

EXHIBIT A



Residential Permit Parking Program Policy

Purpose

The goal of the Residential Permit Parking (RPP) Program is to better manage on-street parking in residential neighborhoods. This document clarifies the procedures used by the City to implement the program.

Background

Redwood City uses a combination of parking meters, residential parking permits, time limits, and color curb regulations to manage on-street parking. On-street parking is part of the city's transportation system and effective on-street parking management helps create parking availability, thereby making it easier to park, reducing congestion and illegal parking, and increasing public safety and economic vitality.

Redwood City created its Residential Permit Parking Program in 1985. The program is codified in Chapter 20, Article VII, Division 11 of the City's Municipal Code. Since its inception, the City has created four RPP areas:

- Area S which surrounds Sequoia High School, and
- Area C which surrounds Sequoia Hospital.
- Area A which is along Stambaugh Avenue just outside Downtown Redwood City
- Area B which is the northern portion of the Friendly Acres neighborhood

Policies

This policy establishes the framework for initiating, operating, and removing residential permit parking areas. The RPP program is intended to regulate on-street parking in permit parking areas within the City in order to make more on-street parking available for local residents according to these policies:

- To request implementation of a residential permit parking program, impacted parking must exist.
- The RPP program is intended for use in single-family and multi-family residential areas, not in mixed-use areas where residents and businesses are expected to share parking.
- Implementation of a RPP area *does not* guarantee the availability of parking spaces on a public street, or within a specific neighborhood, because more parking permits may be issued than there are available on-street parking spaces.

- The program allows for the City Council to set the days and hours for passenger vehicles to park on-street up to the posted time limit (which is established by a resolution), those with a parking permit displayed are exempt from the posted restrictions.
- Blocks within each permit parking area will be determined based on the potential of parked cars to overflow and impact adjacent streets via a collaborative process between residents and the Parking & Transportation Demand Manager. The final limits of the permit parking program area will be determined by the City Council.
- Parking permits will be issued for *passenger vehicles* registered to residents of a property with at least one frontage within an RPP area. Commercial vehicles (such as commercial trucks, taxis and limousines), RV's (camping trailers, motor homes, etc.), and trailers (general and boat), are not eligible for permits in a residential permit parking program area.

The Residential Permit Parking ordinance establishes rules associated with the RPP Program. A summary of key provisions follows:

- No more than one permit is issued for any registered vehicle.
- No more than three (3) permits may be issued to any single residential address in a calendar year, unless otherwise established by resolution for a particular RPP area.
- No more than ten (10) total visitor parking permits shall be issued annually to visitors at any one dwelling unit, unless otherwise established by resolution for a particular RPP area.
- No more than five (5) 1-day visitor parking permits per dwelling unit, and no more than two (2) 14-day visitor parking permits per dwelling unit shall be issued at any one time.
- Permits are invalidated when the permit holder moves or the vehicle for which a permit has been issued is sold.
- Signs will be posted in each RPP area indicating the time limitation and days during which parking is restricted.
- Residential parking permits are not intended for use at parking meters, parking lots, or parking garages.
- Vehicles displaying parking permits are subject to all other parking restrictions, including loading zones, red zones, and accessible parking spaces.
- Displaying a residential parking permit does not exempt the vehicle from the City's ordinance requiring a car to be moved every 72 hours.
- By resolution of the City Council, the cost of the permits may be set and adjusted.

Eligible exceptions

- Parking restrictions do not apply to official or emergency vehicles with an official seal or logo identifying them as such.
- Any work-type commercial vehicle actively working for a property within the limits of an RPP area may park on-street in front of the property on which they are working without a permit.
- Caregivers may be issued a parking permit for a permit parking area provided the address of the resident receiving the care is within said parking area. This permit will count towards the limit on the number of permits issued to an address.

Procedures

The procedures below provide for consistent parking permit area development from one neighborhood to the next. Staff has the flexibility to modify the following procedures when appropriate.

Area Creation

Initiating a new residential parking permit area requires completion of the following steps:

1. Resident or staff complete a Residential Permit Parking Program request form and submit it to the City's Parking & Transportation Demand Manager at City Hall.
2. Through discussions with the applicant, the initial days and time limits of the proposed area and the geographic area will be identified.
3. Applicant will coordinate collection of signatures on a petition. The petition will clearly identify the proposed streets to be included in the RPP area, the time limits, and general rules associated with the RPP program. At least 50% of the addresses on each block must be reflected in the petition. Only one signature is needed per dwelling unit. Each house, apartment, or condominium will be considered a dwelling unit. The signature of a multi-family building owner or the building manager may substitute for signatures from each apartment within a complex. Staff initiated requests may skip this step at the discretion of the Parking & Transportation Demand Manager.
4. *Optional:*
 - a. The applicant may request a neighborhood meeting to present the components of the RPP to the area.
 - b. The applicant may demonstrate the support of their homeowners'/neighborhood association (if one exists) through the submittal of a letter of endorsement from that group. Any letters of support will be considered by the City's Parking & Transportation Demand Manager.
5. Engineering staff will collect occupancy data on key street segments within the proposed RPP area. An average occupancy rate of 80% or more during the proposed permit hours will be required to continue in this process. This is applicable to individual streets or the area as a whole as determined by the City's Parking and Transportation Demand Manager.
6. After completion of the parking occupancy survey, the Parking & Transportation Demand Manager will finalize the RPP area boundary and time limits and then distribute a survey to substantiate residential support for the new area. The survey will be distributed by the City to all residents in the proposed RPP area. At least 25% of *dwelling units* must respond to the survey, and of those respondents, a *super majority* (67%) must be in support of the RPP area to continue in this process.
7. The Parking & Transportation Demand Manager will preliminarily approve or deny a request for a residential permit parking area based on the information gathered during the evaluation process. The decision of the Parking & Transportation Demand Manager is final unless appealed to the *Community Development and Transportation Director*.
8. If the request for permit parking is preliminarily approved by the Parking & Transportation Demand Manager, Engineering staff will mail a letter to residents within the proposed permit area to inform them of the results and to notify them of the date at which the City Council will consider creation of the new permit area. At the same time, staff will draft the implementing resolution and associated staff report for consideration by the City Council.

9. If the request for permit parking is denied or terminated, a second study of the same or similar RPP area will not be conducted for a minimum of twelve months unless there is a significant, identifiable change in parking characteristics as determined by the Parking & Transportation Demand Manager.

Program Implementation, Enforcement and Ongoing Operation

Once a new RPP area has been approved by the City Council, the following steps will implement the decision initially and over time:

1. Engineering staff will:
 - a. Notify Revenue Services that a new RPP area was created and provide a map of the area along with the associated information (e.g. time limit, days, and hours)
 - b. Issue a work order to install parking signs on all block faces within the RPP area
 - c. Notify Police that a new RPP area was created, provide a map of the area along with the associated information (e.g. time limit), and provide warning notices explaining the new restriction
 - d. Order permit stickers and/or hang tags for distribution to residents
2. Revenue Services staff will:
 - a. Issue parking permits
 - i. Fulltime Permits - Up to three (3) annual parking permits per dwelling unit, unless a different number is established by resolution.
 - ii. 24-hour and 14-day Visitor Permits – Up to ten (10) annual visitor parking permits per dwelling unit, unless a different number is established by resolution.
 - iii. To receive annual or visitor permits, resident must provide the following:
 1. Current vehicle registration and license plate number
 2. Proof of residency within the permit area
 3. Pay applicable fee, if established
 - iv. For individuals providing care to a resident within an RPP area with the provision of:
 1. Letter from the resident identifying the permit applicant as the caregiver
 2. Current vehicle registration
 3. Proof of residency of the care recipient within the permit area
 - b. Collect associated fees, if and when they are approved
 - c. Notify the Parking & Transportation Demand Manager of any issues
3. Public Works staff will:
 - a. Order and install parking signs per the issued work order
 - b. Notify Engineering and Police when the signs have been installed
 - c. Replace parking signs if damaged or faded
4. Police will:
 - a. Distribute warning notices explaining the new time restriction for an initial adjustment period (1-2 months)
 - b. Enforce new parking restrictions as posted
 - c. Notify the Parking & Transportation Demand Manager of any observed issues

Program Removal

The process to remove an RPP area is similar to initiation and is as follows:

1. A RPP area, or part thereof, may be preliminarily approved for removal from the permit parking program by the Parking & Transportation Demand Manager pursuant to either:
 - a. A valid request from the affected residential permit parking area, and a City-provided petition from that neighborhood indicating support from at least 50% of respondents in the area wishing to be removed from the RPP program.
 - b. A determination by the Parking & Transportation Demand Manager that removal from the RPP program is either in the community interest, or is in the interest of public safety.
2. Once the petition for removal is received by staff, a survey of the area is prepared and distributed to the neighborhood. Similar to the program development process, 25% of the residents surveyed within the area requesting removal from the RPP program must respond, and of those, responding 67% must support removal from the permit program for staff to recommend removal of the program to the Parking & Transportation Demand Manager.
3. If the survey is successful, the Parking & Transportation Demand Manager will review the request and make a determination regarding removal of the parking permit area. The affected neighborhood is notified of the Manager's determination. The action of the Parking & Transportation Demand Manager can be appealed to the Community Development and Transportation Director. The appeal must be submitted within 30 days of the Manager's determination. Information required as part of the appeal shall be in writing, provide grounds for the appeal, include a recommended alternative action, and provide a petition of surrounding residents in support of the appeal action.
4. If the request for removal is preliminarily approved by the Parking & Transportation Demand Manager, the neighborhood is notified of the decision and a resolution taken to the City Council for approval of the elimination of the program area and the authorization for the removal of the RPP signs from the area.

Frequently Asked Questions – Starting New Permit Areas

1. How do I get a residential permit parking on my street?

To start this process you need to complete and submit a *Residential Permit Parking Program Request Form*. The application includes identifying a parking generator that brings long-term parkers to your residential neighborhood. After staff has reviewed the request, they will contact you to discuss the request. If the area is eligible for residential permits, staff will guide you and your neighborhood through the process.

2. Which streets are eligible for residential permit parking areas?

- a. Streets that are in a residential (single or multi-family) neighborhood
- b. Streets that are impacted by long-term parking and have a low turnover rate
- c. Streets where on-street parking is at least 80% full during the day

3. What are the steps to create a new permit area?

- a. City and applicant decide on the days and time limits for the permit area
- b. Applicant collects petition signatures from at least 50% of the addresses on each block
- c. City collects parking data
- d. City refines permit area based on the data
- e. City surveys all addresses in permit area
 - i. At least 25% of addresses must respond to the survey
 - ii. 67% of respondents must support creation of the permit area
- f. City approves/denies permit request
 - i. Denial – City sends a letter sent to addresses within the area explaining that there wasn't adequate support
 - ii. Approval –
 - City sends a letter to addresses explaining that staff is recommending creation of a new permit area
 - City Council considers creation of the new area at a regularly scheduled meeting
 - If approved by Council – parking time limit signs are installed, permits are available for residents at City Hall, and Police starts to enforce the parking restrictions

Frequently Asked Questions – Existing Permit Areas

1. How many permits will be issued per household?

A total of three (3) residential parking permits and a total of ten (10) visitor permits will be issued to any one household during a calendar year, unless otherwise established by resolution for a particular RPP area. As part of the program creation process, the neighborhood will be able to provide a recommendation on the number of permits to be issued to each address for both fulltime permits and visitor permits. A residential parking permit will be required to park on the street for longer than the posted time limit. An individual is permitted to park on their own property without a permit.

2. What are the time restrictions?

Two-hour time restrictions are in effect between the hours of seven o'clock (7:00) A.M. and six o'clock (6:00) P.M., Monday through Friday (excepting specific holidays set in the Municipal

Code), unless otherwise established by resolution setting different parking restrictions for a particular residential permit parking area. As part of the program creation process, the neighborhood will be able to provide a recommendation on the days and hours that the parking time restrictions will be in effect.

3. What do permits cost?

A current fee schedule for the cost of residential parking permits is available at the Revenue Services Counter in City Hall, located at 1017 Middlefield Road in Downtown Redwood City. The fee schedule is also available online at: <https://www.redwoodcity.org/departments/community-development-department/engineering-transportation/transportation-parking/residential-parking-permits>

4. What would the city do with the proceeds from the permits?

The proceeds of the permits is used to offset the costs of administering the program (establishing new areas, issuing permits, installing signage, etc.), not to generate revenue.

5. How will the program be enforced?

Parking enforcement officers from the Police Department track (typically by chalking tires or by noting license plate numbers) if vehicles parked within the RPP area exceed the posted time limit, those without a valid RPP permit would be ticketed.

6. Do you require proof of residency to request a permit?

Yes, individuals must prove residency in order to be issued a parking permit. This can be done with a recent utility bill, a current driver's license, or something similar.

7. Are vehicle registration, vehicle license plate number, proof of insurance, and a driver's license required to get a permit?

Applicants need to show the current vehicle registration for the permitted vehicle and provide the license plate number for enforcement purposes, but other documents are not required.

8. Are permits neighborhood specific?

Yes, each approved RPP area has a different letter designation (it is listed on the parking sign). Residents with a permit for one area may not park in a different RPP area for longer than the posted time limit.

9. Would permits be non-transferable?

Yes. Permits are non-transferable and must be used for the car to which they were issued. New permits can be issued in the event a vehicle is sold or no longer used in the permit area.

10. How long will the permit be valid?

Residential parking permits are valid for one year unless otherwise noted and must be renewed by January 1 of each year.

11. How do I renew my pass?

The process for renewing a permit is the same as getting a new permit; residents can apply online or at City Hall with proof of residency and vehicle registration. City Hall's standard business hours (Monday – Friday, 8 A.M. to 5 P.M.).

12. What form does the pass take?

The permit may either be a sticker, which should be affixed to the lower corner of the rear window on the driver's side or a hangtag to be hung from the rearview mirror.

13. What if I have guests coming?

If you are having an event where guests are likely to exceed the time limit, you may obtain up to ten (10) daily permits, which are either a 24-hour or 14-day visitor permit for the use by your guests, unless otherwise established by resolution for a particular RPP area. No more than five (5) 1-day visitor parking permits per dwelling unit, and no more than two (2) 14-day visitor parking permits per dwelling unit shall be issued at any one time.

14. How will people know that permits are required for street parking?

Parking signs will be posted on all streets within the permit area that list the time limit and the exception for people with parking permits. When a new area is established, a letter will be sent to residents notifying them of the change.

15. Can I block my own driveway as long as I don't block the sidewalk provided I have a residential parking permit?

The City does not have a formal policy allowing residents to block their own driveway, but it would be unusual for an officer to ticket a vehicle parked in front of a driveway in a residential neighborhood without having received a complaint.

Attachments:

- Sample Residential Parking Permit Program Request Form
- Sample Residential Parking Permit Petition Form