



DATE: April 21, 2016
TO: Old Pasadena Parking Meter Zone Advisory Commission
FROM: Frederick C. Dock, Director *fcdock*
SUBJECT: **Item VI-B: Update on Loading Zones**

RECOMMENDATION:

This item is provided for information only.

BACKGROUND:

Following the required Request for Proposals process, Transpo Group was selected to conduct an analysis of loading zones in Old Pasadena. The study contains the following components:

- Best practices review
- Inventory of existing facilities
- Evaluation of demand for loading zones
- Development of a loading zone management strategy

The evaluation of demand incorporates a substantial outreach program to local businesses and regional/local logistics companies. The Old Pasadena Management District is facilitating the outreach components with local businesses.

The current schedule is:

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| • Project Kick-off | March 30, 2016 |
| • Complete Review of Commercial Loading Zone Best Practices | April 21, 2016 |
| • OPMD Business Survey Distribution | May 12, 2016 |
| • Complete Inventory of Existing Facilities | May 19, 2016 |
| • Commercial Delivery Provider Survey | May 26, 2016 |
| • OPMD Focus Group Meeting | June 22, 2016 |
| • Complete Draft Commercial Loading Zone Strategy | July 29, 2016 |
| • Focus Group follow-up meeting | August 24, 2016 |
| • Final Commercial Loading Zone Strategy | September 15, 2016 |

The consultant's approach to the project is attached. Updates will be provided at future Commission meetings.