

NEIGHBORHOOD PARKING PERMIT PROGRAM

IMPLEMENTATION POLICY

APPROVED BY CITY COUNCIL

August 9, 2022

Note: The Neighborhood Parking Permit Policy below does not apply to area “A”

- The program to mitigate the intrusion of college-oriented, commercial, institutional, multi-family residential (more than two units) or other long-term vehicular parking on streets in residential areas to assure that local residents and their guests have convenient parking on streets in proximity to their homes shall be referred to as the Neighborhood Parking Permit Program.
- Permit Parking shall only be permitted in single-family residential areas, where the problem is ongoing, and it is determined that the permit parking is the only solution. Only single-family residences and duplexes (two units on one lot) are qualified for this program.
- The Traffic Engineering Division shall determine the boundaries of the permit area for each request.
- Since Permit Parking Areas benefit certain residents, and not the general public, a “Permit Parking Program Application Fee” \$1,000 shall be paid by the proponent(s) of each new or additional permit area, for consideration of the implementation of permit parking. (This could also be implemented with a \$500 deposit and an additional \$500 when the petition is issued.) (Exception: If within one year of implementing a new permit parking area there is spillover onto adjacent streets(s), a property owner on the affected street(s) may request expansion of that permit parking area. Such requests shall be exempt from the application fee but would need to meet the parking study and petition requirements.)
- The neighborhood parking permit areas that are adjacent to a K-12 school shall not be enforced during the school A.M. drop-off (from 7:30 am to 8:30 am) and P.M. pick-up time (from 1:30 pm to 3:00 pm) on days school is in session.
- Implement restricted hours for permit parking enforcement on an as-needed basis to address Recreational Intrusions and Business Intrusions. The intent of this policy change is to maximize the benefits of permit parking to the applicant neighborhood while minimizing impacts to adjacent property use to balance parking need with quality of lifestyle.
 - Institutional Intrusions (Universities, hospitals) shall remain 24/7/365.
 - Recreational Intrusions (Parks, Schools and Sports Complexes) shall be enforced from 8:00 a.m. to 8:00 p.m. or as otherwise approved.
 - Business Intrusions (Commercial Businesses) shall be enforced Monday through Friday 7:00 a.m. to 5:00 p.m. or as otherwise approved.

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- Implementation of Permit Parking Program areas will only be considered when the following are satisfied:
 1. **The area must abut an institutional, residential apartment, commercial or industrial use which is generating the parking intrusion.**
 2. **A minimum of 75% of the area residents must sign the petition in favor.**
 3. **Any identified problem must be on-going, not occasional or temporary.**
 4. **To demonstrate a need, 75% of the available on-street space in a proposed permit area must be occupied during the perceived problem times. Staff, through consultation with the applicant, shall determine appropriate dates and times for conducting the parking occupancy study. Up to three observations may be performed, at the discretion of the Traffic Engineering Division**
 5. **Staff must see evidence that required off street parking is being utilized.**
- Program shall not be approved to attempt to solve social problems that should be addressed through other means, such as Police or Code Enforcement.
- Program shall not be approved if the identified parking problems can be mitigated by less restrictive parking control measures. Council directs staff to identify the least restrictive permit hours to achieve the desired results.
- If recommended for approval by the City Traffic Commission, the Commission will direct the Traffic Engineering Division to prepare a resolution for adoption by the City Council.
- Number of permits per household (single family residence) shall be limited to 5 permits including guest permits. The total number of permits shall not exceed 5 per household. (Updated 6/12/18 per City Council)
- Number of permits for each unit of a duplex shall be limited to 2 permits (for registered vehicles only), plus 2 guest permits. The total of permits shall not exceed 4 permits per unit.
- Permits cost \$30 per household and are valid for 3 years. Permits are non-transferable and are invalid if the registered permittee moves from the household. (Updated 6/12/18 per City Council)
- Single day event guest permit (up to maximum of 20) are available 4 times per year at no cost to a resident.

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- To minimize sign pollution, permit parking area shall be identified by area posting wherever possible.
- The City Council may, at its discretion, create city-defined permit parking “opportunity” areas in locations with high parking demand potential. Residents within the boundaries of such areas can opt into permit parking on a block-by-block basis, similar to Area “A”. Requests in these areas shall be processed in a streamlined manner similar to Area “A” requests, with no application fee, no parking study, and minimum 55% support of the affected residents.

The City Manager/or his designee shall have the authority to suspend enforcement of neighborhood parking permit enforcement on a case-by-case basis for special requests.
