

AGENDA**REGULAR CITY COUNCIL MEETING****MARCH 10, 2025****5:30 p.m.****CITY HALL COUNCIL CHAMBER****313 COURT STREET****&****LIVE STREAMED****https://www.thedalles.org/Live_Streaming**

To speak online, register with the City Clerk no later than noon the day of the council meeting. When registering include: your full name, city of residence, and the topic you will address.

Upon request, the City will make a good faith effort to provide an interpreter for the deaf or hard of hearing at regular meetings if given 48 hours' notice. To make a request, please contact the City Clerk and provide your full name, sign language preference, and any other relevant information. Contact the City Clerk at (541) 296-5481 ext. 1119 or amell@ci.the-dalles.or.us.

1. CALL TO ORDER
2. ROLL CALL OF COUNCIL
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF AGENDA
5. AUDIENCE PARTICIPATION

During this portion of the meeting, anyone may speak on any subject which does not later appear on the agenda. Up to three minutes per person will be allowed. Citizens are encouraged to ask questions with the understanding that the City can either answer the question tonight or refer that question to the appropriate staff member who will get back to you within a reasonable amount of time. If a response by the City is requested, the speaker will be referred to the City Manager for further action. The issue may appear on a future meeting agenda for City Council consideration.

6. CITY MANAGER REPORT
7. CITY COUNCIL REPORTS
8. CONSENT AGENDA

Items of a routine and non-controversial nature are placed on the Consent Agenda to allow the City Council to spend its time and energy on the important items and issues. Any Councilor may request an item be "pulled" from the Consent Agenda and be considered separately. Items pulled from the Consent Agenda will be placed on the Agenda at the end of the "Action Items" section.

CITY OF THE DALLES

"By working together, we will provide services that enhance the vitality of The Dalles."

- A. Approval of the February 24, 2025 Regular City Council Meeting Minutes
- B. Resolution No. 25-014 Authorizing a Request for Grant Funding Through the State Parks & Recreation Department
- C. Resolution No. 25-013 Authorizing a Request for Grant Funding Assistance Through the Oregon Transportation Growth Management (TGM) Program for Preparation of the Westside Area Renaissance Master Plan

9. CONTRACT REVIEW BOARD ACTIONS

- A. Contract No. 24-011 EPA Brownfield Assessment Consulting Services
- B. Authorization for SCADA System Upgrade Phase 1 Engineering Services Contract Amendment

10. ACTION ITEMS

- A. Resolution No. 25-011 Adopting the City of The Dalles 2025 Downtown Parking Management Strategy Action Plan

11. DISCUSSION ITEMS

- A. Computer Aided Dispatch and Police Records Management System Acquisition in Partnership with Wasco County

12. EXECUTIVE SESSION

In accordance with ORS 192.660(2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

- A. Recess Open Session
- B. Reconvene Open Session
- C. Decision, if any

13. ADJOURNMENT

This meeting conducted VIA Zoom

Prepared by/ Amie Ell, City Clerk

CITY OF THE DALLES

"By working together, we will provide services that enhance the vitality of The Dalles."



AGENDA STAFF REPORT

AGENDA LOCATION: Item #9 A - C

MEETING DATE: March 10, 2025

TO: Honorable Mayor and City Council

FROM: Amie Ell, City Clerk

ISSUE: Approving items on the Consent Agenda and authorizing City staff to sign contract documents.

- A. **ITEM:** Approval of the February 24, 2025 Regular City Council meeting minutes.

BUDGET IMPLICATIONS: None.

SYNOPSIS: The minutes of the February 24, 2025 Regular City Council meeting have been prepared and are submitted for review and approval.

RECOMMENDATION: That City Council review and approve the minutes of the February 24, 2025 Regular City Council meeting minutes.

- B. **ITEM:** Resolution No. 25-014 Authorizing a Request for Grant Funding Through the State Parks & Recreation Department

BUDGET IMPLICATIONS: If approved, this grant would provide up to \$1 million for development of the Federal Street Plaza from Oregon Parks & Recreation Department. This requires a 40 percent local match (up to \$400,000). Columbia Gateway Urban Renewal Agency will contribute \$150,000 toward this match, with the remaining matching funds coming primarily or entirely from the City's Fund-18. The amounts noted are "not to exceed," since the final grant request may be less than \$1 million. The grant will be submitted by April 1, 2025.

SYNOPSIS: Oregon Parks & Recreation requires that grant applications be authorized by the governing body. Staff have prepared a resolution to that effect

for council consideration. North Wasco Parks and Recreation District supports the city's application. If approved, the grant would significantly reduce the general fund impact of Federal Street Plaza development.

RECOMMENDATION: Approve Resolution No. 25-014 Authorizing a Request for Grant Funding Through the State Parks & Recreation Department.

- C. **ITEM:** Resolution No. 25-013 Authorizing a Request for Grant Funding Assistance Through the Oregon Transportation Growth Management (TGM) Program for Preparation of the Westside Area Renaissance Master Plan

BUDGET IMPLICATIONS: City to provide the \$25,000 matching funds from Fund-18 for the \$200,000 grant.

SYNOPSIS: Funding request will be submitted to Oregon Department of Transportation. ODOT requires council resolution authorizing staff to submit funding application. If successful, grant application would enable the City to retain a contractor to work with planning staff in conducting the West Side Renaissance Master Plan.

This master plan will integrate land use and transportation planning across western The Dalles, an historically under-served area characterized by older residential, commercial, industrial and institutional structures; sub-standard housing; inadequate infrastructure; scarce greenspaces; few sidewalks and poor wayfinding. Goals are to reduce barriers to a broad range of housing types and prices; identify in-fill strategies; increase accessibility through pedestrian and bicycling corridors, public transit and safe routes to school; plan for educational, recreational, child care, and climate resiliency initiatives; and improve connectivity among neighborhoods, shopping and public facilities. This master plan is a strategic step toward public investments.

TGM application in 2024 was unsuccessful because of limited state funding; ODOT staff have encouraged the city to re-submit this application in 2025. TGM program is managed jointly by ODOT and DLCD.

RECOMMENDATION: Approve Resolution No. 25-013 Authorizing a Request for Grant Funding Assistance Through the Oregon Transportation Growth Management (TGM) Program for Preparation of the Westside Area Renaissance Master Plan.

MINUTES

CITY COUNCIL MEETING
COUNCIL CHAMBER, CITY HALL
FEBRUARY 24, 2025
5:30 p.m.

VIA ZOOM/ IN PERSON

PRESIDING: Mayor Richard Mays

COUNCIL PRESENT: Tim McGlothlin, Rod Runyon, Scott Randall, Dan Richardson

COUNCIL ABSENT: Ben Wring

STAFF PRESENT: City Manager Matthew Klebes, City Attorney Jonathan Kara, City Clerk Amie Ell, Public Works Director Dave Anderson, Police Chief Tom Worthy, Finance Director Angie Wilson, Community Development Director Joshua Chandler, Interim Deputy Public Works Director Dale McCabe, Airport Manager Jeff Renard

CALL TO ORDER

The meeting was called to order by Mayor Mays at 5:30 p.m.

ROLL CALL OF COUNCIL

Roll Call was conducted by City Clerk Ell. McGlothlin, Runyon, Randall, Richardson present. Wring absent.

PLEDGE OF ALLEGIANCE

Mayor Mays asked Councilor Richardson to lead the Pledge of Allegiance. Councilor Richardson invited the audience to join in the Pledge of Allegiance.

APPROVAL OF AGENDA

Mayor Mays said item #12A would be moved to be after item #9A, all subsequent numbering of agenda items would be adjusted.

It was moved by Richardson and seconded by Randall to approve the agenda as amended. The motion carried 4 to 0, Richardson, Randall, McGlothlin, Runyon voting in favor; none opposed; Wring absent.

PRESENTATIONS PROCLAMATIONS

Presentation of the 2024 Employee Recognition Awards

Mayor Mays presented employee recognition awards to Vince Cobb, Tyler Caldwell, and Cori Clark.

AUDIENCE PARTICIPATION

There was none.

CITY MANAGER REPORT

City Manager Matthew Klebes reported;

- Dale McCabe was introduced as the new Public Works Director with an official start date of March 3, 2025
- Attended Urban Renewal Agency (UR) meeting
- Attended Airport Board meeting
- Met with the Mayor
- Met with Councilor Wring
- Worked with staff on upcoming budget
- Participated in the Federal Street Plaza open house
- The tourism promotional services contract had been posted with a closing date of March 25th
- Was in the process of reviewing funding request applications with the Finance Director

CITY COUNCIL REPORTS

Councilor Runyon reported;

- Several contacts from citizens

Councilor Richardson reported;

- The Federal Street Plaza open house had been well attended, he estimated more than 65 people
- Attended UR meeting where staff had been directed to negotiate with the fermentation hub partners for the Tony's building site

MINUTES

City Council Meeting

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Councilor Randall reported;

- Nothing to report

Councilor McGlothlin reported;

- Attended airport board meeting
- Attended UR board meeting
- Met with constituents regarding animal ordinance

Mayor Mays reported;

- Attended Fort Dalles Museum board meeting
- Participated with Councilor Wring in KODL radio interview
- Met with new executive director of The Dalles Art Center, Ellen Woods-Potter
- Met with Councilor Wring about performance evaluation process and asked if another councilor would like to be a part of a work group to review and update the process.
 - Councilor Randall agreed to participate in a review with Councilor Wring.
- Recognized Dave Anderson's retirement and his final City Council meeting as the Public Works Director.

CONSENT AGENDA

It was moved by Randall and seconded by McGlothlin to approve the Consent Agenda as presented. The motion carried 4 to 0, Randall, McGlothlin, Richardson, Runyon voting in favor; none opposed; Wring absent.

Items approved on the consent agenda were: 1) The minutes of the February 10, 2025 Regular City Council Meeting; 2) Resolution No. 25-012 Concurring with The Mayor's Appointment to the Beautification and Tree Committee

DISCUSSION ITEMS

Discussion on proposed amendments to TDMC Chapter 5.16 (Animals)

Matthew Klebes City Manager introduced the staff report.

Jonathan Kara introduced Nikki Lesich Code Enforcement Officer and Jake Baker Animal Control Officer and completed the review of the staff report.

Runyon asked what other communities were used as comparisons.

Kara highlighted ordinances of other cities including;

Pendleton:

- Banned swine entirely—no pigs allowed anywhere in the city.
- Defined livestock similarly to The Dalles.
- Did not appear to have a permit system or specific prohibitions beyond definitions.

Madras:

- Banned exotic, wild, and dangerous animals.
- Allowed only specific animals, including: cats, dogs, fish in tanks, non-poisonous reptiles, gerbils, hamsters, mice, squirrels, chipmunks, ferrets, amphibians under one foot long.
- Livestock, defined as cattle, sheep, horses, goats, swine (all pig species), mules, and fur-bearing animals raised in pens, cages, or hutches.

La Grande:

- Banned swine, peacocks, guinea hens, and roosters.
- Restrictions depended on zoning districts:
- Residential zones allowed up to six rabbits, ducks, or chickens (no roosters) per single-family dwelling.
- The lot had to be at least 10,000 square feet, with an adequately enclosed coop and a 20-foot setback.
- Livestock was prohibited in multi-family housing.
- Seasonal exceptions existed for 4-H and youth activities.
- Rural residential zones allowed animals based on available pasture space:
 - 10,000 sq. ft. per horse, cow, mule, or burro.
 - 5,000 sq. ft. per goat, sheep, or llama.
 - 500 sq. ft. per poultry or rabbit.

McMinnville:

- Allowed one horse or cow per half-acre (21,780 sq. ft.) over the minimum lot size.
- Allowed two sheep, goats, or similar livestock per half-acre over the minimum lot size.
- Did not allow chickens or rabbits on lots smaller than 5,000 sq. ft.
- Banned all animals except: dogs, cats, gerbils, hamsters, non-carnivorous fish, non-venomous reptiles, and domestic rabbits, one Vietnamese pot-bellied pig per residence, domestic fowl or birds (no roosters or peacocks allowed).

Gresham:

- The "Gresham Chicken Code" allowed three chickens with a permit.
 - The lot had to have a single-family dwelling where the owner resided.

Prineville:

- One chicken, fowl, or rabbit per 1,000 sq. ft.
- One horse or cow per 20,000 sq. ft.
- One llama, ostrich, or emu per 10,000 sq. ft.
- One sheep or goat per 5,000 sq. ft.

- Banned all other livestock, including horses, mules, cattle, sheep, swine, goats, llamas, and poultry (including turkeys).

Kara said these ordinances along with the Leagues of Oregon Cities (LOC) model animal ordinance had been incorporated in the proposed changes.

Runyon noted LaGrande and Prineville were the more comparable communities to The Dalles from that list.

Richardson asked Officer Baker if the ordinance's requirement of four escapes in 12 months for a public nuisance designation was reasonable and enforceable or if it should be reconsidered.

Baker shared an incident involving a 1,000-pound pig that repeatedly left its property to eat apples at a neighbor's house. Due to the pig's size, he was unable to transport it and had to herd it back, uncertain of its owner. He noted that larger animals, anything bigger than a goat, are difficult to manage and transport. While catch poles work for smaller animals, they are ineffective for larger ones. Regarding the ordinance, he stated that a threshold of two to four escapes would be appropriate, with four being reasonable.

Runyon asked what the reason was for changing the permit to have an annual fee and if the other researched communities had one.

Kara explained a one-time \$25 fee initially made sense when the City's role was limited to processing payments and maintaining a simple spreadsheet of permit holders. However, under the proposed ordinance, more administrative oversight would be required, including the police chief's authority to revoke permits and opportunities for follow-up. He clarified the ordinance did not propose a fee; instead, the City Council would determine it through the fee schedule. He noted that nearly all communities with an annual permit also required an annual fee.

Klebes explained that the previous one-time permit system, which required a \$25 fee for an animal's lifetime, led to outdated and inaccurate records. Since the City was never notified when an animal died or was removed, an annual process was identified to allow for updates and permit reviews. However, he noted that this approach remained open for Council discussion.

Runyon questioned whether annual reviews were necessary or if a longer review cycle, such as every two to four years, would be more appropriate, considering staff workload. He said if the City was only collecting money without providing services, it would not be fair.

Kara said while annual fees were common, they weren't required. He said renewing permits every three or five years could be explored. If the ordinance remained as drafted, the City would

not simply be collecting fees but managing involved processes across multiple departments. The roles of the police chief, planning, animal control, code enforcement, and legal staff justified the fee to cover administrative costs.

Runyon emphasized The Dalles' agricultural roots and expressed concern about major ordinance changes affecting longtime animal owners. He said the impact of restricting animal replacements, could cause potential hardships.

Mayor Mays asked why alpacas had not been included and how many of the cities prohibited horses and goats.

Kara said exceptions such as alpacas, would be handled case by case by the police chief, who had discretion under the ordinance and that grievances could be appealed to the municipal judge. He said in La Grande, horses and goats were only allowed in specific rural residential zones and prohibited elsewhere. McMinnville permitted them on parcels at least half an acre. Gresham banned them, and Prineville allowed one horse per 20,000 square feet and one goat per 5,000 square feet. Pendleton only banned swine and Madras allowed goats and horses.

Mayor Mays said a resident had sent a letter to the City asking if current livestock owners would be required to remove their animals or if exceptions would be made for existing permit holders.

Kara said current livestock owners would not be required to remove their animals as long as they had obtained a permit before the deadline set by the Council.

Mayor Mays asked if anyone in the audience wanted to speak on the topic.

Kyle Van Cleave, resident of The Dalles asked why Hood River was not included in the comparable city analysis.

Kara said Hood River had an intergovernmental agreement with the County for animal control, meaning County laws applied within city limits and the City had no animal control regulations of its own. This arrangement was rare in Oregon. He spoke with Hood River's city attorney about their challenges, primarily related to dogs, and noted that Hood River had not yet explored changes to its current system.

Debbie Richelderfer, resident of The Dalles, addressed council on the subject. She highlighted;

- Exempting or grandfathering RR1 properties in city limits from new livestock regulations
- Existing regulations since 1996 had worked without issue
- Administrative burden and budget impacts on police and code enforcement
- Livestock's role in teaching responsibility and preserving the community's rural character

- Opposition to a one-size-fits-all approach and concerns about space requirements for different animals

Julie Krueger, resident of The Dalles addressed council on the subject. She highlighted;

- Appreciation for staff sending out the notice and maintaining the permit system
- She had 13 years of experience keeping chickens without nuisance complaints.
- It was important to keep multiple chickens due to their social nature
- Her chickens had ample space, a well-maintained coop, a run, and garden access.
- Believed the current ordinance was effective for small animals like chickens and ducks
- Belief that rooster restrictions had reduced noise complaints
- Chickens' benefits, including insect control and minimal noise
- Opposition to additional limits, as nuisance issues were already addressed through complaints
- Concern that new administrative rules for poultry would be unnecessary
- The proposed ordinance would have limited the number allowed based on lot size, restricting sustainable egg production. She had six chickens, but only two still laid eggs. She planned to get three more to maintain egg production, increasing her total to nine.

Chuck Covert, resident of The Dalles addressed council on the subject. He highlighted;

- Lived in The Dalles since 1989 on an 11-acre property within city limits.
- Kept two horses for over 20 years; neighbors and children often visited and enjoyed them.
- Opposed prohibiting horses in city limits and asked for reconsideration.
- Had built a barn with four stalls, a feed room, a tack room, and fenced the entire property to accommodate horses.
- Supported a requirement of at least half an acre per horse to ensure adequate space.
- Noted that the proposed 10-foot setback rule could require property owners to install double fencing, depending on neighbor agreements.
- Stated that, unlike goats, horses were easy to contain if properly fenced and fed.
- He asked how many issues the City had with large animals and if any animal applications had been revoked.

Kara said the City's permit tracker was outdated and inaccurate, with some listings dating back to the 1990s. He explained that permits did not require renewal, meaning the data was only accurate at the time of issuance. He suggested implementing a renewal process every three to five years to maintain accuracy and offered to send out the tracker for review.

Lesich said within the last six months, there was a request to keep a horse in a backyard within a residential area near the center of town. The space was insufficient, and neighbors complained. This was the most recent example of a permit denial that she was aware of.

Kara explained that under the current code, a permit can only be revoked if over 50% of the owners and residents of abutting properties sign and file a petition with the City Clerk requesting revocation. Alternatively, a permit may be revoked if the animal is being kept in a way that creates a public nuisance or disrupts neighbors' enjoyment of their property.

Caleb Wageman, resident of The Dalles addressed council over Zoom on the subject. He highlighted;

- Ordinance would push the city toward urbanization, resembling Gresham rather than maintaining its small-town identity.
- He owned chickens, goats, ducks, a goose, and turkeys and he worried about restrictions on replacing animals over time.
- Emphasized value of raising animals for children and the financial challenge of moving outside city limits.
- Agreed with cleanliness and nuisance provisions but felt enforcement should focus on issues like loose dogs.
- Criticized the classification of rabbits as livestock, requiring permits, while larger animals like potbelly pigs were allowed.

Jesse Trosper, resident of The Dalles addressed council on the subject. He highlighted;

- Raised both egg-laying and meat chickens.
- Noted meat birds are typically raised for only 6–8 weeks, or up to 12 weeks for certain breeds.
- Expressed concern that the proposed ordinance would limit the number of chickens he could raise, making it difficult to produce enough meat for personal use.

Stephanie Van Cleave resident of The Dalles addressed council on the subject. She highlighted;

- Owns goats and chickens but was unaware they required permits until receiving a letter addressed to the deceased previous owner.
- Purchased property as an advertised horse property near Dry Hollow, close to cherry orchards and the city limit line.
- Noted children from Dry Hollow often stop to interact with her animals.
- Expressed concern the new ordinance would prevent her from replacing livestock if they die and would impact her ability to sell her property as a horse property.
- Stressed that her property, an acre on a hill, relies on goats for vegetation management.
- Agreed with the need for some restrictions but advocated for exemptions for certain properties near the city limit.

Klebes expressed appreciation for the civility and productivity of the discussion, noting that civil discourse was often lacking in institutions across the country. He emphasized that the intent of

the ordinance discussion was to gather community feedback to help inform the City Council's decisions. He acknowledged that the ordinance originated for various reasons, as outlined in the staff report, and reiterated the importance of community input in shaping local regulations. He thanked everyone for their participation and the respectful tone of the conversation.

McGlothlin stated that the City Council's purpose was to review and consider public input before making decisions in the best interest of the community. He emphasized the importance of ensuring the City's safety, noting that not everyone follows the law or acts as responsibly as many of the residents present. He explained that rules and regulations are typically created to address those who do not act responsibly, citing an example of a 1,000-pound pig escaping multiple times as an unreasonable situation that regulations should prevent. He assured the audience that the Council would carefully consider their persuasive comments and work to address as many concerns as reasonably expected. He added that the Council did not wish to overregulate or become like Gresham but remained committed to preserving The Dalles' character.

Runyon shared that he grew up in The Dalles, spending time at his grandfather's house, where he helped with a chicken coop. He emphasized the valuable lessons learned from those interactions and questioned the need for major ordinance changes when there had been few complaints over the years. He supported minor adjustments for administrative costs if necessary but argued against unnecessary regulations.

Richardson thanked the speakers and staff, emphasizing the importance of reviewing ordinances to ensure necessary updates. While he agreed unnecessary changes should be avoided, he noted past issues with unexamined STRs and water rates. He asked the code enforcement and animal control officers for a rough estimate of the percentage of calls related to large animals compared to chickens and dogs.

Baker said there was a very low percentage of calls related to chickens or large animals, the majority of calls were for dogs.

Lesich said most chicken-related issues involve noise from roosters, while summer complaints often relate to odor and chickens damaging gardens.

Richardson said he had raised chickens for ten years and questioned the necessity of an annual permit. While acknowledging the need for strong responses to nuisance animals—especially dogs—he noted that chickens were rarely a problem. He suggested considering exceptions for larger parcels on the city's edge that back up to state or county land, as they may warrant different regulations than smaller neighborhood lots.

Randall noted that several councilors had experience raising livestock and could relate to the community's concerns. He emphasized that while the ordinances might need some review or

refinement, no drastic changes were necessarily required.

Runyon asked if The Dalles required dog licensing, noting that it had been a while since it was in place. He also noted chicken flock sizes naturally fluctuate over time due to attrition and reproduction. He expressed concern about enforcing strict limits, as numbers can change unpredictably.

Klebes said that in the process of reviewing the animal ordinance staff had identified various concerns related to both livestock and dogs. Staff thought it would be prudent to structure the ordinance update in a two-step process to allow for thorough discussion and refinement based on community feedback and Council input.

Mayor Mays noted that the ordinance update stemmed from the City Council's goal-setting session in November and was brought forward by staff based on perceived concerns. He acknowledged potential changes to the proposal and mentioned that dog-related regulations would be addressed separately. He also questioned whether complaints about chickens came from long-term or newer residents, suggesting that buyers should be aware of their surroundings when purchasing property.

Richardson said that nuisances required clear limits and guidance, regardless of how long a resident had lived in the area. He noted that while rural settings might have different expectations, most neighborhoods should have reasonable standards for addressing nuisances.

Mayor Mays acknowledged the expectation of reasonable standards but also emphasized that homebuyers should be aware of their surroundings before purchasing property.

Lesich noted that while some homeowners may not initially be bothered by nearby chickens, issues can arise if the animals are not properly managed. Poor manure handling or feed storage can lead to problems like mice infestations, which may affect neighbors regardless of how long they have lived there.

Klebes read two comments from Councilor Wring. The first concerned non-conforming animals, noting the proposed amendment could unintentionally limit owners' ability to renew licenses or replace grandfathered animals after their death or removal. The second addressed the livestock permit appeal process, suggesting animals should be allowed to remain in place during an appeal unless they pose a significant risk to public health, safety, or property.

Mayor Mays said staff needed feedback and direction on how to proceed with the proposal. He noted there seemed to be consensus among the Council that the proposal should be less far-reaching and asked for input on which elements should remain and which should be removed.

Council discussed and gave direction for the 10 proposed items. These were;

- Council agreed with the municipal judge who had reviewed an advanced copy of the ordinance and recommended changing Part B, number one, to reduce the allowable time from 15 minutes to 10 minutes in any 30-minute period for continuous annoyance.
- Remove pot-bellied pigs from the household pet category and classifying them as livestock, which would require a permit.
- Goats, horses, donkeys, mules and other similar animals that were proposed to be prohibited animals should instead be included in the livestock category. The definition should be clarified to distinguish livestock from smaller animals such as chickens, ducks, and rabbits.
- Council clarified that non-conforming permits should allow for the replacement of animals. For example, if a permitted pony must be removed, the owner could replace it with another pony.
- Council directed staff to include a tiered approach to livestock limits based on animal size. For smaller livestock a maximum number should be established. For larger livestock, such as horses, a specific acreage requirement per animal should be included.
- Council agreed the Planning Department should review matters related to land use, particularly regarding livestock regulations. Additionally, there was no objection to requiring applicants to commit to keeping the designated area open for inspection at reasonable times by the animal control officer.
- Shift the issuing of permits from the City Clerk's Office to the Police Department, ensuring the department is prepared for this change and in coordination with the Finance department for the collection permit fees.
- Allow the Animal Control Officer or Police Chief to exercise case-by-case discretion regarding repeat violations
- Set the maximum fine at \$1,250

Kara said the ordinance update was not as significant a lift as it might seem, given that staff had been working on it alongside the dog control ordinance for the past year. He noted many discussions and meetings had addressed both topics simultaneously. He said that when Council reviewed the upcoming dog control ordinance, they would see alignment in provisions, such as the continuous annoyance regulations, to ensure consistency across enforcement measures. This approach was intended to provide clarity and confidence for the Animal Control Officer and Code Enforcement Officers in applying regulations.

Mayor Mays recess council for a break at 7:42 p.m.

Reconvened at 7:50 p.m.

CONTRACT REVIEW BOARD ACTIONS

Award of East 9th Street Rock Drill Contract No. 2025-001

Dale McCabe Interim Deputy Public Works Director reviewed the staff report.

Richardson asked if he believed using a heavy-duty rock hammer would have impacts on multiple houses or properties

McCabe said the impact was not widespread, as the affected house was located on the corner, adjacent to the sewer trench. He explained that the sanitary sewer had to be realigned, requiring coordination with Zayo over the past year to relocate their fiber line. The sewer line had run adjacent to the property but was eventually moving away. He noted that the sanitary sewer was being installed along East Ninth Street in the gravel portion where a new water line had been placed a few years ago, while the storm system was extending closer to Heck Park. The primary concern was the one house, which was constructed of stacked rock with mortar filling the joints.

Richardson questioned whether there would be a significant price difference between spending the proposed amount to prevent a problem and setting aside a smaller amount, such as \$100,000, for potential repairs or fixes.

McCabe explained that there was a significant amount of rock throughout the trench areas, requiring rock hammering for the entire project. He stated that using a rock drill for pre-drilling was expected to speed up the process rather than spending extended periods breaking through rock. He noted that the type of rock encountered would impact the difficulty, mentioning that blue basalt, one of the hardest rocks in the area, often turned to dust rather than fracturing under repeated hammering. In such cases, a rock drill contractor would need to be brought in. He emphasized that the pre-drilling approach served multiple purposes in the project.

It was moved by Randall and seconded by Runyon to authorize the City Manager to enter into contract with McCallum Rock Drilling for the East 9th Street Rock Drill, Contract No. 2025-001, in an amount not to exceed \$192,710.00. The motion carried 4 to 0, Randall, Runyon, Richardson, McGlothlin voting in favor; none opposed; Wring absent.

ACTION ITEMS

Resolution No. 25-011, Adopting the City of The Dalles 2025 Downtown Parking Management Strategy Action Plan

Mayor Mays noted Councilor Wring was unable to attend the meeting and had requested the downtown parking management strategy action plan be postponed for two weeks until the next

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City Council meeting. Wring had contacted both the City Manager and the Mayor, expressing concerns about two aspects of the study. First, he intended to propose a reduction in the amount of off-street parking outlined in the study. Second, he wanted to remove Lot ID 64, the City-owned parking lot on Fifth Street near the State Office Building, due to its location relative to the rest of downtown. Mayor Mays stated that he did not have an issue with the. He confirmed that there was no urgency to the matter.

Joshua Chandler Community Development Director introduced Owen Ronchelli and Pete Collins of Rick Williams Consulting and reviewed the staff report.

Mayor Mays asked the consultants who would be best suited to address Councilor Wring's concern. He stated that, if he understood correctly, Councilor Wring was concerned that 88% of the approximately 1,200 parking spaces identified in the study were on private property and therefore not truly available for public parking.

Chandler explained the advisory committee had established a strategy to account for the entire inventory of the downtown parking system, including both on-street and off-street parking. He said while only 12% of the parking lots were City-owned and Urban Renewal Agency owned, private parking lots remained an untapped resource for overflow parking as development increased. He said private property owners could choose to charge for parking, and excluding off-street parking from the study would not provide a complete picture of the parking system. Regarding Lot 64, he clarified that it was the Department of Health Services lot, which had been requested for removal from the study. He said the lot was a valuable parking resource, particularly on Saturdays during the Saturday Market, and included 65 spaces. While it was not centrally located to businesses on Second and Third Streets, it remained an important component of the downtown parking system.

Mayor Mays noted that approximately 200 on-street parking spaces were occupied for more than five hours. He recalled raising this concern in October and that many of these spaces were being used by business employees. He observed that this was a common issue in many cities unless regulated through measures such as chalking tires or parking meters.

Chandler stated that 98-99% of the downtown parking system was unregulated, with no timed parking restrictions except for ADA spaces and a few reserved spots at the courthouse.

Mays agreed the parking lot on Fifth Street was only two blocks from downtown and did not see its location as a significant issue.

Richardson noted that the lot was five blocks from the proposed Federal Street Plaza and asked if removing the requested parking spaces from the calculation would significantly change their

recommendations for the downtown parking plan.

Chandler responded that removing a single lot might not have a significant impact, but eliminating 88% of off-street parking could create more urgency in adopting some recommendations. On-street parking appeared adequate, so striking those spaces might not greatly affect implementation. It would be a substantial shift from the past nine months of data collection and documentation but did not believe it would be too detrimental.

Ronchelli said the plan considered the entire downtown, integrating both public and private off-street parking. He said removing private off-street parking from the management plan would be short-sighted, as it plays a crucial role in balancing the system. Efficiently utilizing existing parking reduces the need for additional surface lots, which can detract from the pedestrian environment. Prioritizing existing parking allowed for better land use, more active spaces, and supports businesses. He stressed the importance of shared use in the strategy.

Collins said private off-street parking had served as a release valve for the system. While not an immediate solution, it provided flexibility in managing on-street parking demand. Without it, the City might have needed to implement other strategies more quickly and rely more heavily on public parking. Maintaining private off-street parking as part of the plan had offered a valuable backup option.

Runyon said while the cover of the city parking lot plan featured the county courthouse, it seemed more appropriate for City Hall to be depicted instead. He expressed approval of the change from "central business zone boundary" to "downtown parking management district." He found the term "accessory and non-accessory parking access" in the first paragraph of the action statement unclear. He wondered whether it meant that new parking built should not impose unintended restrictions on the operation or use of that parking.

Ronchelli explained that parking requirements were often tied to the type and size of development. For example, a hardware store might have been required to provide 2.5 parking spaces per 1,000 square feet, resulting in a requirement of 60 stalls for a 2,000-square-foot store. In this context, those parking spaces were considered "accessory" to the use of the property. He clarified that the goal of relaxing the accessory designation for parking was to allow shared use. Many communities had city codes that prevented shared use of parking spaces, but the intention was to enable businesses, like the hardware store, to share parking with nearby developments, such as leasing extra spaces to neighboring apartments.

Runyon asked whether private landowners with parking areas were currently allowed to charge for parking, and if there were any rules or regulations preventing them from doing so.

Chandler said it was not regulated by the City, as long as landowners still meet the minimum parking requirements on their property. If they are providing the required amount of parking, there wouldn't be an issue with them charging for it.

Runyon suggested clarifying that private landowners can charge for parking, but only if certain requirements are met. He expressed support for parking fees, which he appreciated when visiting other communities, as they provide a clearer visual of available parking spaces. He said parking durations in downtown were generally not excessive, suggesting 2- or 3-hour parking limits in high-density areas to ensure turnover. He emphasized the importance of signage, recommending more directional signs to public parking lots and a public relations effort to encourage businesses to direct employees to park in public lots, freeing up prime spaces for customers.

Mays said encouraging employees to park in public lots could be effective, but it required consistent reinforcement by employers. While it worked initially, the impact tended to fade over time unless employers continued to actively remind employees.

Runyon suggested Main Street and Chamber of Commerce could help encourage employees to park in public lots. He raised a concern about enforcement, questioning whether the City would need to hire an additional traffic employee to handle parking regulations. This would involve additional costs. He expressed strong support for improving lighting in public parking lots, emphasizing that he would be willing to allocate funds for this cause.

Chandler agreed that improved lighting in back lots was necessary for safety and usage. He noted that during an advisory committee discussion, concerns were raised about the dim lighting, which discouraged people from using those spaces. Better lighting would help promote their use.

Klebes explained the goal was to take a holistic approach to managing downtown parking, including both public and private spaces. Strategies like signage and lighting would be implemented as the downtown area evolves. Staff would continuously assess what's most effective, with input from the City Council as needed.

Runyon suggested that by immediately encouraging businesses to have their employees use public parking, a significant change could occur quickly.

Chandler emphasized the importance of both code enforcement and the City acting as ambassadors for parking. He said using communication tools, such as website updates, pamphlets, and encouraging business owners to distribute materials to employees. He believed that these efforts would help increase parking utilization downtown and provide opportunities for further improvements.

MINUTES

City Council Meeting

February 24, 2025

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The Council agreed to wait for Councilor Wring and asked Chandler to bring the item back to the next council meeting.

Resolution No 25-010 Authorizing the City Manager to Execute a Joint Grant Management Agreement with Klickitat County on Behalf of the City of The Dalles

Matthew Klebes City Manager reviewed the staff report.

Richardson asked if they needed to be mindful that this was a federal would there be significant risk to the City if the federal government did not honor the reimbursement agreement, and if it was a reimbursement grant.

Klebes said he had been in touch with a contact at the EDA, who recommended continuing to move forward with the grant despite potential federal changes. He emphasized the importance of staying on track to meet the upcoming construction season, as delays could lead to cost escalations. The grant was reimbursement-based and managed largely by Klickitat County, while the City oversaw airport operations. Klickitat County had put the civil component out to bid but had not yet bid the hangar construction. They intended to delay awarding the hangar contract until the full scope and cost were known. While acknowledging concerns about potential federal changes, he reassured that a contract was in place for the funds. His EDA contact advised staying the course.

Richardson urged fellow councilors to be mindful of the risk involved, emphasizing that while the magnitude was clear at \$2.5 million, the likelihood of the risk remained uncertain.

Klebes noted the unique challenges of an Oregon airport located in Washington, stating that any impacts would be shared by both Klickitat County and the City of The Dalles. He said the City would utilize its resources to engage representatives and legislators from both states if such a situation arose.

It was moved by Runyon and seconded by McGlothlin to adopt Resolution No. 25-010, as presented. The motion carried 3 to 1, Runyon, McGlothlin, Randall voting in favor; Richardson opposed; Wring absent.

City Loan for Connect Oregon Grant Match Funds for T-Hangars

Jeff Renard Columbia Gorge Regional Airport Manager reviewed the staff report.

Klebes said a distinction for this item from the previous one was that Connect Oregon was a state grant not federal.

Renard confirmed there were no federal funds associated with the Connect Oregon grant.

Klebes asked how quickly Renard anticipated the 20 T hangar units would be leased.

Renard said there were currently 18 people on the waiting list, with additional interest from outside the area. Two vacancies expected to be filled as early as the first of the month. He estimated that all units would be fully occupied within 12 months. He said there was high demand for hangar space in the Northwest, noting that while hangars are available in the Midwest, they are difficult to find locally, with most people on waiting lists.

It was moved by McGlothlin and seconded by Richardson to direct the City Manager to execute the loan with the Columbia Gorge Regional Airport in the amount of \$360,000 for the balance of the match funds required for the Connect Oregon Grant CO9-006. The motion carried 4 to 0, McGlothlin, Richardson, Randall, Runyon voting in favor; none opposed; Wring absent.

EXECUTIVE SESSION

In accordance with ORS 192.660(2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

Mayor Mays recessed Open Session at 8:40 p.m.

Mayor Mays reconvene Open Session at 9:33 p.m.

It was moved by Runyon and seconded by McGlothlin to authorize the City Attorney to file an enforcement action in Wasco County circuit court against the operator of the transient lodging facility at 414 Jefferson Street for alleged violation of The Dalles Municipal Code chapters 8.02 and 8.04. The motion carried 4 to 0, Runyon, McGlothlin, Richardson, Randall voting in favor; none opposed; Wring absent.

ADJOURNMENT

Being no further business, the meeting adjourned at 9:35 p.m.

Submitted by/
Amie Ell, City Clerk

SIGNED:

Richard A. Mays, Mayor

ATTEST:

Amie Ell, City Clerk

DRAFT

RESOLUTION NO. 25-014

A RESOLUTION AUTHORIZING A REQUEST FOR GRANT FUNDING THROUGH THE STATE PARKS & RECREATION DEPARTMENT

WHEREAS, the City owns and maintains perpetual site control over Federal Street public right-of-way, including that one-block segment of Federal Street between East 1st Street and East 2nd Streets;

WHEREAS, the City intends to dedicate the above-described segment of Federal Street for a period of not less than 25 years as the Federal Street Plaza greenspace (**Plaza**);

WHEREAS, the Plaza is anticipated to be closed to motorized traffic except in the event of emergency access and to occasionally support Plaza-related activities and is slated to be a public outdoor space including picnic facilities, tree plantings, a water feature, information kiosk, a Gorge Bike Hub, landscaping, and seating;

WHEREAS, the Plaza supports the State of Oregon's efforts in restoring the Historic Columbia River Highway as a cyclist route terminating in The Dalles by providing a bike hub for local and regional cyclists;

WHEREAS, the Plaza is being designed to incorporate principles of sustainability, enhance accessibility to the general public, honor the historical and cultural integrity of Historic Downtown The Dalles, and comply with all state and federal regulations;

WHEREAS, the State Parks & Recreation Department (**OPRD**) provides grant funding assistance through the Local Government Grant Program, which describes eligible projects as including outdoor park and recreation facilities such as the Plaza, and subject to a forty (40%) matching requirement;

WHEREAS, the Columbia Gateway Urban Renewal Agency identified the Plaza in its 2024 Substantial Amendment to the Columbia Gateway Urban Renewal Plan, indicating its intent to help leverage necessary funding for this City project; and

WHEREAS, at its February 18, 2025, regular meeting, Columbia Gateway Urban Renewal Agency Board adopted Resolution No. 25-015, a resolution authorizing its contribution in an amount not to exceed \$150,000.00 in support of the City's matching requirement for OPRD's funding of the Plaza; and

WHEREAS, the City will budget local matching funds to fulfill its share of obligation related to this grant application should the grant funds be awarded; and

WHEREAS, the City of The Dalles will provide adequate funding for on-going operations and maintenance of this park and recreation facility should the grant funds be awarded,

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF THE DALLES
RESOLVES AS FOLLOWS:**

1. Staff Authorized. The City Council hereby authorizes City staff to request grant funding assistance in the amount of **\$1,000,000.00** from the State Parks & Recreation Department's Local Government Grant Program for purposes of developing the Federal Street Plaza greenspace.
2. Effective Date. This Resolution shall be effective upon adoption.

PASSED AND ADOPTED THIS 10TH DAY OF MARCH, 2025,

Voting Yes	Councilors:	_____
Voting No	Councilors:	_____
Abstaining	Councilors:	_____
Absent	Councilors:	_____

AND APPROVED BY THE MAYOR THIS 10TH DAY OF MARCH, 2025.

Richard A. Mays, Mayor

ATTEST:

Amie Ell, City Clerk

RESOLUTION NO. 25-013
A RESOLUTION AUTHORIZING A REQUEST FOR GRANT FUNDING
ASSISTANCE THROUGH THE OREGON TRANSPORTATION GROWTH
MANAGEMENT (TGM) PROGRAM FOR PREPARATION OF THE WESTSIDE
AREA RENAISSANCE MASTER PLAN

WHEREAS, the City of The Dalles has completed an Employment Buildable Lands Inventory and in 2025 anticipates completion of an Economic Opportunities Analysis, both of which are in compliance with Statewide Planning Goal 9 (Economic Development), and has adopted several reports in compliance with Statewide Planning Goal 10 (Housing) and Goal 12 (Transportation), with results that are critical to the continued success and development of the community; and

WHEREAS, in 2023 Mid-Columbia Economic Development District completed its Gorge Regional Transit Strategy in coordination with Oregon and Washington transportation departments and local service providers, which is designed to foster a regionally coordinated, integrated public transportation system; and

WHEREAS, Wasco County completed its Transit Development Plan (LINK Public Transit) in 2022, funded in part by a Transportation Growth Management grant, to evaluate service improvement alternatives over a 20-year plan horizon; and

WHEREAS, the Oregon Department of Transportation and the Department of Land Conservation and Development provide grant funding assistance through the Transportation and Growth Management Program; and

WHEREAS, the City of The Dalles is supportive of the principals of the Transportation Growth Management Program; and

WHEREAS, the City of The Dalles desires to participate in this program to the greatest extent possible as a means of implementing the 2023 Housing and Residential Land Needs Assessment and Buildable Lands Inventory, 2024 Housing Production Strategy, 2017 Transportation System Plan, Employment Buildable Lands Inventory completed in December 2024 and Economic Opportunities Analysis anticipated in 2025, while also serving as a responsible community partner in coordinating these efforts with the 2023 Gorge Regional Transit Strategy and 2022 Wasco County Transit Development Plan; and

WHEREAS, the City of The Dalles has available local resources to fulfill its share of obligations related to this request should it be awarded,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AS FOLLOWS:

Section 1: The City Council authorizes Staff to request grant funding assistance for preparation of the Westside Area Renaissance Master Plan through the Oregon Transportation Growth Management (TGM) Program to implement the Housing and Residential Land Needs Assessment and Buildable Lands Inventory, Housing Production Strategy, Transportation System Plan, and Economic Opportunities Analysis and Employment Buildable Lands Inventory, while also serving as a responsible community

partner in coordinating these efforts with the Gorge Regional Transit Strategy and Wasco County Transit Development Plan.

PASSED AND ADOPTED THIS 10TH DAY OF MARCH, 2025

Voting Yes, Councilors: _____
Voting No, Councilors: _____
Absent, Councilors: _____
Abstaining, Councilors: _____

AND APPROVED BY THE MAYOR THIS 10TH DAY OF MARCH, 2025

SIGNED:

ATTEST:

Richard Mays, Mayor

Amie Ell, City Clerk



AGENDA STAFF REPORT

AGENDA LOCATION: Item #9A

MEETING DATE: March 10, 2025

TO: Honorable Mayor and City Council

FROM: Dan Spatz
Economic Development Officer

ISSUE: Contract No. 24-011 EPA Brownfield Assessment Consulting Services

BACKGROUND: “Brownfields” are former commercial and industrial sites containing underground fuel tanks, Regulated Building Materials (RBMs) such as asbestos, and other hazardous substances. Assessment of these materials and mitigation through removal, encapsulation or other approved methods allows redevelopment.

In 2020 The City of The Dalles, Wasco County and Port of The Dalles (“Consortium”) were awarded a \$600,000 Community-Wide Assessment grant by the U.S. Environmental Protection Agency (EPA). This three-year grant, subsequently extended to a fourth year, enabled consortium partners to assess and conduct limited mitigation of multiple sites in Wasco County, primarily in The Dalles. Numerous sites were assessed for development, among them the Last Stop Saloon, Wasco County Annex (419 East Seventh St.), Model Laundry/Blue Building (205 Washington St.), NORCOR site (201 Webber St.), former auto dealership (200 Union St.), former bottling plant (800 East Second St.), GOBHI building (400-406 East Second St.), Chenoweth Middle School (3718 West 13th St.), Sigman’s Flowers (200 East Second St.), Wasco County maintenance yard (1915 West 10th Street), as well as locations in Mosier and Antelope. Technical assistance was conducted by Stantec Consulting Services Inc., a national environmental consulting firm with regional office in Portland.

Despite completion of these and other sites, many others could not be addressed within scope and remaining time of the Consortium grant, leading the City to prepare a new request for EPA funding. Scope would be limited to the City itself, since the option of a consortium application was no longer available. The City contracted with Stantec Consulting Services Inc. to prepare this subsequent EPA application early in 2024.

The new EPA application was successful, with Notice of Award issued in spring 2024. City staff prepared and submitted a work plan for EPA review through the summer of

2024, and EPA issued a contract to the City in December 2024. (In keeping with EPA requirements, Stantec did not assist staff in preparing the work plan, since Stantec helped with the grant application.) This four-year, \$500,000 grant extends through 2028. As was the case with the Consortium grant, certain technical aspects of the assessment program require the services of a Qualified Environmental Professional. These services, as described in the city's work plan, include assistance with sub-contractor oversight and reporting, community engagement, Phase I and Phase II Environmental Site Assessments, site-specific health and safety plans, RBM survey reports, cleanup and reuse planning, area-wide planning, and remedial action plans. Oversight and guidance are provided by a "Brownfield Advisory Committee" representing various community stakeholders. Also represented are Oregon Department of Environmental Quality and Business Oregon, both of which are able to provide fiscal and technical resources to assist with site remediation.

The project work plan identifies various priority sites for assessment:

Address	Size (acres)	Former Use	Contaminants of Concern
E Eastern Portion of Westside Target Area			
1. 1915 W. 10th	7.36	County Road Shops	Petroleum, Degreasing Solvents
2. 3718 W. 13th	16.3	Chenoweth Middle School	Asbestos and Lead-Based Paint
3. 816 Chenoweth Loop Road	1.73	Grocery Store (has been vacant for 10+ years)	Asbestos and Petroleum from nearby former gas station
4. 1252 W. 6th	2.49	Dry Cleaner	Tetrachloroethene
5. 1014 W. 6th	0.32	Retail Gas Station	Petroleum, Degreasing Solvents
W Western Portion of Westside Target Area			
1. 2400 River Road	35	Landfill and Aluminum Plant	Petroleum and Haz. Substances
2. 1206 W. 2nd	2.21	Truck Service and Repair	Petroleum, Degreasing Solvents
3. 215 Terminal Ave.	1.4	Petroleum Bulk Terminal	Petroleum
4. 1315 W. 2nd	2.66	Petroleum Bulk Terminal	Petroleum
5. 2812 W. 2nd	0.67	Retail Gas Station	Petroleum, Degreasing Solvents
Hi Historic Downtown District Target Area			
1. 308-310 E. 2nd	0.13	Men's Clothing Store	Asbestos and Lead-Based Paint
2. 421-423 E. 2nd	0.14	I.O.O.F. Lodge	Asbestos and Lead-Based Paint
3. 209 E. 2nd	0.16	Hotel	Asbestos and Lead-Based Paint
4. 200 E. 2nd	0.06	Hotel	Asbestos and Lead-Based Paint

This is not an exclusive list. Indeed, at least two sites have been identified since the work plan was submitted last summer and others are anticipated.

Receipt of the EPA contract in December 2024 allowed the City to issue a Request for Proposals on December 25, 2024. Proposal opening was February 4, 2025, at 2:00 p.m. By that time, the City received three proposals. Following proposal opening, staff and two community stakeholders (Wasco County and Port of The Dalles) reviewed the proposals for completeness and proposed cost of service. Reviewers scored each

proposal, with maximum score of 100 points per review. The proposals and cumulative scores (i.e., the totals from all three reviewers) were as follows:

<u>Name</u>	<u>Responsive</u>	<u>Proposed Total</u>	<u>Score</u>
Haley-Aldrich	Yes	\$436,008	260
Stantec	Yes	\$445,899	283
Terraphase	Yes	\$543,000	264

Reviewers agreed that any of the proposers would be fully capable of conducting the scope of work. The Terraphase proposed price exceeded the EPA grant. While Haley-Aldrich's proposed cost was lower than Stantec, the firm indicated its desire to conduct Phase I assessments concurrently (a minimum of two Phase I site visits within one day), conduct all Phase II assessments in one event, and with final fees negotiated prior to commencement of each task. Given the four-year grant timeline and the anticipated challenge of grouping multiple sites (meaning that some would likely be delayed), staff did not consider this a viable approach.

Stantec's proposal evidenced several strengths, including a robust community engagement plan and organizational structure that recognized EPA's program manager and Oregon DEQ staff. It should also be noted that Stantec's assigned project manager, Len Farr, is well-acquainted with the City and region as project manager in the Consortium grant and a separate EPA grant to Mid-Columbia Economic Development District. (For general awareness, two other EPA grants have also been awarded recently in our community: A \$500,000 clean-up grant to North Wasco County School District for Chenoweth Middle School, and \$19.9 million EPA Community Change grant to renovate Chenoweth Middle School as the Columbia Gorge Early Learning and Climate Resilience Center.) Given pending retirement of the City's Brownfield project manager as of March 31, 2025, this familiarity will assist in ensuring continuity as the new grant period begins.

Staff recommends awarding Contract No. 24-011 EPA Brownfield Assessment Consulting Services to Stantec Consulting Services Inc. in the amount of \$445,899.

BUDGET IMPLICATIONS: This project is funded by the EPA over four years. As a reimbursable grant, the City will maintain sufficient funding to cash flow individual work plan components. A recurring concern in general with Federal funding at this time is the risk of rescission, notwithstanding the federal contract awarded to the City in December. While staff, in consultation with the EPA program officer, have been assured that funds are secure, this will nevertheless be an issue staff will attempt to confirm as part of the Community Outreach Team visit to Washington, DC, the week of March 10.

COUNCIL ALTERNATIVES:

1. **Staff Recommendation:** *Authorize the City Manager to enter into contract with Stantec Consulting Services Inc. for EPA Brownfield Assessment Consulting Services, for Contract No. 24-011, in an amount not to exceed \$445,899.*
2. Request that staff provide additional information in response to questions raised by City Council.
3. Deny authorization to proceed with the contract.



AGENDA STAFF REPORT

AGENDA LOCATION: Item #9B

MEETING DATE: March 10, 2025

TO: Honorable Mayor and City Council

FROM: Dale McCabe, Public Works Director

ISSUE: Authorization for SCADA System Upgrade Phase 1 Engineering Services Contract Amendment

BACKGROUND: On February 12, 2024, City Council awarded a contract to Jacobs Engineering Group for engineering services related to the SCADA System Upgrade Phase 1 project at the Wicks Water Treatment Plant. At the time the contract was awarded, Council was informed that subsequent purchases for materials and electrician services would be competitively procured. Staff has obtained the bids for the procurement of SCADA materials and software for the project from regional suppliers and through Jacobs; Jacobs is a preferred customer for most of the materials and software needed and receives deep discounts on prices. A comparison of the purchase prices for the City to purchase directly from suppliers and purchasing through Jacobs is presented below.

	<u>City purchase</u>	<u>Jacobs purchase</u>
Total materials and software	\$322,146.16	\$295,156.00

The total cost to purchase the needed materials and software for the SCADA Phase 1 project is \$26,990.16 less than if the City purchases the items directly. An amendment to the contract with Jacobs is required to purchase the needed materials through them. The proposed contract amendment will be for \$295,156.00 which is 28.5% of the original contract price. The City's Local Contract Review Board Rules require City Council authorization of a contract amendment that is over 25% of the original contract price.

BUDGET ALLOCATION: The adopted FY2024-25 budget includes \$750,000 in Fund 53, the Water Reserve Fund, allocated for the SCADA System Upgrade Phase 1 project. To date, \$205,229.20 has been spent on the project. The proposed FY2025-26 budget will include \$1,200,000 to complete this multi-year project. The engineering services contract that was awarded to Jacobs was for \$1,035,691. This proposed contract amendment will add \$295,156 to the contract for a total contract price of \$1,330,847.

There are adequate funds available in the Water Reserve Fund for this proposed contract amendment.

COUNCIL ALTERNATIVES:

1. **Staff Recommendation:** *Move to authorize an amendment to the engineering services contract with Jacobs Engineering Group for the purchase of materials and software related to The Dalles SCADA System Upgrade Phase 1 Project in an amount not to exceed \$295,156, providing a total contract price of \$1,330,847.*
2. Deny authorization of a contract amendment with Jacobs Engineering Group for the SCADA System Upgrade Phase 1 project and provide additional direction to staff.



CITY of THE DALLES

313 COURT STREET
THE DALLES, OREGON 97058

(541) 296-5481
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AGENDA STAFF REPORT

AGENDA LOCATION: Item #10A

MEETING DATE: March 10, 2025

TO: Honorable Mayor and City Council

FROM: Joshua Chandler, Community Development Director

ISSUE: Adoption of Resolution No. 25-011, a Resolution Adopting the City of The Dalles 2025 Downtown Parking Management Strategy Action Plan

BACKGROUND:

At the regular City Council meeting on October 28, 2024, City Staff along with consultant Rick Williams Consulting (**RWC**) presented findings and held a discussion on a downtown parking assessment, which culminated in the creation of the 2025 Downtown Parking Management Strategy Action Plan (**Plan**). This study, which began in spring 2024, is the first comprehensive assessment of the downtown parking system since the 2005 evaluation conducted by David Evans and Associates, Inc. It was undertaken to analyze the current dynamics of our downtown parking system. This assessment was prompted by projects such as Wasco County administrative offices relocation to the former GOBHI building, the opening of the new Farm Stand grocery store, the Basalt Commons mixed-use development, and the redevelopment of the Tony's Building site. These changes highlighted the need for an updated parking strategy to support current and future growth while maintaining accessibility for residents, businesses, and visitors.

Process Overview

The City engaged RWC to conduct a thorough evaluation of downtown parking, including an inventory of on-street and off-street parking, data collection on usage patterns, and analysis to identify key trends and challenges. The assessment aimed to provide data-driven recommendations for improving parking management and ensuring that City policies align with evolving community needs. As part of this process, the City

also reviewed its parking codes and regulations to ensure they remain relevant and effective.

Community input played a vital role in shaping the assessment. A Parking Advisory Committee (PAC), composed of local business owners, employees, and downtown residents, participated in the study, meeting four times to provide guidance. Additionally, a public open house was held on September 30, 2024, to present preliminary findings and gather community feedback. This collaborative approach ensured that the assessment addressed diverse perspectives and contributed to informed planning for the City's future.

The study followed a structured process, beginning with the establishment of community priorities and guiding principles. A 'Parking 101' workshop was held to educate the PAC on industry best practices for municipal parking management. The consultant team then conducted a comprehensive parking inventory and data collection effort, tracking on-street and off-street utilization over a 10-hour period during both a weekday and a weekend in May 2024. The resulting data provided valuable insights into usage patterns and emerging trends, forming the basis for strategic recommendations.

Key reports produced from this analysis included:

- 2024 The Dalles Guiding Principles (June 2024) – Established foundational values and priorities for parking management (included as Appendix A within Attachment 1).
- 2024 The Dalles Data Summary Report (July 2024) – Provided an in-depth analysis of parking inventory, utilization, and key trends (included as Appendix B within Attachment 1).

Summary of Findings

The Data Summary Report cataloged 1,201 on-street parking stalls and 1,398 off-street stalls within the downtown area. Notably, 99% of the on-street parking is unregulated (i.e. no time restrictions), which is uncommon in many downtowns that prioritize visitor access. Overall, it was concluded the downtown area has an adequate supply of parking to meet current demands, with low usage levels for both on and off-street spaces. Where parking constraints arise, ample nearby parking is available within a reasonable walking distance.

Key findings show that the average duration of stay in unregulated on-street stalls is under 3 hours, suggesting that introducing 3-hour time limits could increase turnover without immediate need for time restrictions, given the current low occupancy. Additionally, 17% of on-street vehicles were parked for over 5 hours, indicating that downtown employees or residents may be using these on-street spaces. Given the underutilized off-street parking figures (801 empty stalls at peak hour), shifting these long-term parkers to off-street locations would help accommodate future growth.

Recommended Parking Management Strategies

Based on the insights from the Data Summary Report and the framework outlined in the Guiding Principles document, the Plan presents 15 strategies categorized into three groups: Administration and Code (AC), Parking Management (PM), and Communication and Outreach (CO). These strategies were finalized after thorough

engagement with the community and key stakeholders. AC strategies include policy and regulatory updates to enhance parking management and ensure alignment with broader City development goals; PM strategies include operational improvements aimed at optimizing parking efficiency and accessibility for all users; and CO strategies include initiatives to engage the public, educate stakeholders, and promote parking solutions that benefit the community. The final Plan includes a summary of each strategy, which details a recommended implementation timeframe (intermediate, short-term, mid-term, and long-term), relative cost, and relative effectiveness (least, moderate, effective, very, essential). A detailed chart of all 15 strategies is included below.

ID	Strategy	Implementation Timeframe				Relative Cost	Relative Effectiveness
		Immediate	Short-Term	Mid-Term	Long-Term		
AC-1	Continue & Formalize Parking Work Group Representation	◆	◆	◆	◆	\$	●●●●●
AC-2	Define and Formalize the Downtown Parking Management District (DPMD)	◆		◆	◆	\$	●●●●●
AC-3	Update Shared-Use Parking Code Guidelines	◆	◆			\$	●●●●
AC-4	Establish a Data Collection Schedule			◆	◆	\$\$	●●●●
PM-1	Establish Guiding Principles for Parking	◆	◆			\$	●●●●
PM-2	Stripe Downtown Commercial On-street Parking Stalls		◆	◆	◆	\$\$	●●●●
PM-3	Consider Transitioning to Time-limited On-street Parking in the High-Occupancy Node Downtown			◆	◆	\$	●●●
PM-4	Assess ADA Locations and Compliance			◆	◆	\$	●●
PM-5	Identify and Pursue Off-street Shared-Use Opportunities	◆	◆	◆	◆	\$	●●●●●
PM-6	Assess public Off-street Parking Safety Standards		◆	◆	◆	\$ - \$\$\$	●●●
PM-7	Initial Regular Review of Citation Fees		◆	◆		\$	●●●●
PM-8	Initiate Reasonable Future Enforcement			◆	◆	\$	●●●●
CO-1	Create a New The Dalles' Parking Brand	◆	◆			\$\$\$	●●●●
CO-2	Create the City of The Dalles' Parking Website	◆	◆	◆		\$\$	●●●
CO-3	New Wayfinding Signage			◆	◆	\$\$-\$\$\$	●●●

Next Steps

The purpose of tonight's meeting is to request formal adoption of the 2025 Plan which will serve as a comprehensive toolkit for the City to manage the parking system effectively in the coming years. The implementation schedule is designed to be flexible, allowing for adjustments based on resources, emerging priorities, and changing community needs. Strategies have been carefully evaluated for their cost-effectiveness and impact, ensuring that high-priority, efficient solutions are implemented first.

BUDGET IMPLICATIONS: This project was approved in December 2023 for a total contract cost not to exceed \$47,650.00, and budgeted in the FY 23/24 and 24/25 Economic Development for Contractual Services, Line Item 001-1150-000.31-10.

COUNCIL ALTERNATIVES:

1. **Staff Recommendation:** *Move to adopt Resolution No. 25-011, as presented.*
2. Make modifications to then move to adopt Resolution No. 25-011, as amended.
3. Direct Staff to make changes to the Resolution then return for consideration at a future City Council meeting.
4. Decline formal action and direct Staff accordingly.

ATTACHMENTS:

- **Attachment 1:** 2025 Downtown Parking Management Strategy Action Plan, February 2025

RESOLUTION NO. 25-011

A RESOLUTION ADOPTING THE CITY OF THE DALLES 2025 DOWNTOWN PARKING MANAGEMENT STRATEGY ACTION PLAN

WHEREAS, in spring 2024 the City initiated a downtown parking assessment in response to significant developments in the downtown area, all of which have contributed to evolving parking demands;

WHEREAS, the last comprehensive assessment of the downtown parking system was conducted in 2005 by David Evans and Associates, Inc., making a new study necessary to evaluate current parking dynamics;

WHEREAS, the City engaged Rick Williams Consulting to conduct the downtown parking assessment, which included a comprehensive inventory of on-street and off-street parking, data collection on usage patterns, and analysis to identify trends and challenges;

WHEREAS, stakeholder engagement played a vital role in the assessment process, with an Advisory Committee of downtown business owners and residents convening four times to provide input, and a public open house held on September 30, 2024, to share findings and gather community feedback;

WHEREAS, the findings of the assessment were summarized in a detailed report with actionable recommendations to improve parking management and ensure a functional and accessible parking system for residents, businesses, and visitors;

WHEREAS, the City Council, at its regular meeting on October 28, 2024, received a presentation from City Staff and Rick Williams Consulting on the findings of the downtown parking assessment;

WHEREAS, at its February 24, 2025, regular meeting, the City Council reviewed and considered the final draft of the 2025 Downtown Parking Management Strategy Action Plan, which will contribute to informed decision-making for the future of downtown parking and development;

WHEREAS, at its March 10, 2025, regular meeting, the City Council further reviewed, considered, then adopted the 2025 Downtown Parking Management Strategy Action Plan and intends this Resolution to memorialize that adoption.

NOW, THEREFORE, THE COUNCIL OF THE CITY OF THE DALLES RESOLVES AS FOLLOWS:

Section 1 2025 Downtown Parking Management Strategy Action Plan Adopted. The City Council hereby adopts the 2025 Downtown Parking Management Strategy Action Plan attached to and made part of this Resolution as its **Attachment 1**.

Section 2 Implementation. The City Council hereby directs City staff to commence implementation of the actions described in and incidentally necessary for the 2025 Downtown Parking Management Strategy Action Plan.

Section 3 No Land Use Decision. Nothing in this Resolution is intended to be or shall be construed as a final decision by the City Council concerning the adoption, amendment, or application of statewide planning goals, a Comprehensive Plan provision, or land use regulation.

Section 4 Effective Date. This Resolution is effective upon adoption.

PASSED AND ADOPTED THIS 10TH DAY OF MARCH, 2025,

Voting Yes	Councilors:	_____
Voting No	Councilors:	_____
Abstaining	Councilors:	_____
Absent	Councilors:	_____

AND APPROVED BY THE MAYOR THIS 10TH DAY OF MARCH, 2025.

Richard A. Mays, Mayor

ATTEST:

Amie Ell, City Clerk



Columbia Gorge Discovery Center and Museum, #2013.19.1

City of The Dalles

Downtown Parking Management Strategy Action Plan

Prepared For:



Prepared By:



Rick Williams, Principal
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August 2025
(updated February 2025)

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1.0 Introduction

The City of The Dalles is looking to understand the dynamics of its downtown parking system. The last time a parking study was conducted was in 2005, when the *Preferred Parking Plan* was completed. While a limited amount of development has occurred in that time, additional pressures from new development have, or will, be placed on the parking system in the coming months and years. Given anticipated expectations for growth downtown, now is an opportune time to objectively assess how parking works from a policy/code perspective and how the on- and off-street parking supplies perform.

This report summarizes recommendations for strategies to The Dalles Parking Management Strategy Recommendation Plan. The last time a parking study was conducted was in 2005 when the Preferred Parking Plan was completed. The strategies presented here are categorized into three (3) areas: Administration & Code; Parking Management; & Communications & Outreach. Further, the strategies are noted to be a flexible timeline and include general cost assumptions.

To this end, the City engaged Rick Williams Consulting (RWC) to develop a new Downtown Parking Management Plan, an “action plan” for understanding the unique dynamics of the current parking system, with correlated strategic recommendations for implementation. The first step in this effort was to determine a downtown study boundary, then refreshing the dataset for how parking is distributed (on- and off-street) and how parking is utilized. Weekday and weekend data, including comparative occupancy, turnover, duration of stay, and violation rate, were assessed (on-street) with hourly occupancy comparisons for the off-street system. Also developed are peak and hourly heat maps.

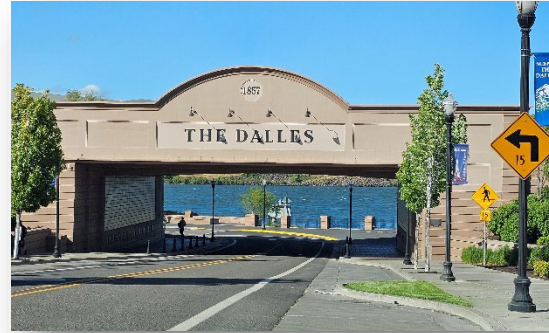
The entire project was developed and shaped in partnership with City staff and the Downtown Parking Advisory Committee (PAC). Strategies and solutions in this report are presented and informed by recent data on parking utilization for downtown, key input provided by the PAC, and industry best practices. Strategies are provided with a generalized timeline that is meant to be inherently flexible as opportunities and challenges present themselves.



2.0 Process Overview

The consultant team worked with the City of The Dalles staff and a Parking Advisory Committee (PAC), consisting of local business owners, employees, and downtown residents, throughout the spring and summer of 2024 to work through an iterative process to develop the Downtown Parking Management Strategy Recommendations.

The process began with establishing community priorities and agreed-upon Guiding Principles with the PAC members. These value statements provide an understanding of community priorities in terms of the use of the on- and off-street parking supply in Downtown. The consultant team also developed and conducted a 'Parking 101' workshop for the PAC, an educational presentation that outlined industry parking management best practices for municipalities like The Dalles.



Concurrently, an on- and off-street inventory for the downtown was completed. Subsequently a data collection effort was then conducted for the downtown study area. Parking data was collected over 10 hours during a typical weekday and weekend; utilization (license plate) data was collected on-street, while occupancy data was collected off-street. The 2024 analysis provided insights into the parking dynamics, utilization patterns, and new trends in using both the on- and off-street parking systems downtown.

The 2024 Data Assessment provided a basis from which strategies were developed, reflecting a direct tie to Guiding Principles and industry best practices. As part of this process, the consultant provided the following reports that will inform the 2024 The Dalles Parking Management Strategy Recommendation Action Plan:

- **2024 The Dalles Guiding Principles** (June 2024) – provided in **Appendix A**
- **2024 The Dalles Data Summary Report** (July 2024) – provided in **Appendix B**

All outcomes and recommendations are tailored to the unique parking and access environment downtown. The strategy solutions outlined below support recommendations that grew from this process. **Table 1** (next page) provides a summary of the strategy recommendations, which are further detailed in **Section 3.0**.

Implementation Timeframe

Each of the proposed parking management strategies is assigned an approximate implementation timeframe to assist with planning needs and, in some cases, sequential steps necessary to bring the strategies to fruition. The timeframes are immediate, short-term, mid-term, and long-term.

- **Immediate:** 0 – 12 months
- **Short-Term:** 12 – 24 months
- **Mid-Term:** 24 – 48 months
- **Long-Term:** 48+ months

It should be noted that the implementation schedule is flexible, and project order may change as opportunities and resources are identified. For those same reasons, timelines can be accelerated or extended.



Management Strategy Categorization

Each strategy is also classified within one of the following categories:

- **AC:** Administration & Code
- **PM:** Parking Management
- **CO:** Communication & Outreach

Relative Cost

Where possible, planning-level cost estimates are provided. Final costs will require additional evaluation, scoping, and estimating. All strategies will require a level of support, coordination, commitment, and resource identification that goes beyond what is currently in place.

For ease of reference, **Table 1** displays the estimated relative cost of each recommended strategy, represented by a series of dollar signs "\$." The more dollar signs, the higher the cost of strategy implementation. The following symbol key provides a general cost range for corresponding parking strategies.

- \$ \$0 - \$15,000
- \$\$ \$15,001 - \$45,000
- \$\$\$ \$45,001 - \$100,000
- \$\$\$\$ >\$100,000

Relative Effectiveness

Strategies were also characterized by their relative effectiveness, in other words, "the biggest bang for the buck." As such, not all strategies will have as deep an impact on parking system operations as others. The relative effectiveness is somewhat subjective but reflects the consultant's experience and understanding of how these elements will affect the function of the parking environment. The scale of "relative effectiveness" here is shown in the form of bullets; the more bullets, the more impactful the strategy. Using this scale can also assist in prioritizing strategy implementation, particularly if limited resources are allocated for implementation.

- Least effective
- Moderately effective
- Effective
- Very effective
- Essential to the effectiveness of the parking system

Table 1: Parking Management Strategy Summary

ID	Strategy	Implementation Timeframe				Relative Cost	Relative Effectiveness
		Immediate	Short-Term	Mid-Term	Long-Term		
AC-1	Continue & Formalize the Parking Advisory Committee	◆	◆	◆	◆	\$	•••••
AC-2	Define and Formalize the Downtown Parking Management District (DPMD)	◆		◆	◆	\$	•••••
AC-3	Update Shared-Use Parking Code Guidelines	◆	◆			\$	••••
AC-4	Establish a Data Collection Schedule			◆	◆	\$\$	••••
PM-1	Establish Guiding Principles for Parking	◆	◆			\$	••••
PM-2	Stripe Downtown Commercial On-street Parking Stalls		◆	◆	◆	\$\$	••••



ID	Strategy	Implementation Timeframe				Relative Cost	Relative Effectiveness
		Immediate	Short-Term	Mid-Term	Long-Term		
PM-3	Consider Transitioning to Time-limited On-street Parking in the High-Occupancy Node Downtown			◆	◆	\$	● ● ●
PM-4	Assess ADA Locations and Compliance			◆	◆	\$	● ●
PM-5	Identify and Pursue Off-street Shared-Use Opportunities	◆	◆	◆	◆	\$	● ● ● ● ●
PM-6	Assess Public Off-street Parking Safety Standards		◆	◆	◆	\$ - \$\$\$	● ● ●
PM-7	Initiate Regular Review of Citation Fees		◆	◆		\$	● ● ● ●
PM-8	Initiate Reasonable Future Enforcement			◆	◆	\$	● ● ● ●
CO-1	Create a New The Dalles' Parking Brand	◆	◆			\$\$\$	● ● ● ●
CO-2	Create the City of The Dalles' Parking Website	◆	◆	◆		\$\$	● ● ●
CO-3	New Wayfinding Signage			◆	◆	\$\$-\$\$\$	● ● ●



3.0 Parking Management Strategies – Action Plan

The following section provides an outline of recommended parking management strategies for City staff and stakeholders to consider.

Recommended strategies follow a logical progression in which each action provides a foundation for subsequent actions in phases ranging from immediate to long-term. While presented in phases (assuming an overall five-year horizon), the implementation schedule is flexible and adaptable to growth and changes in land use and parking demand over time. As the 2024 data collection effort found, parking demand in The Dalles is low to moderate. This means that at this time, few users of the parking supply will find it difficult to find parking (except for a small area in the center of the downtown study area).

To this end, the order of projects may be changed as opportunities and resources are identified. For those same reasons, timelines can be accelerated or extended. All strategies will require a level of support, coordination, commitment, and resource identification that goes beyond what is currently in place. Where possible, planning-level cost estimates are provided as an initial frame of reference. Final costs will require additional evaluation, scoping, and estimating.

Overall, the plan recommended here intends to (a) outline a base-level foundation of strategies that provide the fundamentals of parking management for a mid-sized Main Street¹ city like The Dalles and (b) provide a toolkit of action strategies that put the city and its stakeholders in a position to address growing land use and parking demand strategically.

¹ Main Street cities are usually characterized by re-emerging, revitalizing older and historic commercial districts. Made up of small towns, mid-sized communities, and urban commercial districts, they are denoted by a primary street serving as a focal point for shops and retailers in the central business district. Main Street towns and cities serve as a nexus of neighborhood life, with high pedestrian volumes, frequent parking turnover, growing alternative mode connections, and a diversity of users vying for limited space.



3.1 Administration and Code (AC)

AC-1: Continue and Formalize the Parking Advisory Committee

Action Statement

Formalize the Parking Advisory Committee (PAC) as a recognized group to meet and provide input on parking issues facing Downtown The Dalles. The Committee should continue to meet quarterly and be representative of the different user groups within downtown (i.e., business owners, employees, and residents).

Strategy Description

Active participation by those affected guarantees an understanding of, and consensus building on, parking management solutions and trigger points for decision-making. This is best accomplished through an established advisory committee (or PAC) that reviews performance, serves as a sounding board for issues, and acts as a liaison to the broader stakeholder community.

The City of The Dalles has taken an active role in listening to different voices within the community on parking management issues. To this end, the PAC should continue to meet and be representative of the different needs downtown as this area continues to see development and may need more parking management tools to manage the parking supply over time. By having a process through which a representative cross-section of downtown interests *routinely* assists in the review and implementation of this and future planning efforts, the final products will be stronger. This effort could be coordinated through a partnership with the The Dalles Area Chamber of Commerce.

The action strategies outlined in this document provide the basis of a work plan for the PAC to build upon.

Implementation Timeframe

Immediate

- Identify and recruit additional members (as needed) from affected user groups downtown (e.g., retail, office, residential, property owners/managers, associations, and agencies).
- Schedule regular meetings to advocate for, shepherd, track, and communicate the plan.

Short-term

- Establish business-to-business outreach.
- Assess plan progress.
- Facilitate data collection efforts.
- Provide advisory input to the City Council.
- Determine and implement action items.

Mid- to Long-term

- Coordinate communications with broader and affected communities.
- Over time, the PAC could evolve into a formal advisory committee to the City Council on downtown parking issues.

Relative Effectiveness

- Essential to the effectiveness of the parking system

Estimated Costs

- \$ There should be minimal costs associated with this strategy other than staff time required for coordination, necessary policy, and/or code changes.

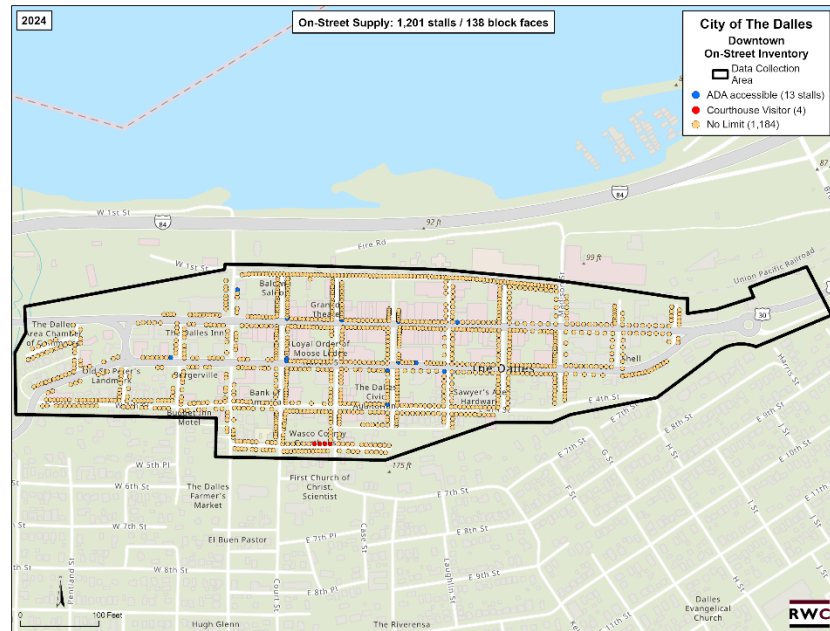
AC-2: Define and Formalize the Downtown Parking Management District (DPMD)

Action Statement

Define and formalize the *Downtown Parking Management District (DPMD)* boundary to focus and guide parking strategy implementation in the Downtown, updating The Dalles Municipal Code (TDMC), Article 6.08.010.

Strategy Description

Parking best practices suggest that “parking management districts” reflect the unique zoning and character of an area. Currently, the Downtown Parking District is defined by TDMC 6.08.010. With this recent work, reestablishing the Parking Management District for the Downtown (figure to the right) formalizes the City's intent to recognize the unique qualities and access issues in this larger distinct area. By doing so, the parking management tools outlined in this report can be consistently and uniformly applied to the on- and off-street public parking supplies in this defined area. The Exhibit A reference currently described in 6.08.010 should be replaced with the new boundary (as shown above).



Additional consideration should be given to revising the language TDMC 6.08.020 Prohibited Parking to reference the Downtown Parking Management District instead of the Central Business Zone Boundary.

Implementation Timeframe

Immediate Term

- Review and finalize boundary definitions.
- Complete internal city presentations.
- City Council approval of language changes to 6.08.010 “Downtown Parking Management District.”
- Coordinate implementation with **Strategy AC-3**.

Mid- to Long-Term

- Review boundary periodically to account for new land use activities adjacent to the DPMD which might suggest boundary modification(s). This can be facilitated through data collection efforts of **Strategy AC-4**.

Relative Effectiveness

- Essential to the effectiveness of the parking system

Estimated Costs

- \$ No additional cost other than existing staff time and discussion/input with the PAC.



AC-3: Update Shared-Use Parking Code Guidelines

Action Statement

Review and revise, as necessary, the City's parking development code standards (i.e., TDMC, Chapter 10.7.020.060 'Shared Parking') to ensure that existing parking can be used for both accessory and non-accessory parking access and that new parking built does not impose any unintended accessory restrictions on the use and operations of parking built. Similarly, clarify in the code that existing parking facilities in the downtown can share parking with new development and with existing non-accessory uses/users.² This will ensure that the parking code both informs and facilitates shared parking.

Strategy Description

The current code for off-street parking outlines minimum parking requirements to be met for land use approval. The addition of language encouraging the sharing of parking supplies between existing and new land uses in private off-street parking facilities in the downtown would further clarify that private off-street parking can be truly shared amongst different users. Though some organic shared-use agreements may be in place, it was not clear whether they are allowed by City code. For instance, can an owner of an existing lot provide or sell/lease unused parking to general users of the downtown? Could that owner begin charging for parking on evenings and weekends for accessory and non-accessory users? Code language related to how existing parking can be used to serve existing or new uses is not clear and should be clarified in TDMC 10.7.020.060.

The City and stakeholders indicate that they favor greater shared use of off-street parking, "maximizing parking already built," and encouraging efficient design and development of new parking. This strategy may simply be a housekeeping exercise to ensure that shared use for existing and new parking supplies is clearly allowed and communicated.

Implementation Timeframe

Immediate-Term

- Initiate code review
- Complete internal City review and presentations of recommended code revisions

Short-Term

- Public process and City Council adoption
- Publish code amendments

Relative Effectiveness

- Very effective. Creates integration of policy in code.

Estimated Costs

- \$ There should be minimal costs associated with this strategy other than staff time required for necessary policy or code changes.

² *Accessory parking* is usually defined in municipal codes as parking associated with a specific development that *is reserved for the use of the customers, residents, employees, students and/or visitors associated with the development*. *Non-accessory users* is generally defined as a user that is not directly accessing a lot or garage associated with a specific use. Non-accessory parking and users are sometimes defined as *general access sites or users*. Though nuanced, the distinction in many city codes is that there are policies encouraging shared use parking, but codes that technically do not allow it (as the conditions of use on a parking facility are accessory). Cleaning these definitions up in policy and code assure that barriers to shared use are removed.



AC-4: Establish a Data Collection Schedule

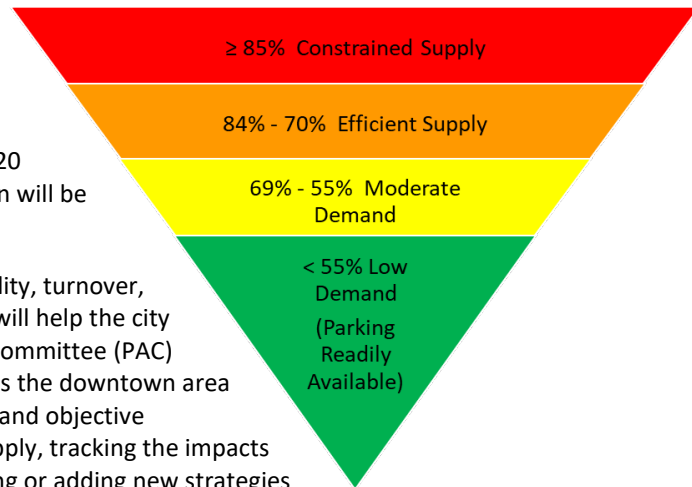
Action Statement

Use data to monitor and assess parking trends in downtown and to identify surpluses and deficits of parking. Use data to inform objective and strategic decision-making.

Strategy Description

Prior to the 2024 data collection effort, data was last collected in 2005. Parking behaviors, land use development, and industry best practices have changed and evolved over the last approximately 20 years. Therefore keeping current on data collection will be an important element to maintain.

Objective, up-to-date data on occupancy, seasonality, turnover, duration of stay, patterns of use, and compliance will help the city and stakeholders, including the Parking Advisory Committee (PAC) (**Strategy AC-1**), make better-informed decisions as the downtown area grows. Routinely refreshed data provides a sound and objective reference point for assessments of the parking supply, tracking the impacts of strategies outlined in this document, and revising or adding new strategies in the future.



The system for supplementing the growing library of data does not need to be elaborate. However, it should be consistent, routine, and structured to answer relevant questions about the metrics listed above. Data can be collected in samples, and other measures of success can be gathered through third-party or volunteer processes. It is recommended that updates occur no less than every three years.

Implementation Timeframe

Mid- to Long-term

- Determine a routine schedule and timeline for implementation no less than every three years.
- Conduct routine turnover and occupancy surveys of the on- and off-street facilities in the Downtown study area.
 - Replicate the 2024 study boundary to ensure accurate data comparisons.
- The PAC can use this data to inform ongoing decisions objectively.

Relative Effectiveness

- Very effective. Ensures data refresh, documenting plan progress and objectively informs decision-making and strategy implementation.

Estimated Costs

- \$\$ The estimated cost of a data inventory and turnover/occupancy study would range from \$30,000 to \$35,000 if conducted by a third party. Costs can be minimized in subsequent surveys using the inventory and database developed for the first effort and sampling and using volunteers to collect data.



3.2 Parking Management (PM)

PM-1: Formalize Guiding Principles for Parking

Action Statement

Formalize the Guiding Principles established by the Parking Advisory Committee (PAC) as policies for the management of parking in downtown The Dalles' new parking management district.

Strategy Description

Guiding Principles for parking management are based on the premise that growth in the Downtown will require an integrated and comprehensive package of strategies to respond to growth, maintain balance and efficiency within the access system, and establish clear priorities necessary to "get the right vehicle to the right parking stall." Without clear and consensus priorities, it is much more difficult to initiate solutions requiring changes to the parking system (and the status quo) and form partnerships between stakeholders that facilitate success.

It is recommended that City staff work with the PAC (**Strategy AC-1**) to formalize the agreed-upon Guiding Principles established during this process, which outline the consensus community parking priorities and desired outcomes for the management of parking in the Downtown Parking Management District (DPMD). City Council should formally approve the PAC's recommended principles within appropriate policy documents that define the City's role in parking management (e.g., code, Comprehensive Plan, Transportation System Plan, etc.). Overall, parking management practices and code requirements related to parking should be highly supportive of desired development and not be a barrier to small and locally-owned businesses.

Many cities formalize their Guiding Principles within a parking element of their Transportation Systems or Comprehensive Plans.³ Others include Guiding Principles as a policy element within their municipal codes.⁴ A simpler route that other cities have taken is to formally approve Guiding Principles as elements within an approved Parking Management Plan, like this report.⁵

Implementation Timeframe

Immediate to Short-Term

- Through City staff, forward the PAC's recommendation to formalize the Guiding Principles with City Council within City documents most applicable to The Dalles' policy processes.

Relative Effectiveness

- Very effective. Creates a policy/priority foundation against which decision-making can be framed.

Estimated Costs

- \$ There should be minimal costs associated with this strategy other than the staff time required to shepherd the established PAC's desired outcomes for parking and facilitate priority setting for "getting the right car to the right stall."

³ Examples: Bend, OR and Redmond, WA

⁴ Example: Portland OR includes their Guiding Principles as policy elements within Title 33.510 of their code.

⁵ Examples: McMinnville, OR and Olympia, WA

PM-2: Stripe Downtown Commercial On-street Parking Stalls

Action Statement

All on-street parking on *commercial* streets should be clearly striped. This will create better order and convenience for users.

Strategy Description

The Dalles has done a good job striping many of the on-street angled commercial streets Downtown. This recommendation is to build upon this effort and continue to extend the striping throughout all commercial streets downtown, including the parallel stalls along 2nd and 3rd Streets.

Effective striping will communicate “you can park here,” reduce incidents of damage to vehicles, and facilitate compliance. Striping enhances the user experience by creating a sense of order and safety in the on-street parking environment. It can also improve the overall capacity of the supply.

Simple “T”s can be painted to give users a quick visual queue of stall locations. This effort would benefit from the input of the Parking Advisory Committee (**Strategy AC-1**). It should be done in coordination with any signage associated with time limits in the downtown (**Strategy PM-3**).

Implementation Timeframe

Short-Term

- Identify areas of needed improvement.

Short to Mid-Term

- Stripe all on-street commercial zoned areas where customer parking is allowed.

Long-Term

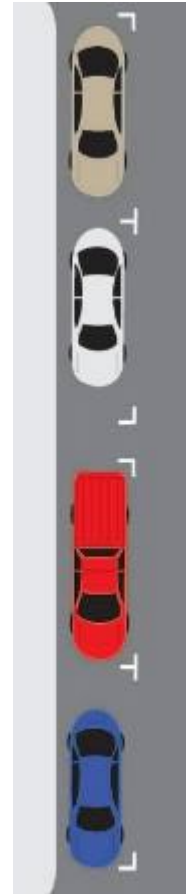
- Update and refresh, as necessary, to ensure an ongoing level of quality and visibility.

Relative Effectiveness

- Very effective. Communicates “you can park here,” creates order and enhances safety.

Estimated Costs

- In a previous study conducted for Prineville, Oregon, the city estimated it spends \$215 per block face to stripe parallel parking in its downtown (see striping pattern, in-set graphic above right). Using this estimate, a budget of \$33,325 for on-street stripe upgrades and maintenance would accommodate about 155 total typical city block faces. If striping were initially limited to the Downtown High Occupancy Node described in Strategy PM 3 (42 block faces), the cost would be approximately \$9,030. This budget is likely to decrease as routine maintenance is implemented.



Simple format for on-street striping

PM-3: Consider Transitioning to Time-Limited On-street Parking Downtown, starting in the High-Occupancy Node Downtown

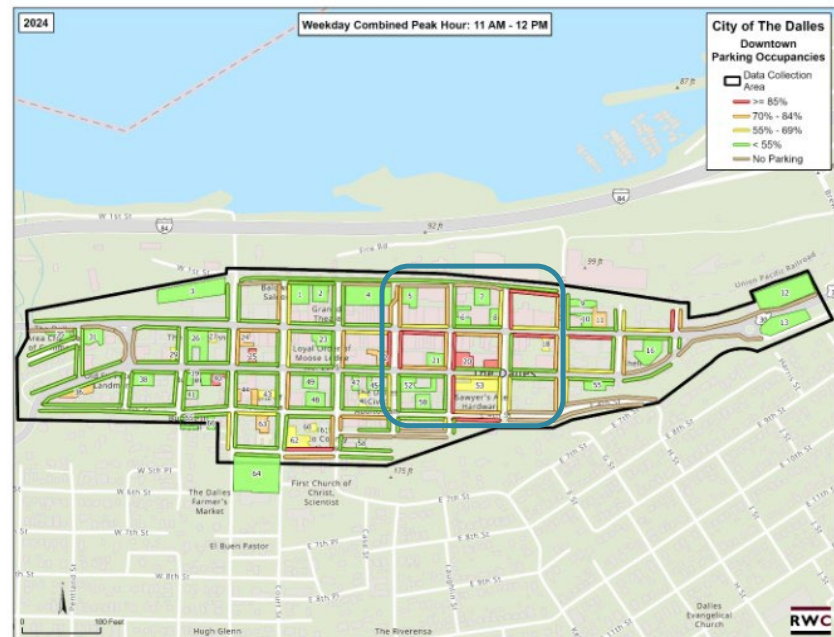
Action Statement

Strategically implement on-street time-limited parking management in high-use occupancy areas within downtown. Continue to transition existing No Limit parking outside the High Occupancy Node as new data updates warrant.

Strategy Description

The amount of No Limit, unregulated on-street parking in downtown The Dalles (98% of stalls) is unusual for a downtown striving to support high-volume visitor activity in its commercial center.

As demand for parking grows, time-limited on-street parking (e.g., 2- or 3-hour parking) can benefit and protect short-term visitor access in areas with constrained parking demand. The high percentage of such stalls encourages all-day use of the on-street system by employees and residents.



In the data collection area (graphic above), 1,172 of the 1,190 on-street stalls are signed No Limit. Again, this is extremely high for a street-level commercial focus like downtown. This small “sub-zone” (denoted by the blue rectangle) has the highest concentration of constrained on-street block faces on the weekday, with 12 block faces constrained during the peak hour (colored red), suggesting potential conflicts with visitors seeking proximate access to popular downtown destinations.⁶

In coordination with **Strategy AC-2** (Define Downtown Parking Management District) and **Strategy AC-4** (Establish Data Collection Schedule), actions to reduce the total number of No Limit stalls within the downtown should be considered, especially on block faces zoned commercial and abutting street-level businesses.⁷ Implementation of time limits should start within the sub-zone represented in the graphic right above.

Implementation Timeframe

Mid-Term

- Begin discussion with the Parking Advisory Committee (PAC) on transitioning No Limit parking in the high-occupancy node with 2 or 3-hour parking (approximately 381 stalls). Points of discussion and agreement would be:

⁶ The blue boxed area is bounded by E. 1st Street (north), E. 4th Street (south), Federal Street (west), and Madison Street (east). This 12 block area is comprised of 381 on-street stalls. nine of the 42 block faces (21%) are constrained at 85% or greater.

⁷ Whether choosing 2 or 3-hour time limits would be a discussion for the PAC. Based on 2024 data, the average on-street length of stay is 2 hours and 41 minutes on the weekday and 2 hours and 36 minutes on the weekend. To minimize conflicts, 3-hour stays may be the most appropriate.



- Selected time limit designations (2-hour or 3-hour).⁸
- Triggers/thresholds for initiating time limits.

Mid-Term to Long-Term

- Review new data on downtown occupancies and constraints based on information from **Strategy AC-4** data collection refresh.
- Use future data to determine, if warranted, the initiation of time-limited parking in areas of downtown outside the high occupancy zone.⁹
- Coordinate signage with **Strategy CO-1**, new city parking brand/logo.

Relative Effectiveness

- Effective. Establishes consensus on the issue of on-street time limits as well as triggers and thresholds that facilitate strategic decision-making based on community input and objective data. Establishing time limits in high-demand areas also reduces conflicts between priority users and employees.

Estimated Costs

- \$ Based on information from other cities, the estimated per unit cost for time-limit signage upgrades in The Dalles is \$10,500, assuming 42 total block faces and 381 parking stalls. This assumes just the high occupancy node described above):
 - A standard signage package consists of two poles with blade signs per block face, one at each end of the block with arrows pointing inward.
 - Pole unit cost = \$470
 - Blade sign unit cost = \$30
 - Unit cost for poles includes hole boring

⁸ 2023 data indicates the average Downtown on-street time stay to be 2 hours and 11 minutes. This average would include non-visitor visits, based on findings that estimate 12% of all on-street visits result in stays of 5 or more hours.

⁹ The long-term goal of this strategy would be a gradual transition of all on-street stalls, located on commercial zoned block faces, to transition to time-limited use.

PM-4: Assess ADA Locations and Compliance

Action Statement

Confirm that all off-street parking facilities in the city or public ownership comply with ADA parking requirements. In addition, new federal guidelines for the provision of ADA parking stalls within municipal on-street parking systems have been developed recently. If and when on-street parking is either metered or designated by signs or pavement markings, a minimum of 4% of the total on-street parking supply is required to be accessible parking (ADA).¹⁰

Strategy Description

All city-owned off-street facilities should be evaluated for compliance with ADA parking requirements to avoid any potential fees, fines, or judgments related to non-compliance with ADA regulations. Upgrades and improvements should then be made as necessary. This may require additional designated ADA stalls depending on the facility's size, slope, access route planning, signage, and number of stalls. Additional information can be found at:

https://www.ada.gov/restriping_parking/restriping2015.html.



Example: ADA compliant striping (surface lot)

This strategy should be coordinated with **Strategy PM-3** and **Strategy PM-4**, as the new signage and striping of this high-demand area would trigger 4% of the on-street supply to be designated as ADA stalls.

Implementation Timeframe

Mid-Term

- Assess current compliance with federal and state requirements for ADA parking.

Long-Term

- Implement necessary improvement as funding allows.

Relative Effectiveness

- Effective. Ensures ADA stalls meet compliance standards and provides convenient ADA access to those needing these types of stalls.

Estimated Costs

- \$ Costs associated with this strategy are related to painting, signage, and maintenance of any new ADA-compliant stalls in the on and off-street supplies. Costs should be low but undetermined at this time, pending a lot-by-lot assessment.

¹⁰ This provision applies when the total number of metered or designated parking spaces is over 201 stalls. For more information, refer to: <https://www.federalregister.gov/documents/2023/08/08/2023-16149/accessibility-guidelines-for-pedestrian-facilities-in-the-public-right-of-way>.

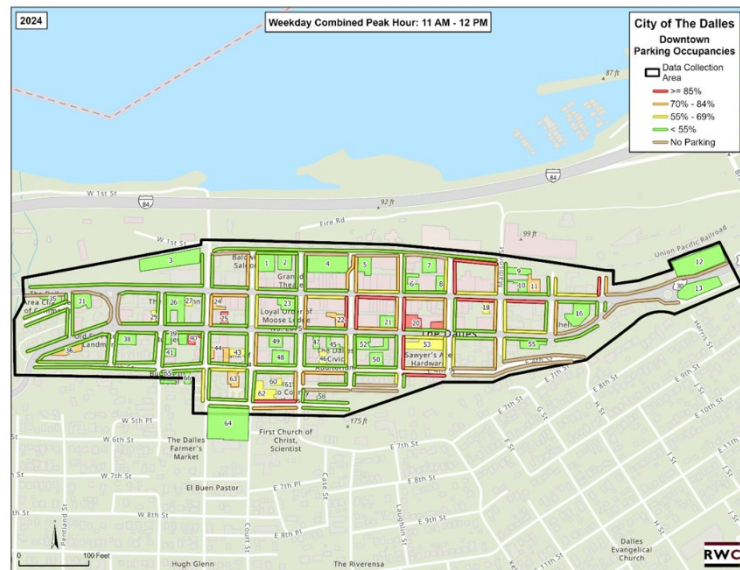
PM-5: Identify and Pursue Off-street Shared-Use Opportunities

Action Statement

Identify off-street shared-use opportunities based on data from the 2024 off-street parking occupancy. Establish goals for transitioning employees to off-street parking, begin outreach to opportunity sites, negotiate agreements, and assign employees to facilities.

Strategy Description

Most off-street parking in downtown is in privately owned surface lots (88% of the supply). The 2024 data collection found significant surpluses in the off-street supply, with over 800 and 950 off-street stalls empty at the weekday and Saturday peak hours, respectively. As the figure at right demonstrates, empty off-street parking (green-shaded sites) can be found anywhere throughout the downtown study area. Current levels of low demand in off-street lots are an untapped resource for “getting the right parker to the right stall”—in this case, transitioning employees (and possibly downtown residents) to off-street facilities—and absorbing new demand.



Implementation Timeframe

Immediate-Term

- Use 2024 occupancy data to identify facilities that could serve as reasonable shared-use opportunity sites. Criteria could include proximity to employers, a meaningful supply of empty stalls (e.g., lots with 15 or more empty stalls in the peak hour), pedestrian/bike connectivity, walking distance/time, safety and security issues, or other factors.

Short-Term

- Based on the above, develop a short list of opportunity sites and identify owners.
- Initiate outreach to owners of private lots.
- Negotiate shared-use agreements.

Mid- to Long-Term

- Obtain agreements from downtown businesses to participate and assign stalls to affected employees.
- Implement an ongoing program. Continue to seek out shared-use sites with updated occupancy data (Strategy AC-3).



Relative Effectiveness

- Essential to the effectiveness of the parking system. The City cannot expect all future parking demands (visitor and employee) will be served on-street. Existing off-street resources are the most cost-effective solutions to short and mid-term growth.

Estimated Costs

- \$ Costs associated with this strategy would be in efforts using existing staff and/or partnerships with the Parking Advisory Committee (PAC) and local business partners (e.g., The Dalles Area Chamber of Commerce) to identify opportunity sites and conduct outreach to potential private sector participants. The City may determine that funds are needed to create incentives and/or improve the condition of facilities and connections.

PM-6: Assess Public Off-Street Parking Safety Standards

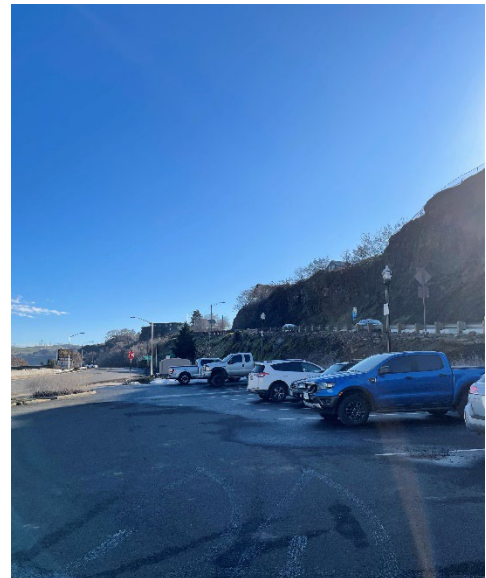
Action Statement

Improve the safety standards of the four public off-street parking facilities to encourage long-term off-street parking use.

Strategy Description

Two of the four public off-street parking lots along E. 1st Street are conveniently located near the core of downtown The Dalles. The lots are well-striped, and contain medians with plantings with easy access to E. 2nd Street. As noted in the Data Summary Report, the occupancies of the public off-street lots are low and demonstrate the ability to absorb additional demand. In addition, PAC members voiced their concern that the lots feel unsafe, and consequently, users tend to avoid parking there, especially overnight. This creates an inefficient off-street parking environment.

The addition of lighting and additional enforcement, as well as simple parking signage indicating that the facilities are monitored, would likely mitigate parking fears and lead to a more efficient off-street parking environment. Further, a more ordered parking environment leads to a safer pedestrian environment.



Off-street parking in The Dalles

Implementation Timeframe

Short-Term

- Evaluate potential lighting improvements and parking signage to improve off-street parking in the public off-street lots. Confer with the City Traffic Engineer on efficiency and safety design options.
- Coordinate this evaluation with enforcement efforts in **Strategy PM-8**.

Short to Medium-Term

- Price/cost potential improvements.

Long-Term

- Implement improvements.

Relative Effectiveness

- Effective. Improves safety and understandability of public off-street parking lots.

Estimated Costs

\$-\$\$\$ Unknown at this time.



PM-7: Initiate Regular Review of Citation Fees

Action Statement

Initiate regular review of the parking citation fees in accordance with the penalties defined in 6.08.050.

Strategy Description

The parking penalties for on-street parking within the current downtown Parking District are outlined in The Dalles Municipal Code (TDMC), Article 6.08.050, and relate to prohibited parking of employees, employers, and residential parking. The fines range from \$20.00 to up to \$100.00 depending on the number of convictions.

As The Dalles moves to employ more parking management tools, regular citation reviews will be a part of routine enforcement measures. Citations rates should be calibrated to enforcement expenses, and not revenue driven. To this end, a consistent review of the citations should be examined as the downtown continues to develop. Also, keeping track of citation fees in other comparable cities is a useful tool for developing a sense of where The Dalles is in relation to other municipalities. Strategies such as **PM-2**, **PM-3**, and **PM-4** all include changes to the on-street parking supply, so a more robust citation rate schedule may need to be developed.

Implementation Timeframe

Short-Term

- Begin conversations about citation fees with the Parking Advisory Committee (PAC); discuss opportunities and challenges, as well as review similar-sized cities' citation rates to gain an understanding of their rates and procedures.
- Coordinate this evaluation with short-term efforts in **Strategy AC-3** (redefining and formalizing the Parking Management District) and **Strategy PM-3** (Time-Limited on-street parking).

Mid-Term

- Review and determine necessary enforcement changes to implement in coordination with **PM-9**.

Relative Effectiveness

- Very Effective. Enforcement and correlated citation rates create a climate of compliance to encourage downtown short-term parking for visitors and customers.

Estimated Costs

- \$ Staff and PAC time primarily.

PM-8: Initiate Reasonable Future Enforcement

Action Statement

With the formal redefined Downtown Parking Management Districts (**PM-1**) and the transition to Time-Limited Parking in the Downtown High-Occupancy Node (**PM-3**), periodic enforcement can be initiated downtown. Partner with the Parking Advisory Committee (PAC) (**AC-1**) in oversight and enforcement coordination. Consider using a third-party contractor if no local resources/capacity exists.

Strategy Description

The success of any parking system begins with enforcement. Encouraging turnover and mitigating conflicts between customers/visitors and employees is difficult without a reasonable level of enforcement. If The Dalles pursues a strategy of time-limiting parking in the Downtown, it will be critical that users perceive “the rules of parking downtown” as being fairly and uniformly enforced.

Implementing enforcement will require:

- Engagement of enforcement staff could be an in-house position established by the City or a contract with a third-party vendor.¹¹ The potential to coordinate an “ambassadorial” partnership with The Dalles’ Chamber of Commerce could also be explored.¹²
- Public outreach and education regarding the parking plan and the benefits of enforcement to a successful and vital downtown will be essential. The PAC and the Chamber should become more prominent in coordinating with downtown business owners and sharing information regarding parking in the downtown (beginning with the Downtown Core area).
- Special attention should be paid to educating employers, employees, and downtown residents about prohibited on-street parking as outlined in The Dalles Municipal Code (TDMC), Article 6.08.020.



Parking enforcement in Bellevue, Washington

Enforcement costs can be minimized through a third-party contract instead of using a City code enforcement officer. The Dalles may want to use an approach that allocates a specific number of hours each week (e.g., 15 - 20 hours) that would be deployed randomly over the course of an enforcement week. The cities of Hood River, Oregon, and Leavenworth, Washington, use this approach effectively. In Hood River, the enforcement officer varies the days and hours of enforcement each week and provides enforcement on one Saturday per month. In this manner, these smaller cities have limited enforcement to a less than full-time position while maximizing coverage and compliance through the random nature of the deployment. In most cities, enforcement covers its operation costs through citation fees.

Implementation Timeframe

As noted above, this recommendation should be implemented following the completion of **Strategies PM-1** and **PM-3**.

¹¹ An example of a third-party enforcement program is in place in Bend, Oregon. The City of Bend contracts with Diamond Parking to provide all on-street enforcement and compliance activities in its downtown parking management district.

¹² The City of Albany, Oregon provides parking management services to its downtown through a relationship with the Downtown Albany Association (ADA). The ADA manages the downtown “ParkWise” program, which provides day-to-day management of City-owned off-street facilities, centralizes off-street permit sales, and enforces the on-street parking system.



Mid-Term

- Evaluate and implement (as necessary) legal, policy, and code changes for establishing enforcement of time-limited parking downtown.
- Initiate discussions with the PAC regarding the structure and format for enforcement (e.g., in-house, third-party vendor, enforcement hours, etc.).

Long-Term

- Develop an outreach and communications plan for public notification and education.
- Engage enforcement staff.
- Deploy enforcement and ongoing program management.
- Use the parking website (**CO-2**) to communicate enforcement guidelines.

Relative Effectiveness

- Very Effective. Periodic enforcement provides a visual cue that the on-street parking system is being enforced, leading to customer compliance and more efficient use of the on-street parking supply.

Estimated Costs

- \$\$-\$\$\$\$ The cost for this strategy can vary based on the size of the area, frequency of patrol, and whether services are provided in-house or through a third-party enforcement contractor.¹³

¹³ A local model to examine is Bend, Oregon, which provides enforcement services through a third-party vendor.

3.3 Communication and Outreach (CO)

CO-1: Create a New The Dalles Parking Brand

Action Statement

Develop a signage package with a unique logo to integrate the public on and off-street parking system. Install the new signage package consistent with any signage changes associated with potential on-street changes (**Strategy PM-2**), any ADA improvements (**Strategy PM-5**), and wayfinding signage (**Strategy CO-3**).

Strategy Description

Findings from the parking inventory work showed that the parking system signage could use a refresh to create a parking environment that is simple and understandable, supporting a "customer-friendly" access environment.

As the parking system becomes more complex, creating and communicating simple and clear parking information will be key to the long-term success of the downtown. Creating a name, symbol, or design that clearly identifies all public parking and that can be communicated through signage and marketing will create a parking format that is easy to follow for customers and visitors. This brand can then be used on-street, off-street, and, ideally, as part of a wayfinding system (**Strategy CO-3**) throughout the downtown. It can and should be incorporated into marketing and communications efforts, such as promotional and/or wayfinding maps and the City's parking website.

It is recommended that the City create an attractive and recognizable "logo" intended to communicate public parking. For example, a simple stylized "P" could be created and extended throughout the public parking system as the parking brand. This is a very easy and cost-effective approach used by other cities. Examples from Springfield, Oregon, Seattle, Washington, and Sacramento, California, are shown on the right.¹⁴

Implementation Timeframe

Short-Term

- With the Parking Advisory Committee (PAC), develop and create a simple but recognizable logo to be ready for incorporation into the implementation of new signage developed by the City.
- Initiate a survey of all existing parking signage and estimate the number of new signs based on a standard configuration per affected block face.



MORE PARKING. LESS CIRCLING.
DowntownSeattleParking.com



¹⁴ The City of Springfield incorporated its city colors into its stylized "P." The Seattle logo was also a simple way to connect users into Seattle's electronic parking guidance system and other parking information available online, creating not just the simple "P" but a byline tag as well. Sacramento's "Find Your Spot" byline also works well with its stylized "P," creating a marker that is workable on and off-street.



Relative Effectiveness

- Very Effective. A simple, straightforward brand becomes a recognizable symbol for all users, reducing frustration, congestion, and idling so that parking becomes easier.

Estimated Costs

- \$ A stylized "P" logo/brand could be developed in-house at a very low cost. A contract with a private graphic designer could involve costs of less than \$10,000 for a simple logo/brand.



CO-2: Create City of The Dalles' Parking Website

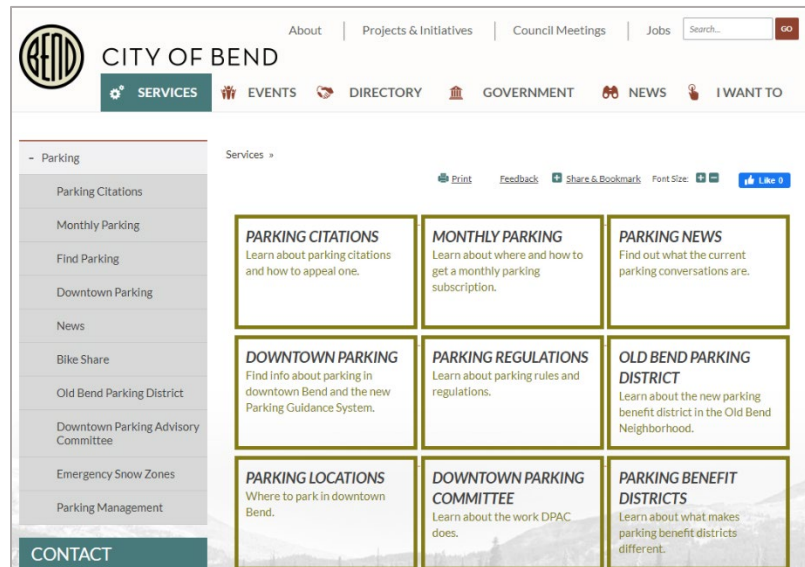
Action Statement

Design and create a standalone parking information website with all current parking information for the City of The Dalles.

Strategy Description

Communication with the public, including locals, visitors, and employees, will be critical to the success of parking management strategies. Parking locations, future time limitations (**Strategy PM-3**), hours of operation, enforcement questions (coordinated with **Strategy PM-9**), connections to transportation options, etc., should be marketed and communicated via a continually updated city website. The more information people have when it comes to parking, the better.

Piggybacking on **Strategy CO-1**, the city's parking logo should be incorporated on the website. As an example, the City of Bend does a good job conveying helpful parking information on its website and links to other inter-related topics.



Website Example: City of Bend, Oregon

Implementation Timeframe

Immediate

- Working with the Parking Advisory Committee (PAC) and City staff to outline and organize key parking elements important for the City's parking website.

Short-Term

- Retain a web designer to design and launch a new City parking website or fold 'Parking' into one of the subtopics within the Community Development Department's webpage.

Ongoing

- Keep website information current as changes to the on- and off-street parking occur.

Relative Effectiveness

- Effective. A website that conveys up-to-date parking information is essential for The Dalles. Not only will it be beneficial to different users (residents, employees, visitors), but it will also provide a place for city staff to point people to for their questions.

Estimated Costs

- Costs associated with designing and deploying a coordinated and well-maintained webpage can be done in-house, so staff time will be needed to work with the PAC to organize website elements, pages,

hyperlinks, relevant parking policies, code, and past/current planning efforts. If the City elects to bring in a third party to design and/or host the website, the cost will likely increase based on the level(s) of service provided.

CO-3: New Wayfinding Signage

Action Statement

In coordination with a new Parking Brand (**Strategy CO-1**), create and install wayfinding signage to conveniently direct users “to the right spot.”

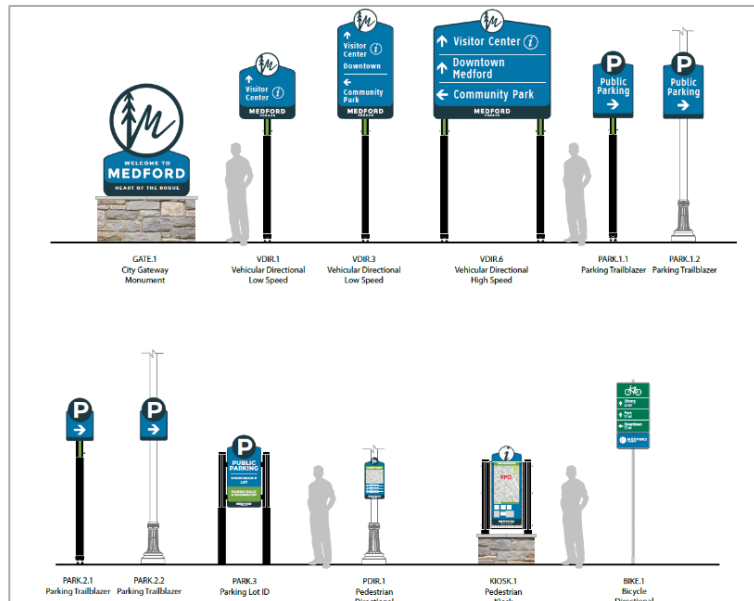
Strategy Description

A fundamental element of a parking management system is simple, clear signage directing users to their preferred parking options. In coordination with a new Parking Brand (**Strategy CO-1**), it is recommended that wayfinding signage be strategically located at key intersections and entry points to off-street public parking lots. This will allow users in search of longer-stay parking to quickly find those opportunities.

In addition to parking, wayfinding signage can incorporate other elements of travel (walking, biking, etc.) to encourage active transportation as well as key destinations for quick recognition for some. The City of Medford’s Wayfinding Plan (2022)

provides a good example of important elements of wayfinding signage (see image to the right).

<https://www.medfordoregon.gov/Government/Departments/Planning/Wayfinding>



Implementation Timeframe

Mid-Term

- Working with the Parking Advisory Committee and City staff to determine key locations for wayfinding signage.

Long-Term

- Solicit firms to establish wayfinding signage in the public right of way, integrated with the off-street system piggybacking on the newly established parking brand (**Strategy CO-1**).

Ongoing

- Continued maintenance and additional signage installation as needed.



Relative Effectiveness

- Effective. Well-designed, well-recognized, and intuitive wayfinding signage allows for easier parking, especially for new visitors/customers unfamiliar with Downtown The Dalles. Reinforcing the parking brand through recognizable colors, symbols and font will further enhance the wayfinding system.

Estimated Costs

\$\$-\$\$\$ Costs associated with designing and installing wayfinding signage include hiring an outside firm to create an agreed-upon design and then the hard costs of procuring signage materials (sign, pole) as well as installation. The cost could vary depending on the number of signs installed.



4.0 Summary

The Dalles is continuing to develop and growth with the downtown welcoming customers and visitors alike. The City continues to experience growth, with more development forecast for downtown, adding additional parking demand to the on-street supply. With this influx comes some growing pains for the downtown parking system, calling for more focus, coordination, and strategic management. The strategies recommended in this report offer a toolbox of methods that The Dalles can use to manage the parking-related challenges that come with a successful downtown.

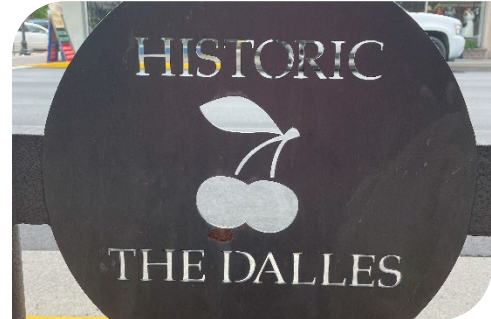
This report recommends parking management strategies that directly address these issues based on data collection, observation, best practices assessments, research, and the Parking Advisory Committee and City staff input. Strategies follow a logical order of implementation, from immediate, near, mid, and long-term, with estimated costs and overall effectiveness. It is hoped that this plan can be implemented as expediently as possible.



5.0 Appendix A - Guiding Principles for Downtown Parking

Introduction

This memorandum outlines a draft set of Guiding Principles for the management of parking in Downtown The Dalles. This preliminary draft was developed based on the input received from the Parking Advisory Committee¹⁵ (PAC) and is intended to elicit comments, discussion, and additional input from the PAC. The goal is to ensure that these proposed Guiding Principles are reflective of the intent, purpose, and priorities of the PAC for managing parking in the downtown.



A final set of Guiding Principles will be confirmed at the second Parking Advisory Committee (PAC) meeting scheduled for June 10, 2024.

Parking Advisory Committee Input

A successful downtown has a clear sense of place and offers an enticing mix of uses and amenities. The role of parking is to support the pursuit of this vision. *People do not come downtown to park; they come to experience an environment that is unique, active, and diverse.* A well-organized and effective parking system makes it safe, easy, and convenient for them to do so. Getting the right parker to the right stall – making a place for each user of downtown – defines a successful parking program.

Desired Outcomes

If parking is to be successful, the parking management plan will need to make the parking system:

- **Convenient and welcoming**
 - Create a parking system that lets users find a convenient space and take advantage of downtown's walkable environment to connect to stores, restaurants, businesses, and recreational destinations.
- **Well signed and safe**
 - Clearly communicate how and where to find appropriate and available parking; make parking understandable and quickly recognizable.
 - Make it easy for users to park and get to their destination.

¹⁵ April 30, 2024 Parking Advisory Committee Meeting; specific comments that informed the development of each Guiding Principle are shown in blue boxes.



- **Forward-thinking and responsive**
 - Anticipate and respond to increasing demands for access to a growing downtown (downtown is a work in progress).
 - Continue to monitor on and off-street parking levels to adjust to community changes and needs.
- **Cost Effective**
 - Maximize the use of existing parking resources to be financially viable and maintain downtown's character and appeal.
- **Downtown's Unique Character**
 - Ensure parking decisions are supportive of the downtown community.
- **Consensus-based**
 - Agree on priority users for both the on- and off-street supplies.
 - Provide an integrated on- and off-street system that effectively balances priority user access and supports and encourages successful public/private partnerships.
 - Ultimately, the plan will need to have community buy-in and support.

Supporting The Dalles' Unique Character

Downtown The Dalles is a special place. It is the heart of the City and provides a high quality of life to its employees, residents, and visitors. Management of the parking system should reinforce and enhance The Dalles' unique qualities and character. These qualities include:

- Amazing geography/outdoor recreation
- Smaller town/community
- Historic character of The Dalles
- Hub for other smaller communities nearby, serving the 80,000 people who live in and around The Dalles
- Respectful & kind people - 'Salt of the Earth' people here.



Guiding Principles – Elements of Parking Management

The Guiding Principles outlined here are summarized under element categories. The categories reflect input from the PAC related to desired outcomes for parking management while always being mindful of The Dalles' unique character. The intent is to establish a basis for consensus and provide both near- and long-term direction for parking management in downtown. The principles are presented in no particular order or priority. *[NOTE: Blue call-out bubbles to the right of each page paraphrase statements made by the PAC members.]*



A. Priority Users

- A1) **On-Street System (Downtown):** *The most convenient on-street parking will be managed to prioritize access for customers¹⁶ (the “priority user”).*

The downtown on-street parking system must continue to be formatted in a manner that supports turnover and minimizes conflicts between customers and other users. For the most part, employees and residents should not park on-street downtown, particularly when demand for customer parking is high at the adjacent, street-level land use. However, there is an interest in remaining adaptable based on demand and that visitors’ needs are met. For instance, after 5:00 PM, there is the thought that parking on-street should become more flexible and prioritized for additional users, including downtown residents and employees.

“Prioritize for customers, but the dynamic could change after 5:00 PM.”

- A2) **On-Street System (Residential Neighborhoods around Downtown):** *The most convenient on-street parking in the neighborhood streets around downtown will be managed to prioritize access for residents and their guests.*

The on-street parking system in residential areas abutting the downtown must continue to support the primary residential land use. Currently, there is an understanding that ‘spillover,’ meaning downtown customers and employees parking in these residential areas, is not a problem and will likely not be an issue for several years. As downtown grows, strategies for monitoring potential constraints in adjacent neighborhoods should be implemented to ensure that the priority users of the residential neighborhood streets surrounding the downtown core should be residents and their guests.

“I think residents should have convenient access to their homes.”

- A3) **Off-Street System:** *Off-street parking resources (public and private) should serve a mix of customers and employees. Different lots have different needs, and as the downtown develops and more infill occurs, management of the off-street parking system may need to adapt to constraints and changing needs of the priority users.*
- All parking strategies, particularly for employees, should be coordinated with the City’s broader transportation goals and objectives to ensure that users have reasonable options available for access.

¹⁶ Customer is defined here as anyone using businesses downtown by a transient trip – this includes shopping, eating, entertainment, recreating, and visiting downtown amenities. As such, a customer can be a shopper, tourist or local resident visiting the downtown.



- **Public Off-Street:** Priority users for the public off-street system may vary by location and demand, with off-street parking in high-demand areas prioritizing the customer/visitor and in areas of lower demand, serving additional users (i.e., employees and/or residents). The parking system, both on and off-street, should be managed holistically for optimal use, allowing for flexibility as The Dalles grows.
- **Private Off-Street:** Individual owners of private off-street parking should decide who they prioritize for parking. Therefore, private off-street parking may prioritize employees, customers, or a mix of both.

“Depends on the location and the demand.”

“I don’t like my employees parking in our off-street lot. It should be for customers”

B. Active Capacity Management

- B1) **Optimize Utilization:** *Manage the public parking system using the 85% Occupancy Standard to guide decision-making.*

The 85% Rule is a best practices operating principle for coordinating parking supply. When occupancies routinely reach 85% during peak periods, more intensive and targeted parking management strategies are called for to assist priority users in finding available parking. The 85% Rule will facilitate reasonable and data-driven decisions regarding time stays, enforcement, and other practices related to capacity management. Changes to the status quo can be difficult, but continued constraints in parking and access will adversely impact the downtown’s success and ability to attract and absorb growth.

“A balanced program that addresses everyone. Well thought out.”

- B2) **Shared Off-Street Parking:** *Encourage shared parking in areas where parking is underutilized within the downtown. This will require an active partnership with owners of private parking supplies.*

Shared parking can be an efficient and cost-effective parking management tool. However, getting to shared-use parking agreements on private lots can be a heavy lift. Regardless, using already built surface lots in a flexible manner that allows the property owner to create a profitable, managed off-street parking alternative to the on-street supply provides an additional option for different users (customers, employees, or residents). There is an understanding that there is a housing shortage in The

“A balance of adding units and determining how parking should work (shared, on-street, etc.).”



Dalles and that incentivizing development may require creativity, including allowing for and encouraging shared parking in underutilized off-street facilities.

- B3) **Create Connections to Transit:** *Work with Link to improve transit service and provide a fast, efficient, safe, and cost-effective option for travel downtown.*

Currently, LINK public transit provides bus service seven days a week, connecting The Dalles to Mosier, Dufur, Celilo, and points in between. There are two lines (blue and red) that have multiple stops throughout Downtown The Dalles.

The concept of this principle is to build upon these efforts of LINK and make transit a convenient option for travel to/from downtown. Efficient, reliable transit service can provide all users with more viable options for traveling downtown.

“Incorporate more transit. Car-free tourist. Customer service. For the businesses to thrive and grow.”

C. Information Systems

- C1) **Convenience & Communication:** *Getting the right car in the right stall and building an outreach plan to let people know their parking options in downtown The Dalles through improved parking branding and communication.*

Creating convenience and a balanced approach to parking begins with education and outreach. The Dalles has a wonderful downtown and a hub for many within the area.

“Wherever the dedicated parking is located, it should be safe and convenient.”

As locals and visitors come to live, work, and recreate, a refresh of the parking and transportation communication strategy can help to promote the options available to customers, employees, and residents. Signage could be improved through the use of a common and consistent parking brand (for example, many municipalities use the public parking “P” on the signage system links to the messaging at/within “public” lots). This will increase awareness and understanding of how to access on- and off-street parking resources. A common brand unifies current and future marketing materials, signage systems, and other communications. The purpose is to simplify communications and improve the user experience. All systems should be reliable and easy to use and understand.

- C2) **Monitor & Report Utilization:** *Implement performance measurements and reporting to facilitate decision-making.*

Committing to a routine and objective system of measurement and reporting ensures that data will inform decision-making. Key metrics include occupancy, turnover, average duration of stay, vehicles served per day, commuter mode split, rates of violation, and customer

“Figuring out systems and management programs. A toolbox to select from.”



input. Performance monitoring also provides a basis for routine evaluation of program effectiveness. Accurate and reliable information about parking system performance supports good decision-making and provides transparency for the community.

D. Safety and Accessibility concerns

- D1) **Safety:** *Parking resources and supporting pedestrian infrastructure should be routinely evaluated and reviewed to ensure safety standards are being met for the current use patterns and anticipated future growth. All parking areas should be served by a well-lit, well-maintained, and pleasant walkable pedestrian network that allows users to feel safe and secure en route to their destination.*

The City should routinely assess the role of safety in its multimodal infrastructure. More specifically, in terms of parking and off-street parking facilities, access ways should maintain a minimum ‘clean and safe’ threshold so that the ‘park once’ philosophy can become a reality. Creating safe sightlines, well-lit areas, and ADA-standardized and well-paved sidewalks. With public off-street parking along E. 1st Street and a desire to create more off-street flexibility in parking access, raising the level of safety standards would set a benchmark or example for additional off-street facilities. As Downtown The Dalles continues to grow, creating safe access and parking throughout the City will be critical to integrate within a larger parking and transportation framework.

“City parking lots need to be updated to be safer, with better lighting and patrols at night. More desirable to park in.”

- D2) **Accessibility (ADA):** *The City of The Dalles strives to ensure equitable access for all users, including those who are mobility challenged, creating safe and accessible parking options within the public parking system.*

As federal parking requirements change, now is a perfect time to reassess equitable parking access within the downtown parking system. There is broad consensus that customers, employees, and residents with mobility limitations should be able to come downtown and find dedicated ADA parking in the public on and off-street systems. Routinely reviewing the number, location, and accessibility of parking stalls in a municipality is a sound way that safe parking options are present and all users are accommodated.

“Balanced and accessible where no one really feels put out or frustrated.”

E. Roles and Coordination

- E1) **Primary Role (City of The Dalles):** *The City’s role in managing the public parking system is listed in priority order and includes:*



- Accommodating customer/visitor access downtown.
- Being proactive in mitigating future parking problems or conflicts.
- Thinking holistically about equitable parking access.

Currently, the public parking system is not viewed as problematic for user access, with few significant constraints in the available parking supply. However, access constraints may emerge over time. If and when parking requires a higher level of management, the City should look to fill that role. Until then, there is a sense that education about different parking options and rules for all users will suffice. As The Dalles continues to grow and develop, monitoring and measuring parking access will need to be considered.

“I think it is equilibrium. The City does have a responsibility to mitigate some of the parking.”

- E2) **Primary Role (Private Sector):** *Employee parking should be led by the private sector and through partnerships where the City can reasonably participate (financially or programmatically).*

Currently, the City owns four downtown lots that are available to the public. These lots comprise 156 stalls, just 11% of all off-street parking downtown. To this end, the private sector must take a lead role in providing parking for downtown employees. The City can complement the private sector role with surpluses in its supply by providing safe, reliable, and effective non-auto access to downtown. However, the public supply cannot be the sole source of parking for all users.

Additionally, current owners of off-street parking should look to shared use opportunities in underutilized supplies, and businesses and residential managers should play a lead role in working together to educate and direct employees and downtown residents to parking locations that do not conflict with visitor access.

“As for the employees and residents, it should fall on us. Self-police and set the example by walking a couple of blocks. Takes all of us.”

- E3) **Stakeholder Support:** *Ensure that a representative body of affected private and public constituents routinely informs decision-making.*

Active participation by those affected by parking strategies helps to build an understanding of the inherent tradeoffs in all parking management decisions. This will be best accomplished through an established PAC that reviews performance metrics, serves as a sounding board for issues, and acts as a liaison to the broader stakeholder community. The current project PAC could transition into this role upon plan implementation.



6.0 Appendix B – Downtown Parking Data Summary



2024

City of The Dalles, Oregon Downtown Parking Data Collection Summary

June 28, 2024 (v2)





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I. Introduction

The purpose of this 2024 Data Summary Report is to derive a comprehensive and detailed understanding of actual use dynamics and access characteristics associated with parking in Downtown The Dalles. Metrics related to occupancy, turnover, duration of stay, and hourly patterns of activity have been compiled for both the on and off-street parking systems. This data can assist the City in near-term decision-making on existing parking, in understanding where parking constraints and surpluses exist, and in determining whether factors such as abuse of time limits adversely affect access.

The demand for parking in Downtown The Dalles is currently low by industry standards. This is true in both the on- and off-street supplies. Data collected indicates that a visitor to the downtown can find on-street parking adjacent to, or within a short, convenient walk to most any desired destination. The current supply provides:

- **Ample surplus space** to which users can be directed, getting the right car to the right space.
- **Capacity to absorb** new visitors, employees, and downtown resident trips.
- **Potential to capture new land uses** on underutilized lots with little risk (in the short to mid-term) to parking access for current and new users attracted to more dense land use.

II. Executive Summary

A. Study Elements

- This report summarizes the findings from a parking utilization (on-street) and occupancy (off-street) effort completed in the downtown for a weekday and Saturday in May 2024.

B. Inventory

- **On-Street:** 1,201 on-street stalls were cataloged in the 2024 study area boundary; all were surveyed/measured (a 100% sample). The most significant finding with the format of the supply is that 99% of the downtown supply is unregulated, No Limit, parking. This is not typical in most Main Street downtowns, where visitor access is prioritized.
- **Off-Street:** 1,398 off-street stalls within 67 lots (public and private) were cataloged within the downtown study area boundary. Of that total, 1,252 stalls on 50 lots were surveyed/measured (an 89% sample).

C. On-Street Findings

- **Demand Profile:** At the weekday peak hour (11 AM), 45% of the 1,201 on-street parking stalls were occupied. At this hour, approximately 661 stalls are empty and available for use on-street. On Saturday (same peak hour), 29% of all stalls are occupied, leaving 848 empty stalls available.
- **Utilization:** The average duration of a vehicle stay ranges from 2 hours 23 minutes (Saturday) to 2 hours 41 minutes (weekday). Turnover on both days falls below the industry target of 5.0 turns per stall per day. The turnover rate is influenced by the high number of vehicles parking for 5 or more hours on the street: 286 vehicles (weekday) and 195 vehicles (Saturday).



- **Constrained Area:** Data indicates that *on-street parking availability* is evenly distributed downtown, providing ample surplus space to which existing or new users could be conveniently directed. Where constraints are identified, ample parking is available within close proximity.

D. Off-Street Findings

- **Demand Profile:** At the weekday peak hour (11 AM), 36% of the 1,252 off-street parking stalls were occupied. At this hour, approximately 801 stalls are empty. On Saturday (same peak hour), 24% of all stalls are occupied, leaving 956 empty stalls available. It is important to note that the majority of unused off-street parking is located in privately owned/managed lots. As with the on-street system, the off-street supply has low demand per industry standards.
- **Constrained Lots:** Few sites measured reached 85% or higher occupancy at the observed peak hour; two on the weekday and one on Saturday. When combined, these lots total 37 stalls on three (3) lots for the weekday (3% of the measured supply) and 135 stalls on one (1) lot for Saturday (11% of the measured supply).

E. Summary

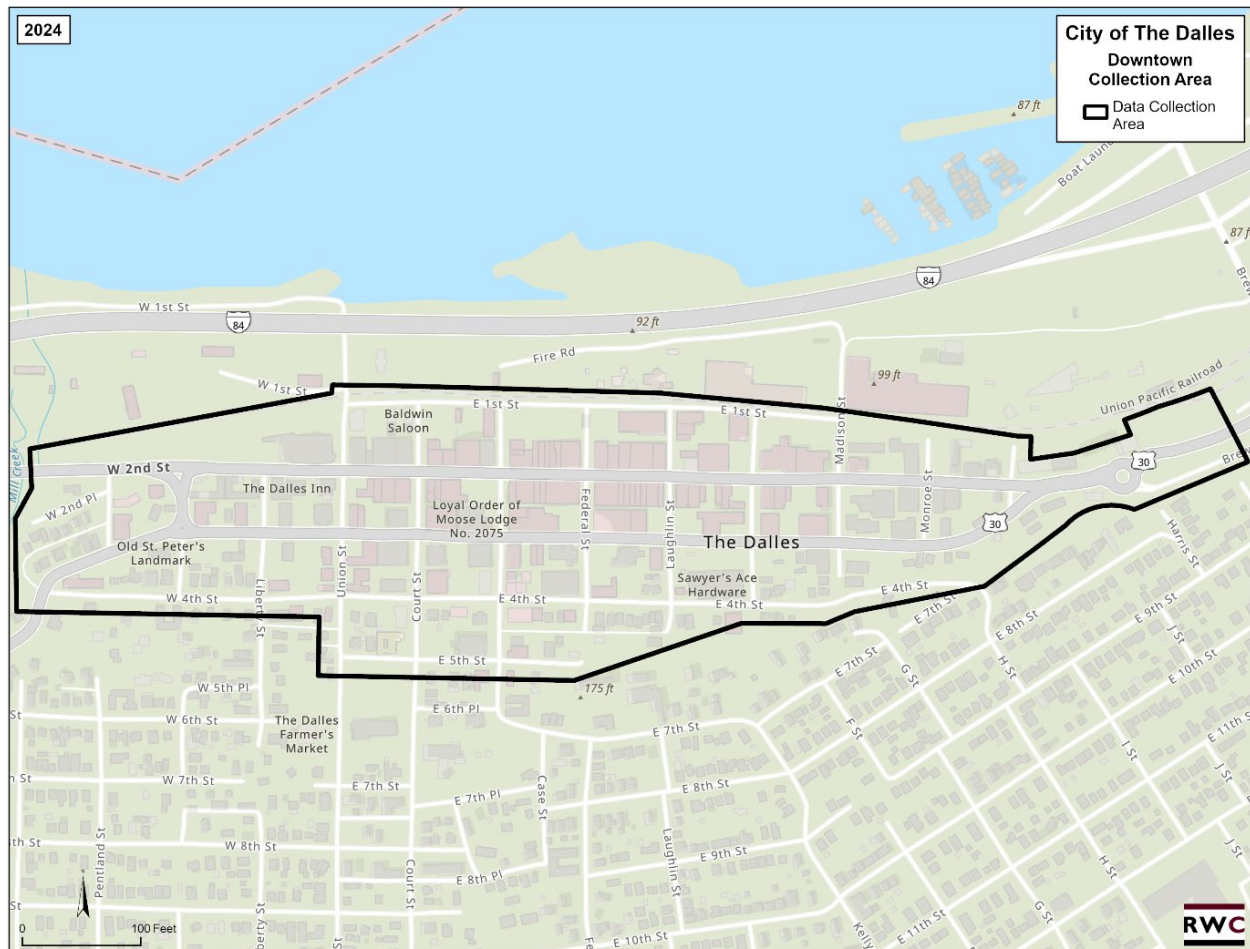
- The City of The Dalles has an adequate supply of parking both on and off-street to meet the needs of regular visitors, customers, downtown residents, and employees downtown.
- Parking is not constrained; with low levels of use for both the on and off-street supplies. Where constraints do occur, there is more than an adequate supply of parking adjacent to the constraint or within a convenient walking distance.
- There is capacity to absorb new visitors, employees, and downtown resident trips.
- There is potential to capture new land uses on underutilized lots with little risk (in the short- to mid-term) to parking access for current and new users attracted to more dense land use.

III. Study Area

The parking inventory study area was determined in conjunction with City staff. It is focused on the downtown and includes both on and off-street parking supplies. The area is generally bounded on the north by E. 1st Street, W. 4th/E. 5th Streets to the south, Mill Creek to the west, and the Roundabout to the east.

Figure A (below) illustrates the study area.

Figure A: Downtown Parking Study Area



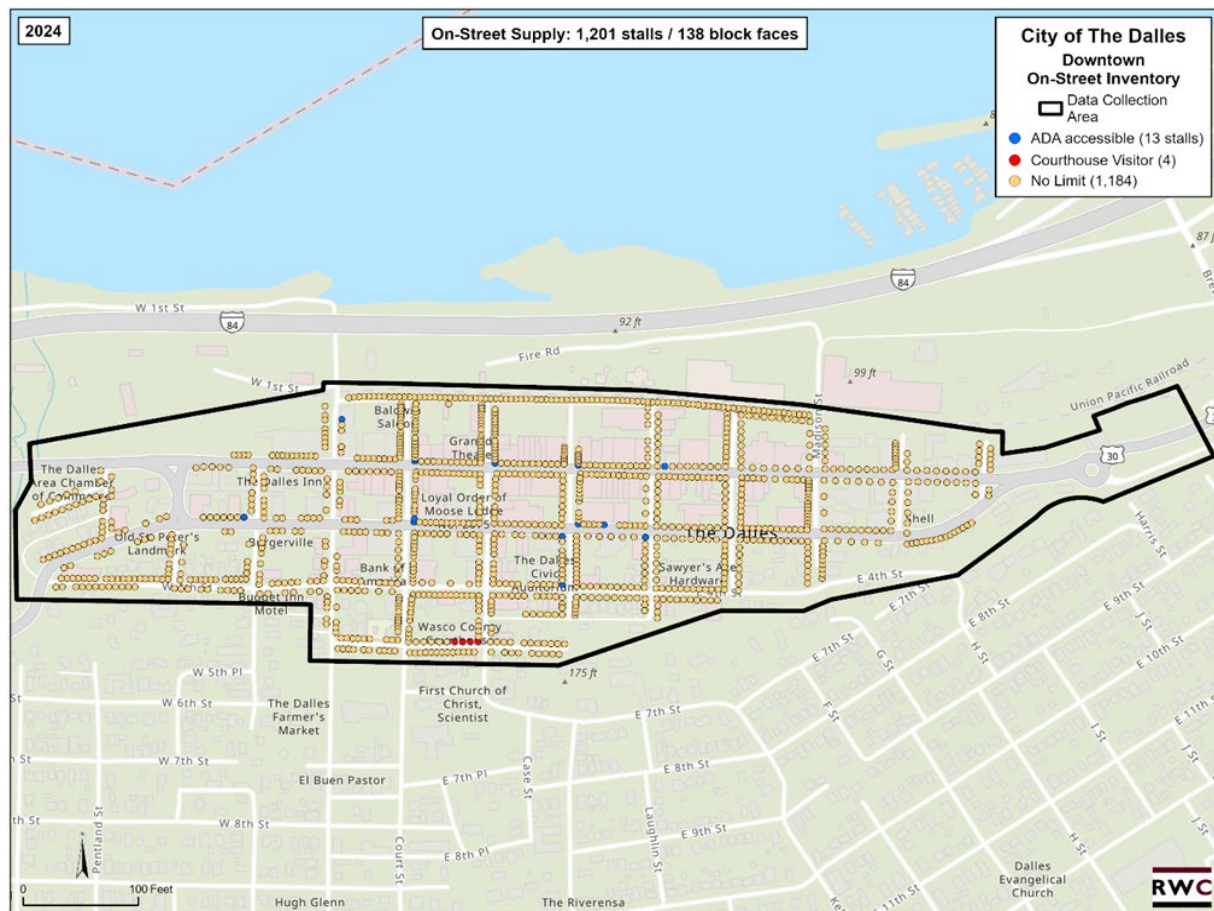
IV. Surveyed Parking Inventory & Data Collection Methodology

A. Assembling the Inventory

The consultant team inventoried the on and off-street parking supply in May of 2024. The inventory consisted of a complete catalog of all parking within the study area. In-field surveyors physically denoted on-street stalls by location (block face) and stall type (e.g., No-Limit, ADA, Courthouse Visitor) and off-street stalls by location, lot size, and use type (e.g., retail, office, mixed-use, etc.).

The total supply of parking within the parking study includes 2,599 parking stalls, of which 1,201(46%) are on-street stalls and 1,398 (54%) are off-street stalls located on 67 unique off-street sites. All inventoried parking is located in a 39-block area comprised of 138 individual block faces where parking is allowed. A map of on-street stalls by type is provided in **Figure B**. A complete and detailed summary of the on and off-street inventory is detailed in the *2024 Parking Inventory Summary* (dated March 2024).¹⁷

Figure B: Parking Inventory by Stall Type



B. Data Collection Methodology

Data was collected on Thursday, May 16, and Saturday, May 18, 2024. These dates were selected in consultation with City staff. The two dates allow for a comparison between a “typical” weekday

¹⁷ Available from the City of The Dalles.

(Thursday) and Saturday (Saturday). Also, the dates allowed for the collection of data to assess the impacts of school being in session, and observations of weekday activity during a typical late spring day. Thursday and Saturday data were collected hourly from 9:00 AM through 7:00 PM. The weather on both days was a combination of sunny/overcast and mild.

For the on-street system, surveyors recorded license plate numbers every hour on the hour for 10 hours on each of the 138 block faces that allow parking within the study area. For the off-street, surveyors counted vehicles parked in all 50 sampled lots on the same every hour on the hour schedule as used for the on-street system.

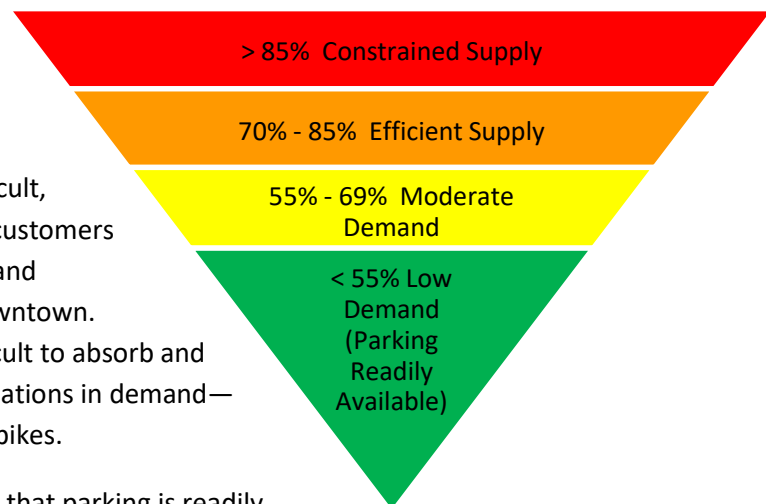
V. Measuring Performance

Parking is considered to be constrained when 85% or more of the available supply is routinely occupied during the peak hour. In a constrained system, finding an available spot is difficult, especially for infrequent users such as customers and visitors. This can cause frustration and negatively affect perceptions of the downtown. Continued constraints can make it difficult to absorb and attract new growth or to manage fluctuations in demand—for example, seasonal or event-based spikes.

Occupancy rates of 55% or less indicate that parking is readily available. While availability may be high, this may also indicate a volume of activity inadequate to support active and vital businesses. Occupancy rates between these two thresholds indicate either moderate (55% to 69%) or efficient (70% to 85%) use.

An efficient supply of parking shows active use but little constraint that would create difficulty for users. Industry standards indicate that this level of use/demand supports vital ground-level businesses and business growth, is attractive to potential new users, and is able to respond to routine fluctuations.

RWC's analysis of parking in The Dalles uses these categories to evaluate the performance of the system.



VI. Characteristics of the On-Street Parking System: Data Findings

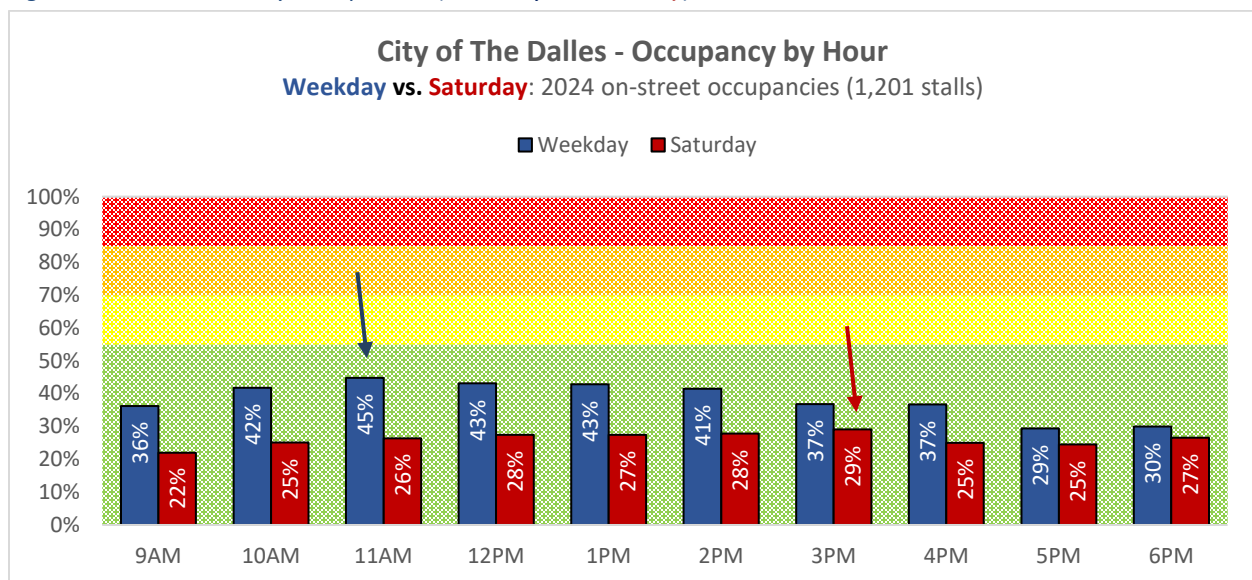
Occupancy by Hour of Day

Figure C provides a comparative hour-by-hour look at parking occupancies on both survey days. As the figure indicates, parking on both days demonstrates a fairly normal bell curve pattern, with declining activity after 2:00 PM. The peak hour for the weekday occurs at 11:00 AM when occupancy reaches 45%. (indicated by the blue arrow).

The peak hour on Saturday is at 3:00 PM when occupancy reaches 29% (indicated by the red arrow). If averaged over the course of the day, the weekday occupancy is 38% compared to 29% on Saturday.

Based on the measures of performance discussed in **Section V**, parking demand is in the low range (green) for both survey days. Overall, empty parking is abundant within the on-street system; *this is consistent throughout the study area*.

Figure C: On-Street Hourly Occupancies (Weekday vs. Saturday)



Utilization by Stall Type

Table 1 below summarizes a number of metrics that include total stalls, peak hours by stall type, peak occupancy, empty stalls, the average duration of stay, and the turnover rate.

Table 2: On-street Parking Summary by Time Stay (Weekday vs. Saturday)

Use Type	Stalls	Peak Hour	Peak Occupancy	Empty Stalls	Average Duration	Turnover Rate
On-Street Supply Studied	1,201	11 AM - 12 PM 3 PM - 4 PM	45% 29%	661 848	2:41 hours 2:36 hours	3.72 3.85
ADA accessible	13	12 PM & 2 PM 3 PM - 4 PM	23% 23%	10 10	2:30 hours 4:12 hours	4.00 2.38
Courthouse Vehicles	4	9 AM - 12 PM 10 AM - 11 AM	100% 50%	0 2	3:34 hours 1:00 hour	2.80 10.00
No Limit	1,184	11 AM - 12 PM 3 PM - 4 PM	45% 29%	649 834	2:41 hours 2:36 hours	3.72 3.84

As **Table 1** indicates:

- There are three (3) different stall types in place within the on-street system. The most common type is No-Limit, with 1,184 stalls or 99% of all on-street parking. There are two additional specialty on-street stall types: ADA (13 stalls) and Courthouse (4 stalls).
- At the peak hours, there are 661 and 848 stalls empty on-street stalls for Thursday and Saturday, respectively, within the study boundary.
- The average length of stay for all on-street parkers is 2 hours 41 minutes (Thursday) and 2 hours 36 minutes Saturday.
- Interestingly, vehicles parked in No Limit stalls have an average length of stay of 2 hours 41 minutes (Thursday) and 2 hours 36 minutes Saturday suggesting that the current No Limit stalls are more than adequate and could even be time-limited in the future without negative consequences (e.g., 3-Hour time limit)
- Peak occupancies in the ADA-accessible stalls were low, 23% on both Thursday and Saturday but are few in number (13). Their low use indicates that current ADA stalls are likely meeting on-street demand for this user group.
- Peak occupancy for the Courthouse stalls was high/constrained on Thursday for three consecutive hours (100%) and low on Saturday (50%). As Court is open Monday-Friday, higher occupancy in these stalls during the weekday is understandable, though 4 stalls may not be enough for this specific use type.

Utilization – Other Characteristics of Use

Table 2 provides additional metrics for the on-street system, summarizing a range of use characteristics. This includes unique vehicle trips, turnover rate, excessive time stays, and re-parking (sometimes called “moving to evade”). These metrics provide insights into how many people are visiting Downtown The Dalles and how efficiently the parking spaces are being used.

Table 3: Summary of On-Street Parking Use Characteristics (Weekday vs. Saturday)

Use Characteristics		Weekday	All Users Saturday	Difference
a	Average Duration	2:41 hours	2:36 hours	+6 minutes
b	Vehicle Trips	1,654	1,179	+475 trips
c	Turnover Rate	3.72	3.84	-0.12 turns
d	Vehicles staying ≥ 5 hours in stalls (% of vehicle trips)	286 (17%)	195 (17%)	+91 vehicles
e	Vehicles moving between stalls: re-parking (% of vehicle trips)	98 (6%)	62 (5%)	+36 vehicles

Key indicators from Table 2 include:

Unique Vehicle Trips (UVT)

The recording of license plate numbers allows for the identification of the total number of unique vehicles using the on-street system.¹⁸

The number of unique vehicles parked on-street over the 10-hour data collection period totaled 1,654 on Thursday and 1,179 on Saturday. This shows that the downtown has 475 more trips (+29%) coming downtown on a typical Spring weekday than on a Saturday; likely an indication of the influx of employees on weekdays.

Turnover (efficiency of the parking system)

In most cities, the primary time limit allows for the calculation of an *intended turnover rate*. For example, if the limit for a stall is two hours, and over a 10-hour period,¹⁹ that stall is occupied by five unique vehicles, its intended turnover rate is 5.0. As such, if turnover were demonstrated to be at a rate of less than 5.0, the system would be deemed inefficient. A rate in excess of 5.0 would indicate a system that is operating efficiently. Most downtowns strive for a minimum rate of 5.0 or higher, given the goal of supporting short-term visitor access and business viability. At present, downtown's primary stall type is No Limit, so there is no assumed ideal turnover rate. However, a turnover rate of 5.0 would still be the industry standard to strive for to the benefit of street level businesses.²⁰

In Downtown The Dalles, the turnover rate is 3.72 on the weekday and 3.84 on the Saturday. These rates are lower than 5.0 and are reflective of the high number of No-Limit stalls. Introducing 2 or 3-hour stalls downtown would likely support better turnover.

¹⁸Note this does not represent all vehicles in the study area, as license plate numbers were not recorded in off-street facilities.

¹⁹ 10 hours is a standard period of enforcement in most Main Street downtowns.

²⁰ The vast majority of Main Street downtowns that RWC has worked with maintain 2 Hour time limits in their central core areas. For purposes of discussion here, the consultant uses 2 hours and a 5.0 desired rate of turnover. Turnover is important as it can reflect (a) the potential capacity for trips within an on-street system, (b) a system designed to maximize potential sales per stall to adjacent businesses, and (c) a metric used by potential new ground level businesses to assess the viability of trip capacity in the downtown when making location decisions.

Excessive time stays

Downtown The Dalles does not have on-street time limitations. However, the on-street parking code specifically states that the priority for on-street parking in the City’s Downtown Parking District (also referred to as the Central Business Zone²¹) is for customers and visitors and not for long-term parkers such as “employment, business profession, or residence” within this zone.²² Despite the code restrictions, some vehicles park on-street for 5 or more hours per day. For purposes of this analysis, the consultant team tracked vehicles parked in No Limit stalls for periods of five hours or more. These vehicles likely belong to employees (or, to a lesser degree, residents who live downtown).

On Thursday, 287 cars were in this category, representing 17% of all unique vehicle trips using the system that day. On Saturday, the number dropped to 195 vehicles (again, 17% of all unique vehicles). These are relatively high numbers and indicate that long-term users (employees/downtown residents) are either unaware of or dismissing the downtown code provision that specifically restricts employees, business owners, and residents from parking on-street. Due to low demand, this may not be an issue yet, but as growth occurs, nearly 200 or more vehicles a day using spaces intended for visitors will create constraints and conflicts between users.

Re-parking

Re-parking refers to vehicles moving between on-street stalls over the course of a day. Where time limits are in place, this metric can indicate abuse of the system, particularly if those moving their vehicles are employees using time-limited stalls. Users who shuffle their vehicles from one stall to the next reduce the number of on-street parking opportunities for visitors and customers, creating an artificial constraint on the system. Ideally, those wanting to park for longer periods would be directed to off-street lots. This would preserve the majority of the on-street supply for higher turnover users.

The number of unique license plates observed moving between stalls was 98 on Thursday, or 6% of all unique vehicle trips (UVT). The rate is lower on Saturday, with 62 vehicles observed re-parking (5%). At this time, this behavior doesn’t have an adverse impact on visitor parking due to the overall low parking occupancies within the study zone. In other words, it is doubtful that customers are denied a stall because of possible employee re-parking. As occupancies increase in the future, a need for a higher level of enforcement or new restrictions on re-parking (or “moving to evade”) as a citable offense may be warranted.

Utilization (Heat Map Summary)

Figures D and E summarize occupancy in the peak hour by block face via a “heat map” of the study area. A heat map uses color to display degrees of occupancy as measured against an industry standard of 85% (as described in **Section V** above). When occupancy exceeds 85%, the system is considered constrained (red). Green represents areas of underutilized (low-demand) parking, yellow indicates moderate

²¹ See The Dalles code section: [Chapter 6.08](#).

²² For reference, the Central Business Zone, as described in Chapter 6.08 of The Dalles Municipal Code (TDMC), differs from that of the Central Business Commercial (CBC) zoning district and is located within a central core of the CBC zoning district. See map in Chapter 6.08 of TDMC for reference.



demand, and orange represents an optimum/efficient level of demand. In the study area, there are a total of 138 block faces where on-street parking is allowed.

[NOTE: The study area provided by the City of The Dalles is larger than the Downtown Parking District defined in the City code (Chapter 6.08). The purpose of this study is to assess how parking activity is currently distributed within this larger study area. Data derived from this study could result in refinements or revisions to the definition of the Downtown Parking District boundary to ensure that the intent of Chapter 6.08 is met to ensure that specific areas of the downtown are prioritized for customer/visitor access. That assessment will occur during strategy development with the Parking Advisory Committee.]

Weekday (Thursday)

As **Figure D** illustrates, on the weekday, 12 block faces are constrained at the peak hour (colored red). The majority of these block faces (10) are clustered in a nine-block area bound by E. 1st Street (north), E. 4th Street (south), Federal Street (west), and Madison Street (east). This is illustrated in the aqua-colored box on the figure.

Within this cluster, some users may sense some level of constraint, particularly for those not inclined to walk a short distance. However, even in this small section of downtown, on-street parking is easily available within a block or two, if not on an adjacent block face.

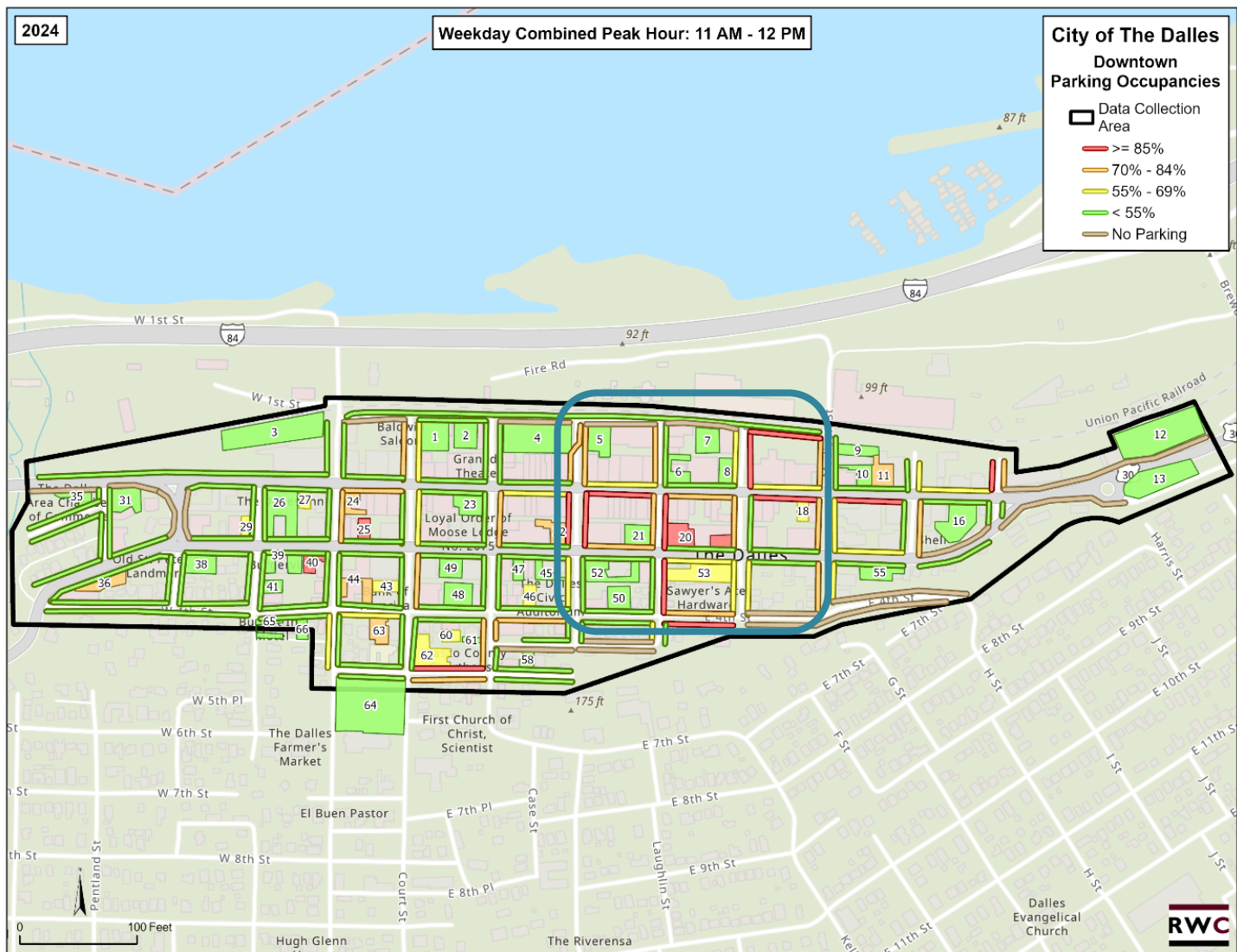
An additional 22 block faces are colored orange (71% - 84% occupied), and 18 block faces are colored yellow (55% - 69%). Both colors are dispersed throughout the study area. The rest of the study area shows low demand (green), totaling 86 block faces (62% of all block faces). Overall, on-street parking availability is abundant, and few (if any) users are prevented from finding a space conveniently proximate to any downtown destination.

Saturday (Saturday)

On Saturday (**Figure E**), seven (7) constrained block faces (red) were identified at the peak hour (3:00 PM – 4:00 PM). Four of these block faces are clustered in a very small two-block area, bounded by E. 2nd Street (north), E. 3rd Street (south), Laughlin Street (east), and Washington Street (west). This is illustrated in the aqua-colored box on the figure. An additional 12 block faces are operating at an efficient level of demand (orange), and 9 show moderate use (yellow). Eighty percent of all block faces have low demand (green), representing 110 of the total 138 block faces in the study area.

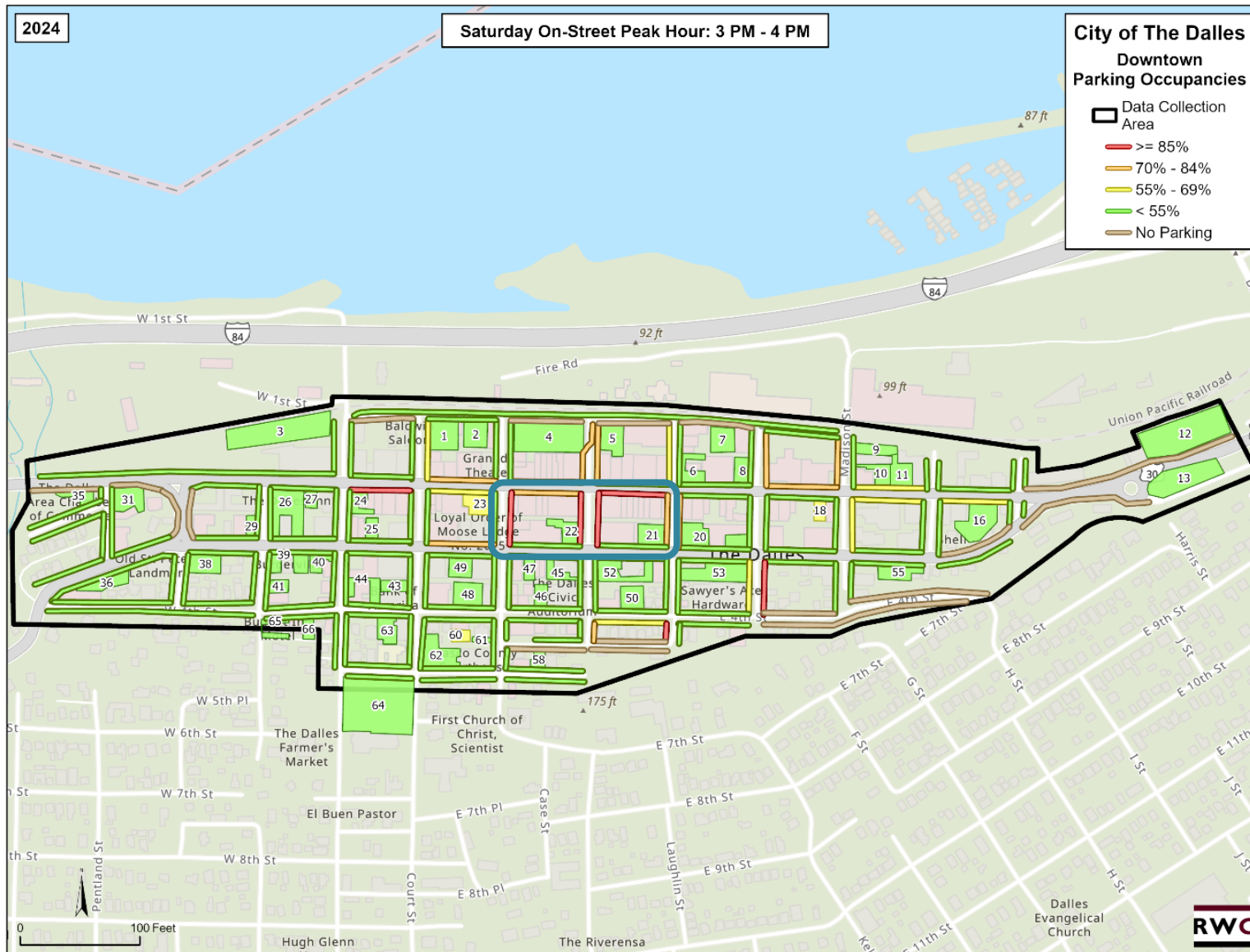
As with the weekday, on-street parking is conveniently proximate and available within a block or two of any destination within the study area.

Figure D: Heat Map for On-Street/Off-Street/Combined Utilization (Weekday Peak Hour)²³



²³The Figure D and E maps also shows peak hour occupancies for off-street sites. Off-street sites are discussed in more detail further in Section VII.

Figure E: Heat Map for On-Street/Off-Street/Combined Utilization (Saturday) Peak Hour



VII. Characteristics of the Off-Street Parking System: Data Findings

A. Inventory

The entire public and private off-street parking supply has 1,398 parking stalls spread across 67 sites.

Figure F below locates all off-street parking facilities/sites in the study area. Each lot in the figure is identified with a Lot ID number that corresponds to more detailed lot information summarized in **Table 3** in **Section VII C** (page 16).²⁴

Of the total supply, 1,252 stalls (on 50 sites) were physically surveyed for occupancy on each of the data collection days. This represents an 89% sample of the entire off-street system – a statistically valid and representative sample of off-street parking behavior/utilization. These sites are colored red in the figure. The remaining 17 sites (146 stalls) were not surveyed, generally for reason of their very small size, type of use served, or because they were inaccessible to surveyors. These sites are colored blue in the figure. As the figure illustrates, off-street parking is uniformly spread across the downtown.

B. Utilization (Occupancy)

Figure G below illustrates parking *occupancy by each hour of the survey day* for the 50 off-street facilities surveyed. The peak hour for the off-street parking during the weekday (Thursday) occurs between 11:00 AM and 12:00 PM, reaching 36% occupied (indicated by the blue arrow on the figure). Saturday's occupancy peak is also between 11:00 AM and 12:00 PM but has a lower peak occupancy of 24% (indicated by the red arrow on the figure). Demand for off-street parking drops significantly on the weekday after 5:00 PM. On Saturday, occupancies are fairly flat throughout the study day, with a slight uptick at 5 PM and 6 PM, but never exceeding 24%.

Based on the performance standards described in **Section V**, utilization of the off-street parking system is low (green) for both the weekday and Saturday. Overall, empty parking is abundant in off-street facilities throughout the downtown.²⁵

²⁴ The **Table 3** summary table provides occupancy information for each unique site, as well as stall total, unique peak hour and occupancy, number of empty stalls at the peak hour, and the land use type the lot primarily serves. Again, Lot ID numbers shown in **Figure F** can be correlated to this table.

²⁵ This finding does not infer that empty parking, particularly in private lots, is available for use by the general public. The finding does indicate that potential opportunities to capture what is an underutilized asset/resource exist and could be explored.

Figure F: Inventory of Off-street Parking Facilities – *Surveyed* vs. *Not Surveyed*

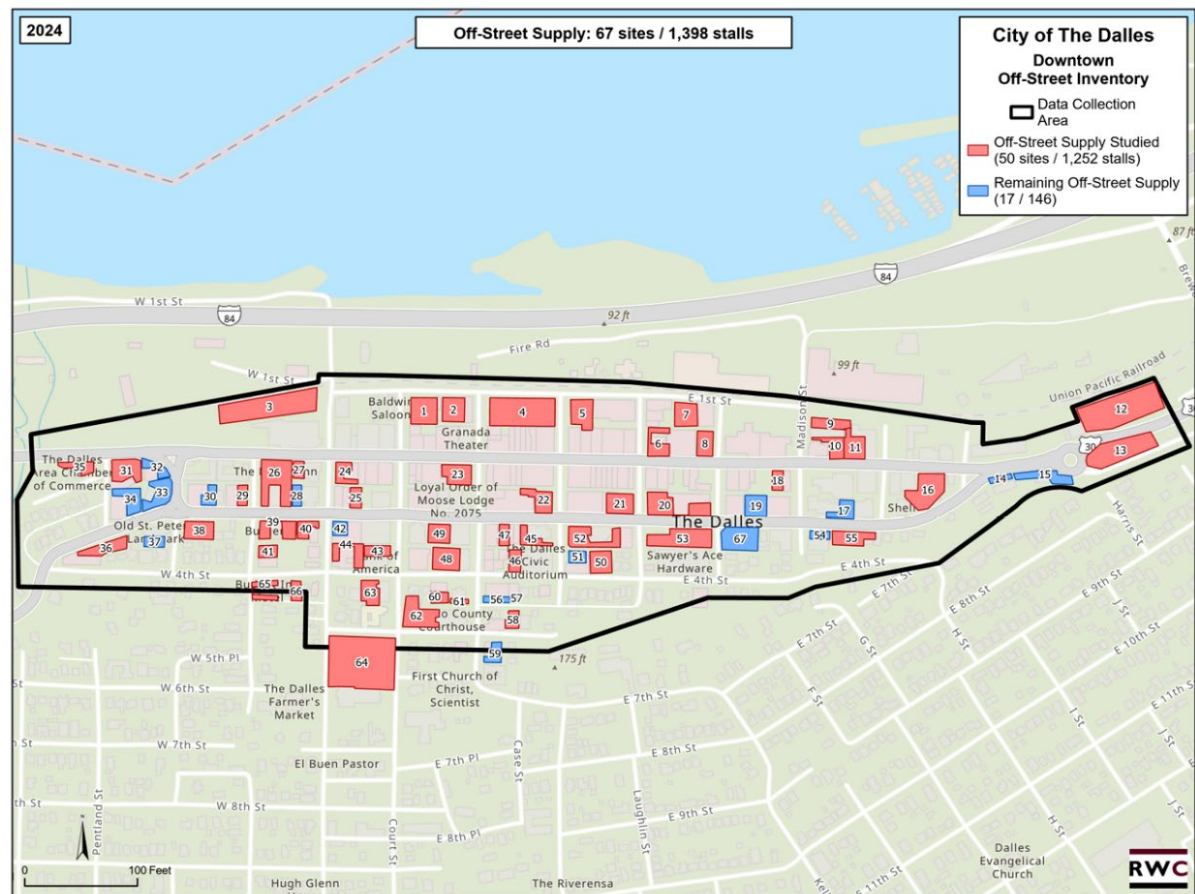
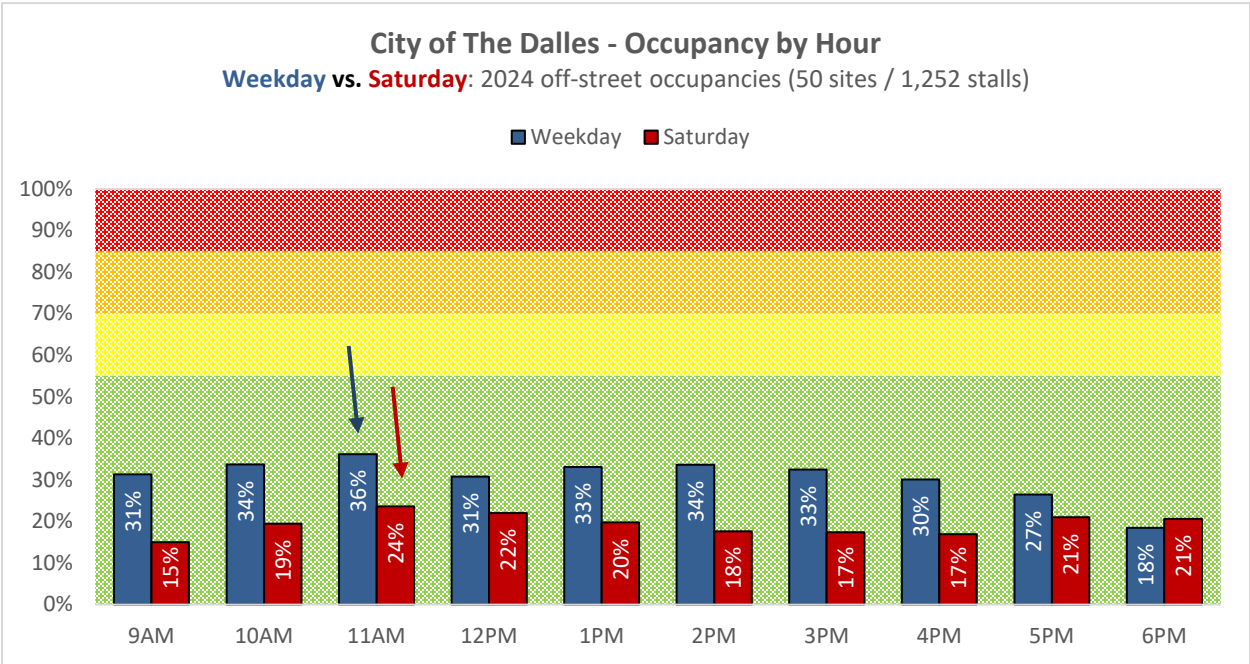


Figure G: Off-street Hourly Occupancies (Weekday vs. *Saturday*)



C. Utilization (by unique Lot ID)

Table 3 summarizes *utilization metrics* from each of the 50 surveyed facilities observed on the survey days. Off-street parking under City control/ownership is highlighted in **bold**, and the Lot ID number (1st column) is shaded in aqua in the table. As stated earlier, each lot in the table is identified by a lot number that corresponds to the same number on the inventory map in **Figure F** above.

Key findings from **Table 3** include:

- The public (City) owns/controls a very small portion of the off-street supply (12%), 156 stalls in four locations (represented by lots 4, 5, 13, 38 as ‘Public’ in **Figure F** and **Table 3**). Occupancies in the public facilities maintain low occupancies, with peaks of 38% on the weekday (Lot 4) and 28% on Saturday (Lot 5).
- When all occupancies are combined (all surveyed lots), empty stalls at the peak hour range from 801 stalls on the weekday to 956 on Saturday.
- Though there appears to be a significant number of empty stalls, this is not to infer that such stalls are available for use by customers/visitors or downtown employees/residents, as the majority of this parking is in private ownership.
- One lot (Lot 20) exceeded 100% in the peak hour (120%), located at 523 E 3rd Street. This is the result of cars parked illegally within the lot – in areas not striped or designated for parking.
- As the data indicates, there is a significant supply of underutilized parking off-street.

Table 4: Off-Street Parking Utilization by Unique Site Weekday vs. Saturday)

Lot ID	Facility	Stalls	Peak Hour	Peak Occupancy	Stalls Available	Specific Use Type
	Off-Street Supply Studied (50 sites studied)	1,252	11 AM - 12 PM 11 AM - 12 PM	36% 24%	801 956	
1	Urban Renewal Agency Parking Lot West / Commodore II	32	6 PM - 7 PM 4 PM - 7 PM	25% 47%	24 17	Residential
2	Urban Renewal Parking Lot East	21	12 PM - 7 PM 9 AM - 7 PM	10% 10%	19 19	Office
3	US Postal Service	34	1 PM - 2 PM 11 AM - 12 PM	18% 3%	28 33	Government
4	Public Parking (1)	80	6 PM - 7 PM 9 AM & 4 PM	38% 20%	50 64	Public
5	Public Parking (2)	32	12 PM - 1 PM 9 AM & 4 PM	25% 28%	24 23	Public
6	JD Smith Jewelers/ StateFarm	14	multiple multiple	36% 7%	9 13	Mixed Use
7	Gravel Lot	37	1 PM - 2 PM 12 PM - 1 PM	27% 30%	27 26	Office
8	Second Street Mercantile/ La Fogata	18	3 PM & 5 PM 10 AM & 12 PM	17% 11%	15 16	Mixed Use
9	Wonderworks Children's Museum	15	11 AM - 12 PM 12 PM - 1 PM	27% 13%	11 13	Museum
10	RiverTap Restaurant and Pub	20	4 PM - 7 PM 5 PM - 7 PM	60% 60%	8 8	Restaurant



2024 The Dalles Parking Data Summary

Lot ID	Facility	Stalls	Peak Hour	Peak Occupancy	Stalls Available	Specific Use Type
11	Mid Columbia Auto Dealing/ RiverTap Parking after 5 PM	18	11 AM & 1 PM 10 AM - 1 PM	78% 39%	4 11	Mixed Use
12	Sunshine Mill Winery	50	3 PM - 4 PM 6 PM - 7 PM	14% 78%	43 11	Mixed Use
13	Public Parking (3)	20	9 AM - 1 PM 5 PM - 7 PM	15% 15%	17 17	Public
14	For Sale - Vacant Lot (1)	9	- -	- -	- -	Retail
15	For Sale - Vacant Lot (2)	13	- -	- -	- -	Retail
16	Dominoes/ Sinclair Gas/ Holsteins Coffee	31	5 PM - 6 PM 12 PM - 1 PM	35% 26%	20 23	Mixed Use
17	Optimist Printers	6	- -	- -	- -	Office
18	Zims Brau Haus	17	6 PM - 7 PM 12 PM & 6 PM	82% 76%	3 4	Restaurant
19	Reserved for Salvation Army - Permanently Closed	16	- -	- -	- -	Retail
20	523 E 3rd Street - Vacant Building	10	12 PM - 1 PM 9 AM & 11 AM	120% ²⁶ 50%	-2 5	Vacant building
21	Gobhi (Permit Only)	37	10 AM - 12 PM 9 AM - 7 PM	41% 8%	22 34	Office
22	The Dalles Chronicle	19	11 AM - 12 PM 11 AM - 1 PM	74% 37%	5 12	Office
23	Discounts Plus	32	6 PM - 7 PM 1 PM - 3 PM	38% 75%	20 8	Retail
24	Alive Chiropractic and Rehabilitation/ State Farm	17	11 AM & 2 PM 1 PM - 5 PM	71% 12%	5 15	Mixed Use
25	The Dalles City Hall	17	9 AM - 10 AM 9 AM - 7 PM	94% 0%	1 17	Government
26	The Dalles Inn	58	9 AM - 10 AM 6 PM - 7 PM	22% 29%	45 41	Lodging
27	Amerititle	10	9 AM - 10 AM 9 AM - 7 PM	80% 0%	2 10	Office
28	Clock Tower Ales	6	- -	- -	- -	Restaurant
29	Oregon Motor Hotel	14	11 AM & 2 PM 9 AM - 7 PM	64% 0%	5 14	Lodging
30	Copper West Real Estate	9	- -	- -	- -	Office
31	High Street Insurance and Financial Services	14	12 PM - 1 PM 6 PM - 7 PM	71% 50%	4 7	Office
32	The Dalles Cuisine	7	- -	- -	- -	Restaurant

²⁶ An occupancy of over 100% occurs when more vehicles are parked on a site than the physical striping allows (e.g., double parked, parked in drive aisle, or other unsafe practices). On unstriped lots, RWC can estimate the "typical physical" capacity of a lot (by average stalls size) and determine if a lot is overparked for reasons of safety (to other vehicles and/or pedestrians).



2024 The Dalles Parking Data Summary

Lot ID	Facility	Stalls	Peak Hour	Peak Occupancy	Stalls Available	Specific Use Type
33	76 Gas Station	5	- -	- -	- -	Retail
34	Alicia's Bakery	5	- -	- -	- -	Retail
35	The Dalles Area Chamber of Commerce	12	12 PM - 3 PM 9 AM - 10 AM	50% 25%	6 9	Office
36	The Dalles Veterinary Hospital	21	11 AM - 12 PM 9 AM - 10 AM	71% 33%	6 14	Medical
37	The Satori Collective/ Immense Imagery/ Columbia Community Connection News/ Play and Learn at Home	4	- -	- -	- -	Mixed Use
38	Public Parking (4)	24	9 AM - 12 PM 1 PM - 2 PM	8% 8%	22 22	Public
39	Burgerville	24	1 PM & 6 PM 1 PM - 2 PM	46% 50%	13 12	Restaurant
40	Robin Miles Insurance	10	11 AM & 1 PM multiple	90% 30%	1 7	Office
41	Rebecca Street Physical Therapy	16	multiple 5 PM - 7 PM	44% 19%	9 13	Office
42	The Dalles Auto Parts	9	- -	- -	- -	Retail
43	Washington Federal Bank	13	10 AM - 12 PM 9 AM - 7 PM	62% 23%	5 10	Financial Institution
44	Wasco Electric Cooperative	14	multiple 9 AM - 7 PM	71% 0%	4 14	Office
45	Umpqua Bank	10	2 PM - 3 PM 9 AM - 10 AM	50% 20%	5 8	Financial Institution
46	Medical Arts Building	15	1 PM - 2 PM multiple	93% 20%	1 12	Office
47	Private Parking (1)	16	1 PM - 2 PM 10 AM - 6 PM	44% 6%	9 15	Office
48	US Bank/ CenturyLink	39	2 PM - 3 PM 9 AM - 1 PM	36% 5%	25 37	Mixed Use
49	Mid-Columbia Vision Source/ US Bank	22	multiple 11 AM - 12 PM	36% 14%	14 19	Office
50	Hammel Building Tenants (Private Parking)	30	2 PM - 3 PM 9 AM - 7 PM	23% 7%	23 28	Office
51	Oliver's Floor Covering	8	- -	- -	- -	Retail
52	Wells Fargo	21	12 PM - 1 PM 11 AM - 12 PM	38% 33%	13 14	Financial Institution
53	Sawyer's Ace Hardware	41	11 AM - 12 PM 11 AM - 12 PM	56% 54%	18 19	Retail
54	Farmers Insurance/ Infinity	9	- -	- -	- -	Mixed Use



Lot ID	Facility	Stalls	Peak Hour	Peak Occupancy	Stalls Available	Specific Use Type
55	Gorge Recovery Service/ Rio Grande Taqueria	24	6 PM - 7 PM 2 PM - 3 PM	50% 42%	12 14	Mixed Use
56	502 Washington Offices/Retail	7	- -	- -	- -	Mixed Use
57	Holly Nichols - Employee Parking	2	- -	- -	- -	Office
58	RTO & Company	13	9 AM - 2 PM 9 AM - 7 PM	23% 0%	10 13	Office
59	Wasco Wellness Center	7	- -	- -	- -	Office
60	Private Parking (3)	5	9 AM - 10 AM 2 PM - 4 PM	80% 60%	1 2	Office
61	Wasco County Circuit Court - Sheriff Parking	8	multiple multiple	63% 38%	3 5	Government
62	Wasco County Circuit Court	26	9 AM - 12 PM 1 PM - 3 PM	62% 19%	10 21	Government
63	BMO Banking	13	11 AM - 4 PM 1 PM & 4 PM	77% 23%	3 10	Financial Institution
64	Department of Human Services	135	11 AM - 12 PM 11 AM - 12 PM	49% 85%	69 20	Government
65	Budget Inn	19	6 PM - 7 PM multiple	37% 32%	12 13	Lodging
66	Toole Carter Tissot and Coats	14	10 AM - 12 PM 9 AM - 7 PM	29% 0%	10 14	Office
67	City Lot "X" - 600 & 608 E 3rd Street (under development)	24	- -	- -	- -	Government

D. Utilization (Heat Map Summary)

Figures H and I illustrate the off-street parking heat maps *for the peak hour* for both the weekday and Saturday. Note that both survey days share the same occupancy peak hour for the combined supply (both on and off-street).

Weekday (Thursday)

- Three (3) of 50 off-street sites surveyed are constrained (red) above 85% occupancy at the weekday peak hour. These lots total 37 stalls, just 3% of the studied supply. The constrained sites include Lots 20 (10 stalls), 25 (17 stalls), and 40 (10 stalls) in **Figure H**.
- Thirty-three (33) of the 50 facilities surveyed have low peak hour occupancy rates (green), below 55%.
- Of the four city-owned facilities (Lots 4, 5, 13, and 38), peak occupancy ranged from a low of 8% (Lot 38) to a high of 38% (Lot 4). The large majority of the off-street system shows low demand (green), with a significant amount of unused supply (up to 800 stalls in the peak hour). This presents an opportunity for growth and getting “the right vehicle to the right space.” That said,



most of the underused supply is owned by the private sector. Capturing portions of this supply will require partnerships with owners/managers of this supply.

Saturday (Saturday)

- Only one (1) of 50 off-street sites (Lot 64) surveyed is constrained (red) above 85% occupancy at the Saturday peak hour. This is likely due to a public event that occurred on the Saturday survey day on this 135-stall lot.
- Forty-nine (49) of the 50 facilities surveyed have low peak demand (green), with a significant amount of unused supply (up to 945 stalls in the peak hour). As with the weekday survey, this presents an opportunity for growth.

Figure H: Heat Map for On-Street/Off-Street/Combined Utilization (Weekday Peak Hour)

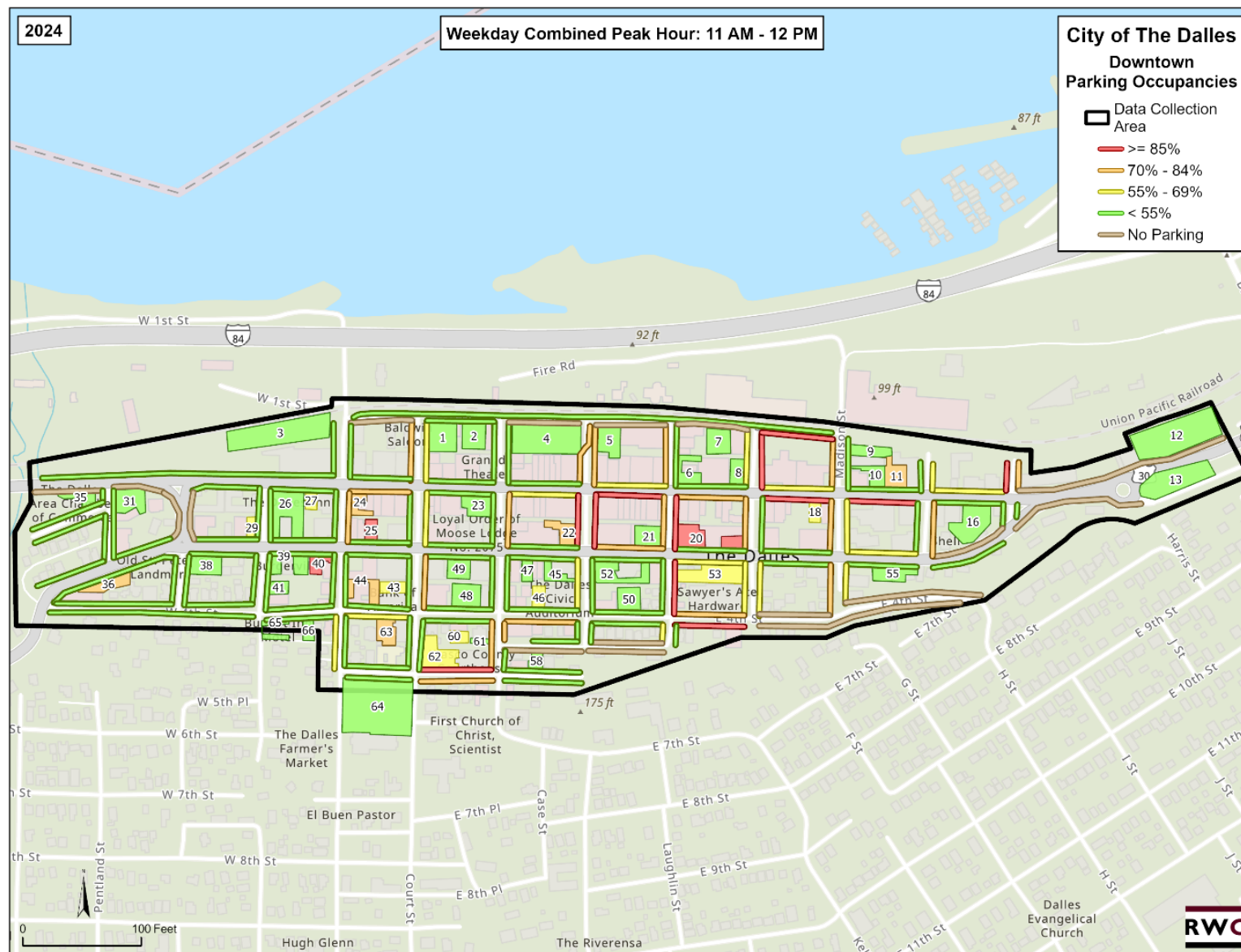
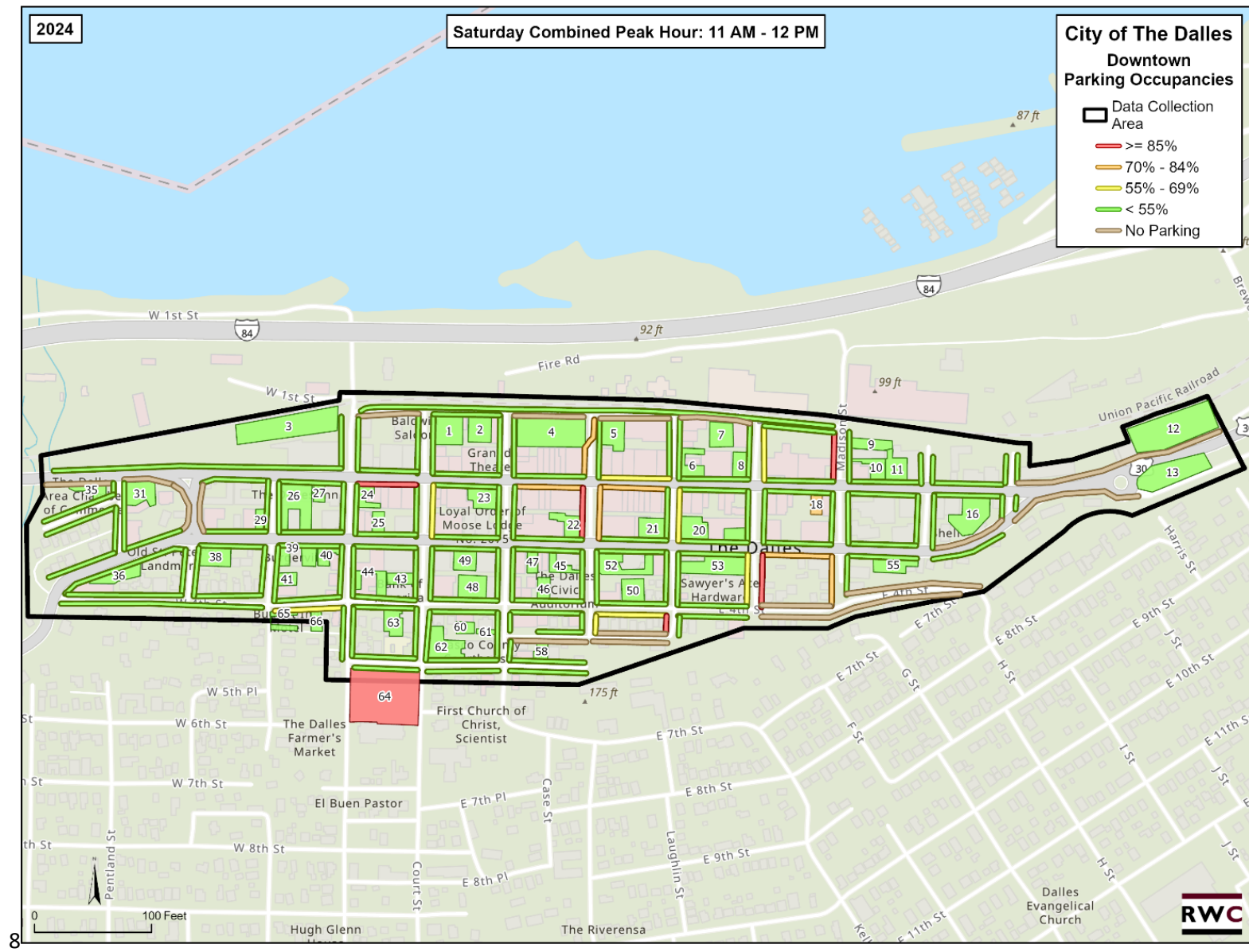


Figure I: Heat Map for Off-Street/Combined Utilization (Saturday Peak Hour)



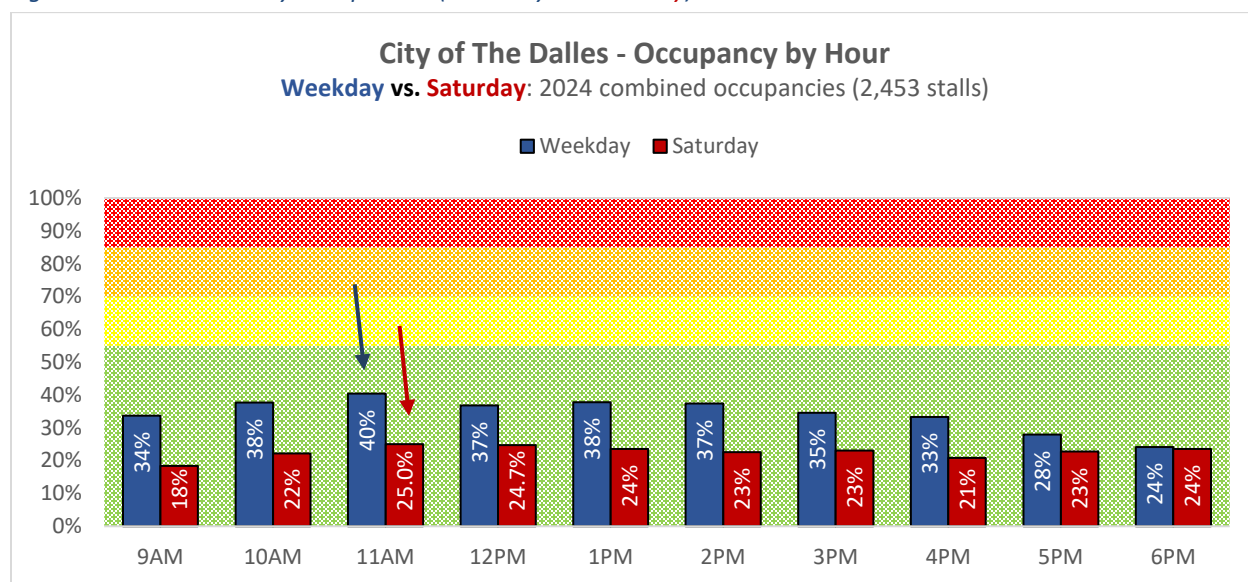
VIII. Characteristics of the Combined Supply: Data Findings

A. Combined Survey Findings

It is important to consider both on and off-street parking facilities together as “an integrated parking system.” The on-street system should generally serve short-stay visitors and customers, while the off-street supply should cater to employees or residents with longer-term stay needs. Also, contrasting currently identified on-street constraints to adjacent or nearby off-street surpluses (if any) can be useful in determining the feasibility of potential shared systems.

Figure J illustrates the *hourly occupancy rates for the combined parking system* for both the weekday and Saturday. When combined, this data represents 2,543 surveyed stalls.

Figure J: Combined Hourly Occupancies (Weekday vs. Saturday)



Key findings include:

- Within the combined supply, the occupancy rate peaks at 40% on the weekday and 25% on Saturday. This is shown with the blue and red arrows, respectively, on the **Figure J** graphic.
- Based on industry measures of performance, the combined downtown system operates at a low level of demand (green) on both days.
- After 4:00 PM, the volume of parking activity in the downtown decreases substantially on the weekday. On Saturday, occupancy levels are flat throughout the entire day.
- The highest levels of parking activity occur between the hours of 11:00 AM and 2:00 PM on both days.
- Within the sampled supply (2,453 stalls), there are between 1,460 (weekday) and 1,863 (Saturday) empty parking stalls at the peak hour.

B. Utilization - Combined View (Heat Map Summary)

Figures K and L provide weekday and Saturday peak hour heat maps combining the on and off-street systems. As the figures demonstrate:

- There is generally empty parking available on and off-street (in the peak hour) within a reasonable proximity to most any area of the downtown.
- When off-street lots are constrained, there are available on-street parking stalls either directly adjacent to those lots or within one block.

IX. Report Summary

The City of The Dalles has an adequate supply of parking both on and off-street to meet the current needs of regular visitors, customers, employees, and downtown residents. Overall, parking is not constrained; with low levels of use for both the on and off-street supplies. Where constraints do occur, there is more than an adequate supply of parking adjacent to the constraint or within a convenient walking distance.

Key parking metrics show that the No Limit on-street stalls have an average duration of stay of less than 3 hours. If there is an interest in the future to time limit a section of downtown, data indicates that a 3-hour time stall would adequately accommodate customers and visitors and may allow for an increase in stall turnover. However, at this point, on-street occupancies are low and do not merit an immediate move to time restrictions.

17% of vehicles observed on-street were parked longer than 5 hours on each of the study days. This metric indicates that employees and/or residents are parking on-street versus an off-street location. With an abundance of underutilized off-street parking, there may be an opportunity to shift these vehicles into shared off-street parking to accommodate desired long-term parking. As constraints develop with growth, this will become increasingly important.

This data summary provides an objective understanding of the use characteristics of the on and off-street supplies in Downtown The Dalles. These key findings will establish the basis from which recommendations for improvements to the systems will be made for the short and long-term success of The Dalles.

X. Next Steps

The findings contained in this Technical Memorandum will be reviewed by City staff and the Parking Advisory Committee. Revisions and refinements will be made to ensure that there is a high level of understanding of the data and its implications. This input will be incorporated into a Draft Parking Management Plan that will provide considerations related to programs and strategies designed to improve the existing parking system and support future growth and development of parking downtown.

Figure K: Heat Map for On-Street/Off-Street/Combined Utilization (Weekday Peak Hour)

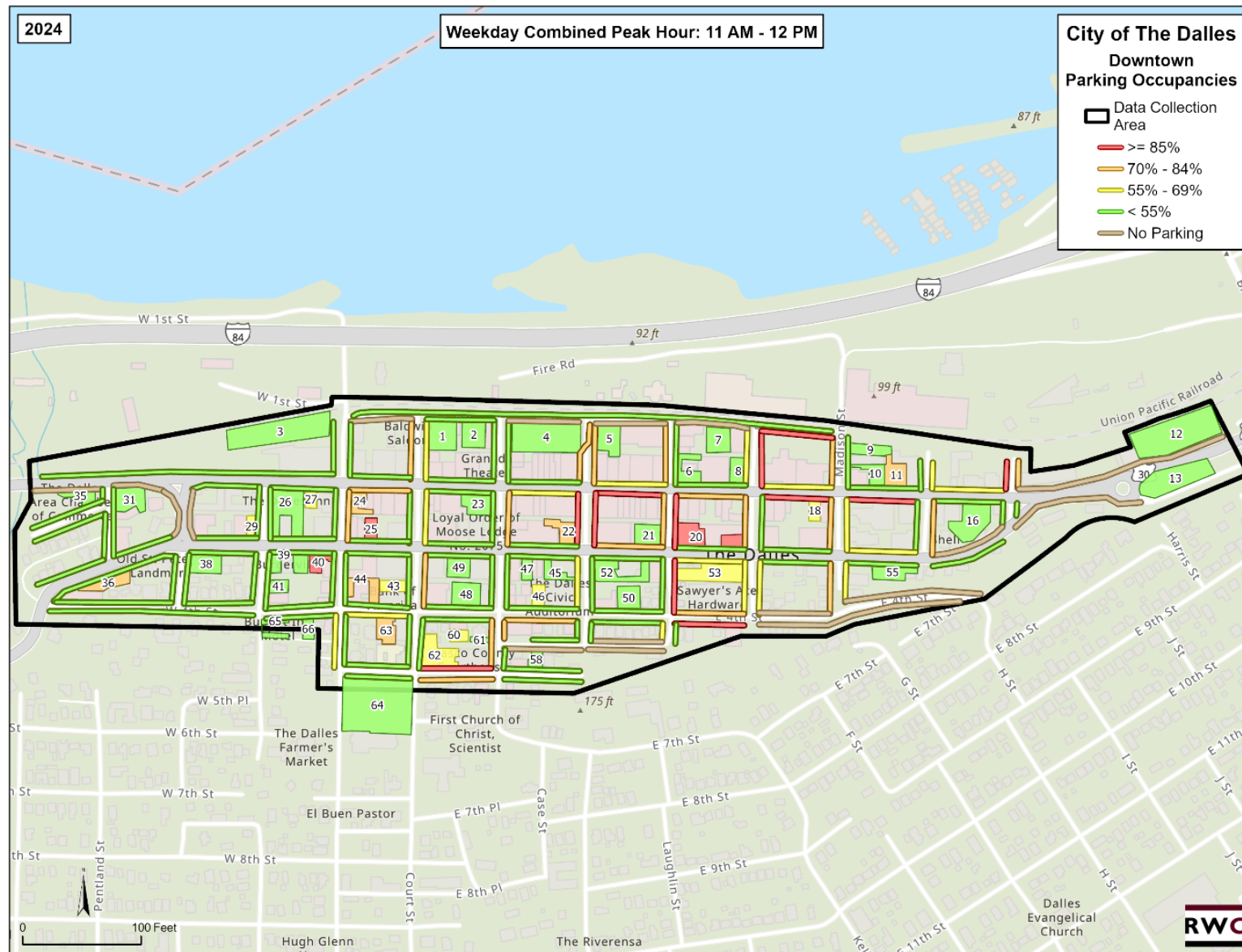
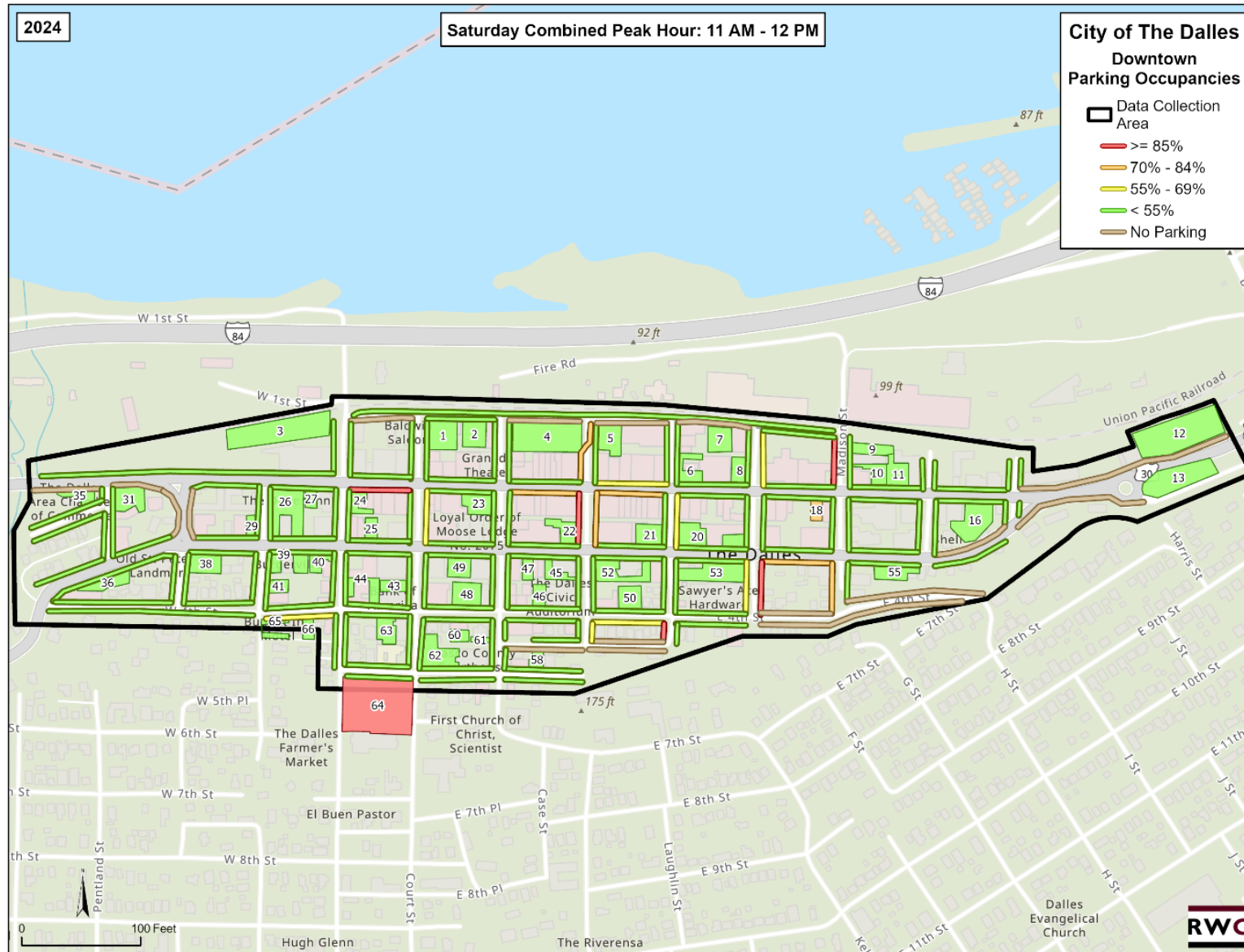


Figure L: Heat Map for Off-Street/Combined Utilization (Saturday Peak Hour)





AGENDA STAFF REPORT

AGENDA LOCATION: Item #11A

MEETING DATE: March 10, 2025

TO: Honorable Mayor and City Council

FROM: Tom M. Worthy, Chief of Police

ISSUE: Computer Aided Dispatch and Police Records Management
System Acquisition in Partnership with Wasco County

BACKGROUND: In June of 2021 The Dalles Police Department (TDPD) began collaborating with the Wasco County Sheriff's Department (WCSO) to modernize and upgrade legacy core policing systems. Computer Aided Dispatch (CAD) is the system that dispatchers use to intake calls for service, assign resources to emergency and routine calls for service and communicate with officers in the field. The CAD system allows officers to receive calls, information and situational awareness while attending to their duties in the community.

Police Records Management (RMS) is the system that officers use to write police reports, collect information such as the identity of suspects, witnesses, victims as well as property, vehicles, evidence and more.

These systems are central to the work that all police and sheriff's deputies do. Officers and Deputies use these systems every day, throughout the day. Both systems are tightly intertwined and information that begins in CAD is reused in RMS, which reduces the need to reenter data and duplicate work that has already been done.

The systems that are currently in place are extremely dated and antiquated. Innovation in this marketplace has exploded in the last ten years with new vendors, approaches, workflows, functionality and more. These systems enable analytics of officer activities, crime, victimization and more which are foundational for evidence based objective and fair policing.

This issue was presented to the City Council in November of 2022 as a Departmental weakness. Rectifying this deficiency is a top priority and work has been ongoing in this area since June of 2021. More recently the issue was addressed in the City Council Goal

Setting session in November 2024 which resulted in Livability Goal 1.3, which reads: “Deploy CAD/RMS System and associated infrastructure in partnership with Wasco County and Mid-Columbia Fire and Rescue”.

WCSO and TDPD have jointly released a Request for Proposal (RFP) per county purchasing requirements. WCSO has agreed to be the contract holder between the agencies and the selected vendor with TDPD reimbursing WCSO for actual costs pursuant to the 911 services agreement that currently provides dispatching services for the City. The RFP was successful in identifying a presumptive preferred vendor. Ideally the preferred vendor provides both systems with native integrations and was the lowest cost proposal of all of the bidders who were evaluated and assessed.

BUDGET IMPLICATIONS: This CAD/RMS project will have significant budget implications for fiscal year 25/26 and beyond. The first year of the project will have added costs for infrastructure acquisition, project management, data conversion, licensing, interface development, and other costs. No contract has been signed with the proposed vendor. Until the contract is signed costs are not final and even then, added costs can occur within the lifecycle of the project.

Dispatch operations and costs are divided between WCSO, TDPD and MCFR based on the percentage of calls for service which are processed at the dispatch center. In the most recent analysis, the cost break down was as follows:

• TDPD	61.6%	89,717 Calls for Service
• WCSO	26.3%	38,321 Calls for Service
• MCFR	12.1%	17,604 Calls for Service

MCFR is not a user of the Police Records Management system but is a user of CAD. Therefore, MCFR will participate in cost sharing for the CAD portion of the CAD/RMS project, but TDPD and WCSO will split the cost of RMS evenly (not based on the formula above).

Wasco County has expended funds on project support with a vendor called ADCOMM Engineering LLC, who assist agencies in acquiring and implementing technology systems like these. TDPD will share these costs and have benefited from the expertise of this vendor already.

Data conversion is a process to bring existing records from the legacy system forward in to the new system so that the information isn’t lost or unavailable. Wasco County Information Technology has agreed to manage this function for TDPD at a greatly reduced cost as to having a vendor do this work. The scope of work and cost estimate are not finalized yet but a reasonable estimate has been provided.

Wasco County has budgeted money consistently into the Equipment fund for the ongoing support of the Dispatch Center. These funds will contribute to the CAD/RMS project initiation and support the project as it gets started and budgets are finalized and costs become more refined and definite. The equipment fund contribution for the CAD/RMS project is:

- Dispatch Center Equipment Fund Contribution \$385,000

The overall cost for the first year of the CAD/RMS project for the City of The Dalles are anticipated to be as follows:

- Primary Vendor cost: \$184,999
- ADCOMM Project Support \$25,000
- CAD/RMS Project Change Order \$20,000
- Data Migration (to Wasco County) \$10,000
- Total \$239,999

City costs for existing dispatch services (exclusive of project costs) for 25/26 are:

- Dispatch Services \$428,867

Note: Projects of this magnitude are often delayed or costs change during the course of the project. The timeline to contract, acquire and build out infrastructure, deploy software, configure, test, train and launch the systems will be outlined in the project plan. Preliminary estimates are between 12 and 18 months from contract signing to go-live in the new system. Many outside influences, that are beyond the control of the project teams can influence outcomes and timelines, which can impact costs. Every effort is being taken to mitigate risks and ensure a successful outcome. Projects like this have failed when departments haven't observed proper project management controls or have expanded the scope greatly during the project phase. WCSO and TDPD have taken due diligence steps to control costs and ensure an outcome that meets the original goals of the project. County and City Information Technology professionals have been engaged at every step of the project as well as legal and upper management support.

COUNCIL ALTERNATIVES:

1. **Staff Recommendation:** *No action, informational report and update to City Council.*