

# **Downtown Parking Master Plan**

Final Report

November, 2007



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## EXECUTIVE SUMMARY

The Salina Downtown Parking Master Plan presents a comprehensive examination of parking needs in downtown Salina. The primary goals of the Downtown Parking Master Plan are to evaluate the utilization of the City of Salina's existing parking supply and to determine if the parking supply is adequate to meet current and future parking demands.

Background research, field work and a review of previous documents and planning reports were undertaken. The following documents were provided to Rich and Associates, Inc., by Salina for use as resource material and to develop an understanding of the community's development goals and objectives:

- ❖ City of Salina Market-Based Downtown Plan April, 2002
- ❖ Salina, Kansas Central Business District Long Range Parking Demand & Parking Facility Locations March, 1985
- ❖ Salina Downtown Traffic Signals Warrant Analysis May 2006
- ❖ Salina Comprehensive Plan
- ❖ Shared vision Statement and Strategic Plan 2006
- ❖ Downtown Lighting Inspection August 2006
- ❖ Signage Study Draft February 2007

Public input was a key factor for Rich and Associates to understand the background of Salina. There were several stakeholder meetings and three public meetings held to solicit public input:

- ❖ Kick-Off Meeting with city staff, February 5, 2007
- ❖ Public Meeting, February 6, 2007
- ❖ Radio Interview KSAL 1150 AM, February 6, 2007
- ❖ Public Meeting, February 7, 2007
- ❖ Public Meeting, February 8, 2007
- ❖ 16 Individual Stakeholder Meetings

Fieldwork for the study included one day of turnover and occupancy study by Rich and Associates staff. The turnover and occupancy study involved an examination of parking area occupancies and vehicle movements encompassing both daytime and evening requirements on Thursday, February 8, 2007.

The Thursday survey day was specifically selected to account for an average day in Salina. The turnover and occupancy analysis was completed to gain an understanding of the way Salina's parking was operating and how individual parker's were using the municipal and private parking supply. The results showed that the public parking peak occupancy occurred from 1:00 PM to 3:00 P.M. In addition, we determined that of the parkers at two hour spaces, 89 percent stayed two hours or less, eight percent were parking from two to four hours, one percent from four to six hours and approximately two percent parked six hours or more.

The study analyzed how many parking stalls are needed to serve land uses in Salina. The amount of parking needed was derived using surveys of different land use types in Salina, models from other communities that have had similar studies undertaken and from resources such as the Institute of Transportation Engineers and the Urban Land Institute.

At this current time Salina does not have a deficit of parking in the downtown. There is an overall surplus of 893 parking stalls. There are areas in the study area that have shortfalls, though these shortfalls will be lessened with the parking management recommendations given in **Section 4**. The recommendations are intended to enhance the existing parking supply through operational, management, configuration, parking pricing and allocation changes. These changes will affect the overall parking experience of customer/visitor and employees of the downtown and will increase the efficiency of the parking system.

In two or three years a turnover and occupancy study should be completed again. With new businesses filling vacant space in the downtown there may be shortages in the future. If the development of the Lee Warehouse buildings on block 5 occurs, parking will need to be addressed. There were several sites that were analyzed for potential future sites of a parking structure, and a New Parking Threshold Calculation Worksheet (**Section 4, pg. 36**) was provided to help the city make decisions on when it is appropriate to build new parking.

This report is intended to be a tool to use in creating a more efficient and user friendly parking system. Within this report there are several tools provided to keep up with changing uses, new development, re-occupancy of vacant space, and the overall parking demand in the downtown. The parking system was studied using a holistic approach, recommending changes to the current parking conditions and planning for future growth in the downtown.

### Definitions

The following are definitions used for the analysis:

- **Turnover** - Turnover is the number of vehicles that occupied a parking space in a particular period. For example, if a parking lot has 100 spaces and during the course of the day, 250 different vehicles occupied the lot, then the turnover is two and a half times (2.5).

- **Occupancy** - the length of time a parking space is occupied by a vehicle.
- **Circuit** - A circuit refers to the two-hour period between observances of any one particular parking space. For the turnover and occupancy study, a defined route was developed for each survey vehicle. One circuit of the route took approximately two hours to complete and each space was observed once during that circuit.
- **Block Face** - A number was assigned to each block within the study area. Each block is then referenced by its block number and by a letter (A, B, C or D). The letter refers to the cardinal face of the block; with (A) being the north face, (B) the east face, (C) the south face and (D) the west face. Therefore, a block designated as 1A would refer to the north face of block 1.
- **Modal Split** – Method of transportation (i.e. automobile, mass or public transit, walking, train, etc.).
- **Parking Demand** – The number of parking spaces generated by a single-purpose building, multi-purpose building, group of buildings or outdoor amenity.
- **Parking Need** – Represents the number of parkers who need to be accommodated in a given parking facility after the use of alternative parking facilities is considered. Use is affected by price, location, accessibility and user restriction.
- **Parking Supply** – The number of parking spaces available for use by a specified group or groups of individuals (i.e. shoppers, employees, etc.).

## SECTION 1 PARKING STUDY OVERVIEW

### 1.1 Background

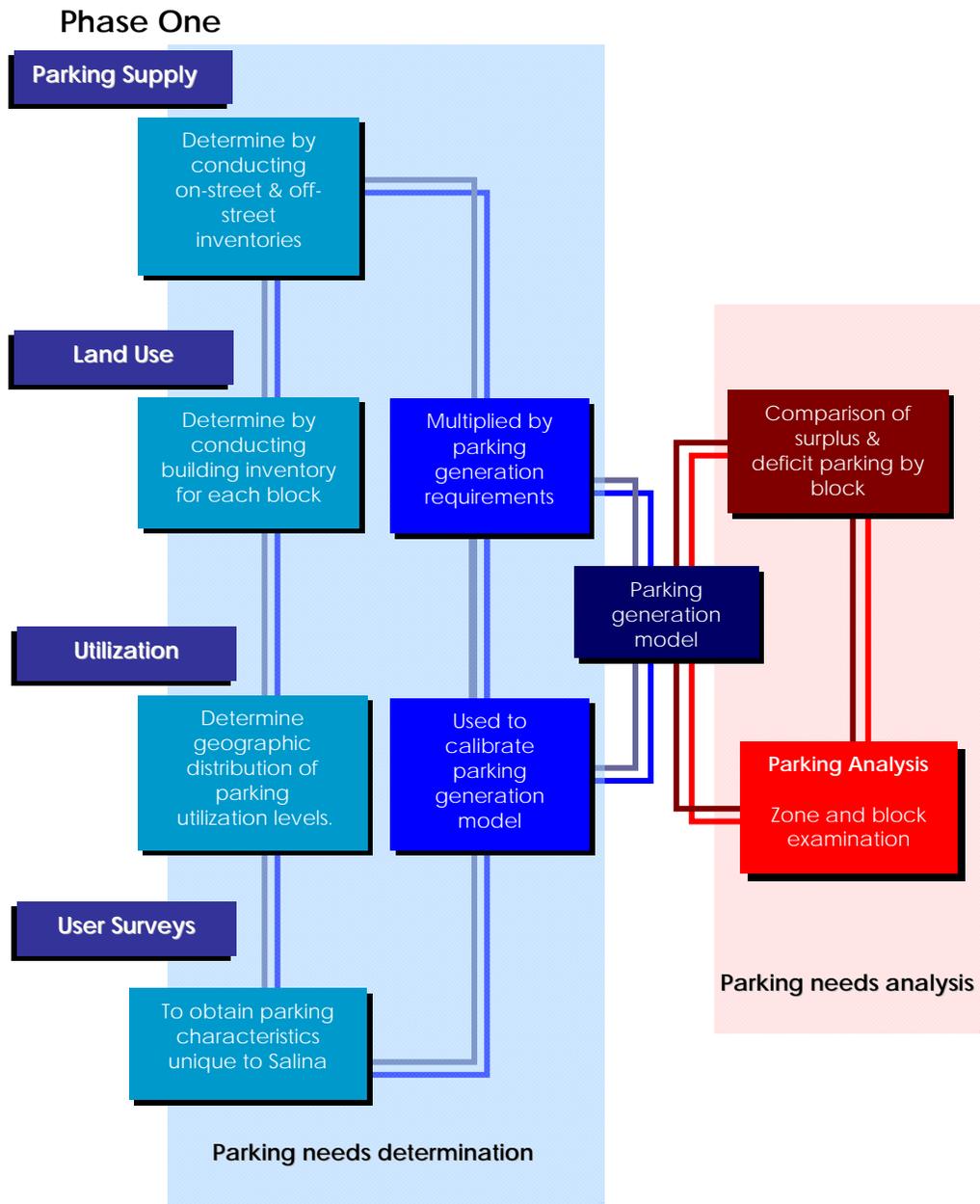
This parking study, prepared for the City of Salina, serves to examine the Downtown's existing parking system from both a qualitative and quantitative standpoint. The City of Salina contracted Rich and Associates to prepare a Downtown Parking Master Plan which would inventory and review the existing parking and make recommendations regarding issues such as the development of potential future parking, operations, management, and enforcement.

Salina had a Long Range Parking Demand and Parking Facility Locations study completed in March, 1985 by Bucher, Willis and Ratliff. The downtown has changed since the last parking study was completed and parking has become an issue.



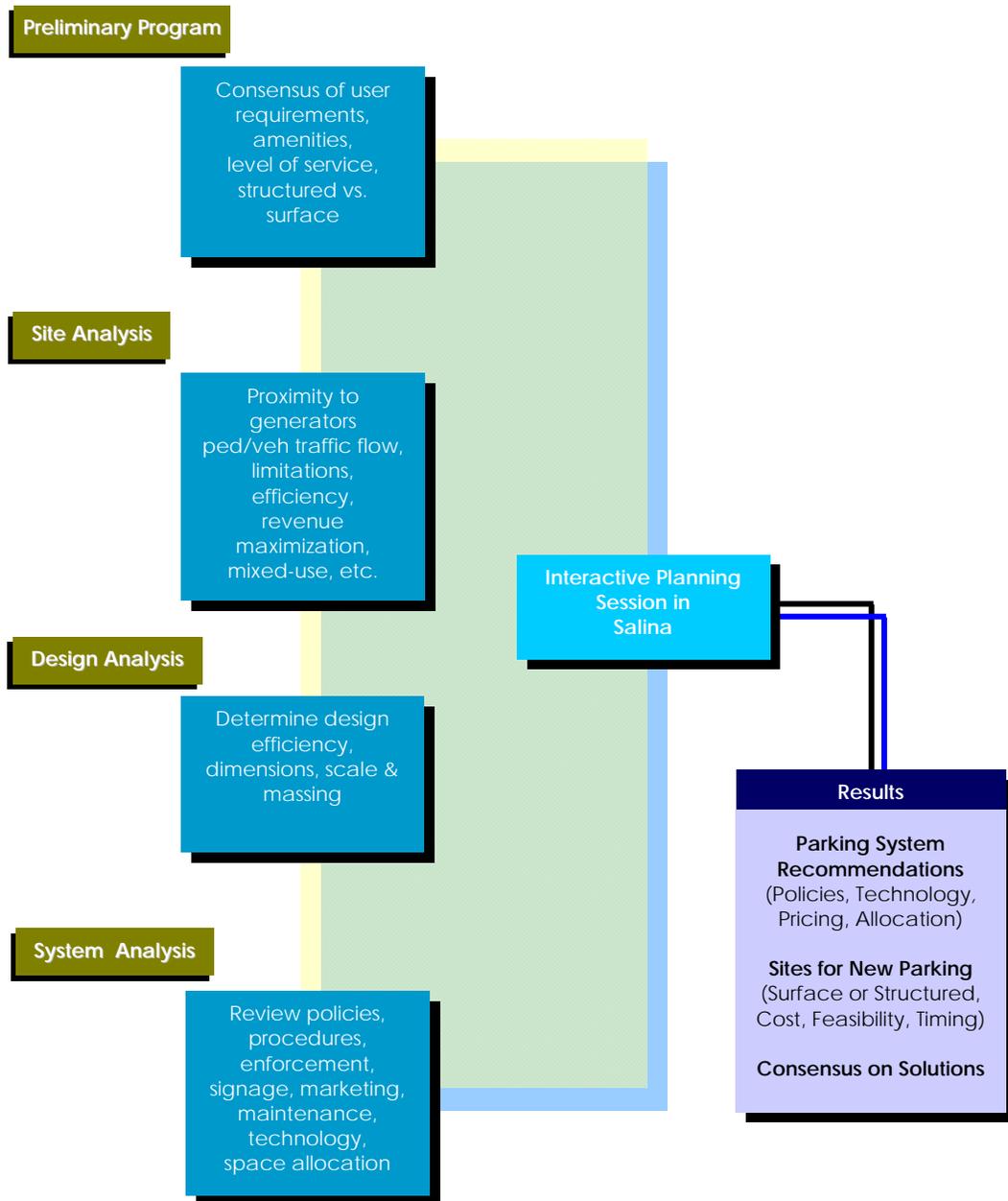
## 1.2 Scope of Services

Phase One of developing the Downtown Parking Master Plan is a process of quantifying and qualifying the parking needs in the study to determine the parking demand for the study area. This was done through field work, utilization studies, surveys and a series of public and stakeholder meetings. The flow chart below details the process.



Phase Two of the Downtown Parking Master Plan involves reviewing the current parking system, the existing facilities, parking policy, parking signage and wayfinding, and enforcement. Rich and Associates then develops recommendations for short and long term parking improvements that combine the parking system and management improvements, with capital improvements as needed. The flow chart below details the process.

### Phase Two



### 1.3 Study Area

The study area, as determined by the City of Salina, is illustrated in **Map #1, "City of Salina – Study Area Map"** located on **page 1-4**. Rich and Associates evaluated the parking conditions, supply and activity of the 31-block study area. Rich and Associates focused on the Business Improvement District (BID) area which is bounded by 8<sup>th</sup> Street and 4<sup>th</sup> Street, and Elm Street to South Street. Blocks shown within the study area though outside the BID boundary were examined for impacts on the parking system and supply opportunities.

The Salina study area consists of a mix of land uses including residential, retail, restaurants, bars, a museum and theater, as well as government uses such as the County Court and medical and dental offices. Salina Regional Health Center is just outside the study area. The focus of the downtown is Santa Fe Avenue which is the core of the downtown. From Santa Fe businesses expand both east and west with railroad tracks crating a boundary to the east and residential neighborhoods creating a boundary to the west.

Within the primary study area, the parking supply consists of a mix of on street and off-street parking. The on-street spaces are free, with most signed as two hour. There are 15 minute, 30 minute, and one hour stalls interspersed throughout the downtown. The off-street parking supply consists of surface lots primarily signed eight hour and two hour, with a few 15 minute stalls. The majority of the parking supply within this area is public owned with several smaller lots privately controlled by individual businesses or property owners.



**PARKING STUDY  
FOR THE CITY OF  
SALINA**

SALINA, KANSAS

STUDY AREA

BOUNDARY

BUSINESS IMPROVEMENT  
DISTRICT

#

BLOCK #



SCALE: N.T.S.

MAP 1



DATE: 02-04-07

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FILE:

PAGE: 5 OF 5

## SECTION 2 ANALYSIS

### 2.1 Introduction

This section of the report is an assessment of how the existing parking is operating and how much new parking may be required based on current and anticipated future developments. For the analysis, Rich and Associates used turnover and occupancy data, parking and building inventories, downtown business owner surveys, previous study work and previous experience with parking to refine and determine the report's analysis.

The process consisted of a two-part analysis. The first part of the analysis included a calculation of parking demand by block based on a building inventory and parking generation factors per 1,000 square feet of gross floor space. The demand was netted from the available supply and the resulting surplus or deficit determined on a block-by-block basis.

The second part of the analysis involved comparing the parking surplus and deficit patterns to the turnover and occupancy data. This comparison offered a benchmark, by which the surplus and deficit data was calibrated.

### 2.2 Parking Inventory

**Table 2A** summarizes the existing parking supply in the primary study area in downtown Salina. There are a total of 4,059 parking spaces in the primary study area. Of these 905 (22 percent) are on-street spaces and 1,393 (35 percent) are off-street public spaces. There are 1,761 (43 percent) private off-street spaces.

**Table 2B** on page 3 is a detailed parking supply listing types and durations of parking by each block and is followed by **Map 2**, which is a spatial view of the parking supply. In cases where parking spaces were not marked, the number of parking spaces were estimated. For the purpose of the study any parking marked reserved or privately owned was designated as private parking. Whereas any parking that is available for use by the general public was designated as public parking.

The City of Salina manages and controls 57percent of the parking in the downtown core. Based on Rich and Associates experience and best practices, we have found that to successfully manage municipal parking it is desirable for the municipality to have control of at least 50 percent of the parking supply. This allows the municipality to effectively manage the parking in terms of allocation, changing demand, market pricing, and allows the parking to be enforced with greater efficiency. Salina exceeds this benchmark.

**Table 2A  
Parking Supply Summary**

On-Street Parking Totals	904
Public Off-Street Parking Totals	<u>1,393</u>
<b>Public Parking Totals</b>	<b>2,298</b>
Private Parking Totals	1,761
<b>Total Parking in Study Area</b>	<b>4,059</b>



# CITY OF SALINA DOWNTOWN PARKING MASTER PLAN



## Table 2B Parking Supply

Block >	3	4	5	6	7	8	9	10	11	15	16	17	18	19	20	21	22	23	24	27	28	29	30	31	Summary	
<b>On-Street</b>																										
Not Signed	26			15				12		35	2			8	44	3	24	62	24	16	39	28	18	32	388	
15 Minute		1																							1	
30 Minute			2				5					3													10	
One Hour																									0	
Two Hour		45	19		7	44	58	22	23		40	57	63	20	2	19	37						2		458	
Eight Hour			22		10									5											37	
Barrier Free (Handicap)						2	1					1	1	1		2	1				1				10	
Taxi Stand															1										1	
																								Total Public On-Street	<b>904</b>	
<b>Off-Street</b>																										
<u>Public</u>																										
15 Minute	23																									23
30 Minute	27																									27
Two Hour						31	67					35	40				42								215	
Three Hour	81																								81	
Eight Hour	168	53			71		67	126		66	115	28	45	82		55	103								979	
Motorcycle										3															3	
Barrier Free (Handicap)	10	3			4	2	7	6		4	6	4	5	4		4	6								65	
																								Total Public Off-Street	<b>1393</b>	
<u>Private</u>																										
Private/Reserved	31	182	20	155		42	44	81	101	43	146	31	18	19	43	128	34	55	10	91	26	151	171	87	1709	
Barrier Free (Handicap)		2		4		3		10	2	3		1				2		8		6	1	5	5		52	
																								Total Private	<b>1761</b>	
Summary	366	286	63	174	92	124	249	257	126	154	309	160	172	139	90	213	247	125	34	114	66	186	194	119	<b>4059</b>	

Source: Rich and Associates Fieldwork, February 2006

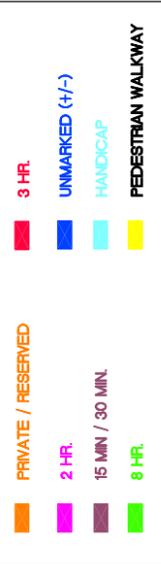




**PARKING STUDY  
FOR THE CITY OF  
SALINA**

SALINA, KANSAS

**PARKING SUPPLY**



SCALE: N.T.S.

MAP 2

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DATE: 03-06-07

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FILE:

PAGE: 4 OF 23

## 2.3 Turnover and Occupancy Study

A turnover and occupancy study was undertaken in the downtown study area over the course of a typical business day, Thursday, February 8, 2007. The turnover portion of the analysis, where license plate numbers were recorded, applied to on-street spaces and spaces with time limits less than eight hours to determine how long specific vehicles were parked in certain spaces, and if parkers were moving their vehicles to different spaces to avoid being cited for overtime parking. In the eight hour spaces and in private off-street spaces the number of parking spaces occupied was observed during each two-hour circuit. The turnover information also yields an occupancy result for the parking area and therefore for each circuit a composite occupancy can be derived.

Turnover is an indicator of how often a parking stall is being used by different vehicles throughout the course of the day. Turnover is relevant to time periods when time limits on non metered spaces are being enforced and is most important to short-term customer and visitor parking.

Occupancy is an important aspect of parking because it helps us to understand the dynamic of how parking demand fluctuates throughout the day. Likewise, the occupancy can be used to illustrate how parking demand is impacted by events in the downtown area. Overall, the occupancy data is used by Rich and Associates to calibrate the parking demand model. **Table 2C** and **Map 3** are the summary results of the turnover findings.

### 2.3.1 Observations

- The turnover and occupancy analysis took place on Thursday, February 8, 2007 beginning at 9:00 A.M. with the final circuit beginning at 6:00 P.M. The analysis covered public and private parking in and around Salina's downtown core.
- This typical business day was selected to look at turnover and to see how employee-parking utilization was impacting the parking operations.
- Turnover was recorded from 9:00 A.M. through 5:00 P.M. Although a circuit began at 5:00 P.M., parking spaces are only enforced through 5:00 P.M., and so the final circuit merely recorded occupancy. During the turnover analysis, license plate numbers were recorded in virtually all on-street spaces and the municipal lot spaces that were restricted to less than eight hour parking.
- From 5:00 P.M. until 7:00 P.M. public and private parking was counted for an occupancy analysis only, no license plates were recorded.



# CITY OF SALINA DOWNTOWN PARKING MASTER PLAN

**Table 2C**  
**SALINA TURNOVER AND OCCUPANCY 2/08/07**

On-Street Public												
Block	Desc	Actual # of Stalls	9:00am-11:00am	% Occ.	11:00am-1:00pm	% Occ.	1:00pm-3:00pm	% Occ.	3:00pm-5:00pm	% Occ.	5:00pm-7:00pm	% Occ.
3B	On-St	26	26	100%	20	77%	22	85%	23	88%	2	8%
4B	On-St	26	8	31%	12	46%	9	35%	7	27%	11	42%
4D	On-St	16	8	50%	6	38%	4	25%	6	38%	1	6%
5B	On-St	12	7	58%	8	67%	7	58%	5	42%	2	17%
5D	8hr On-St	13	6	46%	6	46%	5	38%	7	54%	5	38%
5D	2hr On-St	7	3	43%	2	29%	0	0%	2	29%	5	71%
5D	8hr On-St	8	2	25%	6	75%	3	38%	4	50%	0	0%
5D	30 min	2	0	0%	0	0%	0	0%	0	0%	0	0%
6D	On-St	16	12	75%	10	63%	10	63%	9	56%	7	44%
7D	On-St	13	7	54%	7	54%	4	31%	8	62%	2	15%
8D	2hr On-St	30	8	27%	12	40%	19	63%	10	33%	8	27%
8B	2hr On-St	9	4	44%	4	44%	2	22%	4	44%	0	0%
9B	2hr On-St	31	11	35%	12	39%	19	61%	12	39%	11	35%
9D	On-St	24	9	38%	11	46%	11	46%	12	50%	7	29%
10B	On-St	16	7	44%	14	88%	7	44%	6	38%	6	38%
16B	On-St	15	9	60%	8	53%	8	53%	9	60%	10	67%
17B	2 hr On-St	32	6	19%	18	56%	22	69%	24	75%	22	69%
17D	On-St	18	6	33%	7	39%	7	39%	5	28%	4	22%
17D	30 min	3	1	33%	1	33%	2	67%	2	67%	1	33%
18B	On-St	20	4	20%	8	40%	5	25%	6	30%	2	10%
18D	2hr On-St	32	16	50%	17	53%	14	44%	19	59%	19	59%
19D	On-St	17	9	53%	9	53%	11	65%	5	29%	6	35%
20D	On-St	14	11	79%	11	79%	10	71%	10	71%	7	50%
21D	2 hr On-St	17	7	41%	11	65%	6	35%	15	88%	7	41%
22B	2 hr On-St	29	9	31%	11	38%	17	59%	13	45%	14	48%
22D	On-St	23	4	17%	2	9%	4	17%	4	17%	3	13%
23B	On-St	24	5	21%	6	25%	2	8%	3	13%	4	17%
28B	On-St	14	14	100%	14	100%	13	93%	9	64%	6	43%
29B	8hr On-St	2	1	50%	2	100%	1	50%	2	100%	1	50%
29D	On-St	16	13	81%	12	75%	13	81%	10	63%	6	38%
30B	On-St	6	3	50%	4	67%	3	50%	3	50%	1	17%
31D	On-St	11	6	55%	5	45%	6	55%	5	45%	2	18%
<b>On-Street Totals</b>		<b>542</b>	<b>242</b>	<b>45%</b>	<b>276</b>	<b>51%</b>	<b>266</b>	<b>49%</b>	<b>259</b>	<b>48%</b>	<b>182</b>	<b>34%</b>

Off-Street Public												
Block	Desc	Actual # of Stalls	9:00am-11:00am	% Occ.	11:00am-1:00pm	% Occ.	1:00pm-3:00pm	% Occ.	3:00pm-5:00pm	% Occ.	5:00pm-7:00pm	% Occ.
3	City/County - 15min	8	6	75%	4	50%	6	75%	5	63%	5	63%
3	City/County - 30min	48	8	17%	10	21%	11	23%	13	27%	1	2%
3	City/County - 3hr	81	45	56%	20	25%	61	75%	53	65%	9	11%
3	City/County - 8hr	168	151	90%	125	74%	140	83%	139	83%	77	46%
3	City County - HC	9	6	67%	3	33%	6	67%	5	56%	3	33%
4	(city) Chamber Lot 8hr	53	29	55%	30	57%	34	64%	41	77%	20	38%
4	Chamber - HC	3	0	0%	1	33%	0	0%	0	0%	0	0%
7	Lot 3B HC	4	0	0%	0	0%	0	0%	0	0%	0	0%
7	Lot 3B 8hr	71	53	75%	55	77%	45	63%	48	68%	16	23%
8	Lot 3A HC	4	0	0%	0	0%	0	0%	0	0%	0	0%
8	Lot 3A 2hr	30	3	10%	3	10%	4	13%	1	3%	3	10%
8	Lot 3A 8hr	34	29	85%	32	94%	32	94%	32	94%	16	47%
9	Lot 6A 2hr	67	56	84%	67	100%	56	84%	55	82%	52	78%
9	Lot 6A 8hr	14	13	93%	14	100%	14	100%	14	100%	12	86%
9	Lot 6A HC	4	0	0%	1	25%	0	0%	0	0%	0	0%
9	LZ 30min	1	0	0%	0	0%	0	0%	0	0%	0	0%
9	Old Bank pk	62	37	60%	43	69%	38	61%	29	47%	12	19%
9	Old Bank pk - HC	3	0	0%	0	0%	0	0%	0	0%	0	0%
10	Lot 6B	126	71	56%	57	45%	64	51%	60	48%	37	29%
10	Lot 6B HC	6	1	17%	1	17%	1	17%	1	17%	1	17%
15	Lot 5D	69	10	14%	10	14%	13	19%	8	12%	9	13%
15	Lot 5D HC	4	0	0%	0	0%	0	0%	0	0%	0	0%
16	Lot 5C	96	65	68%	66	69%	55	57%	62	65%	27	28%
16	Lot 5C HC	6	1	17%	0	0%	1	17%	0	0%	0	0%
17	Lot 5A 8hr	18	12	67%	15	83%	18	100%	15	83%	11	61%
17	Lot 5A HC	1	0	0%	0	0%	0	0%	0	0%	0	0%
17	Lot 5B 8hr	10	10	100%	10	100%	10	100%	10	100%	1	10%
17	Lot 5B 2hr	35	19	54%	23	66%	18	51%	20	57%	10	29%
17	Lot 5B HC	3	1	33%	0	0%	0	0%	0	0%	0	0%
18	Lot 2B 8hr	25	25	100%	24	96%	25	100%	19	76%	11	44%
18	Lot 2B 2hr	31	22	71%	26	84%	24	77%	22	71%	23	74%
18	Lot 2B HC	3	0	0%	0	0%	1	33%	0	0%	0	0%
18	Lot 2A 8hr	20	16	80%	20	100%	16	80%	14	70%	13	65%
18	Lot 2A 2hr	9	2	22%	2	22%	0	0%	0	0%	0	0%
18	Lot 2A HC	2	1	50%	1	50%	1	50%	0	0%	0	0%
19	Lot 2C 8hr	82	60	73%	60	73%	57	70%	58	71%	21	26%
19	Lot 2C HC	4	0	0%	0	0%	0	0%	0	0%	0	0%
21	Lot 1B 8hr	36	36	100%	33	92%	35	97%	36	100%	13	36%
21	Lot 1B 2hr	3	2	67%	2	67%	1	33%	3	100%	3	100%
21	Lot 1B HC	4	0	0%	0	0%	0	0%	0	0%	0	0%
21	Lot 1A 8hr	16	16	100%	15	94%	14	88%	11	69%	6	38%
22	Lot 4A 8hr	103	85	83%	77	75%	80	78%	73	71%	50	49%
22	Lot 4A 2hr	42	12	29%	9	21%	19	45%	13	31%	22	52%
22	Lot 4A HC	6	0	0%	1	17%	0	0%	0	0%	0	0%
<b>Off-Street Public Totals</b>		<b>1424</b>	<b>903</b>	<b>63%</b>	<b>860</b>	<b>60%</b>	<b>900</b>	<b>63%</b>	<b>860</b>	<b>60%</b>	<b>484</b>	<b>34%</b>

<b>On &amp; Off-Street Combined Public Totals</b>	<b>1966</b>	<b>1145</b>	<b>58%</b>	<b>1136</b>	<b>58%</b>	<b>1166</b>	<b>59%</b>	<b>1119</b>	<b>57%</b>	<b>666</b>	<b>34%</b>
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# CITY OF SALINA DOWNTOWN PARKING MASTER PLAN



Table 2C continued

## SALINA TURNOVER AND OCCUPANCY 2/08/07

Off-Street Private												
Block	Desc	Actual # of Stalls	9:00am-11:00am	% Occ.	11:00am-1:00pm	% Occ.	1:00pm-3:00pm	% Occ.	3:00pm-5:00pm	% Occ.	5:00pm-7:00pm	% Occ.
4	W side of Chamber	38	18	47%	9	24%	11	29%	10	26%	7	18%
4	Health Dept	50	24	48%	23	46%	19	38%	16	32%	3	6%
4	HC	2	0	0%	0	0%	0	0%	0	0%	0	0%
8	Bank of America	18	10	56%	8	44%	9	50%	6	33%	2	11%
9	Gov Lot	44	23	52%	23	52%	20	45%	18	41%	9	20%
10	Lot Private	35	16	46%	11	31%	13	37%	11	31%	1	3%
16	United Building Lot	44	32	73%	31	70%	32	73%	33	75%	17	39%
16	SBC	19	4	21%	3	16%	3	16%	6	32%	5	26%
17	UMB Bank	23	8	35%	9	39%	7	30%	6	26%	7	30%
17	UMB Leased	8	5	63%	5	63%	3	38%	5	63%	2	25%
20	Hospital Lot	83	83	100%	79	95%	79	95%	67	81%	42	51%
20	Hospital Lot - HC	3	2	67%	2	67%	3	100%	2	67%	0	0%
21	1A Private	19	14	74%	15	79%	11	58%	15	79%	2	11%
22	Lutheran Lot	26	3	12%	2	8%	0	0%	1	4%	5	19%
29	Masonic Temple	99	65	66%	75	76%	38	38%	37	37%	16	16%
29	Masonic Temple - HC	5	3	60%	3	60%	0	0%	0	0%	0	0%
30	Security Savings	67	57	85%	53	79%	43	64%	51	76%	13	19%
<b>Off-Street Private Totals</b>		<b>583</b>	<b>367</b>	<b>63%</b>	<b>351</b>	<b>60%</b>	<b>291</b>	<b>50%</b>	<b>284</b>	<b>49%</b>	<b>131</b>	<b>22%</b>
<b>Overall Totals</b>		<b>2549</b>	<b>1512</b>	<b>59%</b>	<b>1487</b>	<b>58%</b>	<b>1457</b>	<b>57%</b>	<b>1403</b>	<b>55%</b>	<b>797</b>	<b>31%</b>

Handicap Parking Occupancy On-Street												
Block	Desc	Actual # of Stalls	9:00am-11:00am	% Occ.	11:00am-1:00pm	% Occ.	1:00pm-3:00pm	% Occ.	3:00pm-5:00pm	% Occ.	5:00pm-7:00pm	% Occ.
4B	On-street HC	1	1	100%	1	100%	1	100%	0	0%	0	0%
8D	On-street HC	1	0	0%	0	0%	0	0%	0	0%	0	0%
9B	On-street HC	1	0	0%	0	0%	0	0%	0	0%	0	0%
17B	On-street HC	1	0	0%	0	0%	0	0%	1	100%	0	0%
18D	On-street HC	1	0	0%	1	100%	1	100%	1	100%	1	100%
21D	On-street HC	1	0	0%	0	0%	0	0%	0	0%	0	0%
22B	On-street HC	1	0	0%	0	0%	1	100%	1	100%	0	0%
<b>Handicap Parking Totals</b>		<b>7</b>	<b>1</b>	<b>14%</b>	<b>2</b>	<b>29%</b>	<b>3</b>	<b>43%</b>	<b>3</b>	<b>43%</b>	<b>1</b>	<b>14%</b>

Handicap Parking Occupancy Off-Street												
Block	Desc	Actual # of Stalls	9:00am-11:00am	% Occ.	11:00am-1:00pm	% Occ.	1:00pm-3:00pm	% Occ.	3:00pm-5:00pm	% Occ.	5:00pm-7:00pm	% Occ.
3	City County - HC	9	6	67%	3	33%	6	67%	5	56%	3	33%
4	Chamber - HC	3	0	0%	1	33%	0	0%	0	0%	0	0%
7	Lot 3B HC	4	0	0%	0	0%	0	0%	0	0%	0	0%
8	Lot 3A HC	4	0	0%	0	0%	0	0%	0	0%	0	0%
9	Lot 6A HC	4	0	0%	1	25%	0	0%	0	0%	0	0%
9	Old Bank pk - HC	3	0	0%	0	0%	0	0%	0	0%	0	0%
10	Lot 6B HC	6	1	17%	1	17%	1	17%	1	17%	1	17%
15	Lot 5D HC	4	0	0%	0	0%	0	0%	0	0%	0	0%
16	Lot 5C HC	6	1	17%	0	0%	1	17%	0	0%	0	0%
17	Lot 5A HC	1	0	0%	0	0%	0	0%	0	0%	0	0%
17	Lot 5B HC	3	1	33%	0	0%	0	0%	0	0%	0	0%
18	Lot 2B HC	3	0	0%	0	0%	1	33%	0	0%	0	0%
18	Lot 2A HC	2	1	50%	1	50%	1	50%	0	0%	0	0%
19	Lot 2C HC	4	0	0%	0	0%	0	0%	0	0%	0	0%
21	Lot 1B HC	4	0	0%	0	0%	0	0%	0	0%	0	0%
22	Lot 4A HC	6	0	0%	1	17%	0	0%	0	0%	0	0%
<b>Handicap Parking Totals</b>		<b>66</b>	<b>10</b>	<b>15%</b>	<b>8</b>	<b>12%</b>	<b>10</b>	<b>15%</b>	<b>6</b>	<b>9%</b>	<b>4</b>	<b>6%</b>
<b>Overall Handicap Parking Totals</b>		<b>73</b>	<b>11</b>	<b>15%</b>	<b>10</b>	<b>14%</b>	<b>13</b>	<b>18%</b>	<b>9</b>	<b>12%</b>	<b>5</b>	<b>7%</b>



**PARKING STUDY  
FOR THE CITY OF  
SALINA**

SALINA, KANSAS

**TURNOVER AND OCCUPANCY  
2-08-07 FROM 1:00 pm. -3:00 pm.**



SCALE: N.T.S.

MAP 3



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Architects - Engineers  
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DATE: 03-27-07

DRAWN BY: GNC

FILE:

PAGE: 8 OF 23

### 2.3.2 Turnover Results

**Table 2C** and **Map 3** are the summary results of the turnover findings. Most of the on-street spaces observed were signed two hour. Overall, the on-street spaces have a reasonably good turnover with the rate at 2.52 times. The off-street turnover rate was lower at 1.80 times, thus the combined short term parking turnover rate was 2.11. With parking posted two hour, the optimal turnover rate would be 4.0 for an eight hour day.

With circuits lasting approximately two hours, presumably, a vehicle could be observed twice in these spaces and not be in violation. There were 1,155 vehicles observed parking in two hour on-street spaces with 597 vehicles observed parking in two hour off-street spaces on the survey date. The turnover summary is broken down in **Table 2D** below. The break down of vehicles that remained in a parking space beyond the posted time is located in **Table 2E** on **page 10**, in this table only the block faces or lots with vehicles in violation are shown.

Parking Turnover Summary (by type)	On-Street Parking	Off-Street Parking
	2hr parking	2hr parking
Vehicles that remained less than 2 hours	1110 (96%)	467 (78%)
Vehicles that remained between 2 and 4 hours	32 (3%)	95 (16%)
Vehicles that remained between 4 and 6 hours	5 (0.40%)	17 (3%)
Vehicles that remained between 6 and 8 hours	3 (0.20%)	14 (2%)
Vehicles that remained between 8 and 10 hours	5 (0.40%)	4 (1%)
Total number of vehicles analyzed	1,155	597

Source: Rich and Associates Field Observations, February 8, 2007

<b>Table 2E</b>				
<b>Vehicles in Violation of Two Hour On-Street Parking Duration</b>				
Block	4 Hours	6 Hours	8 Hours	10 Hours
4B	2	1		2
5D	1			
8D	6	1		
9B	1			
17B	3	2		
18D	9	1	3	1
21D	7			1
22B	3			1
<b>Totals</b>	<b>32 (3%)</b>	<b>5 (0.40%)</b>	<b>3 (0.20%)</b>	<b>5 (0.40%)</b>
*A total of 1155 vehicles were observed on-street.				
<b>Vehicles in Violation of Two Hour Off-Street Parking Duration</b>				
Block	4 Hours	6 Hours	8 Hours	10 Hours
8 Lot 3A	4			
9 Lot 6A	42	8	5	
17 Lot 5B	16	3	3	2
18 Lot 2B	19	5	5	2
21 Lot 1B	3		1	
22 Lot 4A	11	1		
<b>Totals</b>	<b>95 (16%)</b>	<b>17 (3%)</b>	<b>14 (2%)</b>	<b>4 (1%)</b>
*A total of 597 vehicles were observed off-street.				
*This chart only shows two hour on-street and off-street parking block faces and lots where violations occurred.				

**2.3.4 Occupancy Results**

- The on-street parking in downtown Salina occupancy peaked during the study at 51percent with 276 of 541 spaces observed occupied at peak time on the survey date between 11:00 A.M. and 1:00 P.M. The on-street occupancies stayed fairly consistent throughout the day, with a low of 35 percent occupancy occurring during the last circuit beginning at 5:00 P.M.
- The public off-street parking peaked between 9:00 A.M. and 11:00 A.M. on the survey date with 903 of the 1424 spaces occupied. The peak occupancy averaged between 60 and 63 percent until 5:00 P.M., on the last circuit 5:00-7:00 P.M. the occupancy dropped down to 34 percent.

- The 9:00 A.M. to 11:00 A.M. circuit was also the peak occupancy period for the private off-street spaces on the survey date at 63 percent or 367 of 583 spaces occupied. The private parking occupancy gradually decreased throughout the rest of the day with the last circuit occupancy at 21 percent or 131 of 583 spaces occupied.
- The overall peak occupancy occurred during the 9:00 A.M. - 11:00 A.M. circuits at 59 percent occupied with 1,513 occupied spaces of 2,548 observed spaces on the survey date.

### 2.3.5 Occupancy Conclusions

- There are five municipal lots signed eight hour parking that are maintaining 90-100 percent occupancy for the majority of the day.
- The two hour parking in Lot 6A was between 82-100 percent occupied between the hours of 3:00 P.M. - 5:00 P.M.
- The handicap parking is underutilized with the peak occurring between 1:00 P.M. - 3:00 P.M. at 18 percent occupancy (13 of the 73 spaces occupied).
- 

## 2.4 Parking Demand Calculation

Analyses were performed to determine the current and future parking demands and needs for the study area. The following data collected and compiled by Rich and Associates to calculate the parking demand included:

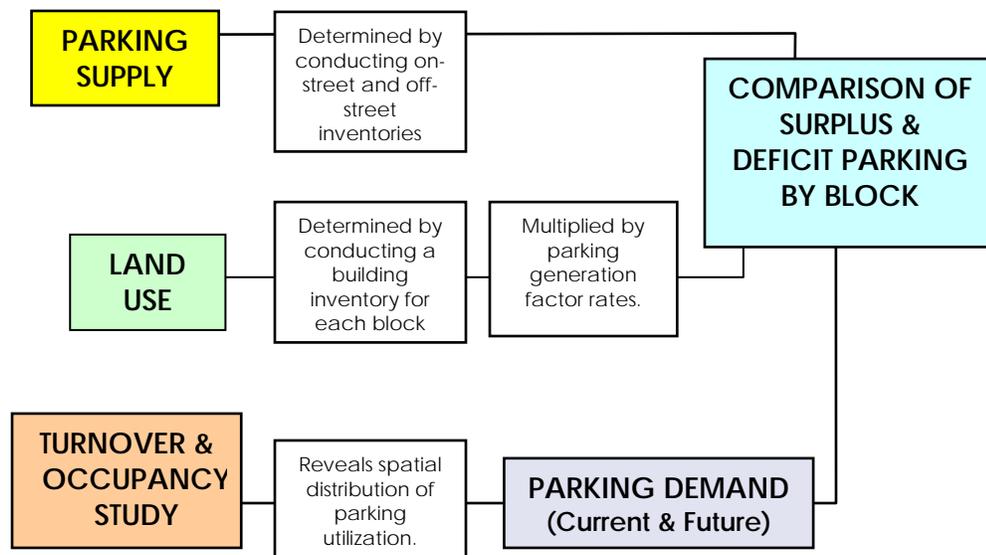
- An inventory of the study areas on and off-street parking supplies.
- Turnover and occupancy studies for public and private on and off-street parking areas.
- Block-by-block analysis of the square footage and use of every building in the core study area. The footprint of each building was scaled and estimated from an aerial photograph and cross referenced with Rich and Associates field notes regarding use and the number of floors per building to determine an approximate gross floor area for each building. It should be noted that this methodology does not result in exact reporting of square footage of land use, though, is rather a relatively accurate estimate of building size.

The Parking Demand Analysis sections of the report contain two levels of parking analyses to determine the number of parking spaces needed. First is a mathematical or hypothetical model of parking demand based on the building gross floor area. The mathematical model multiplies a parking demand generation ratio by the area of specific land uses to derive the number of spaces needed. The second is a method of using field observations to calibrate the mathematical model and help to establish projected parking spaces needed.

Rich and Associates reviewed proposed and potential developments with City Staff, various downtown developers and stakeholders. Several developments were discussed that would potentially impact future parking demand. An assessment of potential development and redevelopment were factored in the demand analysis. Future parking demand was in part accounted for by the assumption of vacant space re-occupancy at a rate of 40 percent in five years and 80 percent in ten years.

A point to consider regarding the parking supply and demand is that motorists in general perceive off-street spaces with occupancies greater than 85 percent to be at capacity, depending on the overall capacity. The greater the capacity, the less this perception is valid. When this occurs, motorists will begin to re-circulate to seek more parking, adding to downtown traffic congestion and the driver's perception that there is no parking available in the downtown.

**Figure 1: Interrelationship of Parking Study Methodologies**



----Data Gathering Techniques & Survey Results----

----Parking Demand Analysis---

**Figure 1**, “Interrelationship of Parking Study Methodologies” graphically illustrates how the various parking methodologies are employed to evaluate Salina’s parking system. **Section Two** offers an assessment of the results of the on-street and off-street parking space inventories and the on-street and off-street turnover and occupancy studies. The results of the studies, surveys and inventories are used in conjunction to establish and calibrate the Salina parking analysis.



**Table 2F  
Parking Generation Factor Comparison**

	1	2	3
Land Use	Rich & Associates Salina Model (stalls per 1,000 GSF of gross floor area)	City of Salina Zoning (Does not apply to C-4, CBD/stalls per sf)	ITE (stalls per 1,000 GFS)
Office	2.27	1 for every 300 sf	2.79
Retail	1.13	1 for every 250 sf	3.97
1. Furniture, hardware and appliance stores	1.13	1 for every 400 sf	3.32
Mixed Use	1.70	n/a	3.25
Medical Office	1.86	1 for every 200 sf	3.9
Service	1.15		n/a
1. Barber/Salon	1.15	2 per chair	n/a
2. Auto repair/Service	1.15	2 per service bay + 1 for each employee	n/a
Restaurant	4.93	1 for every 50 sf or 1 for each 3 persons based on max occupancy	12.49
Night Club	3.00	n/a	n/a
Theater		1 for each 4 seats	0.26-0.38 (per seat)
Museum	0.75	n/a	0.71
Residential	1.00	2.00 per unit (1st 20), 1.5 thereafter	1.50 (per unit)
Government	2.85	n/a	4.15
Community & Civic Org.	0.75	1 for each 3 persons based on max occupancy	3
Church	0.30	1 for each 4 seats	7.81 (Sundays)
Commercial	0.40	1 for each 600 sf or 1 for each 2 employees	n/a

(1) Source: Rich and Associates Fieldwork & Surveys,

(2) Source: City of Salina, Zoning Ordinance

(3) Source: Institute of Transportation Engineers Parking Generation Manual, 2005

**Table 2F** identifies the specific parking demand generation ratios used to calculate parking demand for each block. These ratios are assigned according to the type of use present in the buildings. The parking generation ratios were established from surveys distributed to managers, business owners and employees throughout the downtown area. The surveys helped establish how many people were in a given business at various times of the day, how they arrived and how much parking was necessary to support each business type.

The demand factors for each land use type include an estimate for employees and patrons to that particular land use. The overall effect is that each type of downtown visitor, whether an employee, business owner or resident is accounted for in the demand model for Salina. Once parking demand has been calculated for both current and future conditions, a comparison with the existing supply of parking is made. The resulting figures are parking surplus or deficit figures for each block.



The survey method of establishing parking generation ratios customizes the parking generation model specifically to the study area. The ratios are used in conjunction with information from the Institute of Transportation Engineers (ITE) and the Urban Land Institute (ULI). These two sources are the generally accepted standards for parking generation. Rich and Associates uses experience and the Salina survey results to modify or customize the parking generation ratios specifically to the study area. **Column 1** on **Table 2F** represents the parking generation factors used for this analysis.

Once a parking generation model is developed that illustrates the surpluses and deficits of parking numerically and graphically, we then compare the model with actual field observations, specifically the turnover and occupancy counts. The comparison serves as a test of the demand model and allows Rich and Associates staff to make further revisions or adjustments where necessary to ensure accuracy, as well as to fully understand the overall parking dynamic in the downtown area.

The assumptions used for the parking demand calculations are:

**Assumption 1:** It was assumed that parking demand per block was dependent on the gross floor area contained in the block. Parking demand computed for one block was not affected by the amount of gross floor area available on surrounding blocks. Therefore, a block with surplus parking supply is not used to offset shortfalls on adjacent blocks.

**Assumption 2:** The parking demand calculations were derived under the assumption that currently occupied properties would remain occupied at existing, or higher than existing levels, into the future.

**Assumption 3:** Parking demand is not affected by parking availability, use, location and price.

### 2.4.1 Parking Demand

The following are issues that are considered when developing the number of parking spaces needed:

- Building size, purpose and special use conditions,
- Socioeconomic characteristics of the downtown populations and visitors of the downtown.
- Alternative modes of transportation, which includes availability, use, attractiveness and policy impacts.
- Proportion of the downtown trips that are multiple-use or linked.
- Vehicle traffic.
- Cost of parking.

The demand factors developed for each land use reflect the peak daytime conditions. This correlates with the observed needs within the downtown.

One parking concept that does not yet apply to Salina is shared use. Shared use means that there are parking demand generations (business types) that have different times when they are experiencing a peak need for parking. A good example is an office use next to a restaurant that has a significant evening patronage. In this case, the same parking spaces that are used during the day for the office employees and customers are unused at night allowing the restaurant and the office building to share the parking.

Shared use allows for the potential reduction in parking generation rates. The overall block parking demand generation ratios may be lowered if shared use is possible.

At this point, there is not the level of entertainment or similar activities at night within the downtown that would warrant further reducing the parking generation rates to account for higher shared use. As these developments increase, Rich and Associates would recommend to revisit the demand generation factors in the future for shared use opportunities that may decrease the overall parking need.

The gross square footage of individual buildings was collected and then sorted by land use categories. The different land uses for each block are in general multiplied by a parking generation factor of parking spaces required per 1,000 square feet. The resulting number of parking spaces demanded is deducted from the available parking supply on each block and a surplus or deficit for each block is then calculated. A summary of the parking demand is located in **Table 2G**.

The results of the analysis show a current overall surplus of approximately + 893 parking spaces within the study area. There are however pocket areas within the study area that have shortfalls. These areas do have parking available on an adjacent block or within two blocks of the areas with shortages. There are a few areas where there are shortages of employee parking, and this issue is addressed in the recommendations (**Section 4, pg.12**).

The five year future scenario assumes a re-occupancy of vacant space at a rate of 40 percent and the ten-year assumes and re-occupancy rate of 80 percent. The five and ten year scenarios still generate parking surpluses, with the five year at approximately + 615 and the ten year at approximately + 337. Because these scenarios only include re-occupancy of vacant space any new developments that occur within the study area may greatly increase the parking demand, especially if any of the development occurs on a surface parking lot.

Although at the present time the analysis indicates that there is a surplus of parking in the downtown, it is important to begin to plan for future development in the downtown. There were several sites identified in the downtown suitable for future parking structures. An analysis for feasibility of a potential parking structure is offered for each site in **Section 4, pg.36**.



# CITY OF SALINA DOWNTOWN PARKING MASTER PLAN

**Table 2G**  
**Salina Parking Analysis Spreadsheet**

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X
Block Daytime	Office 2,27	Retail 1,13	Mixed 1,70	Medical Office 1,86	Service 1,15	Restaurant 4,93	Civic 3,00	Theater (per 4 seats) 1,00	Museum 0,75	Residential 1,00	Gov. 2,85	Community 0,75	Church 0,30	Commercial 0,40	Vacant 2,47	Demand (current)	Future Adjust	5-yr. Peak Demand	10-yr. Peak Demand	Parking Supply	Surplus/ Deficit (current)	Surplus/ Deficit (5 years)	Surplus/ Deficit (10 years)
3	0	0	0	0	0	0	0	0	0	0	147,243	0	0	0	0	420	0	420	420	366	-54	-54	-54
4	48,788	5,500	0	5,500	16,500	2,817	4,320	0	0	0	0	0	0	8,073	0	176	0	176	176	286	110	110	110
5	0	0	0	0	0	0	5,500	0	0	0	0	0	0	5,078	60,500	19	352	160	300	63	44	-97	-237
6	0	0	0	0	0	0	0	0	0	0	47,526	0	0	0	0	135	0	135	135	174	39	39	39
7	0	0	0	0	911	0	0	0	0	0	0	0	0	62,132	1	153	62	62	124	92	91	30	-32
8	38,184	24,084	0	0	5,250	0	5,840	0	0	0	0	0	0	0	21,284	138	53	159	180	124	-14	-35	-56
9	9,734	58,023	0	6,875	19,650	21,604	9,000	0	0	0	0	12,000	0	0	29,500	266	73	295	324	249	-17	-46	-75
10	15,995	0	4,088	0	16,485	5,005	0	0	0	38,798	0	0	0	0	13,865	128	33	141	154	257	129	116	103
15	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	73	0	0	0
16	27,794	5,500	0	1,445	8,873	1,200	0	0	0	5,882	0	12,000	0	0	0	103	0	103	103	309	206	206	206
17	87,328	56,450	0	4,500	6,000	6,000	0	0	0	0	0	5,000	0	30,960	3,000	323	7	326	329	160	-163	-166	-169
18	18,315	73,172	0	0	9,310	6,425	0	1,287	0	5,500	0	5,500	0	0	6,380	498	16	504	511	172	-326	-332	-339
19	11,748	14,604	0	0	49,347	0	0	0	5,750	0	0	2,450	0	0	0	106	0	106	106	139	38	33	33
20	0	3,500	0	0	916	0	0	0	0	2,196	0	0	1,014	0	3,000	8	7	10	13	90	82	80	77
21	37,650	16,660	20,036	1,586	11,400	0	0	0	0	14,380	0	7,900	0	0	0	175	0	175	175	213	38	38	38
22	8,395	9,180	43,066	0	6,262	0	0	0	0	0	0	10,400	0	0	0	118	0	118	118	247	129	129	129
23	0	9,086	0	0	0	0	0	0	0	1,841	0	0	0	0	0	12	0	12	12	125	113	113	113
28	0	0	0	0	0	0	0	0	0	0	0	0	21,000	0	0	6	0	6	6	66	60	60	60
29	0	0	0	0	6,000	1,500	0	0	0	0	0	52,844	0	0	0	54	0	54	54	186	132	132	132
30	8,012	0	0	0	0	1,500	0	0	0	500	0	0	0	0	0	26	0	26	26	194	168	168	168
31	0	23,677	0	0	0	0	0	0	0	864	0	0	0	0	0	28	0	28	28	119	91	91	91
	312,883	299,436	67,140	19,906	155,904	46,051	24,700	1,287	5,750	69,931	194,769	108,094	22,014	44,111	199,161	2,738	695	3,016	3,294	3,704	693	615	337

\* Block 5- Future includes possible development worst case scenario 203 parking spaces  
\* Block 15 - municipal parking supply only, building inventory has not been included

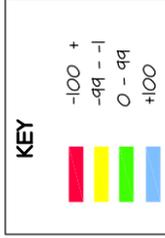




**PARKING STUDY  
FOR THE CITY OF  
SALINA**

SALINA, KANSAS

**SURPLUS-DEFICIT**



SCALE: N.T.S.

MAP 4

## 2.4.2 Possible Development

A separated parking demand analysis was done for possible scenarios with the Lee Warehouse buildings on block 5 (see **Table 2H**). The analysis is a shared use model that demonstrates how much parking is actually needed for a development that includes a mixture of uses, such as residential, office and retail. The figures provided in **Table 2H** take into account the current demand and parking supply on block 5.

The developer interested in the Lee Warehouse site has offered three options that involve a mix of residential and mixed use commercial. Development Option One includes 100 residential units and 32,000 square feet of mixed use commercial. This development will result in a parking deficit of -196 spaces, assuming no additional parking is provided on site. Development Option Two includes 103 residential units and 25,000 square feet of mixed use commercial. This development will result in a parking deficit of -205 spaces. The last development Option Three includes 114 residential units with 12,500 square feet of mixed use commercial. This development will result in a parking deficit of -159 parking spaces.

The deficit varies between -159 and -205 parking spaces. Salina Zoning Code does not require off-street parking for development in the Central Business District except for residential. Option One would require 80 stalls for mixed use, Option Two would require 43 stalls for mixed use and Option Three would require 22 stalls for mixed use development. The City would be required to provide between 22 and 80 parking spaces depending on which development option was chosen, to satisfy the mixed use parking deficit. Unless other provisions are made, the developer would be responsible for the remainder of the parking spaces for the residential development.



# CITY OF SALINA DOWNTOWN PARKING MASTER PLAN

Table 2H

**Block 5 Possible Development Scenarios**

Option 1		
Parking Supply	63	spaces
Current Daytime Demand	-19	
Net Surplus	44	
New Development:		
1) Residential – 100 Units 2.00 per unit (first 20), 1.5 thereafter	-160	spaces
2) Mixed Use Commercial – 32,000 sf 2.50 per 1,000 sf	-80	
Demand Summary	-240	
Existing Surplus	44	
<b>Surplus/Deficit</b>	<b>-196</b>	<b>spaces</b>

Option 2		
Parking Supply	63	spaces
Current Daytime Demand	-19	
Net Surplus	44	
New Development:		
1) Residential – 103 Units 2.00 per unit (first 20), 1.5 thereafter	-206	spaces
2) Mixed Use Commercial – 25,000 sf 2.5 per 1,000 sf	-43	
Demand Summary	-249	
Existing Surplus	44	
<b>Surplus/Deficit</b>	<b>-205</b>	<b>spaces</b>

Option 3		
Parking Supply	63	spaces
Current Daytime Demand	-19	
Net Surplus	44	
New Development:		
1) Residential – 114 Units 2.00 per unit (first 20), 1.5 thereafter	-181	spaces
2) Mixed Use Commercial – 12,500 sf 2.5 per 1,000 sf	-22	
Demand Summary	-203	
Existing Surplus	44	
<b>Surplus/Deficit</b>	<b>-159</b>	<b>spaces</b>



## 2.5 Parking Operational Assessment and Other Information

### 2.5.1 Operations and Enforcement

The parking operations in Salina are overseen by several different departments. Salina Downtown Inc. issues parking permits and the Police Department oversees parking enforcement. Public Works oversees parking maintenance and the District Courts collect all fees from parking fines.

Currently there are two Community Service Technicians (CST) working in the downtown providing parking enforcement. The CST's are on duty from Monday through Saturday from 9:00 A.M. - 5:00 P.M. Both CST's are full time working 40 hours a week on parking enforcement. Signs are posted indicating enforcement hours are from 9:00 A.M. - 5:00 P.M. Monday through Saturday. Where parking is regulated two hours or less, enforcement officers use chalk to track which vehicles are in violation. The ticket fine boxes are emptied daily. When the weather is inclement, raining, snowing, or less than 20 degrees, the CST's do not enforce parking.

### 2.5.2 City of Salina Parking Ticket Statistics

The fine for overtime parking is \$2.00 if paid within forty-eight hours. If not paid within the forty-eight hours the fine is increased to \$5.00 dollars. If the violation is not paid within five days the fine is increased to \$25.00 (as provided by the City of Salina).

**Table 2I** on **page 20** shows the number of tickets issued for the last two years. All statistical information on the number of parking tickets, the revenue from parking tickets and **Table 2I** and **2J** was provided by the Salina Municipal Courts. The number of tickets issued in 2005 was 14,536. The number was higher in 2006 with 15,515 tickets written. The biggest difference between the two years was in January, 2005 there were around 550 tickets written and in 2006 there were 1,200 tickets written for the same month. This could be due to colder weather or more snow in 2005 than in 2006.

**Table 2J** (as provided by the City of Salina) on **page 20** shows the revenue from tickets issued for the last two years. The ticket revenue from 2005 was \$34,997.83. In 2006 the revenue was higher due to 979 more tickets being written bringing the revenue to \$39,604.68. There are currently 408 outstanding unpaid tickets from 2005 and 763 from 2006. The uncollected revenue from these tickets is \$29,275 based on the \$25.00 fine for late payment. All fines are paid to the Municipal Court and the money from the fines goes into the City's General Fund.

Table 2I

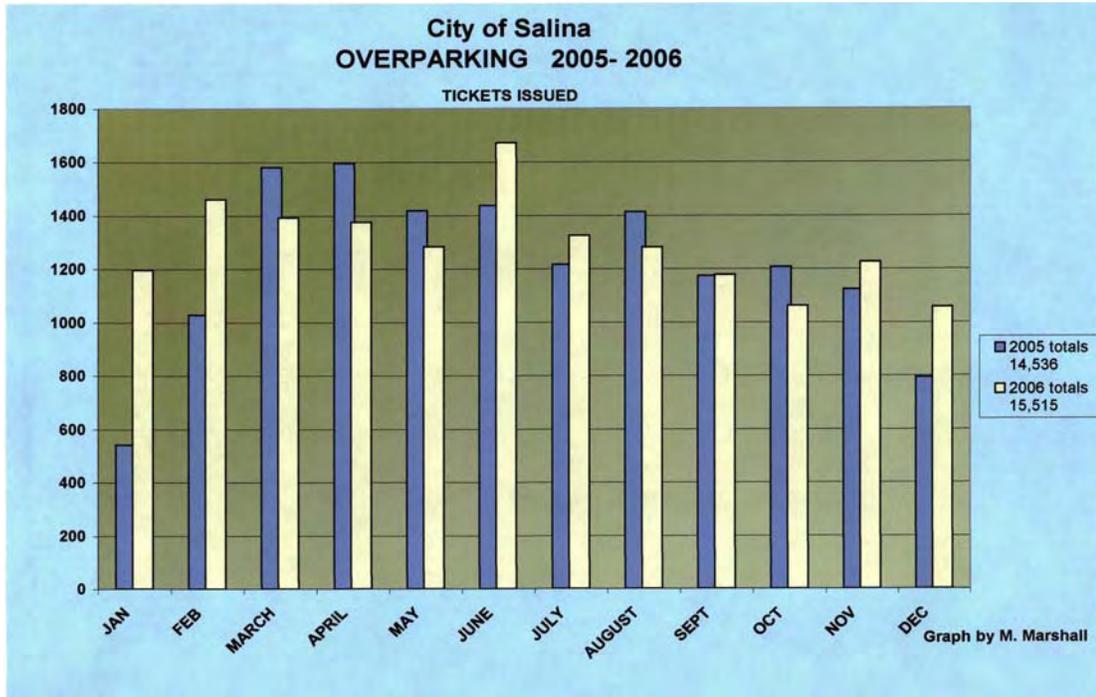
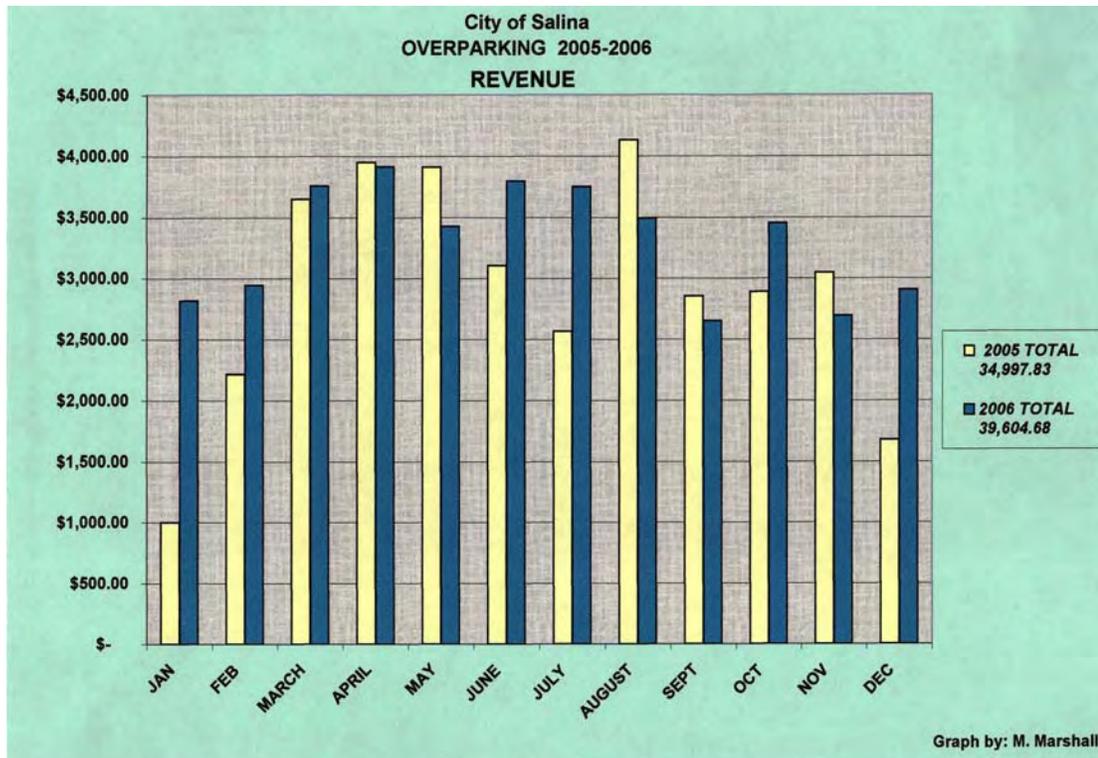


Table 2J



### 2.5.3 Parking Permits

There are three types of permits, all are sold through Salina Downtown Inc. Contractor \$2.00 per job, Temporary Day \$0.30 per day, and Residential \$12.00 per year (sold annually in January and pro-rated for someone signing up after January). Residential permits are the only permits that are transferable, though only one permit per resident is issued.

Residential permits are only for residents of Santa Fe Avenue, E. Iron Avenue (100 & 200 blocks), and W. Iron Avenue (100 block). **Table 2K** below details permit sales for years 2002 through 2004.

**Table 2K**  
**Number of Parking Permits Sold Annually 2002 - 2004**

	2002	2003	2004
Construction	35	44	3
Temporary	168	36	42
Residential	19	13	7

*\*Numbers provided by Salina Downtown Inc.*

### Benchmarking Parking

Rich and Associates have compiled information benchmarking Salina’s parking to other communities in the area (**Table 2L**). It was felt by City staff and stakeholders that Hutchinson, Lawrence and Manhattan were most similar in size, location, activity, and parking needs to Salina. The benchmarking chart on the next page has detailed parking information on Hutchinson and Lawrence. Manhattan was contacted but did not respond to our survey.



# CITY OF SALINA DOWNTOWN PARKING MASTER PLAN

Table 2L  
Benchmark

City	Salina, KS	Hutchinson, KS	Lawrence, KS	Royal Oak, MI
1. Population*	45,679	40,787	86,572	60,062
2. Who administers the parking system?	City/Police/Clerk/SDI	Downtown Developemnt	Police	DPS/Treasure
3. Types of parking control?	Signs	Signs	Meters/Structures/Signs	Gates/Structures/Meters
Number of parking Meters:				
Long Term On-Street?		1,005 Free		47
Long Term Off-Street?		379 Free	8 lots w/2hr, 5hr & 10hr	618 lots, 1,355 structure
Short Term On-Street?		825 2 hr.Free	1500 (metered)	501
Short Term Off-Street?			8 2hr free lots	646
4. Fines: Overtime Parking?	\$2.00	\$2.00	\$2.00 if paid w/in 10 days	\$5.00
Illegal Parking?	\$25.00	\$60.00	\$30.00	\$5.00
Handicap Parking?	\$50.00	\$50.00	\$50.00	\$100.00
Early payment reduction?	No	No	Yes	No
Late payment penalty?	\$5.00	\$5.00	\$10.00 after 10 days	
Are there multiple tickets given in one day?	Yes	Yes	yes every 2 hrs.	Yes
Is there a tiered fine system for repeat offenders?	No		Yes	No
What is the fine?			5 tickets w/in 30 days = \$2.00 overtime fine + \$50.00	vehicle is impounded after 6 unpaid tickets
5. Which department oversees enforcement?	Police	Downtown Developemnt	Police	Police Department
6. Number of enforcement officers:				
Full Time?	2		5	0
Part Time?		1		6
7. Are they motorized or on foot?	Motorized	Motorized		Both
8. Do you use computerized ticket writers?	No	No	Yes	Yes
Number of tickets issued:				
Annually?	15,515	1,701		90,000
Monthly?				7,500
Daily?				300
9. Enforcement days?	Monday -Saturday		Monday -Saturday	Monday -Saturday
10. Enforcement hours?	9:00 A.M. – 5:00 P.M.		9:00 A.M. – 5:00 P.M.	9:00 A.M. – 9:00 P.M.
11. Off-Street parking rates:	Free	Free	Permits- \$192/yr, \$50/quarter, value pass \$160/yr or \$0.25 per hr., Customers 2 hr. Free	1st 2hr free/\$3.00 evening/\$0.50 per hr.
12. On-Street parking rates:	Free	Free	\$0.70 per hour	\$0.50 per hr.
13. Is there a parking validation system in the downtown?	No	Not formal but yes		No
14. Has the City financed parking improvements in the downtown in the last five years?		Yes	Yes	Yes
If so how?		General fund/bonds		Parking fund/bonds
15. Do you have a special assessment district for parking?		No		Yes
16. Who contributes to the assessment district?		N/A		N/A
17. Do you use a Valet Service	No	No		Yes

\*Population data from 2000 U.S. Census



## SECTION 3 PUBLIC INPUT

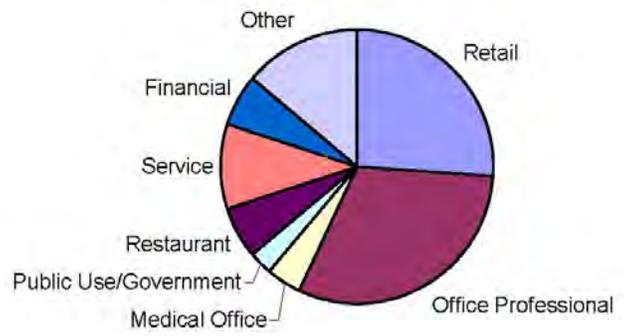
### 3.1 Business Owner/Manager Survey Results

Business surveys were sent to the business owners and managers. Data obtained from the owner/manager surveys was one of the factors used in determining short and long-term parking supply and demand. A total of 73 manager surveys were returned to Rich and Associates. Managers were asked the number of full and part-time employees employed at their business, the average number of customers or visitors that come into their business and the percentage of those customers or visitors who are downtown for other purposes (i.e., employed in the downtown).

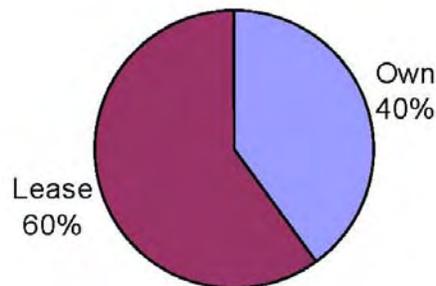
#### Owner/Manager Survey Summary

##### 1. Type of business?

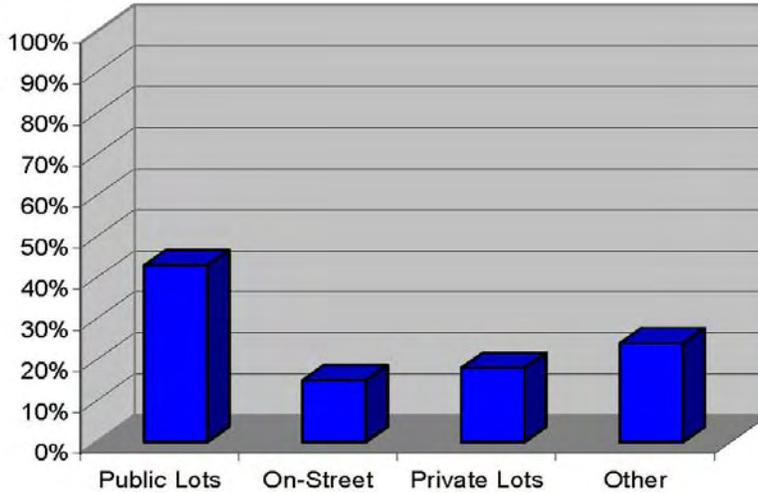
a) Retail.....	26%
b) Office Professional.....	31%
c) Medical Office.....	4%
d) Public Use/Government.....	3%
e) Restaurant.....	6%
f) Service.....	10%
g) Financial.....	6%
h) Other.....	14%



##### 2. Own or lease this location?

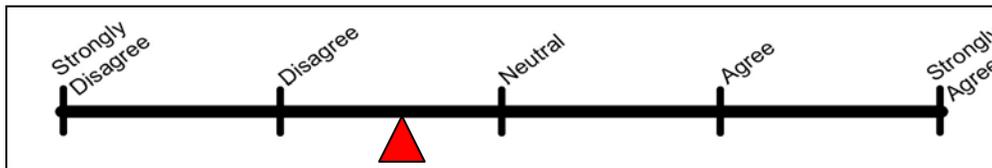


### 3. Where do your employees park?



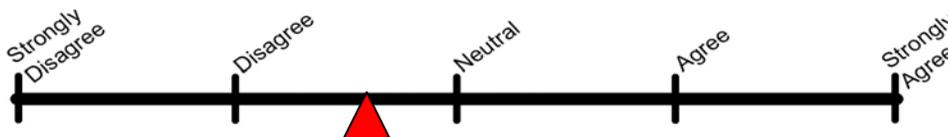
### Owner/Manager Survey Summary (Opinion Questions)

Scale Key: respondents were asked to indicate opinions using a scale of 1 to 5; 1 being strongly-disagree (left side), 3 being neutral (middle) and 5 being strongly-agree (right side). The red dot indicates the average response from the returned surveys.

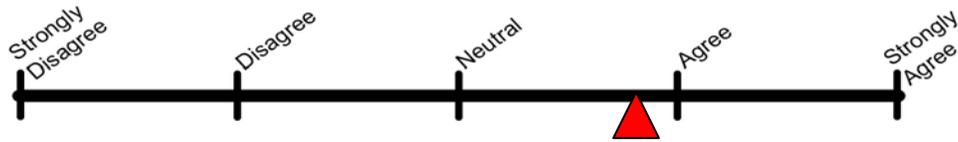


Below is a summary of the opinion questions:

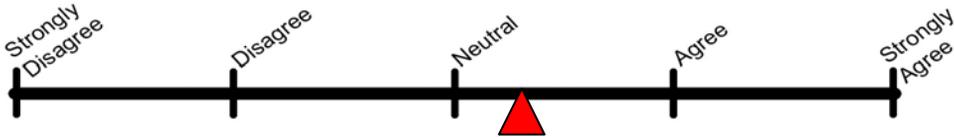
- A) The cost for providing new parking should be shared by the City, private sector and users.



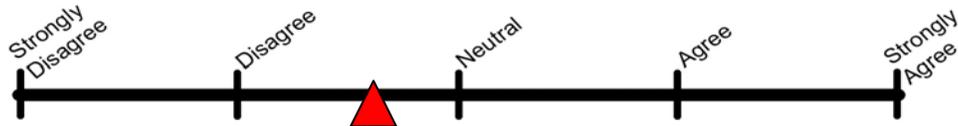
B) Only the city should pay for parking improvements.



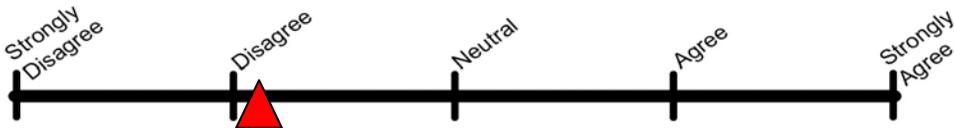
C) I would encourage my employees to park further away in order to provide more parking for customers and visitors.



D) I would encourage my employees to park further away at a parking deck.



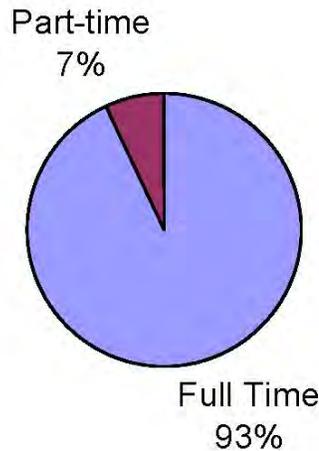
E) I would encourage my employees to park further away and use a shuttle.



### 3.2 Employee Survey Results

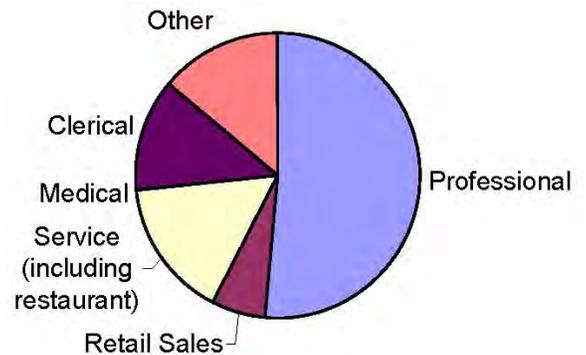
Along with the manger surveys, employee survey forms were also distributed. Initially three employee forms were included with each manger survey. However, managers were encouraged to photocopy the surveys if they needed more to ensure that all employees at that business had an opportunity to participate. A total of 96 employee surveys were returned to Rich and Associates. These surveys were used as part of the parking analysis for Salina study.

#### 1. Employment Status

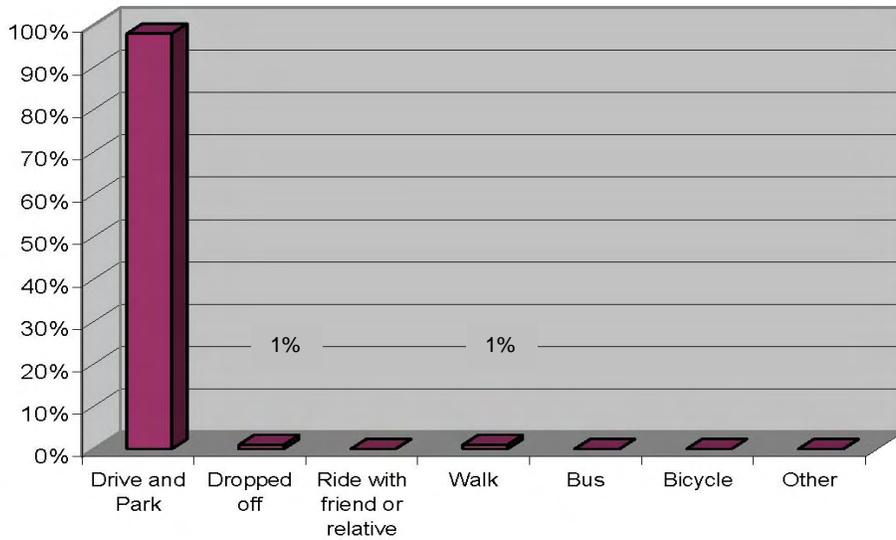


#### 2. Employment Classification

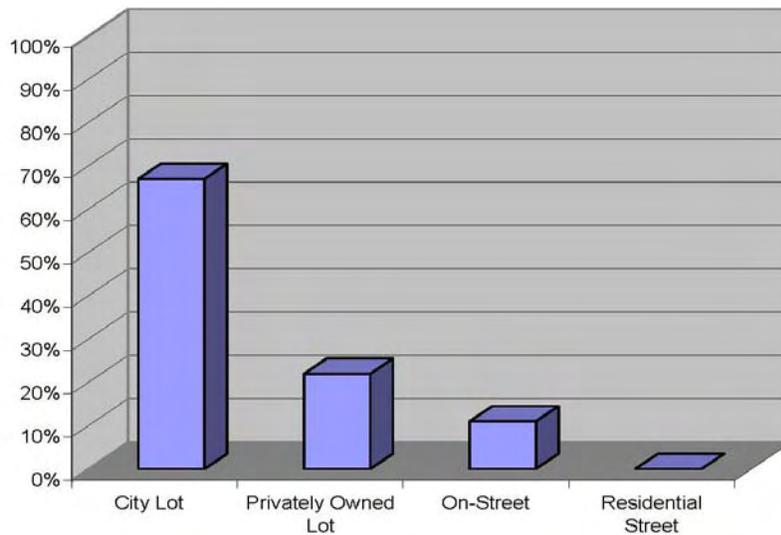
a) Professional	52%
b) Retail Sales	6%
c) Service (including restaurant)	16%
d) Medical	0%
e) Clerical	13%
f) Other	14%



3. How do you generally come to work downtown?



4. If you drive when you come downtown where do you usually park?



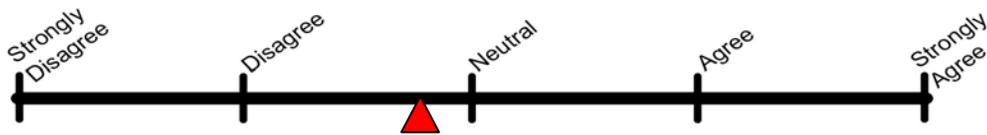
5. Who pays for your parking?

a) Employer pays	3%
b) I pay	14%
c) Combination	0%
d) It's free	68%
e) I do not pay	15%

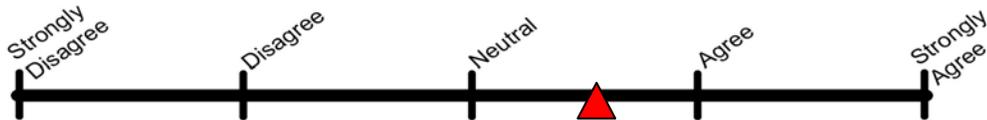


Below are the employee responses to the opinion questions on the survey:

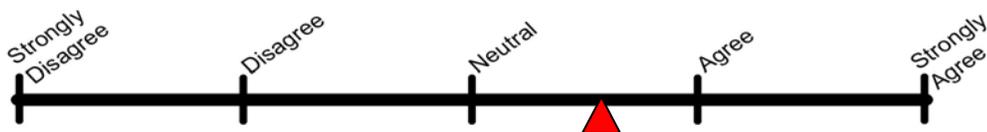
A) There is an adequate number of parking spaces for downtown employees.



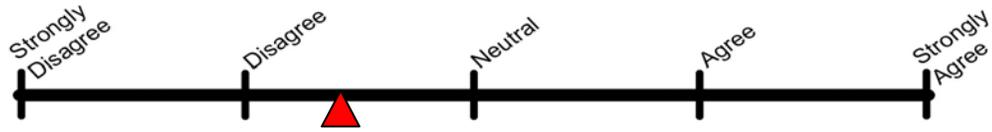
B) The available parking for downtown employees is reasonably close to my place of work.



C) If the City constructed a well-designed and secure parking structure I would use it.



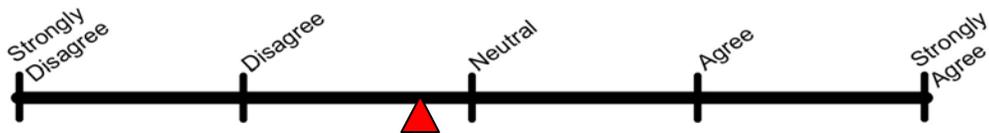
D) I would pay more to park closer to work.



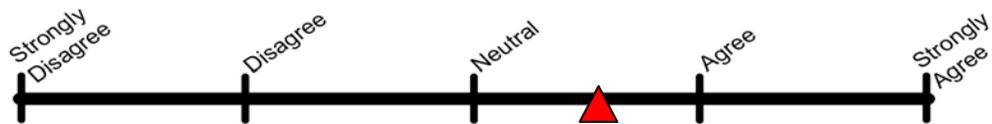
### 3.3 Public Survey Results

Public surveys were posted on the Salina City Web site. A total of 21 employee surveys were returned to Rich and Associates. These surveys were used as part of the parking analysis for the Salina study.

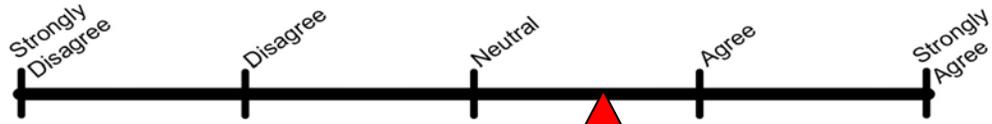
A) There is an adequate number of parking spaces for downtown employees.



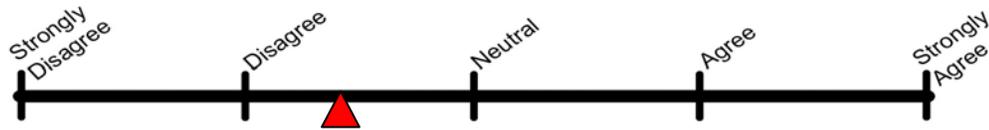
B) The available parking for downtown employees is reasonable close to my place of work.



C) If the City constructed a well-designed and secure parking structure I would use it.



D) I would pay more to park closer to work.



### 3.4 Individual Stakeholder Interviews

Rich and Associates conducted several individual stakeholder interviews and group meetings throughout the month of February. We have also conducted several telephone interviews throughout the course of our research. This allowed stakeholders to voice their concerns and suggestions regarding the parking conditions in Downtown Salina. This information is vital to determining the parking needs of the community. Rich and Associates views stakeholder input as a key component in obtaining community involvement in the parking study, along with gathering critical input from the people dealing with parking on a daily basis.

Throughout the stakeholder interviews there were several common themes. The majority of people interviewed felt that Downtown Salina did have enough parking. Many stated that the biggest concern was employee parking; the problem being that there is not enough employee parking.

Stakeholders noted that the employees were parking on the streets taking the prime visitor parking spaces because they were not getting tickets on a regular basis or the price of the ticket is worth the risk of parking in an inappropriate space. Other issues of concern revolved around loading zones, and requests for better signs to guide visitors.

The following is a list of individuals who were given the opportunity to discuss parking concerns in Salina:

Mike Montoya  
 Jim Ravenkamp  
 Jim Maes  
 Tony Dong  
 Jack Hinnenkamp  
 Ben Frick

Larry Britegam  
 Dennis Lauver  
 Ken Ebert  
 Murray Gorman  
 Brad Steuwe, MD  
 Jane Gates  
 Alan Weber

Todd Davidson  
 Andy Anderson  
 Susan Hawksworth  
 Rick Affholder

### 3.5 Public Forum Meetings

Rich and Associates held three public forums in conjunction with Downtown Salina Inc., and the City of Salina. The purpose of the meetings was to hear and understand the communities concerns and ideas about downtown parking, as well as to educate the public on the process and time line of the Downtown Parking Master Plan. The meetings were held at City County Building Room 107, 300 W. Ash. The meeting minutes can be found in full in the Appendix. The dates and times:

- Tuesday February 6, 5:30 – 7 P.M.
- Wednesday February 7, 7:30 - 9 A.M.
- Thursday February 8, 11:30 A.M.-1:00 P.M.

#### Comments and Concerns

- Lot layouts
- Most people cannot see signs
- Walking distances are too far, people are only willing to walk one block
- Lack of signage
- Signage is confusing
- Employee parking is an issue
- There needs to be education and marketing of appropriate parking areas both for customers and employees
- Angled parking is easier than parallel parking
- There needs to be more consistency of enforcement
- 24-hour parking is an issue
- During City/County court days cause issues with parking around the courts
  - Add a raised parking level to the lot
- Safety concerns in the lots during early morning and late night
  - Employers do not want employees to have to walk very far during these times
- Complaints of vandalism to company owned vehicles that remain in the lots overnight
- Do not want meters
- A review of previous concerns
- Shopping mall effect
- Review Lighting
- Security in lots is an issue
- Need to educate and create maps of where long term parking is located
- Signage is inconsistent
- 24-hour parking should not be allowed on city streets
- Company vehicles in lots creates issues

- Possibly create a special customer permit
- Biggest complaint is the parking signage
- Many employees are moving vehicles every two hours to avoid tickets
- New technology to improve enforcement
  - Handheld ticket writers
- Handicap parking is an issue
  - There is not enough
  - Curb cuts make parking difficult
  - Some stalls are not appropriate handicap stalls
  - The location of some of handicap stalls is not useful
  - There are post and obstacles to maneuver around
  - Some are not functional
- Loading zones
  - Is it possible to create parking stalls that are loading zones during certain hours?
- Valet parking
- Off-street allocation
  - Two hour is not long enough for some downtown customers
  - Employees park in the two hour stalls so they do not have to walk
  - Employees park in the two hour stalls when the eight hour is full
  - There should be additional options, three or four hours
- On-street parking should be longer than two hour
  - It is not enough for customers
- Parking permits for employees to keep employees from parking in the customer stalls
  - Needs to be a reasonable cost
- Develop maps to market parking
  - Need to show parking time limits



SECTION 4 RECOMMENDATIONS

Recommendation Summary

Implementation Time Frame	Category	Recommendation	Budget	Responsibility	Page
On going	4.2 Parking Enforcement and Fines	4.2.1 Enforcement staffing personnel are sufficient	N/A	City/Police	2
Spring 2008	4.2 Parking Enforcement and Fines	4.2.2 Purchase handhelds ticket writers and software	\$5,000 fore each handheld ticket writer and \$10,000 for software (one time)	City/Police	3
Spring 2008	4.2 Parking Enforcement and Fines	4.2.3 Enforcement vehicles need to be replaced	\$7,000-\$15,000 per vehicle	City/Police/Courts/SDI/Parking Advisory Committee (PAC)	4
Spring 2008	4.2 Parking Enforcement and Fines	4.2.4 Implement graduated fines	Negligible. Use of handhelds facilitates graduated fine system.	City/Courts	4
Spring 2008 or 6 months after the purchase of handheld ticket writers	4.2 Parking Enforcement and Fines	4.2.5 Increase overtime parking fines to \$6, ticket not paid within 10 days \$15, and if not paid with in twenty five days \$35	None	City/Courts/Police/SDI/PAC	5
Policy	4.2 Parking Enforcement and Fines	4.2.6 Continue issuing multiple tickets	No change	City/Courts	6
Spring 2008	4.2 Parking Enforcement and Fines	4.2.7 Creating an ordinance to use a vehicle immobilization (boot) with multiple unpaid parking tickets	Budget \$450-530 for each boot. Two boots necessary, one for each CST vehicle	City/Courts/Police/SDI/PAC	6
Spring 2008	4.2 Parking Enforcement and Fines	4.2.8 Implement courtesy tickets	Loss of revenue from first ticket issued to an individual. Requires use of handheld ticket writers.	City/Courts/Police/SDI/PAC	8
Spring 2008	4.3 Parking Management	4.3.1 Consider implementing a Parking Advisory Committee	There will be additional costs	City/Courts/Police/SDI/PAC	8
Spring 2008	4.3 Parking Management	4.3.2 Track and monitor the sale of parking permits. Increase the price of the temporary parking permit and construction permit to \$1.00 per day.	SDI is monitoring now, budget \$2,000-\$5,000 for printing of permits and applications	SDI/City/PAC	10
Spring 2008	4.3 Parking Management	4.3.3 Parking Duration, change 2 hr off-street parking to 3 hrs.	Covered under sign program	City	12
Spring 2008	4.3 Parking Management	4.3.4 Parking directly behind businesses should be customer parking only.	Covered under track and monitor the sale of parking permits, and handheld ticket writers	City	13
Policy	4.3 Parking Management	4.3.5 Handicap Parking Guidelines	N/A	City/Police	15
Spring 2008	4.3 Parking Management	4.3.6 Parking lot improvements/renovations	Varies	City/Courts/Police/SDI/PAC	16
Policy	4.3 Parking Management	4.3.7 Discourage future development of private surface parking lots in the core downtown	N/A	SDI/City	18
Fall 2007	4.3 Parking Management	4.3.8 Create loading zones	Minimal, will need signs and painting of stalls	City/Police	18
Long Term/When Needed	4.3 Parking Management	4.3.9 Consider valet parking as downtown Salina grows.	Minimal	City/Courts/Police/SDI/PAC	18
Spring 2008	4.3 Parking Management	4.3.10 Consider taxi stands	Minimal	City/Courts/Police/SDI/PAC	19
Spring 2008	4.3 Parking Management	4.3.11 Add bicycle parking/enhancements	Between \$5,000 and \$50,000 depending on how many racks, signs and the level of marketing	City/Courts/Police/SDI/PAC	20
Spring 2008	4.3 Parking Management	4.3.12 Create a special events parking plan	Minimal	City/Police/SDI/PAC	22
Spring 2008	4.4 Pedestrian Enhancements/Activity	4.4.1 Walkways from parking lots to Santa Fe need additional lighting and consider murals	Varies	City/SDI/PAC	22
Policy	4.4 Pedestrian Enhancements/Activity	4.4.2 Minimize surface lots and large breaks between buildings to promote walking in the downtown.	Varies	City/SDI/PAC	23
Summer 2008	4.4 Pedestrian Enhancements/Activity	4.4.3 Consider adding pedestrian wayfinding to the downtown.	Should be included in sign study	City/SDI/PAC	24
Policy	4.4 Pedestrian Enhancements/Activity	4.4.4 Minimize pedestrian and vehicular interaction	Varies	City	25
In process of sign program	4.5 Signs	4.5 Rich and Associates recommends five types of parking signs that increase drivers' wayfinding	Between \$50,000 and \$200,000 depending on the number and type of signs.	City/SDI/PAC	26
Continuing	4.6 Marketing	4.6 Marketing of the parking system is very important	\$7,000 per year for on-going marketing efforts	City/SDI/PAC	31
Srping 2008	4.7 Parking Requirements for Current and Future	4.7.1 Create a Parking Enterprise Fund	Varies	City/SDI/PAC/Courts	34
Policy	4.7 Parking Requirements for Current and Future	4.7.2 Parking development costs, parking improvement costs and financing	N/A	City/SDI/PAC	34
On going	4.7 Parking Requirements for Current and Future	4.7.3 Timing for additional parking development	N/A	City/SDI/PAC	35
Dependant on Future Development	4.7 Parking Requirements for Current and Future	4.7.4 New Parking	Varies	City/SDI/PAC	37

## 4.1 Introduction

The recommendations presented in **Section 4** are intended to enhance the existing supply of parking through operational, management, configuration, parking pricing and allocation changes aimed at increasing the efficiency of the parking system. The recommendations provide a holistic approach to improving parking downtown today and plan for future growth in the downtown.

The first step in the process should be the formation of the Parking Advisory Committee (4.3.1). This will then provide a basis for implementing the recommendations.

## 4.2 Parking Enforcement and Fines

### 4.2.1 Enforcement Personnel

Community Service Technicians (CST) staffing levels need to be adequate to ensure that all of the parking is routinely monitored for the entire duration of the applicable regulations according to the day of the week. Specifically, one CST can monitor between 600 and 800 parking spaces per day. This ratio assumes a mixture of long and short-term parking, the use of handheld ticket writing technology, the electronic chalking of vehicles and the staff patrolling in vehicles. Assuming an individual is full time and in a vehicle, one person can then typically monitor a specified route of 800 to 1,100 parking stalls up to four times during a standard shift.

In Salina there needs to be enough staff to cover 1,318 spaces. This total is made up of 2,297 public spaces of which 979 are eight hour spaces that do not need daily enforcement. Additionally, there needs to be enforcement coverage from 9:00 A.M. until 5:00 P.M. daily, six days a week for 52 weeks (with the exception of holidays). Using the ratio of parking spaces to officers and the time frames that need to be covered for enforcement, Salina requires two CST positions (assumptions: six days, 9:00 A.M. until 5:00 P.M. enforcement of 1,318 public parking spaces using handheld ticket writers patrolling in a vehicle. Any additional parking created may require additional CST staff. Ultimately, there are 96 hours of enforcement that needs to be covered each week. Currently, Salina has enough CST staff.

Guidelines on efficient and effective parking enforcement include:

- Routing of officers so that a complete circuit is followed every two hours in the downtown area.
- Officers should use handheld parking ticket writers that track license plate numbers.

- Every parking space, whether occupied or not, is then entered into the handheld.
- The handhelds should be programmed to issue tickets for overtime parking and vehicle shuffling (moving vehicle to a different on-street or off-street space every two hours throughout the day to avoid a ticket).
- Staffing should be at a level adequate to assign one officer to monitor between 800 to 1,100 parking spaces per shift.
- Parking enforcement officers should be dedicated to parking duties, only being re-assigned during emergencies or special circumstances that may arise.
- Street signs should indicate that parking is enforced to 5:00 P.M

## 4.2.2 Handheld Technology for Enforcement

Rich and Associates recommend that Salina purchase and begin the use of handheld ticket writers to enforce parking. The handheld units increase efficiency by storing the license plate numbers of vehicles, thus negating the need to physically chalk tires. This will allow enforcement to occur during inclement weather, whereas marking tires with chalk cannot be done in the rain or snow because the chalk gets washed away and does not mark well on a wet tire.



Casio IT-3000 EZTag

Handhelds units can also store a "hot list" with information such as stolen vehicles, warrants, previous offenders, shuffling of vehicles, and unpaid tickets. When the vehicle's license plate gets put into the handheld, the plate gets run through a database and if it is an offender the handheld responds with the appropriate information. If a vehicle needs to be booted or towed because of multiple unpaid tickets, the information will come up on the screen of the handheld. This helps make the entire parking system more efficient and enforcement more effective.

With the purchase of the handheld ticket writers there also needs to be a central computer. A home base needs to be set up where the handhelds can be downloaded and updated daily with pertinent information regarding parking violations and information from the Police Department as well as be recharged. Finally, there will be software, much of which is available with little or no modification required. The software should also be used to process and file tickets.

### Summary

**Cost:** \$5,000 for each handheld ticket writer and \$10,000 for software (one time).

- Benefit:** Consistent enforcement targeted towards discouraging improper parking while minimizing the negative impact on downtown customers and visitors.
- Action Time:** Summer 2008.
- Responsibility:** City/Police
- Issue Addressed:** Discourages improper parking activity such as repeat or multiple offences, shuffling by employees improperly parking on-street. Increases turnover of the most important parking in the downtown area. Customer/visitor friendly efforts consistent with the downtown goals.
- Additional Comments:** Consider working with the courts to create an ordinance on collecting parking fines. At this time there no consequence for not paying a parking ticket. Until there is an appropriate consequence for non-payment the enforcement will not be fully effective.

### 4.2.3 Enforcement Vehicles

The existing enforcement vehicles are old and are in need of replacement. The new vehicles need to be energy efficient such as electric or hybrid and should be capable of driving in all types of weather.

#### Summary

- Cost:** Starting from \$7,000 per vehicle and should also include a maintenance contract after the first year warranty.
- Benefit:** New vehicles will allow the CST to provide parking enforcement during all but the most inclement of weather.
- Action Time:** Summer 2008.
- Responsibility:** City/Police



Global Electric Motorcar used by Fulton Missouri parking enforcement. Designed by Chrysler

### 4.2.4 Graduated Fines

Consider introducing a graduated fine system to aid in discouraging multiple infractions by individuals. The use of handheld computer technology compliments this effort, as the software can track license plate information and the infraction particulars. The software can then identify multiple infractions within a given time period and issue a ticket accordingly. An example of a

graduated fine schedule may be increase each subsequent ticket issued in a one-month period by \$1.00. Based on the current fine schedule the first ticket is \$2.00, the second in a month would go to \$3.00 and so on. The fine for not paying the ticket within a 30 day period would remain the same. The current ordinance reads that the fine doubles if not paid within 30 days. The handheld software can assist in tracking fine payment.

## Summary

**Cost:** Negligible. Use of handhelds facilitates graduated fine system.

**Benefit:** Facilitates fine revenue collection and aids in discouraging repeat infractions, increasing the efficiency of the overall parking system. There is the potential for added revenue from the additional charge on multiple tickets.

**Action Time:** Summer, 2008.

**Responsibility:** City Finance Department/Police Department

**Issue Addressed:** A graduated fine system will help alleviate repeat offenders, though some of the acceptance of possibly getting a ticket is the fact that enforcement is not consistent. This results in the reduced probability of receiving a ticket.

**Additional Comments:** Parking regulations are implemented to increase the efficiency of the parking system by allocating certain parking areas to given users. When the regulations are not followed the system efficiency is degraded.

## 4.2.5 Overtime Parking Fine

Consider increasing the overtime parking fine to \$6.00 per infraction from the current rate of \$2.00 per infraction if paid within 48 hours. Additionally, the cost for a ticket not paid within five days would increase to \$15.00 from \$5.00 currently, and if not paid within twenty-five days the fine would increase to \$35.00 from \$25 currently. The fine money would go into the parking system and be used to maintain and make improvements to parking in downtown Salina. As discussed in the preceding recommendation on graduated fines, parkers were observed knowingly violating parking regulations for the convenience of parking close to their destination. The choice of violating parking is logical to the consumer because the fine rate is comparable to the cost of parking in Salina.

The fine rates should be reviewed in two years and raised according to inflation and the demand for parking.

## Summary

**Cost:** None

- Benefit:** Encourages patrons to use parking as designated by the parking regulations, increasing the efficiency of the system and effectively providing more parking opportunities in the downtown area. Fine income could potentially increase to help fund new initiatives.
- Action Time:** Spring 2008 or six months after the purchase of hand held devices.
- Responsibility:** City/Police Department/Courts
- Issue Addressed:** An increased fine will aid in encouraging parkers to choose appropriate parking areas for their needs and to pay for parking.
- Additional Comments:** Parking regulations are implemented to increase the efficiency of the parking system by allocating certain parking areas to given users by allocation. When the regulations are not followed the system's efficiency is degraded and the effective supply of parking is diminished. When this occurs, business customers and visitors are the first groups of parkers to suffer from the lack of available parking. The possible revenue increases to be determined.

#### 4.2.6 Multiple Tickets

Currently Salina issues multiple tickets to a vehicle who parks at a short stay space all day. This policy is constant with the policies of many other communities surveyed by Rich and Associates. Similar to graduated fines, multiple tickets for the same infraction also aids in discouraging individuals from knowingly violating parking regulations as an alternative to paying for parking. The use of handheld computer technology will compliment this effort as the software tracks license plate information and the infraction particulars. The ticket writer can then identify were multiple infractions occur and issue tickets accordingly.

##### Summary

**Multiple Tickets:** Continue to issue multiple tickets

#### 4.2.7 Vehicle Immobilization with Multiple Unpaid Parking Tickets

Consider implementing an ordinance allowing the use of a tire boot. This device is a lock that is applied to the wheel of a vehicle, which makes it immobile. The circumstances under which such a device is used are:

- Non-payment of parking fines.
- Repetitive abuse of on-street parking.



Currently, there is some difficulty being experienced in the collection of parking fines and with repetitive offenders. The boot is easily applied by an individual and can be carried in the rear of an enforcement vehicle. When the CST identifies a parker with a history of parking violations (possibly with the accumulation of five or more unpaid tickets over a six month period), he/she simply locks the boot around the tire of that vehicle and places a ticket on the windshield in the usual manner (the ticket would have specific instructions on how to proceed in getting the boot removed). The boot then remains in place, immobilizing the vehicle, until the fines are paid and the CST unlocks the device. There may be the necessity to have a police officer present when the boot is being put on a vehicle and or when the boot is being removed. Installation typically takes less than one minute.

Comparison to other communities:

- Ann Arbor, MI - 4 or more outstanding parking citations subject to impound
- Chapel Hill, NC – 4 or more outstanding parking citations subject to boot
- Colder, CO - 4 or more outstanding parking citations subject to boot or impound
- Royal Oak, MI – 6 or more outstanding parking citations subject to impound

### Summary

**Cost:** Budget \$450-530 for each boot. Two boots necessary, one for each CST vehicle.

**Benefit:** Encourages patrons to use parking as designated by the parking regulations, increasing the efficiency of the system and effectively providing more parking opportunities in the downtown area. Fine income will increase to help fund new initiatives.

**Action Time:** Spring 2008

**Responsibility:** City/Police Department/Courts

**Issue Addressed:** Changes behavior of habitual parking offenders.

**Additional Information:** Towing vehicles due to multiple unpaid parking tickets can create confrontations due to the amount of time it takes to hook a vehicle to a tow truck. Booting a vehicle rather than towing also eliminates the possible damages to a vehicle in the towing process.

## 4.2.8 Courtesy Ticket

Rich and Associates suggests that from a public relations standpoint Salina may want to consider courtesy tickets for the first offense during a specific period of time. This would require the use of handheld ticket writers described in 4.4.2, and storage of data for a long period of time. If a vehicle parking at a short stay space has not received a ticket during a specific period of time (the last six months as an example), then a courtesy ticket could be issued that would first thank the parker for coming to downtown Salina and state that their patronage is appreciated. Then the courtesy ticket would go on to alert the parker to the fact that they were in violation and then give the parker a map with alternatives to where they can park for longer periods of time.

### Summary

<b>Cost:</b>	Loss of revenue from first ticket issued to an individual. Requires the use of handheld ticket writers.
<b>Benefit:</b>	Public relations are championed in Salina and the customers of the City's businesses are less impacted by more stringent parking enforcement or by other policy and management changes that enhance parking regulations.
<b>Action Time:</b>	Fall 2008.
<b>Responsibility:</b>	City/Police Department/Courts
<b>Issue Addressed:</b>	Public relations and improved business relationships between local business and the City due to the creation of a customer friendly atmosphere while still increasing the effectiveness of parking enforcement.

## 4.3 Parking Management

### 4.3.1 Parking Advisory Committee (PAC)

The City of Salina uses an interdepartmental approach to managing parking. Several City departments are responsible for some aspect of the parking system from enforcement by the Police Department to permits by the SDI to the Courts collecting the fine revenue. The City's parking system is becoming large enough to consider having one person heading up the parking to oversee the whole parking function and act as a liaison between the City Commission, City departments and the public. One of the best ways to oversee a parking system is by having a single source of management.

Having a single parking management source expedites decision making and allows for better integration of the various aspects of parking. The revision to the parking system under the direction of one person would benefit the parking system from an ability to adapt to changes in the downtown. Rich and

Associates recommend the following approach to the management of parking in Salina:

- Form a PAC consisting of members of the business community, SDI, Chamber of Commerce and City staff. The PAC will advise City Commission on the implementation of the parking plan, review proposals for parking improvements and requests for changes to the systems such as time duration limits, allocation of parking etc.
- Appoint a staff member of the City or the director of SDI as the parking director. As parking director, this person will be responsible for coordinating the various departments that deal with parking such as Finance, Police, and Public Works. This person would also be the coordinator of the PAC.
- Establish a separate parking enterprise fund that would take in the revenue from parking tickets and permits. There would be a separate budget prepared for parking including normal operating expenses, capital expenses, and projections of revenues from parking permits and fines. Allocating or re-directing a portion of the parking revenue to a capital improvement fund will benefit the City on the long-term by using savings and interest to help pay for future new parking facilities.

Additionally, a managed parking system is also able to adapt to changes in an urban area that are brought by new business moving in or out of a Central Business District or by development. Some communities are also able to create a whole new philosophy for the parking system by changing the traditional parking enforcement role into one where the enforcement officer acts as an ambassador on behalf of the community.

Applications to develop parking facilities or lots on private property and zoning related requirements for parking would still be handled through the respective City departments (Building, Planning and Engineering).

### Summary

**Cost:** Will involve city staff and SDI time that should be assigned to the parking operations.

**Benefit:** Having the parking function handled by several City departments works well for small communities with limited parking. However, Salina's parking system is becoming larger and more cumbersome to manage using the interdepartmental approach.

**Action Time:** Establish Parking Committee as soon as possible.

**Responsibility:** City or SDI to be responsible for parking, then formation of a Parking Advisory Committee.

**Issue Addressed:** Brings singular management to a system that currently uses an interdepartmental approach. Parking benefits from having a 'face' for the public.



**Additional Comments:** It is becoming common practice for Downtown Development organizations to head the parking due to the fact that they are typically the most involved with the owners and merchants of downtown businesses.

**4.3.2 Parking Permits**

Currently permits are purchased through SDI. These permits are recorded by type of permit sold. Rich and Associates recommends that the SDI track and monitor the sale of parking permits so that the number of permits sold for a particular parking location are recorded and each parker is registered. Each type of permit should have a different color so it is easy to distinguish between types of permit. Additionally, SDI should track who purchases the parking permits for which vehicle.

As the parking system grows and more permits are sold it may become necessary to track permits using the permit software and a comprehensive application form. The form would ask for the parkers name, home and business address, phone numbers, vehicle type(s), and license plate number(s) of those vehicles. Additionally, the application should list the rules and what penalties are possible if they park where they are not supposed to or do not pay on a timely basis. This contact information will assist in contacting the owner of the vehicle if there is any damage in a lot or a vehicle is inappropriately parked. At this point it may also be necessary to change to a permit that is difficult to reproduce using holograms, or plastic permits.

**Recommended Permit Rates**

	<u>Current</u>	<u>Recommended</u>
Temporary Permits	\$.030 per day	\$1.00 per day
Construction Permits	\$2.00 per job	\$1.00 per day
Residential Permits	\$12.00 per year	Do not raise at this time
Commercial Permits	N/A	\$12.00 - \$20.00 per year

Vehicles should not be allowed to park in the lots over night without a permit. Because the City is trying to promote and develop more residential units along with business in the downtown, permit rates for residential parking should remain unchanged at this time. The rates should be reviewed in two years taking in to account inflation and the demand for parking in the downtown. Parkers with these permits should only be allowed to park in the long term designated parking except for Monday through Friday 5:00 P.M. through 7:00 A.M., and on weekends. The short term parking is prime parking for businesses and is extremely important to the success of businesses in the downtown.



All temporary permits should be raised to \$1.00 per day, due to the fact that the parking spaces being utilized are prime parking for downtown businesses. Construction vehicles should be encouraged to move out of the on-street parking spaces to the parking lots as soon as possible. Temporary permits should be priced at an affordable rate, though not at a rate so low that the permits are abused. Consider selling temporary permits to bar owners so it does not become a deterrent to customers leaving vehicles overnight who should not be driving. Vehicles with the permit would be allowed to leave the vehicle until 8:30 A.M. without receiving a ticket. Temporary permits would only be valid for one day and must have the date and time issued clearly written on the permit.

Commercial permits would be sold to businesses that do not have private parking for their business vehicles. These permits would allow overnight parking for the vehicles. The vehicles should not be allowed to park in the short term parking and should be moved as residential vehicles every 24 hours to allow for cleaning and maintenance of the lots.

Long term parking spaces do not need to be enforced, though overnight parking does need to be enforced. The long term parking needs to be monitored daily by recording license plates into the handhelds on the first route in the morning and the last route in the evening. There should not be anyone parking overnight who does not have a parking permit. Permit holders should move their vehicle once every 24 hours to accommodate snow removal, cleaning and lot maintenance.

## Summary

<b>Cost:</b>	Budget \$2,000-5,000 annually for parking permits and application form printing.
<b>Benefit:</b>	Tracks permit sales and allows for the City to be able to limit permits for certain areas.
<b>Action Time:</b>	Spring 2008
<b>Responsibility:</b>	City
<b>Issue Addressed:</b>	The allocation of long-term versus short-term parking can be adjusted to suit the City's needs by monitoring permit sales through the use of the permit tracking software.
<b>Additional Comments:</b>	Rich and Associates recommend that eventually the entire parking system be gradually updated and actively managed by a central authority. Permit prices should be evaluated every three years and raised according to inflation and the demand for parking.

### 4.3.3 Parking Duration

#### On-street

Two hour parking should be the dominant duration for on-street parking as it suits the needs of the majority of customers and visitors. Individuals requiring more than two hours for parking should be directed to off-street parking areas. The other duration that should be found on-street is fifteen minute or thirty minute parking for use as pick-up and drop off spaces or very short-term parking. The fifteen-minute parking should be located as either the first or last space on the block face where needed.

#### Off-street

The two hour parking in lots should be changed to three hour parking to accommodate the customer/visitor wanting to spend more time in the downtown. Finally, in areas where there is no demand for customer-visitor parking, long term parking can be used to add to the overall long-term parking supply. **Map # 5** on page 14 is a representation of the changes recommended.

The addition of three hour parking should reduce the number of temporary parking permits that need to be sold. The parking is free and convenient without a need to carry a permit back to a vehicle.

The eight hour parking should become long term parking, no overnight parking without a permit. This will allow employees to park for the day without getting a ticket or moving their vehicle.

#### Summary

<b>Cost:</b>	Covered under sign program
<b>Benefit:</b>	Parking efficiency is maximized through simplicity. Long-term parking takes place in lots where permits and hourly parking can be utilized. Short-term parking is located on the streets near the business where it is needed the most for customers and visitors.
<b>Action Time:</b>	Spring 2008
<b>Responsibility:</b>	City
<b>Issue Addressed:</b>	Creates longer term parking for customers/visitors visiting the downtown that is located close to the businesses.
<b>Additional Comments:</b>	Using three hour parking should deter employees from parking in these spaces, due to the fact that they would have to move their vehicles three times over the course of a day.

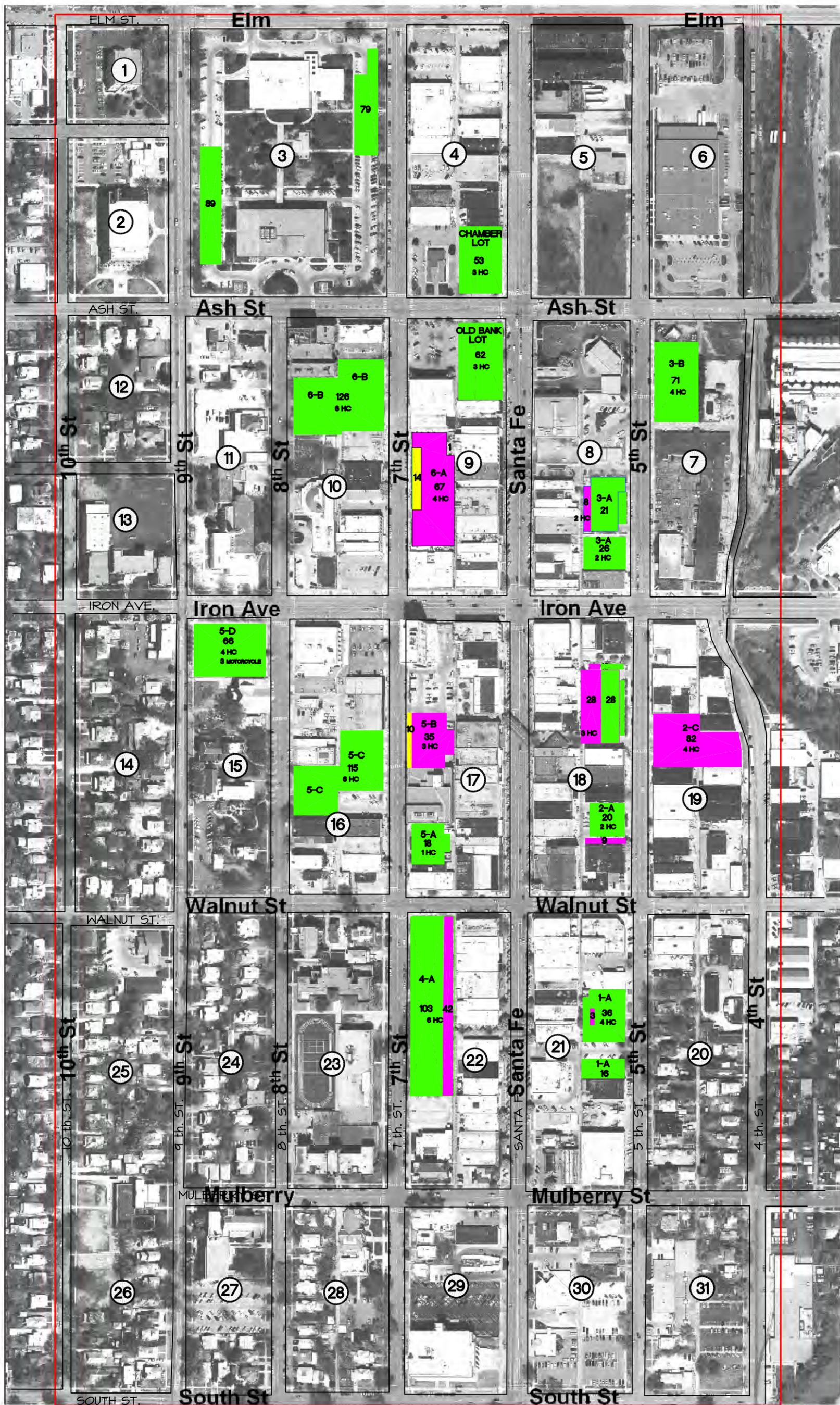
## 4.3.4 Parking Allocation

Customer/Visitor parking should remain close and convenient, while employee parking should remain toward the back of lots. It is expected that employees will walk farther, typically 600-800 feet while a customer/visitor to the downtown will typically only walk 300-500 feet to run an errand when the intent is not to shop around. This is why it is extremely important to educate employees to park in the appropriate spaces, leaving on-street parking as well as parking that is near the backs of the businesses for customers.

Salina should complete occupancy studies on the three hour parking in the lots every six months to determine if the parking is under utilized or over utilized. If the three hour parking is underutilized, then this parking should be used for premium parking permits for employees.

### Summary

<b>Cost:</b>	None. Handheld ticket writers will run utilization summaries.
<b>Benefit:</b>	Parking efficiency is maximized through simplicity. Long-term parking takes place in lots where permits and hourly parking can be utilized. Short-term parking is located on the streets near the business where it is needed the most for customers and visitors.
<b>Action Time:</b>	Spring 2008
<b>Responsibility:</b>	City
<b>Issue Addressed:</b>	Creates longer term parking for customers/visitors visiting the downtown that is located close to the businesses.
<b>Additional Comments:</b>	Sales of premium parking permits can generate additional revenue into the parking system.



**PARKING STUDY  
FOR THE CITY OF  
SALINA**

SALINA , KANSAS

**PARKING DURATION  
RECOMMENDATIONS**

- 3 HR
- LONG TERM
- POSSIBLE FUTURE PREMIUM PERMIT LOCATION



SCALE: N.T.S.

MAP 5

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Architects - Engineers  
Planners**  
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 www.RichAssoc.com

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 DRAWN BY: GWC  
 FILE:  
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### 4.3.5 ADA Parking Guidelines

As part of the parking analysis, Rich and Associates was asked to review handicap standards in Salina, specifically are there sufficient handicapped parking spaces provided. Listed below is a chart that gives the Americans with Disabilities Act (ADA) parking guidelines.

Along with the parking guidelines it is important to make sure that once a person is parked they will be able to access the sidewalk from where they are parked. All intersections should have sidewalks that are handicap accessible.

It was noted by Rich and Associates during stakeholder meetings that there were complaints about not enough handicap parking and in some areas where there were accessible parking spaces the sidewalks were not accessible. Based on our review there are sufficient handicapped spaces provided in parking lots that meet the ADA guidelines. On-street spaces are not covered by the guidelines with respect to the number of spaces required.

#### ADA Parking Guidelines

Total Parking in Lot	Required Minimum Number of Accessible Spaces
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1000	2 percent of total
1001 and over	20, plus 1 for each 100 over 1000

One in every eight assessable spaces, but not less than one, shall be served by an access aisle 96 in (2440 mm) wide minimum and shall be designated "van accessible".



## 4.3.6 Parking Lot Improvements/Renovations

The chart below shows a review of the existing City parking areas. Overall, the parking lots are in good shape. Common to all the parking lots is the need for changes to the signage (see **Section 4.7**). Other issues are the landscaping, alley interface with the parking lots and dumpsters in parking lots. The primary concern with the landscaping is that it needs to be maintained at a height that someone can not hide behind and surprise a pedestrian. Lots that could have this issue are Lots 2A, 2C, 3A, 5C and 6A. In other locations the landscaping needs to be better maintained (Lots 1A and 1B).

Lots 2A, 3A, 4A and 5C have issues with the alley and the parking lot. In most cases the alleys create very tight turns going from one module to the next. One solution would be to eliminate spaces at the end of the aisles where conflicts occur so the area for the turn is wider.

In several cases the dumpsters in alleys could allow a place to hide behind, in or near the enclosure, and then be able to surprise a pedestrian. Better lighting around the dumpsters would help. Consider creating uniform Parking Lot Design Standards and hiring a lighting specialist to consult on lighting issues.

The Illuminating Engineering Society of North America (IESNA) recommends the following design criteria for parking lot lighting in the 9<sup>th</sup> edition of *The IESNA Lighting Handbook Reference and Application*:

- Parking lot lighting levels should be illuminated to a minimum horizontal luminance of 0.5 foot candles (fc) maintained as measured horizontally on the pavement surface without any shadowing effect from parked cars or columns.
- A minimum maintained vertical illuminance of 0.25 fc should be achieved as measured 5 feet above the parking surface at the point of lowest horizontal illuminance.
- Maximum of Minimum uniformity ratio should be 15:1.

### Summary

<b>Cost:</b>	Varies
<b>Benefit:</b>	Resolves lighting and landscaping issues.
<b>Action Time:</b>	Summer 2008.
<b>Responsibility:</b>	City
<b>Issue Addressed:</b>	Well lighted properly maintained parking lots often can change the perceptions that the parking lots are unsafe.

# CITY OF SALINA DOWNTOWN PARKING MASTER PLAN



CITY OF SALINA INVENTORY OF PUBLIC LOTS						
Lot #	Lights	Striping	Signage	Alley	Landscaping	Comments
1A	OK - only four light poles in 1/3 of lot	OK	Poor	OK	Needs tending but good	One way west bound only
1B	OK - only four light poles in 1/3 of lot	OK	Poor see picture of 2 hour sign	N/A	Needs tending but good	Dumpster issue? Walks around dumpster could be hiding place if people along pedestrian path
2A	Very Good	OK	Good	Tight turn with truck	High on-street side, could create security issue	Trucks unload for Budget Furniture in hourly spaces
2B	Good	OK	Small, needs improvement	N/A	Not an issue	Has restrooms - 2 dumpsters Restrooms may be security issue
2C	Only one pole, may not be enough lighting	OK	Small, needs improvement	Crosses alley	Same on 5th St side need monitoring for height	Must use street to get from module to module
3A -North	Good	OK	Small, needs improvement	N/A	Needs monitoring for height of landscape	For number of 2 hour spaces, not well signed
3A-South	Pole too far east, needs more lighting	OK	Small, needs improvement	Very rough turn in alley to get to module	Landscaping may be too high	Really bad turn in alley to go around lot.
3B	Middle lot needs more lighting	OK	Small, needs improvement	Very tight	Not much landscaping and it's low	
Chamber Lot	Good	OK	No identification at all	N/A	OK	
Old Bank Lot	Good	OK	No identification at all	N/A	OK	
4A	Good	OK	Confusing with 2 and 8 hour spaces, not well placed	Issue with loading and unloading	Walnut side needs trimming	
5A	OK - one four head light	OK	Other signage hides parking sign	OK	Landscaping could be an issue and must be maintained	
5B	Good	see note	Needs improvement	N/A	Landscaping could be an issue and must be maintained	Arrows on pavement w/one way direction not applicable?
5C	One pole - 2 lights on alley only west half of lot not lighted	OK	Needs improvement	Tight turns in 2nd/3rd module south	Landscaping could be issued in future on 8th St. side needs trimming	
5D	No lights	OK	Small, needs improvement	N/A	N/A	none
6A	Very well lighted	OK	Confusing with 2 and 8 hour spaces, not well placed	N/A	Landscaping height could be an issue	
6B	Only 2 on 7th St side and none in back	OK	No identification at all	Tight turn	OK - low growing	Dumpster on not enclosed 7th Street side

## 4.3.7 Privately Developed Parking

Discourage future development of private surface parking lots in the Downtown core. Small surface parking lots disrupt pedestrian activity and reduce density. A better option for Salina is to have control over parking and to build new parking as required using the revenues from the parking system.

As discussed in **Section 2-2 page 2**, Salina is in control of 57 percent of the parking in the Downtown. The rule of thumb when examining this statistic is that it is desirable to have municipal control of over 50 percent or more of the parking. This is very important because it allows the City to manage, enforce and regulate the price of parking. The City can then regulate parking more efficiently, keeping the cost down and benefiting the downtown economically.

## 4.3.8 Loading Zones

Loading zones should be added as required to serve local businesses. On-street (20 minute) loading zones should only be designated on an as needed basis and where necessary. Loading zones should typically be the first or last parking space of the block face, and where necessary on long block faces they should be placed in the center of the block.

Alleys are typically used for loading and unloading in Salina, and there are some 30 minute parking spaces for loading and unloading on-street. Though, there are some businesses that may benefit from loading zones such as the theater and restaurants that have several take out customers.

### Summary

<b>Cost:</b>	Minimal, for signs and painting of parking spaces.
<b>Benefit:</b>	Allows for customer pick-up and drop-off areas.
<b>Action Time:</b>	Summer 2008
<b>Responsibility:</b>	City
<b>Issue Addressed:</b>	Would create patron pick-up and drop-off for businesses, like the Stiefel Theater.

## 4.3.9 Valet Parking

Valet parking is currently not used in downtown Salina. As land uses change and evolve, especially along Santa Fe Avenue, there is the potential for use of valet parking for restaurant and entertainment venues that makes coming downtown a more attractive adventure. Though the City would not necessarily operate the valet parking, the City should have a policy in place for regulating how valet operations would be run and where vehicles are parked. This policy should include using public parking areas and private off-street lots as valet parking storage and on-street spaces for vehicle drop off and pick up. The policy should specify rental charges for on-street parking spaces used for pick-up and drop-off by valet operators so that the operator can rent as many or as few spaces as they need for their operation.

Overall, the policy should specify valet operation standards, the use of and design of permissible signs, on-street parking space rental charges and the necessary parking area lease agreements with private parking owners or with the City to provide the valet with evening parking privileges. Further more the policy and agreement should specify penalties and or the revoking of the valet operator's license for violation of the policy regulations.

**Summary**

- Cost:** Minimal.
- Benefit:** Tracks and regulates valet operations through a comprehensive operating agreement and license structure. Any cost associated with administration would be re-cooped through user fees and on-street parking rentals.
- Action Time:** Spring 2009
- Responsibility:** City
- Issue Addressed:** Will develop policies prior to the need or request for valet parking. Policy will help to control the amount of on-street parking dedicated to valet operations by applying a rental charge to spaces used for the operation, should the requests start.

**4.3.10 Taxi Parking**

Similar to the valet recommendation, the City should have a policy in place for taxi stands to allow taxi operators to lease or rent on-street parking from the City for use as taxi stands. Begin with weekend (Thursday-Sunday) nights after 8:00 P.M. first and extend hours as program becomes more popular.

Market the program to both college students visiting the restaurants and bars during the weekend as well as people attending the theater in downtown. The beginning marketing expenses can be a joint effort between the City, SDI and a taxi service or services. As the taxi service expands they can then initiate their own marketing.

Example: "Come enjoy the downtown without worrying about parking. Enjoy door to door service."

**Summary**

- Cost:** Minimal
- Benefit:** Tracks and regulates taxi operations through policy framework and allows the City to re-coup some of the costs associated with the on-street parking being used for taxi stands. Again, any cost associated with

administration would be re-cooped through user fees and on-street parking rentals.

**Action Time:** Spring 2008

**Responsibility:** City/SDI

**Issue Addressed:** Will create another form of transportation to the downtown during peak needs. Helps Salina create a more walkable user friendly downtown and also helps cut down on drunk driving.

### 4.3.11 Bicycle Parking/Enhancements

In following Salina’s Strategic Plan consider making the downtown a more bicycle friendly downtown and provide adequate and useable bicycle parking. Consider creating a bike route to the downtown and creating a marketing program to promote bicycle use as an alternative to driving. Install new bicycle racks in the downtown and institute a marketing program to promote new locations to park bicycles. Create a special event to promote bicycles in effort to help create alternative modes of transportation, which in turn cuts down on the number of parking spaces needed.

#### Guidelines on Bicycle Racks:

- Racks should allow bike frame to make contact at two points.



Two examples of recommended bike racks

- Should allow for more than one bike per rack.
- Needs to allow for popular “U” shape lock.
- Racks should be placed where they will not impede upon pedestrian traffic, though need to be readily identifiable.



Bicycle parking sign

- Should be clearly signed with a bicycle parking sign.

**Marketing Bicycle Ridership:**

- There is National “Ride Your Bike to Work Day/Month” in May. There are several communities throughout the U.S. that participate. Information can be found through the League of American Bicyclists [www.bikeleague.org](http://www.bikeleague.org).
- Bicycle Friendly Community Campaign ([www.bicyclefriendlycommunity.org](http://www.bicyclefriendlycommunity.org)) awards communities who are bicycle friendly and promote walk-able, safe communities.

*“Communities that are bicycle-friendly are seen as places with a high quality of life. This often translates into increased property values, business growth and increased tourism. Bicycle-friendly communities are places where people feel safe and comfortable riding their bikes for fun, fitness, and transportation. With more people bicycling, communities experience reduced traffic demands, improved air quality and greater physical fitness.” [www.bicyclefriendlycommunity.org](http://www.bicyclefriendlycommunity.org)*

- Source of possible grant funding through Bikes Belong Coalition, <http://bikesbelong.org>
- Pedestrian and Bicycling Information center is a great link that offers advice on funding and marketing bicycling in downtowns. <http://www.bicyclinginfo.org>

**Summary**

• **Bicycle Parking Enhancements/Marketing**

**Cost:** Between \$5,000-\$50,000 depending on the number of racks, signs, and the level of marketing.

**Benefit:** As mentioned, bicycle friendly communities draw people and activity into the downtown areas, promoting economic and social activity.

**Action Time:** Spring 2008

**Responsibility:** City/SDI

**Issue Addressed:** Creates a more pedestrian friendly downtown and encourages alternate modes of transportation.

**Additional Comments:** Investigate State and Federal funding sources for bicycle initiatives. Multi-modal efforts are endorsed through several grant programs including Next-TEA (US Federal – Revised, Transportation Equities Act).

### 4.3.12 Special Events Parking Plan

Rich and Associates recommend that a plan be developed for parking during special events. This plan should include a selected remote lot location (public school, church, city or county owned lot) and if necessary an agreement with the lot owner, as well as some form of shuttle service possibly arranged with the local transit service.

The need for adequate and quality event parking will enhance visitors overall downtown experience. The City can also promote parking areas as car-pooling resource that will enhance the community as being conservatively progressive.

## 4.4 Pedestrian Enhancements/Activity

Pedestrian movement is a very important aspect of parking. It is extremely difficult to get people to park beyond the front door of their destination if there is any concern regarding safety or the experience is not pleasant. Lighting and landscaping can greatly change a perception of safety in lots and along sidewalks. There are several light manufactures that specialize in outdoor lighting that is very bright, though the light is reflected downward to avoid creating light pollution. Murals, art, window decorations and flowers can create a pleasant walking experience during the day and night. In addition a police presence riding bicycles or walking in the downtown after dusk can create a feeling of safety.

### 4.4.1 Pedestrian Walkway Enhancements

The walkways from the parking lots to Santa Fe are very important to the parking system in Salina because they make the parking extremely convenient in the downtown. The covered walkways need enhanced lighting and new paint to brighten these areas up so pedestrians will feel safe. Murals work extremely well to create a bright pleasant area for pedestrians walk by.

If the walkways (covered and uncovered) are well lighted and inviting, there should not be any reason people would not use them day or night. The lighting needs to continue beyond the walkways to the sidewalks and parking lots. Cameras that are monitored would be another option to create a safe environment in the covered walkways. Pictured on the next page are two examples of walkways with better lighting, one with and one without murals.



Example of walkway with better lighting and mural.



Example of walkway with better lighting.

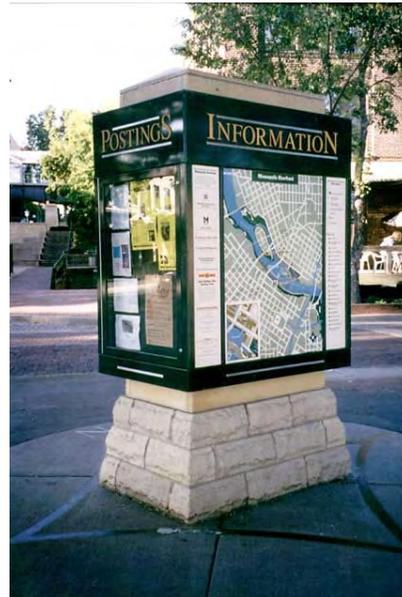
All pedestrian walkways in downtown Salina are important to future growth and development of businesses along Santa Fe Avenue, Fifth Street, and Seventh Street. These walkways, both covered and uncovered shorten walking distances and are especially important with the long blocks in downtown Salina.

#### 4.4.2 Minimize Surface Lots and Breaks Between Buildings

Minimize surface lots and large breaks between buildings to promote walking in the downtown. People tend to walk further without complaints if the walk is pleasant, enjoyable and engaging. Landscaping, murals, and decorated store windows tend to create an experience worth walking. Parking areas are important, though large parking lots without landscaping can be viewed as unsightly and unsafe.

### 4.4.3 Install Pedestrian Wayfinding Kiosks

Consider adding pedestrian wayfinding to the downtown. Kiosks near parking areas and on busy corners with maps and listings of businesses in the downtown are very helpful in directing visitors/customers of the downtown. Pedestrian wayfinding will work hand-in-hand with marketing and signage in the downtown. The maps show where long term parking should occur without the worry of a parking ticket.



Two examples of pedestrian wayfinding kiosks

#### 4.4.4 Minimize Pedestrian and Vehicular Interaction

Minimize pedestrian and vehicular interaction by creating a clear differential between the street and sidewalk. This can be done by using texture, colors, trees, or planters between the sidewalks and streets. The pictures below show a clear distinction between the street and sidewalks. It is also important to provide handicap accessibility at all intersections. When all sidewalks are accessible it is then possible for someone with less mobility to park at a non-handicap designate parking space when designated handicap spaces are full.



Example of a sidewalk separating pedestrians from vehicles with texture color and light poles. This example is also handicap accessible



Another example of using color and texture to create a clear path for pedestrians. This example uses planters to protect pedestrians waiting to cross the road.

### 4.5 Signage

Rich and Associates recommend the following five types of parking signs that increases drivers' wayfinding experience. Often signs are combined in wayfinding sign programs, in this case it is not necessary to use two signs that serve the same purpose.

These include:

- Introduction:** Introduction parking signage alerts drivers approaching the downtown of the locations of the publicly owned, off-street parking lots. This type of signage is distinctive in color and size, and it can be characterized by unique logos. The signs display the names of the off-street parking lots and the names of their streets. The signs are located on the street, and are mounted on poles of standard heights.
- Directional:** Directional-parking signage is distinct in color, size and logo and directs drivers to off-street parking areas. The signs are mounted on poles at standard heights, on the streets.
- Location:** Parking location signage complements the directional parking signage. The signs have arrows pointing to the off-street lots. The signs are mounted on poles at standard heights and located on-street.
- Identification:** Identification signage is placed at the entry of each parking lot. The name of the parking area is identified and the type of parking available at the parking area is listed on the signage. The identification signage is distinctive in color and size, and it is located on a pole at a lower height.
- Wayfinding:** Wayfinding signs are placed at the points of pedestrian entry/exit to parking lots and structures. The sign is a map illustrating the downtown area that points out the various shops or attractions that can be found. These types of signs are placed at locations easily found by a pedestrian and are intended to help that person orient themselves to the downtown area, such that they can locate their destination and then be able to return to where they parked.

Figure 4B: Parking Sign Type Examples

Introduction Sign



Location Sign



Direction Sign



Identification Sign



This identification sign has 4" text lettering. The parking symbol or identification logo is approximately 26 inches in height.

Wayfinding Sign



This is an example of combining a vehicular and pedestrian wayfinding sign. The use of a map for the pedestrian wayfinding is very beneficial.

**The general qualities of good signage include the following aspects:**

- Use of common logos and colors.
- Placement at or near eye level.
- Use of reflective, durable material.
- All five types used in conjunction to guide motorist and pedestrian activity.
  - Entrances to the downtown need introduction signage.
  - Routes through the downtown need directional and location signage.
  - Pedestrian routes to and from major customer/visitor parking areas need wayfinding signs.
- Parking areas need identification signage.
  - Conveying parking rates, hours of operation, maximum durations, validation availability, and name of parking lot.

**Design Specific Criteria Recommendations:**

- In general, sign lettering should be 4 inches in height. Smaller lettering may be difficult to see and cause traffic slow-downs as drivers read signs before entering a parking area.
- Depending on the location for the signs, some may need State Department of Transportation approval before installation. The City Engineering Department will need to be consulted on specific locations that fall under State control and the various regulations that may need to be met.
- Logos and sign colors can be customized to suit the communities desired design criteria. The important element is to be sure that signs can be read easily by being a distinctive color that stands out from background colors of adjacent buildings.
- The signs colors and logos need to be consistent for ease of understanding and quick visual reference by drivers.
- Sign programs are usually best undertaken at a City-wide level and include all the City's signs. The comprehensive nature of a large scale sign program helps ensure that all forms of wayfinding signs (vehicular and pedestrian) are taken into account.
- Vehicular wayfinding needs to be laid out initially in a coordinated fashion to determine what the preferred entry points to the community should be. Often directed traffic flow is a more efficient option that allows the community to take advantage of planned vehicle routes and entry points. A key 'rule of thumb' is that fewer, well thought out and well placed signs are far better than too many signs scattered randomly throughout a community.

- Vehicular wayfinding should include directional arrows to key destination places such as theaters, museums, shopping districts, etc., used in conjunction with the parking directional signs to allow a driver to quickly orient themselves to their destination and best parking options. Arrows should always be oriented to indicate forward, left or right movement. Reverse arrows or arrows indicating that a destination has been passed should be avoided to reduce confusion.

**Summary**

- **Signage**

**Cost:** Between \$50,000 and \$200,000 depending on the number and type of signs.

**Benefit:** Customer/visitor experience of Salina will be greatly enhanced by a comprehensive new sign program, as will the overall perception of Salina as a quality destination place.

**Action Time:** City is working with consultant

**Responsibility:** City/SDI

**Issue Addressed:** Existing signs are poor at best and should be replaced. Navigating from the highway to the downtown and back to the highway is difficult for people unfamiliar with the City and a number of the parking signs are confusing.

**Additional Comments:** Consider the associated costs as an investment with long-term results that will champion Salina’s image. Salina should consider naming all of the parking lots to aid in customer/visitor wayfinding. Naming can be colors or street intersections (keep it simple).

## 4.6 Marketing

Marketing is one of the most important aspects of a successful parking system. Marketing should be used every time there is a change to the parking system and should be directed towards downtown employers, employees and customers/visitors. It is very important to help encourage downtown employees to park in the long-term parking areas to preserve the on-street parking for customers and visitors. Additionally, an individual’s perception of Salina is greatly enhanced if they know ahead of time where that can park and what it may cost.

Materials can include direct mailings, brochures, maps, kiosks, on-line web pages or articles in magazines, newspapers, etc. Information contained in the marketing material should include location, up-coming changes, pricing, regulations, fine payment options and any other information relating to the parking system.

SDI has created a flyer that lists the downtown businesses and has a map of parking in the downtown. The parking map would become even more beneficial if it included the durations of parking both on-street and off-street. It would be helpful to promote free parking in the downtown as well as the locations of long term lots for customers/visitors who plan to spend the entire day downtown.

These maps could be placed on kiosks, handed out by businesses, as well as parking enforcement staff. An example of a detailed parking map is shown on the next page.

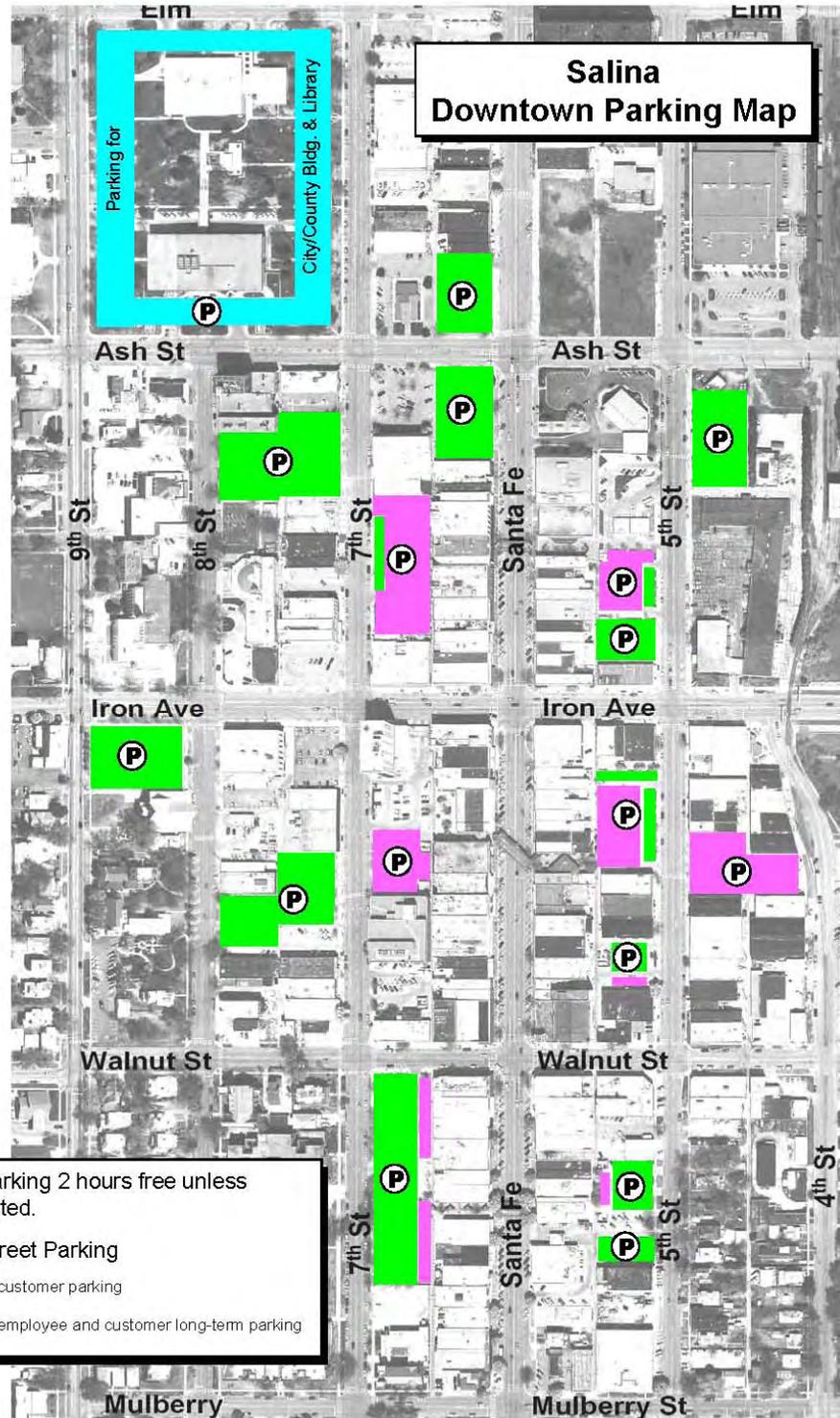
Signs are a useful way to market parking. Catchy phrases that designate long term lots can be used to let customers/visitors know where to park. Banners can be used to identify parking areas according to color schemes, names of parking lots, or themes letting customers/visitors know where they parked.



Example of using banners to define a district or area in Lawrence, KS. Banners can also be used to market parking.



Manhattan, KS uses banners within a parking lot.



## Summary

<b>Cost:</b>	Budget \$7,000 per year for on-going marketing efforts. Banners could be covered under the sign program.
<b>Benefit:</b>	Customer/visitor experience of Salina will be greatly enhanced. Also helps to encourage employees to park in long-term lots, providing a greater effective supply of parking for customers and visitors
<b>Action Time:</b>	Spring 2008 – ongoing monthly
<b>Responsibility:</b>	City/SDI
<b>Issue Addressed:</b>	Employee parking on-street and the general misconception by downtown employers that on-street parking should be used by employees.
<b>Additional Comments:</b>	Consider combining parking information with other promotional and downtown publications to help lower costs and reach a larger audience.

## 4.7 Parking Requirements for Current and Future

### 4.7.1 Parking Enterprise Fund

Parking operations in Salina should be treated as an enterprise fund where all revenues from parking go into the fund and the fund pays for the operation of parking. Currently, all parking revenues go into the General Fund.

One concept would be to continue the revenue (less expenses) that currently goes into the General Fund, and then deposit any revenue above and beyond that to the parking fund. Ideally though, the parking enterprise fund would receive all parking revenue and be responsible for all parking related expenses. This would include enforcement as well. This also means that the General Fund would not receive parking revenue.

### 4.7.2 Parking Development Costs, Parking Improvement Costs and Financing

While there were no immediate recommendations for a parking structure, this section covers possible parking structure development costs and how they may be financed. The construction costs for a parking structure of approximately 300 spaces which would be considered the minimal number of spaces for scales of economy, is estimated to range from \$15,000 to \$18,000 per space. Project soft costs without land costs are generally between 17 and 20 percent and then finance costs are between 7 and 10 percent of the project costs.

There are other costs for parking improvements such as new signs, lot improvement, etc. No specific funding mechanism has been identified, though there are several options.

- The first is to fund projected capital costs and increased operating costs from increased revenues based on the General Fund receiving the net revenue from parking fixed at the projected 2007 level.
- Use the existing Business Improvement District to fund improvements.
- Federal funding with highway/transit funds may be possible depending on the project which would have to incorporate some type of multi-modal functions. The process is lengthy and there is competition from other projects/cities for these dollars.

### 4.7.3 Timing for Additional Parking Development

Parking development in downtown Salina will need to be coordinated with demand to ensure that as development occurs the City will have the ability to decide when to begin to consider a parking structure.

Deciding when to initiate the parking structure will depend first and foremost on financial constraints. However, deciding when development demands warrant the parking structure is a relatively straightforward calculation. Rich and Associates prepared the following formula to assist the City as a decision making tool. The way the model works is to use building gross floor area (existing and proposed) as the variable in a decision making flow chart that will assist with determining when new parking demand justifies a new parking structure.



**New Parking Threshold Calculation Worksheet**

**Part A: Determining Floor Area**

Total Built Gross Floor Area For Entire Downtown: \_\_\_\_\_

(+) Proposed New Gross Floor Area: \_\_\_\_\_

(=) Total Existing and Proposed New Gross Floor Area: \_\_\_\_\_

**Part B: Determining Parking Need**

Total Existing and Proposed New Gross Floor Area: \_\_\_\_\_

(X) 2.37 Parking Stalls Per 1,000 Square Feet Or 0.004: \_\_\_\_\_

(=) Total Parking Stalls Demanded: \_\_\_\_\_

(-) Existing Off-Street Parking: \_\_\_\_\_

(=) New Parking Demanded: \_\_\_\_\_

**Part C: Decision Guide**

New Parking Demanded: \_\_\_\_\_

(X) 85%: \_\_\_\_\_

(=) Minimum New Parking Needed: \_\_\_\_\_

(If) Minimum New Parking Needed Is:] Optimal Capacity of the New Parking Structure

Then: Initiate Project

(Or) Minimum New Parking Needed Is: Optimal Capacity of Next New Parking Structure

Then: Delay Initiation Until the Above Condition Is Met



#### 4.7.4 New Parking

While it has been determined that additional parking is not required at this time or in the immediate to near future, Rich and Associates did identify five potential sites that could be considered for long term public parking. The criteria for the site selection were:

- city ownership of the property
- location of the site in relationship to current and future demand generators including properties that may be reoccupied
- ingress and egress points for vehicles and pedestrians
- no buildings were torn down as a result

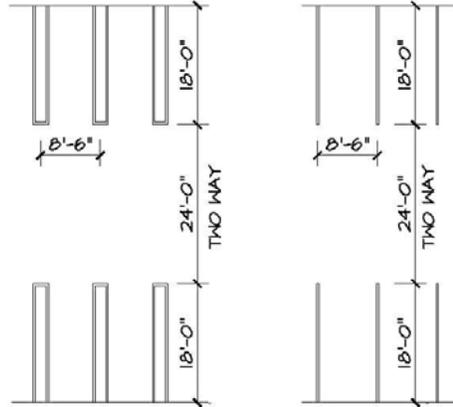
**Map 6** on page 46 shows the location of the five sites. All of the sites are existing surface parking lots, therefore, the added spaces provided in the parking structure will be reduced by the surface parking spaces lost to generate a net add figure.

To review each potential site, Rich and Associates obtained scaled engineer drawings from the city. These drawings did not indicate any buried utility information or utilities on poles. Several of the lots contained trash dumpsters that are used by adjacent businesses.

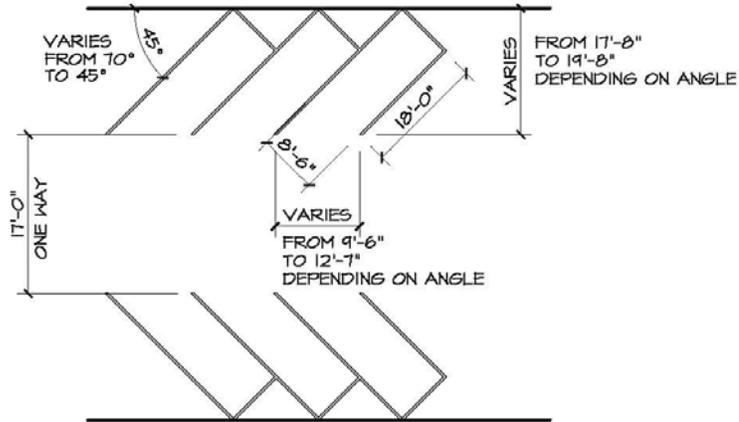
The city code for parking calls for a parking space dimension with a minimum of eight feet-six inches of width and a 24 foot wide drive aisle, assuming 90 degree parking and two way traffic. With angled parking (60 degree) and with one way traffic, the code calls for an aisle width of 17. These dimensions affect the site feasibility of potential parking structures on these sites. If we consider a two module parking structure (a module consists of a stall/aisle/stall configuration) and the out-to-out dimension (including the column protrusion), then the dimension needed for a layout with 90 degree stalls and a two way traffic aisle is 126 feet wide. With a layout (of parking spaces) at 60 degree with a one way traffic aisle, the width needed to build a parking structure is 118 feet.

The typical code for parking dimensions when using 90 degree parking is 18 foot long parking stalls and 24 foot aisles for a total of 60 feet. For two modules including column protrusion, the total out-to-out width would be 122 feet. If the City of Salina's code could be modified, this may make a parking structure on some sites feasible.

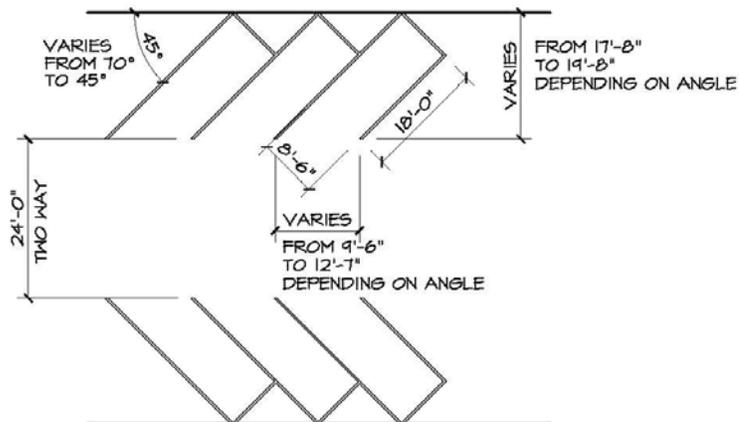
The following is a diagram of parking space dimensions.



**90° PARKING  
SINGLE OR DOUBLE STRIPING**



**ANGLE PARKING  
ONE WAY**



**ANGLE PARKING  
TWO WAYS**

The following is a review of the potential sites:

### Site 1

This site consists of two parking lots (lots 6C and 6D) on Ash Street between Santa Fe and 7<sup>th</sup> Street. The lot contains approximately 109 parking spaces. The approximate site dimensions available for a parking structure are 243 feet in the east/west dimension and 154 feet in the north/south dimensions. These site dimensions allow for a 90 degree two way traffic flow design.

The drawback to this site is that a parking structure would eliminate access to the alley from the north. Parking structure layouts developed for this site would typically contain up to 86 parking spaces per floor.

### Site 2

This is city Lot 6A and is located on 7<sup>th</sup> Street between Ash Street and Iron Avenue. The lot consists of approximately 85 spaces. The site is approximately 335 feet long and 117 feet wide. At this width, a two module 60 degree layout would need at least 118 feet of length. Therefore, either the code would need to be changed or there would need to be encroachment either on the sidewalk or alley side of the site. The layout on this site would be a two module structure with both sides sloping in opposite directions (called a scissor design). There could be approximately 94 spaces generated on each supported parking floor.

This site contains an area for trash receptacles, and the truck access to these is from the lot entrance off of 7<sup>th</sup> Street. If a parking structure was placed on this site, the trash receptacle would have to be moved to allow access by the waste truck and any deliveries by trucks would need to be outside of the parking structure.

### Site 3

Site 3 is a city owned parking lot (Lot 4A) and is located on the corner of Walnut and 7<sup>th</sup> Street. The lot contains approximately 151 spaces. The lot is approximately 494 feet long and 120 feet wide including the sidewalk on the alley side (east side of the lot). The lot contains two trash receptacles; one in the southeast corner and the other on the east side of the lot approximately 120 feet from Walnut Street. In addition there is a small building in the middle of the lot (restroom). A two module 60 degree angle parking layout can be developed on this site. With such a long dimension in the north/south direction, only a portion of the site would be needed for a parking structure footprint. This would allow for several options.

- First, a parking structure could be developed for part of the site (minimum length between 290 and 330 feet) and to its maximum desired height (possibly three supported levels or about 44 feet to the top of the finished floor). The remainder of the parking lot could continue to operate as a surface parking lot. Potential expansion of the parking structure would be

horizontal, which is the least disruptive to the existing parking and potentially less costly than a vertical expansion.

- The second option would be to build the parking structure to the desired capacity as above, but then utilize the balance of the parking lot as a development site for another building type. This option would provide replacement parking, additional parking for the areas and parking for the development.

Since there are currently two trash receptacles in the existing parking lot, consideration would need to be given to relocation them, preferably to the remaining surface lot.

### Site 4

Site 4 consists of the city lots 3A and 3B. The site is on 5<sup>th</sup> Street north of Iron Avenue. Due to the limited width of this site, 60 degree angled parking would be required. The current length of the site is insufficient to accommodate a parking structure. If, however the bank drive through to the north could be acquired, this would allow enough length to accommodate a parking structure.

### Site 5

Site 5 consists of City lot 2B. The site is located on 5<sup>th</sup> Street south of Iron Avenue. Due to the width of this site (approximately 120 feet) 60 degree angled parking would be required. The length of the site (235 feet) is insufficient to accommodate a reasonable, angled parked, one way traffic flow parking structure.

### Parking Development Costs

Rich and Associates prepared Project and Finance Costs for a hypothetical parking structure to demonstrate the costs involved. First the construction costs were estimated. For this example we assumed 2007 dollars. Underground site issues such as utility relocation, underground streams etc. would require a separate assessment and therefore these costs are not included. We also assumed spread footings and a façade that was pre cast with brick on the stair and elevator towers in this estimate of development costs.

**Table 4A** on the next page shows the example calculation of project and finance costs. We have assumed a 400 space parking structure with general obligation bonds.

1. **Construction Costs:** Based on average costs per space is approximately \$17,500 (assuming 2007 construction). This cost assumed an architectural façade as described above. The assumptions also assumed spread footings which will need to be confirmed by soil borings and a geotechnical report.

2. **Professional Fees:** These are the design fees and reimbursed expenses. It assumes a conventional design/bid scenario.
3. **Insurance:** This is insurance held by the City for the project and does not eliminate insurance provided by the designer and the contractor.
4. **Legal and Accounting:** The legal and accounting costs for the City during the course of construction.
5. **Geo-Tech and Survey:** Fees for a survey and topographical of the site and soil borings and report on foundations.
6. **Contingency:** Rich has used a 10% contingency for the design and construction to cover possible design issues and other issues during construction.
7. **Project Costs to be Financed:** Project costs represent the construction hard and soft costs.
8. **Finance Term:** The term of the bond is 20 years. A longer amortization schedule is also possible.
9. **Interest Rate:** Based on an un-rated bond issue with no insurance and rates as of the second quarter of 2007. The rate assumed a general obligation type bond issue.
10. **Term of Construction:** The construction period is estimated at 1 year. This depends on the time of year that the project is started and site availability for lay-down for example.
11. **Interest During Construction:** All bond proceeds are received up front and draws are made on these funds to pay for construction. This represents capitalized interest for the term of construction.
12. **Interest Income:** The bond proceeds are put into an interest bearing account and generate interest income that is used to offset costs.
13. **Legal and Accounting Fees:** These are the legal fees and accounting fees of the bond issuer.
14. **Debt Service Reserve:** No debt service reserve was assumed.
15. **Financing Fees:** These are the points paid to the bond underwriter.
16. **Cost of Issuance:** These are expenses such as printing of offering/official statements.
17. **Total Financing Fees:** Total soft costs for financing.
18. **Addition of the Project Costs:** from line 7.



## CITY OF SALINA DOWNTOWN PARKING MASTER PLAN

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**19. Total Amount of Bonds:** Total of lines 17 and 18.

**20. Debt Service:** The annual principal and interest payment, assuming a level payment each year.

In this example, the annual principal payment would be \$713,000. In addition there would be operating expenses that would vary depending on the method of operation. The range in 2007 dollars would be from \$175 for a cashier-less system to over \$300 for a system with cashiers.



Table 4A  
 CITY OF SALINA  
 EXAMPLE PROJECT AND FINANCE COSTS  
 400 SPACE PARKING STRUCTURE

1 Construction Cost	400 x \$17,500	\$7,000,000
2 Professional Fees (Architectural/Engineering & Reimbursed)		\$385,000
3 Insurance		\$30,000
4 Legal and Accounting		\$25,000
5 Geotech and Survey		\$35,000
6 Contingency		\$700,000

7 Project Cost to be Financed	\$8,175,000
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8 Financing Term	20 Years
9 Interest Rate	5 %
10 Term of Construction	12 Months

**Financing Costs**

11 Interest During Construction		\$444,000
12 Interest Income	40% @ 1%	<b>(\$44,000)</b>
13 Legal & Accounting Fees	@ 1.00%	\$89,000
14 Debt Service Reserve		<b>None</b>
15 Financing Fees (Points)	@ 2.00%	\$178,000
16 Cost of Issuance	@ 0.50%	\$44,000

17	<b>Total Financing Costs</b>	<b>\$711,000</b>
18	<b>+ Project Cost to Be Financed</b>	<b>\$8,175,000</b>
19	<b>Total Amount of Bonds</b>	<b>\$8,886,000</b>
20	<b>Debt Service</b>	<b>\$713,000</b>



**PARKING STUDY  
FOR THE CITY OF  
SALINA**

SALINA , KANSAS

**POTENTIAL FUTURE SITES  
FOR PARKING STRUCTURES**



BLOCK #



STUDY AREA  
LOCATION



SCALE: N.T.S.

MAP 6



Parking Consultants  
Architects Engineers  
Planners  
21603 West 44th St., Suite 205  
South of Col. Kishpaugh 48075  
Tel: 646-933-3333  
Fax: 646-933-3830  
L. J. J. J. J.  
Tel: 615-940-8665  
www.richassociates.com

DATE: 10-02-07  
DRAWN BY: GWC

FILE:  
PAGE: 44 OF 46

#### 4.7.5 Rich and Associates was requested to look into the impacts on parking and related safety if:

##### **1. Santa Fe Avenue was converted to a three-lane roadway rather than four-lane.**

Overall, this would tend to have a positive impact on the parking on Santa Fe Avenue. Typically, fewer lanes of traffic tend help to slow traffic down and create a more pedestrian friendly area. Thus, it would most likely be easier for pedestrians to cross the road, and vehicles to park due to a slower rate of speed on Santa Fe Avenue.

There are occasions where reducing the number of lanes by widening the lanes can speed up traffic rather than slow it down. Vehicles can be slowed with traffic calming options such as medians or bump outs. These as well as other traffic calming options should be considered before removing a lane.

If it is decided to reduce the number of lanes on Santa Fe Avenue, a transportation engineer should be hired to determine if bike lanes can be added. This could potentially help in slowing traffic and also promote a more pedestrian friendly downtown. This will also promote the use of alternate modes of transportation, thus possibly creating a slight ease in parking demand in the future.

##### **2. Santa Fe Avenue had a median within the inner lane for beautification, except for the area needed for intersection left-turn movements.**

This option is very similar to the option above though in itself is a traffic calming measure. Overall, this would tend to have a positive impact on the parking on Santa Fe Avenue. Typically fewer lanes of traffic tend to slow traffic down and create a more pedestrian friendly area. The roadway can become easier for pedestrians to cross as the median creates a safety zone to rest on a wide road. A median could make it easier for vehicles to park due to a slower rate of speed on Santa Fe Avenue.

Again, if it is decided to reduce the number of lanes on Santa Fe Avenue, a transportation engineer should be hired to determine if bike lanes can be added. This could potentially help in slowing traffic and also promote a more pedestrian friendly downtown.

This option would create a gateway or entrance into the core downtown creating a clear definition of where the downtown begins and ends. This option best enhances the overall pedestrian experience in the downtown.

### 3. Backup movements angled vs. parallel:

**Traffic Flow Impediments (1):** The ingress and egress time for a vehicle to park needs to be taken into consideration. Parallel parking takes on average 21 seconds for a vehicle to complete a parking maneuver. Conversely, angle parking takes 11 to 12 seconds helping to reduce the impediment time to other traffic.

**Accident Incidences (1):** Diagonal parking is considered by some experts to increase the opportunity for accidents along a roadway. However, what is misunderstood is that the diagonal parking also acts as a traffic-calming device, reducing travel speed and statistically accident rates attributed to diagonal parking are only higher on high speed, high traffic volume roadways. While diagonal parking may increase the number of accidents, the severity of the accidents is often reduced by slower travel speeds and if the traffic flow is low and the speeds correspondingly low, the severity of accidents can be found to be less.

**Pedestrian Safety (1):** Diagonal parking increases the distance between the vehicle travel lane and pedestrian activity on the sidewalks. Also, diagonal parking allows the driver of a vehicle to enter and exit in relative safety being away from the travel lane. Parallel parking on the other hand forces drivers to enter and exit vehicles adjacent to a travel lane. Further, the reduction of Santa Fe from four to two lanes reduces the distance that a pedestrian has to travel to cross Santa Fe. Lane reduction to two travel lanes, traffic calming (slower vehicle travel rates) and the use of bump-outs at intersections all add to enhance pedestrian safety by reducing the potential for vehicle/pedestrian conflict.

**Economic Activity (1):** Additional on-street parking, slower travel and greater pedestrian activity are the key elements of the most successful urban areas. This is particularly important in areas with contiguous commercial and retail space.

The benefits of diagonal parking have been found in most instances to outweigh the potential problems and this is most clearly defined by recent position changes being expressed by the Institute of Transportation Engineers (ITE). This authoritative body comprised of traffic engineering and planning professionals has identified the benefits and misconceptions about diagonal parking over the past several years.

The 'rule of thumb' <sup>(1)</sup> is that if there are more than 10,000 vehicles using a given roadway per day, then parallel parking is recommended. If however, less than 10,000 vehicles use a roadway per day than angle parking can be considered.

*(1) The information and statistics provided are adopted directly from "Changing On-Street Parallel Parking to Angle Parking" by John Edwards PE, ITE Journal, February 2002.*



### City of Salina - Manager Survey

In order to assist the City of Salina with planning its parking needs for the Business Improvement District, we ask for your cooperation in completing this brief survey. Please return the surveys by February 16, 2007 via fax to Salina Downtown, Inc. (785)825-7216 or mail to Salina Downtown, Inc., PO Box 1065, Salina KS 67401 OR via fax to Rich and Associates (248) 353-3830 or mail to Rich and Associates, Inc., 21800 W. 10 Mile Road, Suite 209, Southfield, MI 48075.

- 1. Business Name: \_\_\_\_\_
- 2. Business Address: \_\_\_\_\_
- 3. Type of Business:  Retail  Office Professional  Medical Office  Public Use/Governmental  
 Restaurant  Service  Financial  Other \_\_\_\_\_

4. Own  or lease  this location?

5. Square Footage Totals:

Primary selling or office space: \_\_\_\_\_ s.f.

Storage: \_\_\_\_\_ s.f.

Total: \_\_\_\_\_ s.f.

Business Hours	
Monday	to _____
Tuesday	to _____
Wednesday	to _____
Thursday	to _____
Friday	to _____
Saturday	to _____
Sunday	to _____

6. Parking Availability within the Downtown:

Number of Owned Parking Spaces: \_\_\_\_\_

Number of Leased Parking Spaces: \_\_\_\_\_

7. Where do your employees park? \_\_\_\_\_

8. How many parking stalls are dedicated for your employees? \_\_\_\_\_

9. Do you subsidize employee parking?  Yes  No

10. If yes to # 9, how much per employee? \$ \_\_\_\_\_

11. Number of employees: Full-time: \_\_\_\_\_ Part-time: \_\_\_\_\_ / Day: \_\_\_\_\_ Night: \_\_\_\_\_

12. Number of daily customers or visitors:	Summer	Winter
	Daytime (until 6 P.M.) _____	Daytime (until 6 P.M.) _____
	Evening (after 6 P.M.) _____	Evening (after 6 P.M.) _____

13. In your estimation, what percentage of your customers or visitors are people already downtown for another purpose such as work, shopping, business, etc.: \_\_\_\_\_ %

**14. Please circle your response or fill in the blank to the following opinion statements:**

1-strongly disagree 2-disagree 3-neither agree or disagree 4-agree 5-strongly agree

- a) The cost for providing new parking should be shared by the City, private sector and users. 1 2 3 4 5
- b) Only the City should pay for parking improvements. 1 2 3 4 5
- c) I would encourage my employees to park further away in order to provide more parking for customers and visitors. 1 2 3 4 5
- d) I would encourage my employees to park further away at a parking deck. 1 2 3 4 5
- e) I would encourage my employees to park further away and use a shuttle. 1 2 3 4 5
- f) Off-street parking for customers/visitors usage should be no more than? \$ \_\_\_\_\_ per day
- g) The monthly cost of parking for downtown employees should be? \$ \_\_\_\_\_ per month
- h) The daily cost of parking for downtown employees should be? \$ \_\_\_\_\_ per day
- i) The fine for overtime parking should be? \$ \_\_\_\_\_

15. Please feel free to make any additional comments regarding parking on the back of this page.

**Thank you for your participation.**



### City of Salina – Employee Survey

The City of Salina has undertaken a Parking study to aid in addressing current parking issues and to help develop a strategy for future parking improvements for the Business Improvement District. This survey has been developed specifically for employees of downtown businesses. Please take a few moments and complete the survey by Friday, February 16, 2007. Surveys can be returned to your employer or via fax to Rich and Associates **(248) 353-3830** or mail to Rich and, Associates, Inc., 21800 W. 10 Mile Road, Suite 209, Southfield, MI 48075.

1. Employment Status:

- Full-time (more than 30 hours per week)       Part-time (less than 30 hours per week)

2. Employment Classification:

- Professional       Service (including restaurant)       Clerical  
 Retail Sales       Medical       Other \_\_\_\_\_

3. How do you generally come to work downtown?

- Drive and park       Ride with friend or relative       Bus       Ride bicycle  
 Dropped off       Walk       Other \_\_\_\_\_

4. If you drive when you come downtown to work where do you usually park?

- City lot       Privately owned lot       On-street       Residential Street

5. Who pays for your parking?

- Employer pays       I pay       Combination       It's free       I do not pay

6. How much does your parking cost, if not free?    \$\_\_\_\_\_

7. Please circle your response or fill in the blank to the following opinion statements:

**1-strongly disagree    2-disagree    3-neither agree or disagree    4-agree    5-strongly agree**

- j) There are an adequate number of parking spaces for downtown employees.      1    2    3    4    5
- k) The parking for downtown employees is reasonably close to my place of work.      1    2    3    4    5
- l) If the City constructed a well-designed and secure parking structure I would use it.      1    2    3    4    5
- m) I would pay more to park closer to work.      1    2    3    4    5
- n) Off-street parking for customers/visitors usage should be no more than?      \$\_\_\_\_\_per day
- o) The monthly cost of parking for downtown employees should be?      \$\_\_\_\_\_ per month
- p) The daily cost of parking for downtown employees should be?      \$\_\_\_\_\_ per day
- q) The fine for overtime parking should be?      \$\_\_\_\_\_
- r) How many of the downtown shops or services do you typically visit during the week?      \_\_\_\_\_
- s) Name of the city/town/township where you reside:      (City/Town/Township) \_\_\_\_\_

9. Please feel free to make any additional comments regarding parking below or on the back of this page.

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*Thank you for your participation.*



**City of Salina – Public Survey**

The City of Salina has undertaken a Parking study to aid in addressing current parking issues and to help develop a strategy for future parking improvements for the Business Improvement District. This survey has been developed specifically for employees of downtown businesses. Please take a few moments and complete the survey by Friday, February 16, 2007. Surveys can be returned via fax to Rich and Associates **(248) 353-3830** or mail to Rich and, Associates, Inc., 21800 W. 10 Mile Road, Suite 209, Southfield, MI 48075.

**8. Please circle your response or fill in the blank to the following opinion statements:**

**1-strongly disagree 2-disagree 3-neither agree or disagree 4-agree 5-strongly agree**

- t) There are an adequate number of parking spaces downtown. 1 2 3 4 5
- u) The parking for downtown is reasonably close to the places I frequent downtown. 1 2 3 4 5
- v) If the City constructed a well-designed and secure parking structure I would use it. 1 2 3 4 5
- w) I would pay more to park closer. 1 2 3 4 5
- x) Off-street parking for customers/visitors usage should be no more than? \$\_\_\_\_\_per hour
- y) Off-street parking for customers/visitors usage should be no more than? \$\_\_\_\_\_ per day
- z) The fine for overtime parking should be? \$\_\_\_\_\_
- aa) How many of the downtown shops or services do you typically visit during the week? \_\_\_\_\_
- bb) Name of the city/town/township where you reside: (City/Town/Township) \_\_\_\_\_

10. Please feel free to make any additional comments regarding parking below or on the back of this page.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

***Thank you for your participation.***