ATTACHMENT 3

CITY COUNCIL AGENDA REPORT

MEETING DATE: JANUARY 5, 2016 **ITEM NUMBER:**

SUBJECT: **"RESIDENT ONLY" PARKING RESTRICTION ON PUBLIC STREETS – POLICIES AND PROCEDURES**

DATE: **DECEMBER 18, 2015**

FROM: **PUBLIC SERVICES DEPARTMENT – TRANSPORTATION SERVICES DIVISION**

PRESENTATION BY: **RAJA SETHURAMAN, MANAGER, TRANSPORTATION SERVICES**

FOR FURTHER INFORMATION CONTACT: **RAJA SETHURAMAN, MANAGER, TRANSPORTATION SERVICES (714) 754-5032**

RECOMMENDATION:

1. Introduce Ordinance No.16-xx (Attachment 1) to amend Costa Mesa Municipal Code Section 10-221, et seq., Article 3, Chapter XI (Stopping, Standing or Parking Restricted or Prohibited on Certain Streets) of Title 10 regarding Resident Permit Parking for first reading to be read by title only, and waive further reading.

2. Adopt the revised "Guidelines for Consideration of Installation or Removal of Resident Only Permit Parking" (Attachment 2).

BACKGROUND:

Resident Permit Parking Program

The Resident Permit Parking Program was adopted to address parking intrusions on public streets in residential areas by vehicles unrelated to those neighborhoods or patrons of nearby commercial establishments. The use of "resident only" permit parking has been appropriate in areas where other parking control measures have been considered and failed and a true need has been documented by Transportation Services staff. According to the existing guidelines adopted by the City Council (Attachment 3), neighborhood parking intrusions are considered "significant" if 50% or more of the on-street parking spaces are utilized by vehicles unrelated to the neighborhood at any time, and/or 40% or more is utilized for more than a 24-hour period.

Over the past 5 years, the requests for resident permit parking and requests to extend existing "resident only" permit parking restrictions have increased noticeably. This increase can be attributed to factors such as existing under-parked development, unused garages and shared housing. With the continuous addition of eligible streets into the "resident only" parking program, permit areas have grown significantly. A map depicting existing "resident only" permit is included (Attachment 4).

Existing Guidelines and Process for Establishing Permit Parking

In an effort to determine the level of parking intrusion on public streets, Transportation Services Division staff conducts a series of license plate surveys. These surveys reveal, if

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during the most congested periods (nights and on weekends), vehicles unrelated to the affected street extensively utilize on-street parking thus meeting the minimum requirements set by the "resident only" permit parking guidelines.

If a "resident only" permit parking restriction is authorized, signs are posted restricting parking on the affected street to vehicles displaying a valid permit. Eligible households obtain a permit for their legally registered vehicles upon providing proof of residence on the subject street segment. Additionally, daily guest permits are provided to residents for their visitors. The City currently does not limit the number of vehicle permits or daily guest permits issued per household or charge a fee for these permits.

When a "resident only" permit parking restriction on a public street is implemented, it is possible that the effect of this restriction displaces vehicles to adjacent streets. Therefore, previous resolutions have provided the Transportation Services Manager the authority to extend the limits of the permit parking area up to 1,000 feet in distance from public streets with permit parking restrictions as necessary to address continued resident concerns. This action is based on each "extended" area meeting the minimum adopted guideline criteria in addition to receiving a qualifying petition.

ANALYSIS:

Certain aspects of the existing permit processes that may require modification are summarized below, along with permit processes and procedures from other cities.

Process of Establishing Eligibility for Resident Permit Parking

The current Resident Permit Parking Program Guidelines require a qualifying petition for the City to consider the request for Resident Only Permit Parking. The petition must be signed by the majority of households who would be directly affected by the proposed resident permit parking area. Once a qualifying petition is received, the level of parking intrusions by vehicles unrelated to the neighborhood is evaluated to determine if the subject street meets the minimum requirements for resident only permit parking.

Historically, the license plate data was submitted to the Costa Mesa Police Department to confirm if the vehicles belonged to the subject street. In August 2010, the Costa Mesa Police Department discontinued the process for confirming vehicle addresses based on license plate numbers as this information was not used specifically for law enforcement purposes. Since then, the Transportation Services Division has relied on the residents of subject streets to provide a list of all license plate numbers for the vehicles registered to their household as a required field in the petition for resident permit parking. The license plate numbers submitted in the petition are compared to the license plate numbers surveyed at random times by staff.

A significant amount of petitions do not provide sufficient information necessary to accurately determine the level of parking intrusion by vehicles unrelated to the subject street. In an effort to maintain the purpose of the program and increase the accuracy of the parking analysis, the Transportation Services Division has been insistent on obtaining completed petitions with higher majority support and mailing a supplemental survey card requesting vehicle license plate information, where needed. This has significantly increased the permit processing time and staff effort for the Transportation Services Division. Sometimes this review takes over six (6) months.

Given the increase in resident only parking requests and in order to assess changes to the existing Resident Permit Parking Program to improve on its effectiveness, staff reviewed similar requirements in five (5) other cities which are summarized below.

Review Requirements

The City of Costa Mesa's procedures for consideration of permit parking were discussed earlier in this report and are included as Attachment 3.

- The City of Anaheim pre-establishes residential districts where permit parking could be considered on an as-needed basis. The districts are drawn based on 50 percent support from residents within that boundary. In order to consider permit parking on a street within an established district, the city requires a 75% support petition from the affected residents.
- The City of Huntington Beach begins investigating the need for permit parking after it is requested by an affected home owner along with an initial petition supported by 25% of the residents within the affected area. A boundary is established by the city and more than 75% of the homes within the established area should be in favor of permit parking in order to start the parking study.
- The City of Orange requires an application fee of $1,000 to begin the traffic study. If the area qualifies, an additional $1,500 fee is collected for preparation of a petition and report for the Traffic Commission and the City Council. Similar to the City of Santa Ana, a need for permit parking is justified when more than 75% of the subject street is utilized by vehicles, regardless of their origin. Additionally, a petition must have at least 75% support from the affected residents to be reviewed by the city's Traffic Commission who then approves or denies the request.
- The City of Santa Ana begins investigating the need for permit parking after it is requested by an affected home owner. A need is justified when more than 75% of the subject street is utilized by vehicles, regardless of their origin. Any open parking spaces (i.e., driveways) on adjacent private properties are deducted from this calculation. After a need is determined, a petition with 66% support from the affected residents is required to establish permit parking on streets within the pre-established parking districts.
- The City of Tustin begins investigating the need for permit parking after it is requested by an affected home owner. A need is justified when more than 50% of the subject street is utilized by vehicles unrelated to the neighborhood. A petition is not required at any stage in the process.

Number of Permits Allowed

Costa Mesa's existing Resident Permit Parking Program does not limit the number of permits available to each household within an established permit area. As a result, there are approximately 4,000 active permits in the currently established 20 residential parking permit areas.

- The City of Anaheim limits the number of vehicle permits issued per residence to three (3) initially. If the city determines more offsite parking is available, the city may permit up to five (5) vehicles.
- The City of Huntington Beach limits the number of vehicle permits issued per residence to four (4).
- The City of Orange limits the number of vehicle permits issued per residence to seven (7) for single family dwellings and four (4) per unit for multi-family dwellings.

- The City of Santa Ana limits the number of vehicle permits issued per residence to three (3) for single family dwellings and one (1) per unit in multi-family dwellings.
- The City of Tustin has implemented a Preferential Permit Parking Program. Streets authorized by this program prohibit overnight parking from 2:00 A.M. to 6:00 A.M., seven (7) days a week, unless otherwise approved by the City Council. Residents are eligible to obtain permits for vehicles that exceed their property's available on-site parking capacity (garages and driveways). The issuance of permits is subject to verification of full utilization of on-site parking spaces including the garages.

Cost Recovery

The City of Costa Mesa does not recover any of the cost associated with establishing a permit parking area, the cost of permits, or staff time.

- The City of Anaheim's fee to obtain permits is currently set at $30.00 per permitted vehicle and daily guest permits may be purchased for $1.00 each.
- The City of Huntington Beach's fee to obtain permits is currently set at $23.00 for the first permitted vehicle, and $6.00 for each additional permit. Residents may apply for two (2) guest permits per residence free of charge.
- The City of Orange's fee to obtain permits is currently set at $25 per residence regardless of the number of permits. The residents may obtain 20 daily guest permits four (4) times a year for events at no additional cost.
- The City of Santa Ana's fee to obtain permits is currently set at $62.32 per permitted vehicle and 75 daily guest permits can be obtained per year at no additional cost.
- The City of Tustin issues parking permits and temporary guest permits free of charge. Temporary guest permits may be issued at the discretion of the Police Department.

Permit Expiration

Vehicle permits issued in the City of Costa Mesa do not expire and are not identified by serial numbers. As a result, the City does not have the ability to invalidate permits after vehicles are sold or transferred to households not eligible for permit parking. Guest passes are valid for one (1) day and expire at noon on the next day after their use.

- The City of Anaheim's vehicle permits expire every two (2) years and daily guest permits expire at 12 noon the following day of when they are issued.
- The City of Huntington Beach's vehicle permits and guest permits expire five (5) years from when they are issued.
- The City of Orange's vehicle permits expire every three (3) years on a common date for pre-defined areas.
- The City of Santa Ana's vehicle permits expire every two (2) years on a common date for the permit district.
- The City of Tustin's vehicle permits have to be renewed every year in the month of January.

Resident Only Parking Areas

The City's vehicle parking permits are the same for all 20 active permit areas. With the continuous addition of eligible streets into the Resident Permit Parking Program, permit areas have grown significantly. If that trend continues, permit areas will soon consolidate and one (1) type of permit will make parking accessible in all "resident only" permit parking streets within the program. Currently, the City issues a gray sticker for vehicle permit that contains the City logo and the words "RESIDENTIAL PARKING PERMIT, City of Costa Mesa" which does not allow staff to distinguish the area the permit was issued for. The City does not have pre-defined areas or zones, hence, vehicles that are issued permits can be parked in any neighborhood within the City. As such, during the Orange County Fair, residents from any part of the City that have a permit may park their vehicles in the permit parking area near the fairgrounds. Currently, it is not possible to identify such vehicles and issue citations.

- The Cities of Anaheim and Santa Ana's vehicle permits are stickers that identify resident parking areas and contain serial numbers for tracking purposes.
- The City of Huntington Beach issues parking hangers or static cling permits and contain serial numbers for tracking purposes.
- The City of Orange issues a combination of stickers and hangers which have serial numbers and are color coded for pre-defined areas.
- The City of Tustin issues stickers which have serial numbers for tracking purposes.

Permit Request Process

The City requires that vehicle parking permits and guest permits are requested and processed in person at City Hall during normal business hours. Several residents have suggested that the City automate the vehicle parking permit process and make it available through the City's website, similar to neighboring cities.

- The cities of Anaheim and Irvine process vehicle permits through a private parking permit and citation management company. These cities provide 24-hour parking permit services to their residents through the company's website. Residents apply for permits, upload proof of address, and obtain temporary parking permits to use until permits are mailed directly from the permit company. Permits are also processed at City Hall during normal business hours. The City of Anaheim estimates that approximately 50% of all parking permits are processed online.
- The City of Huntington Beach processes parking permits and renewals at City Hall through the Public Works Department.
- The City of Orange Police Department processes parking permits at the Police Station.
- The City of Santa Ana processes parking permits and renewals at City Hall and via the U.S. Mail.
- The City of Tustin Police Department processes parking permits at City Hall and through the City's website.

PROPOSED ORDINANCE, GUIDELINES AND PROCEDURE MODIFICATIONS:

In an effort to streamline the resident permit parking establishments and permit processing procedures, the following changes to the existing policies and procedures are recommended:

- Permit parking requests will only be considered in single-family neighborhoods with R-1 zoning.
- Require petitions with a higher majority, seventy (70) percent support, to provide a better assessment of the need for resident permit parking.
- Eliminate the determination of the level of parking intrusion by vehicles unrelated to the proposed area using license plate data and substitute it with an overall parking utilization assessment of the subject street. Staff recommends a seventy (70) percent threshold of usage of on-street and visible off-street parking (driveways) available to residents in making this determination.
- Limit the number of permits to two (2) per eligible household, so that the available parking can be better managed on residential streets where permits are required. Additional permits will be considered based on documented need for those permits due to complete usage of all available off-street parking for vehicles, including garage spaces. This request shall be approved by the Public Services Director or his designee.
- Limit the number of guest permits to one hundred (100) per eligible household per year. A one-time request per year for additional twenty five (25) guest permits can be made to the Public Services Director or his designee for an event.
- Eligible households are defined as those on designated permit parking street and single-family households located within 250 feet of the permit parking street.
- Establish parking zones (see ATTACHMENT 5) to limit parking accessibility of a permit holder within their parking zones. Permits will be color coded or uniquely marked to identify the parking zone.
- Incorporate a two (2) year permit expiration to provide an up-to-date permit database and provide additional funding necessary to maintain enforceable signage and database maintenance needs. All current permits will expire in 2018. A two-month renewal period will be provided for each zone and residents will be notified two (2) weeks in advance of the need for renewal.
- Establish a reasonable permit fee to provide funding for improved signage of "resident only" permit parking streets and support the enforceability of the parking restriction. The adoption of permit fees can also provide for an improved permit database. A desirable database would have online permit application abilities, would provide accurate permit processing, be accessible by essential City departments, and provide 24-hour customer service to the residents. The Costa Mesa Municipal Code exempts the permit parking area established within one thousand (1,000) feet of the fairgrounds from any fees and no changes are proposed for this exemption. The resolution for permit fees will be presented to the City Council for review and approval at a later date.

ALTERNATIVES CONSIDERED:

The City Council could choose to approve only some of the above proposed changes. Staff will modify the Ordinance to reflect the recommended changes.

FISCAL REVIEW:

The total fiscal impact for adopting a new policy is unknown at this time. The costs will be detailed in the permit fee study to be provided at a later date.

LEGAL REVIEW:

The City Attorney's Office has prepared the draft ordinance and the recommended changes to the Residential Permit Parking Guidelines.

CONCLUSION:

In an effort to make the process of establishing **"resident only"** permit parking policies, processes, and procedures in residential streets more efficient, staff reviewed the existing permit parking procedures of neighboring cities, and request the consideration of the following changes to the program:

- Require petitions with higher majority (70%) support and eliminate the process of gathering license plate information.
- Establish permit parking in areas where with the above support, staff can verify that seventy (70) percent of on-street and visible off-street parking available to residents are utilized.
- Limit the number of permits to two (2) per eligible household to better manage available on-street parking and the number of guest parking permits to 100 per household per year.
- Incorporate a two (2) year permit expiration and serial numbers to provide an up-to-date database and provide future funding for sign maintenance.
- Establish parking zones to limit parking accessibility of a permit holder within their parking zones. Permits will be color coded or uniquely marked to identify the parking zone.
- Establish a reasonable permit fee to provide funding for better signage, permit software, on-line permit processing, and to recover permit costs.

The recommended changes are included in the draft ordinance and guidelines attached to this report.

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ATTACHMENTS:
1 Ordinance 16-XX
2 Resident Only Permit Parking Guidelines (Proposed)
3 Resident Only Permit Parking Guidelines (Existing)
4 Resident Permit Parking Map
5 Parking Zones Map

DISTRIBUTION:
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Assistant Chief Executive Officer
City Attorney
Economic & Development Svs. Director/Deputy CEO
City Clerk Division
Staff
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