



City of Memphis

On-Street Parking Modification Guidelines



Effective Date: December 1, 2013

Bicycle/Pedestrian Program – 125 N. Main Street – Memphis, TN 38103 – (901) 576-6710 – www.bikepedmemphis.com

City of Memphis

On-Street Parking Modification Guidelines

Executive Summary

It is current practice of the City of Memphis Division of Engineering to routinely evaluate roadways for the inclusion of bicycle lanes during construction and reconstruction of the roadways. Evaluation of a roadway's characteristics in conjunction with the Memphis MPO's Regional Bicycle and Pedestrian Plan offer insight into what accommodations can be made upon an existing roadway to allow safer and more efficient travel by persons riding a bicycle. While the addition of new bicycle lanes often times have no impact on the existing roadway configuration, it is sometimes necessary to modify the availability of on-street parking in order to be compliant with city ordinance 11-24-9 which prohibits parking an automobile in (on top of) a bicycle lane.

These on-street parking modification guidelines establish criteria for on-street parking modifications related to new bicycle lane installation. These Parking Modification Guidelines will be triggered by routine maintenance if the segment proposed matches a segment in the Memphis MPO Regional Bicycle and Pedestrian Plan or identified by the city Bicycle and Pedestrian Program Manager as a candidate for new bicycle lanes.

Following the proposal for a new bicycle lane on a roadway, data regarding the number of vehicles using on-street parking are collected. A windshield survey is taken and the number of available on-street parking spaces is recorded. The data is then analyzed to determine which facility has the greater need: the bicycle lane or the on-street parking. If the on-street parking is low, staff will generate a base line proposal which achieves the recommended bicycle facility including the parking modifications required. Once this plan is developed, notification is drafted to inform affected property owners, tenants, and registered bicycle and neighborhood associations of the project and solicit their input to the extent possible. No notice will be sent if the modification is for safety/or mobility as it is the responsibility of the City traffic engineers to expeditiously resolve these issues. A subsequent design will be produced if input from stakeholders can be accommodated in the design.

The notification will consist of relevant project and staff contact information. The notification will also set the date and location of a stakeholder meeting where the proposals can be discussed. The stakeholder meeting will occur between 10-14 days after notice was mailed.

At the stakeholder meeting, the proposal will be discussed and feedback will be recorded. The goal is for the stakeholder groups and City staff to work toward a common recommendation that best meets the needs of all roadway users and stakeholder concerns while creating parking-free bicycle lanes. If a consensus recommendation is attained, staff will immediately coordinate the installation of the bicycle facility.

If a consensus recommendation is not reached, staff may develop a revised proposal. A second meeting may be held to present the revised proposal. All persons originally notified will receive notifications with regard to the revised proposal.

If consensus is still not gained after a second meeting, staff may decide to bring the project to the City Engineer. Feedback from the stakeholder meeting and staff's final recommendation will be presented to the City Engineer. The City Engineer will then either recommend for staff to proceed or not to proceed with the proposal. If the recommendation is to proceed staff will immediately coordinate the installation of the bicycle facilities. If the City Engineer recommends not proceeding, the project will be reevaluated.

Introduction

One goal of the Memphis MPO's Regional Bicycle and Pedestrian Plan is to increase the frequency by which persons choose to travel by bicycle in our community and the enhance the safety of those persons while riding a bicycle.

Consistent with the City of Memphis Complete Streets Policy, the City's Bicycle Program and other programs, the City of Memphis strives to increase bicycle use and safety to protect persons riding bicycles from the impact of automobiles. A roadway's primary function is to move people and goods, not to store stationary vehicles. While on-street parking is a useful component in traffic calming and in supporting local economic development, it can be dangerous to persons riding bicycles. On-street automobile parking in (on top of) bicycle lanes creates a dangerous condition because parked cars essentially prevent the use of the bike lane. As such, city ordinance 11-24-9 prohibits automobile parking in (on top of) a bicycle lane.

The on-street parking modification guidelines outlined in this report provide a basis for establishing the selection and installation criteria for on-street parking modifications related to bicycle lane installation.

Guidelines

The following guidelines are established as part of the Bicycle Program for streets identified in the Memphis MPO's Regional Bicycle and Pedestrian Plan, by the city's Bicycle and Pedestrian Coordinator, or by citizen request.

1. Arterial Roadways
 - a. Arterial roadways are defined by streets with ADT 15,000 or greater and posted speeds limits of 35mph or greater.
 - b. Notification to include all property owners and tenants with property abutting segment of street, neighborhood associations whose boundaries contain all or a portion of the project, bicycle associations, and other interested parties. For multifamily properties 30 units or more, only property management will receive a mailed notification. See Appendix B for the bicycle facility notification template.
 - c. Objections
 - i. If the parking modification recommendations are not brought before the City Engineer, feedback will be handled by staff to determine feasibility of accommodating the bicycle facility and other stakeholder interest.
 - ii. If the parking modification recommendations are brought before the City Engineer, and he/she does not recommend proceeding with installation, the City will reevaluate implementation of the on-street parking modification recommendations.
2. Collector Roadways
 - a. Collector roadways are defined by streets with ADT between 5,500-15,000 and posted speeds limits of 35mph or less.
 - b. Notification to include all property owners and tenants with property abutting segment of street, neighborhood associations whose boundaries contain all or a portion of the project, bicycle associations, and other interested parties. For multifamily properties 30 units or more, only property management will receive a mailed notification. See Appendix B for the bicycle facility notification template.
 - c. Objections
 - i. If the parking modification recommendations are not brought before the City Engineer, feedback will be handled by staff to determine feasibility of accommodating the bicycle facility and other stakeholder interest.

- ii. If the parking modification recommendations are brought before the City Engineer, and he/she does not recommend proceeding with installation, the City will reevaluate implementation of the on-street parking modification recommendations.

3. Local Roadways

- a. Local roadways are defined by streets with ADT less than 5,500, posted speeds limits of 30mph or less, and curb-to-curb width of less than 60 feet.
- b. Notification to include all property owners and tenants with property abutting segment of street, neighborhood associations whose boundaries contain all or a portion of the project, bicycle associations, and other interested parties. For multifamily properties 30 units or more, only property management will receive a mailed notification. See Appendix B for the bicycle facility notification template.
- c. Objections
 - i. If the parking modification recommendations are not brought before the City Engineer, feedback will be handled by staff to determine feasibility of accommodating the bicycle facility and other stakeholder interest.
 - ii. If the parking modification recommendations are brought before the City Engineer, and he/she does not recommend proceeding with installation, the City will reevaluate implementation of the on-street parking modification recommendations.

These guidelines only apply to roadways where on-street parking and bicycle lanes cannot be accommodated independently of each other. Further, these guidelines do not apply when adding new parking on roadways with parking restrictions already in place.

Guidelines			
	Arterial	Collector	Local
Definition:	>15,000 ADT ; >35mph	5,500-15,000 ADT ; <=35mph	<5,500 ADT ; <=30mph ; <=60' curb-to-curb
Project Selection:	Citizen/Staff/Maintenance Initiated	Citizen/Staff/Maintenance Initiated	Citizen/Staff/Maintenance Initiated
Data Collection:	4 counts (2 day, 1 night, and 1 weekend) will be performed.	4 counts (2 day, 1 night, and 1 weekend) will be performed.	6 counts (2 day, 2 night, and 2 weekend) will be performed.
	With residential frontages, use local road data collection criteria		
Notification:	Property Owners/Tenants/Neighborhood Associations/Bicycle Associations/City Council		
	OR If after parking counts are performed, it is determined through engineering judgment that the restriction of parking is necessary for safety and/or mobility reasons, parking will be restricted, and no notification sent.		
Stakeholder Meeting:	A stakeholder meeting will be held.	A stakeholder meeting will be held.	A stakeholder meeting will be held.
If City Engineer does not recommend proceeding with installation:	Re-evaluation	Re-evaluation	Re-evaluation

Selection of Project Areas

Project areas are currently selected by inclusion in the Public Works road maintenance schedule, planning by the Bicycle Program, and by citizen requests. The project is defined by the entire segment to be resurfaced or by the shortest section within the segment to be resurfaced where parking will be modified and is between two intersections.

Data Collection and Evaluation

Data on the number of vehicles using on-street parking will be collected on four separate occasions, at four separate times (two daytime, one nighttime, and one weekend day) for arterial and collector roadways and on six separate occasions, at six separate times (two daytime, two nighttime, and two weekend days) for local roadways. Project areas along arterial or collector roadways that contain residential frontages will be use local roadway data collections standards instead of the default. The average number of vehicles parked on both sides of the proposed street segment will be determined and the following criteria will be used to determine the need for an on-street parking modification plan. Counts will be conducted in accordance with standard engineering practice and will occur at times where it is believed, through professional engineering judgment, on-street parking usage is at its peak for each daytime, nighttime, and weekend count. If available, total vehicular traffic counts may be utilized to inform judgment of potential safety issues that may be present.

Parking Removal	Utilization is below 20% during both average daytime and nighttime periods.
One-Sided Parking	Utilization is below 50% and street is wide enough for parking on one side, vehicle lanes, and bicycle lanes.
Time-Restricted Parking	Where special parking demand or operations exists.
Head-in Angle parking	Reverse angle parking should be considered.

Utilization is defined by determining the street segment capacity and demand ratio. For streets with parallel parking, capacity is determined by dividing the linear feet of the parking segments by twenty-five feet (25'). For streets with angled parking at 45 degrees, capacity is determined by dividing the linear feet of the parking segments by thirteen feet (13'). Demand is determined by conducting windshield parking surveys on four separate occasions, at four separate times (two daytime, one nighttime, and one weekend day) and averaging the counts for each. Daytime and nighttime are defined by sunrise and sunset times of day. On on-street parking modification plan will be developed if the criteria above are met; If this evaluation reveals the need to retain on-street parking, but there is not enough pavement width, staff will analyze the feasibility of re-routing the bicycle route.

On-Street Parking Modification Plan Development and Process

After reviewing the data and the menu of schematics available, the Bicycle Program is responsible for brainstorming possible solutions to remove parking from the bicycle lanes and accommodate identified parking demand. Regular users of the roadway and adjacent land uses are considered upon development of a draft on-street parking modification plan.

The next step is to notify, by regular mail, all property owners, tenants, neighborhood associations, and bicycle associations adjacent to the project area and whose boundaries include the project area. This notification also contains details of the on-street parking modification plan, descriptions of each modification, and contact information of City staff. The notification will also set the date and location of a stakeholder meeting where the proposals will be discussed. The stakeholder meeting will occur 10-14 days after notice was mailed.

At the stakeholder meeting, the proposal will be discussed and feedback will be recorded. The goal is that the stakeholder groups and City staff can work toward a common recommendation that best meets the needs of all stakeholders, while creating parking-free bicycle lanes.

If the stakeholder feedback generates a significantly modified proposal, subsequent notices may be sent and a second public meeting may be held. This gives City staff an opportunity to get feedback on the modified proposal and see if it better meets stakeholder needs.

If staff chooses not to take the case before the City Engineer, staff will immediately coordinate the installation of the bicycle facility within 14 days after notice is mailed and after any feedback received has been taken into consideration.

If staff chooses to take the project before the City Engineer, the feedback from the stakeholder meeting(s) and staff's final recommendation will be presented to the City Engineer. Upon reviewing the feedback and recommendations, the City Engineer will then either recommend proceeding or not proceeding with the staff proposal, or offer conditions/changes to the proposal. If the recommendation is to proceed, staff will coordinate installation of the bicycle lane. If the City Engineer does not recommend proceeding, the project will be reevaluated.

The final on-street modification plan is subject to approval by the City Engineer. Every attempt will be made to ensure that only the necessary signs and marking are installed to adequately warn, guide, and protect users of the facility.

Mobility or Safety Concerns

In the case where there are mobility or safety concerns, public notices of a parking modification plan will not be sent. This will allow for timely responses to mobility or safety issues. It is the responsibility of City traffic engineers to expeditiously resolve issues pertaining to the safety or mobility of Memphis' roadways.

Mobility or safety issues may include any of the following, combined or independently: parking in active travel lanes, low parking counts, a roadway classified as an arterial with high operating speeds.

Impact to Adjacent Streets

In the event that the parking modification plan causes an increase in on-street parking, greater than on-street capacity, on adjacent residential, local, or collector streets, the City will attempt to address the increase. Example actions to mitigate the volume increase include the modification of the facility that created the shift or the feasibility of altering parking restrictions on the impacted streets.

Conclusion

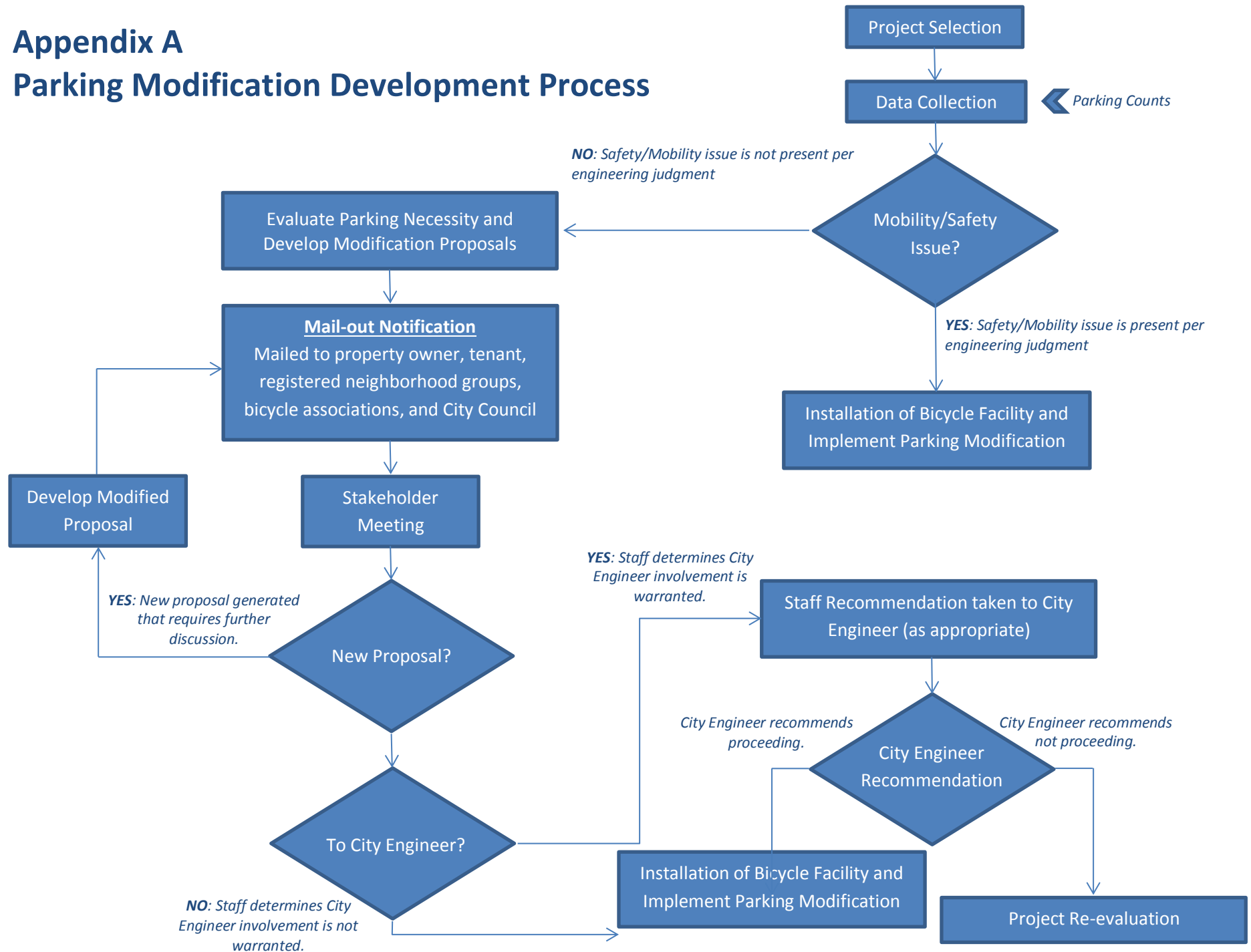
Through these guidelines the Bicycle Program offers consistent and effective solutions to address bicycle use and safety. The comprehensive nature of these guidelines allows for public input and mitigation of potential impacts to the area. It is a process that includes and encourages all stakeholders to participate. With technical assistance from the City of Memphis, on-street parking modification plans can be developed by those most affected.

Memphis, Tennessee is not unique in having to address on-street parking as it relates to bicycle lane implementation. These guidelines compile current practice from around the country. As the population, employment, and vehicle registration in the Memphis areas continue to grow, city streets are experiencing

increased traffic pressure. By facilitating more bicycle use, these on-street parking modifications can result in improved safety, air quality, and quality of life for Memphis' residents

Appendix A

Parking Modification Development Process



Appendix B

Notification Template



A C Wharton, Jr. – Mayor
George M. Little – Chief Administrative Officer
Division of Engineering
John Cameron, P.E. – City Engineer



[DATE]

Project # [NUMBER]

[NAME]

[ADDRESS]

[CITY, STATE ZIP]

Re: Property located at [ADDRESS]

To Whom It May Concern,

In order to improve safety for persons using all modes of transportation, the City's Division of Engineering is implementing and improving its bicycle route system. A request has been made to have bicycle lanes placed along [STREET] from [TERMINI] to [TERMINI]. You are receiving this notification because you live on and/or own property adjacent to [STREET] in Memphis, Tennessee, and/or are a stakeholder in the area.

In coordination with routine street maintenance (road resurfacing and restriping), and to enhance the mobility in the corridor for both motor vehicles and bicycles, it has been requested that the street striping be reconfigured to include bicycle lanes. To accomplish this reconfiguration, on-street motor vehicle parking will be restricted on certain sections of [STREET]. The corridor's safety and mobility, as well as the results of an on-street parking use analysis, were considered to determine these parking modifications:

[INSERT DESCRIPTION OF PROPOSED PARKING MODIFICATIONS]

[INSERT APPROPRIATE CROSS-SECTIONS]

You can obtain additional information and provide feedback at an Open House on [DATE] from [TIME] at [LOCATION]. Feedback based on local experience frequently results in improvements to initial project proposals. If feasible, modifications to this proposal can be made after input received at the Open House. If you cannot attend this Open House and have questions or comments, please contact the City's Division of Engineering using one of the methods below. Please reference project number [NUMBER] when providing your input.

MAIL: Division of Engineering, Traffic Division, 125 N. Main St., Room 644, Memphis, TN 38103

PHONE: (901) 576-6710

FAX: (901) 636-6960

EMAIL: kyle.wagenschutz@memphistn.gov

ONLINE SURVEY: [LINK]

Sincerely,

[SIGNATURE]

Kyle Wagenschutz
Bicycle/Pedestrian Program Manager
Division of Engineering, Traffic Engineering
Phone (901) 576-6710 | Fax (901) 636-6960
kyle.wagenschutz@memphistn.gov

[SIGNATURE]

Randall Tatum, P.E.
Administrator
Division of Engineering, Traffic Engineering
Phone (901) 576-6710 | Fax (901) 636-6960
randall.tatum@memphistn.gov