking into the underutilized Maple Ave. Parking Garage, leaving this lot vacant as a potential redevelopment parcel. The lot currently is open to hourly visitors who pay at the paybox and also has a small number of permitted spots.

This was just informational and more information would be brought back to the committee as is needed

**No Motion needed at this time.**

### 8. Parking System Pilot Programs

Parking Manager Jill Velan talks about the future of parking and is looking to get parking studies paid for by developers as developments come up. Jill talked about the increased demands and how downtown Evanston has 3 parking garages but outside of downtown areas may have a small parking lot if anything to ease parking burdens.

Jill is also looking at doing a pilot program where area employees can purchase a daytime permit for on street parking. She is also looking at shared parking solutions using both permits and hourly rates in our lots.

Parking is also looking at the possibility of adding a paystation in Lot 8.

Alderman Fleming expressed concern over the piecemeal approach being taken with parking and wants to open the discussion about bringing back the comprehensive parking analysis at the next meeting

### 9. Updates

Transportation – In regards to the Divvy for every Evanstonian local business in the Main/Dempster mile donated a total of 25 donated bicycle helmets along with 20 that the city has for a total for 45 helmets available for residents of the program. Jessica also introduced Jim Hurley to the committee as he will cover for Jessica while she is out on maternity leave.

Parking – Looking to codify residential parking district in anticipation of 2019 renewal season at the next meeting

### 10. Adjournment

A Motion to adjourn was made by B. J. Miller seconded by T. Dubin at 7:43 P.M. A vote was called and then taken. Motion passed unanimously.

The next Committee Meeting is October 24, 2018.
To: Alderman Melissa Wynne, Chairman
Members of the Transportation/Parking Committee

From: Jill Velan, Parking Division Manager

Subject: Taxicab Stands on the 400 Block of Howard Street

Date: September 24, 2018

Recommended Action:
This item was requested to be placed on the Agenda by the 8th Ward Alderman

Summary:
A request has been made by the Alderman of the 8th Ward to consider removing the Taxicab Stands on the 400 Block of Howard Street at the September 26, 2018 Committee meeting.

An additional Aldermanic request was also made to place a loading zone in front of 415 Howard Street.

With exception of the current taxicab parking there is no parking anytime on the 400 Block of Howard to accommodate a Bus Stop. Staff is gathering information and an engineering review will need to be completed for the loading zone request. This information will be available for the October 24, 2018 meeting.
To: Alderman Melissa Wynne, Chairman  
Members of the Transportation/Parking Committee

From: Jill Velan, Parking Division Manager

Subject: Comprehensive Parking Study

Date: September 24, 2018

Recommended Action:
This item was requested to be placed on the Agenda for discussion and action at the August 29, 2018 Transportation/Parking Committee meeting.

Summary:
The Following Attachments are included for reference:

- Comprehensive Parking System Analysis Update memorandum presented at the March 28, 2018 Transportation/Parking Committee meeting

- Comprehensive Parking System Analysis memorandum presented at the February 28, 2018 Transportation/Parking Committee meeting

- Past Practice Ratification memorandum presented at the November 27, 2017 City Council Meeting
To: Kimberly Richardson, Acting Administrative Services Director

From: Jill Velan, Parking Division Manager

Subject: Comprehensive Parking System Analysis Update

Date: March 21, 2018

Summary:
As part of the approved 2018 Budget, the City will be seeking the services of parking consultant to assist with a Comprehensive Parking System Analysis within Evanston. This review will be conducted in a holistic manner, with consideration for both neighborhoods and business districts in order to understand the impact on residents, visitors, employees, and businesses in the community.

Attached please find Council Action from November 22, 2017 and information presented to the Transportation/Parking Committee on February 28, 2018.

Below is a list that has been requested for review by either the Transportation/Parking Committee, City Manager, Assistant City Manager, individual Alderman, residents or businesses.

- Review of policies and regulations, including but not limited to towing, street cleaning, loading zones, handicap parking, residential parking, time-limits, meters, off-street parking lots and parking structures.
- Review of the Safe Routes to Schools individualized traffic plans (Crossing Guards)
- Development of a parking rate model for on and off street parking
- Development of a long-term strategy for managing current parking assets, including a plan for potential re-development of current parking lots and structures
- Develop a strategy to manage overall public transportation options throughout the City (Mass Transit, Buses, Bike Share, Car Share, Uber/Taxi, Public Parking, etc)
- The area surrounding Evanston Hospital both on the east (including Orrington School) and west near the golf course
- The area near Central Street between Asbury and Green Bay Road both residential and business districts
- The area near Central Street/Central Park Avenue/Hurd
- The area near University Place
- The area near Green Bay Road, Emerson and Asbury
- The area near Dewey School, Northwestern Police Station and Wesley/Ashland
- The area near the Main-Dempster Mile Businesses
- The area along the Lakefront
- All residential permit and EVS parking areas
- Downtown near 1800 Oak and 1900 Maple

Over the last six months Staff has been meeting with concerned residents and business owners in almost every area of the City. These areas have been anticipating this Comprehensive Analysis that would include a review of their parking needs.

In light of the volume of issues that need to be address, if a comprehensive approach is not the right course at this time, I would recommend pursuing a consultant for the development of a parking rate model for on and off street parking.

In addition, I would recommend a consultant for the development of a long-term strategy for managing current parking assets, including a plan for potential re-development of current parking lots and structures.

In order to address the parking restrictions and needed ordinance changes I would recommend the addition of temporary personnel and other internal support.
To: Alderman Melissa Wynne, Chairman  
   Members of the Transportation/Parking Committee  

From: Kimberly Richardson, Interim Administrative Services Director  
   Jill Velan, Parking Division Manager  

Subject: Comprehensive Parking System Analysis  

Date: February 26, 2018  

Recommended Action:  
This item is presented for preliminary discussions on the City’s current practices related to City wide parking and transportation.  

Summary:  
As part of the approved 2018 Budget, the City will be seeking the services of parking consultant to assist with a Comprehensive Parking System Analysis within Evanston. This review will be conducted in a holistic manner, with consideration for both neighborhoods and business districts in order to understand the impact on residents, visitors, employees, and businesses in the community.  

During this evaluation the Transportation/Parking Committee will receive recommendations from parking studies that will be conducted throughout the City. The studies will include public input from area stakeholders. The Committee will then make recommendations to the City Council for any changes to the City Code.  

As part of the process Staff would like to discuss the creation of Guiding Principles and Goals that will help focus the parking system analysis:  

It is recommended that the following Guiding Principles be considered:  

- Sustainability  
- Public Safety  
- Customer Service
Additionally, staff would recommend the following Goals be considered:

- Parking Ordinances must be simple and user friendly
- Parking Signage of all types must be standardized and more streamlined
- Parking Technology must support efficient parking administration

In order to facilitate a comprehensive analysis of the public parking system, a Request for Proposal will be conducted to hire a parking consultant to assist with the following:

- Review of policies and regulations, including but not limited to towing, street cleaning, loading zones, handicap parking, residential parking, time-limits, meters, off-street parking lots and parking structures.
- Recommendations for consolidation of parking ordinances
- Review of the Safe Routes to Schools individualized traffic plans
- Assist with customer service enhancement to the overall parking operation utilizing workflow enhancements and technology recommendations
- Provide consultation for parking wayfinding and regulatory signage
- Assist with public outreach
- Identify parking needs of community and assist the prioritization of needs
- Provide area-specific occupancy studies
- Development of a parking rate model for on and off street parking
- Development of a long-term strategy for managing current parking assets, including a plan for potential re-development of current parking lots and structures
- Develop a strategy to manage overall public transportation options throughout the City (Mass Transit, Buses, Bike Share, Car Share, Uber/Taxi, Public Parking, etc)

Over the last six months Staff has been meeting with concerned residents and business owners in almost every area of the City. Currently, we have a list of areas that have been anticipating this Comprehensive Analysis including but not limited to:

- The area surrounding Evanston Hospital
- The area near Central Street between Asbury and Green Bay Road
- The area near Central Street and Central Park Avenue
- The area near University Place
- The area near Green Bay Road, Emerson and Asbury
- The area near Dewey School, Northwestern Police Station and Wesley
- The area near the Main-Dempster Mile Businesses
- The area along the Lakefront
At Wednesday’s meeting Staff would like to discuss with the Committee any other areas or issues which should be prioritized as we start this process.
Recommended Action:
This item is presented for discussion and recommendations on the City’s current practices related to City wide parking and transportation.

Summary:
In February 2018 the Committee discussed that the City would be seeking the services of parking consultant to assist with a Comprehensive Parking System Analysis within Evanston. This review was to be conducted in a holistic manner, with consideration for both neighborhoods and business districts in order to understand the impact on residents, visitors, employees, and businesses in the community. Since then the City has started a Priority Based Budget Process and the funds for a consultant have been put on hold.

In light of this, Staff is recommending a different approach to start addressing parking related topics. Staff is suggesting implementing several Pilot Programs.

Outline for Pilot Program:
1. Identify Topic (regulation or policy) to discuss with Transportation/Parking Committee.
2. Seek approval from City Council and implement.
3. Send letter to residents/businesses in area notifying of Pilot Program and offering an online survey for feedback. In some cases a Community meeting could be held.
4. Evaluate with the Committee after three to six months.
As previously discussed with the Committee, there are many areas throughout the City where residents or business owners have asked for their parking regulations to be reviewed. Staff will be bringing forward several areas each month for discussion of a possible Pilot Program.

**September Parking Topics:**

- Codification of current signage related to Residential Parking Permits

- Time Restricted Parking
  - Implement 2-hour parking on the east side of 1900 Maple Avenue

- Residential Parking Permits
  - Create a day-time on-street employee parking permit for business districts, excluding Downtown Evanston.

- Permit Parking Lots
  - Lot 23 – Dempster Street and Elmwood Avenue
    - Test selling day time permits to area business employees
    - No longer allowing commuter parking

- Park Evanston App
  - Charge for parking, using the Park Evanston app, on side streets near business districts (excluding Downtown Evanston)

At Wednesday’s meeting Staff will present a map and specific information related to each topic.
For City Council Meeting of November 27, 2017
Business of the City by Motion
For Action

Memorandum

To: Honorable Mayor and Members of the City Council
   Administration and Public Works Committee

From: Erika Storlie, Deputy City Manager/Administrative Services Director
      Jill Velan, Parking Division Manager

Subject: A Motion to Ratify Past Practice for Eligibility of On-Street Residential Parking Permits for the 2018 Calendar Year

Date: November 21, 2017

Recommended Action
Staff recommends that the City Council consider ratifying past practice for eligibility of On-Street Residential Parking Permits to include residents who were allowed to purchase a residential parking permit in 2017 and still reside at the same address, residents who live at an address where a sign is currently posted designating the block as a resident permit parking area, and allowing residents to purchase the residential parking permit zone that is currently posted on their block until the end of 2018.

Livability Benefit:
Built Environment: Provide compact and complete streets and neighborhoods

Summary
Within the last two years Staff has been reviewing currently ordinances and updating information about residential parking permits zones on the City’s website. During this process it has been determined that there are inconsistencies between the City Code and signage that is currently posted on the street. In addition, over the years minor exceptions have been made for residents who live on corners or where a portion of a street was not included in the original ordinances. This process has resulted in some residents no longer being eligible to purchase residential parking permits, even though in some instances there has been posted signage on the streets for well over fifteen years.

In 2018 the City will be conducting a Comprehensive Parking System Analysis. During this evaluation the Transportation/Parking Committee will receive recommendations from parking studies that will be conducted for these residential parking permit zones, as well as other areas throughout the City. The studies will include public input from area residents. The Committee will then make recommendations to the City Council for any changes to the City Code.
Since it appears that a majority of the residential parking permit zones are affected, all zones, including parking Districts A through S, EVS 1, EVS 2 and Districts 1 through 16 would be included in the ratification.

This action is being directly forwarded to the Administration and Public Works Committee and City Council because the renewal period for 2018 residential parking permits has already started and the Transportation/Parking Committee will not be meeting on November 29, 2017 due to lack of a quorum.