



Residential Preferential Parking (RPP) Administrative Guidelines

Updated October 31, 2016



City of Palo Alto

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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.

APPROVED 10/31/2016

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?

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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.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
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- 36. _____
- 37. _____
- 38. _____
- 39. _____
- 40. _____

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