

As of December 2017, this program has been temporarily placed on hold while the City updates the RPPP Policy and Procedures. The update is expected to be completed in Fall 2018. Applications submitted during this time will be held and evaluated following the completion of the policy update. Please contact Sue-Ellen Atkinson at seatkinson@cityofsanmateo.org with any questions.

City of San Mateo

Residential Parking Permit Program Policy and Procedures

Adopted by
San Mateo City Council
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Residential Parking Permit Program

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PURPOSE

The City and the Public Works Department are committed to preserving livable and attractive neighborhoods. One issue that may cause deterioration of neighborhoods is the excessive parking of non-resident vehicles on residential streets for extended periods of time. A system of preferential resident parking serves to reduce this strain on the residents of these neighborhoods. The intent of this Residential Parking Permit Program (RPPP) is to allow residents to park on-street in their neighborhood while restricting long-term parking by non-residents.

PERMITS

Parking Permit Types

Residential Parking Permit Sticker – Parking permit stickers are issued to residents within the RPPP area. These permits allow residents to park on the street during the posted RPPP time restrictions.

- ❖ Parking permits are issued as stickers to be affixed to the resident’s vehicle. The residential permit is valid for two calendar years and is available from the Public Works Department.
- ❖ The number of permits that may be issued to either a single-family household or a multi-family residence is unlimited. It is understood that a greater amount of parking permits may be issued than there are available on-street parking spaces. This may

create an environment of natural competition for on-street parking between neighborhood residents without the influence of long-term non-resident parking.

- ❖ Parking permits may be issued only for passenger non-commercial and passenger commercial (i.e., SUV's, small pick-up trucks, etc.) vehicles registered to residents residing within the residential parking permit area. Vehicles defined as oversized by the City's Oversized Vehicle Parking ordinance, such as commercial trucks, boat trailers, RV's (camping trailers, motor homes, etc.), trailers and work-type commercial vehicles, including taxis and limousines, are not eligible for residential parking permit program permits.
- ❖ The resident is responsible for acquiring a new permit by the first day of the new two-year permit cycle year (January 1). There is typically a 30-day grace period at the beginning of the two-year permit cycle during which the Police Department will issue warnings. No other grace period (i.e., new resident to area, new car, etc.) is available during the two-year parking permit cycle.
- ❖ The requirements to obtain a parking permit as a resident are:
 - A completed application form in the residents' name and address.
 - A current DMV vehicle registration for each vehicle the applicant is requesting a parking permit.
 - Proof of residency/ownership in the resident's/owner's name reflecting the permit address in the permit area. Acceptable proof of residency shall be a driver's license, the vehicle registration, a utility bill, car insurance policy, lease agreement or a preprinted personal check with the resident's name and address.

Visitor Parking Permits – Visitor permits are issued to residents within the RPPP area for use by *short-term guests* so they may park on the street with the same parking rights as a resident of the RPPP area.

Household visitor permits are issued as rear view mirror hangers, and must be displayed from the rear view mirror to be valid. Household visitor parking permit hangers are transferable, and may be placed on any vehicle that would be eligible to use a parking permit sticker.

Any residence, either single-family or multi-family, eligible to obtain a residential parking permit may obtain a household visitor parking permit hanger. Only one (1) visitor parking permit hanger may be issued per household. Lost or damaged visitor permits may be replaced at the discretion of City Staff. This household visitor parking permit is valid for the same two-years as a permanent resident parking permit. This household visitor parking permit is only intended to be used by visitors. Use of the household visitor parking permit by a resident is not permitted, and may result in the issuance of a citation and/or confiscation of the visitor permit.

Fee for Residential Parking Permits

There will be no charge for the issuance of any residential parking permit.

Eligible Exceptions for a Parking Permit Sticker

Company Cars – A residential parking permit sticker may be issued for residents who have company cars as their primary transportation vehicle. To obtain a permit, the person must be a legal resident within the residential permit parking area who has a motor vehicle for his/her exclusive use and under his/her control where said motor vehicle is registered to his/her employer and he/she presents a valid employee identification card or other proof of employment that is acceptable to the City.

Leased Cars – A residential parking permit sticker may be issued for a resident who has a leased car. To obtain a permit, the person must be a legal resident within the residential permit parking area who has a motor vehicle registered to a vehicle-leasing company and/or leased to the resident's employer, providing said vehicle is for the resident's exclusive use and provides proof of the lease agreement which is acceptable to the City.

- ❖ The requirements to obtain a parking permit sticker for a company or leased car are:
 - A completed application form in the residents' name and address.
 - A current DMV vehicle registration for each vehicle the applicant is requesting a parking permit.
 - Proof of residency/ownership in the resident's/owner's name reflecting the permit address in the permit area. Acceptable proof of residency shall be a driver's license, the vehicle registration, a utility bill, car insurance policy, lease agreement or a preprinted personal check with the resident's name and address.

Caregivers – Caregivers may be issued a parking permit sticker for a permit parking area provided the address of the resident receiving the care is within said parking area.

- ❖ The requirements to obtain a parking permit sticker for a caregiver are:
 - A completed application form in both the residents' and caregivers name and address.
 - A current DMV vehicle registration for each vehicle for which the applicant is requesting a parking permit.
 - Proof of residency/ownership in the resident's/owner's name reflecting the permit address in the permit area. Acceptable proof of residency shall be a utility bill, car insurance policy, lease agreement or a preprinted personal check with the resident's name and address.
 - A letter from the resident identifying the permit applicant as the caregiver.

Fine Amount

The fine for violation of the Residential Parking Permit Program regulations is set within the City's Comprehensive Fee Schedule.

Misuse of Parking Permits

Any person selling, fraudulently using, reproducing or mutilating a parking permit issued in conjunction with the residential parking permit program shall be guilty of an infraction and shall be subject to a citation for each offense and the forfeiture of all permits in conflict, or such other fine or penalty as the City Council may set by ordinance.

POLICIES

All residential parking permit programs shall follow a set of policies that are consistent from one program area to the next. This includes program area limits, enforceable times, and implementation practices.

- ❖ The implementation of a Residential Parking Permit Program 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 may create an environment of natural competition for on-street parking among neighborhood residents without the influence of long-term non-resident parking.
- ❖ The program allows for any resident or non-resident to park on-street during the restricted hours for a maximum of 2-hours unless a parking permit is displayed. “No Parking”/“Permit Parking Only” zones may be permitted, when appropriate, next to schools.
- ❖ The Residential Parking Permit Program is intended for use in single family and multi-family neighborhood areas. The program is not intended for use in areas or on streets where there is a mix of commercial and residential use. For the purpose of this program, mixed-use is defined as areas with both commercial and residential land uses where shared use of existing on-street parking is expected.
- ❖ Program enforcement hours will be determined based on the type of parking impact generator. This will provide for consistency among residential parking permit areas, and simplify enforcement of the program times.
- ❖ Unless otherwise approved by the Public Works Director, parking restrictions within residential parking permit areas must be consistent from corner to corner on all streets to prevent “spill-over” or shifting of an on-street parking problem to an adjacent non-restricted area. Half block segments may be approved by the Public Works Director.
- ❖ Limits of the parking permit neighborhood will be determined based on the potential of parked cars to overflow and impact adjacent streets. This will be done through a collaborative process involving both the applicant and Public Works traffic engineering staff. The final limits of the parking permit program area will be determined by the Public Works Director, whose decision is final unless appealed.
- ❖ Parking permit holders will be issued permits to park along any street within the limits of their residential parking permit neighborhood area.
- ❖ Parking permits will be issued to any car registered at an address within a permit parking area.

- ❖ Any work-type commercial vehicle, displaying a commercial license plate, that is actively performing work for a property within the limits of a residential parking permit program zone, may park on-street in front of the subject property without the need for a residential parking permit, and will not be cited.
- ❖ Parking permits are not intended for use at metered parking spaces within business districts or retail areas. This includes the Downtown area , 25th Avenue, 37th Avenue and 40th Avenue areas.
- ❖ For downtown residents, parking permits are not intended for use within designated parking lots. Downtown parking permits are available for purchase at the City Hall Finance Department counter.
- ❖ Vehicles displaying parking permits are subject to all other parking restrictions including 12 and 24-minute spaces, white passenger loading zones, yellow loading zones, handicap spaces and red zones.
- ❖ Displaying a residential parking permit does not exempt the vehicle from the City's ordinance which requires a car to be moved every 72 hours.
- ❖ Once established, a residential parking permit program area will sunset after ten (10) years. Prior to sunset, the neighborhood's interest in the RPPP shall be reconsidered through a City-developed residential survey. Based on the criteria in this document, if the majority of the property owners show interest in maintaining the current program, the RPPP will remain in place for another ten (10) years. If less than a majority indicate interest in maintaining the program, a public hearing will be scheduled to consider removal of the RPPP. Evaluation of the individual programs will be done in the final two years of the ten-year sun-setting cycle.
- ❖ To process a request for implementation of a residential parking permit program, a parking impact generator must exist. This program is not intended to restrict or limit the amount of residential vehicles that may park on-street within a given neighborhood.
- ❖ Any parking permit may be revoked if used contrary to the provisions of this policy.

REQUIREMENTS

The following are required to implement a residential parking permit program:

1. Parking Impact Generator Identification – A non-residential Parking Impact Generator must be identified that creates a parking overflow into the proposed residential parking permit neighborhood. The parking impact generator may be a school, business, commercial district or commercial use.

2. Determination of Parking Permit Program Zone – A parking utilization survey will be used to set the boundaries of the residential parking permit program zone. The survey will be conducted between 8:00 a.m. and 6:00 p.m., Tuesday through Thursday, and be on a day the community has identified as a typical problematic parking day. From the parking survey, a map will be generated showing the level of on-street parking. Street segments will be identified showing >75% parking, between 65% - 75% parking, and <60% utilization of on-street parking spaces. Staff will use this information to determine the limits of the parking permit zone. Street segments having <60% parking utilization will not be considered for inclusion in the parking permit zone. Other factors may also be considered by staff including street topography and the potential for parking creep directly adjacent to a newly signed parking permit program area. Half block segments may be approved by the Director of Public Works based on topography or length of street, or if the parking utilization study shows that it is justified. The decision of the Public Works Director is final.

3. Community Support – There are a number of optional tools that can be used to generate neighborhood support for the implementation of a residential parking permit program. These include:

- A neighborhood meeting
- Circulation of a resident petition
- Submittal of Homeowners' Association letters of support.

These tools are optional and at the discretion of the applicant. It is ultimately the responsibility of the applicant to generate sufficient community support that can be demonstrated to the Director of Public Works through a survey. Staff will work with the applicant to determine which options may be used to generate an adequate level of support.

4. Neighborhood Survey – For staff to recommend approval for the residential permit parking program to the Public Works Director, the neighborhood survey, distributed by the City, must have 50% or more response rate, and a 67% support level from those returning the survey.

PROCEDURES

PROGRAM DEVELOPMENT

Residential parking permit program development must be consistent with all policies as defined above. The recommended procedures presented below provide for consistent parking permit program development from one neighborhood to the next. Staff has the flexibility to modify the following procedures when it is appropriate.

1. A residential permit parking program is requested by a San Mateo resident through the Public Works Engineering Division. The application includes the requested streets to be included in the residential parking permit area.
2. Through discussions with the applicant, day and time limits of the proposed program will be identified. Days and times of enforcement will be established to reflect the nature of the parking impact generator and to provide consistency and ease of enforcement by our San Mateo Police Department.
3. A neighborhood meeting is optional. The applicant may request a neighborhood meeting to present the components of the Residential Parking Permit Program to the requested neighborhood area.
4. A neighborhood petition is optional. The applicant may circulate a City provided petition to provide outreach to the community or to demonstrate support for the implementation of the residential parking permit program. Only one signature is needed per dwelling unit. Each house, apartment or condominium will be considered a dwelling unit.
5. A support letter from the area's Homeowners' Association is optional. 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. That letter of support will be considered by the Public Works Director during deliberation of the requested zone.
6. Staff will prepare a survey to determine resident support for the requested residential parking permit area. The survey will be distributed by the City to all residents in the proposed RPPP area.
7. The Public Works Director will approve or deny a request for a residential parking permit area based on the preponderance of information gathered during the RPPP evaluation process. The decision of the Director of Public Works is final unless appealed to the Public Works Commission.
8. If the request for permit parking is approved by the Director, staff will draft and mail a letter to the residents within the proposed permit parking area to inform

them of the public hearing results. The letter will also notify them of the new requirements for on-street parking within the permit parking program area.

9. Residents will have thirty (30) calendar days to appeal the decision of the Public Works Director following mailing of the notification of Director action. Submitted appeals shall:
 - a. Be in writing
 - b. Provide grounds for the appeal
 - c. Identify specific actions being appealed (parking time limits, hours of enforcement, zone boundaries, etc.)
 - d. Include a recommended alternative action
 - e. Provide a petition of surrounding residents in support of the appeal action

Appeals will be heard by the Public Works Commission at the next available meeting.

10. If the request for permit parking is denied or terminated, a second study of the same or similar RPPP study 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 Public Works Director. Subsequent studies of the same general study area will be subject to the same requirements and procedures as the initial study process.
11. As the parking permits are valid for two years, a letter is sent out by staff every other year notifying all residential parking permit holders of the need to renew the parking permit before the end of the calendar year. Parking permits may be renewed in person at City Hall, or by mail.

PROGRAM REMOVAL

The process to remove a residential parking permit program is similar to a program development. The procedures presented below provide for consistent parking permit program removal.

1. A RPPP area, or part thereof, may be removed from the permit parking program by the Public Works Director pursuant to:
 - A valid request from the affected residential parking permit neighborhood, and a City provided petition from that neighborhood indicating support from at least 67% of respondents in the area wishing to be removed from the RPPP.
 - A determination by the Public Works Director that removal from the RPPP 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, 50% of the residents surveyed within the area requesting removal from the RPPP must respond, and of those responding 67% must support removal from the permit program for staff to recommend removal of the program to the Public Works Director.
3. If the survey is successful, the Public Works Director will review the request and make a determination regarding removal of the parking permit area. The affected neighborhood is notified of the Director's determination. The action of the Director can be appealed to the Public Works Commission. The appeal must be submitted within 30 days of the Director's determination. Information required as part of the appeal shall be as described for appeal of a new parking permit area request.
4. If the request for removal is approved by the Public Works Director, the neighborhood is notified of the decision, and the RPPP signs are removed following the 30 day appeal period. There shall be no cost to the residents associated with removing an area from the RPPP.
5. If an existing RPPP area is revoked, any request for reinstatement shall be subject to the same process as that of a new RPPP area , and if approved the neighborhood shall be assessed the total cost of all related staff activities including permit printing costs, distribution cost and all resigning costs.

RESIDENTIAL PARKING PERMIT PROGRAM FREQUENTLY ASKED QUESTIONS

What is a Residential Permit Parking Program (RPPP)?

The City of San Mateo will implement a residential permit parking program as a remedy for neighborhoods that are impacted by long-term on-street overflow parking from sources (called parking impact generators) outside the neighborhood. These parking impact generators include some high schools, business complexes and commercial areas. This program is intended to deter long-term on-street parking, however short-term 2-hour parking will be permitted within any RPPP area for non-permitted vehicles.

Implementation of a RPPP area is a way to give residents of a designated area a better chance to park near their homes. It is not intended to designate a specific parking space along a property frontage. An RPPP area involves the posting of parking time limits or parking restrictions from which local residents are exempt if a valid permit is properly displayed within their vehicle. Residents within an approved parking permit neighborhood may obtain a parking permit to display on their car that will allow them to park for more than two hours along their neighborhood street. Any car registered to an address within a permit parking neighborhood is eligible to utilize a parking permit. The number of parking permits issued per property is unlimited.

Where are RPPP areas allowed?

Residential Parking Permit Programs are allowed within residential neighborhoods whose on-street parking ability is impacted by parked cars from non-residents, or parking impact generators.

Why is a policy and procedures document necessary?

The purpose of this document is twofold. The first reason to create a policy and procedures document is so that all parking programs are consistent. For a residential permit parking program to be effective it is essential that it can be enforced. One factor that increases the ability for the Police Department to enforce parking restrictions in an area is program consistency. Programs should be consistent from one area to another within the City. Secondly, this document serves as a tool to establish criteria and process expectations for both staff and the community while helping to define a collaborative process.

Are residents who live in a RPPP area required to obtain parking permits?

Obtaining a parking permit is purely optional. You may decide to obtain a parking permit which will allow you to park on the street during restricted hours, or you may decide not to obtain a parking permit and be subject to the on-street parking restrictions of the street.

How long does it take to establish a new RPPP area?

It can take several months to establish a new area. Depending on the size of the impacted area, the overall process from initial request to sign installation could take eight to twelve months or longer.

Can I use my parking permit to park in any of the posted RPPP neighborhoods?

Each parking permit issued will be for a specific RPPP neighborhood or area. With the appropriate parking permit, you may park within the boundaries of that specific RPPP area only. Parking for a period of time greater than that posted, in an area other than that designated by your parking permit, may result in your vehicle receiving a citation. The RPPP cannot guarantee or reserve the permit holder a parking space within a designated residential parking permit program area. Parking is on a first-come, first-served basis.

How are the restrictions enforced?

The Police Department will issue citations to vehicles that are in violation of the parking restrictions. Enforcement is made by routine police patrols or by calling the Police Department at (650) 522-7700.

Can a RPPP be abolished once an area has been created?

A RPPP may be removed per the program elimination process identified in the RPPP Policy and Procedures document. The City is notified of the request, a petition is circulated, a survey is distributed, a public hearing is held and if successful, the signs are removed.

If you have questions or are interested in a Residential Parking Permit Program, please call Public Works at (650) 522-7300.

NEIGHBORHOOD DRAWBACKS ASSOCIATED WITH 'RESIDENT ONLY' PARKING

Although there are many advantages associated with a RPPP, the City would like to point out some of the disadvantages. Please read the following information carefully while considering the impacts of implementing a Residential Parking Permit Program in your neighborhood.

1. The implementation of a Residential Parking Permit Program does not guarantee the availability of parking spaces on a public street, or within a specific neighborhood. The program creates an environment of natural competition for on-street parking between neighborhood residents without the influence of long-term non-resident parking.
2. Creating a new RPPP area can take several months and requires a review by the Public Works Director, and possibly the Public Works Commission and City Council adoption. Other alternatives to the neighborhood issue may be implemented much quicker.
3. A City survey must illustrate support by at least 67% of the residents responding within the proposed area. Sixty-seven percent of the responding residents can impose their parking desire on the other 33% of residents.
4. A parking impact generator must exist. Many neighborhoods do not qualify.
5. If you have guests that wish to stay for longer than two hours and park on the street, you must obtain a visitor parking permit for the vehicle of your guest.
6. If you or your guest park in the street for longer than two hours without a permit, the Police Department will issue a parking citation.
7. A residential parking permit program can be imposing to a neighborhood and create a lot of inconvenience. These drawbacks must be weighed with the potential benefits when considering the implementation of a program that would restrict outside parking influences from your neighborhood.

Residential Parking Permit Program Request Form

The purpose of this form is to enable neighborhoods to request the initiation of a Residential Parking Permit Program in accordance with the City of San Mateo's adopted Residential Parking Permit Program Policy and Procedures. This form must be filled out in its entirety and submitted with any request to:

The City of San Mateo
Public Works Department
330 West 20th Street
San Mateo, California 94403

Feel free to attach additional sheets containing pictures, maps, or additional text if the space provided is insufficient.

1. Requesting Individual's Contact Information

Name: _____
Address: _____
Phone Number: _____
Email (optional): _____

2. Please describe the nature of the overflow parking problem in your neighborhood. What streets in your neighborhood do you feel are affected by overflow parking? :

3. Can you identify a parking impact generator that is the cause of overflow parking in the neighborhood? Are there any facilities (churches, schools, shopping centers, etc.) near this location that generate a high concentration of vehicle and pedestrian traffic?:

4. Please describe how a Residential Parking Permit Program will be able to eliminate or reduce overflow parking impacting the neighborhood:

5. Is there neighborhood support for submittal of this Residential Parking Permit Program application? Have you contacted your HOA/Neighborhood Association?

Neighborhood Petition Form for Residential Permit Parking

City of San Mateo

THE UNDERSIGNED BELOW AGREE TO THE FOLLOWING:

1. All persons signing this petition do hereby certify that they reside on the following street, which is being considered for 2-hour residential permit parking: _____ (Street Name)

2. All persons signing this petition do hereby agree that the following contact person(s) represent the neighborhood as facilitator(s) between the neighborhood residents and City of San Mateo staff in matters pertaining to this request:

Name: _____ Address: _____ Phone #: _____

Name: _____ Address: _____ Phone #: _____

Name: _____ Address: _____ Phone #: _____

ONLY ONE SIGNATURE PER DWELLING UNIT

Name (Please Print)	Address	Phone Number	Signature
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
4. _____	_____	_____	_____
5. _____	_____	_____	_____
6. _____	_____	_____	_____
7. _____	_____	_____	_____
8. _____	_____	_____	_____
9. _____	_____	_____	_____
10. _____	_____	_____	_____
11. _____	_____	_____	_____
12. _____	_____	_____	_____
13. _____	_____	_____	_____
14. _____	_____	_____	_____
15. _____	_____	_____	_____
16. _____	_____	_____	_____
17. _____	_____	_____	_____
18. _____	_____	_____	_____
19. _____	_____	_____	_____
20. _____	_____	_____	_____