



# CITY OF LEE'S SUMMIT

PUBLIC WORKS DEPARTMENT/ENGINEERING DIVISION

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January 11, 2005

To: Steve Arbo, Assistant City Administrator

From: Jeff D. McKerrow, PE, PTOE, Senior Staff Engineer  
Gary Bradley, Assistant to the City Administrator

Re: **Downtown Parking Strategies Update  
January 2005**

Staff has prepared this summary of the Parking Strategies for Downtown Lee's Summit as an update, summarizing the status of this project and what has been accomplished since the November 19, 2004 City Council meeting where these strategies were first presented. Listed below are the four major recommendations presented, followed by a status update.

1. RECOMMENDATION:

MODIFY THE UNIFIED DEVELOPMENT ORDINANCE, SPECIFICALLY IN REGARDS TO THE DOWNTOWN VICINITY AND EVALUATIONS OF PARKING NEEDS.

There is a need to update the Unified Development Ordinance in relationship to parking in the Downtown Core.

- a. The current UDO defines Downtown as the area from 2<sup>nd</sup> Street to 4<sup>th</sup> Street, Green Street to Market Street. This area will need to be studied further and staff will recommend revised boundaries.
- b. Currently, the UDO permits any new business to open, or existing business to expand, so long as they are not constructing new buildings or expanding existing buildings, without contemplation of traffic or parking so long as the business can operate under the current zoning. City staff will recommend changes to the UDO, taking into consideration changes in use, tenant finishes, expansions, etc. to assess the development's impact on parking.
- c. Each development application would require a parking analysis by staff. This parking analysis would be used to apply the proposed UDO provisions described in the next two bulleted points.
- d. Create a "Shared Parking District" that would permit the banking of available public parking spaces, with a reasonable proximity. The parking district would allow business expansion so long as there is an adequate supply available. If adequate parking was not available, additional parking spaces would need to be provided or some form of "payment in lieu of parking" would be required (see bullet below).

- e. Staff will explore the use of payments in lieu of parking. If it is not physically possible to develop a property and provide adequate parking (where a "shared district supply" does not exist), a developer could make a payment to the City in lieu of parking. Funds from these payments could be used to help construct new facilities, pay off bonds sold for their construction or provide maintenance to existing facilities.
- f. As all of these changes may impact how businesses develop and operate in Downtown, a public outreach campaign will need to be conducted to notify the property owners of the changes. It is the City's intent to maintain open communications with property owners and businesses in Downtown as we strive to maintain adequate parking in the area.
- g. In addition to the UDO amendments, staff will examine a "parking program" that protects the most desirable parking areas for customers and downtown visitors, while encouraging merchants and employees to park in other locations. This may be done in conjunction with DLSMS creating an "awards" program for employees who park a significant distance from their business and through parking enforcement efforts by the Lee's Summit Police Department.

***Target Date: Community Development Committee - December 2005; City Council Review – February 2005; Enactment of UDO Amendments – March 2005  
Resources: Administration, Legal, Public Works and Planning Staff***

**Status Update:**

The proposed UDO amendment was presented to the Community Development Committee on December 16, 2004. These amendments are currently scheduled for the January 25 Planning Commission and February 17 City Council.

**2. RECOMMENDATION:**

**CONSTRUCT MULTI-LEVEL AND PERIPHERAL PARKING LOTS FOR CUSTOMER, RESIDENTIAL, AND EMPLOYEE PARKING NEEDS**

- a. Update the long-term needs assessment for parking spaces in Downtown. The initial traffic and parking study, based on the full build-out recommended by EDAW, identified a need of 115 spaces west of the UPRR tracks and 890 spaces east of the tracks to maintain a minimum efficiency factor of 75 percent (or only 3 out of 4 spaces occupied during peak times.)
- b. Provide locations for peripheral employee parking that would allow employees to park outside of the downtown core, leaving vacant parking spaces for use by visitors and customers of businesses. These peripheral lots will need to be located close enough to provide viable options to employees as parking too far from the businesses will promote non-compliance.
- c. Provide locations for structured parking facilities (garages) to both maximize the amount of parking in Downtown and prevent the over-saturation of parking lots. Attention must be given to any structure to ensure that it is visually unobtrusive; designed with adequate space to service the community's vehicular fleet; and provides

- an open, well-lit facility that provides comfort to patrons.
- d. Identify locations where surface parking may be provided on smaller lots that may not be viable for redevelopment and/or structures. These smaller lots could serve specific needs for both patrons and employees in the area.

***Target Date for Council Presentation: February 2005***

***Resources: Administration, Public Works and Planning Staff***

**Status Update:**

- a) The long-term needs assessment is currently underway and a new parking model, based on the City's GIS information, is close to completion. This model will be used to address the long-term needs of Downtown.
- b) A detailed inventory is currently underway, identifying the use of all parking (public and private) in Downtown. This information will serve as the basis for evaluating potential peripheral lots for employee parking.
- c) Staff is pursuing a potential parking garage for the new City Hall and is planning to present options and recommendations to Council on February 3.
- d) The detailed inventory of potential smaller lots is underway.

A formal update and recommendations for this task is still anticipated for February.

**3. RECOMMENDATION:**

IMPROVE PUBLIC LOTS AND NEGOTIATE ADDITIONAL SUPPLY WITH PRIVATE PARKING LOT OWNERS TO MEET EXISTING AND CONSTRUCTION PARKING DEMAND.

a. Improvements to City Lots

The proper design of parking facilities is essential to ensure both their utilization and to optimize the amount of parking available. Investments in City Lots will be recommended if they are seen as long-term investment potentials (i.e. not a location that is slated for redevelopment or a future parking structure). These improvements will include:

- o Resurfacing and reconstructing the lots to maximize spaces and bring the lots into compliance with the Uniform Development Ordinance (UDO). This may include the addition of landscaping, the establishment of proper dimensions for parking spaces and the addition of concrete curbs and gutters.
- o Adding/improving lighting on the lots to increase comfort for patrons and enhance safety.

***Target Date for Council Presentation: January 2005***

***Resources: Administration, Public Works and Planning Department Staff***

b. Private Lots

The Downtown Master Plan process included a parking and traffic study which

indicated that only 62 percent of the overall parking spaces available were occupied at any one time in the Downtown Area. The study indicated that private parking lots may have spaces that are currently underutilized. We want to reassign these spaces to other uses, such as employee parking or in some cases, public parking. Staff will begin discussions with these property owners to determine the viability of both long-term and short-term agreements.

c. Long-Term Agreements

Staff believes there may be some opportunities to identify underutilized parking spaces on existing private lots. With the assistance of the Downtown Lee's Summit Main Street (DLSMS) staff and construction task force members, we will assess these parking spaces for possible reassigned uses, such as merchant/employee parking. A possible incentive that may be helpful to encourage participation in this program would be the City's offer to maintain or reconstruct a portion or the entire subject parking area. A benefit/cost analysis will be conducted prior to formalizing any agreement between the property owner and the City.

**Target Date for Council Presentation: February 2005**

**Resources: Administration, Law and Public Works Staff  
Downtown Lee's Summit Main Street**

d. Short-Term Leases during Construction

The construction period for the new City Hall and the streetscape improvements will be a challenging period for downtown parking. We will be temporarily reducing the number of available "on-street" spaces due to the street reconstruction and needing to find parking supply spaces for the construction personnel. Titan construction has secured additional parking spaces at the former "Aldi's" parking lot at 3<sup>rd</sup> and Green. We will also be making the vacant city-owned property at 2<sup>nd</sup> and Independence (former Street Maintenance facility site) available for "car-pooling" the construction workers to the construction sites.

Despite these efforts, staff believes additional spaces will be necessary for the customers, merchants and business' employees. Staff may be recommending short-term parking leases be established during the construction period to make available spaces on lots that currently have an ample supply of spaces.

**Target Date for Council Presentation: February 2005**

**Resources: Administration, Law and Public Works Staff  
Funding for design and improvements**

e. Establish Delivery Program

The Downtown Master Plan called for the exploration of a potential delivery program in Downtown which could guide businesses on the time periods and locations in which deliveries could be made. The intent of this recommendation is to try and limit delivery vehicles to off-peak times where they will cause the least disruptions to the businesses and patrons in the area. Staff will explore the feasibility of such a program including:

- o Legal ramifications for restricting existing business delivery times;

- The ability to enforce such delivery restrictions; and
- Use of a volunteer program where businesses, on their own accord, agree to limit delivery times.

**Target Date for Council Presentation: March 2005**

**Resources: Administration, Law, Public Works, Planning Staff**

f. Assess ADA Parking Needs/Supply

Many of the existing parking spaces, both on-street and off-street, were constructed prior to the passage of the ADA. An assessment of Downtown Parking will be made to identify locations where handicapped-accessible spaces are needed to meet both the requirements of the ADA and the needs in the area. The ADA requires a minimum of one handicapped space per block face and at least one per every 25 spaces.

**Target Date for Council Presentation: March 2005**

**Resources: Public Works and Planning Staff**

**Status Update:**

- a) A memorandum is attached addressing staff's analysis and recommendations for City-controlled parking lots in Downtown.
- b), c) and d) Downtown Lee's Summit Main Street (DLSMS), with staff's assistance, is currently taking the lead on negotiating short-term agreements for the use of private parking lots during the streetscape improvements. Potential long-term agreements will be considered after the construction period and will be based on the successful, or unsuccessful, use of these facilities to provide parking services.
- e) Staff has worked with DLSMS to establish the parameters of a volunteer delivery program where businesses will attempt to limit deliveries outside of peak travel periods. DLSMS will serve as the lead agency in contacted businesses and asking them to voluntarily join this effort.
- f) The ADA requirements have been identified and will be implanted with the streetscape project.

**4. RECOMMENDATION:**

DEVELOP A STRATEGIC PLAN FOR WAYFINDING AND PUBLIC OUTREACH, ADDRESSING BOTH SHORT-TERM AND LONG-TERM NEEDS, TO GUIDE AND INFORM PATRONS OF THE LOCATION AND AVAILABILITY OF PARKING.

- a. The upcoming construction projects for the streets in Downtown will place an unavoidable strain on existing businesses, traffic flow and parking demands. The demands for parking will be further strained by the influx of construction workers serving both the new City Hall facility as well as the road construction. DLSMS has actively been working with downtown property owners to find available spaces on private parking lots. Staff has been meeting with the task force assigned to this project.

Together, we will present the results of their efforts to assist in finding available spaces during the interim construction period. DLSMS is also leading a public outreach campaign to inform patrons of the locations of parking facilities downtown, including signing for parking during construction.

***Target Date for Council Presentation: January 2005***

***Resources: DLSMS, Administration, Legal, Public Works and Planning Staff***

- b. A long-term strategy for Wayfinding in Downtown is desired and planned for Phase 2 of the Downtown Improvements. While this project is currently unfunded, there will be a need to provide a comprehensive signing package to guide both pedestrian and vehicular traffic to businesses, points of interest and parking locations.

***Target Date for Council Presentation: Undetermined***

***Resources: Administration, Public Works and Planning Staff***

**Status Update:**

- a) DLSMS is taking the lead on Wayfinding and signing issues during construction. The City will fund, through the streetscape project, the construction of the Wayfinding signs. The actual placement and directions given will be determined as the phasing of the streetscape improvements is defined by the consultant team. This phasing plan is anticipated to be completed around the end of February.
- b) Currently unfunded.