

PARKING MANAGEMENT PLAN
FOR
EDNA LUCILLE GOODRICH BUILDING

Department of Corrections
Department of Transportation

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PREFACE

This document has been prepared in compliance with the City of Tumwater's "Conditions of Approval" (DRC #02-0077) EDNA LUCILLE GOODRICH BUILDING (ELG) for the Complex and the Commute Trip Reduction (CTR) Law of 1991 (part of the Washington Clean Air Act—RCW 70.94.521-551) and the City of Tumwater's CTR Ordinance. The agencies/tenants of ELG are required to develop, implement and maintain a program that will achieve the goals of the CTR Law and Ordinance.

The Parking Management Plan contained herein is the overall plan for the complex and has been designed to ensure spaces are used as intended. It outlines the basic program elements and supporting strategies. However, it should be noted that each agency/tenant might have somewhat different policies and procedures as they relate to the implementation of each element or strategy.

The arrangements described herein are hereby agreed to between the resident divisions as attested to by the signatures of the responsible officials in Appendix E.

Document Preparation:

Anita Smith (DOC)
Davina McGilvra (DOT)
Tohni Rainwater (WR&C)

INTRODUCTION

Background

The ELG worksite is occupied by the following agencies:

- Department of Corrections herin after referred to as DOC
- Department of Transportation herin after referred to as DOT

DOT and DOC in conjunction with Wright Runstad & Company (WR&C) have developed this Parking Management Plan in response to the requirements of the City of Tumwater.

Program Goals

1. To reduce impacts on surrounding neighborhoods by effectively managing visitor and employee parking.
2. To document the administration, enforcement responsibilities and procedures of use of ELG parking.
3. To support the Commute Trip Reduction goals and plan for this worksite.

Parking Space Allocation

Assumptions:

- Event parking is not included in this plan and is defined as a function that is outside of normal daily business hours for DOC and DOT at this location.
- WR&C, as Building Management, will administer the Parking Management Plan.
- If the parking lot is full it will be the drivers responsibility to find suitable off-site parking.

Spaces are currently designated as listed below:

102	DOT/DOC Agency/Exempt Vehicles (for 109 vehicles)
12	DOT/DOC oversize vehicle spaces (10 – DOT / 2 – DOC)
16	Disabled
2	Service Vehicles
1	Mail Van
34	Visitor
4	Divided into eight permanent motorcycle spaces
42	Spaces for vanpool/carpool
557	General parking spaces for agency employees, retail employees and building management employees
770	Total Parking Spaces

SUPPORTING STRATEGIES

ELG will support alternative mode elements with the following strategies:

1. Parking Management Plan

The following describes the basic elements of the parking management system established for the ELG. Parking will be enforced from 8:00 a.m. to 5:00 p.m., Monday through Friday, excluding Federal and State holidays.

A. Registration System

In order to park within the ELG parking lot an employee must be registered with WR&C and display an issued a permit on his/her vehicle. Those employees who carpool with at least one other ELG employee will receive a carpool permit (hanger) from their DOT Employee Transportation Coordinator (ETC) or DOC CTR Coordinator. The employee must display the hanger and the registration permit to be allowed to park within the spaces designated for carpool parking. Transit organized vanpools must register with their DOT ETC or DOC CTR Coordinator and will not be required to have a hanger, as the vanpool vehicle identifies itself. The following rules shall apply:

- (1) Only employees registered and issued a valid permit for parking may park in the ELG parking area.
- (2) ELG employees using onsite ADA parking stalls must provide a copy of their own current ADA permit from Department of Licensing (DOL) to be kept on file by WR&C.
- (3) Parking permits are not transferable. They cannot be moved from person to person or vehicle to vehicle.
- (4) Each permit number is assigned to a specific employee and vehicle.
- (5) When an employee terminates from the agency or work site, the permit must be returned so that it can be invalidated.
- (6) In the event that an ELG employee needs to drive an unregistered vehicle, a day pass can be issued to the employee authorizing them to park in employee parking. This pass is available at the front desk in the main lobby.
- (7) Permits must be affixed to the outside lower left corner of the vehicle's back window. Permits may also be taped to the inside of the back window but it must be clearly visible to the enforcement contractor.
 - (a) Trucks with a canopy may receive one permit for the back window of the cab and one for the canopy if desired.
 - (b) Convertibles may place the permit on the left lower back bumper or front windshield.
 - (c) Motorcycles (including mopeds) must register and display a permit. The permit may be placed on the lower left corner (driver side) of front windshield, on the front fork or other location where it is visible to the monitoring and enforcement contractor. Non-registered motorcycles will be treated the same as motor vehicles and are subject to the enforcement rules.

B. Zoned Parking

General employee parking is open to all registered employees with no assigned spaces with the exclusion of specific designated and reserved spaces described below.

C. Designated and/or Reserved Parking Categories

Parking is available on a first-come, first-served basis in designated and reserved parking locations.

(1) Disabled Parking

ELG provides a number of barrier-free/ADA parking spaces. Only visitors or employees who display a current *Disabled Persons Parking Privilege Permit* (placard or plate) are authorized to park in the designated barrier-free/ADA parking spaces. These permits are issued by the Department of Licensing and enforced by the Tumwater Police Department. Employees who use these spaces must also display the ELG parking permit. **Additional barrier-free/ADA parking for employees can be provided as necessary.**

(2) Visitor Parking

Visitor parking spaces during normal business hours are intended for non-resident employees, customers and members of the public who are conducting business at ELG. These spaces are designated as visitor spaces and **ELG employees will be prohibited from parking in these spaces.** Visitors to the ELG building must register vehicles parked in visitor spaces at the front desk. The visitor spaces are identified and include barrier-free/ADA spaces.

(3) Agency/Exempt Vehicle Reserved Parking (DOC& DOT only)

The Department of Transportation and the Department of Corrections vehicles are frequently used in field operations. In addition, the security needs of the department require that these vehicles be parked in a highly visible location. Therefore, one hundred and two (102) parking spaces adjacent to Linderson Way are currently reserved for DOT and DOC's agency/exempt vehicles. In addition, twelve (12) oversized vehicle spaces for specialty vehicles - ten (10) for DOT and two (2) for DOC, are located in a designated area west of the ELG.

When an employee uses an agency vehicle they may park their personal vehicle in the vacated space. Each agency vehicle will have a placard to place on the dash of the personal vehicle stating the personal vehicle is replacing an agency vehicle. This placard must be visible and returned to the state vehicle upon return. This does not include the twelve over-sized vehicle spaces.

(4) Carpool/Vanpool Parking

Those employees who carpool with at least one other ELG employee will receive a carpool permit (hanger) from their DOT Employee Transportation Coordinator (ETC) or DOC CTR Coordinator. The employee must display the hanger and the registration permit to be allowed to park within the spaces designated for carpool parking. Transit organized vanpools must register with their agencies DOT ETC or DOC CTR Coordinator and will not be required to have a hanger, as the vanpool vehicle identifies itself. Parking for CTR program registrants is available in the west lot and are identified by signs installed at the head of each CTR designated row. These CTR spaces are conveniently located for ease of access to building entrances. For further information regarding CTR please refer to the CTR *plan for the ELG* or contact your DOT ETC or DOC CTR Coordinator.

(5) Motorcycle Parking

Spaces have been designated within the general employee parking for motorcycles (this includes all types of 2 or 3 wheeled motorized modes of transportation). Motorcycles must be registered with WR&C and are required to have a parking permit. During the spring and summer months of the year, additional general employee parking spaces are designated for motorcycles. These spaces may have 2 motorcycles in each stall as needed. These stalls are referred to as seasonal motorcycle parking.

(6) Service Delivery Parking

Service and delivery parking is designated for the building. Use of these parking spaces is limited to service or delivery vehicles and employees in process of loading or unloading material or equipment. Once loading/unloading is complete, the vehicle must be relocated.

D. Parking Monitoring

(1) Database

A database of registered employees is maintained by WR&C and is treated as strictly confidential. The information contained in the database will be shared with the agency tenant contacts only on an as needed basis. The database contains the name of each employee registered to park at ELG, their work telephone number, e-mail (if available), the make, model, and license plate number(s) of the registered vehicle(s) used in their commute and the parking permit number assigned to their vehicle.

(2) Information

The agencies shall ensure that all employees located at ELG will have access to the Parking Management Plan. Agencies will have the Parking Management Plan posted to their agencies website and will send out notifications to all staff when changes are made to the plan. Current copies of the Parking Plan may also be found on the ELG building website (www.elgbuilding.com).

(3) Monitoring Process

WR&C, or designated contractor, will monitor the parking lot. The following items will be checked:

- (a) Unauthorized parking—vehicles without appropriate parking permits or improperly displayed permits, or parked in designated spaces without a permit appropriate to that space.
- (b) Vacancy rate—the number of vacant parking spaces in each category.

This information shall be recorded and maintained by WR&C. (See Appendix B for monitoring form). The license numbers of vehicles parked in visitors spaces will also be checked against the list of agency employee vehicles to ensure that ELG employees are not parking in the visitor spaces.

E. Parking Warnings

The following shall constitute violations of the Parking Management Plan Rules:

- (1) If a vehicle is parked in an **ADA** space without displaying a valid ***Disabled Persons Parking Privilege Permit***, it is in violation of State Law, the City of Tumwater's Parking Ordinance, and the ELG Parking Management Plan. The Tumwater Police Department will be called to enforce this violation.
- (2) If a vehicle with an ELG parking permit is parked in an **ADA** space without a copy of their own current ADA permit from Department of Licensing (DOL) on file with WR&C.
- (3) If a vehicle with an ELG parking permit is parked in a **visitor** space.
- (4) If a vehicle is parked in a **carpool/vanpool** space without displaying an ***ELG Parking Permit and carpool/vanpool*** hanging permit or temporary permit. Transit owned vanpools do not require a hanging permit, but must be registered with their agency's CTR program.
- (5) If a vehicle is parked in the DOC/DOT **agency/exempt reserved** section, and it does not have an exempt plate or a **private vehicle with a DOT/DOC Agency/Exempt Vehicle Replacement placard on the dashboard**.
- (6) If more than one vehicle is in a parking space at any given time, double parked (except seasonal motorcycle parking). Note to employees: Park correctly in the stall, being careful to avoid vehicle damage or inconveniencing others – park straight, with even distance allowed for the front, back and sides of the vehicle.
- (7) If an agency employee is parked in the **service delivery parking area or loading dock** when not loading or unloading.

Employees are responsible for their own vehicle's safety. **Neither the State of Washington, nor Wright Runstad & Company, assumes any responsibility for damages incurred in or around the parking lots.**

F. Enforcement Process

For violations of the Parking Management Plan, the following procedures will be implemented:

(1) First Violation:

- (a) A *Parking Violation Notice* will be placed by WR&C on the windshield of any vehicle parked in an unauthorized category/space and the license plate number and permit number (if displayed) will be recorded.
- (b) WR&C will verify the license plate in the database of employee information to identify the vehicle's ELG registered owner.
- (c) If necessary, WR&C will request DOC to run the license plate of the improperly parked vehicle through the Department of Licensing's database. Information obtained from the Department of Licensing will be shared with the agency Tenant Contact who will then contact the listed owner of the vehicle.

(2) Second Violation:

- (a) Items (b) through (c) will be performed as outlined in (1) above.
- (b) If the vehicle belongs to an ELG employee, the agency tenant contact will be notified to inform the employee that subsequent Parking Warnings will be subject to towing at their expense without further notice.
- (c) If the vehicle does not appear to belong to an ELG employee (not registered in an employee's name), a notice will be placed on the windshield of the vehicle notifying the owner that subsequent Parking Warnings will be subject to towing at the vehicle owner's expense.

(3) Third and Successive Parking Warnings:

- (a) Whether the vehicle does, or does not, belong to an ELG employee, the vehicle in violation is subject to towing on the third or successive violation.
- (b) WR&C will notify the proper agency tenant contact that the vehicle in question will be towed by calling the following agency contact numbers:
DOT 705-7755 and DOC 725-8460.
- (c) If it is an unidentified vehicle by WR&C and both agencies, a towing service will be called to tow the vehicle.
- (d) The owner of the vehicle will be responsible for recovering the vehicle including any and all costs associated with being towed.

Other Reasons a Vehicle is Towed:

If a vehicle is blocking other vehicles or areas, which may include but is not limited to; wheelchair access ramps, building entrances, or emergency vehicle only areas, it will be towed without notice at the vehicles owner's expense.

G. Disputes

- (1) WR&C will be the point of contact for all Parking Warning disputes. Disputes should be e-mailed to: elgbmgmt@wrighttrunstad.com. A reply to a Parking Warning dispute will be made within five business days of the receipt of the dispute.
- (2) **Only WR&C may dismiss a Parking Warning.** In making a decision, the employee, the agency tenant contact, and/or any other person they feel could be of assistance in making this decision may be consulted.
- (3) The decision will be provided to the employee in writing.

H. Evaluation

Periodic evaluations of the Parking Management Plan will be conducted as deemed necessary by the DOT, DOC and WR&C.

APPENDICES

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**APPENDIX A
PARKING MANAGEMENT**

ELG PARKING MONITORING SYSTEM

Name of Monitor: _____ **Date:** _____ **Time:** _____

Parking Warnings Record

Violation	Vehicle License #	Permit #	Zone Category
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			

Vacancy Rate By Category

Specific Time Checked	ADA	Visitors	Vanpool/Carpool	Exempt	General (including Motorcycle)

Violators

Category	Vehicle License #

**APPENDIX B
PARKING MANAGEMENT**

ELG PARKING PERMIT INFORMATION

Agency	WSDOT	DOC
Name		
Work Phone		
Work E-mail		
1.	Vehicle License Plate	
	Vehicle Make/model	
	Permit #	
2.	Vehicle License Plate	
	Vehicle Make/model	
	Permit #	
3..	Vehicle License Plate	
	Vehicle License Plate	
	Permit #	

The permit holder understands that even with a permit he/she may be towed for failure to park in the appropriate assigned area for that permit

Signature of employee _____

SAMPLE: PARKING WARNING

This vehicle is in violation of a parking or safety regulation. The purpose of this notice is to alert you to the violation(s) and help prevent future Parking Warnings. *Your cooperation and assistance is appreciated!*
Wright Runstad & Company
(360) 528-4020

Other _____

Olympia, WA 98502

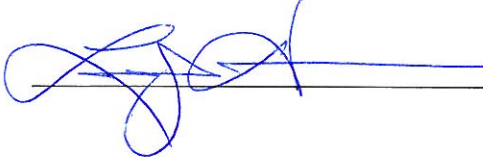
APPENDIX D
APPROVALS/SIGNATURE

The elements of the ELG Commute Trip Reduction Plan and Parking Management Program described herein are hereby agreed to among the agencies participating as listed below.

Department of Corrections, Secretary, Eldon W. Vail

 _____ Date: 7/23/09

Department of Transportation, Space and Lease Management Manager, Larry Dittloff

 _____ Date: 7/21/09