

Framework for Reporting Findings and Recommendations

To effectively communicate the work of the Citywide Parking Committee we suggest the following framework. The intent is that the work of the Citywide Parking Committee (“Committee”) be summarized in a way that will provide a good basis for Council consideration and action.

Councilmembers Jeannie Bruins and Jean Mordo, are co-chairs of the Committee. The co-chairs will not take any action, or make any recommendations regarding the work of the Committee, until the City Council is prepared to consider actions recommended by the Committee. The Committee will make a presentation to The Planning and Transportation Commission (“PTC”). The PTC, at their discretion, may or may not make a recommendation to the City Council. Therefore, the Committee’s reports should stand on their own to provide sufficient information necessary to support the recommendations.

The *City-wide parking ad-hoc committee* memo, approved by Council on February 14, 2015, provides the beginning point for the reports. Where applicable, the 2013 *Council Review of Downtown Parking Management Recommendations* (Appendix 1A) should also be addressed.

To facilitate review, the subject areas should be divided into three general areas:

- A. Parking Mechanics
 - 1. Parking Geometry (parking spaces and lanes dimensions, and related work)
 - 2. Parking Ratios (application of parking requirements per building area)
 - 3. Area Calculation (application of net or gross area and any exclusions)
 - 4. Other work relating to the nuts and bolts of parking requirements
- B. Shared Parking Opportunities
 - 1. Parking In-lieu program
 - 2. Expansion of existing Parking Districts
 - 3. Creation of new Parking Districts
 - 4. Other work relating to shared parking
- C. Parking Management/Demand Reduction
 - 1. Parking Management programs
 - 2. Parking Demand reduction methods (transit, bicycle, pedestrian, shuttle)
 - 3. Parking Meters
 - 4. Structured parking or other options

Some of the items in Section C above may already be incorporated into the mechanics or shared parking Sections A or B above. Shared parking concepts may also be included in the mechanics of parking ratios, as well. Further, some of Section C may be beyond the scope of the current Committee, and could be assigned to a follow-up Committee.

Los Altos Parking Subcommittee – Reporting Framework DRAFT 06/15/15

Outline

Heading

**City of Los Altos Citywide Parking Committee
Memorandum**

To: City Council and Planning and Transportation Commission

From: Citywide Parking Committee

Subject: Parking Mechanics (or other subject)

Background

State the issue, identified in the Council approved action (see attachments,) that is being addressed. State the identified problem(s) in a general, non-judgmental manner.

Discussion

Discuss the evidence or indicators of the identified problem. Explore available opportunities and advantages, as well as possible negative impacts. Describe the benefits of resolving the issue as well as possible consequences of not resolving it.

Options

State a reasonable range of options, including taking no action. Briefly discuss the options. Connect the options to existing codes, documents, policy, etc. Provide examples, possibly in an appendix or attachment.

Recommendation(s)

Select the Committee's recommendation(s) from the listed options. Or provide a range of reasonable options that would be supported by the Committee. Note: recommendations that are more general (city-wide) rather than specific may affect whether or not some Councilmembers may vote, due to conflict of interest rules.

Presentation

A Committee member may provide a verbal presentation, including PowerPoint or other visual aids to simplify the concepts. The presentation should be brief and allow for a question and answer period. A copy of the written report as well as any presentation material should be made available to the City Manager prior to the meeting.