

PARKING BENEFIT DISTRICT OVERVIEW

The Parking Advisory Board under the Benefit of the Parking & Transportation Commission is working to create a Parking Benefit District Program ordinance with objectives as follows:

- a) To establish provisions for a Parking Benefit District that can receive a portion of parking meter revenue
- b) The Parking Benefit District be linked to neighborhood boundaries where parking demand can support paid on-street parking
- c) The Parking Benefit District will include representation from its neighborhood organization governing board
- d) The Parking Benefit District revenue be used to help fund public capital projects and public transit related programs

I. TERMS

- A. DIRECTOR means the director of the Kansas City Director of Public Works or the director's designee.
- B. DISTRICT means a Parking Benefit District.
- C. NEIGHBORHOOD ORGANIZATION means an organization that is registered as a neighborhood organization with the City.
- D. NOTICE OWNER means the owner of real property as shown on the records of the tax appraisal district in the county in which the property is located.

II. PARKING BENEFIT DISTRICT

- A. A Parking Benefit District is an area defined by separate ordinance in which a percentage of the funds collected from paid on-street parking spaces within a Parking Benefit District are used to fund capital improvements that may include streetscape, public transit use, walking and cycling.

III. PARKING BENEFIT DISTRICT REQUIREMENTS

- A. A Parking Benefit District must include enough paid on-street parking spaces to generate the revenue to pay for the expenses of maintaining and operating parking operations and parking equipment or payment systems.
- B. At the time that a Parking Benefit District is created, the required paid on-street parking spaces may include both existing and new spaces.
- C. The City shall allocate a portion of the paid on-street parking revenue to the Parking Benefit District after operating expenses. The portion of revenue allocated to the Parking Benefit District shall not exceed 50% of the net revenue from paid on-street parking revenues.
- D. Funds from on-street paid parking spaces may be used in conjunction with other city funds available for improvements within the Parking Benefit District.

- E. The Director shall determine timing and order in which improvements identified in the ordinance creating the Parking Benefit District will be initiated.
- F. Unless terminated earlier, a Parking Benefit District shall remain in existence until each improvement identified in the ordinance creating the Parking Benefit District is complete and the City terminates the Parking Benefit District.
- G. The City may terminate a Parking Benefit District if paid parking spaces do not generate more than the amount needed to pay all annual expenses.
- H. The Parking Benefit District must follow all local, state and federal safety regulations

II. APPLICATION TO CREATE A DISTRICT.

- A. A representative of a neighborhood organization whose boundaries are completely or partially located within the proposed Parking Benefit District may file an application for a Parking Benefit District with the director.

III. PRE-APPLICATION REQUIREMENTS.

- A. A pre-application meeting with the director's staff is required.
- B. A pre-application community meeting is required.
 - (1) The applicant shall convene a community meeting at least 2 weeks before an application for creation of a Parking Benefit District is submitted to the director.
 - (2) No later than two weeks before the community meeting, applicant shall send notification of meeting by electronic mail to all registered neighborhood organizations whose boundaries are located completely or partially within the proposed Parking Benefit District; and within 1500 feet of the proposed Parking Benefit District.
 - (3) Place at least two signs providing notification of the meeting on each block face within the proposed Parking Benefit District; and distribute in the proposed Parking Benefit District.
 - (4) A notice provided under Subsection B (2) shall include the time, date, location, subject matter, and applicant contact information.
- C. The Director shall establish submittal requirements for applications to create a Parking Benefit District and modification of existing Parking Benefit District. At a minimum, an application shall include:
 - (1) Boundaries of proposed Parking Benefit District identified by streets and static land features;
 - (2) Justification for the proposed Parking Benefit District;
 - (3) Visual representation of the proposed block faces that have paid parking spaces or that are proposed to have paid parking spaces.
 - (4) Identification of other parking management tools that have been requested.

- (5) Proposed improvement projects, in priority order, to be funded by on-street paid parking revenue, including an estimated timeline for project completion and expected sustainability of the project;
 - (6) A copy of the sign-in sheets from the community meeting; and
 - (7) If a vote on the application occurred at the community meeting, the results of the vote.
- D. The Director may not accept an application unless the application is complete.

IV. APPLICATION REVIEW

- A. The Director shall set application for a public hearing and shall provide the Parking & Transportation Commissions with:
 - (1) A recommendation on the application; and
 - (2) If an application vote occurred at the community meeting, the vote results.
- B. The Parking & Transportation Commission shall hold a public hearing on the application not later than 60th day after the application is filed and shall submit a recommendation to the council.
- C. The council shall consider an ordinance for the creation of a proposed Parking Benefit District or the modification of an existing Parking Benefit District not later than 60th day after date the Parking & Transportation Commission action on the application.
- D. An ordinance adopted by the city council under this section shall include a list of improvements to be funded by revenue from the paid parking spaces.

V. NOTICE OF PUBLIC HEARING

- A. The Director shall give notice of a public hearing before the Parking & Transportation Commission by mailing notice not later than 11th day before hearing date to:
 - (1) Applicant;
 - (2) Owner of real property located;
 - a. Within the proposed Parking Benefit District; and
 - b. Within 500 feet of the proposed Parking Benefit District;
 - c. A registered neighborhood organization whose declared boundaries are
 - 1. Within 1500 feet of the proposed Parking Benefit District; and
 - 2. Utility account addresses as shown in the City utility records on the date of filing of an application that are located:
 - i. Within proposed Parking Benefit District; and
 - ii. Within 500 feet of proposed Parking Benefit District.

- B. The Director shall give notice of a public hearing before the council by mailing notice not later than 16th days before date of the hearing to the:
- (1) Applicant;
 - (2) Owner of real property located:
 - a. Within the proposed Parking Benefit District; and
 - b. Within 500 feet of the proposed Parking Benefit District;
 - (3) A registered neighborhood organization whose declared boundaries are within 1500 feet of the proposed Parking Benefit District; and
 - (4) Utility account addresses located as shown in the City utility records on the date of the filing of the application that are located:
 - (a) Within the proposed Parking Benefit District; and
 - (b) Within 500 feet of the proposed Parking Benefit District.
- C. Notice provided under this section must generally describe the subject matter of the public hearing and identify the applicant and the boundaries of the proposed Parking Benefit District, identify the body holding the public hearing and the date, time, and place of the public hearing and include the address and telephone number of the city office from which additional information may be obtained.

VI. PROCEDURES AND REQUIREMENTS FOR NOTICE.

- A. Mailed notice is effective on the date a letter is deposited in a depository of the U.S. Post Office, first class, postage paid, and addressed:
- (1) To an applicant, by mailing notice to the address shown on the application or on a written change of address form filed with the responsible director;
 - (2) To a notice owner of real property, by mailing notice to the owner
 - (3) Shown on the records of the county tax appraisal district;
 - (4) To a neighborhood organization, by mailing notice to the agent or officer of the organization at the mailing address specified in the City registration information.
 - (5) Notice by hand delivery may be substituted for notice by mail if the
 - (6) Addressee provides a receipt of delivery.
- B. When mailed notice to a notice owner is required, the Director shall prepare the list of notice owners.