

City of Palo Alto

Residential Preferential Parking (RPP) Administrative Guidelines

Revised and Approved March 1, 2017

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 Residential Preferential Parking (RPP) Ordinance which allows any neighborhood within the City to petition for an RPP Program, where neighborhood parking is regulated for non-permit holders. Three documents govern the creation of an RPP Program in the City of 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 initiate an RPP Program;
2. A neighborhood-specific Resolution, which must be adopted by the City Council and outlines the specific characteristics of the individual RPP Program;
3. The document within, "Residential Preferential Parking (RPP) Administrative Guidelines," which provides additional detail on RPP Program implementation. The Residential Preferential Parking (RPP) Administrative Guidelines (Administrative Guidelines) may be modified by the Planning and Community Environment Director, and provide detail on policies and procedures related to RPP Programs.

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

PARKING PERMIT POLICIES

Parking Permit Sales

RPP Program parking permits are sold online at www.cityofpaloalto.org/parking.

Resident Parking Permit Eligibility

The requirements to obtain a Resident Parking Permit are:

- A completed application form (online) in the residents' name and address.
- A current DMV motor vehicle registration for each motor vehicle for which the applicant is requesting a Resident Parking Permit.
- Proof of residency/ownership in the resident's/owner's name reflecting the permit address in the RPP Program 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.

Resident Parking Permit Types

The types of Resident Parking Permits available in an RPP Program are outlined in the specific RPP Program Resolution. All Resident Parking Permit types may be used anywhere in the RPP Program area noted on the parking permit itself. Use of a Resident Parking Permit outside of the designated RPP Program area may result in a citation.

1. Annual Resident Parking Permit Stickers can be purchased by RPP Program area residents. These are decals affixed to a specific motor vehicle and are not transferable between motor vehicles.

Annual Resident Parking Permit Stickers are intended for use by the residents of a specific property within the RPP Program area.

2. Annual Resident Parking Permit Hangtags can be purchased by RPP Program area residents for guests. These are annual permits hung from the rear view mirror that may be used for a nanny, baby-sitter, caregiver, household employee, or other regular visitor to the property. Annual Resident Parking Permit Hangtags must be purchased by the resident of the property and may be transferred between motor vehicles.
3. Daily Resident Parking Permit Hangtags can be purchased by RPP Program area residents for visitors. These are one-day permits hung from the rear-view mirror that may be used for events or gatherings at a household. Daily permits must be purchased by a resident of the household and are only valid for a single day use.

Employee Parking Permit Eligibility

All employees who work at a registered, code-compliant business within an RPP Program area are eligible to purchase Employee Parking Permits, unless otherwise restricted by the RPP Program Resolution. 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.

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

- Employed at a business within the RPP Program area and;
- A completed application form (online) with the employee's name and address;
- A current DMV vehicle registration for each vehicle for which the applicant is requesting a parking permit; and
- Proof of employment at a business registered with the Palo Alto Business Registry in the employee's name, which includes an address within the RPP Program area. Acceptable proof of employment shall be a paystub, W-2 or letter from the employer.

Employee Parking Permit Types

The types of Employee Parking Permits available in an RPP Program are outlined in the specific RPP Program Resolution. All Employee Parking Permit types may only be used in the Employee Parking Zone noted on the parking permit itself. Use of an Employee Parking Permit outside of the designated Employee Parking Zone may result in a citation.

1. Annual Employee Parking Permit Stickers are decals affixed to a specific motor vehicle and are not transferable between motor vehicles.
2. Six-month Employee Parking Permit Stickers are decals affixed to a specific motor vehicle and are not transferable between motor vehicles.
3. Annual Employee Parking Permit Hangtags can be purchased for employees. These are annual permits hung from the rear view mirror that may be transferred between motor vehicles.
4. Six-month Employee Parking Permit Hangtags can be purchased for employees. These are six-month permits hung from the rear view mirror that may be transferred between motor vehicles.
5. Daily Employee Parking Permit Hangtags can be purchased for employees or visitors. These are one-day scratch-off permits hung from the rear view mirror that may be transferred between motor vehicles.
6. Contractor Permit Cards can be purchased by contractors working in the RPP Program area at the Development Center. These are one-week or one-month permits placed on the passenger-side dashboard that are not transferable between motor vehicles.

Reduced Price Employee Parking 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.

- 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 earn a pre-tax hourly wage which is equal to or less than double the governing city or state minimum wage (whichever is greater).

Submittal requirements provided for proof of income include: tax return, two consecutive wage statements and/or a letter from employer.

Prorated Parking Permit Cost and Refunds

Annual and Six-month Resident and Employee Parking Permit fees may be pro-rated for purchase midway through the permit period (i.e. 50% discount). Refunds will only be granted within the first half of the permit period. The permit holder must remove the current RPP parking permit and return it to Revenue Collections in order to qualify for a refund. If an employee with an Annual or Six-month Employee Parking Permit is terminated, 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 on the same date as the original permit.

Other Policies

1. The City of Palo Alto is not responsible for the loss of or damage to any vehicle or its contents.
2. Parking a motor vehicle unmoved longer than 72 consecutive hours on any City street is in violation of PAMC 10.60.07(d). Parking permits shall not exempt motorists from this requirement.
3. Resident Parking Permits may be issued only for passenger non-commercial and passenger commercial (i.e., SUVs, small pick-up trucks, etc.) vehicles registered to residents residing within the RPP program area. Vehicles defined as oversized by the City's Oversized Vehicle Parking ordinance, such as commercial trucks, boat trailers, RVs (camping trailers, motor homes, etc.), trailers and work-type commercial vehicles, including taxis and limousines, are not eligible for Resident Parking Permits.
4. Temporary RPP parking permits can be printed online once an applicant has submitted payment for a permit. The temporary RPP parking permit must be displayed on the front dashboard of the motor vehicle.
5. 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 shall invalidate your parking exemption.
6. RPP parking permits are not valid in any City parking garage or lot, and City-issued garage or lot permits are not valid in RPP program areas. RPP parking permits are only valid for the RPP program area for which they are issued.
7. Possession of an RPP parking permit does not guarantee a parking space. 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.

8. When obtaining a new motor vehicle, the permit holder must surrender the current valid RPP parking permit to Revenue Collections in order to receive a new permit for the new vehicle. If the permit does not come off intact, pieces will be accepted.
9. There is an RPP parking permit replacement fee of \$10.00 for permits reissued for any reason prior to the normal renewal period.
10. Any attempt to alter an RPP parking permit shall immediately render the permit invalid.

Exceptions for a Parking Permit Sticker

Company Cars – A Resident Parking Permit Sticker may be issued for residents who use company cars for their primary motor vehicle. To obtain a permit, the person must be a legal resident within the RPP program 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 approved by the Planning and Community Environment Director.

Leased Cars – A Resident 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 or the lease agreement which is approved by the Planning and Community Environment Director.

The requirements to obtain a Resident Parking Permit Sticker for a company or leased car are:

- A completed application form in the resident's 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 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 Resident Parking Permit Sticker the address of the resident receiving the care is within the RPP program area.

The requirements to obtain a Resident Parking Permit Sticker for a caregiver are:

- A completed application form in both the resident's and caregiver's 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 for Violations

The fine for violation of Chapter 10.50 of the Palo Alto Municipal Code is set within the City's Comprehensive Fee Schedule.

Misuse of RPP Parking Permits

Any person selling, fraudulently using, reproducing or mutilating an RPP parking permit shall be guilty of an infraction and shall be subject to a citation for each offense and the forfeiture of all parking 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 Planning and Community Environment Director may choose to conduct a survey of a proposed neighborhood to determine whether support exists for the creation of a new RPP program. The survey may be conducted either prior to the recommendation of a new RPP program to Council, or during a trial period of the program, but before final implementation. The survey shall be conducted electronically or by mail via USPS. Each residential unit with a separate mailing address will be allowed one (1) vote either in favor or against the creation of a new RPP program. The recommended threshold for the creation of a new RPP program is a vote of 70% of the returned surveys in favor of the program, however the Planning and Community Environment Director may seek direction from City Council regardless of the vote results.

Eligibility Areas

As outlined in the ordinance, the City Council may adopt a resolution identifying particular areas as RPP Program Eligibility Areas. Following the identification of the RPP Program Eligibility Areas, residents within these areas may petition the Planning and Community Environment Director to be annexed into an existing RPP program. 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 residential units, the Planning and Community Environment Director 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 by mail via USPS. Each residential unit with a separate mailing address will be allowed one (1) vote either in favor or against the creation of a new RPP program. The recommended threshold for the creation of a new RPP program is a vote of 70% of the returned surveys in favor of the program, however the Planning and Community Environment Director may seek direction from City Council regardless of the vote results. Approval of annexation for RPP Program Eligibility Areas may take effect without Council action.

Opt Out Procedures

Current residents in an existing RPP program area that no longer wish to participate in the RPP program may petition to opt out between January 1st and March 31st of each year. The petition will be approved at the discretion of the Planning and Community Environment Director. The petition is available as a standard form online, and must include the following:

- A description of or map showing the proposed opt-out area.
- A completed application form (online) including the petitioners' names and addresses.
- A current DMV vehicle registration of each vehicle for which any RPP program parking permit had previously been issued in the petitioners' names.

Upon the receipt of a petition that includes the above information for a simple majority, or 50%+1 of the opt-out area's residential units, the Planning and Community Environment Director may choose to conduct a survey of the proposed opt-out area residential units to determine whether the required support exists for opting out of the RPP program. The survey shall be conducted electronically or by mail

via USPS. Each residential unit with a separate mailing address will be allowed one (1) vote either in favor or against the creation of a new RPP program. The recommended threshold for opting out of an existing RPP program is a vote of 70% of the returned surveys in favor of opting out, however the Planning and Community Environment Director may seek direction from City Council regardless of the vote results.

Effective upon approval of the opt-out petition, residential units within the opt-out area will no longer be entitled to obtain Resident Parking Permits for the respective RPP program. Approval of an opt-out petition does not exempt residents of the opt-out area from RPP program parking regulations or any other parking regulations. Also upon approval of the opt-out petition, the Planning and Community Environment Director shall provide written notice electronically or via USPS to all residential units 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.

Parking Occupancy Study Requirements

During the course of new RPP program initiation, the Planning and Community Environment Director will conduct parking occupancy studies for the proposed RPP program area and adjacent areas. These studies will be conducted at various hours of the day and days of the week 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 initiate a new 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?

REVISED AND APPROVED MARCH 1, 2017

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.	_____	_____	_____
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25.	_____	_____	_____
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28.	_____	_____	_____
29.	_____	_____	_____
30.	_____	_____	_____