

Resolution No. 9663

Resolution of the Council of the City of Palo Alto Establishing the Evergreen Park- Mayfield Residential Preferential Parking District Under Chapter 10.050 of the Palo Alto Municipal Code and Rescinding Conflicting Parking Restrictions Within the RPP District

R E C I T A L S

A. California Vehicle Code Section 22507 authorizes the establishment, by city council action, of permit parking programs in residential neighborhoods for residents and other categories of parkers.

B. On December 15, 2014 the Council adopted Ordinance No. 5294, adding Chapter 10.50 to Title 10 (Vehicles and Traffic) of the Palo Municipal Code. This Chapter establishes the city-wide procedures for RPP Districts in the city.

C. On May 9, 2016, the City Council directed city staff to implement a Residential Preferential Parking program in the Evergreen Park area.

D. Beginning in July 2016, a stakeholders' group comprised of Evergreen Park residents and business interests met two times and made its recommendations to the City on the particular rules to be applied to the Evergreen Park - Mayfield RPP District.

E. On December 14, 2016, the Planning and Transportation Commission held a public hearing to consider the proposed Evergreen Park - Mayfield residential preferential parking program.

F. The Council desires to establish the area for the Evergreen Park – Mayfield residential preferential parking program pilot and to rescind existing parking restrictions that conflict with the restrictions established by this RPP district.

NOW, THEREFORE, the Council of the City of Palo Alto RESOLVES, as follows:

SECTION 1. Findings. The criteria set forth in Section 10.50.030 for designating a Residential Preferential Permit Zone have been met as follows:

- 1) That non-resident vehicles do, or may, substantially interfere with the use of on-street or alley parking spaces by neighborhood residents;
- 2) That the interference by the non-resident vehicles occurs at regular and frequent intervals, either daily or weekly;
- 3) That the non-resident vehicles parked in the area of the proposed district create traffic congestion, noise, or other disruption (including shortage of parking spaces for residents and their visitors) that disrupts neighborhood life;
- 4) Other alternative parking strategies are not feasible or practical.

SECTION 2. Trial Period. The Trial Period for the Evergreen Park - Mayfield RPP District shall be for one year, and reevaluated at that time.

The RPP District shall remain in force until the City Council takes action to extend, modify, or rescind. The City Council shall consider whether to make the RPP Districts and their parking programs permanent, modify the Districts and/or their parking regulations, or terminate them no later than March 31, 2018.

SECTION 3. Hours and Days of Enforcement. The parking regulations shall be in effect Monday through Friday from 8:00 AM to 6:00 PM. During the regulated days and hours of enforcement, no person shall park a motor vehicle in one of the designated Employee Parking Areas within the Evergreen Park – Mayfield RPP for more than two continuous hours, except for electric motor vehicles parked at an electric vehicle charging station, which shall be regulated by signage installed at the charging station. A vehicle lawfully displaying a Resident Parking Permit or an Employee Parking Permit shall be exempt from the two-hour limit. Vehicles exempt from the parking regulations contained in Chapter 10.50 are exempt from this restriction. Outside of these enforcement hours, any motor vehicle may park in the Evergreen Park – Mayfield RPP, subject to other applicable parking regulations.

SECTION 4. Parking Permits.

- A. **Employee Parking Permits.** The City may issue Employee Parking Permits for the use by employees working in the California Avenue business district area as specified in **Exhibit A** and Table 1. Employee Parking Permits shall be subject to the following regulations:
- a. **Duration.** Employee Parking Permits will be available in the form of transferable one-day permit hangtags and annual permit stickers.
 - b. **Commuting Only.** Employee Parking Permits are for the exclusive use by employees working for California Avenue business district businesses while commuting to work.
 - c. **Signage and Allocation of Spaces.** All Employee Parking Permits will be specific to one of the three employee parking zones as specified in **Exhibit A**.
 - d. **Maximum Number of Permits Issued.** A maximum of 250 annual Employee Parking Permits will be available: 75 in Employee Parking Zone A, 50 in Employee Parking Zone B and 125 in Employee Parking Zone C. Preference will be given to low-income employees and those already on the waiting list for the City-owned garages and lots in the area as of the effective date of this resolution.
- B. **Resident Parking Permits.**
- 1. Each residence within the Evergreen Park - Mayfield RPP may receive up to three annual permit stickers as well as up to two transferable annual permit hangtags.
 - 2. Each residence within the Evergreen Park - Mayfield RPP may purchase up to 50 transferable one-day permit hangtags per year, which may be used on any vehicle including household visitor vehicles.

C. Applicability.

1. The restrictions of the RPP adopted by this resolution shall apply to the city blocks identified in Table 1, which are meant to specify those areas visually represented in **Exhibit A.**

TABLE 1	
STREET	BLOCKS ENFORCED
Park Blvd.	1700, 1800, 1900, 2000, 2100, 2200-2211, 2555-2599, 2600
Park Ave.	100
Leland Ave.	200, 300, 400
Stanford Ave.	200, 300, 400
Oxford Ave.	200, 300, 400
College Ave.	200, 300, 400
Birch Ave.	1800, 1900, 2000, 2100, 2200-2288, 2518-2575, 2600
Ash St.	1800, 1900, 2000, 2100, 2502-2599, 2600, 2700
Grant St.	100, 200, 300, 400
Sheridan Ave.	200, 300, 400

SECTION 5. Other Matters.

- A. Cost of Evergreen Park - Mayfield RPP District Parking Permits. During the initial trial period of one year the cost of Parking Permits shall be:
 - 1. Resident Permit – First annual permit sticker free; second and third annual permit sticker \$50/each/year; transferable annual permit hangtags (up to two) \$50/year.
 - 2. Resident Visitor Daily Permit – Can purchase up to fifty at \$5/each.
 - 3. Employee Parking Permits
 - 1. Standard Annual Permit --\$149/year
 - 2. Low-income Annual Permit -- \$50/year
 - 3. Employee Visitor Daily Permit - \$5/each

SECTION 6. Rescind and Repeal Existing Parking Restrictions.

- A. Section 2 of Resolution 4051 hereby repealed and replaced with the restrictions of this RPP district.
- B. 2 Hour Parking. The 2 hour parking restrictions as identified in **Exhibit A** shall remain in effect.
- C. Conflicting Restrictions. In the event City staff should, at a later time, discover additional parking restrictions within the areas specified by **Exhibit A** or within the city blocks identified in Table 1 that conflict with the restrictions of this resolution, but are not expressly rescinded, the RPP restrictions of this resolution shall control.

SECTION 8. CEQA. This resolution is exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of Title 14 of the California Code of Regulations since it can be seen with certainty that there is no possibility the adoption and implementation of this resolution may have a significant effect on the environment and Section 15301 in that this proposed resolution will have a minor impact on existing facilities.

SECTION 9. Effective Date. This resolution shall take effect immediately upon its passage. Enforcement shall commence, pursuant to Chapter 10.50 and the California Vehicle Code, when signage is posted.

INTRODUCED AND PASSED: January 23, 2017


AYES: DUBOIS, FILSETH, FINE, HOLMAN, KOU, SCHARFF, TANAKA, WOLBACH

NOES:


ABSENT: KNISS

ABSTENTIONS:

ATTEST:

DocuSigned by:

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 City Clerk

DocuSigned by:

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 Mayor

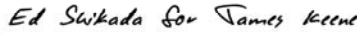
APPROVED AS TO FORM:

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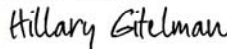
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 Senior Assistant City Attorney

APPROVED:

DocuSigned by:

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 City Manager

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 Director of Planning and Community Environment

City of Palo Alto

Residential Preferential Parking (RPP) Administrative Guidelines

Updated October 31, 2016

PURPOSE

The City of Palo Alto is committed to preserving the quality of life of its residential neighborhoods. On December 2, 2014, City Council adopted a City-wide RPP Ordinance which allows any neighborhood within the City to petition to become a Residential Preferential Parking (RPP) District, where neighborhood parking is regulated for non-permit holders. Three documents govern the creation of an RPP District in Palo Alto:

1. Chapter 10.50 of the Palo Alto Municipal Code, which outlines the criteria which must be met and the process which must be taken for a residential neighborhood to become an RPP District;
2. A neighborhood-specific resolution, which must be adopted by the City Council and outlines the specific characteristics of the RPP program;
3. The document within, "RPP Administrative Guidelines", which provides additional detail on RPP program implementation. The Guidelines may be modified at a City staff level, and provide detail on policies and procedures related to RPP Districts.

All three documents work in concert to govern the development and operation of the City's RPP Districts, and all should be reviewed prior to an RPP District's initiation.

PARKING PERMIT POLICIES

Resident Permit Eligibility

The requirements to obtain a parking permit as a resident are:

- A completed application form (online) 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.
1. The residential permit can be purchased on an annual duration online at www.cityofpaloalto.org/parking. Parking permits are issued for uses within the RPP District area. Standard long-term residential parking permits are not transferable between vehicles. Annual permit cost may be pro-rated for purchase midway through the annual timeframe.
 2. Guests of Residents: A resident is also eligible to purchase up to two (2) transferable hang-tag permits for guests, which are annual permits that may be used for a nanny, baby-sitter, caregiver, household employee, or other regular visitor to the household. Annual hangtag permits must be purchased by the resident of the household and may be transferred between vehicles. Only two (2) annual hangtag permits are allowed per household.
 3. Visitors of Residents: Any resident within the RPP District area is eligible to purchase daily permits annually for events which may take place at a household. Daily permits must be purchased by a resident of the household and are only valid for a single day use. Each household can receive a maximum of 50 daily permits each calendar year.

Employee Permit Eligibility (applicable to downtown RPP and others as designated by resolution):

Annual, quarterly, five-day and daily Employee permits are available.

The requirements to obtain a parking permit as an employee are:

- A completed application form (online) with the employees' name and address.
- A current DMV vehicle registration for each vehicle for which the applicant is requesting a parking permit.
- Proof of employment at a business in the employee's name, which includes an address within the RPP District. Acceptable proof of employment shall be a W-2 wage statement or letter from employer.

All employees who work at a registered, code-compliant business within an RPP District are eligible to purchase permits, unless otherwise restricted by the City for parking capacity reasons. Parking permit stickers or hangtags are issued to employees within the RPP District.

Where applicable, the City may decide to issue permits which are transferrable between employees of the same business. These permits will be in the form of a hangtag, which must be placed on the rearview mirror of the employee vehicle. Possession of an employee permit which is assigned to a specific block or zone does not entitle the employer to renew a permit in the same block or zone.

Annual permit cost may be pro-rated for purchase midway through the annual timeframe.

If an employee with an annual permit leaves the company, the employer may transfer the remaining balance of the unused permit to another employee by returning the original permit and transferring the balance of time to a new one. The new permit will expire at the same date of the original permit expiration. The City may, at its discretion, issue Employee Guest permits to eligible employers within an RPP district, for use by their guests or visitors.

The City may immediately revoke all permits issued to businesses and employees at businesses that are unregistered and/or operating in violation of the Palo Alto Municipal Code and/or state and federal regulations.

Reduced Price Permits: Certain employees may be eligible for a reduced-price permit if they meet either of the income requirements listed below. Proof of income must be provided at the time of purchase, and information may be audited at any time by the City.

INCOME VERIFICATION OPTIONS

- a. Option A: Employees who earn an annual income which is exactly or less than \$50,000. The City will evaluate this limit annually and adjust for inflation.
- b. Option B: Employees who make a pre-tax hourly wage which is exactly or less than 2x the governing city or state minimum wage (whichever is greater) are eligible for a reduced price permit.

Submittal requirements provided for proof of income include: tax return and two consecutive wage statements.

Other Policies

1. Any attempt to alter the permit shall immediately render the permit invalid.
2. Permit holder assumes full responsibility of any loaning of their vehicle.
3. **Possession of an RPP permit does not guarantee a parking spot.** 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 and other permit holders.
4. **Permit validity:** RPP permits are not valid in any City parking garage or lot, and City-issued garage or lot permits are not valid in RPP Districts. RPP permits are only valid for the RPP District for which they are issued.
5. The City of Palo Alto is not responsible for the loss of or damage to any vehicle or its contents.
6. **Abandoned Vehicles:** Parking a vehicle unmoved longer than 72 consecutive hours on a City street is in violation of PAMC 10.60.07(d). Parking permits shall not exempt vehicles from this requirement.
7. For new vehicles or license plates, the permit holder must surrender the current valid permit to the Revenue Collections office. If the permit does not come off intact, pieces will be accepted.
8. **Temporary Permits:** Temporary permits can be printed online once a valid permit holder has submitted payment for a permit. The temporary permit must be displayed on the front dashboard.
9. **Replacement Fees:** There is a permit replacement fee of \$10.00 for regular permits reissued for any reason, prior to the normal renewal period.
10. **Refunds:** Refunds are issued on annual permits only, and a refund will only be given through the third quarter and prorated at the quarterly rate. The permit holder must remove the current permit and return it to the Revenue Collections office.
11. **Permit Placement:** The permit must be affixed on the outside of the rear windshield driver's side lower left corner, or left side of the bumper. Do not place your permit in any other location. Placing your permit in another location or behind tinted windows may invalidate your parking exemption.
12. **Vehicle Eligibility:** 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.

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.

Neighborhood Support for RPP District Implementation

As outlined in the ordinance, the City may choose to conduct a survey of a proposed neighborhood to determine whether support exists for RPP District implementation. The survey may be conducted either prior to the recommendation of RPP District implementation to Council, or during a trial period of the program, but before final implementation. The survey shall be conducted electronically or via U.S. mail. Each household using a separate U.S.P.S. address will be allowed one (1) vote either in favor or against the implementation of an RPP program. The current threshold for RPP District implementation is a vote of 70% of the returned surveys in favor of implementation.

Eligibility Areas

As outlined in the ordinance, the City Council may adopt a resolution identifying particular areas as RPP Eligibility Areas. Following the adoption of the RPP Eligibility Areas, residents within these areas may petition the Director of Planning and Community Environment to be annexed into an existing RPP District. The petition must include the following:

- A completed application form (online) including the residents' names and addresses.

- A current DMV vehicle registration of each vehicle for which any RPP District parking permit had previously been approved in the applicants' names.

Upon the receipt of a petition that includes the above information for a simple majority, or 50%+1 of the identified segment's neighbors, the City may choose to conduct a survey of the proposed neighborhood to determine whether additional support exists for annexation into the existing RPP District. The survey shall be conducted electronically or via U.S. mail. Each household using a separate U.S.P.S. address will be allowed one (1) vote either in favor or against annexation into the existing RPP District. The current threshold for RPP District implementation is a vote of 70% of the returned surveys in favor of implementation.

Approval of annexation for RPP Eligibility Areas will take effect without Council adoption.

Opt Out Procedures

Current residents of an existing RPP District that no longer wish to participate in the RPP program may petition to opt out of their RPP District between January 1st and March 31st of the year. The petition must be submitted to and will be approved at the discretion of the Director of Planning and Community Environment.

Residents of the same existing RPP District shall initiate a request to opt out of their RPP District by neighborhood petition. The petition will be available as a standard form online, and must include the following:

- A completed application form (online) including the residents' names and addresses.
- A current DMV vehicle registration of each vehicle for which any RPP District parking permit had previously been approved in the applicants' names.

Upon the receipt of a petition that includes the above information for a simple majority, or 50%+1 of the identified segment's neighbors, the City may choose to conduct a survey of the proposed neighborhood to determine whether additional support exists for opting out of the RPP District. The survey shall be conducted electronically or via U.S. mail. Each household using a separate U.S.P.S. address will be allowed one (1) vote either in favor or against opting out of the existing RPP District. The current threshold for RPP District implementation is a vote of 70% of the returned surveys in favor of opting out.

Petitions that do not include a simple majority of the identified segment's neighbors will not be considered for opt out.

Effective upon approval of their opt-out petition, residents will no longer be entitled to RPP District resident parking permits.

Approval of an opt-out petition may not be construed to waive compliance of the RPP District parking restrictions that remain in place.

Upon the approval of an application, the City shall provide written notice electronically or via U.S. mail to all residents impacted by the opt-out, including the effective date of the opt-out, the expiration date of any remaining valid parking permits, and contact information for further inquiries or concerns.

Occupancy Study Requirements

During the course of RPP District initiation, the City will conduct parking occupancy studies for the neighborhood in question. Studies will be conducted at various hours and be compared to an inventory calculation to show percentages of occupancy by block face. Weekday studies will not be conducted on Mondays, Fridays or holidays.

Neighborhood Petition Form

City of Palo Alto Residential Parking Permit Program Request Form

The purpose of this form is to enable neighborhoods to request to be annexed to an existing Residential Preferential Parking area or the initiation of a Residential Preferential Parking Program in accordance with the City of Palo Alto's adopted Residential Parking Permit Program Policy and Procedures. This form must be filled out in its entirety and submitted with any request to:

City of Palo Alto
Transportation Division
250 Hamilton Avenue, Floor 5
Palo Alto, CA 94301

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

1. Requesting Individual's Contact Information

Name: _____

Address: _____

Phone Number: _____

Email: _____

2. Please describe the nature of the overflow parking problem in your neighborhood.

1. What streets in your neighborhood do you feel are affected by overflow parking?
2. How often does the overflow occur?
3. Does the impact vary from month to month, or season to season?

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? Please list your understanding of the causes:

4. Please describe how a Residential Parking Permit Program will be able to eliminate or reduce overflow parking impacting the neighborhood. Please include your suggestion for the boundary of the program:

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

Neighborhood Petition Form (Street by Street Basis)

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 residential preferential parking: _____

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 Palo Alto staff in matters pertaining to this request:

Name: _____ Address: _____ Phone #: _____
Name: _____ Address: _____ Phone #: _____
Name: _____ Address: _____ Phone #: _____

ONLY ONE SIGNATURE PER HOUSEHOLD

Name (Please Print)	Address	Phone Number	Signature
1. _____	_____	_____	_____
2. _____	_____	_____	_____
3. _____	_____	_____	_____
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Certificate of Completion

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Document Pages: 14	Signatures: 5	Envelope Originator:
Supplemental Document Pages: 0	Initials: 0	Kim Lunt
Certificate Pages: 2		
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EnvelopeID Stamping: Enabled		Palo Alto , CA 94301
Time Zone: (UTC-08:00) Pacific Time (US & Canada)		kimberly.lunt@cityofpaloalto.org
		IP Address: 12.220.157.20

Record Tracking

Status: Original 1/27/2017 10:41:00 AM	Holder: Kim Lunt kimberly.lunt@cityofpaloalto.org	Location: DocuSign
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Signer Events

Elena Pacheco
Elena.Pacheco@CityofPaloAlto.org
Esq., Office of City Attorney
Security Level: Email, Account Authentication (None)

Signature

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Timestamp

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Electronic Record and Signature Disclosure:
Not Offered via DocuSign
ID:

Hillary Gitelman
Hillary.Gitelman@CityofPaloAlto.org
Security Level: Email, Account Authentication (None)

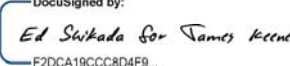
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Electronic Record and Signature Disclosure:
Not Offered via DocuSign
ID:


Ed Shikada for James Keene
ed.shikada@cityofpaloalto.org
Assistant City Manager
City of Palo Alto
Security Level: Email, Account Authentication (None)

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Electronic Record and Signature Disclosure:
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ID:

H. Gregory Scharff
greg.scharff@cityofpaloalto.org
Mayor
City of Palo Alto
Security Level: Email, Account Authentication (None)

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Signer Events	Signature	Timestamp
Beth Minor Beth.Minor@CityofPaloAlto.org City Clerk City of Palo Alto Security Level: Email, Account Authentication (None) Electronic Record and Signature Disclosure: Not Offered via DocuSign ID:	 Using IP Address: 12.220.157.20	Sent: 2/4/2017 7:40:57 AM Viewed: 2/7/2017 12:15:55 PM Signed: 2/7/2017 12:16:16 PM

In Person Signer Events	Signature	Timestamp
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Editor Delivery Events	Status	Timestamp
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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Notary Events	Timestamp
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Envelope Summary Events	Status	Timestamps
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Payment Events	Status	Timestamps
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