

Guidelines for Designation of Residential Permit Parking Areas

1. Process Initiation

The process for designating a Residential Permit Parking Area, or for adding a street to an existing Residential Permit Parking Area, will be initiated by citizen request. The citizen request must be received from the property owner of a parcel with access to a street for which the parking restriction is being requested.

2. Problem Identification

Once the process is initiated by citizen request, staff from the Traffic Engineering Division will meet with the property owner to discuss the parking concerns and to identify all possible mitigation measures, including parking prohibition, restricted parking, and parking by permit only ("permit parking").

3. Initiation of a Parking Needs Analysis – Initial Ballot

Once staff has determined that alternative measures to permit parking will not adequately mitigate the parking concerns, staff will initiate a survey by mailing a ballot to property owners of parcels with access to the street for which the parking restriction is being requested.

For both designating a new Residential Permit Parking Area, or for adding a street to an existing Residential Permit Parking Area, the limits of the initial survey area would typically be the immediate street segment for which the parking restriction is being requested, plus adjacent street segments that may be affected, as determined by staff.

Simple majority concurrence [fifty percent plus one (50% + 1)] from all property owners within the initial survey area is necessary to initiate a parking needs analysis. Each parcel surveyed shall be allowed one vote. A sufficient time period will be allowed to receive ballots from property owners.

4. Permit Parking Needs Analysis

Once concurrence is achieved in the initial ballot pursuant to these guidelines, a permit parking needs analysis will be conducted by staff. The streets to be analyzed will be identified by City staff and will include the immediate street segment for which the parking restriction is being requested, and any nearby residential street segments that may be negatively impacted by the implementation of permit parking, as determined by staff.

The permit parking needs analysis will establish the boundaries of the potential residential permit parking area, or establish new boundaries if streets would be added to an existing residential permit parking area. The analysis should be conducted during the days of the week and the times of the day that the problem occurs. Where applicable, the results of the University Area Parking Study

approved by City Council in October 2002 may be used for data collection for the analysis. In order to establish a residential permit parking area the following factors should be considered:

- a) There is no feasible and/or reasonable alternative to mitigate the parking problem.
- b) Excessive numbers of vehicles parked in the proposed permit parking area cause regular, reoccurring and unreasonable inconvenience, noise, traffic hazards, or environmental pollution.
- c) The displacement of vehicles from the proposed residential permit parking area will not unduly impact other residential areas surrounding the proposed permit parking area.
- d) Minimum parking occupancy level criteria shall be used to determine whether the parking supply is either adequately, or not adequately, satisfying the demand on a particular residential street. The occupancy is defined as the ratio of total number of parked vehicles versus the total number of available spaces. A minimum parking occupancy level criteria of 80% must be consistently observed during the days and times that the parking problem is said to exist. Where applicable, the results of the University Area Parking Study approved by City Council in October 2002 may be used.

5. Petition to Establish the Residential Permit Parking Area - Ballot

Once staff has determined that the permit parking area criteria have been met through the permit parking needs analysis, staff will initiate a petition process by mailing a ballot to all property owners within the proposed permit parking area boundary, as said boundary is defined in the needs analysis. If streets are to be added to an existing permit parking area, staff will mail a ballot to all property owners of parcels on the streets proposed to be added to the permit parking area.

Simple majority concurrence [fifty percent plus one (50% + 1)] from all property owners within the proposed permit parking area boundary (or from all property owners on the street(s) to be added to an existing permit parking area) is required for establishment of residential permit parking within the boundaries as set forth in the permit parking needs analysis. Each parcel surveyed shall be allowed one vote. A sufficient time period will be allowed to receive ballots from property owners.

6. City Council

City Council shall approve the proposed permit parking area, or add a streets to an existing permit parking area, by adopting a resolution for this purpose. If a resolution is adopted, all property owners within the permit parking area will be notified of the adoption of said resolution. In addition, an attempt will be made to notify all tenants residing within the permit parking area adopted by resolution. The notifications will include information on when permit parking would begin and the process for obtaining the various types of parking permits. Implementation would not begin less than 90 days after adoption of said resolution.