



# CITY OF SAN MATEO

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## Administrative Report

Agenda Number: 3., Status: New Business

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**TO:** Public Works Commission  
**FROM:** Brad B. Underwood, Public Works Director  
**PREPARED BY:** Sue-Ellen Atkinson, Parking Manager  
**MEETING DATE:** Wednesday, April 11, 2018  
**SUBJECT:** Residential Parking Permit Program (RPPP) Policy and Procedures Update Process

### RECOMMENDATION

Public Works Commission to review the presented material, discuss the identified findings and proposed policy update process, and provide feedback to City staff.

### BACKGROUND

On January 18, 2005, the City Council adopted the initial Residential Parking Permit Program (RPPP) Policy and Procedures. The most recent revision of the program was adopted by City Council on August 19, 2013. The intent of the City's RPPP program is to discourage overflow parking on residential streets by prioritizing long-term parking for residents.

Since the initial implementation of the program, the number of program areas has grown exponentially, and the City itself has changed dramatically. Staff has identified a need to address and update the basic components of the program to better address the changing needs of the community and to make the best use of the functional impact of residential parking restrictions.

### ANALYSIS OF EXISTING PROGRAM AND STAFF FEEDBACK

The current RPPP Policy and Procedures outlines a clear process to request and implement a new program area, including designation of a neighborhood champion, optional neighborhood meeting, and mailed survey with required response thresholds to move a program request forward. The document also contains procedures for community notification, appeal of RPPP decisions, and procedure for program areas to be removed.

The following components of the program have been identified by staff and through feedback from the community for consideration during this program update:

- **Number of Permits Issued per Household** - Households may currently obtain a permit for any vehicle registered to that address. One transferable visitor permit may also be issued for each household. There is no limit on number of vehicle-specific permits.
- **Price of Permits** - All permits are currently free of charge for residents in program areas.
- **Consideration of Multi-Family Households in RPPP Process** - Several program areas include multi-family households, resulting in the need for clarity regarding permit issuance, survey distribution, and special considerations related to these housing types.
- **Permit Term** - Current RPPP permits are valid for a two-year term.
- **Enforcement Days and Hours** - Most program areas have parking restrictions Monday through Saturday during the hours of 8 a.m. to 6 p.m.
- **Parking Impact Generator (PIG) Determination** - Current accepted Parking Impact Generators under the RPPP program include a school, business, commercial district, or commercial use. Changing community structure requires additional options for consideration.

- **Requirements for Implementing Program** - The August 2013 program update removed the requirement for documentation of parking utilization in the requested program area, placing the responsibility of providing sufficient support of parking overflow on the applicant.

Since the program inception, the RPPP program has grown to a current total of 15 zones representing more than 2,100 households with a total of approximately 4,100 active resident parking permits. The West Downtown permit zone has the greatest number of permits in circulation, with a total of 1,135 active permits. On average, each household in an RPPP zone has obtained two permits, with the majority having three permits or less. Only 114 households have requested 4 or more permits. In total, permits are roughly equally distributed among single-family and multi-family household, with 1,100 permits assigned to single-family homes and 975 assigned to multi-family homes.

### **BEST PRACTICES REVIEW AND ANALYSIS**

As a first step in the Policy and Procedures evaluation, staff undertook a best practices review of similar residential permit parking programs currently in practice. The review included 46 jurisdictions throughout the country, including 35 cities on the West Coast and eleven cities on the East Coast. This review found the following trends among programs:

- Most cities hold a community meeting and conduct parking occupancy studies prior to determining a recommendation for a new zone. Parking occupancy that indicates a need for a program is on average 75%.
- Parking permits are typically available online or over the counter, and are valid for one-year terms with various expiration dates.
- The cost of permits ranges from \$0 to \$128 each per year, and the price typically increases with the number of permits purchased per household.
- Some cities offer one-day visitor permits that are scratchers, punch-cards, or printed online.
- Most cities that limit the number of permits allow between 2-4 permits per household.

This information, in conjunction with staff feedback, data and cost analyses, public input, and direction from elected and appointed officials will help to shape recommendations for program updates.

### **POLICY AND PROCEDURES UPDATE PROCESS**

Staff has identified the following process to culminate in a recommendation for an updated RPPP Policy and Procedures document:

- Benchmarking and Best Practices: January (complete)
- Evaluate Current Process and Procedures: February (complete)
- Data Analysis: March (complete)
- Public Works Commission with initial findings and procedure: April 11
- Public Outreach: April to May
- Draft Initial Policy and Program Updates: May
- Public Works Commission with draft updated Policy and Procedures document: July
- Finalize Policy and Procedures document: July to August
- City Council for Adoption of Policy: September 4

### **BUDGET IMPACT**

Sufficient funding for program management and implementation of the Residential Parking Permit Program (RPPP) is available in 10-4661, Transportation Engineering.

### **ENVIRONMENTAL DETERMINATION**

In accordance with CEQA Guidelines section 15061(b)(3), update of the RPPP Policy and Procedures document is not a project subject to CEQA in that it can be seen with certainty that the policy and program update will not have an impact on the environment.

### **NOTICE PROVIDED**

All meeting noticing requirements were met.

### **ATTACHMENTS**

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Att 1 - Residential Parking Permit Program (RPPP) Policy and Procedures

Att 2 - RPPP Zone Map

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