

CITY OF SAN RAFAEL
POLICIES AND PROCEDURES



Subject:	Residential Permit Parking
Resolution No.	
Issue Date:	December 2012
Revision Date:	
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Approved By:	Nancy Mackle, City Manager

RESIDENTIAL PARKING PERMIT POLICY

PURPOSE:

This policy addresses the requirements that residents need to satisfy in order to initiate a residential parking permit program within a given neighborhood.

RESPONSIBILITY:

This policy applies to any neighborhood requesting residential parking permits as well as departments and divisions affected by these procedures.

REFERENCES:

A fiscal feasibility study of a residential parking permit program was developed by the City to understand the revenue and cost implications of implementing the program. The study summarizes the basic elements of the program, identifies the potential parking districts, develops capital and operating cost estimates, recommends possible fee schedules, and lists the potential financial risks to the City. This study is available from the City of San Rafael City Clerk.

DEFINITIONS:

For the purpose of this policy, these terms shall have the following meaning:

- “Motor vehicle” shall include any licensed automobile, truck, motorhome, trailer, motorcycle, or other motor-driven or drawn form of transportation weighing over fifty pounds.
- “Parking permit” means any valid resident, guest, or daily parking permit issued by the City of San Rafael. These parking permits are to be used only by residents who live in the parking district or their guests.
- “Parking permit district” means the areas defined by the Public Works in conjunction with Community Development that designate certain streets upon which preferential parking privileges may be given to occupants for their use and the use of their guests. Parking restrictions in the parking permit districts will be defined and fee schedules will be published. The parking permits will allow current occupants within the district to purchase parking permits that will exempt them from the parking restrictions.

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- “Permit parking restrictions” means those on-street parking controls governing the use of the on-street public parking by time of day, day of week, and/or season of the year.
 - “Occupant” means the resident collectively representing the residence and residing at an address in parking permit district where parking restrictions are proposed.
 - “Qualified petition” means a City of San Rafael provided petition that represents 67% of the occupants within a parking district. Each occupant gets one vote whether owner or renter occupied.
 - “Residence” means a legal single-family dwelling unit, second unit, efficiency unit, condominium, or multifamily dwelling unit intended to be used for combined living, dining, and sleeping purposes.

POLICY:

This policy establishes the framework for initiating a residential parking permit program. A residential parking permit program is intended to regulate on-street parking on weekdays in parking permit districts within the City (initially including but not limited to Montecito, Dominican, Gerstle Park, and Latham Street) in order to make more on-street parking available for local occupants. Parking permit districts will be defined and determined by the Public Works Department in conjunction with Community Development. Occupants of each parking permit district would be able purchase parking permits that will allow for on-street parking without time restriction within the district. This allowance would be in effect Monday through Friday, 8:00A.M. to 6:00 P.M., except all City holidays. The program would restrict on-street parking within a district to a two or four hour limit during peak times. A set number of guest passes would be made available to occupants for a predetermined fee. To initiate the program, the occupants within a parking district must distribute, collect, and submit a City created and approved petition that represents at least 67% of the occupants of a potential parking permit district. The results of the petition will be qualified by the City’s Parking Services Manager. A high level of participation is necessary to meet the City’s requirement that the program be cost neutral throughout the life of the program. As a result, a minimum of 1,500 residences, overall, must be included for the permit program to initialize.

PROCEDURE:


Initiating a residential parking permit program will require the following steps:

- A request for a residential permit program must be submitted to the City’s Traffic Coordinating Committee. The Committee will record the receipt of the request in its minutes and communicate to other neighborhood associations that a request was made.
- After submitting a request to initiate a residential parking permit program, occupants within a defined parking district must obtain a copy of the City created and approved petition from the Traffic Coordinating Committee and collect signatures from occupants within their parking permit district. The committee will also provide a map of the parking permit districts as defined by Public Works in conjunction with Community Development.

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- A minimum of 1,500 residences must participate in order for the program to initialize.
 - Petitions for each parking permit district must be submitted and identify that 67% of the occupants within the district support the program. Petitions for all districts must be submitted before the City moves to the next phase of the program. All petitions from the different districts must be distributed, collected, and tallied within a 12 month period or the results will be considered void. The Parking Services Manager will qualify all results.
 - The City will fund an initial parking study, and will review and update the residential parking permit feasibility study to verify the revenue and cost projections.
 - The initial parking study, conducted by Public Works and Parking Services, will consist of a parking survey that will measure the on-street parking utilization on several key street segments within each parking district. This parking survey must verify that over 75% of the available on-street parking spaces within each district are occupied during the hours that the parking restrictions would be enforced. The parking utilization surveys must verify this level of utilization before moving to the next phase of the program.
 - The costs of this parking study, as well as any costs associated with updating the feasibility study, will be incorporated into the one-time capital fee charged to occupants.
 - Once the parking utilization surveys are completed and verified that the 75% threshold is satisfied, the City will refine the district boundaries and identify the hours of enforcement. The Public Works Director will submit a formal resolution to the City Council for approval of the program.
 - The City's Public Works Department will initiate a schedule for conducting engineering studies and purchasing signage. The Parking Services Manager will initiate a plan for hiring additional staff and for purchasing equipment to conduct enforcement.
 - Before any City expenditures are authorized, a majority (51%) of occupants of all parking permit districts must purchase permits from the Parking Services department. The initial permit purchase by each occupant will include a one-time capital fee (only charged once per occupant) to fully fund the start-up costs of the program.
 - Permits will need to be reissued once per calendar year. Guest permits will be made available for purchase.

APPROVED BY:


Nancy Mackle, City Manager


Date

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10/10/11 10:10 AM