

Parking Benefit District Application Process

Meeting

- Contact Steve Grassfield (512-974-1489) in the Austin Transportation Department to discuss Parking Benefit District process/application

Community Meeting

- Review Parking Benefit District request
- Comments/Questions
- Sign-in sheet and meeting minutes
- Makes any changes to Parking Benefit District after community meeting.

Application:

- (1) Boundaries – within neighborhood boundaries.
- (2) Parking Spaces – number of proposed paid parking spaces and locations.
- (3) Parking problem to be addressed and how paid parking spaces will be a solution to the problem.
- (4) Explanation/Discussion – neighborhood, merchant, other interested groups – approvals, issues, discussions.
- (5) Other requirements - community meeting - notice process - signs, flyers and emailing to neighborhood. Sign-in sheet and meeting minutes.
- (6) Other Parking management requests – no parking areas, customer/commercial service zones, residential parking permits, parking enforcement, etc.
- (7) Any existing paid parking spaces that would be requested within the PBD. (**Establishment by COA of baseline expense from previous year**)
- (8) Financial Pro Forma for PBD.
- (9) Projects to be funded – project listing, timeframe, sustainability.

City Review

- (1) Application review
- (2) Study of proposed area
 - Need for metered spaces – verify
 - Will meet minimum usage – verify
 - Does community support PBD – surrounding communities notified
 - Projects – get estimate on costs – Public Works
 - Run estimated financial of PBD
- (3) Meeting PBD representative
- (4) Meeting- emailing neighborhood, signs and flyers

Urban Transportation Commission – Public Hearing

- Meeting notice – emailing neighborhood, signs and flyers
- Review of Parking Benefit District request – Questions/Comments
- Staff recommendation
- UTC recommendation

City Council

- Recommendation for Council Action (RCA)

PBD Application Checklist

Is the application filled out completely?

- (1) Boundaries - agreed upon boundaries with neighborhood organization.
- (2) Parking Spaces – number of proposed paid parking spaces and location.
- (3) Parking problem to be addressed and how paid parking spaces will be a solution to the problem.
- (4) Other Parking management requests – no parking areas, customer/commercial service zones, residential parking permits, parking enforcement, etc.
- (5) Projects to be funded – project listing, timeframe, sustainability.
- (6) Explanation/Discussion - neighborhood, merchant, other interested groups – approvals, issues, discussions, meeting minutes and sign-in sheets.
- (7) Additional attachments if required (e.g. draft of plans for projects to be funded, location of sidewalks if they are what is desired).
- (8) Existing parking management programs and/or services.
- (9) Get emails of neighborhood, signs and flyers for cars.