



DOWNTOWN PARKING COMMITTEE

SPECIAL MEETING MINUTES

Thursday, January 14, 2016
David Gebhard Public Meeting Room
630 Garden Street
Santa Barbara, CA 93101

1) **CALL TO ORDER:** 9:00 a.m.

2) **ROLL CALL**

DPC MEMBERS

Trey Pinner (Chair)	Present
Matt LaBrie (Vice-Chair)	Present
Edward France	Excused
Gene McKnight	Present
Kate Schwab	Present
Sean Pratt	Excused
Vacant	

Attendance

CITY STAFF PRESENT :

Rob Dayton, Principal Transportation Planner
Victor Garza, Parking /TMP Superintendent
Rebecca Jimenez, Parking Supervisor
Dion Tait, Parking Supervisor
Jessica Grant, Transportation Project Planner
Teri Green, Associate Transportation Planner
Malcolm Hamilton, Administrative Assistant

LIAISONS PRESENT:

Randy Rowse, City Council

OTHERS PRESENT:

3) **CHANGES TO AGENDA**

None.

4) **PUBLIC COMMENT**

None.

5) **APPROVAL OF THE MINUTES FROM THE REGULAR MEETING OF DECEMBER 10, 2015**

Motion: To approve the minutes from the regular meeting of December 10, 2015.

Made By: Matt LaBrie **Second:** Kate Schwab

Discussion:

Vote: Yeas: 4 Nays: 0 Abstain: 0 Absent: (France, Pratt)

6) **SITE VISIT TO DEPOT LOT**

Victor Garza, Parking Superintendent, said the city has officially assumed ownership of the Depot Lot from the Redevelopment Successor Agency.

Vice-Chair LaBrie asked if the MOXI Museum is on city property. Mr. Garza confirmed.

Staff led a site visit to the Depot Lot and discussed the rail platform and lighting responsibilities; the long-term parking section of the lot; the leasing opportunities in the Railway Express Agency Building; the maintenance and lease responsibilities connected to the Amtrak Building; the management, maintenance, and opportunities for the Fish Enterprise Lot; and valet parking issues.

7) **SUBCOMMITTEE ASSIGNMENTS AND UPDATES**

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Motion: To formally disband the Communications and Operations Subcommittee.

Made By: Matt LaBrie **Second:** Gene McKnight

Discussion:

Vote: Yeas: 4 Nays: 0 Abstain: 0 Absent: (France, Pratt)

Motion: Assign Edward France, Sean Pratt, and Trey Pinner to the Finance Subcommittee with Matt LaBrie as the alternate member.

Made By: Matt LaBrie **Second:** Kate Schwab

Discussion:

Vote: Yeas: 4 Nays: 0 Abstain: 0 Absent: (France, Pratt)

8) DISCUSSION OF CAPITAL IMPROVEMENT PLANNING AND PROJECT PRIORITIZATION

Jessica Grant, Transportation Project Planner, gave a presentation on the development, prioritization, and implementation of the Downtown Parking Capital Improvement Program (CIP).

Rob Dayton, Principal Transportation Planner, said that although the CIP is often referred to as a six year capital needs assessment, it is more correct to understand it as a two year capital program with four years of non-funded but potential projects.

Victor Garza, Parking Superintendent, said staff walks through and around each facility to identify potential capital projects. In addition to site visits, Mr. Garza said he collects feedback from maintenance and operations staff, the public, the Downtown Parking Committee, and through formal facility and structural assessments. Mr. Dayton said the engineering assessments provide a deeper layer of evaluation and often times validate staff's recommendations to look further into an issue.

Beyond using parking staff's experience, Vice-Chair LaBrie asked if the City Attorney's Office provides a framework for risk analysis and industry best practices when planning a project. Rob Dayton said the Building Code is continually updated to reflect the safest building and design practices, which Downtown Parking staff adhere to in all of their projects. Rebecca Jimenez, Parking Operations Supervisor, said the city also has a dedicated Risk Management Division to collect data on city activities and assess existing and potential risks.

Committee Member McKnight asked, in terms of risk and safeguarding, what Parking staff is doing to prepare for the El Nino storm. Victor Garza said staff inspected and provided maintenance to all the drains and water build up areas, confirmed emergency evacuation plans and safe meet-up locations for staff, opened purchase orders for on-call emergency maintenance work as needed, and assessed all facilities and landscaping for potential issues.

9) COMMITTEE DISCUSSION ON LONG-RANGE MANAGEMENT PLAN FOR THE DEPOT LOT

Chair Pinner said the Depot Lot is a tremendous asset and future projects will involve strategic planning and engagement from the many different stakeholders. Mr. Pinner added that the Downtown Parking Committee can be ahead of the curve and proactive in the Depot Lot development.

Vice-Chair LaBrie said an analysis of the operating and capital costs, including new revenue streams and maintenance expenses, would be the first step in understanding the Depot Lot's break-even point. In the short-term, Mr. LaBrie said he would like to see Downtown Parking staff rent the vacant half of the Railway Express Agency (REA) Building because it is revenue generating and a standard lease does not have to commit the building for a long period of time. In the long-term, Mr. LaBrie said it will be important to envision how the Depot Lot contributes to the supply of parking for nearby businesses, organizations, and customers of the Amtrak and Greyhound services.

Chair Pinner said there may be competing views of the primary function of the Depot Lot: as a transportation hub and corridor for a commuter rail, to relieve parking pressure from new developments, or as a revenue generating enterprise opportunity.

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Rob Dayton, Principal Transportation Planner, said the commuter rail users would need connectivity for the last mile of their trip, but they would not have a big impact on the parking demand for the Depot Lot.

Committee Member McKnight said he understands the desire to be proactive with the Depot Lot campus; however, it may be a better decision to wait and see how nearby development affects the parking demand in the area before jumping to solutions.

Rob Dayton said the Depot Lot will be managed by the Downtown Parking Program as a public municipal parking lot, first and foremost. Mr. Dayton said Funk Zone development and activity has and will continue to have an impact on the area's parking demand, and the Depot Lot may be an opportunity to ease the demand pressure.

Considering the numerous ongoing and deferred maintenance items on the Depot Lot campus, Vice-Chair LaBrie reiterated his recommendation to develop a management plan and analyze the financial health of the Depot Lot. A financial analysis may help staff understand the options for the Fish Enterprise Lot and REA Building, and it may help justify certain projects to bring the Depot Lot up to cost recovery for operations.

Chair Pinner asked how many spaces will be available to the public from the La Entrada project and how many spaces are in the Depot Lot. Victor Garza, Parking Superintendent, said La Entrada will contribute approximately 113 public parking spaces and the Depot Lot has 160 public parking spaces.

Rob Dayton said La Entrada should ease the parking pressure in the area because the project is over-parked for its commercial needs. Per the development agreement, Mr. Dayton said La Entrada will need to charge the same hourly rate (75 minutes free, \$1.50 per hour) and operate during the same hours as the Downtown Parking lots.

Rob Dayton recapped what he heard from the committee during this item: conduct an assessment of the Depot Lot's operating costs and revenues to determine how far the lot is from cost recovery; begin researching options to incorporate the Fish Enterprise Lot into the hourly parking system; and look at the long-term approach to expanding the parking supply on the Depot Lot campus.

Vice-Chair LaBrie encouraged staff to be prepared to engage the Funk Zone stakeholders when they approach the city about their parking issues. Rob Dayton said it would be a good idea to have the Funk Zone representatives come to a Downtown Parking Committee meeting and discuss their parking challenges. Mr. Dayton said there are two parking issues in the Funk Zone: there are businesses currently operating that need parking access right now for their customers, and secondly, there are property owners that cannot meet the parking requirements without diminishing their business opportunities.

Like the Arlington lot, Vice-Chair LaBrie said development of private parking lots into commercial uses may also decrease parking supply in the Funk Zone.

Chair Pinner thanked Matt LaBrie for his leadership as the chair of the Downtown Parking Committee and said he looks forward to Matt's continued accomplishments as Vice-Chair.

10) ADJOURNMENT

The meeting adjourned at 12:00 p.m.