



**AGENDA**  
**TRAFFIC AND PARKING COMMITTEE**  
**SPECIAL MEETING**  
**MONDAY, APRIL 4, 2016**  
**6:30 PM**  
**COMMUNITY ROOM**  
**420 CAPITOLA AVENUE, CAPITOLA, CA 95010**

**CALL TO ORDER AND ROLL CALL**

Committee Members: Ron Burke, Willie Case, Ron Graves, Carin Hanna, Margaret Kinstler, Mike Lee, Molly Ording, Steven Ross, Nels Westman, T.J. Welch

**ORAL COMMUNICATIONS** *(No action may be taken)*

*The Chair may announce and set time limits at the beginning of each agenda item.*

*The Committee Members may not discuss Oral Communications to any significant degree, but may request issues raised be placed on a future agenda.*

**APPROVAL OF MINUTES** None

**OTHER BUSINESS**

1. Village Employee Permit Parking – continued from March 9, 2016

**ADJOURNMENT** to May 11, 2016

**Notice:** The Traffic and Parking Committee meets on the second Wednesday every other month beginning in January at 6:30 PM in the Community Room located at 420 Capitola Avenue, Capitola.

**Agenda and Agenda Packet Materials:** The Traffic and Parking Committee is available on the City's website: [www.cityofcapitola.org/](http://www.cityofcapitola.org/) on Friday prior to the Tuesday meeting. If you need additional information please contact the Community Development Department at (831) 475-7330.

**Americans with Disabilities Act:** Disability-related aids or services are available to enable persons with a disability to participate in this meeting consistent with the Federal Americans with Disabilities Act of 1990. Assisted listening devices are available for individuals with hearing impairments at the meeting in the City Council Chambers. Should you require special accommodations to participate in the meeting due to a disability, please contact the City Clerk's office at least 24-hours in advance of the meeting at 831-475-7300. In an effort to accommodate individuals with environmental sensitivities, attendees are requested to refrain from wearing perfumes and other scented products.

**CITY OF CAPITOLA  
TRAFFIC AND PARKING COMMISSION  
Agenda Report**

**Meeting Date: April 4, 2016**

**Agenda Item: 1**

**Subject: Village Employee Permit Parking – continued from March 9, 2016**

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At the March 9, 2016 commission meeting the item on the Village Employee Permit Parking was continued to this special meeting to allow time for information to be gathered about the possibility of utilizing the mobile application Park Mobile for monthly parking permits. Commissioner Welch has looked into this option and will be reporting to the commission at the meeting. He has provided a quick summary in the attached email. Also attached is the agenda report material on this item from the last meeting.

**Jesberg, Steve (sjesberg@ci.capitola.ca.us)**

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**From:** TJ WELCH [noworries4tj@mac.com]  
**Sent:** Friday, April 01, 2016 10:34 AM  
**To:** Jesberg, Steve (sjesberg@ci.capitola.ca.us)  
**Subject:** Traffic & Parking  
**Attachments:** Ace Parking Hang Tag.pdf

Steve,

Sgt. Dally met with the ParkMobile representative and found that the City can use the monthly permit process for Village Employers. This system will be easier for the PD by basically take Tracy out of the process. Some of the system advantages include:

- Month by month permits
- Permits identifiable by business
- The City can set the fee (should include \$1 dollar transaction fee) -Can be set for specific lots
- The City can limit the number of permits
- Allows for periodic audit of permit uses by business
- Permits can be completed and printed online by individuals

I have attached a sample permit. The ace logo will actually be the City logo. I will give a brief presentation if you like.

Thanks,  
TJ



Diridon Station

455666

License Plate:	TEST123
Start date:	2/3/2016
End date:	2/29/2016

**PERMIT INVALID IF NOT DISPLAYED ON DASH**

Permit Posting Instructions:

- Print the permit on this page
- Cut out or fold the permit along the dotted lines
- Post the permit on your dashboard every time you park.

# **CITY OF CAPITOLA TRAFFIC AND PARKING COMMISSION Agenda Report**

COPY

**Meeting Date: March 9, 2016**

**Agenda Item: 4**

**Subject: Employee permit parking program**

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At the last commission meeting the commission discussed modifications to the Village employee permit program. It was the consensus of the commission to reach out to the businesses and employees to get their input in developing new program guidelines.

Commissioners Ording, Welch, and Graves have met with approximately 44 business owners in the Village. They asked each business a set of questions developed by this group. The commissioners will provide an oral report on their findings. The Business Owner Questionnaire is attached.

In addition to reaching out business owners, an on-line survey was developed for Village employees to gauge their interest in a permit program. As of Friday 3/4/16, 19 employees had taken the survey. The questions and results are attached. Updated results report will be provided at the meeting.

The commission should review the input from the owners and employees and discuss possible modifications to the employee permit program. Suggested topics for consideration could be as follows:

1. Permit Responsibility (Owner or Employee)
2. Permits good seasonally or year around
3. Limit on number of permits issued
4. Permits good in both parking lots of just the lower parking lot
5. Are permits transferable
6. Cost per permit

It is recommended that the commission discuss this matter and draft a set of recommendations to forward to the City Council. If time does not permit these recommendations to be completed, it is recommended that commission consider holding a special meeting in April to complete this work so that the item can get before the City Council in time for implementation this summer.