



## Passenger Loading Zones – Options for Consideration

### EXISTING CONDITIONS

#### Hotel Zones

- **Purpose:** Used in front of hotels for guest loading/check-in
- **Policy:** New hotels limited to **3 Hotel Zone Stalls** with no option for additional stalls
- **Fees:** No fees for hotel zones
- **Hourly Rate:** No payment required
- **Signage:** “Hotel Zone; 15 Minutes; Guest Loading; All Hours-All Days”
- **Allowed Users:** “Patron or visitor to the adjacent hotel”
- **Time Limit:** 15 minutes
- **Enforcement:** Time limit enforced upon request



#### No Parking Except Passenger Loading (Valet)

- **Purpose:** Installed upon request (for a fee) for valet operations to ensure no parking in valet stands during the hours posted
- **Policy:** If a business needs to convert one or more existing stalls to passenger loading stalls in order to run a valet operation, must obtain a permit and pay fees to the City; Hotels not subject to permit requirements or fees
- **Fees:**
  - Annual Valet Permit: \$100 per year (all valet operations)
  - Sign Installation: \$485 per stall (one-time fee for stall conversion if needed)
  - Meter Revenue Offset: \$320 to \$815 per year per stall (not applicable for hotels)
- **Hourly Rate:** No payment required for passenger loading; standard hourly rate all other times
- **Signage:** “No Parking; 6 PM – 12 AM All Days; Except Passenger Loading” or variant
- **Allowed Users:** Anyone actively picking up or dropping off passengers, including individuals, taxis, and TNCs
- **Time Limit:** None specified
- **Enforcement:** Actively enforced when parked vehicle observed



#### Passenger Load/Unload Zones

- **Purpose:** Typically installed in areas with high passenger loading needs to ensure no parking or waiting to free curb space for active passenger loading needs
- **Policy:** Installed at discretion of City
- **Fees:** Not applicable
- **Hourly Rate:** No payment required
- **Signage:** “No Parking/No Waiting; Passenger Load/Unload Only; All Hours All Days”
- **Allowed Users:** Anyone actively picking up or dropping off passengers, including individuals, taxis, and TNCs
- **Time Limit:** None specified
- **Enforcement:** Actively enforced when observed
- **City code** allows stopping up to 30 seconds in almost any location (even a traffic lane) to load passengers





### 5-Minute Driver Remain at Wheel

- **Purpose:** Typically installed in areas with high passenger loading activity (such as near schools), but where drivers may need to wait for their passenger to arrive
- **Policy:** Installed at discretion of City
- **Fees:** Not applicable
- **Hourly Rate:** No payment required
- **Signage:** “Parking; 5 Min; Driver Remain at Wheel; All Hours All Day”
- **Allowed Users:** All users
- **Time Limit:** 5 minutes
- **Enforcement:** Actively enforced when observed



### 5-Minute Parking

- **Purpose:** Typically installed in areas with high turnover parking needs (driver may leave vehicle), but with very short average time stays so no payment required.
- **Policy:** Installed at discretion of City
- **Fees:** Not applicable
- **Hourly Rate:** No payment required
- **Signage:** “Parking; 5 Minutes”
- **Allowed Users:** All users
- **Time Limit:** 5 minutes
- **Enforcement:** Actively enforced when observed



### Taxi Zones

- **Purpose:** Installed to allow taxis to dwell and wait for passengers (often in areas that otherwise would be no parking zones).
- **Policy:** Installed at discretion of City
- **Fees:** Not applicable
- **Hourly Rate:** No payment required
- **Signage:** “Taxi Zone; No Parking at Any Times”
- **Allowed Users:** Taxicab with current taxicab permit
- **Time Limit:** No Limit; may leave vehicle unattended for up to 15 minutes (unless next to fire hydrant, in which case must remain with vehicle)
- **Enforcement:** Actively enforced when observed





## OPTION A: PASSENGER LOADING ZONES

### Hotel Zones

- Replace all “Hotel Zone” signs and replace with “Passenger Loading” sign or variant. There are three types of passenger loading signs for consideration:
  - Sign Option A1: “No Parking/No Waiting; Passenger Load/Unload Only; All Hours All Days”
    - Ensures highest level of turnover parking
  - Sign Option A2: “No Parking; [time frame]; Except Passenger Loading; All Days”
    - Same as Option A1, but limited to certain hours (e.g., 6P to 12A)
  - Sign Option A3: “No Parking; Loading Zone; All Hours All Days” (New sign)
    - Would accommodate passenger loading/unloading, but could also be used for loading by service vehicles, contractors, delivery trucks, etc.; no parking time limit on sign.
- Maintain three-stall maximum fronting hotels (existing practice for Hotel Zones).
- Hotel valet operators to obtain a city permit to legally conduct business operations in public right-of-way (e.g., through BDS).
- **Benefits:** Removes signage that reserves parking for a single adjacent land use; passenger loading signage ensures very high turnover in front of hotels that can be used for pick-up/drop-off, TNCs, taxis, and valet (including passengers not associated with hotels); more generic loading zone sign allows for non-passenger vehicle parking such as deliveries to the hotel.
- **Drawbacks:** No-parking signage indicates passenger loading only; driver needing to exit from vehicle must park at an alternative location prior to checking-in at hotel; the more generic loading zone sign could lead to long-term parking by any vehicle type and the loading aspect of the sign is largely unenforceable.



### Non-Hotel Operations

- As with hotels, require all non-hotel valet operators to obtain a city permit to legally conduct business operations in public right-of-way (e.g., through BDS).
- Allow any qualifying business to request passenger loading zone signs, **up to one per blockface**, to be used for passenger loading and/or valet operations all hours all days; PBOT would develop policy to determine types of qualifying businesses, locations, and similar.
- Allow any qualifying business to request “No Parking 7 PM – 12 AM All Days Except Passenger Loading” signs, **up to 2 per blockface**, to be used for passenger loading and/or valet operations. PBOT would develop policy to determine types of qualifying businesses, locations, and similar.
- **Benefits:** Additional fairness for small business owners, particularly independent restaurants which compete with hotel-based restaurants.
- **Drawbacks:** Operating valet after 7 PM is not substantially competitive with hotel-based valet operations (which are all hours all days).



## OPTION B: 5-MINUTE PARKING ZONES

### Hotel Zones

- By default, replace all existing Hotel Zone signs with “Parking 5 Minutes” signs. New hotels would receive up to three 5-minute stalls in front.
- **Benefits:** Removes signage that reserves parking for a single adjacent land use; hotels would still have 5-minute parking in front (up to 3 stalls for new hotels), improving fairness with non-hotel businesses; five-minute limitation ensures non-hotel parkers are limited to short time frame.
- **Drawbacks:** Lost city meter revenue will continue (free 5-minute parking); some hotels will be concerned that all three 5-minute stalls could occasionally fill with non-hotel users; hotels may consider a 5-minute time limitation too short for patrons and/or valet operations (may prefer ten or even 15-minute time limit instead).



### Non-Hotel Operations

- Allow valet operations in 5-minute zones so long as valet operator obtains a city permit to legally conduct business operations in public right-of-way (e.g., through BDS).
- No cost to fronting business and free 5-minute parking.
- **Drawbacks:** New sign needed to cover all hours; reduced parking capacity for adjoining businesses requiring longer parking times.



## OPTION C: HYBRID OPTION

### Hotel Zones

- Of the three available parking stalls fronting a hotel, hoteliers may request a combination of 5-minute or Passenger Loading zones. For example, a hotelier may ask for two 5-minute stalls and one passenger load/unload stall.
- **Benefits:** A combination may include at least one parking stall to accommodate the occasional hotel patron who must exit a vehicle for a short time, while concurrently ensuring high vehicle turnover in adjacent passenger load/unload stalls.
- **Drawbacks:** May increase parking confusion for drivers when faced with back-to-back parking zones, particularly if located in the middle of a blockface.



### Non-Hotel Operations

- Non-hotel business may request either type of parking zone (passenger loading or five-minute) on blockface.
- Require all valet operators to obtain a city permit to legally conduct business operations in public right-of-way (e.g., through BDS).