ATTACHMENT 4

CITY OF COSTA MESA

CALIFORNIA 92628-1200 P.O. Box 1200

FROM THE OFFICE OF THE TRANSPORTATION SERVICES MANAGER

CITY COUNCIL GUIDELINES FOR CONSIDERATION OF INSTALLATION OR REMOVAL OF RESIDENT ONLY PERMIT PARKING

Resident only permit parking will be considered in in R-1 zones to address high levels of vehicle parking in a residential area for the specific purpose of access to other residential, business or entertainment activities unrelated to the affected street or neighborhood. The use of resident only permit parking is appropriate in areas where other parking control measures have been considered and failed and a true need has been documented by Transportation Services staff. The use of resident only permit parking should be limited to this type of installation and not as a first level parking control measure.

- Requests for installation or removal of resident only permit parking shall be considered on a street by street basis or in segments with minimum of 25 contiguous households.

- Streets or portions of streets to be considered must be contiguous block by block, and consistent with any adjacent parking prohibitions.

- The creation of an isolated resident only permit parking "island" unrelated to surrounding land use or current parking conditions will not be allowed.

- When considering requests to implement resident only permit parking, the City will conduct parking surveys to determine the utilization of on-street. Neighborhood parking intrusions will be considered "significant" if 70% or more of all available parking (on-street and visible off-street available to residents) is utilized at any time.

- A petition signed by a majority (51% or greater) of households along the affected subject street must be submitted to install or remove resident only permit parking prohibition.

- Only one signature per household will be considered.

- Upon receipt of a valid (majority) petition, the City will send notification of the resident only permit parking installation or removal request to all households on the affected subject street or street segment.

- Notification will also be made to households on adjacent streets, which may be affected by the requested action. Notification will advise residents of the requested action and afford them the opportunity to voice their opinions to the Transportation Services Manager. Based on input received, the Transportation Services Manager may determine to conduct a neighborhood meeting on the request.

- If the Transportation Services Manager approves the requested change in parking control, a recommendation will be forwarded to the City Council for final action. If the Transportation Services Manager disapproves of the request, an appeal may be made for City Council review by forwarding a letter of request, along with associated fees, to the City Clerk's Office. Once final action has been taken by the City Council, no further changes or requests for changes in resident only permit parking prohibitions for this street segment will be considered for a minimum period of one year.

- Resident permit parking will be implemented in accordance with the provisions of the Costa Mesa Municipal Code summarized below:

  - Up to three (3) permits will be issued to eligible household based on verification of vehicle registration.
  - Eligible household is defined as single family or multi-family residence along the designated permit parking street as well as single family residence located in mixed-use neighborhood located within 250 feet of the permit parking street.
  - One hundred (100) guest parking permits will be issued per year to each eligible household. Each guest pass is for one-time use only. Residents may request up to twenty five (25) guest parking permits for a specific event at their residence. These permits will be date stamped by Public Services Department at the time of issuance.
  - Parking permits are valid only for the zone they are issued.
  - Parking permits in each zone expire after three (3) year period and are subject to renewal at that time.

City Council Approved January 19, 2016