

Pick Up / Drop Off (PUDO) Zone

A Pick Up / Drop Off (PUDO) Zone may be used for active loading and unloading of people or goods. Vehicles may only stay in the spaces for as long as it takes to load or unload, but in no event for longer than 15 minutes.

To apply, please e-mail the required information outlined under “Process” to Liza Farr, Curbside Administrator: lfarr@providenceri.gov.

Physical Standards

- 20 feet long, or one parking space
 - o If desire additional spaces, must provide evidence that multiple people consistently use this space as intended. Evidence may be in the form of timestamped photos or videos
- Sign text: “Pick Up Drop Off Only, 15 Minute Max”
 - o Hours zone is active may be included if relevant

Assessor

- This assessment will be completed by the Curbside Administrator, in collaboration with the Traffic Engineer and Planning Department
- Any appeals will be reviewed by the Director of Public Works

Criteria for a PUDO zone

- **PUDO need:** The proposed zone would serve one or more businesses with demonstrable PUDO needs, such as food take-out, uber/lyft drop offs, or quick transactions
- **Off-street parking:** There are no off-street customer facilities available to the business
- **Parking occupancy:** On-street parking within 200 feet of the proposed PUDO zone is frequently at least 85% occupied during hours when the business is active
 - o Evidence can be provided with time stamped photos of the surrounding parking
 - o Curbside Administrator can assist with gathering this evidence, where feasible
 - o If high utilization is significantly time-restricted, zones can be made for only certain times of day
- **Stakeholder input:** Input of surrounding businesses and other stakeholders
- **Other uses:** Where other uses such as RIPTA bus stops and accessible parking spaces conflict with the proposed PUDO zone, Curbside Administrator will work with the relevant agency to ensure those uses’ needs are met.
- **Safety features:** Additional features – such as mid-block crossings, stop signs, curb ramps, etc. – will be evaluated for their ability to improve the safety of PUDO activity
 - o Feedback will be solicited from businesses
 - o This evaluation will be by the Traffic Engineer, Planning Department, and Curbside Administrator, jointly

Process

1. Business or resident proposes a new, re-located, or removed PUDO zone by e-mailing or calling the Curbside Administrator, and providing the following information:
 - a. **PUDO need:** Please describe the use-case, and show documentation if you have it, that you have customers that would spend less than 15 minutes at your business (url for website showing the business offers take-out, description of services that take less than 15 minutes, etc.)
 - b. **Off-street parking:** Indicate that there are no off-street customer facilities available to the business
 - c. **Parking occupancy:** Time-stamped photo evidence that on-street parking within 200 feet of the proposed PUDO zone is frequently at least 85% occupied, OR a request that the Curbside Administrator assist with gathering this evidence
 - i. Photos should be taken at different times of day throughout the business's opening hours
 - ii. If high utilization is significantly time-restricted, the photo evidence can be targeted at those times or days
 - iii. If this request is submitted in advance of the business opening, photos should still show that there is at least 50% occupancy within 200 feet. Then, if signs are granted, Curbside Administrator may collect more data once the business opens to check that the space is being used. If it is not utilized at least during busy times for the business, the signs may be removed.
2. Curbside Administrator will evaluate the above-listed criteria
3. Curbside Administrator will seek feedback from surrounding businesses and any business association active in the area, as well as residents adjacent to the proposed zone
 - a. Businesses will have a chance to oppose the zone, or argue for why they might need the zone in a different location. This does not mean the zone will definitely not happen, or move, it is simply one part of this analysis
 - b. Businesses will also have a chance to propose additional PUDO zones, but must justify why the proposed number of spaces is insufficient for the business district. Justifications could include:
 - i. Time stamped photos or videos showing the space is occupied by different vehicles consistently throughout busy times for PUDO activity
 1. Needs to be different vehicles; otherwise, enforcement can be utilized to enable the spaces to be used properly
 2. Curbside Administrator can help with this evidence collection where feasible
4. If through this engagement process it becomes clear that multiple businesses could benefit from use of the PUDO zone, the Curbside Administrator will assess the number of needed spaces and work with businesses, the Planning Department, and the Traffic Engineer to identify a good location for the space(s)
5. The zones will be installed as soon as possible following the final decision, at no cost to the businesses