

**Cedar–Lee Business District  
Parking Study**  
City of Cleveland Heights, OH



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# **CEDAR—LEE BUSINESS DISTRICT PARKING STUDY**

## **CITY OF CLEVELAND HEIGHTS**

### **OHIO**

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## **EXECUTIVE SUMMARY**

This report, commissioned by the City of Cleveland Heights, examines the accessibility, usage, and management of the existing on- and off-street parking supply in the Cedar-Lee Business District (CLBD). For this study, the CLBD is generally defined as the collection of commercial land uses that border Lee Road between Washington Boulevard to the north and Coleridge Road to the south. This study has primarily been undertaken in response to a proposal received from a real estate development entity to undertake a mixed-use project in the area that would significantly reduce the amount of public parking at a key location in the area. Additionally, the study was needed to also examine how the general level of public parking accommodations throughout in the area might be improved. The two existing City-owned parking assets to be impacted by the development is the large surface parking lot and parking garage situated behind the commercial properties that line the east side of Lee Road between Cedar Road and Tullamore Road. If the mixed-use development proposal were to be approved as proposed the majority of the surface parking lot would be redeveloped and a significant share of the parking spaces inside the City-owned Cedar Lee Parking Garage would be exclusively allocated to the tenancy of the proposed development project.

In an effort to explore the feasibility and benefits of the potential development, the City has entered into a Memorandum of Understanding (MOU) agreement with the interested development entity which has been identified as Flaherty & Collins Development, Inc. ("F&C" or the "Developer"). The MOU sets forth the primary business terms which the developer proposes to build a multi-story mixed-use development. The development is referred to as the Cedar-Lee-Meadowbrook project (CLM project) on approximately 4.80 acres of City-owned real property located on the west side of Lee Road between Cedar Road and Meadowbrook Road.

The aim of this parking study is two-fold:

- First, the study aims to assess how the current public and private parking assets are serving the area and to recommend appropriate actions that will improve upon the area's parking situation with or without the proposed development, and
- Second, the study aims to analyze the specific impacts expected to result from the proposed development and to propose actions the City should undertake to negate or minimize any such impacts.



The study has found that the Cedar-Lee area has an abundance of off-street parking that is well dispersed throughout the study area. This includes 1,410 off-street spaces (i.e., including the Cleveland High School parking lots) and 46 on-street metered spaces. The City controls 59% of the off-street parking supply, while the High School and Library together control 27% of the off-street supply. The remaining 14% is controlled by private entities.



As for the demand for parking in the study area, DESMAN conducted parking surveys of the Cedar-Lee study area in November 2019 (i.e., pre-COVID period) and again in July 2021 (i.e., post-COVID vaccine period). While the utilization of 203 spaces in the high school parking lots was not surveyed in 2019, the overall peak period parking demand in 2019 (i.e., Friday and Saturday evenings between 6:00pm and 9:00pm) was 21% to 39% higher than it was in 2021. Given this reality, DESMAN has examined the impact of the proposed new development based on the peak period parking activity that was prevalent in 2019.

The key findings from the 2019 survey work were as follows:

1. Surplus or unoccupied off-street parking spaces were plentiful at all times, except Friday and Saturday evenings between 6:00pm and 9:00pm. During this time period, 25% to 30% of the entire supply of off-street parking spaces (i.e., 290 to 380 spaces) were commonly unoccupied.
2. Peak period parking demand at off-street parking facilities was slightly higher on Saturday than on Friday.
3. On-street parking space occupancy was high at nearly at all times throughout day and evening timeframes.
4. During the peak demand period, 150 to 200 existing off-street parking spaces at the Cedar-Lee garage and adjacent surface parking lot (where the new development is planned) were unoccupied.
5. The surface lots controlled by the library and the high school were largely unoccupied.
6. The City lot #34 at the corner of Edgewood Road and Cedar Road had 15 to 40 unoccupied spaces on Friday and Saturday evenings.

The parking survey results referenced above provide clear indication that the CLBD study area has had and can continue to have an ample supply of parking to support the needs of the area's residents, employees, shoppers and visitors.

The intent and purpose of the proposed redevelopment of the project site is to repurpose underutilized public parking assets to create a new walkable integrated mixed-use environment that will complement the character and vitality of the entire CLBD. Integral to this is the elimination of surface parking spaces and better utilization of existing parking garage spaces. As a result, it is expected and accepted that there will be less parking available on-site with the project than there is today. If the project is approved as proposed a total of 408 parking spaces will be preserved at the site (i.e., 377 parking garage spaces and 31 surface lot spaces), 225 of the remaining spaces will be controlled by the project developer and used to accommodate the project tenants. The rest of the remaining spaces (i.e., 183 spaces, which includes 152 parking garage spaces and 31 surface lot spaces) will be left to accommodate the general public. To address this loss of public parking spaces, DESMAN identified a viable set of physical and programmatic initiatives that the City could undertake to would provide as many as 214 more spaces across the CLBD, if needed, to serve the limited occasions when the general public's demand for parking peaks might exceed the reduced supply of parking that will be retained in the area.

Finally, this report includes a collection series of recommendations that focus initiatives the City should seriously consider to generally improve the level of service, operation, and performance of the municipal parking resources in the CLBD as well as throughout the City.





## THE CEDAR-LEE BUSINESS PARKING STUDY

### STUDY AREA

While the Cedar-Lee Special Improvement District (SID) is a 501 C3 organization serving the Lee Road property owners and merchants located within about 1/2 mile north and south of Cedar Road, the focus of this parking study is limited mostly the southern portion of Cedar-Lee SID encompassing only the Cedar and Lee Road commercial establishments and institutions located between Washington Avenue to the north and Corydon Road. Comprised of mostly small turn of the century 2-story commercial buildings, the CLBD also includes the Cedar Lee and Dobama Theaters, the Cleveland Heights-University Heights Library and the campus of the Cleveland Heights High School. A list of the CLBD businesses located within the study area is included in the Appendix of this report.

CLBD Businesses	
Classification	Number
Dining and Nightlife	31
Health and Beauty	15
Everyday Essentials	11
Auto and Home	6
Arts and Entertainment	5
Banking and Professional Services	1
<b>Total</b>	<b>69</b>

Both Lee Road and Cedar Road are high traffic crosstown arterials which extend beyond the City limits of Cleveland Heights. Both arterials have RTA bus service. The walking distance along Lee Road from Washington Blvd. to Corydon Road is slightly more than a half mile.



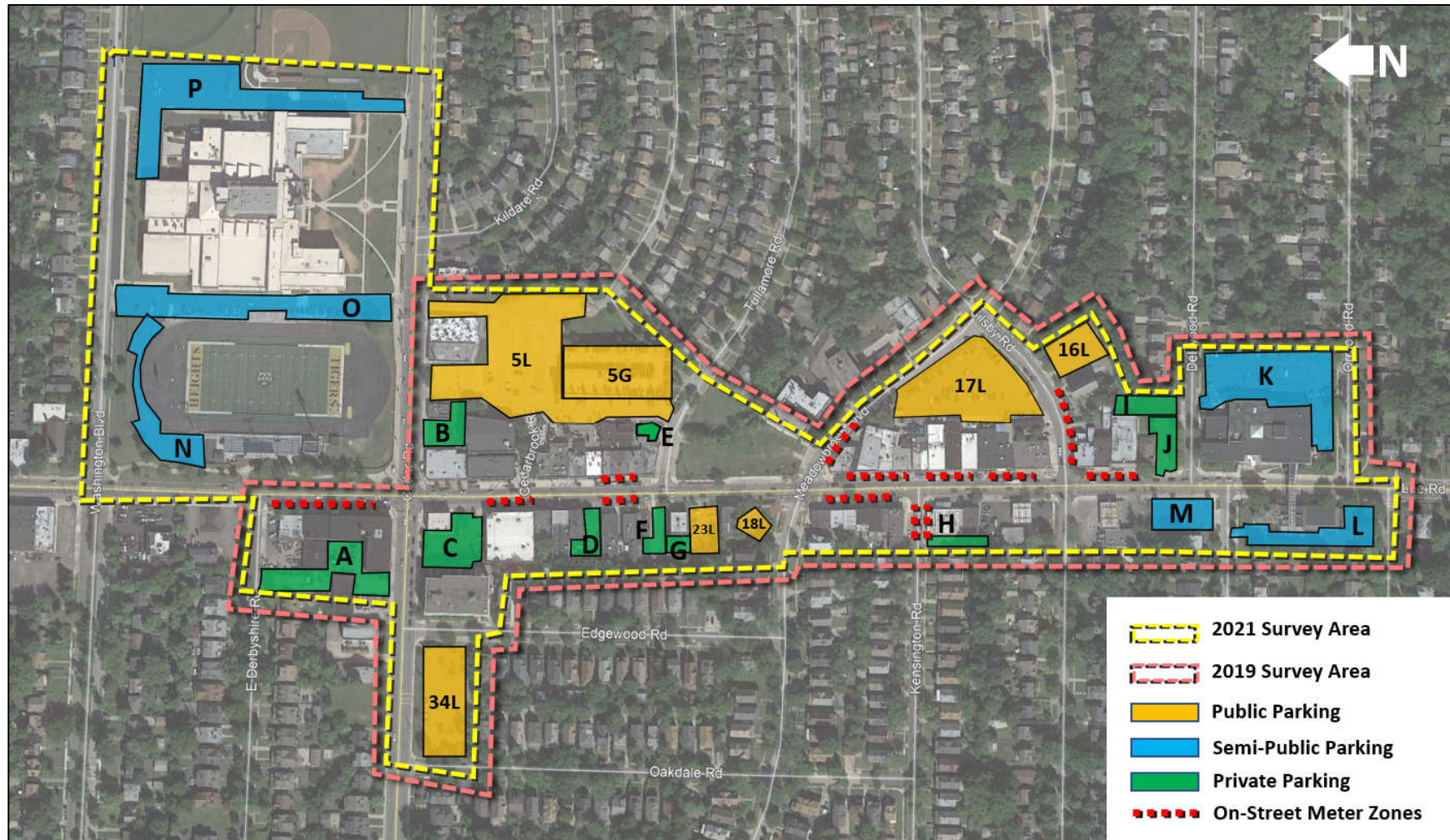
**Exhibit 1** depicts the boundary limits established for the parking study. It also highlights the locations of the existing on- and off-street parking areas and sites within the study.

### STAKEHOLDER INTERVIEWS

In addition to meeting with officials from the City Planning, Police, and Economic Development Departments, DESMAN conducted a series of group interviews with CLBD stakeholders to gain a better understanding of the parking-related issues and concerns in the Cedar-Lee Commercial Area. Separate virtual forums were arranged with the area's restaurant and bar owners, retail and service business operators, and representatives of the Cedar-Lee and Doboma Theatres, the Cleveland Heights – University Heights Public Library. The focus of these sessions was to hear the CLBD stakeholder's opinions relating to the real and perceived parking problems, needs, opportunities, and aspirations for the area and the importance of optimally maintaining and managing the area's supply of parking.



**Exhibit 1 CLBD Study Area Boundary: 2019 and 2021**



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The following is a sampling of some of the thoughts, opinions and suggestions registered by the CLBD stakeholders:

- Numerous tickets have been given out to employees and customers of local businesses.
  - ✓ Possibly consider implementing free street parking or complimentary first 30-min. of parking prior to putting money in meters.
- Concern that the proposed new development it would likely consume the current surplus parking spaces in the parking garage.
  - ✓ Parking becomes scarce and harder to find.
  - ✓ Possibly increase tax base to offset the need for adding meters and open up more parking for the public.
  - ✓ It is important for this new development to ensure good lighting for safety.
- Meters tend to change the parking paradigm during the day – people need to be better informed about the parking regulations during certain periods of the day.
  - ✓ Possibly implement shorter parking time limits to increase turnover.
- Specifically for Urban Winery, they had a valet service before COVID-19, which provided a safer parking option for patrons.
  - ✓ Not a lot of customers even know that there is parking behind Cedar Lee businesses.
- People traveling to the Cedar Lee Commercial Area tend to make an event out of it, meaning that they tend to grab a drink and something to eat, and then go and see a show at one of the theaters.
- Flashing lights at intersections did help to reduce pedestrian-involved accidents.
  - ✓ Possibly implement brighter flashing lights.
- Not many people know that that there is a parking garage in the area, and it is important for the city to get more people to use it.
- Recalibration of traffic signals may help improve queuing at lights to improve pedestrian safety and encourage drivers to follow the rules.
- High School sporting events, mainly football games have a significant impact on the area.
  - ✓ The extent of the impact is largely based on who the football team is playing (rivalry games draw bigger crowds).
  - ✓ The lot behind the Cedar Lee Theatre is usually the first parking facility to fill up during sporting events.
  - ✓ During football season, patrons will park on side streets wherever they can, to avoid paying for parking.
- Cleveland Heights High School has trouble bringing staff together for meetings on some occasions because it is difficult to coordinate where everyone should park.
  - ✓ There is an issue with parking at the high school and many will just park at other buildings.
- There is no student parking at the high school.
  - ✓ School only uses buses for special education students.
  - ✓ Pickups at schools can create backed-up traffic due to kids not being out in time.
- There are operation issues with the light at the intersection at Wendy's.
- COVID-19 is impacting current parking numbers as some people are still hesitant to go out.





- *Some fast-food places are still not allowing dine-in eating due to COVID-19 (drive thru or pickup only).*
- *Provide a monthly discount for a parking pass for employees of Cedar Lee businesses to park in the underutilized garage.*
  - ✓ *Could generate revenue for the city.*
  - ✓ *Could provide safety for employees.*
  - ✓ *A possible issue with this is that there may be capacity issues in the garage as there may or may not be enough spaces for these employees to park.*
- *Lot 34 needs better lighting and a better path to get there.*
- *Police are just sitting in their cars to enforce parking regulations when they should be out walking and patrolling.*
- *Peak periods for the Cedar Lee Theatre are Friday and Saturday from 5pm to 9pm.*
  - ✓ *Theatre patronage is still a long way from fully coming back from COVID-19.*
  - ✓ *There's plenty of parking in the garage.*
  - ✓ *Mainly concerned about the loss of parking to be caused by the development.*
  - ✓ *This will force people who don't normally walk - to walk much further to their destinations.*
  - ✓ *Addressing parking capacity in the future is key to ensuring ample parking is provided.*
- *Peak periods for the Dobama Theatre are Friday and Saturday evenings, with Saturdays being the busiest.*
  - ✓ *Holidays weekends are also busy as well.*
- *There are lots available by the library, a vacant lot on Cedar Rd., and body shop lot on Cedar could be used for additional parking.*
- *Parking should be free to everyone as it makes it more welcoming and accessible.*
- *Parking should be subsidized by the city.*
- *A possibility would be to include underground parking in the development.*
- *The library struggles to provide parking on Sunday afternoons because the Doboma Theatre often has matinees and programs during that time.*
- *Cleveland Heights is not great when it comes to shoveling snow on their sidewalks as it is often difficult for pedestrians to get around in these conditions.*
- *A possible idea is that on-street spaces can be used for Uber, Grubhub, and drop-off/pickup for all businesses and not just have each space reserved for a specific business.*
- *Facilities that are pay to park should be credit card enabled rather than just cash – the modern option that's quicker and more convenient for users.*

Generally, the comments reflect concerns about the impact that the new development will have on parking, and a general dissatisfaction with how parking resources and regulations are currently maintained, managed, operated, and enforced. There was also a desire to find solutions that could address the need for safe low-cost parking for employees, and how the high school parking might be better controlled. Lastly, there was a desire to upgrade the wayfinding signage, parking fee collection equipment, and the lighting and maintenance of City parking assets. Some stakeholders also advocated for the continuation of free or lower cost parking after the pandemic.



Overall, DESMAN found the comments to be generally in line with our view of the current state of parking in the CLBD, with one significant exception. Free parking is not only counter to the notion of making the highest and best use of city resources, but it also does little to modulate demand, promote space turnover, and incentivize the public to consider more environmentally sustainable modes of travel. This report contains a collection of parking system recommendations that specifically speak to most of the subjects that were raised by the CLBD stakeholders.

## **EXISTING PARKING SUPPLY**

### *On- and Off-Street Parking Inventory*

Currently, there is a supply of 1,459 parking spaces dispersed throughout the study. This total includes 49 on-street spaces and 1,410 off-street spaces situated in 23 off-street parking facilities. The City controls 7 of the 23 off-street parking facilities which account for 59% (831) of all the off-street parking spaces in the area.

The library and high school control 6 off-street parking lots which account for 27% (376) of the off-street parking spaces. This supply of parking is referred as “semi-public,” since these spaces primarily serve the specific institutional needs of each entity rather than the broader CLBD. The remaining 10 off-street parking facilities in the area, which are controlled by private property owners account for 14% (203) of the off-street parking spaces in the study area. These lots are exclusively dedicated to accommodating the employees, visitors, and patrons of the specific commercial tenants. Generally, the 23 off-street parking facilities are evenly spread throughout the length of the study area, however the supply of off-street parking space is more densely concentrated at the north and south ends and on the east side of Lee Road (see **Tables 1** and **2**).

DESMAN was retained to undertake this parking study in July of 2021 while the country was ravished by the COVID phenomena. Since that time and continuing to date, the business patronage in the CLBD has remained significantly lower than what it was during and prior to the onset of the pandemic. Although this circumstance has not directly impacted the inventory of parking in the CLBD, prevailing parking activity patterns continue to be suppressed.

DESMAN was also retained by another entity in 2019 to inventory and survey the utilization of parking in nearly the same study area. The only notable difference between the scope of the 2019 study and this 2021 study is that the off-street parking located at the Cleveland Heights High School was not counted and surveyed in 2019. Both the 2019 and 2021 study area boundaries are depicted on the previously referenced Exhibit 1.

Given the fact that the pandemic has and continues to dramatically change almost every aspect of our lives and behaviors, DESMAN has been able to rely on the results of its 2019 parking inventory and a peak occupancy survey of the area as the baseline of pre-COVID existing conditions in order to analyze how parking is currently supporting the CLBD and to determine how the current circumstances might change in the future.

The City has relied on single-space electronic parking meters as its primary means of controlling parking space turnover and collecting parking fees. The meters installed on-street are calibrated to limit the duration of parking sessions to time periods of 15-minutes, 1-hours, and 2-hours. Meters are installed in six of the seven municipal lots, calibrated to limit parking sessions to durations of 2.5-hours, 5-hours, and 24-hours periods. There are no meters in Municipal Lot 34 because the lot spaces are either free and



open to all parkers or reserved for parkers who have purchased a City issued parking permit (see **Table 3**).

Similarly, there are a few non-metered spaces in several of the other municipal lots that are either located on private property, reserved for certain users or designated as delivery spaces. Parking sessions at any of the spaces inside the Cedar-Lee garage are restricted to a maximum time limit of 6-hours. Multi-space pay stations on the ground level are used to collect parking transaction charges. Since the onset of COVID-19, the City temporarily suspended all system-wide pay-to-park regulations and the enforcement of its on- and off-street parking time limit restrictions. Since all of the parking meters were bagged, DESMAN was unable to verify whether any parking meter time limit calibrations had been changed since 2019.



The multi-space pay stations at the parking garage are configured to process payment through cash and credit cards, while the single-meters are configured to accept only quarters. The quarter-only payments are limiting and outdated. While the City has activated the *pay-to-park* app to enable virtual payment via cellular phones, the app is only functional with single-space meters at off-street parking lots.



**Tables 1 and 2** summarize the inventory of parking facilities and spaces in the CLBD in both 2019 and in 2021.

**Table 1 Inventory of On-Street Spaces: 2019-2021**

Street	Street Segment	Side of Street	2019 Spaces	2021 Spaces
<b>Eastside of Lee Rd.</b>				
Lee Road	Tullamore to Cedar	E	4	4
Meadowbrook Blvd	Lee to Silsby	S	5	5
Lee Road	Silsby to Meadowbrook	E	9	9
Silsby Road	Lee to Meadowbrook	N	6	6
Lee Road	Dellwood to Silsby	E	3	3
<b>Westside of Lee Rd.</b>				
Lee Road	Essex to Kensington	W	4	4
Kensington Road	Lee to Oakdale	S	2	2
Kensington Road	Oakdale to Lee	N	3	3
Lee Road	Kensington to Meadowbrook	W	4	3
Lee Road	Meadowbrook to Cedar	W	5	4
Lee Road	Cedar to E. Derbyshire	W	8	6
<b>Total On-Street Parking Spaces in 2019</b>			<b>53</b>	
<b>Total On-Street Parking Spaces in 2021</b>				<b>49</b>

Prepared by DESMAN



**Table 2 Inventory of Off-Street Spaces: 2019-2021**

Fac. Count	Map ID	Off-Street Parking	Parking Facility Category	2019 Spaces	2021 Spaces
1	Lot 5L	Cedar Lee Lot	Public	195	195
2	Lot 5G	Cedar Lee Garage	Public	377	377
3	Lot 16	Meadowbrook-Silsby South	Public	47	47
4	Lot 17	Meadowbrook-Silsby North	Public	102	102
5	Lot 18	Lee-Meadowbrook	Public	10	10
6	Lot 23	2200 Lee Rd.	Public	21	21
7	Lot 34	Edgewood-Cedar Rd.	Public	79	79
8	Lot A	2142-2122 Lee Road	Private	47	47
9	Lot B	Hebrew Barber Beauty	Private	18	18
10	Lot C	CVS Pharmacy	Private	41	41
11	Lot D	Dewey's Pizza	Private	12	12
12	Lot E	Merchant Cheese	Private	6	6
13	Lot F	Mojo Lot	Private	15	15
14	Lot G	Heights Grill	Private	6	6
15	Lot H	Anatolia Restaurant Rear Lot	Private	12	12
16	Lot I	Taste Atma Center Lot	Private	30	30
17	Lot J	Cosmopolitan Dermatology Lot	Private	16	16
18	Lot K	Library Lot E (Main Lot)	Semi-Public	110	110
19	Lot L	Library Lot W (Dobama Lot)	Semi-Public	31	31
20	Lot M	Library Lot NW	Semi-Public	32	32
21	Lot N	Cleveland Hts High School ( <i>Stadium Lot</i> )	Semi-Public	-----	47
22	Lot O	Cleveland Hts High School ( <i>West Lot</i> )	Semi-Public	-----	48
23	Lot P	Cleveland Hts High School ( <i>East Lot</i> )	Semi-Public	-----	108
<b>Total Off-Street Parking Facilities/Spaces in 2019</b>			<b>20</b>	<b>1207</b>	<b>----</b>
<i>Public</i>			7	831 (25%)	----
<i>Private</i>			10	203 (17%)	----
<i>Semi-Private (excludes the High School Lots)</i>			3	173 (14%)	----
<b>Total Off-Street Parking Facilities/Spaces in 2021</b>			<b>23</b>	<b>----</b>	<b>1410</b>
<i>Public</i>			7	----	831 (59%)
<i>Private</i>			10	----	203 (14%)
<i>Semi-Private (includes High School Lots)</i>			6	----	376 (27%)

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**Table 3** provides a summary of how the City regulates usage of on- and off-street parking spaces within the CLBD.

**Table 3 Allocation of City Controlled Parking Assets: 2019**

Public Parking Supply Allocation		Non-Metered Spaces				Metered Spaces								Total Spaces
		Other	Delivery	Reserved	Open	15-mn.	1 hr.	2 hr.	2 1/2 hr.	5 hr.	6 hr.	24 hr.		
Lot 5	Cedar Lee Lot	5		13	4					71		102	195	
Lot 5G	Cedar Lee Garage			82							295		377	
Lot 17	Meadowbrook-Silsby North	1	10	11						58		22	102	
Lot 16	Meadowbrook-Silsby South									29		18	47	
Lot 18	Lee-Meadowbrook				6		4						10	
Lot 23	2200 Lee Rd.						1		20				21	
Lot 34	Edgewood-Cedar Rd.	3			76								79	
Subtotal Off-Street Parking Spaces		9	10	106	86	0	5	0	20	158	295	142	831	
Kensington	Lee to Oakdale S							2					2	
Kensington	Oakdale to Lee N						3						3	
Lee	Tullamore to Cedar E	2					2						4	
Lee	Silsby to Meadowbrook E						9						9	
Lee	Dellwood to Silsby E						3						3	
Lee	Essex to Kensington W	2					2						4	
Lee	Kensington to Meadowbrook W				1		2						3	
Lee	Meadowbrook to Cedar W	1					3						4	
Lee	Cedar to E. Derbyshire W	2					2		2				6	
Meadowbrook	Lee to Silsby S					1	4						5	
Silsby	Lee to Meadowbrook N					1	5						6	
Subtotal On-Street Parking Spaces		7	0	0	1	2	35	2	2	0	0	0	49	
Total All Public Spaces		16	10	106	87	2	40	2	22	158	295	142	880	

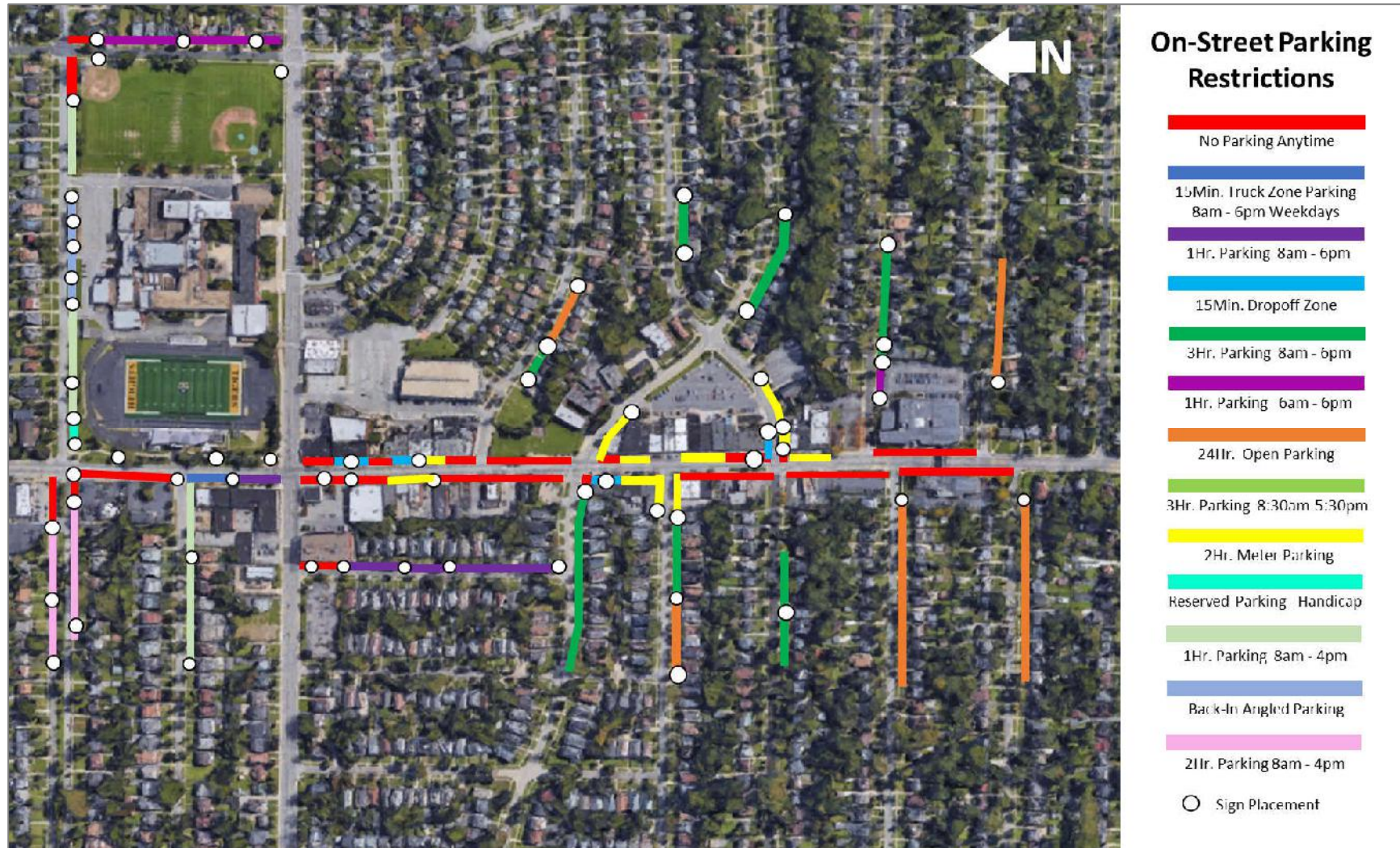
Prepared by DESMAN

## ON-STREET PARKING RESTRICTIONS

**Exhibit 2** depicts the posted on-street parking restrictions along Lee Road and nearby neighborhood street intersections with Lee Road. No parking is allowed along Cedar Road. While on-street parking on most side streets is prohibited after 4:00pm or 6:00pm, there are several streets where on-street parking is permitted 24 hours a day. Additionally, duration of stay parking time limits from 1 to 3 hours apply to most of these on-street parking areas.



## Exhibit 2 Posted On-Street Parking Restrictions



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## EXISTING CONDITION OF THE CITY'S PARKING ASSETS

The existing network of parking meters in the Cedar-Lee area are in poor physical condition and many of the meter poles are bent or poorly anchored. The deteriorating condition of the plexiglass display window makes it difficult to read rates, time restrictions, and the amount of unexpired time. This is a problem for meter users and meter enforcement officers. The performance of multi-space pay-station have also been unreliable at times.

DESMAN evaluated the existing conditions of the Cedar-Lee Parking Garage concrete, framing, and control joints. This was a non-invasive visual inspection performed by licensed engineers within the garage inspection and restoration division of DESMAN. The condition assessment did not include an evaluation of any of the mechanical, electrical and plumbing, (MEP) elements of the garage. A copy of DESMAN's parking garage condition assessment report has been included as **Appendix D** of this document.

While the Cedar-Lee Parking Garage is in good structural condition, lighting and signage is poor, stairwells have been poorly maintained, revenue collection equipment needs upgrading, several glass panels that wrap the stair towers are damaged, and the exterior metal grates applied to the ground level of the structure need painting. Similarly, the lighting and signage at the other City parking lots need improvement and the coin-operated parking meters are widely considered to be technologically obsolete.

## CURRENT CITY PARKING RATES

The City offers two types of municipal parking permits (i.e., resident permit and a student permit). Seniors (i.e., 65 years or older) and non-seniors can obtain a resident permit that can be used at multiple city parking facilities, but the student permits are only valid at the Cedar Lee Lot (i.e., L5 on Exhibit 1). All resident parking permit privileges are valid for one quarter calendar period and student permits are only valid during the school year. Permits automatically expire on March 31, June 30, September 30, and December 31 each year.

The senior and high school permits are priced at \$34.50 per quarter, and per semester, while all other regular permits are priced at \$115.00 per quarter. The same applicable quarterly/semester rate applies each time a permit is renewed. The high school student parking permits are restricted to the spaces located in Municipal Lot No. 5 and in the Cedar Lee Parking Garage between 7:30 a.m. to 4:30 p.m., Monday through Friday. Permits sold to residents and property owners on Kensington Road between Lee Road and Cottage Grove Road allow such permit holders to park either in Municipal Lot No. 16 or overnight on Kensington Road between Lee Road and Cottage Grove Road. All permits are issued in the form of decals which must be affixed to the inside rear window.

The short-term transient parking meter rates located on-street and in all Municipal Lots is \$0.25 for 30 minutes and \$0.50 cents per hour up to the posted time limit. Long-term off-street meters, defined as meters providing parking stays in excess of 6 hours, include 12- and 24-hour meters with a rate of \$0.25 per hour.

City ordinances reference a provision that allows for the first 30 minutes of a parking session to be free, however this provision only applies to the old wind-up meter mechanisms, and there are no such meters installed anywhere in the CLBD.





## **PARKING ENFORCEMENT**

Parking enforcement is handled by the City Police Department. As previously stated, the enforcement of meter parking has been suspended since the spring of 2020. However, enforcement activity also seemed to absent in 2019 when DESMAN conducted a similar parking survey of the area.

## **SURVEY OF PEAK PERIOD PARKING OCCUPANCY: 2019 and 2021**

There is broad acknowledgement that parking availability in the CLBD has rarely, if ever, been a problem on any day between the hours of 8:00am and 4:00pm before, or since the COVID pandemic. The same can be said for evening hours (i.e., 4:00pm and 12:00am) from Sunday through Thursday. However, on Friday and Saturday evenings (i.e., 4:00pm and 12:00am), parking demand surges to its highest levels. For this reason, the parking surveys conducted in 2019 and 2021 mainly focused on parking activity on Friday and Saturday evenings.

The parking survey completed in 2019 was requested by another a private development entity. This developer was also seeking City approval to undertake a mixed-use development on the Municipal Lot No. 5 and secure rights to a share of parking spaces inside the Cedar Lee Parking Garage. The early survey of the area's parking activity was conducted on Friday, November 1<sup>st</sup> from 4:00pm to 12:00am midnight and on Saturday, November 2<sup>nd</sup> from 6:00pm to 9:00pm. DESMAN's second survey of the area's parking activity was conducted on Friday, July 9<sup>th</sup> from 5:00pm to 11:00pm and on Saturday, July 10<sup>th</sup> from 5:00pm to 12:00am. For both parking surveys, DESMAN documented the changing hour to hour occupancy of the off-street spaces situated in each of public, semi-public, and private parking lots within the study area. However, the occupancy of the off-street parking spaces situated at the high school was not documented in 2019. Similarly, DESMAN documented the occupancy of the on-street metered and non-metered spaces along Lee Road and only the metered parking spaces along limited segments of Meadowbrook, Silsby, and Kensington Roads. DESMAN did not attempt to document any legal or illegal parking activity along the non-metered curbsides of neighborhood streets intersecting Lee Road.

**Tables 4 and 5** provide a side-by-side comparison of the observed on- and off-street parking activity during the survey periods in November 2019 (i.e., blue text) and in July 2021 (i.e., black text). The 2021 parking survey results are likely skewed by the fact that the City temporarily ceased charging for parking and enforcement of *no parking* and *expired meter* violations. This circumstance indirectly incentivized parkers to remain parked for longer periods than they normally would if parking time limits were enforced. It is reasonable to conclude that parking space turnover in 2021 was considerably lower than in 2019 when the enforcement of parking regulations was expected. Although the parking data provides a delta measure of the pre-COVID and post-vaccine parking activity, only pre-COVID data collected in 2019 has been used by DESMAN to analyze to the area's parking issues and needs.

The most important finding of the 2019 parking survey was at the 7:00pm hour where the areawide parking space occupancy peaked at 61% and 69% on Friday and Saturday (see Table 4). During this same timeframe, there were substantial amounts of unoccupied spaces at the two parking facilities (i.e., Municipal Lot No. 5 and the Cedar Lee Parking Garage), the site where the new development is proposed. A total of 283 spaces were unoccupied on Friday evening and 192 spaces were unoccupied on Saturday evening. These findings resurface later in this report, when the probable impact of the proposed development CLBD is summarized.





**Table 4 Off-Street Parking Lot Occupancy Comparison: 2019 & 2021**

Map #	Off-Street Parking Facilities	Spaces		FRI., NOV. 1, 2019 & FRI., JUL. 9, 2021								SAT., NOV. 2, 2019 & SAT., JUL. 10, 2021							
		2019	2021	5pm	6pm	7pm	8pm	9pm	10pm	11pm	12am	5pm	6pm	7pm	8pm	9pm	10pm	11pm	12am
Lot 5L	Cedar Lee Lot	195	195	59	134	158	181	172	133	90	58	105	111	148	154	128	70	32	20
				119	175	184	185	132	119	95			166	180	182	181			
Lot 5G	Cedar Lee Parking Deck	377	377	6	21	32	34	38	30	16	87	9	15	12	15	16	10	7	4
				15	105	105	103	40	25	14			92	200	192	178			
Lot 16	Meadowbrook-Silsby South	47	47	17	45	46	43	31	19	13	1	5	11	29	24	15	3	1	1
				24	34	31	30	14	6	3			26	42	30	20			
Lot 17	Meadowbrook-Silsby North	102	102	78	102	102	105	86	78	63	93	80	85	96	83	89	72	61	55
				102	104	104	101	100	101	85			102	104	103	105			
Lot 18	Lee-Meadowbrook	10	10	9	10	9	9	7	7	6	6	8	7	9	10	8	8	7	7
				10	10	9	9	9	7	5			9	10	8	8			
Lot 23	2200 Lee Rd.	21	21	21	21	21	21	16	22		19	20	21	21	21	21	18	20	15
				22	21	21	22	18	14	21			22	22	22	22			
Lot 34	Edgewood-Cedar Rd.	79	79	19	17	20	21	20	19	17	20	16	16	24	24	21	20	14	13
				35	35	40	40	37	25	25			56	69	70	67			
Lot A	2142-2122 Lee Road	47	47	19	24	26	28	22	19	19	19	28	20	31	33	37	27	16	12
				16	27	27	27	28	22	19			24	24	22	25			
Lot B	Hebrew Barber Beauty	18	18	2	2	2	1	1	0	0	6	1	1	1	2	1	0	0	0
				18	18	17	17	10	11	9			18	18	17	15			
Lot C	CVS Pharmacy	41	41	29	32	32	34	25	19	10	14	16	20	21	25	27	23	16	12
				41	30	35	38	26	14	14			26	34	32	32			
Lot D	Dewey's Pizza	12	12	10	12	12	12	2	0		3	4	9	10	9	2	0	0	0
				8	10	11	11	10	8	4			12	9	8	12			
Lot E	Merchant Cheese	6	6	7	6	4	4	4	2	2	4	5	5	4	3	3	2	2	2
				6	5	5	5	5	5	4			6	6	6	4			
Lot F	Mojo Lot	15	15	13	15	14	14	11	4	3	2	13	13	11	7	7	1	3	1
				9	13	10	11	9	8	3			15	15	15	15			
Lot G	Heights Grill	6	6	10	9	9	9	8	6		3	7	8	9	8	9	5	6	4
				3	5	5	6	5	6	5			6	6	10	10			
Lot H	Anatolia Restaurant Rear Lot	12	12	10	11	12	10	9	6	2	3	10	10	12	12	9	6	4	4
				10	12	10	12	8	5	1			12	12	12	12			
Lot I	Taste Atma Center Lot	30	30	16	29	24	23	21	13	7	3	6	11	16	11	14	7	6	6
				10	12	10	12	8	5	1			12	12	12	12			
Lot J	Cosmopolitan Dermatology Lot	16	16	3	8	16	16	11	7	7	3	3	7	13	14	11	8	6	6
				7	10	14	13	8	6	3			8	16	16	12			
Lot K	Library Lot E (Main Lot)	110	110	34	26	24	8	2	2	2	4	30	2	3	4	2	3	3	3
				45	46	41	33	9	9	9			12	7	9	8			
Lot L	Library Lot W (Dobama Lot)	31	31	8	5	6	3	0	0	0	1	4	3	1	1	1	0	0	0
				27	35	31	24	3	1	1			15	32	33	32			
Lot M	Library Lot NW	32	32	6	8	8	6	4	0	0	2	6	3	5	5	4	2	2	2
				19	27	29	25	30	8	4			10	17	32	32			
<b>Total Inventory/Occupancy 2021</b>			<b>1207</b>	<b>376</b>	<b>537</b>	<b>577</b>	<b>582</b>	<b>506</b>	<b>384</b>	<b>285</b>		<b>376</b>	<b>378</b>	<b>476</b>	<b>465</b>	<b>425</b>	<b>285</b>	<b>206</b>	<b>167</b>
Space Occupancy Percentage				31%	44%	48%	48%	42%	32%	24%		31%	31%	39%	39%	35%	24%	17%	14%
<b>Total Inventory/Occupancy 2019</b>		<b>1207</b>		<b>546</b>	<b>734</b>	<b>739</b>	<b>724</b>	<b>509</b>	<b>405</b>	<b>325</b>	<b>351</b>		<b>649</b>	<b>835</b>	<b>831</b>	<b>802</b>			
Space Occupancy Percentage				45%	61%	61%	60%	42%	34%	27%	29%		54%	69%	69%	66%			

Denotes Peak Parking Demand Period

Prepared by DESMAN



**Table 5 On-Street Parking Space Occupancy Comparison: 2019 & 2021**

Street	Between	Side	Spaces		FRI., NOV. 1, 2019 & FRI., JUL. 9, 2021								FRI., NOV. 1, 2019 & FRI., JUL. 9, 2021							
			2019	2021	5pm	6pm	7pm	8pm	9pm	10pm	11pm	12am	5pm	6pm	7pm	8pm	9pm	10pm	11pm	12am
Lee Rd.	Tullamore to Cedar	E		4	2	2	2	2	2	2	1		3	3	3	4	3	3	2	3
			4		1	1	0	4	3	3	2	3		3	3	4	3			
Meadowbrook Blvd.	Lee to Silsby	S		5	6	5	6	6	6	4	4		3	5	5	4	4	6	4	3
			5		5	4	5	3	5	5	3	1		5	5	5	6			
Lee Rd.	Silsby to Meadowbrook	E		9	10	9	10	10	10	10	8		7	10	10	10	8	2	4	4
			9		9	9	9	9	7	8	7	9		9	9	10	10			
Silsby Rd.	Lee to Meadowbrook	N		6	6	5	6	6	6	4	4		5	6	6	5	5	3	2	2
			6		6	6	6	5	5	1	2	2		6	6	3	6			
Lee Rd.	Dellwood to Silsby	E		3	2	2	2	3	3	3	2		3	3	3	3	3	2	0	0
			3		3	2	3	3	3	2	3	2		3	3	3	3			
Lee Rd.	Essex to Kensington	W		4	4	4	6	4	4	3	3		2	3	3	3	3	2	0	0
			4		4	3	4	4	3	3	3	3		1	2	2	2			
Kensington Rd.	Lee to Oakdale	S		2	2	2	3	2	3	2	2		2	2	3	3	3	1	0	2
			2		2	3	3	3	3	3	2	1		2	3	2	2			
Kensington Rd.	Oakdale to Lee	N		3	3	3	3	3	3	3	3		3	3	3	3	3	3	3	3
			3		3	3	3	3	3	3	3	3		4	4	4	4			
Lee Rd.	Kensington to Meadowbrook	W		3	3	3	3	3	3	3	3		1	4	6	2	3	2	2	3
			4		4	2	3	4	3	2	3	2		4	3	3	4			
Lee Rd.	Meadowbrook to Cedar	W		4	6	4	3	3	6	6	4		6	6	5	4	5	2	0	0
			5		5	5	5	6	5	5	4	4		5	6	6	6			
Lee Rd.	Cedar to E. Derbyshire	W		6	9	9	4	7	7	8	7		7	3	2	9	4	6	6	4
			8		6	6	7	7	7	6	3	4		9	10	8	6			
Total Inventory/Occupancy 2022 Space Occupancy Percentage				49	53	48	48	49	53	48	41		42	48	49	50	44	32	23	24
					108%	98%	98%	100%	108%	98%	84%		86%	98%	100%	102%	90%	65%	47%	49%
Total Inventory/Occupancy 2019 Space Occupancy Percentage			53		48	44	48	51	47	41	35	34		51	54	50	52			
					91%	83%	91%	96%	89%	77%	66%	64%		96%	102%	94%	98%			

Denotes Peak Parking Demand Period

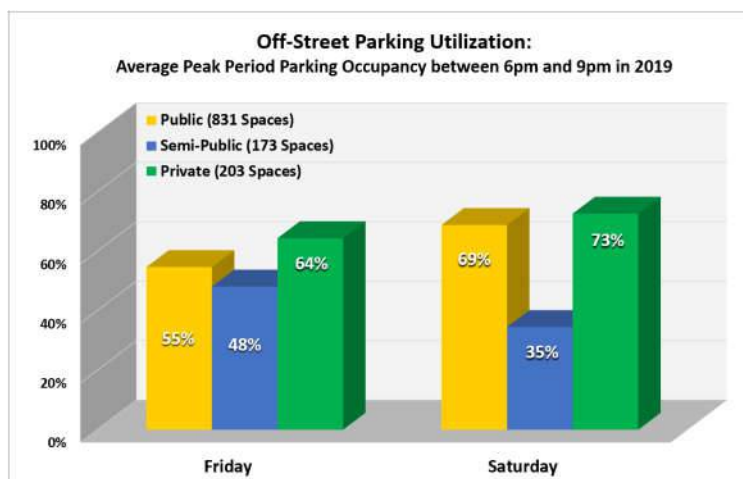
Prepared by DESMAN

Other findings from the two parking surveys are as followings:

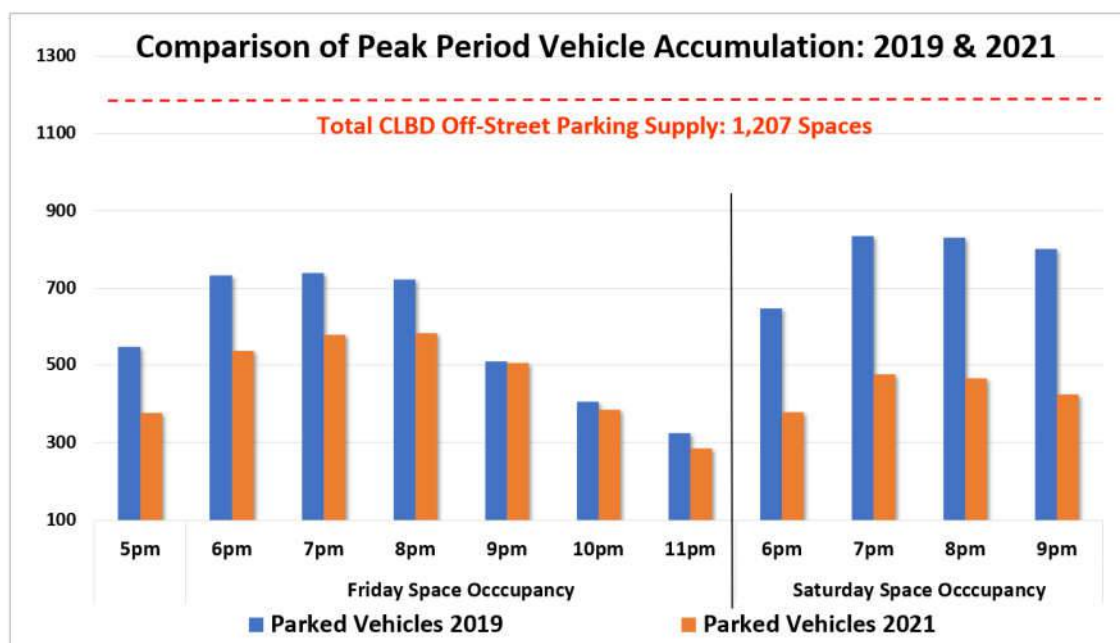
- The supply of 173 semi-public parking spaces under the control of the library were only 58% occupied at 7:00pm on Friday and 32% occupied at the same time on Saturday. The parking space occupancy at Main Library Lot (K) and the Doboma Theatre Lot L is almost nonexistent one hour after the library closes, unless some type of event is scheduled.
- The peak period demand for off-street parking was 8% higher on Saturday evening than on Friday evening.
- The 79 off-street spaces at Municipal Lot No. 34 at the corner of Edgewood Road and Cedar Road in 2019 were 51% occupied on Friday evening and 89% occupied on Saturday evening, but 2021 the peak period occupancy of the lot spaces never rose about 30%.
- The hour-to-hour pattern of vehicle accumulation in 2021 mirrored the 2019 pattern, however the overall volume of parked vehicles throughout the CLBD was significantly higher in 2019.
- While the parking activity at the three off-street surface parking lots located at the high school were not surveyed in 2019, when the use of the lots was documented in 2021 space occupancy on Friday and Saturday evening never rose above 60%. By 8:00pm on both Friday and Saturday evening, less than six parked vehicles were present at the site.



- The most convenient metered and non-metered on-street parking spaces were 90% or more occupied during the entire survey period in both 2019 and in 2021.



Prepared by DESMAN



Prepared by DESMAN

Aside from restaurants and bars, the primary parking demand generators in the CLBD include the Cedar Lee Theatre, the Doboma Theatre, the library, and the high school. Each of these entities have the potential to generate notable up ticks to the normal peak period parking demand pattern. However, event-driven parking demand surges attributable to the library and high school (i.e., outside of sporting events) are not common and when they do happen to occur on a Friday or Saturday evening, the associated surge in parking demand usually dissipates by 8:00pm. The high school hosts football games 4 to 5 times a season on Friday evenings between 7:00pm and 9:00pm. When these occur, all the parking spaces located at Municipal Lots 5, and 34 and the Cedar Lee Parking Garage are quickly consumed. Event



programming hosted at the library tends to be scheduled on weekday evenings the demand for parking throughout CLBD are well below that which is generated on Friday and Saturday evenings.

The Dobama Theatre hosts approximately 150 performances per year, with 4 to 5 performance per week typically between Labor Day and Memorial. Many performances are matinees held during the early afternoon hours before the demand for parking across the CLBD peaks. The theatre has a seating capacity for 150 patrons, but performances rarely sellout. Therefore, if one assumes that one vehicle is generated for every two seats in the theatre, the venue could generate a demand for approximately 75 parking spaces. This degree of parking demand ought to be easily accommodated at the library's 110-space Main Lot, and/or at its 33-space Doboma Theatre Lot.

The Cedar Lee Theatre has historically been one of the most popular entertainment destinations in the CLBD. It is widely believed that the theatre is the primary generator of parking activity at Municipal Lot 5 and the Cedar Lee Parking Garage. DESMAN reached out to the theatre owner/operator to gain a better understanding of the demand. According to the owner/operator of the Cedar Lee Theatre, the entertainment complex has six show auditoriums. While the seating capacities of each show auditorium is different, the entire theatre can seat up to 1,060 patrons at one time.

Cedar Lee Theatre: Auditoriums Seating	Seating
#1 Theatre	350
#2 Theatre	300
#3 Theatre	75
#4 Theatre	75
#5 Theatre	130
#6 Theatre	130
<b>Total Seating Capacity</b>	<b>1,060</b>

Source: JRF Management Cleveland Cinemas

**Table 6** provides a breakdown of the actual day long box office ticket sales for each the different shows scheduled on Friday November 1<sup>st</sup> and on Saturday November 2<sup>nd</sup> in 2019—the same days DESMAN surveyed the parking activity in the area. Based on data provided, box office tickets were higher on Saturday than Friday, but Saturday ticket sales total also included 359 patrons who viewed the once-a-month Saturday midnight showing of the “Rocky Horror Picture Show.” Although the theatre officials did not breakdown the box office tickets shown on **Table 6** by show time, it is reasonable to assume that almost all the Friday tickets were likely for the showing scheduled at either 4:00pm, 7:00pm or 9:00pm, while the Saturday ticket sales total also included patrons who went to the 2:00pm showing as well as the 4:00pm, 7:00pm and 9:00pm showings.

In a follow-up discussion with theatre officials, DESMAN sought to understand how box office ticket sales from the November 2019 survey dates compared with other Friday and Saturday evenings. In response to DESMAN's request, the ticket sales data shown on **Table 7** has been used to model the volumes and duration of stay. The model includes assumptions about mode of travel to the theatre, the average number of people in each vehicle, and the percentage of people that might visit restaurants and bars in the CLBD after attending a movie.





**Table 6 Cedar Lee Theatre Box Office Ticket Sales for 11/1/19 and 11/2/19**

Cedar Lee Theatre Attendance 2019	Fri. 11/1/19	Sat. 11/2/19
Dolemite is My Name "R"	3	12
Downtown Abbey "PG"	59	78
Harriet "PG-13"	220	313
Jojo Rabbit "PG-13"	112	258
Judy "R"	25	71
Parasite "R"	114	251
The Lighthouse "R"	46	91
Rocky Horror "R" (Midnight Showing)		359
Harold and Maude "PG"		40
<b>Daily Ticket Sales Totals</b>	<b>579</b>	<b>1,473</b>

Source: JRF Management Cleveland Cinemas

**Table 7 Estimated Peak Period Vehicle Accumulation Attributed to the Cedar Lee Theatre**

Cedar Lee Theatre: Typical Vehicle Accumulation Model for Friday/Saturday Peak Period Showtimes													
Cedar Lee Theatre Standard Peak Period Showings					4:00pm	5:00pm	6:00pm	7:00pm	8:00pm	9:00pm	10:00pm	11:00PM	12:00pm
Patrons Who Walk or Arrive by Other Mode					3%			3%		3%			
Avg. Occupants Per Vehicle					2.6			2.3		2.2			
Hourly Duration of Stay % for 4:00pm Moviegoers					100%	100%	35%	2%	0%	0%	0%	0%	0%
Hourly Duration of Stay % for 7:00pm Moviegoers								100%	100%	65%	35%	10%	2%
Hourly Duration of Stay % for 9:00pm Moviegoers										100%	100%	50%	15%
Days / Dates	Actual Theatre Ticket Sales				Cedar Lee Theatre: Hourly Vehicle Generation Estimates								
	4:00pm	7:00pm	9:00pm	Total	4:00pm	5:00pm	6:00pm	7:00pm	8:00pm	9:00pm	10:00pm	11:00PM	12:00pm
Sat. 29-Dec-18	347	432	68	847	129	129	45	228	182	148	94	33	8
Sat. 2-Nov-19	337	502	124	963	126	126	44	256	212	192	129	49	12
Sat. 9-Nov-19	247	452	42	741	92	92	32	223	191	142	85	28	7
Sat. 16-Nov-19	339	647	36	1022	126	126	44	317	273	193	111	35	8
Fri. 29-Nov-19	221	266	49	536	82	82	29	141	112	95	61	22	5
Showtime Avg. (All Dates)	298	460	64	822	111	111	39	233	194	154	96	33	8
Saturday: Hourly Avg.	318	508	68	893	118	118	41	256	214	169	105	36	9
Friday: Hourly Avg.	221	266	49	536	82	82	29	141	112	95	61	22	5

Source: JRF Management Cleveland Cinemas

Prepared by DESMAN

Based on this modeling exercise, DESMAN estimates that at the 7:00pm peak parking demand period, approximately 140 vehicles on a typical Friday and 250 vehicles on a Saturday night may be generated by theatre patrons who extend their stay in the area. When these same 7:00pm estimates of Cedar Lee Theatre parkers on Friday and Saturday evening are compared with the actual totals of parked vehicles at Municipal Lot No. 5 and in the Cedar Lee Parking Garage in 2019, it seems reasonable to assume that movie theatre patrons accounted for approximately 48% of all the vehicles that were parked at 7:00pm on Friday evening and 67% of all the vehicles that were parked at 7:00pm on Saturday evening in 2019.



## **IMPACT OF THE PROPOSED CLM DEVELOPMENT PROJECT**

### **PROJECT DESCRIPTION**

According to the February 9, 2022 dated version of the proposed design scheme for Cedar-Lee-Meadowbrook (CLM) development, the project will be comprised of 206 residential apartment units (i.e., 27 studio units, 129 one-bedroom units and 50 two-bedroom units) and 7,400 SF of leasable area envisioned to be occupied by unspecified retail tenants (see **Exhibit 3**).

#### **Exhibit 3 Cedar Lee Meadowbrook Development Site Plan (dated February 9, 2022)**



Currently, the City owns and controls all 572 existing parking spaces (i.e., 195 spaces in Lot 5 and 377 spaces inside the Cedar Lee Parking Garage) behind the commercial properties on Lee Road between Cedar Road and Tullamore Road. The proposed development plan will cause the elimination of 164 of the 195 existing surface lot spaces. According to the City's memorandum of understanding (MOU) with the project developer, up to 225 of the 377 spaces inside the Cedar Lee Parking Garage would be reserved for tenants.

**Exhibit 4** depicts how the existing parking supply will be impacted by the development. While a total of 408 parking spaces will be preserved at the site (i.e., 377 parking garage spaces and 31 surface lot spaces), 225 of the remaining spaces will be controlled by the project developer and used to accommodate the project tenants. The rest of the remaining spaces (i.e., 183 spaces includes 152 parking garage spaces and 31 surface lot spaces) will be left to accommodate the general public.

#### Exhibit 4 Eliminated, Retained, and Reserved Parking at the Proposed Development Site



Prepared by DESMAN

The project developer has not yet indicated whether any of the 225 parking garage spaces to be under project control will be shared with the general public. For the purposes of this analysis, DESMAN has assumed that all 225-spaces under the control of the developer will be needed and used exclusively to accommodate the development's residential and commercial tenants. This assumption means that at all times the general public will only be allowed to access the 31 surface spaces outside the garage and 152 of the spaces inside garage.

#### PROJECT GENERATED PARKING DEMAND

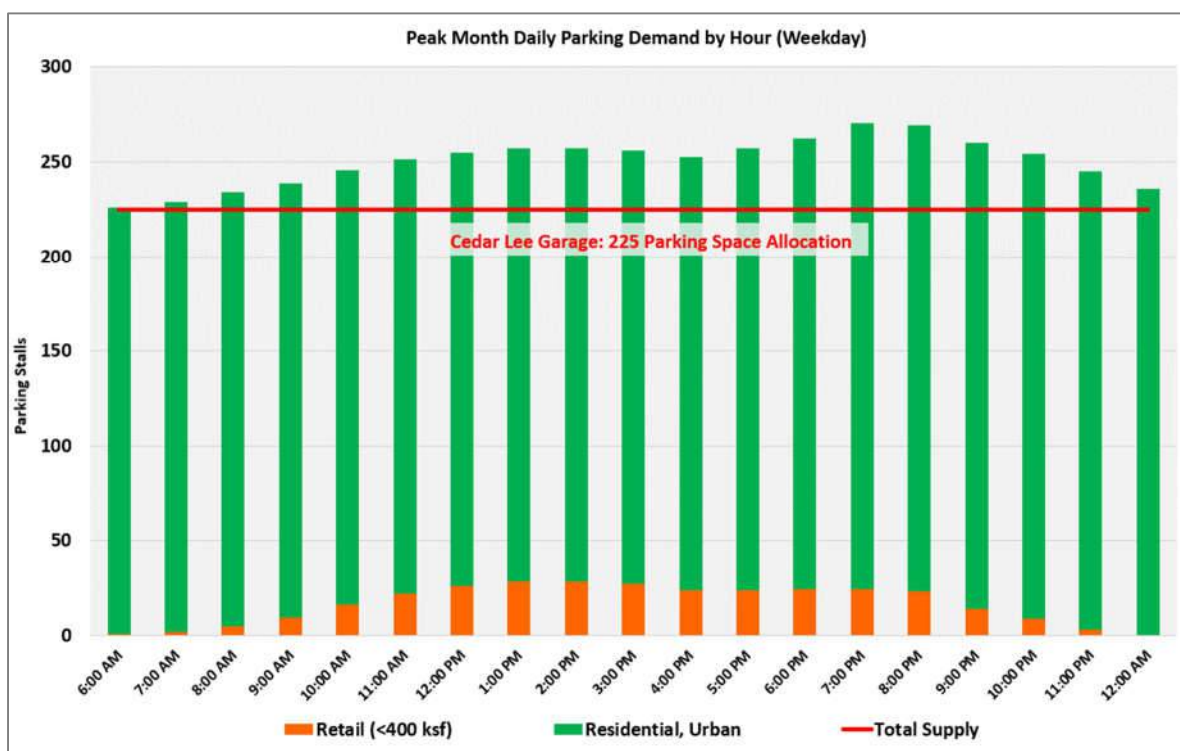
Based on the Urban Land Institute (ULI) Shared Use Parking Analysis, DESMAN analyzed the parking impact and determined that the new project will regularly generate parking demands peaking around 7:00pm on both Friday and Saturday evenings. After accounting for the project land uses, the travel mode splits of the population, and an adjustment for captive on-site parkers, the shared-use parking analysis indicated that this development will typically generate 271 vehicles on Friday evenings and 277 vehicles on Saturday evenings around 7:00pm. These projected totals are expected to include vehicles belonging to project residents, visitors of project residents, and the customers and employees of the retail tenants. This means that during these peak period timeframes, the parking demand will exceed the project's 225-space parking allotment by 46 and 52 parking spaces. Other peak period parkers will have to regularly compete to secure a parking spaces among the 183 general public parking spaces on the project site, or elsewhere, along with the rest of the existing parkers that have and will continue to seek to park in this same vicinity of the CLBD.

**Exhibits 5 and 6** depict the projected hour-to-hour accumulation of vehicles generated by the CLM development. These vehicles will need parking between 6:00am and 12:00am on a typical weekday and weekend. The graphs clearly illustrate that the forecasted project-generated demand for parking will exceed the 225 parking on-site spaces allocated to the project.

As stated previously, prior to the pandemic, parking survey data revealed that during the 7:00pm timeframe that the existing businesses in the immediate vicinity of the project site generated 288 vehicles on Friday evening and 380 vehicles on Saturday evening. This peak period parking activity can be viewed as pre-existing background demand.

When the excess peak period project-related parking demand (i.e., that which will be in excess of the 225 spaces in the Cedar Lee Parking Garage) is combined with the per-existing peak period demand regularly being generated by existing area businesses, DESMAN calculated that on a typical Friday and Saturday evening the peak hour parking demand will exceed the supply of parking spaces available to serve the general public by approximately 149 spaces on Friday evenings and by 249 spaces on Saturday evenings. However, this anticipated on-site parking supply impact in theory can be reduced by the counts of unoccupied off-street parking spaces documented to exist elsewhere in the CLBD during this same period.

#### Exhibit 5 Cedar Lee Meadowbrook Project: Weekday Hour-to-Hour Vehicle Generation

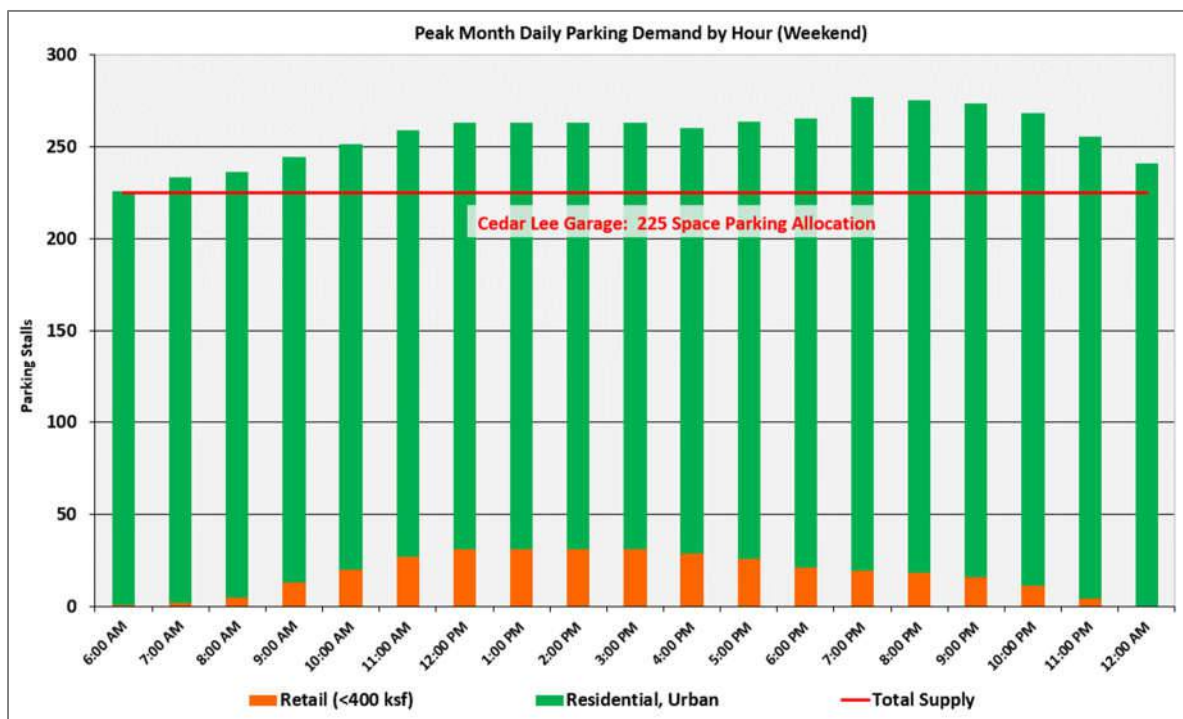


Prepared by DESMAN





### Exhibit 6 Cedar Lee Meadowbrook Project: Weekend Hour-to-Hour Vehicle Generation



Prepared by DESMAN

**Table 8** provides a statistical summary of how the proposed development is expected to impact parking availability throughout the CLBD. The Cedar Lee Parking Garage and the 31 surface parking spaces to be retained at Municipal Lot No. 5 along with the CLM development project plan together are referred to as the “On-Site” development. The on-site development will include 225 CLM project spaces and 183 non-project spaces. For the purposes of this analysis, the 225 CLM spaces to be under the control of the developer have been omitted from this analysis because it has been assumed that the general public will not have access to those spaces. The “Off-Site” parking supply refers to all the rest of the 635 off-street spaces that currently exist in the CLBD and are expected to remain in the area. Therefore, the proposed CLM development will effectively reduce the available supply of parking available to serve the CLCA from 1,207 spaces to 818 spaces.

In terms of projected parking demand, the table highlights the fact that the CLM development is expected to generate peak period parking demands that will surpass the 225-space on-site parking supply that will effectively be reserved for the development. The ULI shared use parking model indicated that at the CLM development project will generate parking demand in excess of the 225 on-site spaces that will be under the exclusive control of the developer. The model revealed that project will generate approximately 52 extra vehicles on Saturday evenings that will also need parking at the 7:00pm peak demand period. The 2019 survey of the CLBD’s off-street parking activity revealed that on Saturday evening at the 7:00pm peak parking demand period, a total of 380 vehicles were parked on-site and another 455 vehicles were parked at the other off-site parking facilities. When this pre-existing on- and off-site peak period parking demand is combined with the excess on-site demand projected to generated by the CLM development, DESMAN found that a total of approximately 887 vehicles will be seeking a place to park during the peak demand period on Saturday evening after the development of the CLM project.



**Table 8 Impact the CLM Development would have on parking in the Cedar-Lee Business District**

CEDAR-LEE BUSINESS DISTRICT EXISTING AND FUTURE PARKING SUPPLY SUMMARY	Existing Inventory	Future On-Site Inventory			Future Area-Wide
	Public Spaces	CLM Spaces	Other Spaces	Total Spaces	Non-Project Spaces
<i>Cedar Lee Parking Deck</i>	377	225	152	377	152
<i>Municipal Lot No. 5</i>	195	0	31	31	31
<b>Total On-Site Parking Supply</b>	<b>572</b>	<b>225</b>	<b>183</b>	<b>408</b>	<b>183</b>
<b>Total Off-Site Area-Wide Parking Supply</b> <i>(excludes the spaces in High School parking lots)</i>	<b>635</b>				<b>635</b>
<b>Total CLCA Parking Supply</b>	<b>1207</b>				<b>818</b>
<b>FUTURE PEAK PERIOD PARKING DEMAND ANALYSIS</b>					<b>Friday Saturday</b>
<b>Excess CLM Project Generated Peak Period Parking Demand @ 7:00pm</b> <i>(demand in excess of the 225 deck spaces reserved for the Project) *</i>					<b>46 52</b>
<b>2019 Pre-Existing ON-SITE Peak Period Parking Demand @ 7:00pm</b>					<b>286 380</b>
<b>2019 Pre-Existing OFF-SITE Peak Period Parking Demand @ 7:00pm</b>					<b>450 455</b>
<b>Projected Total Area-Wide Peak Period Parking Demand @ 7:00pm</b> <i>(in excess of the 225 deck spaces reserved for the Project)</i>					<b>782 887</b>
<b>Practical Capacity Adjustment to Projected Total Area-Wide Parking Supply Need</b> <i>(equal to 110% of the projected peak period demand)</i>					<b>860 976</b>
<b>Future CLCA Area-Wide (Non-Project) Parking Supply</b> <i>(excludes 225 on-site project spaces and High School parking lot spaces)</i>					<b>818 818</b>
<b>Projection of Future Area-Wide Peak Period Parking Supply Deficit @ 7:00pm</b>					<b>(42) (158)</b>

\* Denotes that the project generated peak period parking demand estimates were calculated using the ULI Shared Use Parking Model Methodology.

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Because it is imperative to provide more parking than is determined to be needed or required during the peak period in order to sustain operational efficiency, a parking supply margin equal to 10% more than the total peak period demand was applied. Doing so means that the overall CLBD will need a total of approximately 976 parking spaces. Since the area already has 818 existing off-street parking spaces dispersed throughout the study area, the CLM development will create a worst-case area-wide peak period parking supply shortfall equal to approximately 158 spaces.

Finally, it is important to realize that this calculation of the impact on the CLBD parking supply focuses on the worst-case area-wide parking demand scenario that is projected to only occur within a two-to-three-hour period mostly on Saturday, but also perhaps sometime on some Friday evenings. During the rest of a typical weeklong period the existing supply of parking will be more than adequate to satisfactorily serve the CLBD.

## **POTENTIAL WAYS TO ADDRESS THE IMPACT OF THE CLM PROJECT**

The following are a mix of immediate and long-term initiatives the City can take to optimize parking and create additional parking in the Cedar-Lee area:

### **A. Create Additional On-Street Parking Opportunities**

**Exhibit 7** depicts various existing curbside areas where new metered and non-metered parking could be created either by relaxing current on-street parking restrictions, adding meters and altering the street right-of-way to create head-in parking spaces.

The current parking regulations posted on the east-west residential streets that intersect Lee Road generally limit legal on-street parking to daytime hours. Since most people find walking 300 to 400 feet from their parked vehicle to their intended trip destination to be tolerable, DESMAN used the



same distance to estimate the number on-street parking spaces that could potentially be established along the noted residential streets. By extending the posted timeframe for legal on-street parking to 12:00am or 1:00am on Friday and Saturday evenings on segments of the residential side streets which intersect Lee Road as many as 101 additional vehicles would be able to legally park in the CLBD during periods when the demand for parking typically peaks. While allowing on-street parking in these new areas on Friday and Saturday evenings could be easily accomplished with the passage of an authorizing ordinance and the installation of new signage, later in this report DESMAN has recommended that these areas be established as “Pay-by-Phone (PbP) Only Zones”.

### Exhibit 7 On-Street Parking Expansion Opportunities



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The **Exhibit 7** also depicts two areas along the southside of Washington Boulevard between Lee Road and Goodnor Road where the City could undertake a construction project to add approximately 57 on-street 90-degree angled parking spaces along the Washington Boulevard right-of-way. These added spaces should be established as permit parking spaces to serve the population of high school students that have been accustomed to parking at Municipal Lot No. 5 during school hours. The same spaces might also service as remote, but free, on-street permit parking spaces for employees of the CLBD businesses on Friday and Saturday evenings.





Lastly the same exhibit highlights two different areas along Lee Road and Silsby Road where it may be feasible to established metered parking spaces without hindering traffic flow or causing a safety hazard. It is estimated that the combined length of these two curbside areas may potentially allow 12 additional pay parking spaces to added to the CLBD.



**Table 9** summarizes that together these proposed changes to the existing on-street parking areas in the CLBD could potentially add up to 170 more legal on-street parking spaces during the peak demand period on Friday and Saturday evenings.

**Table 9 Proposed New On-Street Parking Locations**

Proposed New On-Street Parking Spaces Locations	Side of Street	Existing On-Street Spaces	Proposed New On-Street Spaces		
			New Meters	PbP Only Spaces	H.S. Student Spaces
Washington Blvd.	S	29*			57
Tullamore Rd.	S	-		6	
Meadowbrook Blvd.	S	5		4	
Silsby Rd.	S	6		11	
Silsby Rd.	N	-	7		
Lee Road	E	29	5		
Dellwood Rd.	S	-		9	
Ormond Rd.	S	-		10	
Washington Blvd.	S	-		8	
E Derbyshire Rd.	S	-		6	
Edgewood Rd.	E	-		8	
Meadowbrook Blvd	S	-		8	
Kensington Rd.	S	2		9	
Kensington Rd.	N	3			
Essex Rd.	S	-		8	
Corydon Rd.	S	-		7	
Coleridge Rd.	S	-		7	
<b>Subtotals</b>		<b>74</b>	<b>12</b>	<b>101</b>	<b>57</b>
<b>Total New On-Street Parking Spaces</b>			<b>170</b>		

\* None of the 29 existing angled on-street spaces along Washington Blvd. to the east of Lee Road are metered.

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## B. Reconfigure the Existing Layout of Parking Lot 17

Given the semi-rectangular configuration of the paved surface area at the City-owned parking lot 7, DESMAN devised an alternative parking space striping plan that yield a few more parking spaces.

**Exhibit 8** depicts a revised parking space striping layout for the lot that would add 9 more parking spaces and improve internal circulation.

### Exhibit 8 Concept for Reconfiguring Parking Spaces at Municipal Lot No. 17



Prepared by DESMAN

### C. Development Other Off-Street Parking Lots

After a review of vacant, underutilized, and potentially blighted properties in the area, DESMAN identified two locations where more off-street parking might be created. The site located on the north side of Cedar Road near the intersection of Cedar and Lee Roads is comprised of two adjoining vacant land parcels which happen to be owned by the City of Cleveland Heights. The address of the vacant parcels are 13145-13151 Cedar Road. **Exhibit 9** provides an overlay drawing that depicts how a surface lot could be developed at this location that would yield 26 additional parking spaces.

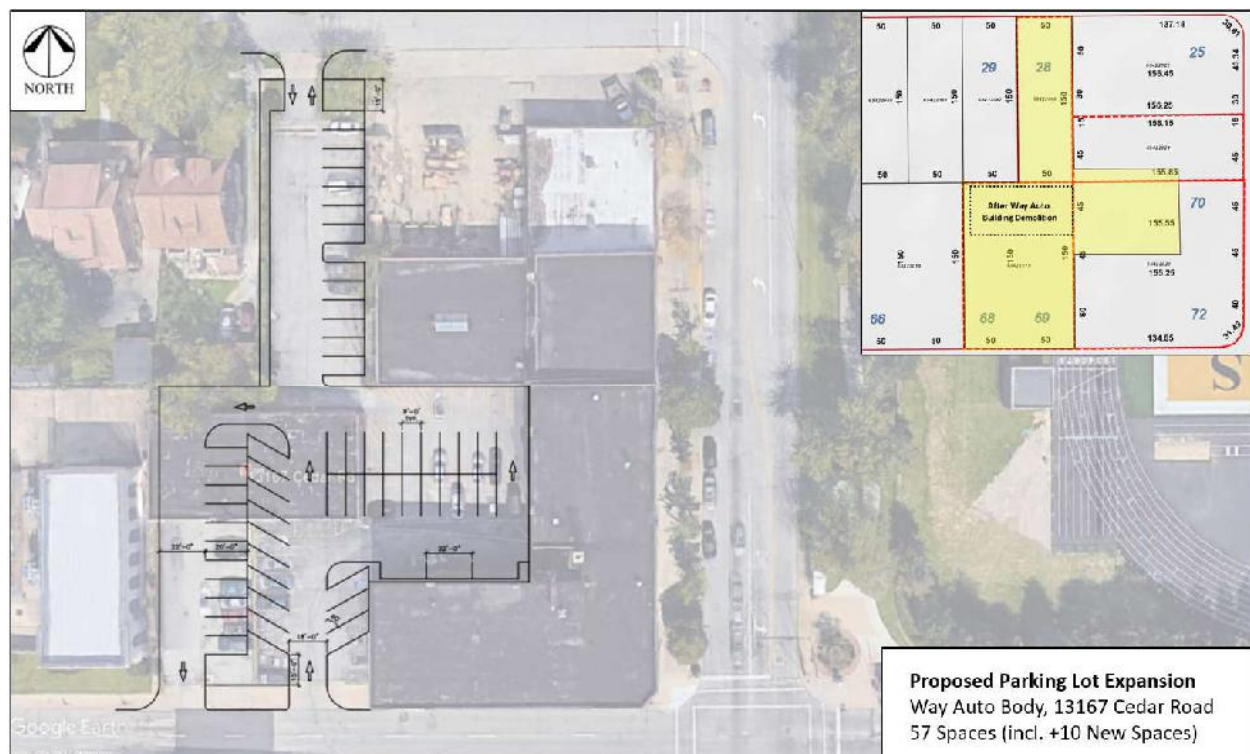
#### Exhibit 9 Conceptual Layout for Proposed Construction of New Parking Lot (13151-13159 Cedar Road)



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The second site shown as **Exhibit 10** depicts an expanded layout of an existing 47-space surface parking lot located at 13167 Cedar Road that could be enlarged to a 57-space lot. This improvement would necessitate the acquisition and demolition of the existing one-story warehouse building presently occupied by Way Auto Body shop. An expanded parking lot would provide 10 more spaces which would mainly serve the adjacent commercial properties that front on Cedar and Lee Roads, but the parking lot would be within the line of sight of the Cedar Lee Theatre and other Lee Road commercial establishments. Given the outward appearance and condition of the existing warehouse building, its acquisition and demolition might qualify as a blight removal project.

#### Exhibit 10 Conceptual Layout for New Parking Lot (13167 Cedar Road)



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#### D. Shared Parking Agreement with High School and/or Library

There are three parking lot areas on the Cleveland Heights High School campus (i.e., see surface parking lots N, O and P depicted on **Exhibit 1**). These lots contain a total of 203 parking spaces. The lot spaces are used to provide parking exclusively for school staff when school is in session, and except when football games are scheduled, the lots are only sparsely used during most weekday evenings and weekends. Past experience indicates that these school parking lots are usually void of any parked vehicles after sunshine set.



Similarly, the library owns three surface parking lots (i.e., see surface parking lots K, L and M depicted on **Exhibit 1**). Since the library closes on weekdays at 9:00pm and on Saturdays at 5:30PM, the main parking area (Lot K) behind the library and the parking area (Lot L) behind the Doboma Theatre are usually void of any parked vehicles like the high school lots.



The City could explore the possibility of entering into a “Shared Parking Agreement” with these entities to allow some of the parking under their control to be made available to serve the CLBD during evening hours on a daily basis or only on weekend evenings and perhaps when special events are scheduled in the area.

A “Shared Use Parking Agreement” is simply an agreement between two parties – one party has a need for parking and other has a supply of parking which happens to vacant or largely underutilized during periods when the other party happens to be in need of parking. Some of the most compelling reasons to pursue such agreements in a community include:

- Efficiency of resources
- Revenue sharing
- Better management/liability protections
- Enhanced parker experience
- Increased economic activity and vitality
- Reducing the need to add more paved impervious parking surfaces

The actual agreements typically address a series of key issues and areas of concern depending on the needs and concerns of the owner of the parking asset(s) which could include the following:

- Term and Extension
- Use of Facilities (location, times, users, etc.)
- Maintenance (responsible parties, categories, cost share)
- Operations (responsible parties, revenue allocation, customer service, etc.)
- Utilities and Taxes (responsible parties, cost share)
- Signage





- Enforcement/Security (methods, responsible parties, etc.)
- Cooperation/Communication
- Improvements (rights, cost share, duration, etc.)
- Insurance

The primary objective of such agreements would be to establish formal and mutually agreeable terms and conditions that would enable the City, on behalf of the CLBD, secure rights to use the parking facilities under the control of entities, at least during Friday and Saturday evenings when the demand parking in the CLBD tends peak. The parking facilities could either be used to offer free or discounted parking to area employee CLBD businesses, used to store valet parked vehicles, or made available to the public on a “free” or “pay-to-park” first come first served basis.

### E. Employee Only and Valet Parking Opportunities

It is DESMAN’s preliminary opinion that the City should explore establishing agreements to use the three of the Library parking lots (i.e., a total of 173 spaces at Lots K, L and M) and two of the three high school lots (i.e., a total of 96 spaces at Lots N and O). The other high School lot P on the east side of the building has not been included because it is a considerable walking distance from the CLBD and the lot cannot be accessed from eastbound Cedar Road. The high school lots might best be used to either accommodate CLBD employees and thus free up parking spaces within the area to serve more business patrons and visitors. The library lots K and M might best be used as either valet vehicle storage and/or pay-to-park facilities, as the use of the parking in lot L probably will likely be needed more often by the Doboma theatre. Three examples of such shared-use parking agreements have included as **Appendix A** of this report.

Given the tentatively loss of an estimated 329 general public parking spaces at the CLM Development project site, **Table 10** summarizes a short list of viable ways the City could make up to 474 more parking spaces routinely available in the CLBD to serve the general public during peak parking demand periods.. Some of the initiatives could be pursued right away while others will require a considerable amount of planning and funding and thus will take longer to implement. Nevertheless, it is reason to concluded that despite the loss parking that could result from the CLM development project, the City could still negate the anticipated loss of parking and ensure that the CLBD will continue to have an ample supply of public parking to sustain the vitality of area during peak activity periods.

**Table 10 Summary of Potential Opportunities to add more Parking in the CLBD**

Potential New Public Parking Opportunities	Completion Timetable	On-Street Spaces	Off-Street Spaces	Total New Spaces
Reconfigure Layout of Parking Lot 17	<i>Short-term</i>	----	9	<b>9</b>
Shared Parking Agreement with BOE and Library Lots K, L, M, N & O	<i>Short-term</i>	----	269	<b>269</b>
Relax On-Street Restrictions/Add New On-Street Spaces	<i>Mid-Term</i>	170	----	<b>170</b>
Development Other Off-Street Parking Lots	<i>Long-term</i>	----	26	<b>26</b>
<b>TOTALS</b>		<b>170</b>	<b>304</b>	<b>474</b>

Prepared by DESMAN



## **RECOMMENDATIONS TO IMPROVE THE CITY'S OVERALL PARKING SYSTEM**

The following are series of additional recommendations that will not only improve the management, operations, and performance of the City's parking assets in the CLBD. However, the scope and nature of these recommendations means that they will need to be evaluated and calibrated for eventual implementation in many other parts of the City where the on- and off-street meters and permit parking lots are located. In effect, the aim of these recommendations is to dramatically advance and modernize the way parking services are provided and managed.

### **A. Upgrade Outdated Parking Meter System Hardware**

The existing parking meters in the Cedar-Lee Area are technologically outdated. The meters are battery powered electric units which only accept quarters and the units are calibrated to allow maximum parking time durations ranging from of 1 hour up to 24 hours. The parking time and rate calibration of each individual meter unit can only be changed manually, and whenever a meter becomes inoperable for whatever reason it usually remains undetected until someone calls the City to report it or when the meter is inspected during coin collection process. This type of electronic meter requires a considerable amount of maintenance, and the rates on the meter must be kept to a maximum price level equivalent to about approximately \$2.00 since most users typically can only carry about that amount in quarter coins. The collection of coin deposits



*Existing condition of CLBD parking meters*

from these meters is tedious, time consuming and unreliable. Lastly, the appearance of meter hardware has declined, meter housings and poles are in many instances show rust and the time/pricing display windows are so weathered the information is hard to read.

Over the past several years, the trend in the parking industry has been to replace these older meters with advanced smart space meters or payment kiosks (multi-space meters) capable of accepting coin and credit/debit card payments. This modern meter technology and back-office operating platform can also accept payments via mobile phone application or text message. Additionally, these payment technologies are often capable of being enforced visually like traditional mechanical meters – with an enforcement officer seeing “Paid” or “Expired” displayed on the meter itself – and/or by accessing a database containing a record of all vehicles that have paid for parking which ties payment to a vehicle's license plate. This “smart” meter technology is supported by cellular linked system management software which can be used to track and analyze space utilization, coin and credit card revenue collection, space-based citation issuance data, unit downtime and maintenance/repair needs and a host of key metrics about the status and performance of an individual meter or for the entire smart meter system.



*Existing pay stations at the Cedar-Lee Parking Garage*

The following is a list of some of the major features and capabilities of modern parking meter hardware and the associated software:

- Ability to accept multiple forms of payment including coins, bills, credit/debit cards, and mobile payments
- User-friendly meter and kiosk design and operating protocol
- Enhanced tracking of revenue at the individual meter level reduces the likelihood of revenue loss due to employee theft
- Jam-resistant, anti-cheat coin chutes
- Remote system programming and rate setting capabilities allow for the adoption of a dynamic pricing strategy
- Highly durable, weather-resistant design and coatings for meter housings and pay station cabinets
- Vandal and theft resistant materials and designs for meter and kiosk vaults
- Quick startup and transaction processing
- A high-visibility display to allow for easy recognition of meter/kiosk status by mobile enforcement and maintenance personnel
- Capacity to process and manage multi-application smartcard programs
- Solar-powered meters and kiosks with rechargeable battery packs which drastically reduces, if not, eliminates the need for traditional alkaline batteries for backup power
- System management software that provides:
  - Wireless, cloud-based data storage
  - Real-time revenue receipts and client-configurable revenue collection reporting
  - Ability to have custom and automatic daily, monthly and annual report production, along with special client-defined report production on demand
  - Compatibility with enforcement equipment and related software systems
  - User platform interface which allows for the retrieval of transaction receipts on-line
  - Automated, real-time alerts for coin jams, low batteries, full coin vaults, communications interruptions, real time paid/unpaid status, and other maintenance issues
  - Client-configurable collection reporting and analytics
  - Meter and kiosk operations and performance monitoring
  - System data tabulation and mapping that can be displayed as overlays on universal GIS and GPS aerial mapping platforms as any units.

DESMAN believes that the time has come for the City to upgrade its entire meter system by installing a combination of single space credit card enable smart meters in some on-street areas and multi-space pay station kiosks in all its off-street pay lots and in most other on-street parking zones where groupings of old single meter currently exist. **Exhibit 10** provide some examples of technologically advanced parking meter system payment collection hardware.



## Exhibit 10 Examples of Single Space Meters and Multi-space Pay Station Kiosks

### Single Space Credit Card Enable Smart Meters



Mackay MK Beacon



Max Meter



IPS M5

### Multi-Space Credit Card Enable Pay Station Kiosks



Mackay Tango



Flowbird Strada



IPS MS1



T2 Luke



## **B. Acquire Mobile Automatic License Plate Recognition (ALPR) Technology to Improve Enforcement**

The newest and increasingly more popular method for issuing parking citations is with Automatic License Plate Recognition (ALPR) technology. With this type of technology, license plates can be quickly and accurately scanned using camera-equipped handheld devices or vehicles with mounted cameras that automatically read license plates as the enforcement vehicle is driven down each street.



*Example of vehicle-installed ALPR system enforcement devices*

ALPR enforcement systems receive or retrieve real-time, license plate-based records of paid parking transactions from the network smart meters, multi-space kiosks, and pay-by-phone system to determine if vehicles are parked in violation. The license plates of vehicles found parked in violation due to an expired meter, over the limit parking duration, unauthorized space usage, etc. are identified and rechecked for possible error and/or updated paid standing before a violation is issued. These systems are also capable of tracking if a vehicle has been moved from space-to-space to avoid an overtime parking violation (shuffling) within a time-limited zone. With this type of system, parking enforcement officers no longer need to manually or electronically chalk the tires of parked vehicles as a means of confirming the duration of stay in a particular space. The elimination of this practice has proven to dramatically increase the efficiency of the enforcement and ticket issuance process. The effectiveness of this system may allow the City to reduce its current complement of parking enforcement officers by enabling fewer officers to enforce more spaces or increase the frequency with which enforcement patrol rounds can be completed.



*Example of vehicle equipped with ALPR enforcement cameras*

In addition to checking vehicles for violations of parking regulations, ALPR systems can also be designed to automatically compare scanned license plates against various “hotlists”, like Amber Alerts or a list of stolen vehicles. As an example, if a vehicle is identified as stolen, the vehicle’s location would be immediately dispatched to the police with no additional action required by the parking enforcement officer.

The cost of equipping each vehicle with an ALPR system (hardware and software) will be in the price range of \$50,000 to \$65,000 (i.e., not including the purchase or lease cost of the enforcement vehicle). The annual maintenance warranty for system will cost approximately \$5,000 and the cellular package for each unit will cost approximately \$50.00 per month. The additional parking inventory and tickets sold can go towards covering the service fee of the system.

### **C. Adopt “Pay-by-Plate” as the identifying reference for all Parking System Transactions**

The license plate of a person’s vehicle is as unique as an individual’s social security number. While all parking enforcement actions (e.g., citation issuance, vehicle tow/boot/impound actions) have by necessity always been keyed to the license plate of a vehicle, historically the license plate of a vehicle has not had any significant bearing on the collection of parking transaction fees. Although applicants for parking permits have often been required to provide a vehicle license plate, it has usually been the issuance of a unique permit decal or hangtag that allows enforcement personnel to recognize the vehicle of a permit parker -- not a vehicle’s license plate. However, technological advancements to both parking payment collection hardware and enforcement devices have made it possible for connected payment and enforcement systems to quickly, and reliably, share data in real-time. “Pay-by-Plate” is the parking industry’s terminology for new capability to key and record real-time parking fee transactions processed and at advance meter/pay station equipment or by a mobile phone application to the registered license plate of the vehicle being parked by customer.

By transitioning to a “Pay-by-Plate” system, several significant operational and managerial efficiencies can be realized, and parking customers have quickly adapted to the concept because of the payment flexibility and user convenience that it offers. The rates can be structured dynamically to be charged differently based on the time of day and day of week. Rates can be higher during peak periods and lower during non-peak periods. Additionally, this technology improves authorities’ ability to enforce regulations and restrictions as the system will also be directly linked to enforcement. The cameras in place will be able to capture the type of car as well as the license plate and notify authorities if it fails to pay. This makes it essential that LPR cameras are properly placed to be able to capture both the front and rear license plates. The advent of mobile payment technology is certainly driving the movement to plate-based payments. Transaction processing time is faster and cash transaction volumes tend to decline which in turn reduces to the time and required frequency of system revenue collections.

To make a shift to “Pay-by-Plate” the City of Cleveland Heights would need to:

- a. Expand the scope and enhance the capabilities of its existing mobile payment platform which is currently confined to selected off-street parking facility spaces,
- b. Upgrade its parking revenue collection equipment from the coin-only meters to either credit card enabled smart meters that could also be stickered to promote mobile payments and/or install a network of multi-space pay station kiosks equipped with an alpha-numeric keypad to allow for license plate-keyed payment transactions,
- c. Begin to issue license-plate-keyed virtual parking permits in place of the parking decals which are currently issued, and
- d. Acquire handheld and/or vehicle License Plate Recognition (LPR) equipment to improve the efficiency and coverage capability of the City’s parking enforcement unit.

It goes without saying, that the above recommendations have system-wide and City-wide parking implications, and while these improvement initiatives could be initially implemented in the Cedar Lee area, the city should only pursue such programmatic changes as part of comprehensive enhancement strategy that is to be applicable to the operations and enforcement of all its on- and off-street assets and its back-office parking management systems.



#### D. Expand the Current Capability of the City's Pay-by-Phone Service Platform

Currently the City's pay-by-phone platform which is deployed at selected City's lots and garages that are equipped with single space meters or a pay station kiosk, like the one installed at the Cedar Lee Garage. Customers use the City's Passport Parking App platform which is currently setup as a zoned based system with individual spaces in each zone being identified by meter or space number. Using the Passport App, users can also remotely add and pay for additional parking time when and where extending the time of a parking session is permitted. In connection with DESMAN's recommendation for the City to acquire ALPR enforcement technology and more modern meter revenue collection hardware, it is recommended that the City expand and promote the use of its pay-by-phone app to be used for processing payments at all the City's on-street parking meters and pay-stations kiosks. The same pay-by-phone app should be programmed to process payments in the previously discussed pay-by-phone only zones recommended for portions of the side streets that intersect with Lee Road in the Cedar Lee commercial area. A key component of this recommended initiative is the necessity to convert the entire paradigm of the Passport Parking App platform from processing parking payment transactions from pay-by-space to pay-by-plate.

From a customer service standpoint, the City may want to consider selecting a pay-by-phone service provider that already has a significant presence in northeast Ohio since doing so has proven to accelerate the rate to which parking customers adopt phone app as their preferred means of paying for parking. The City of Cleveland has spent the last year developing its plan to modernize its parking system, so it has yet to select of a pay-by-phone service provider. The cities of Akron and Detroit both have select the pay-by-phone offered by the same company that has provided its multi-space pay stations kiosks. Like the City of Cleveland Heights, the City of Cincinnati uses Passport as its pay-by-phone service provider, while the cities of Columbus, Lakewood and Pittsburgh all use the Parkmobile pay-by-phone app. It is also possible to have more than one pay-by-phone service provider. The benefit of engaging multiple pay-by-phone service providers is that regular customer and new visitors are able to use the app that best works for them or that they may already have from elsewhere. More cities have come to realize that having two or more pay-by-phone service providers helps to improve the rate of customer adoption of pay-by-phone as their preferred method of payment. The **Table 11** provides a list pay-by-phone apps that other cities within region have selected.

**Table 11 Summary of Pay-by-Phone Services utilized by other area Cities**

Pay-by-Phone Service Providers Selected by Area Cities	
Akron	Flowbird
Canton	Selection Pending
Cincinnati	Passport
Cleveland	Selection Pending
<b>Cleveland Hts.</b>	<b>Passport</b>
Columbus	ParkMobile
Detroit	Flowbird
Lakewood	ParkMobile
Pittsburgh	ParkMobile



## E. Transition to Issuing Virtual Parking Permits

The effort and time enforcement officers spend to confirm whether a vehicle has a valid permit slows the rate at which enforcement patrol rounds can be completed. For these and other reasons, the growing trend among municipal parking departments and authorities has been to issue virtual parking permits. Virtual parking permits eliminate the need to purchase and distribute permit decals. The license plate of the applicant's vehicles is linked to a unique virtual permit. The permitholder's ID and virtual permit record with its associated parking assignment and privileges are uploaded to a permit management database. This data base would interface with the City 's parking units account and enforcement platforms and the license plate of each permitholder's vehicle would instantly be recognized by the ALPR enabled device that have previously been recommended for the City Police and/or Parking Enforcement Units.

DESMAN is recommending that the City transition to virtual permitting because doing so would have several significant advantages:

- Permit processing time and cost can be reduced,
- Permit purchase and distribution costs would be eliminated,
- Customer time and effort spent to renew permits can be reduced,
- Possibility for permit duplication and fraud is eliminated,
- Permit sharing would no longer be possible, and
- Identifying permitholders would be an instant and automatic feature of the APLR enforcement system.

## F. Authorize the Establishment of "Pay-by-Phone Only" Parking Zones

The City has the option of implementing "Pay-by-Phone Only Zones" in areas where it wants to regulate and charge for on-street parking but does not want to install parking meters or pay station kiosks. Segments of the east-west residential streets which intersect Lee Road in the CLBD are considered to be well suited to be designated as "pay-by-phone only" zones. As earlier suggested, City should consider allowing on-street parking on Friday and Saturday evenings between the hours of 4:00pm and 1:00am when the demand for parking is typically most intense. The zones should be situated along the segments of the residential streets closest to Lee Road as a way of accommodating the parking demand surge that occurs during these timeframes. By establishing these areas as "pay-by-phone only" zones the cost and intrusive appearance of meters or pay station kiosks can be avoided, and only signage needs to be installed. The City would also avoid the on-going cost to maintenance, service and collection from meter or pay station kiosks.





The days and times during a week when parking is allowed, the ID number of parking, and the hourly parking rate is conveyed through the app to the parking customer in advance of processing their parking fee payment and the same information can be preprogrammed in the app platform. Once the app is used once by patrons, they are already in the system and don't have to worry about logging in or registering again, which makes the process easier. The pay-by-phone app could also be setup to alert prospective parkers whenever on-street parking in these areas is not allowed and decline any efforts of parkers to pay-by-phone. An example of signage that could be associated with these zones is shown below.

Persons who may not have a smart phone would also be able to either dial a 1-800 telephone number and process parking fee payments using IVR (interactive voice response) technology that will automatically greet and act on information parking transaction information it collects from callers. Parkers would be required to identify the zone in which they are parking, register their license plates, and pay the parking charge associated with that zone. Since some residents will likely object to having the curbside area in front of their home a pay-by-phone zone, they could be granted a virtual parking permit to park within the zone for free.



Finally, it is important to note that this proposed initiative of establishing pay-by-phone only zone has to be license plate based and enforced using Automatic License Plate Recognition (ALPR) enforcement technology.

**Table 12 Proposed New "Pay-by-Phone Only Zone" Spaces on Side Streets**

Proposed PbP On-Street Parking Spaces	Side of Street	PbP Only Spaces
Tullamore Rd.	S	6
Meadowbrook Blvd.	S	4
Silsby Rd.	S	11
Dellwood Rd.	S	9
Ormond Rd.	S	10
Washington Blvd.	S	8
E Derbyshire Rd.	S	6
Edgewood Rd.	E	8
Meadowbrook Blvd	S	8
Kensington Rd.	S	9
Essex Rd.	S	8
Corydon Rd.	S	7
Coleridge Rd.	S	7
<b>Subtotals</b>		<b>101</b>

Prepared by DESMAN

**Table 12** lists the locations where approximately 101 legal on-street parking spaces could be established on the selected residential neighborhood streets the bisect the Cedar Lee Road commercial area. The approximate locations of these proposed “pay-by-phone only” on-street parking zones were previously highlighted on **Exhibit 7**.

## **G. Change City Current Schedule of Parking Rates**

At the present time, on-street parking meter rates are set at 50 cents per hour and off-street meter pricing in some cases allows up to 30 minutes free, but in most other cases, a rate of 25 cents is charged for one hour of parking. The first 30 minutes free option only applies to the manual meters with the turn handle which is have become obsolete and are not installed in the Cedar Lee area.

Such low rates should not be objectionable to users, and the City’s annual meter system revenue total falls far below what it costs to maintain, repair and collect the system – consequently City taxpayers are subsidizing most of the cost to operate the system rather than the users of the system. While the fact that the City’s outdated parking meter hardware can only accept coins, specifically quarters only, the hardware also limits the revenue generating potential of the system. Moreover, such while on-street meter parking is priced slightly higher than off-street lot parking as it should be, the generally low system pricing does little to curb the demand and in fact encourages more patrons to drive and park for longer periods in the area.

Public parking is often a scarce, but highly valued utility. The more convenient and proximate a parking space is, the higher the demand for parking the higher it should also be priced. On-street parking is more accessible and convenient than off-street lots and garages. To encourage more parkers to use off-street parking facilities and most importantly induce commercial area patrons and employees to consider alternate modes of travel (i.e., bicycle, uber, rideshare, etc.) to areas like Cedar Lee and thus curb what has become an insatiable demand for more public parking, prices need to be raised.

The recommended rate increase should also be implemented to pay for the previously discussed and desperately needed parking system technology enhancements (i.e., smart meters, pay stations kiosks, mobile ALPR enforcement system, etc.). Usually, meter system rates which start at \$1.00 per hour are needed to fund the capital and associate operating system cost of a more modern system comprised of smart meters and/or pay station kiosks.

The City also may want to consider dynamic pricing which would be possible if the City upgraded its meter system with smart meters and/or multi-space pay stations. The concept of dynamic pricing is based on the idea that when demand for parking intensifies and approaches or begins to surpass the available supply of parking the cost for parking should be raised. For example, in the CLBD the demand for parking on Friday and Saturday evenings typically is at its highest level and vacant parking spaces are hard to find. Raising pricing during these periods will cause employees and patrons to consider alternatives to driving and parking in the area. Modern smart meters and multi-space pay stations and the City’s pay-by-phone platform can be pre-programmed to charge different rates during different timeframes. The action of charging higher rates during peak demand periods will help to moderate demand by causing some customers to consider walking or traveling to the area by some



other means (i.e., uber, bicycle, rideshare, etc.) other than by driving themselves and parking in the area.

**Table 13 Parking System Rates**

Permit Rates		Quarterly	Annual
Regular		\$115.00	\$460.00
Senior		\$34.50	\$138.00
High School *		\$34.50	
Meter Rates	1/2 Hour	1 Hour	Max.
On-Street Meters	\$0.25	\$0.50	Time Limit
Lot Meters/Pay Stations	\$0.25	\$0.50	\$6.00

\* Available during the regular school year, but restricted to weekday hours between 7:00am and 4:00pm.

## H. Undertake Aesthetic & Wayfinding Improvements

As a result of loss of parking spaces at the proposed development site (i.e., at Lot 5), many of visitors and business patrons of the CLBD will be forced to find alternative parking sites. Consequently, the location, condition and appearance of the other City-controlled parking sites in the area ought to be improved. The Cedar Lee commercial area already has well-designed wayfinding signage that highlights the area street names and directs parkers to the three main public parking facilities, namely the #5 Lot and Garage and Lots 16 and 17. The smaller City-owned lots number 18, 23 and 34 and the Library Lots are not acknowledged by the existing wayfinding signage system. Space designation signage at the City Lots also needs to be improved.

Additionally, while reserved spaces are usually signed as such, the different colored painted meter posts, that are intended to delineate the various parking time limits of the metered spaces, have become weathered and need to be refreshed or replaced.

Better lighting is also needed inside the garage and at several lots give parkers a sense of safety and help to deter crime and restriped and repaved of lots should also be addressed where needed.



*Wayfinding signage, Cedar-Lee Area*

## **PRELIMINARY IMPLEMENTATION ACTIONS**

**Table 14** provides an abbreviated list of preliminary action steps, benefits, implementation partners, and probable costs for the primary parking plan recommendations discussed in this report. There are minimal costs to several initiatives, while others require considerably more analysis and decision-making.

The noted costs to acquire modern smart meters, multi-space pay-stations, and automatic license plate recognition, are based on acquisition and installation assumptions. The assumptions were based on the existing volume and distribution of existing single spaces currently installed throughout in the CLBD, the expected demand for parking, and our experience with analyzing and planning parking system enhancement strategies in other similar community settings. Essentially, the installation of multi-space pay stations would replace all the existing single space meters installed in the City controlled off-street parking facilities.

The installation of two pay stations were assumed to be installed in each of the City's larger lots (i.e., Lots 16, 17, 23 and 34) and only one pay station would be installed in the smallest City Lot 18. It was also assumed the pay stations would be installed on-street where one or two pay station units could be effectively positioned to process parking transactions for grouping of 5 or more on-street spaces. It was also assumed that the existing pay stations installed in the stair and elevator lobby of the Cedar Lee Parking Garage would be replaced with the more advance pay stations previously described in this report. Lastly, DESMAN assumed that new pole-mounted smart credit card enabled single space meters would be installed wherever a grouping four or fewer old single spaces presently exist. The preliminary cost estimate of \$216,000 is applicable to the acquisition and installation for the hardware and the associated back-office system management software platform. There will be some modest going cellular communication cost and services fees for the continued operations of the system.

As previously discussed, the cost of equipping each vehicle with an ALPR system (hardware and software) will be in the price range of \$40,000 to \$60,000 (i.e., not including the purchase or lease cost of the enforcement vehicle). It was also assumed that another \$20,000 would be needed to acquire several handheld citation devices would also be acquired for enforcement. The annual maintenance warranty for system will cost approximately \$5,000 and the cellular package for each unit will cost approximately \$50.00 per month.

It has been DESMAN experience that most Cities are able to recover the cost of these types of technological enhancements in three years, as long as parking fees are set at \$1.00 or more per hour.





**Table 14 Preliminary Implementation Actions**

Recommended Actions		Preliminary Implementation Tasks	Benefit	Implementation Partners	Estimate of Cost
<b>ACTIONS TO EXPAND THE SUPPLY OF PUBLIC PARKING IN THE CLBD</b>					
<b>A.</b>	Create Additional On-Street Parking Opportunities	<ul style="list-style-type: none"> <li>· Pass Authorization Ordinance for PM parking</li> <li>· Change Signage</li> <li>· Fund &amp; Design Washington Blvd. project</li> <li>· Change Enforcement Practices</li> </ul>	Gain 170 spaces	<ul style="list-style-type: none"> <li>· C.Hts.-U.Hts. Board of Education</li> <li>· Police, City Planning, DPW</li> </ul>	To Be Determined
<b>B.</b>	Reconfigure the Existing Layout of Parking Lot 17	<ul style="list-style-type: none"> <li>· Complete a revision parking lot striping plan</li> </ul>	Gain 9 spaces	<ul style="list-style-type: none"> <li>· Public Works</li> <li>· Abutting Property Owners</li> </ul>	\$3,000
<b>C.</b>	Explore Potential Opportunities to Development Other Off-Street Parking Lots	<ul style="list-style-type: none"> <li>· Site Assembly Approval</li> <li>· Project Plan &amp; Budget Approval</li> <li>· Project Design Plan</li> <li>· Construction Contract Award</li> </ul>	Gain 36 spaces	<ul style="list-style-type: none"> <li>· Affected Property Owners</li> <li>· City Planning &amp; Housing</li> <li>· Cedar Lee SID</li> </ul>	To Be Determined
<b>D.</b>	Shared Parking Agreement with Library and Board of Education	<ul style="list-style-type: none"> <li>· Develop a shared use agreement.</li> <li>· Design Plan of Operations</li> <li>· Post Signage</li> <li>· Formulate management &amp; enforcement plan</li> </ul>	Gain 269 spaces	<ul style="list-style-type: none"> <li>· C.Hts.-U.Hts. Board of Education</li> <li>· Police</li> <li>· Cedar Lee SID</li> <li>· Library Board</li> </ul>	Minimal
<b>ACTIONS TO ENHANCE THE MANAGEMENT &amp; OPERATIONS OF THE MUNICIPAL PARKING SYSTEM</b>					
<b>A.</b>	Upgrade Outdated Parking Meter System Hardware	<ul style="list-style-type: none"> <li>· Devised City-Wide Plan</li> <li>· Budget, Procurement, Installation</li> <li>· Appoint Parking Administrator</li> <li>· Construction Contract Award</li> <li>· Public Relations</li> </ul>	Cost Reductions Increased Revenue Improved LOS Labor savings System Analytics	<ul style="list-style-type: none"> <li>· Technology Provider</li> <li>· Parking Consultant</li> <li>· Cedar Lee SID</li> </ul>	\$300,000 for 16 Single Space Meters and 32 Paystations
<b>B.</b>	Acquire Mobile Automatic License Plate Recognition (ALPR) Technology to Improve Enforcement	<ul style="list-style-type: none"> <li>· Budget, Procurement, Installation</li> <li>· System and Software Integration</li> <li>· Public Relations</li> </ul>	Regulatory Compliance Citation Revenue Operation Efficiencies Cost Reductions	<ul style="list-style-type: none"> <li>· Pay-by-Phone Provider</li> <li>· Parking Equipment Provider</li> <li>· Municipal Court - Collections</li> <li>· Parking Consultant</li> </ul>	\$40,000 to \$80,000 for Handhelds and to Equip Vehicles
<b>C.</b>	Adopt "Pay-by-Plate" as the identifying reference for all Parking System transactions	<ul style="list-style-type: none"> <li>· System and Software Integration</li> <li>· Public Relations</li> </ul>	Operational Efficiencies Improved Collection Rate Improved LOS	<ul style="list-style-type: none"> <li>· Pay-by-Phone Provider</li> <li>· Parking Equipment Provider</li> <li>· Enforcement Technology Provider</li> <li>· Parking Consultant</li> </ul>	To Be Determined
<b>D.</b>	Expand the Capability of the City's Pay-by-Phone Service Platform	<ul style="list-style-type: none"> <li>· System and Software Integration</li> <li>· Public Relations</li> <li>· Post Signage</li> </ul>	Improved LOS Reduced Meter Collections More Immediate Payables	<ul style="list-style-type: none"> <li>· Pay-by-Phone Provider</li> <li>· Parking Equipment Provider</li> <li>· Enforcement Technology Provider</li> </ul>	Minimal
<b>E.</b>	Transition to Issuing Virtual Parking Permits	<ul style="list-style-type: none"> <li>· System and Software Integration</li> <li>· Public Relations</li> </ul>	Lower Admin Costs Enforcement Efficiencies	<ul style="list-style-type: none"> <li>· Enforcement Technology Provider</li> <li>· Pay-by-Phone Provider</li> </ul>	Minimal
<b>F.</b>	Authorize the Establishment of "Pay-by-Phone Only" Parking Zones	<ul style="list-style-type: none"> <li>· Renegotiate with Existing Service Provider</li> <li>· Engage a New Service Provider</li> </ul>	Increased Revenue Improved LOS	<ul style="list-style-type: none"> <li>· Pay-by-Phone Provider</li> <li>· Parking Equipment Provider</li> </ul>	Minimal
<b>G.</b>	Change City's Schedule of Parking Rates	<ul style="list-style-type: none"> <li>· Pass Authorization Ordinance for Parking Rates</li> <li>· Post Signage</li> </ul>	Increased Revenue Improved LOS Parking Demand Mgmt.	<ul style="list-style-type: none"> <li>· Pay-by-Phone Provider</li> <li>· Parking Equipment Provider</li> </ul>	Minimal
<b>H.</b>	Undertake Aesthetic & Wayfinding Improvements	<ul style="list-style-type: none"> <li>· Retain Specialty Consultants for Planning</li> <li>· Budget, Procurement, Installation</li> </ul>	Improved LOS Improved Safety	<ul style="list-style-type: none"> <li>· City Planning, DPW</li> <li>· Cedar Lee SID</li> </ul>	To Be Determined

Prepared by DESMAN



**APPENDIXES**

- A. Examples of Shared Parking Agreements**
- B. How Cities Manage and Regulate Valet Parking**
- C. City of Columbus Valet Parking Ordinance**
- D. Cedar Lee Parking Garage Condition Assessment**
- E. Listing of CLBD Businesses and Institutions**



## APPENDIX A

### Model - Shared Use Agreement for Parking Facilities

This Shared Use Agreement for Parking Facilities, entered into this \_\_\_\_ day of \_\_\_\_\_, between \_\_\_\_\_, hereinafter called lessor and \_\_\_\_\_, hereinafter called lessee. In consideration of the covenants herein, lessor agrees to share with lessee certain parking facilities, as is situated in the City of \_\_\_\_\_, County of \_\_\_\_\_ and State of \_\_\_\_\_, hereinafter called the facilities, described as: [Include legal description of location and spaces to be shared here, and as shown on attachment 1.]

The facilities shall be shared commencing with the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, and ending at 11:59 PM on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, for [insert negotiated compensation figures, as appropriate]. [The lessee agrees to pay at [insert payment address] to lessor by the \_\_\_\_ day of each month [or other payment arrangements].] Lessor hereby represents that it holds legal title to the facilities

#### The parties agree:

##### 1. USE OF FACILITIES

This section should describe the nature of the shared use (exclusive, joint sections, time(s) and day(s) of week of usage.

**-SAMPLE CLAUSE-***[Lessee shall have exclusive use of the facilities. The use shall only be between the hours of 5:30 PM Friday through 5:30 AM Monday and between the hours of 5:30 PM and 5:30 AM Monday through Thursday.]*

##### 2. MAINTENANCE

This section should describe responsibility for aspects of maintenance of the facilities. This could include cleaning, striping, seal coating, asphalt repair and more.

**-SAMPLE CLAUSE-***[Lessor shall provide, as reasonably necessary asphalt repair work. Lessee and Lessor agree to share striping, seal coating and lot sweeping at a 50%/50% split based upon mutually accepted maintenance contracts with outside vendors. Lessor shall maintain lot and landscaping at or above the current condition, at no additional cost to the lessee.]*

##### 3. UTILITIES and TAXES

This section should describe responsibility for utilities and taxes. This could include electrical, water, sewage, and more.

**-SAMPLE CLAUSE-***[Lessor shall pay all taxes and utilities associated with the facilities, including maintenance of existing facility lighting as directed by standard safety practices.]*

##### 4. SIGNAGE

This section should describe signage allowances and restrictions.

**-SAMPLE CLAUSE-**

*[Lessee may provide signage, meeting with the written approval of lessor, designating usage allowances.]*





## 5. ENFORCEMENT

This section should describe any facility usage enforcement methods.

**-SAMPLE CLAUSE-***[Lessee may provide a surveillance officer(s) for parking safety and usage only for the period of its exclusive use. Lessee and lessor reserve the right to tow, at owners expense, vehicles improperly parked or abandoned. All towing shall be with the approval of the lessor.]*

## 6. COOPERATION

This section should describe communication relationship.

**-SAMPLE CLAUSE-***[Lessor and lessee agree to cooperate to the best of their abilities to mutually use the facilities without disrupting the other party. The parties agree to meet on occasion to work out any problems that may arise to the shared use.]*

## 7. INSURANCE

This section should describe insurance requirements for the facilities.

**-SAMPLE CLAUSE-***[At their own expense, lessor and lessee agree to maintain liability insurance for the facilities as is standard for their own business usage.]*

## 8. INDEMNIFICATION

This section should describe indemnification as applicable and negotiated. This is a very technical section and legal counsel should be consulted for appropriate language to each and every agreement.

**-NO SAMPLE CLAUSE PROVIDED-**

## 9. TERMINATION

This section should describe how to or if this agreement can be terminated and post termination responsibilities.

**-SAMPLE CLAUSE-***[If lessor transfers ownership, or if part of all of the facilities are condemned, or access to the facilities is changed or limited, lessee may, in its sole discretion terminate this agreement without further liability by giving Lessor not less than 60 days prior written notice. Upon termination of this agreement, Lessee agrees to remove all signage and repair damage due to excessive use or abuse. Lessor agrees to give lessee the right of first refusal on subsequent renewal of this agreement.]*

## 10. SUPPLEMENTAL COVENANTS

This section should contain any additional covenants, rights, responsibilities and/or agreements.

**-NO SAMPLE CLAUSE PROVIDED-**

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date Set forth at the outset hereof.

[Signature and notarization as appropriate to a legal document and as appropriate to recording process negotiated between parties.]





**APPENDIX A** *continued*

Please return to: Administrative Staff, Cary Planning Department, P.O. Box 2008, Cary, NC 27512-8005

**STATE OF NORTH CAROLINA  
COUNTY OF WAKE**

**SAMPLE  
Shared Parking Agreement**

This Shared Parking Agreement ('Agreement') entered into this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_ by and between \_\_\_\_\_, whose address is \_\_\_\_\_, and Parcel Identification Number (PIN) is \_\_\_\_\_ ('Lessor') and \_\_\_\_\_, whose address is \_\_\_\_\_, and Parcel Identification Number (PIN) is \_\_\_\_\_ ('Lessee').

1. To relieve traffic congestion in the streets, to minimize any detrimental effects of off-street parking areas on adjacent properties, and to ensure the proper and uniform development of parking areas throughout the Town, the Town of Cary Land Development Ordinance ('LDO') establishes minimum number of off-street parking and loading spaces necessary for the various land uses in the Town of Cary; and
2. Lessee owns property at \_\_\_\_\_, Cary, N.C. ('Lessee Property') which property does not have the number of off-street parking spaces required under the LDO for the use to which Lessee Property is put; and
3. Lessor owns property at \_\_\_\_\_, Cary, N.C. ('Lessor Property') which is zoned with the same or more intensive zoning classification than Lessee Property and which is put to a use with different operating hours or different peak business periods than the use on Lessee Property; and
4. Lessee desires to use some of the off-street parking spaces on Lessor Property to satisfy Lessee Property off-street parking requirements, such shared parking being permitted by the Town of Cary LDO, Section 7.8.3; and
5. Town LDO requires that such shared use of parking spaces be done by written agreement.

NOW THEREFORE, in consideration of the premises and the information stated above, the parties agree as follows:



1. SHARED USE OF OFF STREET PARKING FACILITIES

Per Section 7.8.2, Town of Cary Land Development Ordinance (Off-Street Parking Space Requirements), Lessor is required \_\_\_\_\_ off-street parking spaces and has \_\_\_\_\_ existing off-street parking spaces, which results in an excess of \_\_\_\_\_ off-street parking spaces. Lessee is required \_\_\_\_\_ off-street parking spaces and has \_\_\_\_\_ existing off-street parking spaces.

Lessor hereby agrees to share with Lessee a maximum of \_\_\_\_\_ off-street parking spaces associated with Lessor's Property, which is described in more detail on Attachment 1, attached hereto and incorporated herein by reference ('Shared Spaces').

Lessee's interest in such parking spaces is non-exclusive. The Lessee's shared use of parking shall be subject to the following:

*[describe the time, days etc of the use and the nature of the shared use, limits on time vehicles may be parked, etc.]*

2. TERM

This Agreement shall be effective upon execution by both parties and shall be accepted by the Planning Director and shall not be amended and/or terminated without written consent of both parties and the Cary Planning Director, or his/her designee.

3. SIGNAGE

Directional signage in accordance with Chapter 9, Town of Cary Land Development Ordinance and the written approval of Lessor may be added to direct the public to the shared parking spaces.

4. COOPERATION

The parties agree to cooperate and work together in good faith to effectuate the purpose of this Agreement.

5. SUPPLEMENTAL COVENANTS

No private agreement shall be entered into that overrides this agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date Set forth at the outset hereof.



_____	_____
(Lessor)	(Date)
_____	_____
(Lessee)	(Date)
_____	_____
(Planning Director)	(Date)

\_\_\_\_\_ COUNTY, NORTH CAROLINA

SWORN TO AND SUBSCRIBED before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

(Official Seal)

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
My Commission Expires

\_\_\_\_\_ COUNTY, NORTH CAROLINA

SWORN TO AND SUBSCRIBED before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

(Official Seal)

\_\_\_\_\_  
Signature of Notary Public

\_\_\_\_\_  
My Commission Expires







**THE CITY OF SAN DIEGO**

RECORDING REQUESTED BY:  
THE CITY OF SAN DIEGO  
AND WHEN RECORDED MAIL TO:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPENDIX A continued**

(THIS SPACE IS FOR RECORDER'S USE ONLY)

**SHARED PARKING AGREEMENT**

This SHARED PARKING AGREEMENT ("Agreement") is entered into and effective \_\_\_\_\_, 20\_\_\_\_, by and between \_\_\_\_\_ and the City of San Diego.

**RECITALS**

WHEREAS, pursuant to sections 142.0535 and 142.0545 of the Land Development Code, the City of San Diego specifies criteria which must be met in order to utilize off-site shared parking agreements to satisfy on-site parking requirements.

NOW, THEREFORE, in consideration of the recitals and mutual obligations of the parties as herein expressed, \_\_\_\_\_ and the City of San Diego agree as follows:

1. \_\_\_\_\_ the owner of the property located at \_\_\_\_\_, agrees to provide \_\_\_\_\_ the owner of the property located at \_\_\_\_\_ with the right to the use of (\_\_\_\_) parking spaces \_\_\_\_\_ from \_\_\_\_\_ as shown on Exhibit A to this Agreement on property located at \_\_\_\_\_.

1.1 Applicant: \_\_\_\_\_ Co-Applicant: \_\_\_\_\_  
Assessor Parcel No: \_\_\_\_\_ Assessor Parcel No: \_\_\_\_\_  
Legal Description: \_\_\_\_\_ Legal Description: \_\_\_\_\_

2. The parking spaces referred to in this Agreement have been determined to conform to current City of San Diego standards for parking spaces, and the parties agree to maintain the parking spaces to meet those standards.
3. The Parties understand and agree that if for any reason the off-site parking spaces are no longer available for use by \_\_\_\_\_, \_\_\_\_\_ will be in violation of the City of San Diego Land Development Code requirements. If the off-site parking spaces are no longer available, Applicant will be required to reduce or cease operation and use of the property at Applicant's address to an intensity approved by the City in order to bring the property into conformance with the Land Development Code requirements for required change for required parking. Applicant agrees to waive any right to contest enforcement of the City's Land Development Code in this manner should this circumstance arise.

Although the Applicant may have recourse against the Party supplying off-site parking spaces for breach of this Agreement, in no circumstance shall the City be obligated by this agreement to remedy such breach. The Parties acknowledge that the sole recourse for the City if this Agreement is breached is against the Applicant in a manner as specified in this paragraph, and the City may invoke any remedy provided for in the Land Development Code to enforce such violation against the Applicant.

Continued on Page 2

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Upon request, this information is available in alternative formats for persons with disabilities.

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DS-267 (03-09)





Page 2 of 2	City of San Diego • Development Services Department • Shared Parking Agreement		
<p>4. The provisions and conditions of this Agreement shall run with the land for those properties referenced in paragraph 1 of this document and be enforceable against successors in interest and assigns of the signing parties.</p> <p>5. Title to and the right to use the lots upon which the parking is to be provided will be subservient to the title to the property where the primary use it serves is situated.</p> <p>6. The property or portion thereof on which the parking spaces are located will not be made subject to any other covenant or contract for use which interferes with the parking use, without prior written consent of the City.</p> <p>7. This Agreement is in perpetuity and can only be terminated if replacement parking has been approved by the City's Director of the Development Services Department and written notice of termination of this agreement has been provided to the other party at least sixty (60) days prior to the termination date.</p> <p>8. This Agreement shall be kept on file in the Development Services Department of the City of San Diego in Project Tracking System (PTS) Project Number: _____ and shall be recorded on the titles of those properties referenced in paragraph 1 of this document.</p>			
<p>In Witness whereof, the undersigned have executed this Agreement.</p>			
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>_____ Applicant</p> <p>Date: _____</p> <p>_____ Party/Parties Supplying Spaces</p> <p>Date: _____</p> </td> <td style="width: 50%; vertical-align: top;"> <p>_____ Deputy Director</p> <p>Business and Process Management, Development Services</p> <p>Date: _____</p> </td> </tr> </table>		<p>_____ Applicant</p> <p>Date: _____</p> <p>_____ Party/Parties Supplying Spaces</p> <p>Date: _____</p>	<p>_____ Deputy Director</p> <p>Business and Process Management, Development Services</p> <p>Date: _____</p>
<p>_____ Applicant</p> <p>Date: _____</p> <p>_____ Party/Parties Supplying Spaces</p> <p>Date: _____</p>	<p>_____ Deputy Director</p> <p>Business and Process Management, Development Services</p> <p>Date: _____</p>		
<p style="text-align: center;">NOTE: ALL SIGNATURES MUST INCLUDE NOTARY ACKNOWLEDGMENTS PER CIVIL CODE SEC. 1180 ET.SEQ.</p>			
<div style="border: 1px solid black; padding: 2px 5px; background-color: #f0f0f0;">Reset Button Page 2</div>			



1. SHARED USE OF OFF STREET PARKING FACILITIES

Per Section 7.8.2, Town of Cary Land Development Ordinance (Off-Street Parking Space Requirements), Lessor is required \_\_\_\_\_ off-street parking spaces and has \_\_\_\_\_ existing off-street parking spaces, which results in an excess of \_\_\_\_\_ off-street parking spaces. Lessee is required \_\_\_\_\_ off-street parking spaces and has \_\_\_\_\_ existing off-street parking spaces.

Lessor hereby agrees to share with Lessee a maximum of \_\_\_\_\_ off-street parking spaces associated with Lessor's Property, which is described in more detail on Attachment 1, attached hereto and incorporated herein by reference ('Shared Spaces').

Lessee's interest in such parking spaces is non-exclusive. The Lessee's shared use of parking shall be subject to the following:

*[describe the time, days etc of the use and the nature of the shared use, limits on time vehicles may be parked, etc.]*

2. TERM

This Agreement shall be effective upon execution by both parties and shall be accepted by the Planning Director and shall not be amended and/or terminated without written consent of both parties and the Cary Planning Director, or his/her designee.

3. SIGNAGE

Directional signage in accordance with Chapter 9, Town of Cary Land Development Ordinance and the written approval of Lessor may be added to direct the public to the shared parking spaces.

4. COOPERATION

The parties agree to cooperate and work together in good faith to effectuate the purpose of this Agreement.

5. SUPPLEMENTAL COVENANTS

No private agreement shall be entered into that overrides this agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date Set forth at the outset hereof.



## **APPENDIX B**

### **HOW CITIES MANAGE AND REGULATE VALET PARKING SERVICES**

#### **Columbus OH**

Columbus has a Valet Parking Permit that is required to operate a valet zone in the public right-of-way. Private businesses can apply to obtain a Valet Parking Permit on the City's website: [Columbus Valet Zones](#). The applicant must create an online profile and complete a loading zone application to be reviewed by the city staff. Once the application is approved, an invoice is billed to the account. The business then logs into the system to pay the required fees to process the permit.

The City has a twelve page document that details everything from standards of operation, to valet signage, to enforcement, denial, suspension, and terminations: [Valet Parking Zone Rules and Regulations](#).

A map of valet zone locations is also provided on the City's website: [Valet Zone Locations](#).

#### **Indianapolis IN**

The City of Indianapolis has an Annual Valet Zone Program License Application. The Department of Business and Neighborhood Services may issue an annual valet parking program license to a sponsoring business (in care of a valet parking business, where appropriate) for the purposes of operating a valet staging zone. The following document details the application materials, fees, enforcement, and other regulations: [Annual Valet Zone Program License Application](#).

#### **Kansas City MO**

The Public Works Department of Kansas City has a permit division that addresses activities within the public right-of-way or activities that could impact public use of the streets. General information on permit applications are found here: [Permit Applications](#). Valet Parking Zone applications can be submitted through the CompassKC website: [Valet Parking Zone Application](#).

The City's Code of Ordinances details the Valet Parking Zones rules and regulations: [Code of Ordinances](#)

Section 70-569 Authority of director to establish valet parking zones; authority to regulate and permit use of valet parking zones.

a. *Valet parking zones established.* The director or his or her designee is hereby authorized to establish valet parking zones on such city right-of-way and in such places and in such number as shall be determined by the director to be in the best interest of the city, its citizens and visitors. Valet parking zones shall not be established (1) within a portion of city right-of-way also utilized by a streetcar system or (2) in such areas which would, in the discretion of the director, cause interference with streetcar operations.



b. *Permit application.* A valet parking zone shall be established upon written request for a valet parking zone by a valet operator of the proposed valet parking zone and upon issuance by the director of a valet parking zone permit. The valet operator requesting lie valet parking zone permit shall submit fee request on a form provided by the director. Each request is subject to a nonrefundable permit application fee.

c. *Grant of permit.* The director shall have the authority to establish reasonable regulations for the issuance, use, revocation and denial of valet parking zone permits. Each valet parking zone permit issued by the director shall obligate the valet operator to operate the valet parking zone and perform all obligations, duties and responsibilities set forth by the director. No person shall engage in any business of operating a valet parking zone within city right-of-way without first obtaining a valet parking zone permit.

d. *Additional approval and rate of fees for a grant of a permit on the right-of-way of parkways and boulevards.* The applicant for an annual valet parking zone permit must obtain additional approval from the board of parks and recreation commissioners if the valet parking zone is on a parkway or boulevard that is under the jurisdiction of the parks board. The parks board shall have the authority to set fees and other requirements in establishing and regulating valet parking zones on parkways and boulevards.

e. Valet parking zone permits may be granted on an annual or temporary basis. Annual valet parking zone permits may be renewed upon request by the valet operator and upon approval by the director 30 days prior to the expiration of the valet parking zone permit. The term for renewal of the annual valet parking zone permit shall also be one year. Valet operators seeking renewal of an annual valet parking zone permit shall remit an application fee (as defined below). In determining whether to renew an annual valet parking zone permit, the director shall consider the manner in which the valet parking zone has been operated and the degree to which the valet operator has complied with the requirements set forth in this section.

f. *Fees.* The director shall have the authority to set fees to defray the various costs incurred by the city in establishing and regulating valet parking zones. Those fees shall include an application fee, annual administration fee, part-time annual administration fee, and temporary administration fee. The fees shall be determined annually by the director, as determined on May 1 of each year and posted on the city's street and traffic permits webpage. The director shall also provide the current fees to any permittee seeking to establish a valet parking zone.

h. *Insurance.* The director shall determine the types and coverage limits of insurance that shall be required of all valet operators. No valet parking zone permit shall be issued or continued in operation, and no valet operator shall operate valet parking unless and until such owner shall file with the director a written certificate of insurance showing that the policy or policies as required by the director are in full force and effect. The policies shall name the city as additional insured.

i. *Responsibilities of valet operators.* Valet operators shall, at their own cost and expense, operate the valet parking zones as required by this section and otherwise directed by the director.





1. The valet operator shall install and maintain, at each location established as a valet parking zone, signage consistent with the requirements of the city and the Manual on Uniform Traffic Control Devices.
  - a. The city shall provide permanent signage to be used by valet operators receiving annual valet parking permits or part-time annual valet parking permits.
  - b. Costs of providing signage for those receiving temporary valet parking permits shall be borne by the valet operator. The valet operator shall create, manufacture, deploy and retrieve signage used in connection with the temporary valet permit.
2. Keep the valet parking zone in a neat and clean condition. The valet operator shall:
  - a. Keep the valet parking zone free from nuisance and filth and provide for removal of snow, ice, trash and waste therefrom.
  - b. At all times allow a minimum clearance of four feet within city sidewalks for free and uninterrupted passage of pedestrians.
  - c. Not obstruct or interfere with the passage, ingress, or egress of motorized vehicles, streetcars, bicycles, and any other mode of transport, within city streets.
  - d. Utilize valet parking zones only for drop-off or pick-up of vehicles.
  - e. Only relocate vehicles to the location specified in the valet parking zone permit.
  - f. Only utilize the number of parking spaces specified for drop-off and pick-up in the valet parking zone permit.
  - g. Not allow for any vehicle to be parked for more than ten minutes in a valet parking zone.
  - h. Not allow for "double parking" in the valet parking zone.
  - i. Not place any cones, traffic control devices or temporary structures of any type in the valet parking zone at any time.
3. Only operate on days and times specified in the valet parking zone permit.
4. At all times possess a valid business license from the city.
  - a. *Penalties.* A valet operator or its agents or employees who violates or fails to comply with any of the provisions of this section shall be subject to a fine of triple the amount of the temporary administration fee for every day of non-compliance. The director may also suspend or revoke a valet parking zone permit upon a valet operator's failure to comply with any requirements of this section.
  - b. *Modifications.* The director may add, modify, or eliminate valet parking zones or adjust times of operation at any time in order to protect pedestrian traffic, provide for the issuance of permits for right of way users, and improve conditions for the flow of motor vehicular traffic. Any permit issued hereunder may be suspended or revoked for any reason that would justify a refusal to issue the permit originally or by reason of any failure by the permittee to comply with the



provisions of this Code, or any condition imposed by the director upon issuance of the permit. The valet parking zone permit may also be suspended if the designated valet parking zone is necessary for city use. Unless there is an emergency as defined by city ordinance, the permittee is entitled to a minimum of two days' advance notice of the city's intent to temporarily suspend, or a minimum of 30 days advance notice to revoke the valet parking zone permit. Areas no longer utilized as valet parking zones shall revert to their prior use.

c. *Waiver.* At the sole discretion of the director, all or part of the fees mentioned in this section may be waived if unique or unusual circumstances, as determined by the director, so warrant.

## **Milwaukee WI**

The Milwaukee Department of Public Works has a Special Event Parking Permit that allows for the temporary occupancy of a curb lane in the public right-of-way. The permit enables private entities to park vehicles in conjunction with a special event (valet parking, film production vehicle parking, shuttle bus parking, etc). Fees are only assessed if the permitted space requires parking signs or meter hoods. The applicant submits a request on the department's website: [Online Special Event Parking Permit Application](#).

## **Minneapolis MN**

Minneapolis has a valet License Application for businesses on their website. A sample of that application is located here: [License Application](#). The City's Code of Ordinances clearly states the rules and regulations as it pertains to Valet Parking: [Code of Ordinances](#).

### **CHAPTER 307 - VALET PARKING**

307.20. - Valet parking service permitted to operate only in authorized valet loading zones.

Valet parking operators shall operate only in an authorized valet loading zone.

307.30. - License required.

a. No valet parking operator shall provide valet parking without a license required under this chapter. A valet parking operator must obtain a license for each authorized valet loading zone in which it operates a valet parking service. Persons obtaining permission for temporary valet parking are exempt from obtaining the license required under this chapter.

b. Licenses issued under this chapter shall expire on April first of each year. (99-Or-052, § 1, 5-21-99; 2009-Or-156, § 1, 11-13-09)

307.40. - License fee.

The annual license fees for a valet parking license for one (1) authorized valet loading zone and for each additional authorized valet loading zone shall be as established in Appendix J, License Fee Schedule. License fees for any business holding a license issued by the city, which operates a valet parking service, using its own employees, at its own location shall be as established in Appendix J, License Fee Schedule. This fee is in addition to, and not instead of, valet zone permit fees and associated fees required by the department of public works.



307.50. - Application deadline.

Valet parking operators are required to apply for a valet parking license within thirty (30) days of the effective date of this ordinance. All other provisions of this chapter are effective immediately upon the effective date of this ordinance.

307.60. - Refund of fee.

If the application for a license is not granted, the applicant shall be refunded the fees paid by the applicant, less fee for processing and application, specified in Appendix J License Fee Schedule.

307.70. - Liabilities and claims.

a. All persons accepting a license under this chapter and operating under it assume all liability for any and all accidents, injuries and damages that may be caused to any person or property by the operation of a valet parking service and shall at all times save the city harmless from all claims, damages, actions or causes of action arising therefrom including reasonable attorney's fees and all expenses and, on ten (10) days' notice from the city, shall appear and defend all suits against said city as a result of any such accident, injury or damage.

b. The valet parking operator shall indemnify the city for all damages that may result to city property by virtue of the operation of valet parking. (99-Or-052, § 1, 5-21-99)

307.80. - License application.

a. Application for a license under this chapter shall be made on forms provided by the licensing official and shall contain such information as the licensing official may require, including:

1. The name, address and telephone number of the applicant; whether the applicant is a natural person, partnership, corporation or unincorporated association; the names and addresses of all partners, if a partnership, or of all officers and directors, if a corporation.
2. Insurance information as required by [section 307.90](#) of this chapter.
3. The name and address of the business or businesses or entities which contracted with the valet parking operator for valet parking services at the authorized valet loading zone, and the name and address of the owner of the property at that location, if different from the business or businesses; the name and telephone number of the owner or manager of such businesses; and a copy of the agreement to provide valet parking at the authorized valet loading zone. The information required by this subsection shall not be required if the business itself possesses a valet parking license and is itself providing valet parking at its own location.
4. A copy of the valet loading zone authorization, issued by the city council or its designee, for the authorized valet loading zone which specifies location and the permitted days and hours of operation.
5. Proof of availability of off-street parking spaces to be used by the applicant.

307.90. - Insurance required.



Each applicant for a valet parking license shall file with the licensing official a public liability policy or certificate of insurance from a company licensed to do business in the State of Minnesota insuring the applicant against any and all liability incurred in the use or operation of vehicles in the course of providing the service of valet parking. The policy of insurance shall be in the limits of not less than one hundred thousand dollars (\$100,000.00) for injury or death to one (1) person, three hundred thousand dollars (\$300,000.00) for injury or death for each occurrence, and ten thousand dollars (\$10,000.00) for property damage. The applicant and the city shall be named as joint insureds on the liability policy.

**307.100. - Employees.**

A valet parking operator shall ensure that all employees who operate motor vehicles have in their possession at the time of such operation a valid driver's license and are eighteen (18) years of age or older.

**307.110. - Valet parking operator to pay all fines and fees.**

Valet parking operators shall pay all fines and fees, including towing charges, arising in connection with a patron's vehicle that is in the possession or control of the valet parking business at the time such fine, fee or charge is incurred. This does not preclude the valet parking operator from also being cited for violations of this chapter that resulted in the imposition of the fines and fees.

**307.120. - Prohibited acts.**

No valet parking operator licensed under this chapter, or its employees or agents, shall commit any of the following acts:

1. Provide the service of valet parking at a location not authorized by the city council or its designee.
2. Provide the service of valet parking before or after the time of day specified in the valet loading zone authorization issued by the city council or its designee.
3. Park patrons' vehicles on a public street.
4. Except for that required by [section 307.130](#) of this chapter, place signs, cones, or any other object in a traffic lane, parking lane or sidewalk, or otherwise block or hinder movement in a traffic lane.
5. Allow vehicles to remain in the authorized valet loading zone longer than fifteen (15) minutes.
6. Violate any traffic law, including, but not limited to, laws prohibiting double parking, use of alleys for through traffic, obstructing traffic, illegal "U" turns, and speeding. The licensing official may approve the use of alleys in the central commercial district when approved in the written plan submitted by the licensee for valet loading zone authorization.
7. Store patrons' keys or operate any other aspect of the valet parking service from a vehicle parked on a public street.





8. Knowingly permit its employees or agents to loiter in the immediate vicinity of the authorized valet loading zone in a manner which disturbs the peace and quiet of other persons.

**307.130. - Required conduct.**

Valet parking operators licensed under this chapter, and their employees and agents, shall:

1. Fully comply with the requirements of the valet loading zone authorization issued by the city council or its designee.
2. Operate vehicles in compliance with all applicable federal, state and local laws, and in a manner so as to assure the safety of persons and property.
3. Provide each patron with a prenumbered receipt indicating the valet parking fee and the name and address of the operator.
4. Display a sign, whose design and location shall be approved by the licensing official, indicating any fee for valet parking. This sign shall be easily visible to patrons as they enter the authorized valet loading zone.
5. Ensure that a supervisor designated by the valet parking operator is at the authorized valet loading zone at all times during hours of operation.
6. Provide adequate staffing to ensure that vehicles do not remain in the authorized valet loading zone for longer than fifteen (15) minutes.



## APPENDIX C

DEPARTMENT OF PUBLIC SERVICE CITY OF COLUMBUS, OHIO	
<b>SUBJECT:</b> Valet Parking Zone Rules and Regulations	
<b>EFFECTIVE DATE:</b> September 23, 2020	
<b>PAGES:</b> 1 of 12	<b>BY:</b> Division of Parking Services

### I. PURPOSE

Public on-street parking as well as private parking for individual businesses is limited in many commercial, residential and mixed-use neighborhoods within the City of Columbus. Valet parking is one of many parking demand management tools that can alleviate parking issues in high demand commercial districts.

### II. AUTHORITY

- A. Pursuant to the authority granted under and Sections 2105.15(C) of the Columbus City Code, as amended, the Director of Public Service hereby adopts, establishes, and publishes these rules and regulations to be effective at the earliest time allowed by law.
- B. These rules and regulations supersede all previously promulgated rules and regulations for valet parking zones and temporary valet parking zones and are applicable to public right-of-way and city-owned public parking facilities.

### III. APPLICABILITY

These rules and regulations provide guidance for valet parking zones and temporary valet parking zones located in the public right-of-way and city-owned public parking facilities. Valet parking zones and temporary valet parking zones operated and maintained outside the right-of-way, including valet parking zones and private parking facilities are not governed by these rules and regulations.

### IV. DEFINITIONS

The following words, terms and phrases, when used in these rules and regulations, shall have the meanings ascribed to them, except when the context clearly indicates a different meaning:

- A. *Attendant* means a person who operates a vehicle between a valet parking zone and a parking facility on behalf of a valet parking service.
- B. *Block face* means a portion of the roadway that includes one (1) intersection.
- C. *Department* means the City of Columbus Department of Public Service.
- D. *Director* means the Director of Public Service or designee.
- E. *Division* means the Division of Parking Services.
- F. *Parking meter zone* means either a physical parking meter or mobile pay zone located within two (2) street blocks of where the valet permit zone is located.
- G. *Permit holder* means a parking operator or duly authorized association or special improvement district permitted under these rules and regulations to operate a valet parking service.





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- H. *Public parking facility* means any parking lot or garage located off the public right-of-way that is owned, leased, managed, or otherwise operated by the City of Columbus.
- I. *Temporary valet parking zone* means a short term valet used for a special event in an area of limited parking. Temporary valet parking zones are not for long term parking but are staging areas where vehicles are parked temporarily while people unload in close proximity to a business or event location.
- J. *Valet parking service* means a parking operator, including employees of a parking provider, or an independent contractor to a parking provider that provides a driver to operate a vehicle to and from a parking location so that the driver and passengers in the vehicle may unload and load at their immediate destination regardless of whether a fee is charged.
- K. *Valet parking zone* means a designated location in the public right-of-way or public parking facilities where an attendant takes possession of a vehicle for the purpose of parking and returns the vehicle to the possession of the driver thereof. In general, this term also applies to temporary valet parking zones unless explicitly noted.
- L. *Valet parking facilities* means a privately owned parking lot or garage where the valet parking service park one (1) or more valet customers' vehicles until the vehicle is retrieved by the valet parking service. There shall be no on-street valet parking unless explicitly exempted by the Director of Public Service.
- M. *Valet parking service stand* means a table, podium, desk, or similar sized structure at or near the valet client business where one (1) copy of the valet parking receipts and keys to the valet customers' vehicles are kept and where valet customers may go to drop off or retrieve their motor vehicle or the keys to their motor vehicle.

**V. GENERAL RULES**

The following general rules are hereby established:

- A. A valet parking service may be conducted in the public right-of-way or public parking facility only with an approved valet parking zone permit that includes the location, hours of operation, and is in compliance with these rules and regulations.
- B. The permit holder shall comply with all requirements contained in these rules and regulations and shall be responsible for ensuring the compliance of any co-applicants, employees, agents, and contractors.
- C. The permit holder must keep on the premises at the permitted location a valid copy of the approved valet parking permit at all times, and may be subject to inspection by any authorized official of the City of Columbus during hours of valet parking service operation.
- D. The issuance of a valet parking zone permit does not entitle the permit holder to sole use of the designated valet zone in the public right-of-way. The permit





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holder has an obligation to maintain the safe and orderly movement of vehicles while maintaining the safety of pedestrians and bicycles.

- E. Nothing in these rules and regulations shall be construed to allow a commercial establishment to substitute off-street valet parking services for any parking requirements imposed by the City of Columbus Zoning and Traffic Codes, nor shall any valet parking lot be permitted on private property unless the owner of said parking location has received zoning clearance from the Department of Development.
- F. A duly authorized business association, special improvement district, civic association or other responsible entity acceptable to the City of Columbus may apply for a valet parking zone permit for the purpose of consolidating valet parking zones to preserve public on-street parking within a specific geographic region of the City.

**VI. VALET PARKING ZONES**

- A. Valet parking zones shall:
  - 1. Operate only in the curb lane of the roadway;
  - 2. Be permitted where parking meters are installed upon approval from the Director;
  - 3. Maintain a minimum of four (4) feet or greater distance on the sidewalk for the passage of pedestrians as required by the Department;
  - 4. Be used as a staging area where vehicles are parked temporarily for the loading and unloading of passengers;
  - 5. Be permitted to share the same location as loading zones to preserve public on-street parking; and
  - 6. Be limited to one (1) designated valet parking zone per block face to preserve on-street parking.
- B. Valet parking zones shall not:
  - 1. Exceed the length of a single businesses property frontage(s) on the city street(s) adjoining such property unless written consent from the neighboring property owners and businesses is provided;
  - 2. Operate where on-street public parking does not exist, or where establishing a valet parking zone will otherwise interfere with a lane of travel or bike lane;
  - 3. Operate in an area in which parking is already restricted for other uses, or where parking is otherwise restricted or regulated per Title 21 of Columbus City Code;
  - 4. Be located within the area used by vehicle detection devices near signalized intersections; and
  - 5. Not park or allow long-term parking of a vehicle in a valet parking zone, or allow the loading and unloading of goods, equipment, or merchandise during permitted hours.





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**VII. VALET PARKING FACILITIES**

Valet parking facilities shall:

- A. Not be located in the public right-of-way or a public parking facility, except as approved by the Director;
- B. Not be located within a city park; and
- C. Be appropriately zoned in accordance with the City of Columbus Zoning Code.

**VIII. STANDARDS OF OPERATION**

A permit holder shall:

- A. Allow only employees and independent contractors holding a valid state driver's license, and having valid vehicle insurance or covered under the permit holders insurance meeting the minimum requirements for coverage required by the State of Ohio, to operate any vehicle in connection with the valet parking service.
- B. Assure attendants wear a uniform, shirt, coat or jacket, or other name tag, nameplate, hat, or vest with the name of the attendant and the company logo that identifies the attendant as an authorized employee of the permit holder.
- C. Assure that all employees, contractors, and/or agents place on the dashboard of each patron vehicle a sign or placard of a size no smaller than three (3) by three (3) inches in such a manner so as to be conspicuously visible through the windshield of the patron vehicle. The sign or placard shall clearly state: This Vehicle Parked by [Valet Parking Business Name].
- D. Operate the valet parking service in a manner that does not:
  - 1. Use or occupy more of the public right-of-way than was approved in the valet parking zone permit;
  - 2. Unreasonably interfere with the use of a parking meter, mailbox, or other object, or the safe operation of roadways including, but not limited to travel and parking lanes, driveways, wheelchair ramps, crosswalks, sidewalks, bikeway facilities, signs, markings, signals, fire hydrants, street lights, and intersections;
  - 3. Obstruct a vehicle operator's ability to see any part of an intersecting road; and
  - 4. Injure, damage, or create a hazard to persons or property.
- E. Provide, upon taking custody of a patron's vehicle a numbered ticket to each customer containing the following information:
  - 1. Name, address and telephone of the valet parking service; and
  - 2. Fee or cost to the customer of the valet parking service.
- F. Not allow a vehicle with its engine running to remain unattended in a valet parking zone.
- G. Not allow the parking of vehicles owned or otherwise driven by an employee, owner, contractor or agent of the permit holder in the valet parking permit zone.
- H. Provide valet parking service only during hours of operation authorized in the valet parking zone permit.





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- I. Not prohibit or otherwise interfere with the operation and use of public parking spaces at any times other than the hours of operation and the location of a valet parking zone permitted by the Department.
- J. Allow the traveling public to utilize the valet loading zone for the purposes of passenger loading and unloading even if the motorist is not utilizing the valet service.

**IX. VALET PARKING SERVICE STAND**

- A. A permit holder shall provide one (1) valet parking service stand at each permitted location. The valet parking service stand shall be located in the public right-of-way at a location approved by the Department or within the adjacent building for whose benefit the valet parking service is provided. The valet parking service stand must be exclusively for the operation of the valet parking service.
- B. A valet parking service stand shall:
  - 1. Not be located within the travel lanes, bike lanes or parking lanes of the roadway;
  - 2. Occupy an area of the public right-of-way no greater than four (4) feet by four (4) feet with a minimum of four (4) feet unobstructed pedestrian clear zone;
  - 3. Not obstruct a bicycle rack;
  - 4. Not be permanently affixed to the public right-of-way in any manner;
  - 5. Be easily moveable by one person;
  - 6. Be removed from the public right-of-way when the valet parking service is not being operated;
  - 7. Be secured and locked when left unattended;
  - 8. Have affixed a sign not larger than two (2) feet by two (2) feet for the sole purpose of identifying the valet parking service indicating the name of the operator of the valet parking service and the fee for valet parking service;
  - 9. Not be electrified or lighted in any way, or have any moving components; and
  - 10. Not have any heating or cooling source of any kind.
- C. If the valet parking service stand is located within a building, the permit holder may provide a sign advertising the valet parking service, provided said sign meets the requirements for signs on private property per the Zoning Code.

**X. VALET PARKING ZONE SIGNAGE**

- A. The Department shall install permanent regulatory signage marking the limits of each approved permanent valet parking zone. Each sign shall indicate that the location is restricted for use by a valet parking service and state the days and hours of operation of the valet parking service. If the valet parking zone is located in parking metered spaces, regulatory parking meter signs will be installed by the Department on affected parking meters by the Department





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stating "Tow Away Zone" and the days and hours of operation of the valet zone service.

- B. One (1) temporary sidewalk sign announcing the valet parking service may be displayed at the approved valet parking zone provided. Said sign shall:
1. Be approved by the Director;
  2. Be constructed of durable material that will withstand the year-round impact of the weather and must be maintained and in good condition at all times;
  3. Be sufficiently weighted and constructed to withstand strong winds;
  4. Not exceed twenty four (24) inches in width and forty eight (48) inches in height (including base, holder, frames, etc.) measured from the sidewalk surface;
  5. Be placed on the sidewalk no more than one half (1/2) hour before the valet parking service opens and must be removed no later than one half (1/2) hour after the close of valet parking service;
  6. Be in front of the business offering the valet service without encroaching upon the frontage of another business;
  7. Be positioned on the sidewalk and/or tree lawn outside the travel lanes, bike lanes and parking lanes, and allow a minimum four (4) foot clearance for pedestrian traffic;
  8. Be freestanding and may not be affixed to any street fixtures including, but not limited to trees, parking meters, lampposts, grates, bike racks, decorative benches, news boxes, etc. in any manner;
  9. Not be electrified or lighted in any way, or have any moving components; and
  10. Include only the name and logo of the permit holder, the business offering the valet service, the words "Valet Parking", the rate charged for the service and the hours of operation. The sign shall not indicate "Valet Only" as the valet loading zone is available for those who are not using the valet service but are dropping off or picking up passenger(s).

**XI. TEMPORARY VALET ZONE PARKING PERMIT**

- A. A temporary valet zone permit holder shall comply with all requirements contained in these rules and regulations that apply to a valet parking zone and shall be responsible for ensuring that any employees, contractors, and agents are also in compliance with these rules and regulations.
- B. Temporary valet zone permits are not intended to accommodate permanent valet zones during the application process. Permanent valet zones shall abide by the application process outlined in these rules and regulations.
- C. A temporary valet zone permit shall not be granted for more than three (3) days. For requests extending beyond three (3) days, an appeal may be filed with the Director.
- D. Temporary valet zone permit holders are required to notify the adjacent property owner(s) for any parking space that extends beyond the storefront of the requested location.





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**Effective September 23, 2020****Page 7****XII. INDEMNIFICATION AND INSURANCE**

The permit holder shall forever indemnify and hold harmless the City and all of its agents, employees and representatives from and against all claims, damages, losses, suits and actions, including attorney's fees, arising or resulting from said operation of a valet parking service. In addition, the permit holder shall obtain general liability insurance in an amount no less than \$1,500,000.00 and shall name the City as an additional insured on said policy. A copy of the certificate of insurance shall be provided to the Department and shall become a part of any permit executed by the Department.

**XIII. APPLICATION PROCESS**

- A. An applicant seeking to operate a valet parking service in the public right-of-way or public parking facility shall submit to the Department an application for a valet parking zone permit or a temporary valet parking zone permit. All valet applications shall be submitted via the Permit Office web portal at <https://ca.columbus.gov/ca/>.
- B. Each application is required to contain the following:
  - 1. A scaled site plan showing the proposed address of the location of the valet parking zone, the valet parking service stand, and the placement of any temporary signage to be placed in the right-of-way. Refer to Exhibit A for a sample drawing;
  - 2. A drawing showing the color, content, materials, design and dimensions of the proposed temporary sidewalk signage;
  - 3. Proof of insurance and signed indemnity and release forms as required by Section XII;
  - 4. Copy of the contract between the permit holder and private parking facility used to store vehicles while in the care of the valet parking service; and
  - 5. A letter of authorization from the business receiving valet services.
- C. In order to provide adequate processing time, all applications for a valet zone parking permit shall be submitted a minimum of sixty (60) business days prior to the start of the permit. Requests received less than sixty (60) business days will be considered but no assurance is made that a decision and required signage will be rendered by the requested permit date.
- D. In order to provide adequate processing time, all applications for a temporary valet parking permit shall be submitted a minimum of five (5) business days prior to the start of the permit. Requests received less than five (5) business days will be considered but no assurance is made that a decision will be rendered by the requested permit date.
- E. An application for shared valet parking zones shall identify all businesses on the application, along with proof of consent or approval from the duly authorized representative of each business on the application. The applicant requesting a valet parking zone permit will be responsible for the payment of all fees.
- F. A permit holder desiring to modify the operation of an approved valet parking zone may submit for approval the requested changes to the Department,





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which may be subject to the signage fee depending on the extent and complexity of the proposed change, as determined by the Department.

**XIV. FEES****A. Valet parking zone permit**

1. The following fees are hereby established and shall be payable prior to the issuance of the approved valet parking zone permit:
  - a. A nonrefundable application fee of \$200.00, payable upon submitting an application for first-time installation or upon submitting an application provisions of Section XIII, subsection (F).
  - b. A nonrefundable annual renewal fee of \$50.00, payable upon submitting an application for renewal of a previously approved valet parking zone permit.
  - c. Per City of Columbus Code Section 2155.055, there will be a nonrefundable parking meter out of service fee equivalent to the hourly rate of each parking meter approved for a valet parking zone, multiplied by the hours of use approved in the valet parking zone permit. Valet parking zones established in a parking meter zone, but without parking meters directly within the valet parking zone, will be assessed a lost meter revenue fee based on hourly rate of the closest parking meter within the parking meter zone.
  - d. A nonrefundable regulatory sign installation and removal fee of \$250.00 per sign.
2. Application for renewal and payment of the annual fee for a valet parking zone permit may be made on or prior to the expiration date.
  - a. If the applicant fails to pay all required renewal fees upon expiration, the Division may require a new application and payment of all applicable fees.

**B. Temporary valet parking zone permit**

1. The following fees are hereby established and shall be payable prior to the issuance of the approved temporary valet parking zone permit:
  - a. A nonrefundable application fee for a 906 occupancy permit and any associated fees as deemed necessary by the Division of Infrastructure Management, Permit Office.
  - b. Per City of Columbus Code Section 2155.055, there will be a nonrefundable parking meter out of service fee equivalent to the hourly rate of each parking meter approved for a temporary valet parking zone permit, multiplied by the hours the meter(s) is enforced for each day approved. Temporary valet parking zones established in a parking meter zone, but without parking meters directly within the valet parking zone, will be assessed a lost meter revenue fee based on hourly rate of the closest parking meter within the parking meter zone.

- C. The application and renewal fee and the meter out of service fee shall be deposited in the Parking Meter Programs designated fund.. The regulatory sign





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installation and removal fee shall be deposited in the Street Construction, Maintenance and Repair Fund.

**XV. REFUNDS, TRANSFERS AND EXPIRATION**

- A. If a permit holder terminates a valet service prior to the expiration date of the permit, there shall be no refund of any fees.
- B. A valet parking zone permit is specific to a location, and shall not be transferred to another location.
- C. Transferring an approved valet parking zone from the original applicant to a successor at the same address may be allowed provided the new applicant submits a renewal application for approval, that all fees and fines for the previous permit holder are paid and up to date, and that the applicant requests the same conditions as the approved valet parking zone permit, in which case only a renewal fee shall be charged.
- D. All valet parking permits are annual permits and shall expire one (1) year after issuance.

**XVI. ENFORCEMENT, DENIAL, REVOCATION, SUSPENSION AND TERMINATION**

- A. The permit holder shall comply with all requirements contained in these rules and regulations and shall be responsible for ensuring that any employees, contractors, and agents are in compliance with these rules and regulations.
- B. The operation of a valet parking zone under these Rules and Regulations is subject to the enforcement of applicable local and state traffic, parking and general codes and regulations. Enforcement of these Rules and Regulations may result in a documented warning or violation and may result in fines, revocation, termination or denial of a valet parking permit. The violation and fine structure is as follows:
  - a. The first offense shall result in a written warning.
  - b. The second offense shall result in a written violation and an assessed fine of one hundred dollars (\$100).
  - c. The third offense shall result in a written violation and an assessed fine of two hundred fifty dollars (\$250). The permit holder is also required to attend a meeting with the Division of Parking Services.
  - d. The fourth offense shall result in a written violation and an assessed fine of five hundred dollars (\$500). The permit holder and the business receiving valet services are required to attend a meeting with the Division of Parking Services.
  - e. The fifth and final offense shall result in a written violation, an assessed fine of one thousand dollars (\$1000) and revocation of the valet parking permit for that specific location.
- C. A copy of any documented warning, violation, and letter of revocation shall be provided to the on-site valet operator and mailed to the valet permit holder and business receiving the valet service by United States Postal Certified Mail.





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- D. After issuance of the fifth offense and revocation of the permit, the permit holder may not reapply for a valet parking permit for that specific location for a minimum of six (6) months.
- E. The Department or the Columbus Division of Police may temporarily suspend the operations of a valet parking service in the public right-of-way reserved by the valet parking service if needed for an emergency or temporary use, including, but not limited to, the construction, maintenance, or repair of a street or utility or special event.
- F. The Department shall notify the applicant in writing and may deny a valet parking zone permit or revoke or suspend without refund of any portion of any fees a valet parking zone permit if:
  - 1. The applicant fails to comply with the requirements of these rules and regulations or other applicable law;
  - 2. The applicant makes a false statement of material fact on an application for a valet parking zone permit; or
  - 3. The Department determines that the operation of the valet parking service would:
    - a. Endanger the safety of persons or property or otherwise not be in the public interest;
    - b. Unreasonably interfere with pedestrian or vehicular traffic;
    - c. Unreasonably interfere with the use of a pole, parking meter, traffic sign, traffic signal, hydrant, mailbox, or other object at or near the proposed location of the valet parking service; or
    - d. Unreasonably interfere with an existing use permitted at or near the proposed location of the valet parking service.

**XVII. EXEMPTIONS**

It is the policy of the City of Columbus that all businesses seeking to operate a valet parking service in the public right-of-way or within public parking facilities shall adhere to these Rules and Regulations, to preserve the health, safety, and general welfare of the public. However, the City recognizes that there may be unique circumstances where the health, safety and general welfare of the public may not be best served by strict adherence to these Rules and Regulations. Such an exemption shall be issued at the sole discretion of the Director and may be for such reasons as safety issues, economic waste or geographical features.

- A. Criteria for consideration of an exemption include:
  - 1. Proximity to permit parking areas;
  - 2. Proximity to a historic district;
  - 3. Proximity to on-street and off-street parking;
  - 4. Safety considerations; and
  - 5. Other factors that preserve the health, safety and welfare of the citizens of the City.
- B. To request an exemption, the applicant shall submit the following to the Department:



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1. Written request stating which provision or provisions of these Rules and Regulations are being requested an exemption; and
  2. Reasons for an exemption that reflect but are not limited to the above stated criteria; and
  3. Any other relevant documentation or information as determine by the Director.
- C. The Department will approve or deny exemption requests within thirty (30) business days after receipt of a complete request.

**XVIII. APPEAL PROCESS**

- A. Any applicant or permit holder shall have the right to appeal the issuance of any written warning, violation and/or assessed fine, or denial, suspension or revocation of a valet parking zone permit associated with these Rules and Regulations. An appeal must be filed no later than ten (10) days from the date of issuance of the written warning or violation. The appeal shall be on a form provided by the Department, which, at a minimum, shall contain the following information:
1. The name, address, telephone number, and email address of the applicant or permit holder;
  2. The reason for the appeal; and
- B. Any other information requested by the Department for the purpose of processing and considering the appeal under the requirements of these rules and regulations. The Department may request comments from the applicable area commission, civic association, business association, and/or special improvement district.
- C. The Director will review each appeal and provide a decision within fifteen (15) business days of receiving the appeal and supporting documentation.
- D. The Director's decision on an appeal shall be final.

BY ORDER:

JENNIFER GALLAGHER, DIRECTOR  
DEPARTMENT OF PUBLIC SERVICE





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**EXHIBIT A**

**APPLICATION FOR ON-STREET VALET PERMIT**  
**SAMPLE Site Plan Drawing**

NAME OF ADJACENT TENANT

NAME OF ESTABLISHMENT UTILIZING VALET SERVICE

SHOW ENTRANCE DOORS FOR ALL BUILDINGS

SHOW AND LABEL ALL STREET FURNITURE (STREET LIGHT, FIRE HYDRANT, PARKING METER, ETC.), STREET TREES/LANDSCAPE STRIPS AND CROSSWALKS

STREET NAME

LOCATE AND LABEL VALET PARKING SERVICE STAND

LABEL VALET PARKING PICK-UP/DROP-OFF ZONE

SCALE: 1" = 10'-0"

DATE: XX/XX/XXX

PLAN

APPLICANT NAME:

PICK-UP/DROP-OFF ZONE LOCATION:



## **APPENDIX D**

### **CEDAR-LEE PARKING GARAGE CONDITION ASSESSMENT**

#### **Cedar Lee Parking Garage Description**

The purpose of this condition assessment of the Cedar-Lee Parking Garage is to assess the physical condition of the Cedar-Lee Parking Garage. Desman evaluated the existing condition of the concrete, framing, control joints. This was a non-invasive visual inspection by firm's engineers from our garage inspection and restoration division. This condition assessment will not include any electrical, plumbing, mechanical, etc. an MEP consultant can evaluate these criteria.

The Cedar-Lee Parking Garage is a four-level structure built in 2007. The garage is two bays wide. The west bay is flat, and the east bay is ramped. All bays have two-way traffic. There are two stair towers and one elevator that service the facility. There is a stair tower in the northwest corner of the garage and a stair tower and elevator in the southwest corner of the garage. Level one of parking spaces in the garage is physically separate from the rest of the parking spaces the garage. Level one has an entrance/exit from/to Tullamore Road on the south side. The remaining Levels are accessible via an entrance/exit portal from/to the existing parking lot at the northwest corner of the garage.

The structural system consists of cast-in-place, post-tensioned concrete slabs supported by cast-in-place, post-tensioned concrete beams and cast-in-place, conventionally reinforced concrete columns. The perimeter walls of the garage are cast-in-place concrete. The exterior face of the perimeter walls makes up the façade. There is a vehicle barrier system between the bays consisting of eleven steel cables.

There are not any expansion joints within the garage. The stair/elevator towers are isolated from the main structure by cove joints. The stairs are cast-in-place, conventionally reinforced concrete. Both tower walls are glass curtain walls, and the elevator is partially enclosed in masonry block.

#### **Background Pertaining Structural Deterioration and Restoration of Concrete Structures**

First, it is important to point out that, although the Cedar Lee Parking Garage will understandably be utilized to a far greater extent probably on 24/7 basis, such increased usage will in no way directly contribute to potential deterioration of the concrete structure. Because deterioration is not directly caused by vehicle or pedestrian traffic, it can be hard to predict how increased usage will impact the rate of deterioration in a parking garage. Concrete deterioration is mainly caused by water and de-icing agents permeating the concrete and causing corrosion of the reinforcing steel within the concrete. The following provides additional technical background regarding the structural deterioration and restoration of concrete structures.

Concrete is a stone-like material created by placing a carefully proportioned mixture of cement, sand, gravel or other aggregate, and water into forms shaped to the dimensions of the desired structure and allowing it to harden. Concrete has existed and been used in various ways for thousands of years and is currently used as a building material worldwide. The advantages of this building material include its high fire and weather resistance, local availability at low costs, and high compressive strength. However, it is a relatively brittle material whose tensile strength is low compared to its compressive strength. Beginning in the late 19th century, and continuing throughout the 20th century, steel bars have been used to reinforce concrete members where the low tensile strength would otherwise limit load-carrying capacity. Under normal environmental conditions, steel reinforcing bars embedded in concrete do not corrode. A



protective film of iron oxide forms on the surface of the steel when it is encased in concrete. The natural alkalinity (pH value of approximately 13.2 or higher) associated with hydration of the Portland cement in the concrete is usually sufficient to keep this protective film stable.

However, the service environment of parking structures is more similar to that of highway bridges than most other buildings. Often these structures are exposed to extreme seasonal and daily ambient temperature variations. The associated thermal volume changes can cause cracking of the slabs, beams, columns, and walls. Moisture and oxygen can enter the concrete through these cracks and initiate the corrosion process. With time, the volume increase associated with the corrosion formation will generate enough force to delaminate the concrete cover over the reinforcing steel.

With the widespread use of salt de-icing programs for our national highways, the conditions of our bridge garages, parking garages and other reinforced concrete structures directly exposed to these elements began to deteriorate. The relationship between the deterioration and the use of de-icing salts was most evident by the extent of deterioration found in the “snow belt” states. Due to the development of this deterioration, programs were initiated to study the cause and effect of the problem so that repair programs and preventive maintenance procedures could be instituted.

Research during this period confirmed that corrosion of the embedded reinforcing steel is typically the primary cause of the structural deterioration. It was further determined that the presence of chloride ions in the concrete, from both external and internal sources, greatly accelerates the corrosion process. External sources of chloride ions primarily consist of de-icing salts that have been applied directly to the slabs or have been carried into the parking garage by vehicles. Internal sources are typically provided by calcium chloride admixtures to the concrete such as those used in winter months to speed the temperature sensitive curing of the concrete mix. According to the American Concrete Institute, chloride ion concentration of 0.2% by weight of cement, or chloride concentrations of approximately 1.1 lb/cy of concrete to 1.6 lb/cy of concrete, can initiate corrosion of the embedded reinforcing steel in concrete structures.

Repair programs began to consider that the only method to stop subsequent corrosion of reinforcing steel was one in which all concrete that contains threshold values of chloride ions was removed, and chloride ions and moisture were prevented from entering the new concrete. However, removal of all concrete containing significant amounts of chloride ions is seldom a practical solution.

A normal assumption made during a condition evaluation is that the structure was adequately designed and was constructed in accordance with that design. Extensive destructive testing to confirm that existing conditions meet the original design criteria is typically beyond the scope of a condition assessment survey. As stated by the American Concrete Institute (ACI) Committee 362 in their “State of the Art” report on Parking Structures, *“Repairing an existing deteriorated structure involves many unknowns, uncertainties, and risks. Especially with regard to repair of deicer caused corrosion damage, the process is considered an extension of the useful life of the deteriorated structure. It is not equivalent to building a new structure with current technology.”* Therefore, in the development of alternate repair programs, contingency funds must be anticipated and included in the probable construction costs to account for concealed, unknown, or unexpected conditions that may be encountered.

The successful extension of the service life of a structure will also depend on upon the degree of continuing maintenance provided after a repair program is completed. Usually, some continuing deterioration can be expected to occur, and funds should be set aside to address this condition in future years.



### **Cedar Lee Parking Garage Condition Assessment**

When evaluating the condition of a parking structure, any noted structural or concrete repair needs are typically categorized in terms of being in need of attention in the “Near Term,” “Intermediate Term,” and “Long Term”.

#### Near Term Repairs

The repairs considered “Near Term” should be implemented to address the items that are considered as a structural concern or pose an immediate safety hazard to pedestrian and vehicular traffic and/or directly impact the proper function of the facility. Addressing these items in a timely fashion will significantly reduce the probability of damage being sustained either to operational elements within the facility and/or by users of the facility. At the time of the condition assessment, no “Near Term” repairs were identified.

#### Intermediate Term Repairs

Structural concrete repairs identified during the condition assessment, including spalling on the columns, walls, concrete slab, etc., are classified as “Intermediate repairs”. In addition, failed cove joints and expansion joints were identified during the condition assessment. The repairs considered “Intermediate Term” should be implemented to address current structural deficiencies and maintenance items. These repairs will prevent a more costly future repair program, maintain the structural integrity of the facility, and extend the useful life of the facility.

At the present time, the Cedar Lee Garage is generally in “Good” condition. Minimal concrete deterioration was observed throughout the structure and photographs some of these areas have been included as exhibits in this memorandum. This deterioration was noted on the wall, column, and floor areas throughout the structure. It is DESMAN’s opinion that nature, locations current state of these minimally deteriorating concrete areas will not need repair until the Intermediate Term (Years 3-5 from 2021). Additionally, the cove joint sealant throughout the structure was observed to be deteriorated, and the sealant should be removed and replaced in the Intermediate Term to prevent water from entering the joints and causing deterioration of the concrete.

#### Long-Term Repairs

Future anticipated concrete deterioration not yet present in the garage have been categorized as “Long Term” repairs. This category of repairs should usually be undertaken to ensure the useful life of the structure is optimized. The application of a clear penetrating sealer to the concrete slab is recommended as a “Long Term” repair/maintenance initiative. A clear penetrating sealer would help prevent water penetrating the concrete slab and causing the reinforcing steel to corrode. The repairs considered “Long Term” are to address future structural deficiencies and maintenance items in years six thru ten.

It is recommended that a clear waterproofing sealer be applied to all structurally supported levels of the garage. The sealer should be introduced in the next 6-10 years from 2021. A waterproofing sealer will help prevent deterioration in the concrete. Lastly, concrete repairs are anticipated to develop in the long term and are accounted for. Similar periodic condition inspections of the garage are also recommended to insure no new near-term repair items are identified.

#### Opinion of Probable Repair Costs

DESMAN’s Opinion of Probable Repair Costs is based on current local repair industry unit costs for the various types of needed repairs and an estimate of the quantities of such repairs that will need to be addressed. **Tables 1** breaks down the potential cost by the categorization of the type of repair and





preventative measures. All the concrete repairs are classified as “partial depth,” a partial depth repair means the concrete deterioration in the form of delamination and spalling of the concrete needs to be repaired. Concrete delamination and spalling results when the reinforcing steel inside concrete form begins to corrode. When the steel reinforcing corrodes, it expands to several times its original size, pushing outward on its surroundings. In the case of reinforcing steel embedded in concrete, the concrete is “pushed” by the corrosion process inducing tensile stress within the concrete, the concrete, being relatively weak in tension, is unable to resist this force and breaks loose from the surrounding concrete and creating a delamination. Eventually the delaminated concrete will completely dislodge from the surrounding concrete and become a spall. The repairs would involve removing the deteriorated concrete, cleaning, and supplementing the existing steel reinforcement, and patching the areas with a pre-packaged engineered repair material.

Waterproofing repairs will prevent the further deterioration of the structural concrete. The application of a clear waterproofing sealer will be a preventative measure to protect the cast-in-place, post-tensioned concrete. The removal and replacement of the existing cove joints will prevent water from permeating the structural gaps. Keeping water off the reinforcing steel is important. Once exposed to water and chlorides, corrosion of steel is imminent. When steel corrodes, it expands to several times its original size, pushing outward on its surroundings. In the case of reinforcing steel embedded in concrete, the concrete is “pushed” by the corrosion process inducing tensile stress within the concrete, the concrete, being relatively weak in tension, is unable to resist this force and breaks loose from the surrounding concrete and creating a delamination. Eventually the delaminated concrete will completely dislodge from the surrounding concrete and become a spall.

**Table 1 Estimate of Future Capital Repair & Maintenance Cost for the Cedar Lee Garage**

Repair Quantities and Costs August 1, 2021								
	Partial Depth Floor Repair	S.O.G. Repair	R/R Construction Joint	Column Repairs	Wall Repair	R/R Cove Joint	Stair Tower Landing Partial Depth	Mortar Repointing
Level 1	0	5	60	2	1	1203	11	17
Level 2	1	0	120	2	0	173		
Level 3	0	0	120	6	0	57		
Level 4	0	0	120	0	5	57		
Totals	1	5	420	10	6	1,490	11	17
Adjustment Factor	20%	20%	20%	20%	20%	20%	20%	20%
Adjusted Totals	2	6	504	12	8	1,788	14	21
Unit Price	\$60.00	\$60.00	\$10.00	\$125.00	\$125.00	\$10.00	\$60.00	\$12.00
<b>TOTAL COST</b>	<b>\$120</b>	<b>\$360</b>	<b>\$5,040</b>	<b>\$1,500</b>	<b>\$1,000</b>	<b>\$17,880</b>	<b>\$840</b>	<b>\$252</b>

Prepared by DESMAN

**Tables 2** is a summation of DESMAN’s estimated Opinion of Probable Repair Costs based on the three previously defined repair prioritization timeframes.



**Table 2 Opinion of Probable Costs for Near-Term, Intermediate-Term and Long-Term Repairs**

Cedar - Lee Parking Garage Opinion of Probable Repair Costs July 2021				
Item      Description		Repair Priority		
		Near Term (Years 0-2)	Intermediate Term (Years 3-5)	Long Term (Years 6-10)
<b>1. Concrete Repairs &amp; Restoration</b>				
a. Partial Depth Slab Repairs			\$ 600	\$ 600
b. Partial Depth Slab On Grade Repairs			\$ 600	\$ 600
c. Partial Depth Column Repairs			\$ 2,500	\$ 2,500
d. Partial Depth Wall Repairs			\$ 1,250	\$ 1,250
e. Partial Depth Façade Column Repair			\$ 2,500	\$ 2,500
<b>Subtotal</b>		<b>\$ -</b>	<b>\$ 4,950</b>	<b>\$ 4,950</b>
<b>2. Waterproofing Repairs</b>				
a. Application of Clear Waterproofing Sealer				\$ 89,700
b. Remove & Replace Existing Cove Joints			\$ 23,000	
<b>Subtotal</b>		<b>\$ -</b>	<b>\$ 23,000</b>	<b>\$ 89,700</b>
<b>3. Stair Tower Repairs &amp; Restoration</b>				
a. Partial Depth Repair - Stair Landings			\$ 2,000	
<b>Subtotal</b>		<b>\$ -</b>	<b>\$ 2,000</b>	<b>\$ -</b>
<b>5. Miscellaneous Costs</b>				
a. General Conditions (Mob, De-Mob, Misc. Work, Etc.)		\$ -	\$ 5,000	\$ 15,000
<b>Subtotal</b>		<b>\$ -</b>	<b>\$ 5,000</b>	<b>\$ 15,000</b>
Anticipated Construction Subtotal		\$ -	\$ 34,950	\$ 109,650
Owner Contingency (20%)		\$ -	\$ 6,990	\$ 21,930
<b>Anticipated Project Cost Total By Priority Period</b>		<b>\$ -</b>	<b>\$ 41,940</b>	<b>\$ 131,580</b>
<b>ANTICIPATED OVERALL PROJECT COST TOTAL</b>				<b>\$ 173,520</b>

Notes:

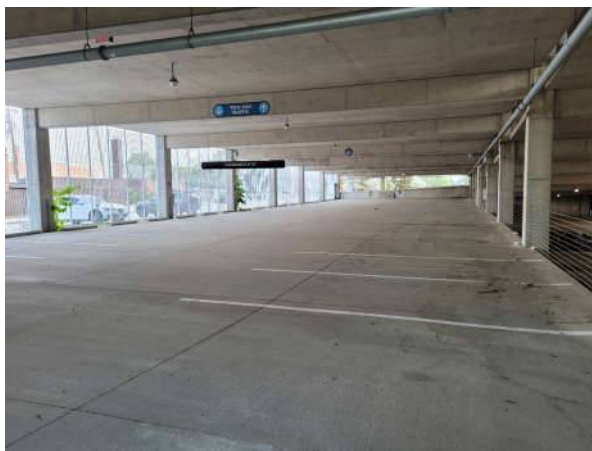
1. Costs are in 2021 dollars. Costs do not include inflation.
2. The costs do not include engineering, construction administration or material testing fees.
3. Lost revenues are not included.
4. Utility costs are not included.
5. Contingency is for project conditions beyond Owner's control such as variation in quantities, bidding climate and regulatory costs.
6. Costs assumes that phased construction would capture approximately 20%-25% of the total garage area at one time, with phases being captured concurrently.
7. Estimate is based on normal working hours and does not account for premium time.

Prepared by DESMAN

The exhibits that follow capture the current appearance of the Cedar Lee Parking Garage and a sampling of some of the areas where a minimal amount of concrete deterioration was observed.

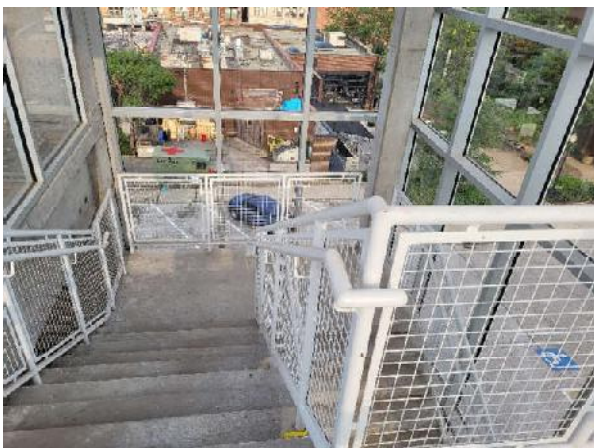


**Exhibit 1 Cedar Lee Parking Garage Photos taken July 27, 2021**



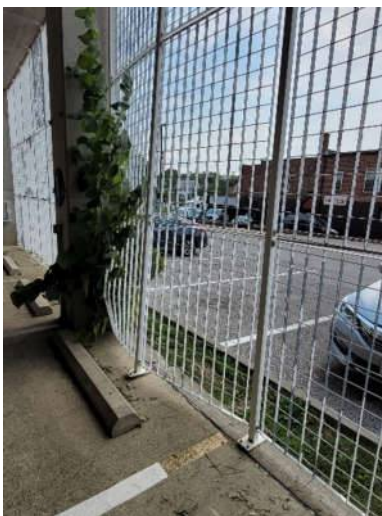


**Exhibit 1 Cedar Lee Parking Garage Photos taken July 27, 2021 *continued***





**Exhibit 1 Cedar Lee Parking Garage Photos taken July 27, 2021 *continued***



**APPENDIX E**

Listing of CLBD Businesses and Institutions			
Count	Business	Address	Classification
1	Handy Rents	2116 Lee Rd.	Auto and Home
2	Take 5 Oil Change	2100 Lee Rd.	Auto and Home
3	Reflection of Me Hair and Beauty Salon	2122 Lee Rd.	Health and Beauty
4	Rumor Salon	2124 Lee Rd.	Health and Beauty
5	Classycarla Creation	2126 Lee Rd.	Health and Beauty
6	Lucky Sparrow Tattoo	2128 Lee Rd.	Everyday Essentials
7	Fresh and Meaty Burgers	13187 Cedar Rd.	Dining and Nightlife
9	Wizbang	2134 Lee Rd.	Arts and Entertainment
10	Sub City	2142 Lee Rd.	Dining and Nightlife
11	Hair Melodies	2123 Lee Rd.	Health and Beauty
12	Expo Wireless	13185 Cedar Rd.	Everyday Essentials
13	Cleveland Heights PC	13183 Cedar Rd.	Everyday Essentials
14	Way Auto Body Shop	13167 Cedar Rd.	Auto and Home
17	Blank Canvas Cle	2172 Lee Rd.	Arts and Entertainment
18	Cedar-Lee Theatre	2163 Lee Rd.	Arts and Entertainment
19	Heights Arts Gallery	2175 Lee Rd.	Arts and Entertainment
20	Lee's Seafood Boil	2201 Lee Rd.	Dining and Nightlife
21	Elite Bistro (Closed)	2195 Lee Rd.	Dining and Nightlife
22	Boss Dog Brewing Co.	2179 Lee Rd.	Dining and Nightlife
23	CLE Urban Winery	2180 Lee Rd.	Dining and Nightlife
24	Dewey's Pizza	2194 Lee Rd.	Dining and Nightlife
25	Mojo World Eats and Drinks	2196 Lee Rd.	Dining and Nightlife
26	MoMo's Kebabs	2199 Lee Rd.	Dining and Nightlife
27	New Heights Grill	2206 Lee Rd.	Dining and Nightlife
28	The Rib Cage	2214 Lee Rd.	Dining and Nightlife
29	Rudy's Pub	2180 Lee Rd.	Dining and Nightlife
30	Wendy's	13246 Cedar Rd.	Dining and Nightlife
31	CVS Drug Store	2160 Lee Rd.	Health and Beauty
32	Sanctuary by Joyce	2184 Lee Rd.	Health and Beauty
33	Two Brothers Beauty Supply	2203 Lee Rd.	Health and Beauty
34	Twisted Minds Smoke Shop	2150 Lee Rd.	Everyday Essentials
35	Barber and Beauty Supply Outlet	13216 Cedar Rd.	Health and Beauty
36	Booker's Lounge	13179 Cedar Rd.	Dining and Nightlife
37	Dobama Theatre	2340 Lee Rd.	Arts and Entertainment
38	All Makes Vacuum	2309 Lee Rd.	Everyday Essentials
39	Bryan's Marathon	2294 Lee Rd.	Auto and Home
40	True North Shell Gas Station	2310 Lee Rd.	Auto and Home
41	Best Gyros	2245 Lee Rd.	Dining and Nightlife
42	Lee's Seafood Boil	2201 Lee Rd.	Dining and Nightlife
43	Kensington Pub	2260 Lee Rd.	Dining and Nightlife
44	Marotta's	2289 Lee Rd.	Dining and Nightlife
45	Phoenix Coffee	2287 Lee Rd.	Dining and Nightlife
46	Social Room	2261 Lee Rd.	Dining and Nightlife
47	Stone Oven	2267 Lee Rd.	Dining and Nightlife
48	Taste	2317 Lee Rd.	Dining and Nightlife
49	The Fresh Fix	2234 Lee Rd.	Dining and Nightlife
50	Heights Soul Food and Grill	2238 Lee Rd.	Dining and Nightlife
51	The Tavern Company	2299 Lee Rd.	Dining and Nightlife
52	VooDoo Brewery CLE	2279 Lee Rd.	Dining and Nightlife
53	Christian Science Reading Room	2252 Lee Rd.	Everyday Essentials
54	Heights Library	2345 Lee Rd.	Everyday Essentials
55	Mitchell's Chocolates	2285 Lee Rd.	Everyday Essentials
56	Myron's Beverage	2256 Lee Rd.	Everyday Essentials
57	S'Wonderful Gifts	2254 Lee Rd.	Everyday Essentials
58	SGI-USA Cleveland Buddhist Center	2255 Lee Rd.	Everyday Essentials
59	The Wine Spot	2271 Lee Rd.	Everyday Essentials
60	Atma Center	2319 Lee Rd.	Health and Beauty
61	Halo Crowning Glory	3200 Silsby Rd.	Health and Beauty
62	Heights Uptown Barbershop	2244 Lee Rd.	Health and Beauty
63	Lee Road Dog Grooming	2246 Lee Rd.	Everyday Essentials
64	Modern Edge Salon	2265 Lee Rd.	Health and Beauty
65	Zoma Ethiopian Restaurant	2240 Lee Rd.	Dining and Nightlife
66	Anatolia Café	2270 Lee Rd.	Dining and Nightlife
67	Bussey's Upholstery	2311 Lee Rd.	Everyday Essentials
68	Sweet Fix Bakery	2307 Lee Rd.	Everyday Essentials

