

# Palo Alto Residential Preferential Parking (RPP) Program Meeting Notes

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**Date:** March 25, 2015, 3:00 – 4:30 pm

**Location:** Development Center, 285 Hamilton Avenue, Palo Alto

**Attendees:**

Name	Representation
<b>RPP Stakeholder Group</b>	
Neilson Buchanan	Resident, 155 Bryant (Downtown North)
Rob George	District manager, Philz Coffee
Michael Hodos	Resident, 944 Bryant (Professorville)
Chop Keenan	Land owner, Keenan Land
John Guislin	Resident, 225 Middlefield (Crescent Park)
Sue Nightingale	Business owner, Watercourse Way
Ben Cintz	Cintz Commercial Properties
Richard Brand	Resident, 281 Addison (Professorville)
Elaine Uang	Resident, 321 Kipling (Downtown North)
Will Griffin	Employee, Palantir
<b>City Staff and Members of the Public</b>	
Jessica Sullivan	Transportation Planning Manager, City of Palo Alto
Sue-Ellen Atkinson	Parking Operations Lead, City of Palo Alto
Gennady Sheyner	Palo Alto Weekly
Mary Dimit	Resident, 784 University
Joe Baldwin	Resident, Channing House

**Meeting Goals:**

1. Review RPP Schedule and Implementation
2. Discuss Community Engagement and Outreach Strategy

## Review of Meeting/Meeting Agenda

**a. Review of Goals and Agenda**

- Staff provided an overview of the agenda, which focused on a schedule update.
- Stakeholder noted the importance of collecting data and sharing publicly regarding how many permits and what types of permits are sold during Phase 1. Stakeholder inquired if employee business location would be shared publicly.
  - Staff noted that the purpose of Phase 1 is to collect data which will help determine the design of Phase 2. Staff confirmed that data collected could be made available publicly.
- Stakeholder wanted to know when the allocation of permits for Phase 2 will be determined.
  - Staff noted that the design of Phase 2 would be determined during Phase 1, and that all of Staff's current efforts are focused on implementing Phase 1. Staff agreed to discuss design of Phase 2 at a later meeting date.

## b. Project Schedule Overview

- Staff presented current project schedule, including the status of several contracts which require Council approval.
  - Signage
    - Staff noted the contract was awarded March 9 to McGuire Pacific Contractors. The contractor is currently in the design phase of the signs and anticipates 6-8 weeks for sign fabrication.
    - Staff has begun marking installation locations, primarily located in the planting strip, within the RPP District.
    - Stakeholder asked if Staff would be using existing locations as possible. Staff confirmed this approach.
      - Yes, including existing signage poles and light poles.
    - Stakeholder commented that non-permitted parkers will be able to move their vehicle to a different spot at the end of the 2-hr time limit.
      - Staff noted this, and will revisit the issue if data collected during Phase 1 indicates a need.
    - There is an existing street sweeping zone in Downtown North. Staff confirmed that based on recommendations from consultants, engineers, Public Works staff, and Police staff, consultants will install double signage on those streets for both RPP restrictions and street sweeping restrictions.
    - Stakeholder commented there will be street sweeping in University South soon.
      - Staff noted that the installation of the RPP signage in Downtown South was the priority, and street sweeping signage would be installed at a later date in that area.
  - Online Permit Sales
    - Contract expected to be awarded April 13. A 75-day lead time to build website is expected.
    - Stakeholder inquired if 75 days includes “soft launch” and City confirmed
    - Staff noted website will house all RPP permit sales, including automatic renewals and temporary paper permits. Revenue Collections will use the website to sell RPP permits at City Hall; there will be no kiosk in City Hall as previously proposed.
    - Stakeholder asked how automatic renewals will work. If permit holders receive a reminder to renew, will there be a grace period?
      - Staff noted that a grace period can be determined and that details such as this would be coordinated with the online permit sales vendor.
    - Stakeholder asked how people will receive the permits when purchasing online.
      - Staff noted permits will be mailed, but the website will create temporary paper permits.
    - Stakeholder asked when tickets will be issued in the RPP district.

- Staff noted that citation issuance typically begins after a grace period of one week in most existing parking Districts (e.g. Crescent Park)
  - Staff noted there will be three types of permits available: Decal (resident and employee permits), Hangtag (guest and visitor permits), and Scratcher (5-day and daily).
  - Stakeholder inquired about tracking usage of permits by type of worker.
    - Staff will ask permit sale vendor about the type of data that will be available.
  - Stakeholder asked if the permit website will be available via mobile devices.
    - Staff noted that the website will be “mobile-friendly.”
  - Stakeholder inquired how employees could purchase a permit (e.g. decal) and use different cars.
    - Staff will determine a strategy and present at the next meeting.
  - Stakeholder commented that utilization data should be collected to determine if time of day is a consideration in selling permits.
- Enforcement
  - Staff updated that the meet and confer process with SEIU concluded in March after SEIU provided several non-responsive proposals to Staff on how to enforce the District. Staff is moving forward with contract enforcement, set to be awarded by Council April 20.
  - Staff provided an update that citation processing will require an amendment to the City’s existing contract that will need to gain Council approval.
  - Stakeholder commented that the Civic Center garage has available parking every other Friday; could that be available to other parkers?
  - Stakeholder inquired if there are plans for a new parking garage.
    - Staff noted Public Works will be bringing forward a scope for a new garage at Lot D at Waverly and Hamilton.
  - Stakeholders commented that Phase 2 permit “assignments” needs to be discussed, as there is a fear that the City will oversell permits for block faces.
    - Staff noted that this item of discussion was not on the agenda and that it can be on the agenda at a future Stakeholder meeting.

**c. Community Engagement**

- Staff requested Stakeholder input on a planned community meeting on May 7. Staff noted that a project update to the community is necessary.
- Stakeholder commented that Staff should anticipate questions about Phase 2 at the meeting.
- Stakeholder suggested posting event notice on Nextdoor.
- Staff will plan to distribute flyers while marking sign locations in neighborhoods.
  - Stakeholders offered to assist in distribution.
  - Staff will send draft flyer to Stakeholders and ask for volunteers for distribution.

- Stakeholders agreed that Phase 2 details need to begin being determined soon, including what data is necessary for decisions and to consider differential pricing by street. Staff responded that Phase 2 will not be designed without collection of data from Phase 1.
- Stakeholder requested an update on the TMA at the April meeting.
  - Staff agreed to present a comprehensive update on transportation programs in April.

**d. Members of the Public Comment**

- Joe Baldwin asked what percentage or number of total parking spaces will be available for employees in Phase 2?
  - Staff noted that this information has not been determined yet. Staff anticipates a Council update in November or December with a strategy for Phase 2.
- Mary Dimit noted that flexibility for permits is necessary, i.e. for employees who borrow a car, purchase a new car, use carsharing services, etc.
- Mary Dimit inquired about spaces for the handicapped or those with health issues who may need to park close to their homes.
- Mary Dimit inquired about the number of spots on each block face.

**e. Summary/Wrap Up**

- Staff will not be available for the scheduled Stakeholder Meeting in April. Staff will send other options for dates to Stakeholders to determine a new date.

**Action Items**

Task	Responsible Party	Due Date
Determine new date for April Stakeholder Group Meeting	Staff	4/2
Identify strategy for resident/employee decal permits for use on multiple cars	Staff	April Stakeholder Meeting
Present comprehensive transportation update	Staff	April Stakeholder Meeting