

6. MEETING WITH ASWSU

STAFF REPORT _____

QUESTIONS FROM COUNCIL ON STAFF REPORT _____

DISCUSSION _____

ACTION TAKEN _____

NOTES :



CITY OF PULLMAN

Administration/Finance

325 S.E. Paradise Street, Pullman, WA 99163

(509) 338-3208 Fax (509) 334-2751

admin@pullman-wa.gov

MEMORANDUM

TO: Mayor and City Council

FROM: *JS*
John Sherman, City Supervisor

RE: Joint Meeting with ASWSU

DATE: October 23, 2008

We will hold a joint meeting with ASWSU at 7:30 p.m. this coming Tuesday, October 28. The meeting will be held in the City Council Chambers. Our seating will be altered somewhat for the joint meeting.

At the City Council meeting on October 14, the City Council discussed the agenda for the joint meeting. The following are the agreed upon agenda items for the joint meeting:

1. International Education Week
2. WSU Capital Projects and ASWSU Recent Accomplishments
3. ASWSU Energy Savings Program
4. University District Discussion Including Discussion of Parking and Design Guideline Issues
5. Extended hours at Stubblefield's (Mike's)
6. ASWSU Students for Safety Fundraising Dinner
7. Pullman Transit
8. City of Pullman Capital Projects of Interest to Students
9. 2008 Adopted City Council Goals.

On the following pages information has been provided by city staff on various agenda items. ASWSU will be providing additional information on selected agenda items at the meeting.

1. International Education Week

This item will appear in the November 1 issue of Pullman Community Update.

International Education Week

The WSU International Students' Council is coordinating International Education Week Nov. 3-7. Keynote speaker Dr. Vandana Shiva will address the community at 7:30 p.m. Wednesday, Nov. 5, in the CUB. More events are planned throughout the week. For more information, contact the International Center at 335-4223. ■

PARTY

in the PARK

Presented by ASWSU's
International Students' Council

Fun activities
for all ages!

Bands

Food provided
by local vendors

Free Admission

Where: Reaney Park

When: Sept. 13, 2008
Saturday Noon - 6pm

Who: Anyone and
Everyone!

Rain Location: Gladish Community Center

2. WSU Capital Projects and ASWSU Recent Accomplishments



Current Projects

Welcome to Washington State University's Capital Planning and Development Project Information Site.

WSU Pullman

	Project Name	Phase	Total Budget	Completion Date
View	ARS Plant Biosciences Building / REC 3	Schematic Design		TBD
View	Biotechnology Life Sciences (Rec-2)	Construction	\$72,650,000	6/15/2009
View	Campus Public Art	Construction	TBD	11/30/2007
View	Championship Golf Course	Close-Out	\$8,400,000	5/15/2008
View	College of Engineering and Architecture Precinct Plan	Pre-Design	TBD	TBD
View	Compton Union Building Renovation	Close-Out	\$86,000,000	8/11/2008
View	Dana Hall Renovation	On Hold	43,700,000	5/2011
View	Knott Dairy Center Expansion	On Hold	TBD	8/10/2011
View	Library Road III	Construction	\$15,000,000	9/25/2009
View	Martin Stadium Renovation	Close-Out	\$22,500,000	8/31/2008
View	New East Campus Chilled Water Facility	Construction	\$11,563,000	4/1/2009
View	Olympia Avenue Student Housing	Construction	\$26,000,000	August 2009
View	Veterinary Medical Research Building	On Hold	\$91,100,000	
View	Water Reclamation & Reuse Project	On Hold	\$16,000,000	
View	WSU Campus Signage	Construction		

WSU Spokane

	Project Name	Phase	Total Budget	Completion Date
View	Academic Center	Close-Out	\$33,850,000	Spring 2009
View	Nursing Building	Construction	\$34,600,000	Summer 2009

WSU Vancouver

	Project Name	Phase	Total Budget	Completion Date
View	Applied Technology Building	Schematic Design	45,064,000	5/31/2011
View	Undergraduate Classroom Building	Construction	\$28,000,000	9/1/2009

WSU Tri-Cities

	Project Name	Phase	Total Budget	Completion Date
View	Bioproducts, Sciences and Engineering Laboratory	Construction	\$24,750,000	03/19/2008

Other WSU Locations

	Project Name	Phase	Total Budget	Completion Date
View	Agricultural Technology Building-Prosser	Close-Out	\$2,500,000	01/02/08
		Construction		



Capital Planning and Development Completed Projects

Welcome to Washington State University's Capital Planning and Development Project Information Site.

WSU Pullman

	Project Name	Total Budget	Project Completion Date
View	B Street Houses		
View	Bohler Gym Addition	\$10,350,000	Mar 1998
View	Cell Tower Facility		5/31/2007
View	Clubhouse for Palouse Ridge Golf Club	\$4,000,000	8/29/2008
View	Education Addition	\$12,700,000	May 2005
View	Energy Plant	\$41,000,000	Jul 2004
View	Friel House Improvements	\$220,000	8/31/2005
View	Horticulture Greenhouse Relocation	\$860,000.00	9/14/2007
View	Indoor Practice Facility	\$10,000,000	1998
View	North Fairway Road Improvements	\$2,188,000	10/31/2005
View	Outdoor Tennis Court Facility	\$3,000,000	6/1/2007
View	Plant Bio Sciences (Rec-1)	\$39,000,000	5/05/2005
View	Regents Dining Renovation	\$8,200,000	7/12/2005
View	Rotunda Dining Renovation	\$10,200,000	3/28/2008
View	School of Communication Addition	\$13,887,101	11/3/2003
View	Shock Physics	\$12,400,000	Jan 2003
View	Smith Center for Undergraduate Education	\$40,608,300	10/23/2001
View	Stadium Way Improvements	\$3,000,000	Sept 2001
View	Stadium Way Lighting Improvements	\$1,200,000	10/12/2007
View	Student Recreation Center	\$39,000,000	Jan 2001
View	Veterinary Medicine Precinct Master Plan		7/30/2004
View	Washington Building Renovation Phase II	\$4,100,000	6/30/2006
View	Wawawai Boat Dock Replacement	\$55,000	2/28/2006
View	Wilmer-Davis Dining Renovation	\$3,795,150	4/17/2004

WSU Spokane

	Project Name	Total Budget	Project Completion Date
View	Health Sciences Building	\$39,090,000	Fall 2001
View	South Campus Facility	\$5,372,000	Fall 2006

WSU Vancouver

	Project Name	Total Budget	Project Completion Date
View	Campus Infrastructure 2003	\$4,750,000	1/31/2006
View	Engineering/ Life Sciences Building	\$29,674,000	12/4/2000
View	Multimedia Classroom Building	\$17,500,000	12/2/2002
View	Student Services Center	\$14,626,000	9/1/2007

WSU Mount Vernon

	Project Name	Total Budget	Project Completion Date
View	Mount Vernon Ag Research & Technology Bldg	\$8,000,000	1/31/2007

Other WSU Locations

	Project Name	Total Budget	Project Completion Date
View	Prosser Multipurpose Building	2,000,000	2/1/2006



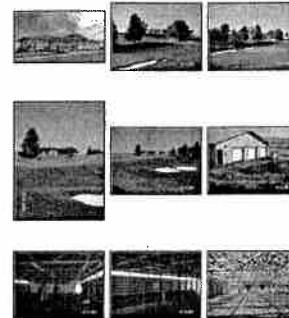
Capital Planning and Development Project Information

[Master Plan](#) [WSU Home](#) [Detours](#)
[CPD Home](#)
[Detours](#)
[Master Plan](#)
[Uniform Design & Construction Standards](#)
[Current Projects](#)
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[Consultant Roster](#)
[Organization Chart](#)
[Facility Rosters](#)
[Space Management](#)
[Space Request Form](#)

Clubhouse for Palouse Ridge Golf Club



Latest Images:


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Project Description:

The Palouse Ridge Golf Club Clubhouse supports the operation of the Golf Course. Located in the center of the Golf Course, the Clubhouse provides expansive views of the Palouse hills, and is becoming a destination for alumni and visitors to Pullman.

The Clubhouse contains approximately 7,150 gross square feet to serve students, faculty/staff, and community users, and has the capacity to host 80-100 guests for special events.

The public spaces include a pro shop, bar, and dining facilities, as well as outdoor terraces with views of Palouse Ridge Golf Club and the surrounding area. The support spaces include restrooms, offices, kitchen, and storage areas. A golf cart storage building, restrooms at the fifth and thirteenth holes, ball wash/dispenser building, and irrigation pump house are related facilities.

The architectural firm of Design West Architects, P.A., Pullman, WA, designed the Palouse Ridge Golf Club Clubhouse.

Construction began in September 2007, and the Clubhouse Pro Shop and Banyans on the Ridge restaurant were open for business at the end of August 2008.

Project Team:

- Architect: [Design West Architects, PA](#)
- Mechanical Engineering: [Meulink Engineering, Inc](#)
- Electrical Engineering: *Information not available*
- Structural Engineering: *Information not available*
- Landscape: *Information not available*
- Contractor/GCCM: [Graham Construction & Management, Inc.](#)
- Civil Engineers : [Taylor Engineering, Inc.](#)
- Additional Firm:

Current Project Phase:

- Phase Name: Construction
- Phase Start Date: 10/01/2007
- Phase End Date: 7/14/2008

Contact Information:

- Primary Contact: [Terry Baxter-Potter](#)

Miscellaneous Dates:

- Project Completion Date: 8/29/2008
- Construction Start Date: 10/1/2007

Project Costs:

- Total Project Budget: \$4,000,000
- Estimated Construction Costs: \$2,300,000 - \$2,700,000
- Construction Costs: 2,459,996

The information for this project was last updated on 10/13/2008 by Terry Baxter-Potter



Capital Planning and Development Project Information

[Master Plan](#) [WSU Home](#) [Detours](#)
[CPD Home](#)
[Detours](#)
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Rotunda Dining Renovation



Latest Images:


[View all](#)

Project Description:

Remodel of approximately 30,000 square feet of Rotunda Dining Center's existing kitchen and dining areas located on the first floor of the two-story building with a third level mechanical penthouse. Work includes demolition of areas for new food service preparation, serving, and selling of food; remodels to the existing dining areas; and remodel of the existing food preparation kitchens. A new elevator and adjacent stair will be added to the building's main entry area and new restrooms will be added to the north area of the building. In addition to food service and dining modifications, there will be installation of new electrical, telecommunications, and mechanical systems including dishwashing, cooking hoods, mechanical grease interceptor, air conditioning, and new chilled water lines; new fire alarm and automatic fire sprinkler system for entire building. Civil work includes adding new sewer line and new fire sprinkler main and fire department connection.

Project Team:

- Architect: [URS Corporation](#)
- Mechanical Engineering: [URS Corporation](#)
- Electrical Engineering: [URS Corporation](#)
- Structural Engineering: [Degenkolb Engineers](#)
- Landscape: [information not available](#)
- Contractor/GCCM: Lydig Construction, Spokane, WA
- : [information not available](#)
- Food Service: JLR Design Group

Current Project Phase:

- Phase Name: Close-Out
- Phase Start Date: 1/26/2007
- Phase End Date: 1/21/2008

Contact Information:

- Primary Contact: [Virgil Hanson](#)

Miscellaneous Dates:

- Project Completion Date: 3/28/2008
- Construction Start Date: 1/26/2007

Project Costs:

- Total Project Budget: \$10,200,000
- Estimated Construction Costs: -
- Construction Costs: \$6,985,000

The information for this project was last updated on 10/1/2008 by Virgil Hanson

Capital Planning and Development, PO Box 643611, Washington State University, Pullman WA 99164-3611, 509-335-5571, cpd@wsu.edu

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3. ASWSU Energy Savings Program

4. University District Discussion Including Parking and Design Guideline Issues



CITY OF PULLMAN

Administration/Finance

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MEMORANDUM

TO: Mayor and City Council

FROM: John Sherman, City Supervisor

RE: University District

DATE: October 23, 2008

The following is a brief summary of the history of the University District proposal:

1. JANUARY 7, 2008: On January 7, 2008, Mayor Glenn Johnson and City Supervisor John Sherman met with WSU President Elson S. Floyd and Greg Royer, Vice President Business & Finance. One of the topics discussed was the proposed residential parking permit program. President Floyd suggested that the city of Pullman continue to address residential parking as a "long-range" issue. He was supportive of the concept of the creation of an off-campus housing office and even suggested the exploration of the concept of creating a "University District" adjacent to campus.
2. JANUARY 22, 2008: At the City Council meeting on January 22, 2008, a discussion was held on the College Hill parking permit proposal. Staff advised the City Council about the meeting with President Floyd and recommended that the city of Pullman continue to solicit input and delay implementation of the parking permit program until a later date as President Floyd had requested. As was stated in our joint meeting between the City Council and ASWSU on October 9, 2007, the city of Pullman was looking to a possible implementation date for the parking permit program either during spring or fall semester 2008. In deference to the request from President Floyd, the City Council agreed to delay the proposed implementation of the residential parking permit program on College Hill.
3. FEBRUARY 12, 2008: On February 12, 2008, President Floyd posted on the WSU web page his Perspectives on the University and College Hill. The following are excerpts from his statement regarding the proposed creation of a University District:

The idea would be for the city and university to share jurisdiction, as is done in many similar college neighborhoods around the nation. A

University District encourages a truly collaborative approach on basic issues – including zoning, land use, parking, police protection – that are fundamental to the quality of life in any neighborhood.

The University District idea is just at the talking stages now. We will have many discussions – with city officials, with neighborhood and student groups – before it is finalized.

4. FEBRUARY 20, 2008: At the joint meeting between ASWSU and the City Council on February 20, 2008, the University District was discussed under the agenda item relating to the College Hill on-site parking proposal. A copy of President Floyd's Perspective on the University and College Hill was included in the agenda packet. The following are excerpts from the attached minutes of the February 20, 2008, joint meeting relating to the University District:

City Supervisor Sherman described existing parking permit programs, concerns that have been raised by students, and the recommendation of WSU President Floyd to make the parking proposal a long-term goal because of the proposed University District concept.

Senator Cifuentes asked if commuters would be able to find parking and if the parking proposal would be different under the proposed University District.

Mayor Johnson described the University District concept that is used by the City of Seattle and University of Washington.

5. JUNE 3, 2008: On June 3, 2008, President Floyd made a presentation to the City Council on the proposed University District concept. In terms of details, the original WSU proposal contained the following key provisions with respect to WSU commitments:

1.25 full-time equivalent employee support for neighborhood organization and outreach

\$50,000 for site and exterior lighting improvements within the public right-of-way

Half-time employee support for planning studies and geographic information system services

\$250,000 for development of University District design guidelines

1.25 full-time equivalent Inspector/Coordinator for "WSU Certified" off-campus housing

3-4 FTE Parking Enforcement staff for a College Hill on-street residential parking program

WSU Police would assume shared police responsibilities in the University District in the areas of criminal investigations and community oriented policing strategies through an area task force arrangement.

Phase one would create a task force partnering 3 WSU police detectives with city of Pullman police detectives.

Phase two would create a task force partnering 3 Community Oriented Policing beat officers with existing city of Pullman beat officers to strengthen police and student relationships in student areas.

In Phase three WSU would hire 3 additional patrol officers to perform routine and traditional patrol functions.

WSU would hire one additional supervisory position to direct the specialized functions related to the U-district (detectives and beat officers).

6. JUNE 24, 2008: At the City Council meeting on June 24 the City Council endorsed the concept of the University District and authorized staff to pursue discussions with WSU on specific elements of the proposal subject to legal and labor considerations.
7. JULY 14 AND AUGUST 4: Meetings were then held between WSU and city staff in putting together a revised University District proposal for the City Council's consideration.
8. AUGUST 5, 2008: The University District concept was discussed at the Better Neighborhoods for Pullman meeting.
9. AUGUST 26, 2008: At the City Council meeting on August 26, a discussion was held regarding the revised University District proposal. The City Council directed that certain revisions be made within the draft proposal and authorized the interlocal agreement to be brought back for final City Council action at the meeting on September 9.
10. SEPTEMBER 9, 2008: At the City Council meeting on September 9, 2008, the City Council considered a resolution adopting the proposed Interlocal Agreement for University District Support and Services between Washington State University and the City of Pullman. Due to the large number of students who turned out for the City Council meeting to state their opposition to the University District, Executive Director of Real Estate and External Affairs Mel Taylor, stated that he had spoken on the phone with President Floyd and that he urged the Council not to

act on the agreement because of the large student turnout on the issue. The City Council voted to continue the item to a future date.

The various responsibilities of the city of Pullman and WSU under the proposed interlocal agreement are provided on the attached pages.

11. SEPTEMBER 22, 2008: On September 22, 2008, *The Daily Evergreen* published an open letter from President Floyd. Within the letter President Floyd explained the university's interest in the University District as follows:

The southern part of College Hill has changed dramatically over the years. It has become essentially an extension of the residential community of our campus. With few exceptions, single families no longer reside in that area of College Hill. The homes and apartments there are largely occupied by WSU students, including many sorority and fraternity members.

With that in mind, we believed that the university should assume greater responsibility and become more accountable in helping to enhance the living experience and safety of our students and others living on and near College Hill.

Under the University District proposal, the tax collection for this area would remain with the city of Pullman. Washington State University would accept the additional costs of police and infrastructure support, which would be funded through institutional reallocation of resources and anticipated state and federal support, and not through the payment of higher student tuition rates.

We made this proposal to the city believing that it was truly a win-win for both the city and the university—one that addressed an important concern through cooperative effort and collaboration.

However, given the opposition to the idea that was expressed at the recent meeting of the Pullman City Council, we are currently reconsidering whether to proceed in this direction and are seeking further input from all interested parties as we make a decision on the appropriate next steps.

12. OCTOBER 9, OCTOBER 14, OCTOBER 21, AND OCTOBER 22, 2008: President Floyd held four, one-hour forums to take public input on the University District proposal. Input was also taken over the web page www.udistrict.wsu.edu.

The following pages are copied from the proposed Interlocal Agreement and outline the responsibilities of the parties under the University District.

Exhibit A – Schedule of Work

I. Law Enforcement Activities

A. City Obligations:

1. Notice of Consent. In accordance with RCW 10.93.070(1) the Pullman Chief of Police will provide a 'Notice of Consent' to properly certificated or exempted peace officers of Washington State University in concert with and based upon Memorandums of Understanding entered into by the University and City identified in Section C (Joint Obligations) for joint enforcement of criminal and traffic laws in the University District.
2. Parking and Code Enforcement. The City will pursue an on-street parking permit system within the University District. Code and parking enforcement within the University District will continue to be the responsibility of the City. The City will collaborate with the University to assure consistent parking and code enforcement within the University District. The City and University will review the results of parking and code enforcement in the University District by June 30 of each year. Collaboration will include consideration of responsibility for code enforcement and parking management.

B. University Obligations:

1. Notice of Consent. The University will comply with the conditions of the "Notice of Consent" issued in accordance with RCW 10.93.070(1) by the Pullman Chief of Police to properly certificated or exempted peace officers of Washington State University. Pursuant to the Notice of Consent, University will provide joint enforcement of criminal and traffic laws in the University District.
2. Parking and Code Enforcement. The University will collaborate with the City to ensure consistent parking and code enforcement within the University District. The University and City will review the results of parking and code enforcement in the University District by June 30 of each year. Collaboration will include consideration of responsibility for code enforcement and parking management.
3. University Police Staffing. The University will provide for sufficient officers to perform functions in support of this agreement during all shifts, including the hiring of additional patrol officers if necessary.

C. Joint Obligations. The University and City will work toward shared police responsibilities in the University District. This shared approach will mitigate the resource limitations of the City Police Department and the University Police Department and foster the development of policing in areas of common concern.

In order to assure adequate resource development, training and coordination the following steps will be undertaken:

1. Detective Task Force. The University and City will develop and enter into a "Memorandum of Understanding" (MOU) for a Detective Task Force. The implementation will be contingent upon the ability of the University to hire and train a sufficient number of additional police officers to ensure adequate patrol staffing. The goal for implementation will be fall of 2009.
2. College Hill Beat Community Oriented Police (COP) Officer Task Force. The University and City will develop and enter into a "Memorandum of Understanding" (MOU) for a Beat (COP) Officer Task Force. The implementation will be contingent upon the ability of the University to hire and train a sufficient number of additional police officers to ensure adequate patrol staffing. The goal for implementation will be fall of 2010.
3. Development of a Police Intern Program. The University and City will collaborate to further develop WSU's existing Police Intern Program. The University and City Police Departments will provide support in training and supervision. The University Police Chief and City Police Chief will work with the Washington State Criminal Justice Training Commission to develop a law enforcement certification program for the Police Intern program. The collaboration will begin spring of 2009.

II. Planning and Zoning Activities.

A. City Obligations:

1. Development Regulation Applications. City will process development regulation applications from University or other parties in furtherance of this agreement pursuant to the procedures set forth in the Pullman City Code.
2. Design Guidelines. City will explore formulation of design guidelines with assistance from University for the University District and/or its environs to assist in improving the physical appearance of the area. Any such guidelines would be adopted and administered by City. If City determines that it is appropriate to establish such guidelines, City will attempt to do so by the fall of 2009.

B. University Obligations

1. Colorado Street Mixed Use Corridor. University will explore opportunities for projects combining retail/service businesses with apartments and/or condominiums to accommodate and augment the significant pedestrian traffic along Colorado Street.

2. Planning Studies and Geographic Information System (GIS) Services. University will provide GIS services in support of College Hill traffic and parking planning, the College Hill Historic District, and other tasks in furtherance of this Agreement.

III. Housing and Neighborhood Environment

A. City Obligations:

1. Code Enforcement Officers. City will provide increased code enforcement within the University District through cross-training and utilization of existing code enforcement and police officers.
2. Response Time to University Complaints. City will promptly investigate potential code violations within the University District.

B. University Obligations:

1. Site and Exterior Lighting Improvements. University will improve site and exterior lighting within the University District public right of way areas.
2. Residential Rental Property Evaluation Program. University will establish and maintain a voluntary residential rental property evaluation program. Participating owners and managers of rental properties whose residential rental property receives a passing annual quality evaluation from the University will receive a "Cougar-plus" or similar equivalent ranking. This evaluation may be used by rental property owners and managers in marketing qualifying properties. The University will establish and operate a student-housing referral office from which to coordinate requests for evaluations and disseminate evaluation results when assisting students and staff in finding off-campus rental housing. Evaluation results will also be available to parents and others who assist students in making off-campus housing decisions.
3. Park and Ride Lots and Long-Term Student Parking. In an effort to reduce the demand for commuter parking within the University District, the University will establish Park and Ride parking spaces for University commuters. In an effort to reduce the demand for resident parking within the University District, the University will establish a long-term parking facility for student residents of College Hill as an alternative to existing University parking.



CITY OF PULLMAN


Police Department

260 S.E. Kamiaken, Pullman, WA 99163
Police Business (509) 334-0802 Police Fax (509) 332-0829
<http://www.pullman-wa.gov/departments/police>

MEMORANDUM

Date: 10/23/2008

To: Mayor Johnson
City Council

From: William T Weatherly Jr. 
Chief of Police

RE: Parking On College Hill

In the Pullman Police Department Strategic Staffing Concept, presented to the City Council in August 2007, I referenced two recent studies that addressed parking on College Hill. I have taken excerpts from that Concept and submit them in this memorandum.

The first study is the 2006 College Hill Parking Study also referred to as the Nelson/Nygaard Study. The study proposed revising the residential parking permit (RPP) process and the recommendation of two zones, Zone X and Zone Y. A portion of that study is as follows:

“The success of a College Hill neighborhood RPP will rely on regular and consistent parking enforcement. The City of Pullman Police Chief oversees the Code Enforcement Department, responsible for issuing parking citations in all areas of the City as well as handling Animal Control. Effective enforcement of a comprehensive College Hill RPP would require an additional three-quarter to full-time parking enforcement officer. Based on estimates provided by the City of Pullman, a three-quarter time enforcement officer would cost approximately \$39,000 per year.

- Enforcement should nominally occur between the hours of 8 AM — 5 PM, Monday-Friday. This is a standard enforcement span applicable to neighborhoods where parking pressures are primarily due to overflow commuters.
- The City may consider alternate enforcement hours to address localized overnight and/or event parking problems.
- Enforcement routes should be developed to provide more frequent enforcement where occupancy is the highest
 - o Every block in the southern areas of Zone X should be checked approximately every two hours between 8:00 AM and 11:00 AM.
 - o Enforcement during afternoon hours and on more northern streets along Stadium Way should be regular, but less frequent.
 - o Areas with peaked parking demand (i.e., near WSU Student Recreation Center around the noon hour) should be enforced daily at those times. If parker's shift behavior due to enforcement practices, enforcement routes should be modified.
- Using different enforcement routes on various days of the week can prevent parkers from becoming familiar with enforcement patterns.

A balance needs to be struck between consistent hours of enforcement, which provides clarity to parkers and makes enforcement easier, and the ability to tailor enforcement practices to meet specific needs. Changes to enforcement costs need to be considered when varying enforcement routes or time periods. . .

If the City receives complaints about parking capacity issues in the evening or other times outside standard enforcement hours a parking survey should be conducted to determine whether occupancy exceeds that minimum standard (75%). If so, the City should consider extending enforcement hours. Since various streets experience peak demand at different times, it may be necessary to enforce parking during different hours (i.e., evening) in certain areas.

Fines for illegal parking need to be significant enough to discourage people from risking a violation; however, they can be set lower if there is consistent enforcement. We recommend the current \$20 fine for parking in a residential zone without a permit be continued. The City should offer warnings to violators during an initial grace period, as long-time parkers become accustomed to the new system.”

In addition the Nelson/Nygaard study elaborated on enforcement in the management of off-street parking on College Hill.

“The City has limited authority or motivation to manage overcrowded driveways unless individuals illegally park vehicles over active sidewalks or off the driveway on a lawn, both of which are City Code violations.

The implementation of an RPP will trigger the need for regular parking enforcement by City Enforcement Officers. By introducing regular enforcement, the City gains an invaluable mechanism for controlling over-crowded off-street parking, which can be unsightly and has been cited by many local residents as a detraction from the quality of the neighborhood. The City will not be able to effectively manage parking at multi-family residences, where numerous vehicles are jammed into a single driveway. However, there is an opportunity to limit the number of off-street vehicles by enforcing two simple code regulations:

- No parking over an active driveway. This violation is frequently committed in crowded residential driveways. During the single day survey, we recorded 75 violations of this type.
- No parking on residential lawns or landscape medians. We found slightly less examples of this violation type (71). These violations create an unsightly character to the neighborhood and can be easily eliminated through frequent patrols and citations. Vehicles parked in these areas are a huge detraction to the quality of the neighborhood space and violate public aesthetic principals codified in City Code.

The addition of parking enforcement staff should lead to increased fine revenue from multiple violation types as enforcement officers will be spending more time in the neighborhood.

Regular enforcement of the College Hill neighborhood will quickly lead to a very low level of off-street parking violations. Current rates are as high as they are only because residents understand that there is no enforcement. However, those people who can no longer accommodate their vehicles off street will need to find on-street parking elsewhere in the neighborhood or use a peripheral parking lot outside the neighborhood. Based on the maximum occupancy rates relative to those at 8:00 p.m.,

155 cars will be displaced from Zone X if commuter parking is totally eliminated in this part of the College Hill neighborhood. Ample parking is available within walking distance or transit travel to the campus for this number of displaced parkers. In addition, a number of these commuters may also take Pullman Transit from their home locations if free on-street parking is eliminated.”

The second study is the 2007 College Hill Neighborhood Study. This study somewhat echoes the Nelson/Nygaard study on parking. “The City may wish to consider expanding the residential street parking program into all areas of College Hill without requiring neighborhood initiation of the program.”

In a draft of the proposed University District interlocal agreement between the City and Washington State University a number of issues were addressed. In part the proposed “agreement parties share a vision of a substantially improved College Hill neighborhood that will provide a positive living environment for both student and non-student residents and for visitors by providing enhanced public safety, **parking**, code compliance, and general living conditions”. (Emphasis is mine.) In addition that proposed agreement further states “Parties share the following goals with respect to College Hill:

- 1) Improving public safety.
- 2) Enhancing the living experience.
- 3) ***Reducing the number of commuter vehicles parked on the streets and otherwise enhancing parking for residents.***
- 4) Improving the level of code enforcement.
- 5) Improving traffic flow and transit services.” (Emphasis is mine.)

Finally the proposed interlocal agreement states in part “The City will pursue an on street parking permit system within the University District. Code and parking enforcement within the University District will continue to be the responsibility of the City. The City will collaborate with the University to assure consistent parking and code enforcement within the University District.”

In 1995 the Pullman Police Department addressed parking concerns on College Hill particularly in the Greek Row area during major event days. Safety concerns related to emergency vehicle access on College Hill during home football games prompted the City of Pullman to begin strict enforcement of parking violations.

The step up in parking enforcement patrols on College Hill resulted from past instances in which illegally parked vehicles threatened the city’s ability to get emergency vehicles into the area during home football games, thereby creating potential safety problems for local residents, drivers and pedestrians.

The goal is to make football weekends safer for the public and to make sure that emergency vehicles can access this popular area of the city on these weekends. Any vehicle blocking or impeding emergency vehicles will be towed.

Information on alternate parking options and Park and Ride locations was made available through WSU parking services and athletic department. In addition information was made available within the Greek community in 2005 and 2006.

Emphasis in enforcement of parking regulations in the Greek Row area began in 2005 and continues today. With the additional parking enforcer position, authorized this year, working downtown parking, the day shift code enforcement officer is now able to patrol and enforce parking regulations on College Hill and at least two times per day makes passes through the Greek Row area.



CITY OF PULLMAN

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MEMORANDUM

TO: Mayor and City Council

FROM: John Sherman, City Supervisor

RE: Parking Issues

DATE: October 23, 2008

At the City Council meeting on October 14, 2008, the City Council requested that parking and design guidelines be included in the discussion of the University District. The following is a brief summary of parking issues.

When the majority of housing on College Hill near the campus was originally constructed, the circumstances were considerably different. For example, the Elmhurst Apartments were constructed in 1920. The enrollment of WSU at the time was only 1,911. As a matter of fact, the enrollment at WSU did not really take off until the 1960s. The enrollment figures are 3,270 in 1930; 4,035 in 1940; 5,446 in 1950; and 6,837 in 1960. Thus at the time most of the older housing stock on College Hill was constructed, WSU enrollment was still under 7,000.

In addition to the impact of increased enrollment, the circumstances have changed because much of the owner-occupied housing has now transitioned into student rentals. As is stated in 2007 College Hill Neighborhood Study by Studio Cascade:

WSU's student population, for a variety of reasons, has grown to prefer private, off-campus housing instead of dormitories and fraternity/sorority (Greek) housing. This has increased demand for student housing near the university, and the College Hill neighborhood has been impacted as a result.

While the proximity to and connection with the university are attractive to many College Hill residents, the disruption of their neighborhood's physical and social fabric resulting from the rapid and sustained student influx is disturbing to most. The conversion of historic structures to multi-family housing, the construction of new apartments and parking lots in place of single-family homes, the intense demand for on-street parking,

and the side effects of student social activities are altering College Hill's character.

Given increased enrollment at WSU since 1960 and the conversion of much of the housing from owner-occupied to student rentals, there have been requests from remaining owner-occupied residents to do something to address the lack of on-street parking. One solution has been to allow property owners to petition the city to create a parking permit system.

At the present time we have three neighborhood parking permit zones within the city of Pullman. All three are on College Hill. Zone A consists of approximately 78 spaces on Howard, Indiana, Garfield, Michigan, and Illinois Streets. Parking is prohibited without a resident or visitor permit from 5 p.m. to 8 a.m. daily each week WSU is in session. Zone B consists of approximately 42 spaces on Creston, Duncan, and Alfred. Parking is prohibited without a resident or visitor permit between 7 a.m. and 6 p.m. each day of the year. Zone C consists of approximately 10 parking spaces on Juniper and Landis. Parking is prohibited without a resident or visitor permit between 6 a.m. and 6 p.m. Monday through Friday.

The City Code provisions describing the procedure under which a residential parking district can be formed are found in Pullman City Code (PCC) chapter 12.50. According to PCC 12.50.040:

The process of proposing the designation of an area as a restricted residential parking area shall begin by the receipt of a petition by the City Council signed by the owners of property abutting at least sixty percent of the frontage of each side of the street or streets in the area proposed for consideration.

The current system which has been in effect since 1996 thus requires the initiation of the proposed residential parking zone by property owners. Some feel that the requirement that the process must start through the initiation of a petition by property owners should be dropped. At the City Council meeting on September 19, 2006, Thomas Brennan, the Principal of Nelson/Nygaard Consulting Associates, presented the recommendations of his company's College Hill Parking Study. The study was jointly funded by WSU and the city of Pullman. The following are excerpts from the final report by Nelson/Nygaard that deal specifically with the issue of non-voluntary implementation of a Residential Parking Permit (RPP) program on College Hill:

The City should make minor legislative changes allowing for the implementation of a RPP zone without the need for a property owner-initiated petition.

An RPP should be initially implemented in the College Hill neighborhood south of Stadium Way.

A policy trigger should be established to inform the City of when direct neighborhood parking management, such as an RPP is needed. We recommend that an RPP program be established if and only if occupancy exceeds minimum levels:

At least 75% of spaces must be occupied at the peak hour.

At least 25% of spaces must be occupied by vehicles from outside the proposed zone.

At the City Council meeting on April 3, 2007, Bill Grimes of Studio Cascade presented the recommendations of the College Hill Neighborhood Study. Like unto the Nelson/Nygaard College Hill Parking Study, the Studio Cascade College Hill Neighborhood Study was jointly funded by WSU and the city of Pullman. Within the Studio Cascade study the following recommendation is made with respect to neighborhood initiation of the parking permit program:

The City now manages a residential parking permit program and imposes parking requirements for new development on College Hill, described earlier in the report. The City may wish to consider expanding the residential street parking program into all areas of College Hill without requiring neighborhood initiation of the program. This is generally consistent with the recommendations from the Nelson/Nygaard report. It would require an amendment to the ordinance establishing the residential parking program, but it may help begin discussion of a more comprehensive parking solution.

WSU and city of Pullman staff members have met numerous times to discuss the recommendations of the Nelson/Nygaard Parking Study and the College Hill Neighborhood Study. The final outcome of these meetings was the development of a College Hill On-Street Residential Parking Permit Proposal. The proposal was formally presented at the joint meeting of ASWSU and the City Council on October 9, 2007. The staff report for the joint meeting with ASWSU stated:

Both the July 2006 Nelson/Nygaard consulting associates College Hill Parking Study and the March 2007 Studio Cascade, Inc. College Hill Neighborhood Study recommended the creation of an on-street parking permit program on College Hill. A draft College Hill on-street residential parking proposal has been developed by city and WSU staff... Copies of the draft proposal were distributed to the attendees of the Better Neighborhoods for Pullman meeting on September 18, 2007. Through the distribution of the draft to ASWSU for the October 9 meeting we hope to begin the process of getting feedback on the proposal.

We then continued to solicit input and to collect additional information regarding the parking permit proposal. On December 11, 2007, we made a presentation to the

Better Neighborhoods for Pullman committee regarding the status of the parking permit proposal. At that time we provided information about the parking permit programs in Seattle near the University of Washington campus and in Bellingham near the Western Washington University campus.

Although both the Nelson-Nygaard study and the Studio Cascade study recommend that the Pullman City Code be amended to allow for the unilateral creation of a residential parking permit zone, both the city of Seattle and the city of Bellingham require evidence of neighborhood support similar to the city of Pullman. Within the city of Seattle it is required that 75 percent of the parking spaces are being used for at least eight hours and that 25 percent of the cars belong to non-residents. If the Seattle Department of Transportation (SDOT) study determines that these conditions are met for consideration of the establishment of a Residential Parking Zone (RPZ), then the following action is required:

If the RPZ study determines that conditions permit an RPZ to be installed, and the neighborhood wishes to proceed with the project, then SDOT will provide petition forms to the applicants and signatures must be gathered from at least 60% of the households (owners or renters) within the proposed boundaries. Only one signature per household is needed.

Within the city of Bellingham it is also required that there be strong neighborhood support of the proposed residential parking permit zone. Bellingham Parking Services Director Opal Mahoney noted that the residential parking permits for the area around campus are paid for by Western Washington University. She stated that considerable input and evidence of neighborhood support is required before the city will consider the creation of parking permit zones.

On January 7, 2008, Mayor Glenn A. Johnson and I met with WSU President Elson S. Floyd and Vice President Business & Finance Greg Royer. President Floyd suggested that we explore the concept of creating a "University District" and recommended that we continue to address residential parking as a "long-range" issue. At the joint meeting of the City Council and ASWSU on February 20, 2008, the parking permit concept was again discussed. It was noted that the concept was not currently being actively pursued at the request of President Floyd. President Floyd then made his presentation on the University District to the City Council at the City Council meeting on June 3, 2008.

The written University District proposal by WSU that was presented to the City Council at the City Council meeting on June 3 provided for WSU parking services to take over parking services within the University District by hiring 3-4 FTE parking enforcers. WSU estimated the cost for parking permits would be \$250-\$350 per year. City and WSU staff then met during the summer to discuss the original WSU proposal and to develop a mutually acceptable proposal for consideration. The University District Interlocal Agreement that was submitted for City Council consideration on August 26

and September 9 contained Parking and Code Enforcement obligations for both the city and WSU as follows:

The City will pursue an on-street parking permit system within the University District. Code and parking enforcement within the University District will continue to be the responsibility of the City. The City will collaborate with the University to assure consistent parking and code enforcement within the University District. The City and University will review the results of parking and code enforcement in the University District by June 30 of each year. Collaboration will include consideration of responsibility for code enforcement and parking management.

The University will collaborate with the City to ensure consistent parking and code enforcement with the University District. The University and City will review the results of parking and code enforcement in the University District by June 30 of each year. Collaboration will include consideration of responsibility for code enforcement and parking management.

Thus the University District Interlocal Agreement differed significantly from the original WSU University District proposal in that it called for the City to continue to have code and parking enforcement. Such a change signaled a return to the parking permit proposal that the city and WSU had been supporting prior to the suggestion of the University District concept.

On the following pages is the College Hill on-street parking permit proposal that had been worked out between WSU and city staff prior to the University District proposal. It is the same proposal that was presented to ASWSU in prior meetings. It is also the concept that would be recommended by city staff to be pursued under the proposed University District Interlocal Agreement.

COLLEGE HILL ON-STREET RESIDENTIAL PARKING PERMIT PROPOSAL

The following is a joint proposal by city of Pullman and WSU staff representatives concerning how the College Hill on-street parking permit program might be considered for implementation.

Preamble: This document is a proposal to expand the on-street residential parking permit system to encompass the College Hill neighborhood south of Stadium Way. The proposal is being initiated based on recommendations made by Nelson/Nygaard consultants, who conducted a comprehensive parking study in 2006. The Nelson/Nygaard study was jointly funded by the city of Pullman and WSU. The intent is to formulate a proposal for discussion.

Overall Goal: In order to improve safety and the quality of life for the residents of College Hill (both WSU students and year-round residents), the City of Pullman and WSU are interested in implementing a uniform on-street residential parking permit program.

Benefits:

1. Would give priority for on-street parking to residents of College Hill.
2. Would provide more reliable, predictable parking for College Hill residents.
3. Would reduce congestion and traffic on College Hill residential streets.
4. Would provide opportunities to make additional safety improvements, and improve the aesthetics of the College Hill neighborhoods.
5. Would encourage WSU commuters to explore alternative modes, such as transit use, in lieu of short trips in a single occupancy vehicle.

Proposal Details:

1. Typically, up to two residential permits would be issued to each address on an annual basis. Where an exception may be required, a site-by-site analysis would be conducted to determine parking needs and an appropriate allocation of residential permits. For example, Elmhurst Apts., institutional facilities such as fraternities and sororities, churches, etc.
2. Temporary visitor permits would be available at a nominal charge. A limited number of these permits could be pre-purchased and kept on hand in the residence for future use.
3. Generally, residential permits would be required from 8:00 a.m. to 5:00 p.m., Monday through Friday.

4. The cost of the permits would be \$20 per year, and revenue would be used to cover administrative expenses of the program. The current cost is \$10 per year.
5. The permit plan would displace WSU Commuters from residential streets during the restricted times. WSU Commuters would be warned initially, and printed information about alternatives would be provided. Alternatives include transit information, park and ride locations, availability of WSU parking options and prices, carpool info, etc.
6. Existing permit zones and times would remain in effect, which means that on some of the existing permitted streets, the restriction would be 24 hour. Most streets, however, would simply be from 8 a.m. – 5 p.m., Monday – Friday. Alleys would not be regulated differently.
7. The Nelson-Nygaard study stated that the City should make minor legislative changes allowing for the implementation of a Residential Parking Permit (RPP) zone without the need for a property owner-initiated petition. This would require amending Pullman City Code (PCC) 12.50.040 that provides for the initiation of a petition by owners of property abutting at least sixty percent of the frontage of each side of the street or streets in the area proposed for the RPP zone.

Other Considerations:

1. Exploration of additional parking options:

The Nelson-Nygaard study indicates that approximately 200 – 250 WSU Commuter cars could be displaced. Capacity for this number can be absorbed in the Pullman systems with careful planning. Options would be discussed with Pullman Transit for developing park-and-ride lots on SR 27 (Palouse Highway) at its intersection with the north bypass and on SR 270 (Moscow Highway) at its intersection with the north bypass. Additional parking capacity has been identified on Terre View Drive, which is close to a bus stop. Developing off-street parking options for some of the residences will be considered, but little beyond identifying the location of nearby WSU permit lots appears to be a possibility.

2. Impact of restrictions on other areas:

Because of the impact of displaced commuters seeking to park elsewhere, it was determined such displacements should be addressed up front. For example, sell permits to downtown employees and residents only for the Riverwalk parking lot behind the Spot Shop and sign the lot for 2-hour parking from 8 a.m. to 5 p.m. Monday through Friday except by permit. It is recognized that informal park-and-ride lots will arise along the streets near bus stops unless other alternatives are encouraged. This may or may not be a problem.

3. Revenues and expenditures:

Use the revenue derived from the permit sales and parking fines to (1) add needed additional parking enforcers; (2) cover the costs of the installation of the signage; and (3) address permit issuance costs.

4. Special considerations:

Permits would need to be provided in areas where special events such as weddings or funerals are being held during the restricted parking hours. Some streets already have restricted 24-hour parking and other areas want it. These are issues that would need to be addressed as plans for the new system are developed and implemented.

5. Public Input:

Considerable discussion and planning has already taken place. Regardless, additional public input should be solicited before implementing the new parking permit system. This would allow the opportunity for unanticipated issues to be identified and addressed.