

CITY OF SAND CITY

RESOLUTION SC 20-08, 2020

**RESOLUTION OF THE CITY COUNCIL OF SAND CITY AMENDING
THE 2019-2020 FISCAL YEAR BUDGET AND AUTHORIZING THE
CITY MANAGER TO EXECUTE AN AGREEMENT WITH EMC PLANNING
GROUP INCORPORATED TO PREPARE A PARKING PLAN IN AN AMOUNT
NOT TO EXCEED \$37,000**

WHEREAS, the City Council and the City staff recognize the need for appropriately located and designed public parking throughout the West End District of Sand City and how currently insufficient public parking amenities within Sand City (the “City”) have been a hindrance to enticing and incorporating land uses and activities that are generally encouraged as revitalizing and economically stimulating elements by the City’s General Plan (2002 ed.); and

WHEREAS, the City recognizes the need to create a comprehensive parking plan with programs and policies that identify public parking opportunities, provide general public parking designs to guide future capital improvement projects, establish public parking management program options, and identify potential funding sources to construct additional public parking; and

WHEREAS, Sand City Municipal Code (hereinafter “SCMC”) Chapter 10.12 adopted in 1988 and Chapter 18.64 last updated in 2007 are outdated and insufficient to address the current parking needs of the City, current state law parking requirements for affordable housing, and mixed-use development and land uses that are encouraged by the General Plan (2002 ed.), making a study and update of SCMC Chapters 10.12 and 18.64 now necessary; and

WHEREAS, EMC Planning Group Incorporated (hereinafter “EMC”) has a current service agreement with the City to perform duties as an extension of the City’s Planning Department staff on an ‘as needed’ basis; and

WHEREAS, at the request of the City Planner, EMC prepared a Parking Plan proposal with a scope of work, time line of execution, and budgetary expense of \$36,625 to address the aforementioned parking issues; and

WHEREAS, adoption of a Parking Plan with goals and policies will require CEQA (California Environmental Quality Act) review that is included in EMC’s proposed scope of work and budget; and

WHEREAS, an amendment to the Fiscal Year 2019-2020 Budget is required to implement and fund the Parking Plan in an amount of \$37,000 (rounded up) to Planning (Account 5020-05); and

WHEREAS, the City wishes to expand its current service agreement with EMC for the preparation of the 'Parking Plan' in an amount not to exceed \$37,000.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Sand City to hereby approve and authorize the following:

- 1) Amend the City's FY 2019-2020 budget allocating \$37,000 to the Planning Department (Account 5020-05) in preparing and completing the Parking Plan; and
- 2) Authorize the City Manager to execute an agreement with EMC Planning Group Inc. in preparing a Parking Plan and related CEQA (California Environmental Quality Act) review and documents, consistent with the EMC's proposal (attached hereto and incorporated herein as 'Resolution Exhibit A' by this reference), in an amount not to exceed \$37,000.

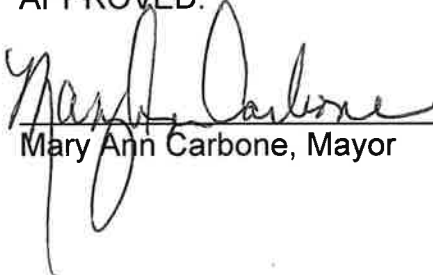
PASSED AND ADOPTED, by the City Council of Sand City, this 21st day of January, 2020, by the following vote:

AYES: Council Member Blackwelder, Hawthorne, Sofer, Cruz, Carbone
 NOES: None
 ABSENT: None
 ABSTAIN: None

ATTEST:



 Linda K. Scholink, City Clerk

APPROVED:


 Mary Ann Carbone, Mayor

RESOLUTION EXHIBIT A

SC 20-08 (2020)

PROPOSAL

Sand City West End Parking Plan and Code Update

December 9, 2019



Prepared by
EMC Planning Group

PROPOSAL

SAND CITY WEST END PARKING PLAN AND CODE UPDATE

PREPARED FOR

City of Sand City

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December 9, 2019

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Background and Understanding

When Sand City adopted its current General Plan in 2002, the land use program for the West End shifted from the existing industrial, warehouse, and service commercial uses to a vision of mixed use. Along with the shift in vision for the West End has come a concern that adequate parking be available to serve the new types of uses envisioned for that District.

The *West End Urban Design and Parking Implementation Plan* (“RRM Report”) was accepted by the City on March 15, 2004 (RRM Design Group, W-Trans, and Watry Design Inc.). The RRM Report documented parking conditions and land uses at the time of the study, and presented recommendations for urban design, streetscape design, and parking. The RRM Report identified the future need for 1,235 parking spaces, and identified 1,735 potential future spaces (of which 1,614 would be public and 121 on private property). The RRM Report described the types of locations of proposed new parking spaces, and identified possible funding sources.

EMC Planning Group wrote two parking memos in 2015. The memos largely concurred with the findings of the RRM Report. The second of these memos (June 17, 2015) included recommended implementation steps for several parking issues.

Since the RRM Report was prepared in 2004, a number of things have occurred that could affect parking needs or how those needs are met. These include:

- The City has revised its density standards for the Planned Mixed Use zoning district.
- The City has developed low impact storm water streetscape plans for two streets.
- The City has accepted the Sand City Vibrancy Plan, which includes additional information on streetscape design.
- A block of Hickory Street has been re-built with new sidewalks and formalized parking spaces.
- A plan to construct sidewalks on a block of Contra Costa Street has been prepared and construction partially funded.
- Two notable mixed use projects have been developed since the General Plan was adopted (The Independent and the Lomax-Hawthorne building) and two others have been approved but not yet built (Catalina Lofts and South of Tioga).

1.0 Background and Understanding

- The Transportation Agency for Monterey County has developed a concept plan for the railroad corridor.
- Monterey-Salinas Transit has determined that it will run express busses on the portion of the railroad corridor adjacent to the West End District.
- The City of Seaside has determined not to re-align Broadway Boulevard where it intersects Del Monte Avenue.
- Autonomous vehicles have been developed, and while not in prevalent use at this time, are expected to garner increasing shares of the automobile market over the coming decades.

The City's parking regulations are included in Municipal Code Chapter 18.64. The City also has a parking in-lieu fee ordinance in Municipal Code Chapter 10.12. The City desires to more thoroughly investigate parking options and to update its municipal code sections related to parking.

2.0 Scope of Work

The following tasks will be used to develop the parking plan and updated code sections.

Task 1 Administration and Start-up

- A. Finalize scope of work and budget, execute contract, and prepare invoices.
- B. Establish project files.
- C. Determine Study Area boundaries.
- D. Obtain base mapping from Sustainable Transportation Plan project currently in progress.

Task 2 Estimate Parking Supply and Demand

- A. Review the RRM Report (March 2004) and memos prepared by EMC Planning Group (March 2015 and June 2015).
- B. Update data in the RRM Design Report by conducting a survey of the West End District to document existing parking spaces and demand. This task will be conducted for the entire West End District on a weekday afternoon. Public parking spaces (and private spaces to the extent viewable from public locations) will be documented. Where parking spaces are not marked, the standards in Municipal Code Section 18.64.080 will be used to estimate parking spaces.
- C. Based on City records of use types and square footage, and the City's parking standards, determine the theoretical current parking supply requirements.
- D. Based on General Plan designations, zoning district land uses and standards, and the Vibrancy Plan, project a future condition and mix of uses, and estimate future parking needs. This projection will assume all residential uses provide private on-site parking, so will focus on non-residential uses.
- E. Note any unique parking conditions observed.
- F. Prepare a brief existing conditions report for City.

Task 3 Identify feasible future public parking spaces

- A. Identify all areas within the Study Area that could provide new or more efficiently arranged on- or off-street public parking spaces.

2.0 Scope of Work

- B. Coordinate with other City project plans (Proposition 1 improvements), private projects (South of Tioga, Independent Phase II), Transportation Agency for Monterey County projects (railroad corridor plans), and any other projects or plans identified by City staff.
- C. Create detailed mapping of potential parking areas showing existing conditions and constraints.
- D. Create conceptual parking layouts for each location, including potential parking garages at larger sites.
- E. For each conceptual parking layout, provide information regarding traffic circulation, access, ingress/egress, access to adjacent private property, storm water requirements, slope and topography, issues relating to Americans with Disabilities Act accommodation and access.
- F. Prepare a brief summary report for City. Provide maps to the City.

Task 4 Identify parking management strategies

- A. Investigate residential parking permit programs.
- B. Investigate metered parking, dynamic pricing, and parking time limits.
- C. Investigate preferential parking and shared parking strategies.
- D. Interview stakeholders such as business owners, City Council members, and residents.
- E. Identify special parking situations, such as truck parking, fleet vehicle parking, etc., characterize issues and develop potential solutions.
- F. Prepare a brief summary report for City identifying positive and negative aspects and logistics.

Task 5 Identify funding and implementation strategies

- A. Update information on funding/financing sources included in the RRM Report.
- B. Investigate availability of grant funding.
- C. Investigate public-private partnership options or shared use.
- D. Investigate parking in-lieu fee programs and parking district programs.
- E. Prepare a brief summary report for City identifying positive and negative aspects and logistics.

Task 6 Update Zoning Code Parking Sections

- A. Review and summarize parking standards and programs for other cities, focusing on local cities and other cities most comparable to the West End District.
- B. Review publications on parking standards and needs.
- C. Review Municipal Code Chapter 18.64 and identify major points of difference with other cities' parking standards and with publications on parking standards and needs.
- D. Review the land use list in Municipal Code Chapter 18.64 and identify outdated, redundant, or missing land use types.
- E. Prepare recommendations regarding changes to the parking standards in Municipal Code Chapter 18.64.
- F. Review Municipal Code Chapter 10.12.
- G. Evaluate the City's in-lieu fee and program structure, and determine if the fee is subject to nexus and proportionality requirements. Recommend a reasonable fee level and assessment structure.
- H. Per feedback from staff and/or City Council, prepare draft revised Chapter 10.12 and revised Chapter 18.64.
- I. Compile the summary reports prepared in earlier tasks into a final report.
- J. Prepare a negative declaration to address code changes and circulate for a 20-day public review. The investigative studies prepared under Tasks 2 through 5 will be exempt under CEQA Guidelines section 15262. If the City decides to adopt official policy or code stemming from those studies, CEQA review for those will be included within the negative declaration for the code changes.
- K. Following City Council hearing, make changes directed in code approval action.

Task 7 City Council Report, Study Session, and Hearing

- A. Report to City Council on the results of tasks 2 through 5 (one meeting).
- B. Conduct a Study Session to review the recommendations made in Task 6 - E and Task 6 - G) (one study session).
- C. Present findings and revised code sections for City Council adoption (one meeting).

2.0 Scope of Work

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3.0 Schedule and Budget

The schedule and budget are presented on the following pages.

Sand City West End Parking Study and Municipal Code Update

Activity Name	Start Date	Finish Date	2020					
			February	March	April	May	June	
Estimate Parking Supply and Demand	2/3/20	2/21/20	■					
Identify Feasible Future Parking Spaces	2/24/20	3/11/20		■				
Identify Parking Management Strategies	2/17/20	3/11/20	■					
Identify Funding and Implementation Strategies	2/17/20	3/11/20	■					
City Council Report	3/17/20	3/17/20						
Municipal Code Background and Recommendations	2/24/20	3/27/20		■				
City Council Study Session	4/7/20	4/7/20						
Draft Parking Codes	4/8/20	5/1/20			■			
Initial Study	4/20/20	5/8/20			■			
Negative Declaration Circulation	5/11/20	6/1/20				■		
City Council Hearing	6/16/20	6/16/20						■
			February	March	April	May	June	

Proposal December 9, 2019

Sand City West End Parking Plan and Code Update					
Task					
Staff	Principal	Associate Planner	Graphics	Total Hours	Total Cost
Billing Rate (Per Hour)	\$225.00	\$150.00	\$125.00		
Task 1 Administration and Start-up	3.0	0.0	1.0	4.0	\$800.00
Task 2 Estimate Parking Supply and Demand	4.0	20.0	4.0	28.0	\$4,400.00
Task 3 Identify Feasible Future Public Parking Spaces	6.0	18.0	12.0	36.0	\$5,550.00
Task 4 Identify Parking Mangement Strategies	12.0	20.0	0.0	32.0	\$5,700.00
Task 5 Identify Funding and Implementation Strategies	6.0	12.0	0.0	18.0	\$3,150.00
Task 6 Update Zoning Code Parking Sections	20.0	45.0	6.0	71.0	\$12,000.00
Task 7 City Council Report, Study, and Hearing	14.0	9.0	2.0	25.0	\$4,750.00
Subtotal (Hours)	65.0	124.0	25.0	Total Hours	Total Cost
Subtotal (Cost)	\$14,625.00	\$18,600.00	\$3,125.00	214.0	\$36,350.00

Additional Costs	
Production Costs	\$20.00
Travel Costs	\$20.00
Postal/Deliverables	\$10.00
Miscellaneous	\$200.00
Administrative Overhead 10%	\$25.00
Total	\$275.00

Total Costs	\$36,625.00
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NOTE: This proposal is valid for 90 days