



CITY OF SAN MATEO

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Administrative Report

Agenda Number: 15., Status: New Business

File ID: 2018-555

TO: City Council
FROM: Drew Corbett, City Manager
PREPARED BY: Public Works Department
MEETING DATE: Monday, March 04, 2019

SUBJECT:
Residential Parking Permit Program - Policy Direction

RECOMMENDATION

Review the progress to date on the Residential Parking Permit Program and provide policy direction regarding Program elements and implementation.

BACKGROUND

On January 18, 2005, the City Council adopted the Residential Parking Permit Program ("RPPP" or "Program") Policy and Procedures to prioritize residential parking by discouraging the overflow of commercial parking onto residential streets through the issuance of residential parking permits. The RPPP Policy and Procedures were amended by the City Council on August 19, 2013. Since the last update, staff has identified a need to reevaluate portions of the RPPP to improve the effectiveness at prioritizing residential parking in highly impacted areas.

Based on a staff's reevaluation of the RPPP and community feedback, staff is seeking input regarding potential modifications to the following portions of the Program:

- Allowable number of permits issued per household,
- Appropriate price of permits,
- Appropriate term for permits,
- Appropriate enforcement days and hours,
- Parking Impact Generator (PIG) identification,
- Criteria for implementing a new program area, and
- Application approval process.

These portions of the RPPP are discussed in further detail below. Additionally, staff is seeking input regarding coordination of renewed Program implementation with increased parking enforcement efforts that the San Mateo Police Department has recently discussed with the City Council.

Current Program

The current RPPP Policy and Procedures outlines a clear process to request and implement a new Program area, including designation of a neighborhood applicant, a mailed survey with a minimum required response threshold, and an optional neighborhood meeting. The document also contains procedures for community notification, appeal of RPPP decisions, and removal of program areas.

Since Program inception, the RPPP has grown to a 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 a 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 distributed equally among single-family and multi-family households, with 1,100 single-family homes utilizing the program and 975 multi-family homes utilizing the program.

The portions of the Program's policies being considered for change are as follows:

- **Number of Permits Issued per Household** - Households may currently obtain a permit, without limit, for any vehicle registered to that address. One transferable visitor permit is available to each household.
- **Price of Permits** - All permits are currently free of charge for residents in Program areas.
- **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 Parking Impact Generators under the RPPP include a school, business, commercial district, or commercial use with the primary purpose of preventing non-residential parking within residential areas
- **Requirements for Program Implementation** - Per the August 2013 Program update, it is the responsibility of applicant to determine the current availability of parking in the neighborhood.
- **Approval of Application** - The Program relies solely on the neighborhood survey results to make a determination on implementation of new zones or expanding existing zones to additional streets.

Benchmarking

As a first step in the Program evaluation, staff conducted a review of other RPPPs currently in practice in other jurisdictions. The evaluation included a total of 46 jurisdictions, including 35 cities on the West Coast and 11 cities on the East Coast. The evaluation identified the following trends among programs.

- Most cities conduct community meetings and parking occupancy studies prior to making determinations regarding new program areas. The required parking occupancy that demonstrates a need for a new program area 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 per permit ranges from \$0 to \$128 per year and the cost 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.
- Some cities require staff to present applications and analysis to a commission to implement restrictions and only for highly impacted areas.

Budget Assessment

Staff evaluated existing program costs, including staff time, materials, permits, and enforcement. Including existing enforcement costs, the RPPP expenditures total approximately \$82,000 annually, and the Program is currently funded through the City's General Fund. However, San Mateo Police Department Parking Enforcement staffing can only enforce RPPP zones by request and respond to approximately 2-4 requests per day over the entire RPPP network. Feedback from Program participants indicates the current level of enforcement is insufficient to achieve Program goals. The budget assessment does not include the costs for potential increased enforcement efforts that the San Mateo Police Department has recently discussed with City Council.

Public Outreach Process

As part of evaluating the RPPP and identifying potential improvements to the Program, staff conducted four community outreach forums and met with a total of 32 attendees. In addition, staff replicated the community forum process through the City's *Speak Up San Mateo!* online portal. A total of 45 respondents participated in the online component of the community outreach process, nearly two-thirds of whom were not able to attend the in-person forums. Of the online respondents, a total of 68% do not live in an RPPP zone.

Given the limited participation when compared to the total number of RPPP permits, the participant feedback should be considered for informational purposes only and is not considered statistically significant. Below is a summary of participant feedback.

- If a permit limit were to be imposed, a majority of participants favored limiting the number of resident permits to three per household.
- Feedback was equally split between the current one visitor permit per household and increasing visitor permits to two per household.
- A majority of participants were interested in adding one-day, guest permits to the Program.
- Most cities did not identify specific Parking Impact Generators and evaluated each program area application individually.
- If residents were required to pay for a permit, the majority of participants favored equal costs for each permit with a cost range of \$20-40 per permit. There were several participants that preferred permits remain free of charge.
- Most participants wanted a parking occupancy study to be conducted before a new RPPP program area is approved.
- Many participants were interested in including multi-family housing as an approved Parking Impact Generator.

Outreach materials are included as Attachment 1. All responses to questions and written/verbal feedback are provided for review in Attachment 2.

Commission Feedback

Staff brought an initial report to the former Public Works Commission in April 2018, and presented the benchmarking findings, existing program analysis, and plans for the public outreach process. The Commission provided feedback on the various aspects of the program.

- Appropriate price for permits: Commissioners voiced split feedback between permits remaining free of charge or charging users. Some Commissioners felt the program should be free for residents, and others expressed support for charging for permits.
- Appropriate term for permits: One Commissioner noted support for a two-year permit term.
- Appropriate enforcement days and hours: There were divided views on general enforcement days, with some Commissioners supporting enforcement 7 days a week and others suggesting weekday restrictions only.
- Parking Impact Generator determination: Additional parking generators mentioned included parks, Transportation Network Companies (TNCs), and used car sales.
- Criteria for implementing a new program area: Commissioners noted issues with mailing notices and surveys, and suggested leveraging e-mail options if feasible.

Discussion Items

Staff requests that Council provide direction regarding potential revisions to the Program and its implementation. Staff will then bring a draft revised RPPP to a future City Council meeting for review and feedback.

- Allowable number of permits issued per household,
- Appropriate price of permits,
- Appropriate term for permits,
- Appropriate enforcement days and hours,
- Parking Impact Generator determination,
- Criteria for implementing a new program area,
- Application approval process,
- Coordination of Program implementation with increased parking enforcement.

During the presentation, staff will provide recommendations for City Council's consideration based upon best practices and current program assessment. With the upcoming enforcement changes that City Council has previously approved, staff recommends no RPPP zones be expanded or added until after full implementation of the new enforcement staffing model.

BUDGET IMPACT

This item is for discussion purposes only. There are no budget impacts at this time.

ENVIRONMENTAL DETERMINATION

In accordance with CEQA Guidelines section 15378(b)(5), this is an administrative activity that will not impact the environment and therefore is not a project subject to CEQA.

NOTICE PROVIDED

All meeting noticing requirements were met, which consisted of mailers to residents with current RPPP permits, and email notifications sent to the City's neighborhood and homeowners associations and residents who attended the community outreach forums in Spring 2018.

ATTACHMENTS

Att 1 - Outreach Forum Materials

Att 2 - Community Outreach Summary

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