

## **PARKING COMMITTEE AGENDA**

Parking Committee - Wednesday, November 10, 2021 - 9:00 a.m.

City Hall - 2nd Floor Conference Room, 100 North U.S. #1, Fort Pierce, Florida

1. **CALL TO ORDER**

2. **ROLL CALL**

3. **APPROVAL OF MINUTES**

- a. Approval of Minutes from the October 13, 2021 Meeting

4. **COMMENTS FROM THE PUBLIC**

Any person who wishes to comment on any subject on this Agenda may be heard at this time. Please limit your comments to no more than five (5) minutes, as this section of the Agenda is limited to thirty minutes. The Parking Committee will not be able to take any official action under "Comments from the Public" section.

5. **OLD BUSINESS**

6. **NEW BUSINESS**

- a. Public Parking Possibility
- b. Parking Needs Analysis Scope of Work

7. **COMMITTEE AND STAFF COMMENTS**

8. **ADJOURNMENT**

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this meeting should contact the City Clerk's Office at (772) 467-3065 at least 48 hours prior to the meeting.

**Parking Committee Meeting**

**Meeting Date:** November 10, 2021

**Re:** Public Parking

**Submitted For:** Audria Moore-Wells, Special Projects Coordinator, City Manager

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**Information**

**SUBJECT:**

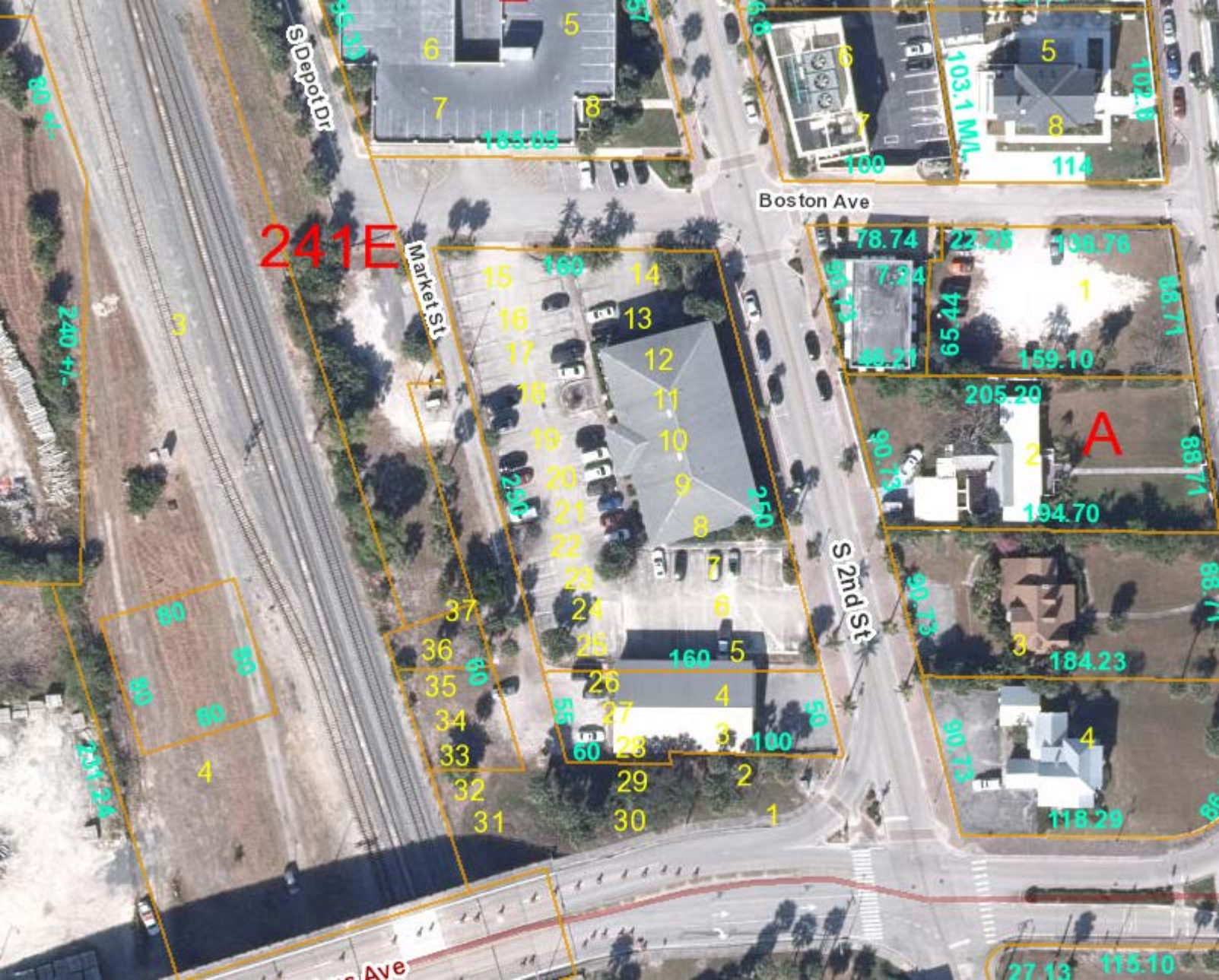
Public Parking Possibility

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**Attachments**

Public Parking

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**Parking Committee Meeting**

**Meeting Date:** November 10, 2021

**Re:** Scope of Work

**Submitted For:** Audria Moore-Wells, Special Projects Coordinator, City Manager

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**Information**

**SUBJECT:**

Parking Needs Analysis Scope of Work

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**Attachments**

Scope of Work

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## PROJECT UNDERSTANDING

The City of Fort Pierce currently manages 2,257± parking spaces, consisting of a combination of surface lots, garage, and on-street parking. Of these parking spaces, 329± are time-restricted parking spaces.

As the City of Fort Pierce is forecasting significant growth and is advancing its development opportunities, additional public parking inventory may be needed. The City is seeking to understand the impact of the development on increasing public parking inventory to include both the projected inventory as well as the locations of probable capacity challenges.

Walker will assist the City by preparing a parking needs analysis, reviewing current massing needs, and providing input into location of future parking inventory needs. The parking needs analysis will factor the use of shared parking principles in order to right-size the parking inventory for today's needs and proposed future development needs.

## SCOPE OF SERVICES

### TASK 1: PARKING NEEDS ANALYSIS

The purpose of Task 1 is to recommend a capacity to meet the projected parking needs of the subject area. Unlike a private development project with more controlled settings, the nature of public parking and development within a municipal downtown environment is constantly variable and must consider development projects with different goals as well as plan for future development and growth. Therefore, this will be a high-level analysis that can be applied to general planning efforts and should not be relied on for an exact inventory forecast and capacity analysis. Periodic review and evaluation should be conducted to maximize planning efforts.

1. Meet via conference call with representatives of the City to discuss the study objectives, boundaries, master plan, procedures, and project schedule. Discuss modal split and local cultural issues that affect parking capacity challenges in the subject area.
2. Obtain and review the development information for the subject area as well as existing land use in the subject area. Development information should be in electronic, tabular format and should include any phasing or forecasting of known developments. The data for both existing and planned developments should include a detailed breakdown of all proposed land use and confirm the following items:
  - a. Land use by type and square foot. We will provide the breakdown we require for the parking needs analysis.
  - b. Site plans specific to hotel, residential, office and retail
  - c. Number of residential units broken down by number of bedrooms
  - d. Parking obligations such as reserved or segregated/secured parking or nested gated areas
  - e. Historic parking occupancy data for publicly-owned parking facilities, if applicable

**Note:** *This data capture is critical to the project success and therefore the project cannot advance until the requested data is received by Walker from the City or its designees.*

3. Discuss and determine appropriate zones within the subject area for which to segment the analysis



4. Prepare a parking needs analysis employing the Urban Land Institute's shared parking methodology and Walker's database of mixed-use parking space requirements to project recommended parking space utilization of the development. This analysis will include a stratification of parking demand by:
  - a. Hour of Day
  - b. Month of Year
  - c. Weekday vs. Weekend
  - d. Provided as a whole and by sub-block
5. Develop a shared parking model to illustrate the parking demand characteristics of the development during the week and during the weekend. Compare the projected parking need with the proposed parking inventory.
6. Prepare a draft report and submit an electronic PDF copy to the City for review.
7. Revise and finalize the draft report based on discussing the draft with the City. Issue final electronic PDF copy of report.

#### **TASK 2: PARKING MASTER PLAN DEVELOPMENT**

1. Meet with City representatives to review operational layout, usage, and control of existing and proposed parking facilities within the study area.
2. Develop a strategy for assigning and allocating parking use in parking locations upon project completion. The strategy will factor the parking needs for all parking user groups, to include employee contract parking and short-term visitor parking.
3. Provide a conceptual master parking plan identifying each parking location, likely capacity, and users. This plan will not include detailed parking layouts.
4. Recommend preferred sites for the addition of future parking inventory.
5. Summarize and present the findings of analyses and recommendations in a report to the Client.

#### **EXCLUSIONS**

The scope of services herein does not include:

- Schematic design of individual parking facilities
- Periodic updates of the shared parking analysis