



## CITY OF SAINT PAUL

*Melvin Carter, Mayor*

25 West Fourth Street  
Saint Paul, MN 55102

Telephone: 651-266-6700  
Facsimile: 651-228-3220

### TRANSPORTATION COMMITTEE OF THE PLANNING COMMISSION

Monday, April 23, 2018, 4:00 p.m. – 5:30 p.m.

*All meetings are held in the City Hall Annex 13<sup>th</sup> floor  
Conference room at 25 West 4<sup>th</sup> Street in Saint Paul*

1. Transit Assistance Program (TAP) resolution and letters – Bill Dermody (PED) 5 minutes
2. Pedestrian Plan community engagement update – Fay Simer (Public Works) 25 minutes
3. Permit Parking Program – Elizabeth Stiffler (Public Works) 60 minutes

#### *Upcoming Transportation Committee Meetings*

- May 7
- May 21

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*Meetings are open to the public. The Chair may allow five minutes for informal public comment (from non-committee members) at the beginning of each agenda as needed. Additional time may be allocated for comments or further discussion at the discretion of the Chair. Meetings will be cancelled if there is not a quorum expected, or if there are no agenda items. For additional information on the Transportation Committee of the Planning Commission, please visit our website at [bit.ly/StPaulITC](http://bit.ly/StPaulITC) or contact Bill Dermody at [Bill.Dermody@ci.stpaul.mn.us](mailto:Bill.Dermody@ci.stpaul.mn.us) or 651-266-6617.*

city of saint paul  
transportation committee resolution  
date \_\_\_\_\_

Resolution Regarding Metro Transit's Transit Assistance Program

WHEREAS, Metro Transit's Transit Assistance Program (TAP) offers \$1 rides to income-qualified people who enroll and receive a TAP card; and

WHEREAS, TAP expands access for people in poverty to destinations such as jobs, education, training, and shopping by providing affordable transit fares; and

WHEREAS, TAP income qualifications can be met by supplying copies of EBT/WIC cards, a Free/Reduced Price Lunch letter, public housing certificates, and other forms of written income verifications to Metro Transit; and

WHEREAS, Metro Transit has only four of their own service centers where potential TAP riders can provide income verification documents and apply for a TAP card, and therefore has a limited reach to potential TAP riders throughout the area; and

WHEREAS, Metro Transit allows other organizations to verify income, submit TAP application documents, and distribute TAP cards on Metro Transit's behalf; and

WHEREAS, Saint Paul Public Schools (SPPS) verifies eligibility for Free/Reduced Price Lunch, and has many students (and parents) who could benefit from reduced transit fares; and

WHEREAS, the St. Paul Public Housing Agency (SPPHA) verifies income eligibility for public housing and Section 8, and has many residents who could benefit from reduced transit fares.

NOW, THEREFORE, BE IT RESOLVED, that the Saint Paul Transportation Committee of the Planning Commission urges SPPS and SPPHA to become more active partners in TAP, enrolling people in TAP and distributing TAP cards on Metro Transit's behalf; and

BE IT FURTHER RESOLVED, that the Transportation Committee directs staff to send a letter signed by Chair Lindeke communicating this request to both agencies.

moved by \_\_\_\_\_

seconded by \_\_\_\_\_

in favor \_\_\_\_\_

against \_\_\_\_\_



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April 23, 2018

Jackie Turner, Chief Operations Officer  
Saint Paul Public Schools  
360 Colborne Street  
St. Paul, MN 55102

Dear Ms. Turner:

I am writing to urge SPPS to become an active partner in Metro Transit's Transit Assistance Program (TAP), which provides \$1 transit fares to income-eligible riders. There are many SPPS students and their parents who could benefit from the reduced fares. Metro Transit, with only four service centers in the region, has limited capacity to enroll people in the program, and therefore seeks partner agencies to enroll riders and distribute TAP cards. SPPS is in a terrific position to greatly expand the program's reach to all its students, given that Free/Reduced Price Lunch letters issued by the district are income-qualifying documents for TAP. With your multifaceted role for SPPS regarding transportation, nutrition services, and community partnerships, I hope you can personally take the lead in expanding SPPS's participation in TAP.

More information on becoming a TAP partner is available at [www.metrotransit.org/tap-partners](http://www.metrotransit.org/tap-partners). Please contact Mary Capistrant ([Mary.Capistrant@metrotransit.org](mailto:Mary.Capistrant@metrotransit.org) or 612-349-7631) for assistance or with any questions.

Sincerely,

William Lindeke, Chair  
Saint Paul Transportation Committee of the Planning Commission

Cc: Mary Capistrant, Metro Transit



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April 23, 2018

Jon Gutzmann, Executive Director  
St. Paul Public Housing Agency  
555 Wabasha Street North, Suite 400  
St. Paul, MN 55102

Dear Mr. Gutzmann:

I am writing to urge St. Paul PHA to become a more active partner in Metro Transit's Transit Assistance Program (TAP), which provides \$1 transit fares to income-eligible riders. There are many PHA residents who could benefit from the reduced fares. Metro Transit, with only four service centers in the region, has limited capacity to enroll people in the program, and therefore seeks partner agencies to enroll riders and distribute TAP cards. The St. Paul PHA is in a terrific position to greatly expand the program's reach to all its residents, given that Public Housing Certificates and Section 8 are income-qualifying documents for TAP. With your organization's holistic understanding of PHA resident needs. I hope you can personally take the lead in expanding St. Paul PHA's participation in TAP.

More information on upgrading the TAP partnership is available at [www.metrotransit.org/tap-partners](http://www.metrotransit.org/tap-partners). Please contact Mary Capistrant ([Mary.Capistrant@metrotransit.org](mailto:Mary.Capistrant@metrotransit.org) or 612-349-7631) for assistance or with any questions.

Sincerely,

William Lindeke, Chair  
Saint Paul Transportation Committee of the Planning Commission

Cc: Mary Capistrant, Metro Transit

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## Transportation Committee Staff Report for Plans and Policies

*Committee date: 4.23.18*

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**Plan Name/Policy Name:** Saint Paul Pedestrian Plan

**Contact:** Fay Simer

**Plan/Policy Webpage:** [stpaul.gov/walking](http://stpaul.gov/walking)

**Description:** Review of community engagement in Saint Paul's pedestrian plan

**General Timeline:** January 2017- January 2018

**Public Hearing Date & Location:**

**Transportation Committee Role:**

☒ Inform scope & approach      ☐ Review draft      ☐ Make recommendation

**Explanation** Fay Simer will present a summary of community engagement activities and feedback that will inform the development of Saint Paul's pedestrian plan

Staff recommendation: None at this time

Action item requested of the Committee: Understand priorities identified by the public and weigh in on how the Committee views these issues

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## Transportation Committee Staff Report for Plans and Policies

Committee date: 4/23/18

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**Plan Name/Policy Name:** Residential Permit Parking Recommendations

**Contact:** Elizabeth Stiffler, 266-6210, Elizabeth.Stiffler@ci.stpaul.mn.us

**Plan/Policy Webpage:** NA

**Description:** Update on recommendations and timeline for implementation following consultant study. See attached recommendations for details.

**General Timeline:** Implement before fall permit renewal

**Public Hearing Date & Location:** Early summer, City Hall

### Transportation Committee Role:

☒ Inform scope & approach

☐ Review draft

☒ Make recommendation

### **Explanation**

Staff recommendation	<i>Approval of the resolution supporting the Residential Permit Parking Recommendations</i>
Action item requested of the Committee	<i>Recommend that the Planning Commission adopt a resolution supporting the Residential Permit Parking Recommendations</i>
Committee recommendation	<i>To be filled in at the meeting</i>
Committee vote	<i>To be filled in at the meeting</i>

## **Recommended Changes to Citywide Residential Permit Parking Program**

### **March 5, 2018**

These recommendations are provided to the City Council by Public Works to manage the on-street parking in residential areas. Implementing these recommendations will make residential permit parking easier to use for permit holders and non-permit users, create more consistency across all permit parking areas, and help to make enforcement easier. The recommendations require administrative, ordinance, and resolution changes.

Public Works based these recommendations on:

- SRF Consulting Group, Inc. study of permit parking completed in June 2017
- Review of each existing permit parking area
- Community input
  - Survey mailed to permit parking users (781 total responses)
  - Open Saint Paul online survey (354 responses)
  - Meetings with District Councils

### **What is the Residential Permit Parking Program?**

The City of Saint Paul has 27 areas on public city streets called “permit parking areas,” which are managed by the Department of Public Works. The intent of residential permit parking is to provide some on street parking for residents where there are competing parking demands by nonresidents such as commuters, patrons of colleges, downtown attractions, etc.

Each permit parking area is numbered and is designated by signs on the street that state the area number and posted parking restriction. Permits with the area numbered printed on them are available for sale to residents who live within each specific permit area and also to non-resident owners of properties within the specific permit area. The permit must be displayed on the vehicle for the vehicle to be able to park in the area.

There are 4 main types of permits:

- Vehicle permits: stickers placed on rear window of vehicle, have ID # and Area # on them, \$15 each, available to residents only
- Visitor permits: placards placed on dashboard of vehicle, have an ID # and Area # on them, address is handwritten on placard, \$15 each, available to residents and nonresident owners for maintenance access
- One Day Hang Tags: tags hung on rearview mirror, have an ID # on them, Area # and address are handwritten, date is scratched off day it is used, \$1 each, available to residents for their guests for one-day use

- Annual placards for nonprofits: placards placed on dashboard of vehicle, similar to visitor permit, individual limit for each eligible address

### Why was a study done?

The Residential Permit Program was established in the early 1980s and has never had an extensive review. There was mutual interest between city staff and City Council Offices to make some improvements to improve the management of on-street parking, better users' experiences, streamline the program, and explore the use of new technology, specifically the use of the City's AMANDA database and License Plate Recognition (LPR) to easily verify if vehicles are part of a permit parking area.

The City Council directed Public Works to conduct a citywide review of its Residential Permit Parking Program to do the following:

- Research best practices from other cities, comparable in size
- Review policy and pricing of all permit types including inconsistencies in the number of permits allowed in each area
- Review misuse of permits
- Provide guidance for city to convert to online system for permit renewals
- Provide guidance on how Police can provide better enforcement
- Provide guidelines for when to establish new permit areas
- Provide performance measures to evaluate existing areas
- Address inconsistent parking regulations between permit areas and within areas

### Overview of study findings

The study concluded that the existing program is operating sufficiently and that there are no immediate issues that need to be addressed. Rather, some areas could be refined from a user's perspective internally and externally. The study made recommendations for changes in 3 key areas: Administrative Functions, Enforcement Solutions and Policy Updates.

A combination of field observations, public feedback, and research on other cities' practices were used to address the existing parking program's needs and opportunities for enhancement.

#### Field observations

Field visits were conducted in all 27 permit areas to see the use of on-street parking by permit holders and others as well as any violations. Steady use and adequate availability of on-street parking in the areas were observed. Based on observations, the residential parking permit areas can be categorized as: Neighborhood Commercial (ex. Grand-Victoria), Entertainment District (ex. Como Park), and Institutional Uses (ex. University of St. Thomas).



## User feedback

A written survey was mailed to all permit users during the 2015-2016 renewal period. Most responded that they were satisfied with the system as is and thought the areas were needed. Out of 781 responses, 707 responded, yes, they thought the permit parking was necessary in their area. The 3 categories they would like to see changed in their permit parking area were:

- More enforcement by Police (202 responses or 26%)
- Make signs in the area less confusing (137 responses or 18%)
- Permit quantity allowed (75 responses or 10%)

Public Works also provided an online survey citywide through Open St. Paul. A total of 354 responses were received. The key highlights from the online survey were:

- Permit signs are confusing (43%)
- More enforcement by Police (39%)

## Comparison to other cities

The study compared St. Paul's program to the following 6 cities of comparable size, comparing important topics such as petition requirements, policy and procedure for creating a new area, permit limits, permit fees, renewal process and enforcement techniques. The cities are:

- Minneapolis, MN
- Rochester, MN
- Duluth, MN
- Boulder, CO
- Chicago, IL
- Portland, OR

The table below provides a summary and comparison of these categories.

City	Policy					Administration				Enforcement	
	Petition	Parking Study Required	Staff Approval	Council Approval	Number of Permits for Residents *	Fees per Unit*	Renewal Process			Typical Measure	
							In Person	Mail	Online	Chalking	License Plate Recognition
Saint Paul, Minnesota	75%		X	X	1 – 4 per unit **	\$15.00	X	X		X	
Minneapolis, Minnesota	75%		X	X	2 per unit	\$25.00	X	X	X	X	X
Rochester, Minnesota	75%		X	X	No Maximum	\$25.00	X	X	X		X
Duluth, Minnesota	NA		X	X	2 per unit	\$5.00	X	X	X	X	
Boulder, Colorado	25 Requests	X	X	X	2 per unit	\$17.00	X	X	X		X
Chicago, Illinois	65%	X	X	X	Limited ***	\$25.00	X	X	X		X
Portland, Oregon	50%	X	X	X	Limited ***	\$60.00	X	X			X

\* This category only represents the number of permits allocated per residential unit. Additional permits may be available for visitors, guests, or service vehicles, etc.

\*\* The number of permits per dwelling unit vary between residential parking permit areas.

\*\*\* Permits are limited to the number of residents living in a particular area.

# Recommendations for Residential Permit Parking

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## Administrative Changes

### **Allow renewals to be done online by creating a database for permit parking through the current AMANDA database.**

Providing customers with the ability to renew online would be a huge win from a customer service perspective and a cost savings from the City's perspective. Currently, almost 3,000 renewal forms are printed and mailed. Public Works currently uses Filemaker Pro and Police Parking Enforcement does not have direct access to permit information to check validity of permits. Traffic Operations is currently working with the Office of Technology and Communications to create an AMANDA database for permit parking and exploring the options for online renewals. Establishing the online renewal system will require additional time and will likely have ongoing maintenance costs.

### **Update and simplify the residential permit parking signs so that they are easier to understand.**

Public Works will be developing a new type of sign that is more distinctive for those unfamiliar with Saint Paul permit parking restrictions. Replacement of signs would require labor and material costs. Signs will be replaced as changes to areas are made and as ongoing maintenance is required.

### **Ongoing work with police to make enforcement easier.**

"More enforcement by Police" was the top category selected by residents in response to the survey. 5 of the 6 cities reviewed in the SRF Consulting study use License Plate Recognition (LPR) technology to enforce residential permit parking areas. Saint Paul Police Parking Enforcement currently has LPR units in 4 of the vehicles and is pursuing acquiring a 5<sup>th</sup> one, but are not currently using them for permit parking enforcement.

Implementing LRP for permit parking enforcement requires a permit parking database that is accessible by the police and works with their LPR technology and additional LPR units. Public Works is currently working to create an AMANDA database for permit parking. Based on recent purchases, LPR units are approximately \$12,000 each.

Some of the benefits and challenges of LPR are shown in the table below.

License Plate Recognition Technology	
Benefits	Challenges
High success rate of accurately identifying registered license plates	Data privacy concerns are expressed by the public
Provides a more effective means of collecting and analyzing data	Requires additional training and administration to maintain and operate the software
Parking enforcement can cover an area with fewer staff and higher frequency	Various products and software available
Cost savings can be achieved	Regular maintenance and software updates required
Automates the process and eliminates the manual searching for tags or window permits	Educating the public on the benefits and reasons for using LPR.
Eliminates the need to produce/print permits (tags or window stickers) for vehicles	
Eliminate the illegal sales of printed permits.	

## Ordinance Changes

**Revise the City Code to allow more flexibility for residents, who use a car that is not owned by them as their primary vehicle.**

To obtain a vehicle permits, residents must provide proof of residency in the permit area and proof of vehicle ownership as defined in Sec. 164.11 – Issuance of permits. Proving vehicle ownership may be more challenging for individuals who use a car that they do not own including students using a parent’s car, residents who lease a vehicle, and residents who use a company vehicle as their personal vehicle. Public Works recommends amending the ordinance to clarify that these residents would be able to purchase a vehicle permit.

Residents without proof of vehicle ownership would complete a form provided by Public Works and notarized to verify their primary use of the non-owned vehicle. This would be a one-time requirement for each affected vehicle.

**Modify the public process requirements for changes initiated by the traffic engineer to allow greater flexibility in making minor adjustments.**

Sec. 164.13 – Modification or removal initiated by traffic engineer currently allows the traffic engineer to submit recommended changes to permit areas to the City Council. Currently any changes including the addition of an address or removal of property because its use changes from residential to commercial or the reverse requires a full public hearing and notification process. Allow the traffic engineer to recommend modifications, which add or remove a maximum of five properties, to the City Council to be approved by resolution without a public hearing.

Clarify language in Sec. 164.13 – Modification or removal initiated by traffic engineer about the public process required. Recommendations made by the traffic engineer should require the same public hearing and notification process laid out in Sec. 164.08 and not additional ones.

**Clarify language within the City Code to avoid ambiguity or confusion.**

Define the terms “petition form” and “petition” in Sec. 164.05 – Petition to distinguish between them, if needed, or use just one of the terms. Currently Sec. 164.05 (b) refers to the fact that every petition form should be accompanied by a non-refundable filing fee. As this now reads, because a petition form is completed by each owner within the permit area, each owner would need to submit the fee as opposed to a single fee for the designation of or change in a permit area.

In Sec. 164.10 – Parking permit guidelines, edit language to reflect current processes and allow some flexibility in the future. Remove the requirement that the vehicle permit is on the “outside” of the vehicle as required in (d)(1) as this allows flexibility in using a sticker that adheres to the inside of a vehicle window. In (d)(2) remove “special event” placards as all placards are visitor ones and remove “special event” permits from Sec. 164.11 (3).

## **Resolution Changes**

**Create a master resolution to encompass all existing permit parking areas.**

Rolling all the existing resolutions regarding permit parking areas into a single resolution would help clean up existing language and ensure that information about each permit parking area is consistent. A master resolution would allow for the standardization of permit types and numbers to create consistency across all permit areas. This would also help with any future changes to permit areas.

**Standardize the permit types—resident vehicle permits are stickers and visitor permits are placards.**

One of the goals of revising the program is to standardize the permit **type** so they are the same for all 27 areas. This is a change for Area 2 and Area 13. Area 2 currently uses transferable

placards that look like visitor permits and no vehicle stickers. Area 13 can get any combination of vehicle or visitor permits up to 6 total.

**Standardize the number of permits per household—3 vehicle permits and 2 visitor permits per household in all permit areas.**

Another goal is to standardize the permit **limits** so they are the same for all areas. Area 8 can purchase unlimited vehicle and visitor permits. This would actually raise the permit limits for Area 1, Area 2 and Area 3 to match the other area limits. After a review of past 3 years sales data, most residents only purchase some combination of vehicle and visitor permits adding up to a total of 3 permits, so raising the limit for some areas is not likely to mean residents will change their purchasing habits. The recommendation also specifies that the visitor permit limits should now be 2 for Areas 1, 2, 8 and 13.

**Standardize the number of nonresident owner visitor permits—2 visitor permits in all permit areas.**

In most areas, nonresident owners can purchase 2 visitor permits. Currently, Area 26 can only purchase 1 visitor permit and there is some conflicting information that states that Areas 2, 3 and 13 can purchase area permit limits for visitor permits. For consistency, all areas should be the same.

**Make specific changes to permit parking areas to create consistency of time restrictions across the whole area, to the extent possible, to make use and enforcement easier.**

See specific area recommended changes for more detail.

**Merge specific permit parking areas, specifically around the University of Saint Thomas, to make use and enforcement easier.**

See specific area recommended changes for more detail.







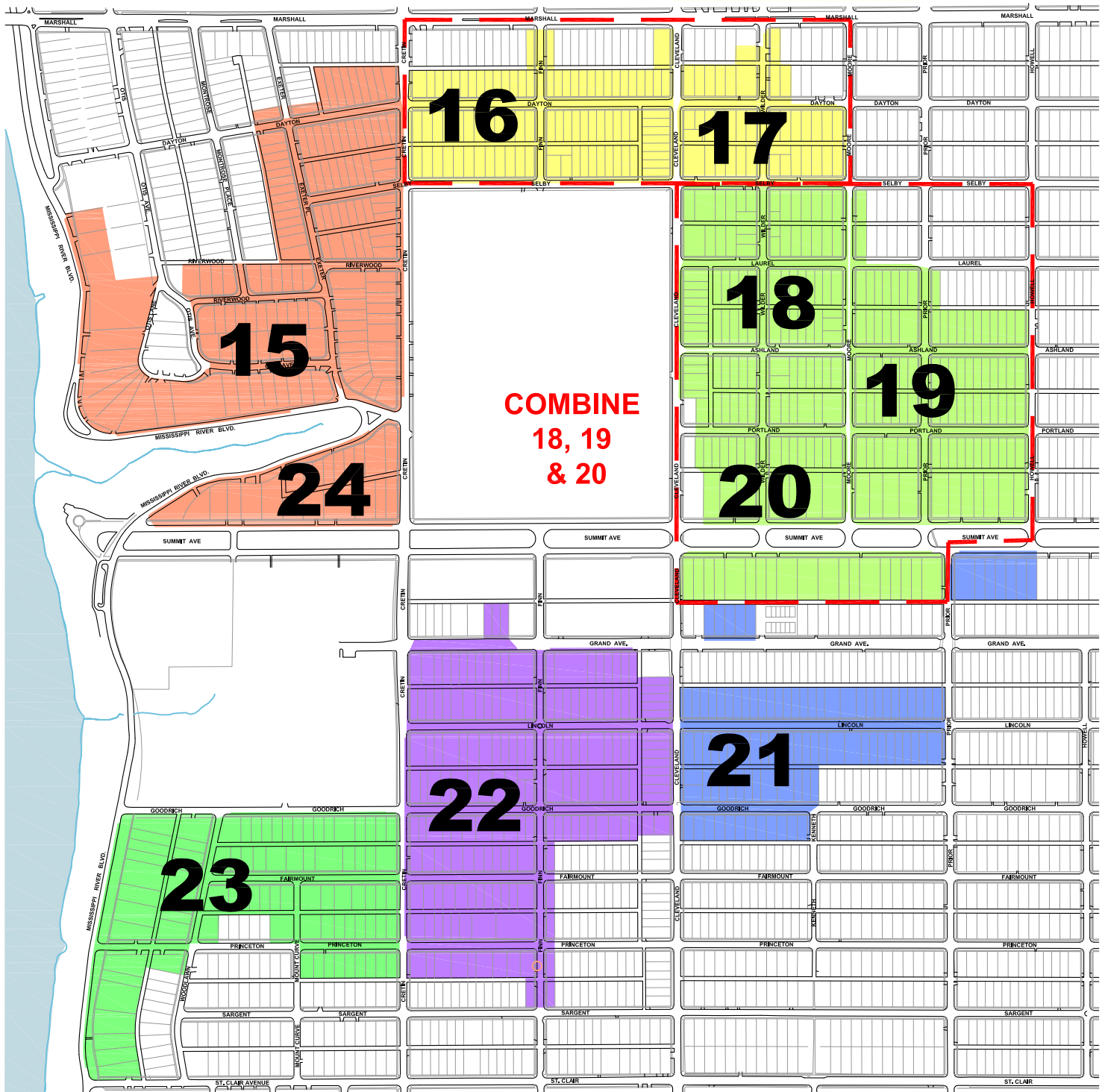
# Residential Permit Parking Areas 15-24

## PROPOSED AREAS



March 2018

COMBINE 16 & 17







City of Saint Paul  
Residential Permit Parking  
Areas 15-24  
PROPOSED CHANGES

LEGEND:



SCALE IN FEET  
0 50 100

- 1 Hour Parking 8 am- 6 pm, Mon-Fri Except by Permit
- 2 Hour Parking 8 am- 6 pm, Mon-Fri
- No Parking 8 am- 8 pm, Mon-Fri Except by Permit
- NO PARKING ANY TIME

