

MEETING DATE: 11/12/13

AGENDA ITEM: (1) Adoption of a Resolution Approving Procedures and Regulations for Residential Permit Parking Districts and Related Program Fees and Rescinding Resolution No. 2012-R024; (2) Introduction of an Ordinance Amending Culver City Municipal Code Sections 7.03.305.A.1 and 7.03.305.B.1 Relating to Parking Violations in Preferential Parking Zones and (3) Approval of a Budget Amendment Related Thereto.

ATTACHMENTS

	<u>Pages</u>
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3 Exhibit "B"	89-91
4 Ordinance	92-94
5 List of Parking Restricted Streets	95-102
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1 WHEREAS, at the duly noticed public meetings of September 23 and November
2 12, 2013, after giving the public an opportunity to be heard and considering all
3 information before it, the City Council adopted the Program procedures and regulations,
4 and related fees, attached to this Resolution as Exhibits "A" and "B," respectively; and

5 WHEREAS, the fees established herein are based upon the reasonable
6 cost of providing the services and regulatory activity for administering the Program.
7

8 NOW, THEREFORE, the City Council of the City of Culver City, California
9 DOES HEREBY RESOLVE as follows:

10 1. The Procedures and Regulations for Residential Permit Parking
11 Districts, attached to this Resolution as Exhibit "A" and incorporated herein by this
12 reference, are hereby approved and adopted and shall be effective on the date of the
13 adoption of this Resolution.

14 2. The Procedures and Regulations for Residential Permit Parking
15 Districts Fees, attached to this Resolution as Exhibit "B" and incorporated herein by this
16 reference, are hereby adopted and shall be effective on the date of the adoption of this
17 Resolution.
18

19 3. Each of the City's existing preferential parking zones shall be
20 included within one of the newly created Residential Parking Districts in accordance
21 with the adopted Procedures and Regulations for Residential Permit Parking Districts.
22

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APPROVED and ADOPTED this _____ day of _____ 2013.

-3-



**Engineering
Division**

Traffic Engineering
Section

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Procedures and Regulations for Residential Permit Parking Districts

City Council Policy

Adopted
November 12, 2013

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City of Culver City
 Procedures and Regulations for Residential Permit Parking Districts
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The primary purpose is...to limit excessive intrusion of non-residential parking into parking-restricted residential streets and neighborhoods.

1 Introduction

On November 22, 2004, the Procedures and Regulations for Residential Permit Parking Districts were adopted by the City Council pursuant to Resolution No. 2004-R085, in order to implement Sections 7.03.300 through 7.03.315, Title 7, of the Culver City Municipal Code pursuant to Ordinance No. 2004-017, effective January 11, 2005. They were subsequently amended on May 26th, 2009. On September 23, 2013, a new program was proposed and adopted on November 12, 2013.

2 Purpose

The primary purpose of Preferential Parking Districts is to limit excessive intrusion of non-residential parking into parking-restricted residential streets and neighborhoods, where such parking practices have negatively impacted the residential area. Therefore, residents of any parking restricted streets within the same District, who park their own or their visitors' vehicles while displaying valid permits for that District, shall not be considered parking intruders.

- A. These procedures and regulations constitute the City Council's policy to create Preferential Parking Districts, and provide three ways for resident petitioners/applicants to obtain preferential parking restrictions on their blocks and neighborhoods within Preferential Parking Districts:

- i. Section 7.1 provides the means

for the City Council to pre-adopt Preferential Parking District boundaries, and pre-approve certain days and times to restrict parking, except for residents and their visitors who possess parking permits;

- ii. Section 7.2 provides the process by which, in the case of a City-approved land development, the creation of Preferential Parking restrictions may be expedited on streets within a Preferential Parking District.
- iii. Section 7.3 provides a process by which residential streets within a Preferential Parking District may apply and be considered for greater parking restrictions than the restrictions possible in the previous two processes. This process is based on adopted quantification criteria and the results of Traffic Engineering studies.

3 Overview of the Permit Parking Program

The Permit Parking Program contains three ways by which preferential permit parking may be established.

The Districts are pre-approved to have one of two specific uniform parking restrictions days and hours in effect.

The Permit Parking Program contains three ways by which preferential permit parking may be established; all require City Council Action. Following is a high-level overview of the Program. The specific details of each are contained subsequently in this document.

- A. ***Adopted Citywide Parking District Boundary Map with Pre-Adopted Parking Restrictions.*** The City Council, along with this Program, also adopts a citywide map containing a number of residential parking Districts, uniquely identified by number or name, and with specific boundaries. The Districts are pre-approved to have one of two specific uniform parking restrictions days and hours in effect (contingent upon the residents of specific streets within the District submitting a qualifying petition). The pre-approved parking restrictions are contained in Section 7.1.
- B. Which of the two pre-approved parking restrictions is permitted depends on whether the parking intrusion occurs during the typical business day/week, or at night-time due to restaurants/bars, for example. A petition may be accepted for one of the two restrictions.
- C. Notwithstanding the above, and at the sole discretion of the City Engineer, he may recommend 1 AND 2 of Section 7.1.b, based on his engineering judgment, for street(s) that experience parking saturation due to daytime and

nighttime parking intrusion from the surrounding parking intrusion generators. For such streets.

- D. This first method seeks to apply such restrictions universally across whole residential Districts and the City, and the City Engineer is authorized to administratively implement the parking restrictions indicated above with the end of: 1) reducing the variation of permit parking restrictions; 2) eliminating the one-block districts, 3) increasing the uniformity of parking restrictions within neighborhoods and across Districts, 4) increasing the effectiveness of parking enforcement by accomplishing the first three ends; 5) authorizes the City Engineer to pursue further uniformity of restrictions in the future, in order to further accomplish the first four ends; 6) negates the necessity for traffic engineering studies; and 7) hastening the delivery of parking restrictions to improve neighborhoods' quality of life.
- E. Every **residential** street and frontage in the City will be contained within a District.

Streets with existing permit parking restrictions, which pre-date the adoption of the citywide Districts map, will be adopted into the Districts with their existing permit parking restrictions.

- i. *Some of the streets to be contained within the Districts have existing permit parking restrictions, which pre-date the adoption of the citywide Districts map, and these streets will be adopted into the respective Districts with their existing permit parking restrictions (as they had previous to the adoption of the citywide Districts map), until and if*

changed by a separate process outlined in these regulations.

- ii. *Those residential streets and frontages that do not have existing permit parking restrictions in effect when the citywide Districts map is adopted, will only have the potential to become permit parking restricted, but will remain unchanged until if and when the residents of such streets submit to the City Engineer, a petition compliant with the criteria contained in these regulations.*

The adoption of a citywide Districts map does not force the creation of permit parking restrictions on any street. After the adoption of the Districts map, the implementation of parking restrictions is in the hands of the residents of each street within each District.

- F. The adoption of a citywide Districts map does not force the creation of permit parking restrictions on any street. After the adoption of the Districts map, the implementation of parking restrictions is in the hands of the residents of each street within each District, in a democratic process.
- G. When any street within a District has implemented permit parking restrictions, the residents who possess parking permits may park on any street with parking restrictions within their own District, regardless of the severity of the restrictions posted. In this situation, the restrictions are intended to affect non-residential parking intrusion vehicles not displaying a parking permit; therefore, neighbors (and their visitors) within the same District, that reside in (or are visiting) a parking restricted street, and display the appropriate permit, are not parking intruders.

This second way [addresses] the expressed need of the residents in the neighborhood of the proposed land development to be protected from the projected or perceived future parking intrusion related to the development.

- H. The other two ways of implementing permit parking restrictions depend on the adoption of the Districts map required for this first way.
- I. ***Parking Restrictions Based on Land Development Projects.*** The City Council, as part of this program, adopts a second way of implementing preferential permit parking restrictions in an expedited way, within a District to address residents' concerns regarding parking intrusion due to City-approved Land Development Projects. This second way is based on the City's discretionary or ministerial approval of land development projects with which the City has partnered, is sponsoring, or has initiated, and the expressed need of the residents in the neighborhood of the proposed land development to be protected from the projected or perceived future parking intrusion related to the development.
- J. The lead City Department or Division working with the development, determines if the residents in attendance at community meetings desire and support permit parking restrictions, and preliminarily identifies which of the two pre-approved parking restrictions is supported – if the preliminarily desired parking restrictions are different than the universal parking restriction in the District, they must be reasonable, in the sole opinion of the City Engineer, and be based on the projected parking intrusion of the development's traffic impact study. The lead Department or Division shall

meet with the City Engineer prior to the start of the project's community meetings to discuss the regulations and the proposed land development project. The City Engineer shall subsequently attend a community meeting scheduled by the lead Department or Division, to inform the community in attendance about the Permit Parking Program, to gauge the level of support for the pre-approved parking restrictions that are justifiable and reasonable, and in line with the purpose of uniformity of parking restrictions contained in this Program. Subsequently, the lead Department head shall submit a written statement to the City Engineer, quantifying the community's support for the subject land development project, and for an expedited process to implement permit parking restrictions supported by the City Engineer.

This third way of establishing permit parking restrictions is based on Traffic Engineering studies and may be used to consider
1) establishing new parking restrictions,
or 2) to consider extending existing parking restrictions.

- K. ***Permit Parking Restrictions Based on Traffic Engineering Studies.*** This third way of establishing permit parking restrictions is based on Traffic Engineering studies and may be used to consider 1) establishing new parking restrictions, or 2) to consider extending existing parking restrictions' days and/or hours and/or restrictiveness within a specific street or streets that have had permit parking restrictions in place for at least one year. For example, so that an existing two-hour time limit might be considered for changing to a one-hour time limit, or to permit-only restrictions. Primarily, this method is intended as a gap-closure to enhance parking

restrictions under conditions of
extenuating circumstances.

- L. In the case of a proposed new parking restricted street, this method will be used when it has been shown to the satisfaction of the City Engineer, that due to the existence of special circumstances created by the adjacent non-residential developments, which cause the Council's pre-approved, uniform days and/or hours of restrictions to be insufficient to mitigate parking intrusion into a specific street or streets.
- M. This method is the same that has been the core of the original PPP for more than two decades, and requires that traffic engineering parking and occupancy studies be conducted, and that the findings of such studies determine if parking intrusion thresholds have been met. The processing of the studies and findings of this method requires a neighborhood meeting, consideration at a public noticed meeting of the Traffic Committee, and subsequently, of the City Council. Staff anticipates that this third way, in light of the first two ways, will become less prominent.
- N. Parking By Permit-Holders On Any Restricted Street Within Their District
 - i. Under all cases as described above and detailed in *this document under Sections 7.1, 7.2, and 7.3,,* District Residents who live on any parking restricted street within the District AND who purchased and display in their

vehicles a valid parking permit while parked on any parking restricted street within the SAME District, shall be able to park on such streets, regardless of the restrictions. Visitors who display a valid Annual Visitor Parking Permit, or valid visitor paper pass, *received and issued as per these regulations*, shall be able to park on any parking restricted street within the District of the District Resident who provided the visitor permit.

4 Review Process for Petitions for Parking Restrictions

- A. Preferential Parking Districts are established by the City Council upon recommendation of the City Engineer, pursuant to the process and criteria established in this document.
- B. Culver City residents may initiate requests for establishment of preferential parking restrictions on streets within a Parking District.
- C. The Engineering Division will receive and review petitions requesting the establishment of preferential parking, from resident groups and neighborhood organization in the City.
- D. These petitions shall meet all the criteria identified in Section 5 (Petition Criteria).
- E. Subsequently, the procedures contained in this document will be used in establishing, designating, or

abolishing preferential parking restrictions.

5 Petition Criteria, Validation, and Next Steps

The City Engineer shall verify that the petition requesting establishment of preferential parking restrictions meets all of the following criteria:

- A. The petitioners shall utilize a petition form provided by the City, and it shall be signed by at least 75% of the households in each block in the area described in the petition. Only one valid signature per household will be counted towards establishing the 75% of households' threshold.
- B. All the petitioners shall reside within the proposed preferential parking street(s).
- C. The petition shall indicate that the residents or neighborhood organization(s) desire the establishment of preferential parking restrictions and are willing to bear the cost of such a program. The petition must indicate the willingness of the residents to participate in the program by purchasing Annual Residential Preferential Parking Permits or Annual Visitor Permits.
- D. The petition shall identify the designated "Neighborhood Representative" and, if applicable, the "Neighborhood Organization" who will act as the main contact for the neighborhood.

- E. The petition shall include the printed name, signature, and complete address of each petitioner.
- F. The petitioners shall provide the license plate numbers and other information requested by the City Engineer about all motor vehicles registered to each household listed on the petition.
- G. The petition shall document the number of households represented by signatures relative to the total number of households in the area proposed for preferential parking restrictions.
- H. A cover letter to the petition shall state 1) how the residential area is being impacted by non-resident vehicle parking; 2) identify the non-residential source or activities that are generating the parking intrusion impacts; and 3) indicate the periods of the day when the impacts are occurring.

5.1 *Parking Restrictions Requested*

- A. For petitions submitted under Section 7.1, the petition shall indicate one of the restrictions contained in Section 7.1.B. Qualifying petitions not compliant with this section shall not be considered by the City Engineer.
- B. For petitions submitted under Section 7.2, the petition shall indicate the parking restrictions supported by the City Engineer, as per paragraphs 7.2.c and 7.2.d. Qualifying petitions not compliant with this section shall not be considered by the City Engineer.

- C. For petitions submitted under Section 7.3, the petition shall indicate the days and time of parking restrictions being requested by the petitioners.
- D. For qualifying compliant petitions submitted under Sections 7.2 or 7.3, the City Engineer may recommend different hours than contained in the petition. The actual parking restriction days and hours will be determined by the City Council.

5.2 Validation of Petitions

The City Engineer will validate the petition to determine if all requirements of this Section have been met. Petition that have not met all the requirements shall not be considered. Petition that have met all the requirements shall be processed by the City Engineer.

5.3 Petitions Found to not be Qualifying

- A. After validation of the petition:
 - i. If the City Engineer has found the petition to be qualifying, he shall notify in writing the residents of the petitioning streets.
 - ii. If the petition was found to not be qualifying, the neighborhood resident representative shall be notified and given 60 days to correct the deficiency in the petition. If a supplement petition is not submitted prior to the expiration of time, the petition shall not be considered further, and a new petition shall be necessary when/if the residents

want their street to be considered
for parking restrictions.

5.4 *Petitions Found Qualifying*

- A. If the petition was found to be qualifying, the written notice mentioned previously, shall also notify residents of the requirement that 66% of the dwelling units on the petitioning streets need to purchase parking permits.
- B. After compliance with 7.2.I, the City Engineer shall cause the purchase of the parking restrictions signs from a sign contractor and shall cause the signs to be installed.

6 Public Notice

- A. Written notice for Traffic Committee and City Council public meetings regarding the establishment or implementation of preferential parking restrictions shall be given in the following manner.
- B. Notices shall be mailed, postage prepaid, to the property owners, business owners, and occupants of all property within the boundaries of the proposed preferential parking street(s), and to any adjacent residential streets and to non-residential uses that are immediately adjacent to the proposed preferential parking restrictions, which may potentially be impacted by increased parking demand, as determined in the judgment of the City Engineer. This subsection establishes the minimum notice and shall not preclude the provision of notice to a greater number of persons.
- C. Notices may be mailed as soon as practical or possible given the available resources and time. As a minimum, staff will mail the notices at least seven (7) calendar days prior to the date set for the public meeting.
- D. Additionally, staff will utilize other means to notify the target audience, such as by e-mail to individuals and homeowners associations, if available, and/or by publication of the meeting notice information in the City web site or the local newspaper.

- E. For the purposes of this notification, the last known name and address of each property owner as contained in the records of the Los Angeles County Assessor shall be used, unless a more current source of this information is known.
- F. The address of residential occupants and business owners shall be determined by a reasonably accurate means, such as by visual field inspection. The residential occupant and business owner notice requirement can be met by mailing the notice to the "occupant."
- G. The address of non-residential uses adjacent to the proposed preferential parking restrictions shall be determined by a reasonably accurate means, such as by visual field inspection.
- H. At the time of filing the petition, the Neighborhood Representative shall provide a complete list of addresses within the proposed preferential parking restriction area. This requirement may be met by providing a supplemental list of the addresses not represented in the petition.
- I. In the case that a community meeting or public meeting is held, the City shall prepare the content of the notice. All notices shall state clearly the nature of the request, the boundaries of the proposed preferential parking street(s), the date, time and place of the scheduled meeting, the manner in which additional information may be received (if any), and any other

pertinent information deemed appropriate.

- J. In the event a community meeting or public meeting is opened but continued to a date certain, further notice is not required but may be given at the City Engineer's discretion or as otherwise directed by the City Manager or City Council.

7 Establishment and Implementation of Preferential Parking Districts and Restrictions

- A. In order to qualify for establishment of preferential parking restrictions, the proposed preferential parking area shall be at least one block long and adjacent to residential uses. A block may be considered from intersection to intersection, or from alley to residential intersection if an alley exists dividing the reach into non-residential and residential uses or as determined in accordance with Subsection 7.02.b, below. The identified street frontage of the block shall be immediately adjacent to property designated as residentially zoned property on the City's current Zoning District Map or within a specific area in a designated land use Zone and/or "Overlay Zone" which specifically allows residential uses and is designated as eligible.

B. Notwithstanding the foregoing criteria, the Engineering Division, in determining whether an area is eligible to be considered for preferential parking restrictions, may consider factors which include but are not limited to the following:

- i. The extent to which legal on-street parking spaces are available for the use of residents and their guests, rather than occupied by non-resident vehicles. Typically, this may occur when the street is shorter than typical residential streets serving similar residential uses or when physical development or topography has resulted in limited curb space availability for on-street parking.
- ii. The area is intersected by City jurisdictional boundaries which result in problems in enforcing parking and traffic regulations.
- iii. Whether other measures would better solve the problem (e.g., additional parking restrictions, or strict enforcement of existing or additional restrictions which would not result in the establishment of a preferential parking zone).
- iv. Whether the boundaries of the proposed preferential parking zone should include not only those areas that experience the greatest parking congestion, but also those areas that would likely experience congestion due to future relocation of the existing parking

demand. If the City Engineer determines that the boundaries should be expanded the Engineering Division shall be responsible for coordinating with the areas outside of the originally requested Preferential Parking Zone.

7.1 Citywide Parking District Boundary Map with Pre-Approved Parking Restrictions

A. The City Council, as part of this Program, adopted a Citywide Preferential Parking Districts Boundary Map, with Districts uniquely identified by number, and each with specific boundaries. The Districts may have one of two specific uniform days and hours when parking restrictions may be in effect (contingent upon the residents of specific streets within the District submitting a qualifying petition);

B. Which of the two pre-approved restrictions is permitted depends on whether the parking intrusion occurs during the typical business day/week, or at night-time due to restaurants/bars, for example. A petition may be accepted for one of the following:

i. **2-Hour Parking, Monday through Saturday, 8 am to 6 pm, Permit Exempted,**

OR

ii. **Permit Parking Only, Daily, 5 pm to 2 am (except if the residential development is adjacent to metered parking, then the hours shall be 6 pm to 2 am);**

C. Applicants requesting the establishment of new preferential parking street(s) under Section 7.1 shall select either B.i OR B.ii. If Applicant desires different restrictions than those pre-approved above, Applicant may consider applying under Section 7.2 or 7.3.

Which of the two pre-approved restrictions is permitted depends on whether the parking intrusion occurs during the typical business day/week, or at night-time due to restaurants/bars

2-Hour Parking, Monday through Saturday, 8 am to 6 pm, Permit Exempted

OR

Permit Parking Only, Daily, 5 pm to 2 am (except if the residential development is adjacent to metered parking, then the hours shall be 6 pm to 2 am)

- D. Notwithstanding the above, and at the sole discretion of the City Engineer, he may recommend B.i AND B.ii, based on his engineering judgment, for street(s) that experience parking saturation due to daytime and nighttime parking intrusion from the surrounding parking intrusion generators. For such streets, B.ii shall commence at the conclusion of the parking meter operations (typically 6 pm).
- E. Notwithstanding Section 7.1.B, petitioners may elect to request that the City Engineer consider excluding parking restrictions on Saturdays and/or on the following holidays, by indicating it on the petition: a) New Year's Day (first day of January); b) Martin Luther King Day (the third Monday in January); c) Memorial Day (the last Monday in May); d) Independence Day (the fourth day of July); e) Labor Day (the first Monday in September); f) Thanksgiving Day (the fourth Thursday in November); g) Christmas Day (the twenty-fifth day of December).
- i. The City Engineer shall evaluate the request, assess parking intrusion sources and likely impacts on Saturdays and/or on the holidays listed in 7.1.E, and determine, at his sole discretion, if the requested exclusion would further uniformity of parking restrictions in the District, effectiveness of parking enforcement, and aid in the administration of the Program.

- ii. If the City Engineer determines it, then he shall mail out an Advisory Survey to all households in the restricted and applicant streets in the District, with the end of determining if there is 75% support to exclude parking enforcement on Saturdays and/or on the holidays listed in 7.1.E.
 - iii. If this request to exclude parking enforcement on Saturdays and/or on the holidays listed in 7.1.E is supported by 75% majority as indicated by the returned Advisory Surveys, then, he shall implement the exclusion.
 - iv. Parking enforcement exclusion on Saturdays and/or on the holidays listed in 7.1.E shall not be implemented partially in any District. When/if implemented, it shall be District-wide.
- F. The City Engineer is authorized to administratively implement the parking restrictions contained in this Section.
- G. All streets that have preferential parking restrictions predating the adoption of the Preferential Parking Districts Boundary Map shall maintain those restrictions unless changed in the future by a separate process outlined in these regulations;
- H. All streets within any District in the Citywide Preferential Parking Districts Boundary Map that currently do not have preferential parking restrictions, shall remain without parking restrictions,

until such time as the residents of such streets submit a qualifying petition as per Section 5, Petition Criteria.

- I. When a qualifying petition, as per Section 5, Petition Criteria, is submitted by the residents within a District, to request the implementation of the pre-approved parking restriction on any street(s) within such District, it shall not be necessary for the City Engineer to conduct: 1) Traffic Engineering Parking Occupancy and Turn-Over Studies; 2) Discussion and recommendation by the Traffic Committee; 3) Consideration by the City Engineer; and 4) Consideration by the City Council.
- J. Residents may petition for different days and hours of parking restrictions as provided in Section 7.3 in these regulations.
- K. For qualifying petitions considered under Section 7.1, Staff shall not undertake surveys and studies because the City Council has previously adopted the Preferential Parking Districts Boundary Map, as well as pre-approved parking restriction.

7.2 Expedited Parking Restrictions Based on Land Development Projects

- A. This Section presents a second way of implementing preferential parking restrictions in an expedited timeline, in addition to Section 7.1, to address residents' concerns regarding parking intrusion due to City-approved Land Development Projects. The process in this Section is based on the City's discretionary or ministerial approval of land development projects with which the City has partnered, is sponsoring, or has initiated, and the expressed need of the residents in the neighborhood of the proposed land development to be protected from the projected or perceived future parking intrusion related to the development;
- B. The lead Department or Division shall meet with the City Engineer prior to the start of the project's community meetings to discuss the regulations and the proposed land development project.
- C. The lead City Department or Division working with the development, determines if the residents in attendance at community meetings desire and support permit parking restrictions, and preliminarily identifies which of the two pre-approved parking restrictions is supported;
- D. If the preliminarily desired parking restrictions are different than the universal parking restriction in the District, as indicated in Section 7.1.B, they must be:

Pre-approved
parking restrictions,
or other restrictions
that are:

Justifiable and
reasonable, in the
sole opinion of the
City Engineer

In line with the
purpose of uniformity
of parking
restrictions,
contained in these
regulations

Have the City
Engineer's support

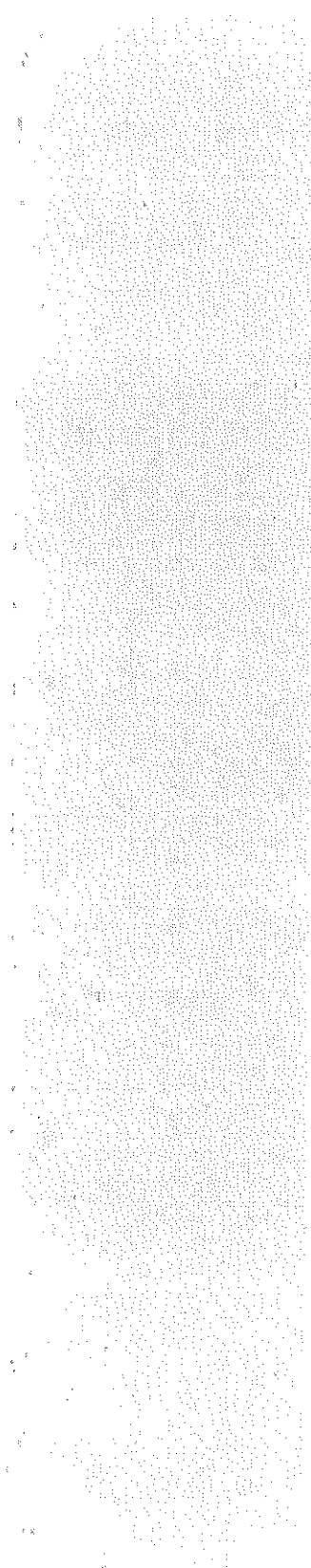
- i. Based on the projected parking intrusion of the development's traffic impact study;
 - ii. Justifiable and reasonable, in the sole opinion of the City Engineer;
 - iii. In line with the purpose of uniformity of parking restrictions contained in these regulations; and
 - iv. Have the City Engineer's support.
- E. The City Engineer shall subsequently attend a community meeting scheduled by the lead Department or Division, to inform the community in attendance about the Permit Parking Program, to gauge the level of support for the pre-approved parking restrictions, or other restrictions that are:
- i. Justifiable and reasonable, in the sole opinion of the City Engineer
 - ii. In line with the purpose of uniformity of parking restrictions, contained in these regulations;
 - iii. Have the City Engineer's support.
- F. Subsequently, the lead Department head shall submit a written statement to the City Engineer, quantifying the community's support for the subject land development project, and for an expedited process to receive approval by the City Council for the permit parking restrictions that meet the criteria of Section 7.2.D;

- G. If the community has selected a Neighborhood Representative, or there is a de facto Neighborhood Representative, he or she shall write a statement to the City Engineer, quantifying the community's support for the subject land development project, and for an expedited process to receive approval by the City Council for the permit parking restrictions that meet the criteria of Section 7.2.D;
- H. When the procedures of Section 7.2.A to 7.2.G have been met, it shall not be necessary for the City Engineer to: 1) Conduct Traffic Engineering Parking Occupancy and Turn-Over Studies; and 2) Discuss and receive a recommendation from the Traffic Committee;
- I. The City Engineer shall present for the City Council's consideration, a proposal to adopt the parking restrictions, as per Section 7.2.D to 7.2.G, and
- J. Subsequent to City Council adoption, a qualifying petition, as per Section 5, Petition Criteria, shall be submitted by the residents of the street(s), to the City Engineer;

7.3 Parking Restrictions Based on Traffic Engineering Studies

- A. Applicants not filing a petition under Section 7.1, Pre-Approved Districts and Pre-Approved Parking Restrictions, or 7.2, Expedited Parking Restrictions Based on Land Development Projects, shall file under the process stipulated in this Section 7.3, Parking Restrictions Based on Traffic Engineering Studies;
- B. The processing of applications under Section 7.3, shall be as indicated in Section 7.3.2, Application Review Process;
- C. A qualifying petition shall be submitted, as indicated in Section 5, Petition Criteria;
- D. Traffic Engineering Occupancy and Turn-Over Studies shall be conducted, as indicated in Section 7.3.1, Program Criteria;
- E. Study findings that meet the parking intrusion criteria set in Section 7.3.1, may be presented to the Traffic Committee (Section 7.3.2.C);
- F. The City Engineer shall present the request to the City Council (Section 7.3.2.E and 7.3.2.F);
- G. Before parking restriction are posted and enforced, at least sixty-six percent (66%) of the households in the restricted street(s) shall have purchased Annual Preferential Parking Permits.

- H. Once the sixty-six percent (66%) threshold has been satisfied, the City Engineer shall cause appropriate signs to be installed in the restricted street(s), indicating prominently thereon the District number, parking restriction, period for its application, and the fact that motor vehicles with valid permits shall be exempt.
- i. A motor vehicle displaying a valid Annual Residential Parking Permit, or Annual Visitor Parking Permit, or a one-day or three-day visitor paper pass, as provided for herein, shall be permitted to be parked on any parking restricted street within the preferential parking District for which it was issued, without being limited by posted parking restrictions established pursuant to this section. While the motor vehicle is parked on a non-restricted "dormant" street within a District, the permit shall have no validity.
 - ii. Except as provided below, all other motor vehicles and/or vehicles parked within a preferential parking District shall be subject to the parking restrictions.
 - iii. A preferential parking permit shall not guarantee nor reserve to the holder, any on-street parking space within the designated preferential parking street(s) and/or District.

- 
- I. Annual Residential Preferential Parking Permit, or Annual Visitor parking permit, or one-day, or three-day visitor paper pass, as provided for herein, shall only exempt the motor vehicle from certain parking prohibitions and/or restrictions within the preferential parking District for which it was issued, and does not exempt the vehicle from having to comply with posted scheduled street sweeping, painted curbs, fire hydrants, and/or proximity to driveways, alleyways and street intersection, etc.

7.3.1 Parking Intrusion Criteria

- A. In order to determine if the proposed preferential parking street is impacted, for purposes of applications filed under Section 7.3, the Engineering Division shall conduct at least six (6) random field inspections during the course of a three (3) week period. The inspections shall occur within the time periods when the impact is occurring, as specified in the neighborhood's petition. In order to be considered as excessively impacted by non-resident parking, the parking utilization shall meet the minimum standards specified in Subsections 7.3.1.B or 7.3.1.C below, on at least six (6) occasions during a three (3) week period.

- B. For purposes of establishing "**Time-Limited Parking Except by Permit**" Preferential Parking Restrictions:

- i. Parking will be considered excessively impacted by on-street parking of non-resident vehicles on streets in a residential area when:

1. More than Seventy-five percent (75%) of the legal on-street parking spaces are occupied by resident and non—resident motor vehicles; **and**
2. More than Twenty-five percent (25%) of the legal on-street parking spaces are occupied by non-resident motor vehicles.

Parking will be considered excessively impacted if:

More than Seventy-five percent (75%) of the legal on-street parking spaces are occupied by resident and non—resident motor vehicles; **and**

More than Twenty-five percent (25%) of the legal on-street parking spaces are occupied by non-resident motor vehicles.

- C. For purposes of establishing "No Parking Anytime Except by Permit" Preferential Parking Zones:
- ii. Parking will be considered excessively impacted by on-street parking of non-resident vehicles on streets in a residential area when:
 - 1. More than Seventy-five percent (75%) of the legal on-street parking spaces are occupied by resident and non-resident motor vehicles; and
 - 2. More than Fifty percent (50%) of the legal on-street parking spaces are occupied by non-resident motor vehicles.

7.3.2 Application Review Process

- A. Upon verification of a petition, the Engineering Division staff will conduct an informal meeting with the designated Neighborhood Representative(s) and abutting non-residential interests, if any, to discuss impacts and potential remedies, and to disseminate information on the purpose, criteria, and operational requirements of preferential parking.
- B. After meeting with Neighborhood Representative(s) and abutting non-residential interests, staff shall undertake surveys and studies to determine whether an area meets the requirements of Section 5 (Program Criteria) and is, therefore, eligible to be designated as a Preferential Parking District, and to recommend boundaries and parking restrictions for the Preferential Parking District under consideration.
- C. if the Engineering Division determines that the criteria required in Section 5 (Program Criteria) has been met, the City Engineer may refer the request for a preferential parking zone along with appropriate boundaries and parking restrictions to the Traffic Committee for consideration and recommendation to the City Engineer.
- D. If the preferential parking request is going to be considered by the Traffic Committee, then Notice shall be mailed by staff to the property owners, business owners, residential occupants of all property within the boundaries of the

proposed Preferential Parking District, and adjacent potentially impacted residential streets, and non-residential interests, in the judgment of the City.

- E. If the Traffic Committee considered the request, then upon receipt of a Traffic Committee's decision recommending approval, the City Engineer shall consider their recommendation, and if he deems it appropriate, recommend the approval of the preferential parking restrictions to the City Council, and shall identify the appropriate boundaries, and specify the times and limitations.
- F. The City Engineer's recommendation shall set forth the findings relative to the Program Criteria, other factors, and conclusions which justify establishment of the preferential parking restrictions on particular streets.
- G. If staff conducts surveys and studies to determine whether an area meets the requirements of Section 5 (Program Criteria), the proposed parking restrictions will take into consideration the needs of the residents and, to the extent feasible, the needs of abutting non-residential interests, and staff may include not only those areas that experience the greatest parking intrusion, but also those that would likely experience it due to future displacement of the existing parking demand.

- H. Appeal of a determination or decision of the City Engineer shall be made to the City Council.
- I. The City Council's consideration of the City Engineer's recommendation shall occur at a noticed public meeting.
- J. If the City Engineer does not recommend the implementation of preferential parking restrictions, or the City Council denies the establishment of the Preferential Parking District requested by the petitioners, establishment of preferential parking restrictions will not be re-considered by the City for a period of one year from the date of the decision.

In case there are more than one set of parking restrictions within a District, any District resident (or their visitors), who display a valid, duly issued parking permit in conformance with these regulations, shall be able to park on any parking restricted street within the District where the District resident lives.

8 Permits Valid District-Wide

In case there are more than one set of parking restrictions within a District, any District resident (or their visitors), who display a valid, duly issued parking permit in conformance with these regulations, shall be able to park on any parking restricted street within the District where the District resident lives, in conformance with Section 2, Purpose, in these regulations.

9 Incorporation of Residential Uses on Non-residential Streets into Adjacent Preferential Parking Districts

- A. Some residential uses exist on non-residential streets, such as on Culver Boulevard and Washington Boulevard. When the parking needs of these residential uses are not met due to insufficient number of parking spaces adjacent to the residential use, and/or competition for parking with the non-residential uses on the non-residential street, and/or because the available parking is metered, and/or because the residential use is part of a mixed-use building that needs the daytime on-site parking for business parking demand, then such residential uses may be administratively incorporated by the City Engineer into the adjacent adopted District; and
- B. When the available parking adjacent to residential uses on non-residential streets is metered, then such spaces may be reserved administratively by the City Engineer, for residential permit-only use between the time when the parking meter operating hours conclude to the time when the parking meter operations start on the following day, contingent upon a petition from the residents of the residential-use building.
- C. Notwithstanding Paragraph 8.2, reservation of metered parking for residential permit-only use during the parking meters non-operating hours

shall not be available for residential uses
for a mixed-use development.

10 Isolated Residential Uses

Due to land use development, zoning, and joint jurisdictional boundaries, a single residential building or a small number of residential buildings may be found adjacent to the Culver City jurisdictional boundary shared with an adjacent jurisdiction. Such residential uses may be part of a block that is largely in an adjacent jurisdiction. The City Engineer may administratively reserve the few parking spaces adjacent to such residential uses, for permit-only parking, contingent upon a petition letter from the residents of the residential-use building(s) when in his/her judgment appropriate preferential parking criteria are met.

11 Accomplishing Greater Uniformity of Parking Restrictions

- A. The Engineering Division Traffic Engineering Section staff may periodically review preferential parking District boundaries and parking restrictions, and recommend to the City Engineer, the modification, expansion and/or consolidation of parking restrictions and/or adjustment of District boundaries, to accomplish greater uniformity of restrictions in a District, where such modification, expansion and/or consolidation will aid in the administration of the preferential parking program and enforcement of the parking restrictions.

- B. The City Engineer may initiate, at his discretion, based on staff's recommendation, a process to adjust disparate parking restriction days and hours of within a District, to obtain uniformity of parking restrictions.
- C. In such case, the City Engineer shall give a minimum of 30 days' written notice to the residents of the District, of any proposed change to the parking restriction days and hours, prior to effecting the change. At the City Engineer's discretion, a community meeting may be held to advise the residents of the District, prior to implementing the change.
- D. The residents of a parking restricted street within a District may request modification of parking restrictions on their street, but not modification of their District boundaries.
- E. If the City Engineer initiates the modification of any approved preferential parking District boundaries, it shall be considered at a noticed public meeting of the City Council.
- F. However, modification of parking restrictions that, in the judgment of the City Engineer, have the purpose of aiding in the administration of the preferential parking program and in the enforcement of the parking restrictions shall be made administratively.

12 Temporary Suspension of Preferential Parking Restrictions

- A. The City Engineer, based on recommendation of the Traffic Committee adopted at a noticed public meeting, may temporarily suspend preferential parking restrictions in Districts/streets adjacent to sites of special City sponsored events. Events such as fairs, community wide celebrations, annual Fourth of July Fireworks programs, CCUSD graduations, and similar types of activities may qualify as special events.
- B. The City Engineer, based on recommendation of the Traffic Committee adopted at a noticed public meeting, may temporarily suspend preferential parking restrictions in Districts/streets adjacent to non-governmental special events subject to compliance with all of the following criteria:
- C. The applicants for temporary suspension of the preferential parking restrictions shall submit a written request supported by a minimum of seventy-five percent (75%) of the households on the blocks where the restrictions are proposed to be temporarily suspended; and,
- D. The applicants shall be required to reimburse the City for all costs to install and remove covers on parking restriction signage.

13 Dissolution of Preferential Parking Restrictions

- A. Once a street has been posted for preferential parking, voluntary removal of parking restrictions shall be contingent on sixty-six percent (66%) of the households on the block submitting a petition requesting removal of the preferential parking restrictions.
- B. The City Engineer shall have the administrative authority to dissolve preferential parking restrictions on streets within a District, if requested by the residents of the street via a qualifying petition, or when less than 66% of the households on any posted block within the District have purchased Annual Residential Preferential Parking Permits and Annual Visitor permits (in the case of a household that does not own Residential Annual permits).
- C. An audit review of the permits purchased by the households of a preferential parking restricted street may be conducted at any time during the calendar year. If the purchased permits at the time of the audit are below the required 66% threshold, residents on the subject street will be notified in writing that their preferential parking restrictions may be dissolved administratively by the City Engineer, unless the required numbers of permits are purchased within 30 days of the date the written notice.
- D. When preferential parking restrictions on any street have been dissolved

pursuant to this Section, the re-establishment of parking restrictions will not be considered for a period of one year from the date of dissolution.

14 Guidelines for Issuance of Permits and Quantities

The Engineering Division shall have the authority to issue parking permits. Various types of parking permits shall be made available for different purposes. The permits shall have varying validity periods, based on their types and purposes. Each permit type shall be issued based on the intervals in this Section. The quantity of each type of permit is established in these regulations. Fees for each permit shall be set by City Council resolution.

14.1 Application Submission Required

- A. Application for parking permits shall be submitted to the Engineering Division, Traffic Engineering Section on City form. For purposes of this provision, any person who can meet the requirements set in these regulations to prove identity and residency in a household in a Preferential Parking District may apply for Annual Residential or Annual Visitor permits and one-day and/or three-day Visitor paper passes, on behalf of self and other members of that household.
- B. Residents may designate, in writing, delegates to perform such tasks on their behalf. Residents and delegates must submit all documentation required to establish proof of identity and residency, as indicated in these regulations.

- C. Each application for a parking permit shall contain sufficient information to identify the applicant, their residence address or address of real property owned or leased within a preferential parking District, the license number(s) of all the motor vehicle(s) in the household, and such other information that may be deemed relevant by the Engineering Division.
- D. When necessary, District residents shall be able to purchase replacement permits, and add or remove vehicles from their record.

14.2 Documentation Required for Annual Parking Permits

Annual parking permits shall require that the following proof of residency and vehicle documents be provided to the Engineering Division Office at the time the Annual permits are purchased or renewed:

- A. **PROOF OF RESIDENCY.** The following documentation shall be required to substantiate the applicant's residence:
 - i. A valid California Driver's License; and
 - ii. Property tax bill or lease/rental agreement; and
 - iii. Utility bill.
 - iv. Other documents confirming the applicant's name and address. If the address shown on the driver's license has been changed since issued (change of address noted

on reverse by applicant or print-out of on-line address update); two additional proofs of address will be required.

- v. Proof of residency may not be required, subject to the discretion of the City Engineer, for subsequent permit renewal for the same address, unless adding a new person or changing a name on the account.

B. PROOF OF DMV REGISTRATION AT RESIDENCE. The following documentation shall be required to substantiate the registration of the vehicle(s) at the residence on a parking-restricted street in a District:

- i. A valid State of California Department of Motor Vehicles (DMV) registration indicating that the subject vehicle is registered to the resident (or other family member in the same household) at the address on a parking-restricted street in the District of residence;

OR

- ii. If registering a company motor vehicle, the DMV registration, and a letter from the employer on the company's letterhead confirming the license number of the motor vehicle, the name, and address of the employee applicant.

14.3 Manner of Displaying the Permits

Parking permits shall be displayed in the manner indicated at the time of issuance and as reiterated by written instructions.

14.4 Annual Residential Preferential Parking Permits

- A. TYPE AND PURPOSE. Annual Residential Parking Permits shall be for the exclusive use of residents in their respective District and only on the vehicles recorded with the Engineering Division. When a valid Annual Residential Parking Permit is displayed, the posted parking restriction shall not be applicable to such vehicle. However, the permit shall not exempt the vehicle from being cited for violations of street sweeping, fire hydrants, colored curb, blocking driveway, 72-hour parking maximum, and other violations as determined by local and State law.
- B. APPLICATION. Annual Residential Preferential Parking Permits shall be made available for purchase only upon fulfillment of the application requirements contained in this Chapter. Annual Residential Preferential Permits shall only be sold to residents of the preferential parking restricted street(s) within a District, for the motor vehicles that are registered to the resident's address, except as noted in Subsection 14.2.B.ii.
- C. VALIDITY PERIOD. Annual Residential Preferential Parking Permits shall be valid only for the calendar year in which they are issued.

Four (4) Annual
Residential
Preferential parking
permits may be sold
per household.

- D. REISSUANCE INTERVAL. Annual Residential Parking Permits may be renewed annually upon reapplication in the manner required by these guidelines. For the convenience of all households participating in this Program, the Engineering Division will initiate the renewal process by providing written notice and a renewal application to all households registered in the program. However, it is the responsibility of each household's residents to renew and display appropriate resident parking permits by the beginning of each calendar year.
- E. UTILIZATION. Annual Residential Parking Permits may be floated from one motor vehicle registered at the resident's address, to another motor vehicle registered at the resident's address, provided that all registered vehicles have been recorded with the Engineering Division, and that the Engineering Division has reflected this by writing all the license plate numbers for all the household registered vehicles on the façade of the Annual Residential parking permits. Annual Residential Parking Permits are valid only in the District in which the District resident resides. The Annual Residential parking permits are not transferable to any other household in a District, nor valid when used on other residents' motor vehicle.
- F. QUANTITY. Only four (4) Annual Residential Preferential parking permits may be sold per household.

14.4.1 Replacement of Annual Residential Permits

- A. Upon the sale of a motor vehicle with an Annual Residential Permit, the permittee shall be responsible for removing the permit from the sold motor vehicle. Transfer of a permit from one motor vehicle to another shall be allowed only in the case the motor vehicle is no longer in regular use, or a sale of the old motor vehicle and purchase of a replacement motor vehicle within a household.
- B. Each person applying for the replacement of a lost or stolen permit must submit a signed statement that the permit was lost and was not sold or transferred to another person, or show a police report stating motor vehicle was stolen.

14.5 Annual Visitor Preferential Parking Permits

- A. TYPE AND PURPOSE. Annual Visitor Parking Permits shall be for the exclusive use of visitors to residents of parking-restricted streets in preferential parking Districts. When a valid Visitor Parking Permit is displayed, the posted parking restriction shall not be applicable to such vehicle. However, the permit shall not exempt the vehicle from being cited for violations of street sweeping, fire hydrants, colored curb, blocking driveway, 72-hour parking maximum, and other violations as determined by local and State law.

- B. APPLICATION. Annual Visitor Parking Permits shall be made available for purchase only upon fulfillment of the application requirements contained in this Chapter. Annual Visitor Preferential Permits shall only be sold to residents of the preferential parking restricted street(s) within a District.
- C. VALIDITY PERIOD. Annual Visitor Preferential Parking Permits shall be valid only for the calendar year in which they are issued.
- D. REISSUANCE INTERVAL. Annual Visitor Permits may be renewed annually upon reapplication in the manner required by these guidelines. For the convenience of all households participating in this Program, the Engineering Division will initiate the renewal process by providing written notice and a renewal application to all households registered in the program. However, it is the responsibility of each household's residents to renew and display appropriate visitor parking permits by the beginning of each calendar year.
- E. UTILIZATION. Annual Visitor parking permits shall be used on visitors' vehicles, only. Unlike visitor paper passes, the Annual Visitor Parking Permits shall not require that the resident hand-write any information on it. The permit shall contain a District number, and enough identifying information to give notice that the vehicle belongs to a visitor of a District resident in which the Visitor vehicle is parked. Annual Visitor Parking Permits

Three (3) Annual Visitor parking permits may be sold to each household within preferential parking restricted streets within a District.

are valid only in the District in which the District resident resides. The Annual Visitor parking permits are not transferable to any other household in a District, nor valid when used on other residents' motor vehicle.

- F. QUANTITY. Up to three (3) Annual Visitor parking permits may be sold to each household within preferential parking restricted streets within a District.

14.6 Visitor Paper Passes, Use and Quantity

- A. TYPE AND PURPOSE. The Engineering Division shall make available One-Day and/or Three-Day Visitor Paper Passes to all households on parking restricted streets within a District. The Visitor Paper Passes shall not be used on the residents' own vehicles; Visitor Paper Passes shall be for the exclusive use of the motor vehicles of visitors to residents of parking-restricted streets in preferential parking Districts. When a valid Visitor Paper Pass is displayed, the posted parking restriction shall not be applicable to such vehicle. However, the permit shall not exempt the vehicle from being cited for violations of street sweeping, fire hydrants, colored curb, blocking driveway, 72-hour parking maximum, and other violations as determined by local and State law.
- B. APPLICATION. Visitor Paper Passes shall be made available upon fulfillment of the application requirements contained in this Chapter, and subsequently on a monthly, quarterly, or annual basis, according to the type of Visitor Paper Pass, as indicated in this Section. Visitor

Paper Passes shall only be available to residents of the preferential parking restricted streets within a District.

- C. **VALIDITY PERIOD.** Visitor Paper Pass will be valid for either one calendar day, or three contiguous calendar days, as indicated on the face of the paper pass. Visitor Paper Passes are valid for a single-use.
- D. **REISSUANCE INTERVAL.** Subsequent to the initial application during the calendar year, Visitor Paper Passes shall be available on a varied interval, depending upon the type of Visitor Paper Pass: On a monthly-, quarterly-, or annual-basis, as indicated later in this Section.
- E. **UTILIZATION.** When Visitor Paper Passes are properly displayed, they may be used by visitors, only while visiting a District resident, to park on any posted parking restricted street within the Preferential Parking District where the District resident resides. Prior to a visitor using a Visitor Paper Pass, the District resident permittee shall be responsible for writing legibly, in ink only, all the required data in all the fields. It is a violation of the conditions for use of Visitor Paper Passes to write information illegibly or in pencil the data fields, to leave blank data fields, to reused paper passes, to use paper passes on resident's own vehicles or on other District residents' vehicles; the misuse of visitor paper passes will render the paper passes void, and the vehicles will be cited. Valid, properly filled-out

City of Culver City
Procedures and Regulations for Residential Permit Parking Districts
November 12, 2013

At no cost to the residents, 12 one-day, or 4 three-day Visitor Paper Passes, or a combination thereof, to cover 12 calendar days per month;

36 per calendar quarter;

144 per year.

For a fee, 12 one-day, or 4 three-day Visitor Paper Passes, or a combination thereof, to cover 12 calendar days per month;

36 per calendar quarter;

144 per year.

For a fee, on a calendar quarterly basis, an additional 25 one-day Visitor Paper Passes, for a one-day special event at their home

At no cost, 25 one-day Visitor Paper Passes on an annual basis, in case of an emergency or difficult circumstances.

Visitor Paper Passes shall be placed face-up on the driver's side dashboard.

- F. **MONTHLY QUANTITY FREE OF CHARGE.** Each household within a parking restricted street, in a preferential parking District, shall be allowed, on a monthly calendar basis and at no cost to the residents, 12 one-day, or 4 three-day Visitor Paper Passes, or a combination thereof, to cover 12 calendar days per month. The visitor paper passes may be distributed on a quarterly basis, in advance. Permits shall not be made available retroactively.
- G. **MONTHLY QUANTITY AT A COST:** Each household in a parking restricted street, in a preferential parking District, may purchase, on a monthly calendar basis, an additional 12 one-day, or 4 three-day Visitor Paper Passes, or a combination thereof, to cover 12 calendar days per month.
- H. **QUARTERLY QUANTITY AT A COST:** Each household within a parking restricted street, in a preferential parking District, may purchase, on a calendar quarterly basis, an additional 25 one-day Visitor Paper Passes, for a one-day special event at their home. These Visitor Paper Passes shall be pre-dated by the Engineering Division, for the date of the special event.
- I. **ANNUAL QUANTITY FREE OF CHARGE.** The City Engineer, in case of an emergency or special circumstance in the life of a household that resides on a parking restricted street in a District,

may allow the free issuance of an additional pre-dated 25 one-day Visitor Paper Passes on an annual basis, for a special event.

14.7 Student/House Guest Parking Permit

- A. TYPE AND PURPOSE. The Engineering Division shall make available Summertime Student/House Guest Parking Permits to all households on parking restricted streets within a District. The Summertime Student/House Guest Parking Permits shall not be used on the residents' own vehicles; Summertime Student/House Guest Parking Permits shall be for the exclusive use of the motor vehicles of Summertime Student/House Guest visiting residents of parking-restricted streets in preferential parking Districts. When a valid Summertime Student/House Guest Parking Permits is displayed, the posted parking restriction shall not be applicable to such vehicle. However, the permit shall not exempt the vehicle from being cited for violations of street sweeping, fire hydrants, colored curb, blocking driveway, 72-hour parking maximum, and other violations as determined by local and State law.
- B. APPLICATION. Summertime Student/House Guest Parking Permits shall be made available upon fulfillment of the application requirements contained in this Chapter, and subsequently on an annual basis. Summertime Student/House Guest Parking Permits shall only be available to residents of the preferential parking

restricted streets within a District.

- C. VALIDITY PERIOD. Summertime Student/House Guest Parking Permits will be valid for three (3) calendar months.
- D. REISSUANCE INTERVAL. Subsequent to the initial application during the calendar year, Summertime Student/House Guest Parking Permits shall be available on an annual-basis.
- E. UTILIZATION. When Summertime Student/House Guest Parking Permits are properly displayed, they may be used by visitors, only while visiting a District resident, to park on any posted parking restricted street within the Preferential Parking District where the District resident resides. The Student/House Guest Parking Permit may not be used on Recreational Vehicles.
- F. ANNUAL QUANTITY AT A COST. Each household within a parking restricted street, in a preferential parking District, may purchase, on an annual basis, up to two (2) Summertime Student/House Guest Parking Permits.

For a fee, two (2) Summertime Student/House Guest Parking Permits, of three-month duration.

14.8 Annual In-Home Service Provider

A. TYPE AND PURPOSE. The Engineering Division shall make available the following Annual In-Home Service Provider permits to all households on parking restricted streets in a District:

- i. Baby Sitter;
- ii. Housekeeper;
- iii. Nanny; and
- iv. Medical Care Giver.

The Annual In-Home Service Provider permits shall not be used on the residents' own vehicles; Annual In-Home Service Provider permits shall be for the exclusive use of the motor vehicles of In-Home Service Providers working for residents of parking-restricted streets in preferential parking Districts. When a valid Annual In-Home Service Provider permit is displayed, the posted parking restriction shall not be applicable to such vehicle. However, the permit shall not exempt the vehicle from being cited for violations of street sweeping, fire hydrants, colored curb, blocking driveway, 72-hour parking maximum, and other violations as determined by local and State law

B. APPLICATION. Annual In-Home Service Provider permits shall be made available for purchase only upon fulfillment of the application requirements contained in this Section, and subsequently on an annual basis. The District resident may be delegated,

For a fee, one (1) of each permit:

baby sitter;

housekeeper;

nanny

At no fee, up to three (3) medical care giver permits.

in writing, to submit the application on behalf of the In-Home Service Provider. The In-Home Service Provider shall submit all the information required by the City Engineer, necessary to:

- i. Prove identity,
- ii. Establish vehicle information, and
- iii. Prove In-Home Service relationship with District resident.

C. VALIDITY PERIOD. In-Home Service Provider Parking Permits shall be valid only for the calendar year in which they are issued.

D. REISSUANCE INTERVAL. In-Home Service Provider Parking Permits may be renewed annually upon reapplication in the manner required by these regulations. For the convenience of In-Home Service Providers participating in this Program, the Engineering Division will initiate the renewal process by providing written notice and a renewal application to all In-Home Service Providers registered in the program. However, it is the responsibility of each In-Home Service Provider to renew and display appropriate parking permits by the beginning of each calendar year.

E. UTILIZATION. In-Home Service Provider permits may be used in the motor vehicle registered at the In-Home Service Provider address, provided that the vehicle has been recorded with the Engineering Division, and that the Engineering Division has reflected this by writing the license plate number for

In-Home Service Provider on the façade of the Annual In-Home Service Provider parking permits. Annual In-Home Service Provider parking permits are valid only in the District in which the District resident resides. The Annual In-Home Service Provider parking permits are not transferable to any other In-Home Service Provider or District resident. The In-Home Service Provider permit shall not be used on a recreational vehicle.

- F. ANNUAL QUANTITY AT A COST. Each household within a parking restricted street, in a preferential parking District, shall have available for purchase by the District resident or the In-Home Service Provider, on an annual basis, the following permits:
- i. One (1) Baby Sitter permit;
 - ii. One (1) Housekeeper permit; and
 - iii. One (1) Nanny permit.
- G. ANNUAL QUANTITY AT NO COST. Each household within a parking restricted street, in a preferential parking District, shall have available at no cost by the District resident or the In-Home Service Provider, on an annual basis, the following permits:
- i. Up to three (3) Medical Care Giver permits.
 - ii. In case of extenuating health circumstances requiring the service of additional In-Home Medical Care Providers, the City

Engineering, at his discretion, may authorize additional no-cost parking permits, contingent upon adequate documentation to demonstrate the medical need.

14.8.1 Documentation Required for Annual In-Home Service Provider Parking Permits

Annual In-Home Service Provider parking permits shall require that the following proof of identity, vehicle documentation, and proof of In-Home Service Provider relationship with District resident be provided to the Engineering Division Office at the time the Annual permits are purchased or renewed:

- A. PROOF OF IDENTITY. The following documentation shall be required to substantiate the In-Home Service Provider's identity:
 - i. A valid California Driver's License, other governmental-issued photo ID, or any other photo ID;
 - ii. Other documents confirming the applicant's name and address. If the address shown on the driver's license has been changed since issued (change of address noted on reverse by applicant or print-out of on-line address update); two additional proofs of address will be required.

B. VEHICLE DOCUMENTATION. The following documentation shall be required to substantiate the registration of the vehicle at the In-Home Service Provider's home address:

- i. A valid State of California Department of Motor Vehicles (DMV) registration indicating that the subject vehicle is registered to the In-Home Service Provider (or other family member in the same household);

OR

- ii. If registering a company motor vehicle, the DMV registration, and a letter from the employer on the company's letterhead confirming the license number of the motor vehicle, the name, and address of the employee applicant.

C. PROOF OF IN-HOME SERVICE PROVIDER RELATIONSHIP. The following documentation shall be required to substantiate the In-Home Service Provider's relationship and medical-care work with District resident:

- i. W-2; or
- ii. 1099 MISC; or
- iii. Statement, under perjury,

from the resident and from the In-Home Service Provider, attesting to the work relationship, and indicating the schedule of work; or

- iv. In the case where a family member is providing the service, a letter stating the work schedule, the nature of the legal family relationship, and the reason on-site parking is not available, shall be submitted.
- v. For Medical Care Provider, In-home medical care orders from attending physician; and
- vi. Copy of Medical Photo ID;

14.9 Absentee Landlords

- A. TYPE AND PURPOSE. The Engineering Division shall make available an Annual Absentee Landlord permit to all owners of property on parking restricted streets, but who do not reside on such properties. Absentee Landlord permits shall be for the exclusive use of a motor vehicle of Absentee Landlord who needs to park in the restricted street while performing administration or doing maintenance work to their property. When a valid Absentee Landlord permit is displayed, the posted parking restriction shall not be applicable to such vehicle. However, the permit shall not exempt the vehicle

from being cited for violations of street sweeping, fire hydrants, colored curb, blocking driveway, 72-hour parking maximum, and other violations as determined by local and State law.

- B. APPLICATION. An Annual Absentee Landlord permit shall be made available for purchase only upon fulfillment of the application requirements contained in this Chapter. An Absentee Landlord permit shall only be sold to property owners who can provide proof of ownership of rental property in the preferential parking restricted street.
- C. VALIDITY PERIOD. Annual Absentee Landlord Parking Permits shall be valid only for the calendar year in which they are issued.
- D. REISSUANCE INTERVAL. Annual Absentee Landlord Parking Permits may be renewed annually upon reapplication in the manner required by these guidelines. For the convenience of all absentee landlords participating in this Program, the Engineering Division will initiate the renewal process by providing written notice and a renewal application to all Absentee Landlords registered in the program. However, it is the responsibility of each Absentee Landlord to renew and display appropriate parking permits by the beginning of each calendar year.
- E. UTILIZATION. Annual Absentee Landlord Parking Permits are valid only on the vehicle recorded with the Engineering Division, and only in the District in which

At a fee, one (1)
Annual Absentee
Landlord Preferential
parking permit.

the rental property is located. The Annual Absentee Landlord Parking Permits are not transferable to any other rental property in a different District, nor valid when used on other Absentee Landlord's motor vehicle.

- F. QUANTITY. Only one (1) Annual Absentee Landlord Preferential parking permit shall be sold per District in which the Absentee Landlord has submitted proof of ownership of rental dwellings.

14.9.1

Documentation Required for Annual Absentee Landlord Parking Permits

Annual Absentee Landlord parking permits shall require that the following proof of rental property ownership and vehicle documentation be provided to the Engineering Division Office at the time the purchase or renewal:

- A. PROOF OF OWNERSHIP. The following documentation shall be required to substantiate the applicant's ownership:
- i. Property deed or tax bill;
and
 - ii. Utility bill.
- B. PROOF OF DMV REGISTRATION. The following documentation shall be required to substantiate the registration of the vehicle(s) at the residence of the Absentee Landlord:
- i. A valid State of California Department of Motor

Vehicles (DMV) registration indicating that the subject vehicle is registered to the property owner (or other family member in the same household) at the address in the Driver's License;

OR

- ii. If registering a company motor vehicle, the DMV registration, and a letter from the company, on the company's letterhead confirming the license number of the motor vehicle, the name, and address of the employee applicant.

14.10 Contractors and Construction Workers

- A. TYPE AND PURPOSE. The Engineering Division shall make available Contractor/ Construction Worker permits to all households on parking restricted streets within a District. Contractor/Construction Worker permits shall be for the exclusive use of the motor vehicles of Contractors/ Construction Workers providing a service to residents of parking-restricted streets in preferential parking Districts. When such vehicles are parked in connection with, or in aid of, the performance of a service on a property in the block in which such vehicle is parked. When a valid Contractor/Construction Worker permit is displayed, the posted parking restriction shall not be applicable to

such vehicle. However, the permit shall not exempt the vehicle from being cited for violations of street sweeping, fire hydrants, colored curb, blocking driveway, 72-hour parking maximum, and other violations as determined by local and State law.

- B. APPLICATION. Contractor/Construction Worker permits shall be made available for purchase only upon fulfillment of the application requirements contained in this Chapter. Contractor/Construction Worker may apply to the City Engineer for a 30-day permit to identify their private vehicles as service providers. Contractor/Construction Worker permits shall only be sold to residents of the preferential parking restricted street for their Contractors/Construction Workers, or directly to their Contractors/Construction Workers.
- C. VALIDITY PERIOD. Contractor/Construction Worker permits shall be valid for 30 calendar days. Upon expiration of the 30 calendar day permit, and contingent upon proof of continued service at the project address, additional 30-day permits may be issued by the City Engineer.
- D. REISSUANCE INTERVAL. Contractor/Construction Worker permits may be renewed upon expiration of the previous 30-day permit. It is the responsibility of the Contractor/Construction Workers to renew and display valid parking permits.
- E. UTILIZATION. Contractor/Construction Workers' vehicles shall be exempt from

At a fee, One (1) 30-day Contractor/Construction Worker parking permit may be sold to each Contractor/Construction

the posted parking limitations on the street upon which their client resides when the permit is displayed facing up on the driver's side dashboard. Contractor/Construction Workers' permits shall be used on Contractor/Construction Workers' vehicles, only. Otherwise, unmarked Contractors' vehicles and their employees who arrive in private vehicles shall not be exempt from the posted preferential parking restrictions, and shall not use Visitor Paper Passes or other non-resident parking permits.

- F. QUANTITY. One (1) Contractor/Construction Workers parking permit may be sold to each Contractor/Construction Worker every 30 calendar days, as needed to complete their work.

14.11 Conditions for Use of Parking Permits

- A. Preferential parking permits do not exempt permitted vehicles from other parking regulations such as curb markings, parking in alleys, parking meters, street sweeping schedule, oversize vehicle regulations, parking in other permit parking Districts, or anywhere else where parking is prohibited;
- B. Vehicles parked in the same space for over 72 hours are subject to citation and/or towing as per CVC Section 22651(k);
- C. A permit-holder's preferential parking permits expire when the permit-holder moves to a different District or to any

unrestricted street within the same District.

- D. permit-holders shall not sell or transfer their permits;
- E. Holidays are enforced, unless the posted signs indicate otherwise;
- F. Refunds are not available.

14.12 Failure to Display a Permit

- A. Failure to display the appropriate valid parking permit limits the period of parking to the time-limited posted parking restrictions. Vehicles that fail to display a permit and extend beyond the posted time limit will be cited.
- B. In case the parking restriction is permit-only parking, failure to display the appropriate valid permit prohibits parking for any length of time. Vehicles that fail to display a permit will be cited.
- C. Vehicles that fail to display a permit in the location required by the City constitutes a Failure to Display, and such vehicles will be cited.

14.13 Expiration of All Permits

- A. All permits expire on a date certain if not annual permits, and on December 31, if annual permits, whichever occurs first.

15 Revocation of Permits

- A. Any willful misinformation or false documentation submitted for purposes of obtaining permits shall result in

denying issuance of permits, or
subsequent revocation of permit(s);

- B. Any willful violation of the regulations contained in this Program shall result in the temporary revocation of permit(s) for up to 30 days;
- C. Continued willful violations shall result in the temporary revocation of permit(s) for up to 6 months;
- D. If any resident of a participating household allows any permit to be misused or displayed by someone who does not qualify to use a permit under these regulations, the household's permits may be revoked for up to 6 months.
- E. Violation of the regulations contained in this Program may constitute an infraction or a misdemeanor.

16 Withhold Permit Renewals Pending Payment of Parking Fines

Any Program participant who owes a citation fine to the City of Culver City, shall be denied the renewal or issuance of preferential parking permits, until proof of payment is submitted to the Engineering Division.

17 Move to Evade Prohibition

A vehicle without a permit may park on a parking restricted street only if a time-limited period is allowed without a permit. Upon expiration of the posted time limit, the unpermitted vehicle shall be removed from the District in which it parked for the posted duration, and shall not park in the same

A vehicle without a permit may park on a parking restricted street only one time per day, per District.

District during the same calendar day. If the unpermitted vehicle continues to park in the same District during the same calendar day, it may be cited.

18 Out of State Vehicles

- A. Any applicant who fails to submit a valid California DMV Registration, will be sold a temporary, revocable 45-day permit for that motor vehicle(s);
- B. California Vehicle Code Sections 4159, 4160, and 9865, requires that a change of address and vehicle registration be filed with the California Department of Motor Vehicles within 10 days after moving.
- C. If a valid California DMV Registration is not submitted by the end of the temporary permit period, the permit for the vehicle shall expire. For due reason, the City Engineer may revoke the temporary permit prior to the expiration by giving seven (7) day's written notice to applicant. However, at the sole discretion of the City Engineer, he may renew the temporary permit upon proof to his satisfaction that the California DMV registration was applied for and will be received by applicant within a short period of time. This extension may also be revoked at the sole discretion of the City Engineer.

19 Exemption of Certain Types of Vehicles

No person shall park without a permit, or leave standing any commercial vehicle or

commercial trailer in a preferential parking restricted street, in excess of the parking restrictions, authorized pursuant to this section, except:

- A. While actively loading or unloading property; or
- B. The following vehicles shall be exempt from parking restrictions established pursuant to this section:
 - i. A vehicle, identified as owned by or operated under contract to a utility, whether privately, municipally or publicly-owned, when used in the construction, operation, removal, or repairs of utility property or facilities or engaged in authorized work in the designated preferential parking zone.
 - ii. A vehicle, identified as owned by or operated under contract to a governmental agency, when used in the course of official government business.

20 Residential Neighborhood South of Downtown (Downtown Neighborhood Association)

- A. The first two Annual Residential Parking Permits shall be issued at no cost, as per Council-adopted direction on Monday, January 23, 2012, item J-1;
- B. The 3rd and 4th Annual Residential Parking Permits shall be at the cost established by the City Council;
- C. The City Engineer, in case of extenuating circumstances, may at his sole discretion, consider if a fee waiver may be extended.
- D. The First Southern Baptist Church, located at 9740 Braddock Drive, at the southwest corner of Braddock Drive and LaFayette Place, has been part of the neighborhood for decades and serves a small congregation, some of who are local neighborhood residents. It has a 10-space parking lot, which is largely adequate for weekday parking demand. On Sunday mornings, approximately 10 motor vehicles cannot be accommodated in the on-site parking lot. The City Engineer shall extend visitor parking permits that will be used by congregants who are not able to park on-site on Sundays. Should the need for Sunday visitor parking permits change, the City Engineer s authorized to adjust the number of permits issued.

21 Culver City Unified School District On-Street Parking

- A. The Culver City Unified School District (CCUSD) is composed of five elementary schools (each with a pre-school program), one middle school, and one high school, one continuation school, and one adult school. Although school staff, volunteers, and visitors are generally accommodated on-site, in some cases on-site parking is insufficient. Further, CCUSD facilities may be located in neighborhoods that have requested the implementation of daytime preferential permit parking, thereby precluding the daytime on-street public parking spaces from being utilized by school staff, volunteers, and visitors who may not be accommodated in on-site CCUSD parking resources;
- B. If most streets in the immediate adjacency to a CCUSD facility have implemented preferential permit parking, or at the discretion of the City Engineer, then the CCUSD Superintendent (and the school principal), may petition the City Engineer, to reserve the immediate adjacency, on the same side of the street as the CCUSD facility, to be used by school staff, volunteers, and visitors.
- C. The City Engineer may approve the request administratively, contingent upon the Superintendent fulfilling the requirements in this Section.
- D. The Superintendent shall submit to the

CCUSD may petition to reserve the immediate adjacency, on the same side of the street as the CCUSD facility, to be used for parking by school staff, volunteers, and visitors.

City Engineer, a signed written statement committing to the regulations contained in this Section;

- E. The City Engineer shall work with the CCUSD Superintendent (and school principal), or their designees, to develop a CCUSD Facility Curb-Side Use Plan. The plan shall identify the available curb-side parking adjacent to the CCUSD facility, and the proposed functions of such curb-side parking, such as:
 - i. Proposed curb segments for staff, volunteers, and visitor parking;
 - ii. Proposed curb segments for school drop-off and school pick-up;
 - iii. Proposed curbside school valet program;
 - iv. Proposed curb color(s) (green/white/yellow);
 - v. Proposed hours of use; and
 - vi. Pertinent signage that each function would require.
- F. After the plan is evaluated/revised and subsequently approved by the City Engineer, the CCUSD Superintendent (and school principal), shall pay for the cost of painting the curbs, the necessary signs, and installation. The Public Works Director shall cause all the pertinent components to be installed;
- G. The CCUSD Superintendent and Principal shall submit to the City

Engineer, for his consideration, a CCUSD Permit Parking System that the CCUSD Superintendent and Principal propose to use to manage the curb segments designated in the approved CCUSD Facility Curb-Side Use Plan for parking by CCUSD staff, volunteers, and visitors. The City Engineer, in an iterative process with CCUSD, if necessary, shall review the proposed system, its proposed management, and proposed procedures and operations, (including the permit material, size, look, and content), and he shall make the revisions he deems necessary to approve it.

- H. After the proposed CCUSD Permit Parking System is evaluated/revised and subsequently approved by the City Engineer, he shall give written notice to the CCUSD Superintendent and Principal that they are authorized to commence the implementation of the CCUSD Permit Parking System, contingent upon installation of the approved signage and curb designations.
- I. The City Engineer may review and modify the permit system from time to time, and the Superintendent and Principal shall implement the modifications. The Superintendent and Principal may recommend modifications for the City Engineer's consideration;

- J. The CCUSD reserved parking shall be available only on school days to 4 pm. The City Engineer may extend it, in limited areas, as approved in the CCUSD Facility Curb-Side Use Plan, to accommodate curb-side parking for after-school programs' staff, volunteers, and visitors, but only if on-site parking is insufficient. The areas of extension shall conclude by 6 pm, or earlier;
- K. Notwithstanding Paragraph 21.J, the City Engineer may extend reserved parking in some limited areas, as approved in the CCUSD Facility Curb-Side Use Plan, to accommodate curb-side parking for after-school programs' staff, volunteers, and visitors, when school is not in session, such as on pupil-free days, and during winter, spring, and summer breaks, but only if on-site parking is insufficient, and in compliance with the time limits in Paragraph 21.J;
- L. After the reserved parking hours have expired, and during periods when school is not in session, the CCUSD facility curb-side shall be posted with the same preferential parking restrictions as the adjacent residential neighborhood. In case of an extension as provided in Paragraph 21.K, the curb-side shall be posted with the same parking restrictions as the adjacent residential neighborhood upon expiration of the reserved parking extension;

- M. This program shall be regularly observed by the Superintendent and Principal, or their designees, to identify if the following are occurring as a direct result of the program:
 - i. Parking displacement of resident parking that cannot be accommodated in the adjacent neighborhood;
 - ii. Double-parking or parking at pedestrian crossing locations, during school drop-off and pick-up, as a result of insufficient school-side curb being designated for those functions; and
 - iii. Any other related traffic and parking direct consequences of the program.
- N. The Superintendent and Principal shall report such findings in writing, and propose solutions to the City Engineer;
- O. The City Engineer, from time to time, shall make similar observations of the program and discuss with the Superintendent and Principal the implementation of solutions.

22 Exclusions

Gated communities have been planned to meet the City's required parking supply within its private property boundaries, and have access from streets classified as Arterial in the Transportation Element of Culver City's General Plan. In spite of overflow parking in the public right-of-way for residents' or visitors' vehicles, such gated communities shall be excluded from participating in this program, which intends to implement parking restrictions on streets classified as Local Streets in the Transportation Element.

23 Fees

The Engineering Division and City Engineer shall periodically review and recommend appropriate adjustment of the permit fees for review and approval of the City Council.

- A. The fees for Annual Residential, Annual Visitor, Visitor Paper Passes, and Annual In-Home Service Providers, Absentee Landlord preferential parking permits, and Contractor/Construction Worker permits shall be set by City Council resolution. The fees for the annual parking permits shall be charged and prorated biannually, based on a calendar year.
- B. Upon the permittee's change of place of residence, change of motor vehicle or damaged permit, the permittee shall surrender the permit to the Engineering Division before a replacement permit can be issued. A fee, as authorized by the City Council, shall be charged.

- C. If the permit is lost, stolen, or destroyed, the Engineering Division shall be notified immediately and a signed statement submitted as required by these regulations. The Engineering Division shall collect the City Council-authorized fee for replacement of lost, stolen, or destroyed permits.
- D. In the event a permittee moves from a restricted street in one Preferential Parking District to another restricted street in a Preferential Parking District, the existing permit(s) shall be surrendered and the Engineering Division shall not collect a fee for the issuance and transfer of the permit(s).
- E. In the event a permittee relocates out of a restricted street in a Preferential Parking District and into a street where parking is not restricted, the Engineering Division Office shall be notified immediately of the relocation. The household's preferential parking permits shall expire immediately, as well as all of the household's visitors and other non-resident permits.
- F. The fee for consideration of the following shall be set by City Council resolution: a) City Engineer and Traffic Committee consideration of temporarily suspending preferential parking restrictions; and/or b) to allow issuance of additional Visitor Paper Passes beyond the limit set by Council policy. The City Engineer may waive any such fee in the case of an emergency or extreme hardship.

- G. Appeals of a determination or decision of the City Engineer shall be subject to a fee, and the fee shall be set pursuant to City Council resolution.
- H. No refund of any of the program fees shall be provided, under any circumstances.

24 Rules and Regulations

- A. The Engineering Division shall have authority to promulgate and administer the procedures and regulations to implement and enforce the program and to implement the issuance of preferential parking permits and the collection of fees for these permits.
- B. The City Engineer is authorized to implement this program by administering all its explicit regulations, and carrying out other actions that may be implied, if necessary to achieve the ends of the Program.
- C. The City Engineer may make edits to this document, without explicit authorization from the City Council, in order to correct punctuation, typographical errors, and inaccurate references, when such edits do not alter the Council's intent but rather clarify it.

APPROVED BY CITY COUNCIL ON:	November 22, 2004, and Amended on May 26, 2009. Proposed on September 23, 2013, and adopted on October 28, 2013.
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25 Appendix A: Definitions

The following words and phrases are defined and shall be construed as defined below, unless it shall be apparent from the context that they have a different meaning:

1. "Annual Permittee" or "District Resident" shall mean an individual who is a resident of a legal dwelling unit located in a Preferential Parking District ("District") that has been established and who owns a motor vehicle, registered to his/her address within the District, for which an Annual Residential Parking Permit has been (Annual Permittee), or could be (District Resident) purchased, to exempt said motor vehicle from posted parking restrictions.
2. "City Council" shall mean the City Council of the City of Culver City.
3. "City Engineer" shall mean the City Engineer of the City of Culver City. For purposes of management and operation of the Program, it shall also mean his delegate.
4. "Non-resident vehicle" or "Intrusion vehicle" shall mean a motor vehicle that is parked in a District, which is not owned, leased or otherwise controlled by:
 - a. A District Resident who is an Annual Permittee.
 - b. A "Visitor," who is a guest visiting residents who live in a District, and who is displaying a Visitor Parking

Permit while parked in the District.

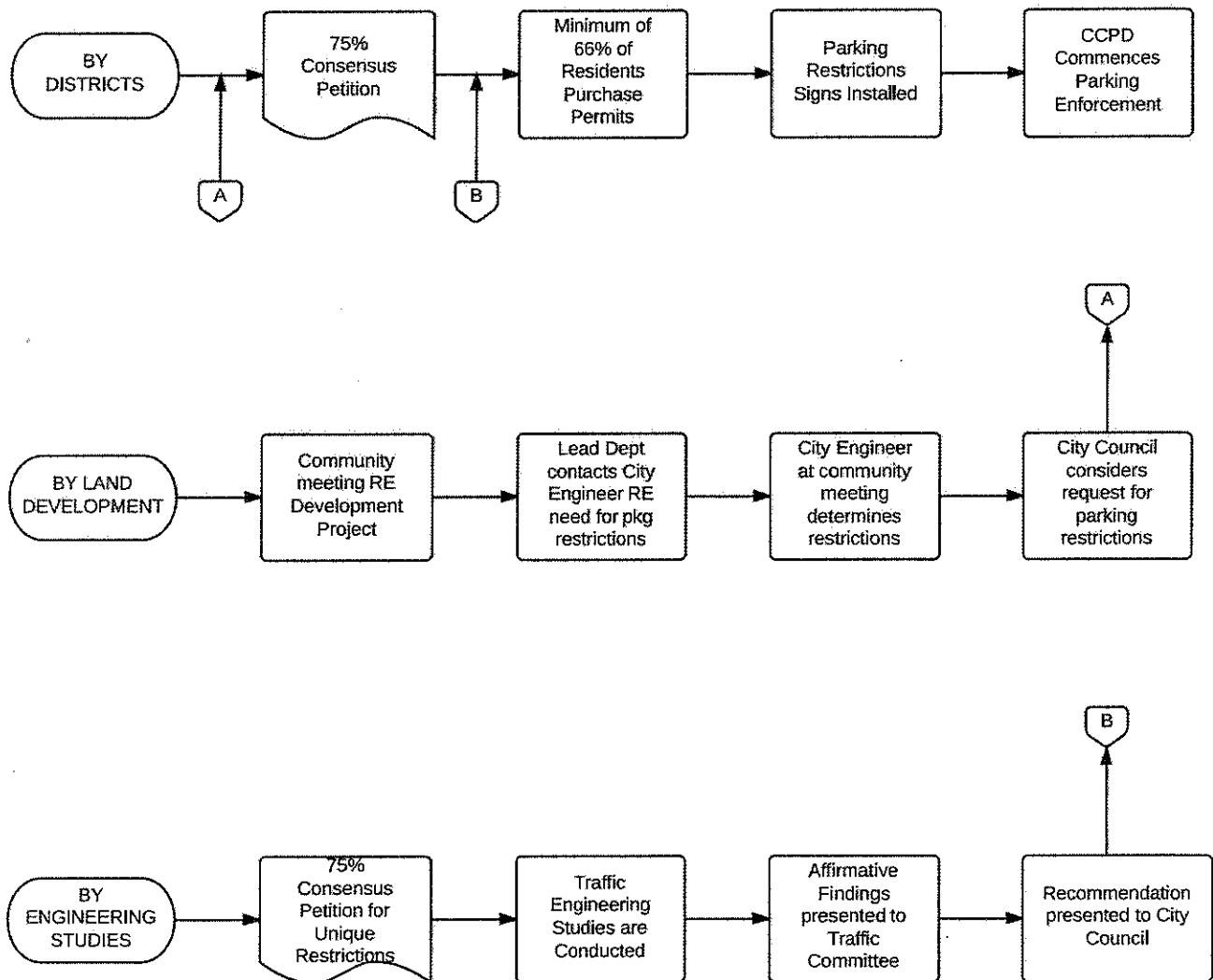
5. "Engineering Division" shall mean the Engineering Division of the Public Works Department of the City of Culver City.
6. "Household" shall mean any legal dwelling unit where individual(s) reside under the same roof and with a unique dwelling address.
7. "Legal Residential Parking Space" shall mean a length of area along a full-height street curb, measuring 18-feet to 22-feet as determined by the City Engineer, exclusive of any red-curb or standard non-parking areas.
8. "Motor Vehicle" shall mean a vehicle that is self-propelled and meets the definition of a "Motor Vehicle" in the California Vehicle Code Division 1. 415.
9. "Neighborhood Organization" shall mean any organization, association, or group selected by the residents of a neighborhood to act on their behalf as the liaison between the City and the neighborhood for the purpose of representing the neighborhood in the Preferential Parking District petition for specific street(s), and it's processing.
10. "Neighborhood Representative" shall mean the individual selected by the neighborhood or Neighborhood Organization, to act on their behalf as the liaison between the City and the neighborhood for the purposes of representing the neighborhood in the Preferential Parking District petition for specific street(s) and its processing.

11. "No Parking Anytime, Except by Permit" or "Time-Limited Parking" shall mean that, in a District, no motor vehicle is allowed to park on a street that is posted "No Parking Anytime Except by Permit" or is allowed to park only for a short duration on a street posted with a specific time-limit, unless said motor vehicle displays a valid Parking Permit issued for that District, exempting said motor vehicle from the posted parking restriction.
12. "Preferential Parking" shall mean that by Resolution, the City Council may restrict the parking or standing of motor vehicles (1) within a specified area and (2) with certain parking prohibitions or restrictions, and issue to residents of that area parking permit(s), as described in the Program guidelines, which exempt them from the parking restrictions within a District.
13. "Preferential Parking District" shall mean a residential area, and/or a specific area(s) within a designated land use Zone, and/or "Overlay Zone" which specifically allows residential uses and is designated as eligible for establishment of a Preferential Parking District, with streets and boundaries approved by the City Council, wherein motor vehicles displaying a valid District parking permit shall be exempt from certain parking restrictions as adopted by the City Council.
14. "Preferential Parking Restricted Street" shall mean a street or streets that have been designated by explicit or implicit

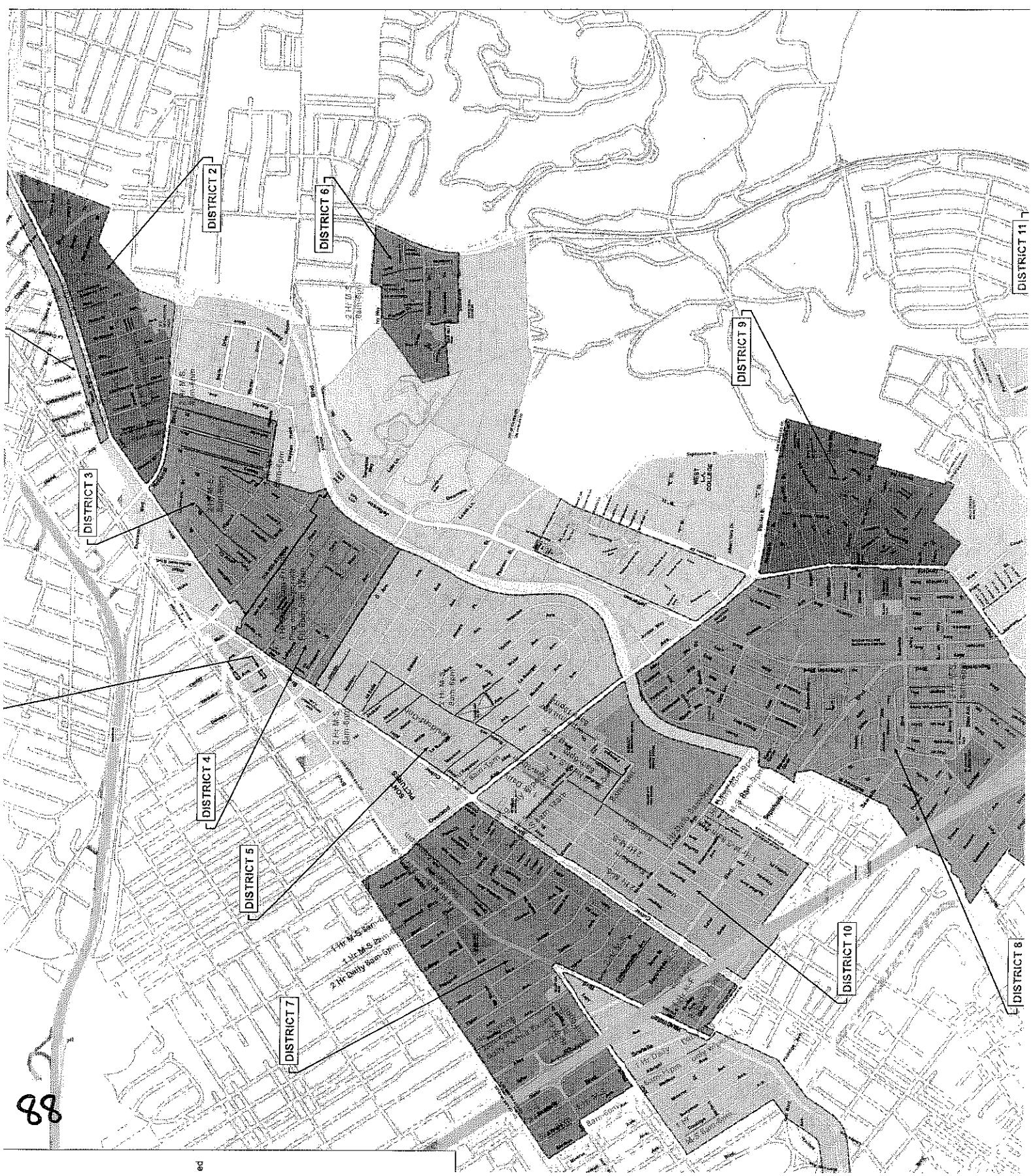
(as allowed by the Program guidelines contained herein) City Council approval, to exempt permit holders from the certain parking prohibitions or restrictions, and which may be part of a multi-block District, or may be stand-alone independent of a District.

15. "Traffic Committee" shall mean the City Staff advisory committee established, pursuant to Culver City Municipal Code Section 7.01.135; to provide recommendations, to the City Council, City Engineer, Chief of Police and other city officials, regarding ways and means for improving traffic conditions and the administration and enforcement of traffic regulations. The Traffic Committee consists of the Chief of Police, City Engineer, City Planner, Fire Chief, and Public Works Director or their designees.

26 Appendix B: Flow Chart - Summary of Processes to Install Permit Parking Restrictions



**27 Appendix C: Citywide Parking
Districts Boundary Map with
Pre-Approved Parking Restrictions**



Resolution 2013-R____, EXHIBIT "B"

FEES

Procedures and Regulations for Residential Permit Parking Districts

	DESCRIPTION	STATUS	FEE
1.	1st Annual Resident's Parking Permit	Existing	\$20*
2.	2 nd Annual Resident's Parking Permit	Existing	\$20*
3.	3 rd Annual Resident's Parking Permit • If there is third California licensed driver in the home: • If there is not a third California licensed driver in the home:	New	\$100** \$222****
4.	4 th Annual Resident's Parking Permit • If there is fourth California licensed driver in the home: • If there is not a fourth California licensed driver in the home:	New	\$150*** \$222****
5.	Consideration of request for additional annual/visitor permit(s), under hardship criteria, actual time above minimum will be charged (3 hours for report preparation and Traffic Committee hearing)	Deleted	\$444*****
6.	Up to 3 Annual Visitors' Parking Permits	New	\$50 each
7.	Absentee Landlord	Existing	\$20*
8.	Visitor paper passes: 12 one-day OR 4 three-day per month and distributed on a quarterly basis	New	Free

(See foot notes on last page.)

**Resolution 2013-R____, Exhibit B
FEES**

	DESCRIPTION	STATUS	FEE
9.	Visitor paper passes: Additional 12 one-day OR 4 three-day , on a monthly basis	New	\$12
10.	Visitors' Paper Passes, Up to 25 one-day per calendar quarter, for special events	New	\$25
11.	Visitors' Paper Passes, Up to 25 one-day pre-dated per calendar year, for funeral receptions, memorial services, and the like.	New	Free
12.	Summertime College Student/House Guests Permits, Up to 2 (3) three-month , on an calendar year basis	New	\$50 each
13.	One Annual Housekeeper Permit	New	\$20*
14.	One Annual Babysitter Permit	New	\$20*
15.	One Annual Nanny Permit	New	\$20*
16.	Three Annual Medical Care Giver	New	Free
17.	30-day Contractor/Construction Worker Permit	New	\$50
18.	Application Fee of \$250	Deleted	-0-
19.	Regulatory Sign/Wayfinding Sign \$55	Not applicable	-0-
20.	Consideration of temporary suspension of a one-block permit parking zone for the duration of one day, and coordination with the Police Department, at least 31 days prior to requested date.	Existing	\$150*****

(See foot notes on last page.)

Resolution 2013-R____, Exhibit B
FEES

21.	Appeals of a determination or decision of the City Engineer to the City Council, minimum; actual time above minimum will be charged (minimum 3 hours report preparation, 3 hours City Council meeting attendance).	Existing	\$888
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* Prorated quarterly, but no less than \$10.

** Prorated quarterly, but not less than \$50

*** Prorated quarterly, but not less than \$75

**** Prorated quarterly, but not less than \$111.

***** The fee for the 3rd and 4th Annual Residential Parking Permit of \$222, when there is not a third or fourth licensed driver in the home, is based on, and in lieu of a Hardship Consideration Fee in the 2004 Program, which is \$444 in FY 13-14, and did not guarantee that a 3rd or 4th permit would be issued, since the issuance was dependent upon the lot/buildings configuration. The proposed new 2013 Permit Parking Program cuts in half this cost for each permit, when there is not a third or fourth licensed driver in the home; making it more affordable for those who need to apply for more than two permits, and provides the certainty of receiving the permit, which is no longer based on lot/building configuration, but makes it available to all. The permit fee when there is a third and a fourth licensed driver in the home is \$100, and \$150, respectively.

***** This fee will be waived for temporary suspension requests for the purpose of a block party.

[illegible]

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Table 1

clarify that there does not exist public alleys subject to time-limited parking, as parking in public alleys is prohibited by State law.

NOW THEREFORE, the City Council of the City of Culver City, California,
DOES HEREBY ORDAIN as follows:

SECTION 1. Section 7.03.305.A.1 is hereby amended to read as follows
(deletions indicated by strike-through text and additions indicated by underlined text):

7.03.305 PROHIBITIONS.

When preferential parking zones have been authorized by the City Council,
and signs have been posted giving notice of preferential parking zone restrictions, it shall
be unlawful:

A.1. For any person to park a vehicle on any public street or alley subject to a
"Time-Limited Parking Except By Permit" limitation for a period longer than the subject time
limitation, unless a preferential parking zone permit therefor has been issued by the City of
Culver City and is displayed on the vehicle. For purposes of this Section, successive acts
of parking upon any public street subject to a "Time-Limited Parking Except By Permit"
limitation, or portion of such street within the same preferential parking zone, shall be
deemed a single act of parking, subject to the time-limit parking restriction applicable to
that preferential parking zone.

SECTION 2. Section 7.03.305.A.1 is hereby amended to read as follows
(deletions indicated by strike-through text):

7.03.305 PROHIBITIONS.

When preferential parking zones have been authorized by the City Council,
and signs have been posted giving notice of preferential parking zone restrictions, it shall
be unlawful:

B.1. For any person to park a vehicle on any public street or alley subject to a
"No Parking Anytime Except By Permit" limitation, unless a preferential parking zone permit
therefor has been issued by the City of Culver City and is displayed on the vehicle.

SECTION 4. The City Council hereby declares that, if any provision, section, subsection, paragraph, sentence, phrase or word of this ordinance is rendered or declared invalid or unconstitutional by any final action in a court of competent jurisdiction or by reason of any preemptive legislation, then the City Council would have independently adopted the remaining provisions, sections, subsections, paragraphs, sentences, phrases or words of this ordinance and as such they shall remain in full force and effect.

JEFFREY COOPER, Mayor
City of Culver City, California

CAROL A. SCHWAB, City Attorney

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**CITY OF CULVER CITY
PERMIT PARKING PROGRAM
LIST OF STREETS AND CORRESPONDING PARKING RESTRICTIONS**

November 12, 2013

ON STREET	FROM STREET	TO STREET	ENFORCED
Aletta Avenue	Elenda Street	Harter Avenue	STANDARD
Albright Avenue	Alley n/o Washington Place	Matteson Avenue	1 Hr M-S 8am-6pm
Albright Avenue	Alley n/o Matteson Avenue	Alley s/o Venice Blvd	STANDARD
Albright Avenue	Alley n/o Washington Blvd	Herbert Street	Daily Pkg only w/permit
Albright Avenue	Herbert Street	Alley s/o Washington Place	1 Hr Daily 6am-11pm
Arvee Street (east side only)	Culver Boulevard	Alley	STANDARD
Barman Avenue	Coombs Avenue	RES. w/o Overland Avenue	1 Hr Daily 7am-10pm
Bentley Drive	Alley n/o Washington Place	Pigott Drive	1 Hr M-S 8am-6pm
Boise Avenue	Washington Place	Alley n/o Washington Blvd	Resident-Only, 5 pm to 12 am, Daily
Braddock Drive	Harter Avenue	Coombs Avenue	STANDARD
Braddock Drive	Irving Place	Duquesne Avenue	1 Hr Sun 12am-Fri 6pm; & Pkg only w/permit Fri 6pm-; Sun 12 am
Braddock Drive	Overland Avenue	Madison Avenue	STANDARD
Caroline Avenue	Jacob Street	Alley s/o Washington Blvd	1 Hr M-S 8am-7pm
Caroline Avenue	Jacob Street	Cul-de-sac	2 Hrs Daily (pending petition)
Cattaraugus Avenue	Alley s/o Washington Blvd	Jacob Street	2 Hr Daily
Cattaraugus Avenue	Jacob Street	Cul-de-sac	2 Hrs Daily (pending petition)
Center Street	alley south of Washington	Culver Boulevard	STANDARD

STANDARD: 2 Hours M-Sat., 8am – 6pm
RES.: Residence

M-F: Monday through Friday
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S-S: Saturday and Sunday

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November 12, 2013

ON STREET	FROM STREET	TO STREET	ENFORCED
	Boulevard		
Charles Avenue	Aletta Avenue	Cul-de-sac	STANDARD
Colonial Avenue	Washington Place	Alley n/o Washington Blvd	Resident-Only, 5 pm to 12 am, Daily
Commonwealth Avenue	Alley south of Washington Boulevard	Culver Boulevard	STANDARD
Commonwealth Avenue	Alley n/o Culver Blvd	Alley s/o Washington Blvd	STANDARD
Commonwealth Cr	Farragut Drive	Cul-de-sac	1 Hr M-S 8am-9pm
Coolidge Avenue	Herbert Street	Alley s/o Washington Place	1 Hr M-S 8am-6pm
Coombs Avenue	Barman Avenue	Alley s/o Culver Blvd	Pkg only w/permit M-F 5pm-12am & S-S 8am-12am
Coombs Avenue	Garfield Avenue	Braddock Drive	STANDARD
Culver Blvd	Mentone Avenue w/o intersection	Motor Avenue	STANDARD
Culver Blvd	Commonwealth Avenue	Center Street	STANDARD
Culver Blvd (n/s only)	Elenda Street	Arvee Street	STANDARD
Culver Park Drive	Berryman Avenue	Sawtelle Blvd	STANDARD
Duquesne Avenue	Culver Boulevard	La Ballona Creek	1 Hr Sun 12am-Fri 6pm; & Pkg only w/permit Fri 6pm-; Sun 12 am
Elenda Street	Barman Avenue	Braddock Drive	STANDARD
Elenda Street (e/s only)	Braddock Drive	Farragut Drive	M-Sat 8am-9pm

STANDARD: 2 Hours M-Sat., 8am – 6pm

M-F: Monday through Friday
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November 12, 2013

ON STREET	FROM STREET	TO STREET	ENFORCED
Elenda Street (w/s only)	Prolongation of Arizona Ave	Culver Boulevard	STANDARD
Farragut Drive	Coombs Avenue	Alley w/o Overland Avenue	Pkg only w/permit M-F 8am-10pm
Farragut Drive (n/s only)	Elenda Street	Coombs Avenue	STANDARD
Farragut Drive	Harter Avenue	Commonwealth Cr	1 Hr M-S 8am-6pm
Farragut Drive	Van Buren Place		1 Hr Sun 12am-Fri 6pm; & Pkg only w/permit
Franklin Avenue	Alley e/o Elenda Street	La Fayette Place	Fri 6pm-; Sun 12 am
Glencoe Avenue (e/s only)	Alley n/o Washington Blvd	Coombs Avenue	STANDARD
Globe Avenue	Alley s/o Washington Place	Zanja Street	STANDARD
Harter Avenue (w/s only)	Braddock Drive	Alley n/o Washington Blvd	STANDARD
Harter Avenue	alley south of Washington Boulevard	City Boundary s/o Farragut	1 Hr Daily 8am-9pm
Helms Avenue	Alley s/o Washington Blvd	Culver Boulevard	STANDARD
Helms Avenue	Higuera Street	Cul-de-sac	STANDARD
Herbert Street	Centinela Avenue	RES. s/o National Blvd	STANDARD
Herbert Street ¹	Centinela Avenue	Grand View Blvd	2 Hr M-S 6am-12am
		Grand View Boulevard	Resident-Only, 5 pm to 12 am, Daily

¹ The street has existing permit parking restrictions from 6 am to 12 am, the hours between 5 pm and 12 am may be substituted with these new restrictions pursuant to the Program; in such case, the other hours of the day/week shall remain unchanged.

STANDARD: 2 Hours M-Sat., 8am – 6pm

M-F: Monday through Friday

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S-S: Saturday and Sunday

**CITY OF CULVER CITY
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November 12, 2013

ON STREET	FROM STREET	TO STREET	ENFORCED
Herbert Way	Cul-de-sac	Herbert Street	2 Hr M-S 6am-12am
Herbert Way ¹	Herbert Street	Cul-de-sac	Resident-Only, 5 pm to 12 am, Daily
Higuera Street - Note 1.	1st RES. n/o Wesley Street	1st RES. s/o Schaefer Street	1 Hr M-S 8am-6pm
Hubbard Street	Ince Blvd	Higuera Street	STANDARD
Huntley Avenue	Alley s/o Washington Blvd	Cul-de-sac	1 Hr M-S 8am-6pm
Huron Avenue	alley south of Washington Boulevard	Culver Boulevard	STANDARD
Ince Boulevard	Washington Boulevard	La Ballona Creek	1 Hr Sun 12am-Fri 6pm; & Pkg only w/permit Fri 6pm-; Sun 12 am
Irving Place	School Street	Lucerne Avenue	1 Hr Sun 12am-Fri 6pm; & Pkg only w/permit Fri 6pm-; Sun 12 am
Ivy Wy	Lenawee Avenue	Perham Drive	STANDARD
Jackson Avenue	Culver Blvd	Braddock Drive	STANDARD
Jacob Street	Helms Avenue	Cattaraugus Avenue	2 Hrs Daily (pending petition)
Jasmine Avenue	Alley s/o Culver Blvd	Braddock Drive	STANDARD
Keystone Avenue	Alley s/o Culver Blvd	Braddock Drive	2 Hr M-F 8am-1pm
Krueger Street	Ince Blvd	Cul-de-sac e/o Higuera Street	STANDARD
La Fayette Place	Culver Boulevard	Lucerne Avenue	1 Hr Sun 12am-Fri 6pm; &

STANDARD: 2 Hours M-Sat., 8am – 6pm
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ON STREET	FROM STREET	TO STREET	ENFORCED
			Pkg only w/permit Fri 6pm-; Sun 12 am
La Salle Avenue	Culver Blvd	Braddock Drive	STANDARD
Le Bourget Avenue	Alley s/o Culver Blvd	Braddock Drive	Resident-Only
Le Bourget Avenue	Braddock Drive	Park Avenue	STANDARD
Lenawee Avenue	Wrightcrest Drive	Ivy Way	STANDARD
Lincoln Avenue	Culver Blvd	Braddock Drive	STANDARD
Lindblade Street	Harter Avenue	Huron Avenue	STANDARD
			1 Hr Sun 12am-Fri 6pm; & Pkg only w/permit Fri 6pm-; Sun 12 am
Lucerne Avenue	Ince Boulevard	Duquesne Avenue	STANDARD
Madison Avenue	Culver Blvd	Braddock Drive	STANDARD
Marietta Avenue	Elenda Street	Charles Avenue	STANDARD
Meier Street	Rosabell Street	Washington Blvd	STANDARD
Mentone Avenue	Culver Blvd	Farragut Drive	STANDARD
Midway	Washington Blvd	Oregon Avenue	1 Hr M-S 8am-6pm
Midway (w/s only)	Venice Blvd	Alley n/o Washington Blvd	1 Hr M-S 8am-6pm
Milton Avenue	Aletta Avenue	Cul-de-sac	STANDARD
Motor Avenue	Alley s/o Culver Blvd	Braddock Drive	Resident-Only
Motor Avenue	Braddock Drive	Farragut Drive	STANDARD
Oregon Avenue	Overland Avenue	Elenda Street	STANDARD

STANDARD: 2 Hours M-Sat., 8am – 6pm

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ON STREET	FROM STREET	TO STREET	ENFORCED
Park Avenue	Le Bourget Avenue	Motor Avenue	STANDARD
Perham Drive	Wrightcrest Drive	Ivy Way	STANDARD
Pigott Drive	Alley e/o Sepulveda Blvd	Bentley Way	1 Hr M-S 8am-6pm
Pointsetta Ct	RES. w/o Higuera Street	RES. e/o Ince Blvd	STANDARD
Redwood Avenue	Alley n/o Washington Blvd	Zanja Street	1 Hr M-S 8am-7pm
Reid Avenue	Jacob Street	Alley s/o Washington Blvd	STANDARD
Sawtelle Boulevard	Alley s/o Washington Place	Alley n/o Washington Blvd	STANDARD
Schaefer Street	Higuera Street	RES. s/o National Blvd	STANDARD
Segrell Way	Berryman Avenue	Sawtelle Blvd	STANDARD
Segrell Way	Slason Avenue	11478 Segrell Wy	STANDARD
Sentney Avenue	Alley s/o Washington Blvd	Jacob Street	STANDARD
Spad Place	Venice Blvd	Beginning of Street narrowing	2 Hr Daily 8am-6pm 1 Hr Daily 6pm-8am
Sherbourne Drive	Alley s/o Washington Blvd	Jacob Street	2 Hrs Daily
Sherbourne Drive	Jacob Street	Cul-de-sac	2 Hrs Daily (pending petition)
Star Cr	Farragut Drive	Cul-de-sac	1 Hr Daily 8am-9pm
Tilden Avenue	alley south of Washington Boulevard	Aletta Avenue;	STANDARD
Tuller Avenue	Alley n/o Washington Place	Cul-de-sac	STANDARD
Tuller Avenue	Alley n/o Culver Blvd	Cul-de-sac	1 Hr M-S 8am-6pm
Van Buren Place	School Street	La Ballona Creek	1 Hr Sun 12am-Fri 6pm; &

STANDARD: 2 Hours M-Sat., 8am – 6pm

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ON STREET	FROM STREET	TO STREET	ENFORCED
			Pkg only w/permit Fri 6pm-; Sun 12 am
Ver Halen Ct	Ivey Way	Cul-de-sac	STANDARD
Vinton Avenue	Alley s/o Culver Blvd	Braddock Drive	Resident-Only
Walgrove Avenue	Alley n/o Washington Blvd	Zanja Street	STANDARD
Wasatch Avenue	Washington Place	Alley n/o Washington Blvd	Resident-Only, 5 pm to 12 am, Daily
Washington Place (s/s only)	240' approx. w/o Boise Ave	Boise Avenue	Resident-Only, 5 pm to 12 am, Daily
Washington Place (s/s only)	Boise Avenue	Wasatch Avenue	Resident-Only, 5 pm to 12 am, Daily
Washington Place (s/s only)	Wasatch Avenue	Colonial Avenue	Resident-Only, 5 pm to 12 am, Daily
Washington Place (s/s only)	Colonial Avenue	110' approx. e/o Colonial Ave	Resident-Only, 5 pm to 12 am, Daily
Wesley Street	Higuera Street	RES. s/o National Blvd	STANDARD
Westwood Blvd	Alley s/o Venice Blvd	Alley n/o Washington Blvd	1 Hr M-S 8am-6pm
Zanja Street (s/s only)	Glencoe Avenue	Redwood Avenue	STANDARD

STANDARD: 2 Hours M-Sat., 8am – 6pm

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November 12, 2013

ON STREET	FROM STREET	TO STREET	ENFORCED
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NOTES:

1. Higuera Street Limited Preferential Parking Zone: The following additional restriction apply to issuance of permits for preferential parking in the limited preferential parking zone of Higuera Street.:
 - (a) A maximum of four permits may be issued to persons residing on Higuera Street. between Lucerne Avenue. and Wesley Street., a maximum of four permits may be issued to persons residing on Higuera Street. between Wesley Street and Helms Avenue., a maximum of four permits may be issued to persons residing on Higuera Street. between Helms Avenue. and Schaeffer Street., and a maximum of four permits may be issued to persons residing on Higuera Street. south of Schaeffer Street. ; provided that no more than two permits shall be issued for any one address unless proof of hardship is submitted.
 - (b) Permits shall be issued to persons residing within the limited preferential parking zone on a "first come, first served" basis, who own a private passenger vehicle, with not more than two axles and four wheels, which is no more that eighteen (18) feet in length and is registered at address within the zone.

STANDARD: 2 Hours M-Sat., 8am – 6pm
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**City of Culver City, California
Agenda Item Report**

Meeting Date: 09/23/2013		Item Number: A-2	
CITY COUNCIL AGENDA ITEM: Discussion and Direction to the City Manager Regarding Proposed Changes to the Residential Permit Parking Program (PPP), Including Procedures and Regulations for Residential Permit Parking Districts, Establishment of Preferential Parking Zones, and Related Fees.			
Contact Person/Dept.: Gabe Garcia/PW and Lt. Jason Sims		Phone Number: (310) 253-5633 (310) 837-1221	
Fiscal Impact: Yes ☒ No ☐		General Fund: Yes ☒ No ☐	
Public Hearing: ☐		Action Item: ☒	Attachments: ☒
Commission Action Required: Yes ☐ No ☒		Date: _____	
Public Notification: (E-Mail) Meetings and Agendas – City Council (09/17/13); (Courtesy Notice Advertisement) Culver City News (09/12/13 and 09/19/13); (Mail) Residents in the Permit Parking Database; (E-Mail) PW/Engineering List of Interested Parties; (E-Mail) Chamber of Commerce and Downtown Business Association; Culver City Web Site; Culver City Police Department.			
Department Approval: Charles D. Herbertson (09/16/13)		City Attorney Approval: Carol Schwab (by H. Baker) (09/17/13)	
Chief Financial Officer Approval: Jeff Muir (09/16/13)		City Manager Approval: John M. Nachbar (09/17/13)	

RECOMMENDATION:

Staff recommends the City Council discuss and direct the City Manager related to proposed changes to the Residential Permit Parking Program (PPP), including procedures and regulations for residential permit parking districts, establishment of preferential parking zones and related fees.

BACKGROUND:

Preferential parking zones are authorized by the California Vehicle Code (CVC) Section 22507, and authorized locally by subchapter 7.03.300, et seq. of the Culver City Municipal Code (CCMC). The City's PPP was established by the City Council in 1978. Subsequent revisions to the procedures and regulations for preferential parking zones were adopted in 1989, 2004, and a minor amendment was approved in 2009.

The PPP provides for two types of residential preferential parking:

1. Time-Limited Parking, except by permit; and
2. Parking by Permit Only.

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CCMC Section 7.03.305.A prohibits parking, except by permit, in time-limited zones and CCMC Section 7.03.305.B prohibits parking at any time, except by permit. Under time-limited parking, no motor vehicle is allowed to park beyond the posted time limit, (typically 2-hours, Monday through Saturday, 8 am to 6 pm), unless the vehicle displays a valid residential preferential parking permit or a guest paper permit. Under parking by permit only, no motor vehicle is allowed to park at any time unless the vehicle displays a valid residential preferential parking permit or a guest paper permit.

The Public Works Department and the Police Department, jointly, as part of this report, are recommending a comprehensive update to the PPP.

The purpose of the PPP is to effectively manage non-resident parking intrusion from adjacent commercially-zoned properties into residentially-zoned neighborhoods. With the present PPP, residents submit a petition and pay an application fee to the City requesting permit parking. Staff then records the license plate numbers of vehicles parked on the street at different times. If 75% or more of the legal parking spaces on the street are occupied; and 25% or more of the vehicles are registered to non-residents, then a parking intrusion condition is present and may warrant time-limited parking. If more than 50% of the vehicles are non-resident owned, then the street may be eligible for parking by permit only.

In developing the proposed update to the PPP, staff has received input from residents who participate in the PPP. Additionally, staff conducted a survey of certain components of other municipalities' permit parking programs. The focus of the survey was to evaluate and compare the types and quantities of permits available.

DISCUSSION:

The existing PPP was adopted in 2004. Following are sections of the PPP that staff recommends be updated:

1. Currently there are approximately 20 variants of parking restrictions implemented in approximately 100 block segments throughout the City. This complexity creates a challenge for enforcement of the posted time restrictions.
2. The PPP does not contain language to allow staff to require the implementation of permit parking during the entitlement phase of a development project.
3. Due to Work Program priorities of the Public Works Department and responding to daily traffic engineering needs, some requests for permit

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parking restrictions can take almost one year to process from beginning to end. A significant contributor to this lengthy processing is the labor-intensive traffic engineering studies required as part of the PPP.

4. The input received from many participant families indicates that the existing established number of two annual resident preferential parking permits per household and the limit of 12 guest parking permits on a quarterly-basis, with a duration of one calendar day or three contiguous calendar days, does not meet the needs of residents.
5. The present PPP does not include provisions to issue permits for a) babysitters; b) contractors and construction workers; c) housekeepers; d) medical care givers; e) nannies; f) short-term house guests; and g) summertime college students.
6. Presently, the neighborhood resident representative, for purposes of filing a petition to participate in the PPP, is required to pay an application fee of \$250 upon submission of the petition and, after validation of the petition, is required to pay a fee for signs to be posted giving public notice of the proposed parking restrictions – the average number of signs per block is 10, at a cost of \$55 per sign, for a total of \$550 per block. Nearly all representatives have expressed to staff the challenge of collecting these funds from other residents.
7. On street sweeping days, in the case of multiple contiguous streets that currently have parking restrictions, residents can only park on the street on which they reside, which will have 50% less parking availability during scheduled street sweeping. This can create a challenge for residents to find parking on the street.

Proposed revisions to the PPP

The Public Works Department and the Police Department, jointly, recommend a comprehensive update to the PPP in order to improve the management and enforcement of the program.

The following is an overview of the structure of the proposed PPP.

■ **Overview of the proposed PPP**

The proposed amendments to the PPP include three ways by which preferential permit parking may be established. The specific details of each are contained in Attachment 1 to the staff report – Procedures and Regulations for Residential Permit Parking Districts. In summary, the three proposed methods are:

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1. Citywide Parking District Boundary Map with Pre-Adopted Parking Restrictions.

Staff proposes a citywide map containing 12 Residential Parking Districts (RPD), uniquely identified by number, and with specific boundaries.

This first process seeks to apply parking restrictions universally for all streets within each RPD and the City. It is proposed that the Director of Public Works/City Engineer be authorized to administratively implement parking restrictions, with the objectives of: 1) reducing the variation and increasing the uniformity of permit parking restrictions; 2) eliminating the unique one-block former parking districts, and 3) increasing the effectiveness of parking enforcement.

Every **residential** street and frontage in the City will be contained within a RPD.

- a. Some of the streets to be contained within the RPD have existing permit parking restrictions which pre-date the proposed adoption of the citywide RPD map, and these streets are proposed to be adopted into the proposed new RPD with their existing permit parking restrictions. Future changes to parking restrictions within a particular RPD would be implemented through one of the processes outlined later in this report.
- b. Residential streets and frontages that do not have existing permit parking restrictions in effect at the time the citywide RPD map is adopted will only have the potential to become permit parking restricted, but will remain unchanged until the residents of such streets submit a petition compliant with the criteria contained in the proposed PPP.

The adoption of a citywide RPD map does not require the creation of permit parking restrictions on any street. After the adoption of the citywide RPD map, any implementation of parking restrictions is in the hands of the residents of each street within each RPD.

The proposed PPP will not require traffic engineering studies and therefore expedite the establishment of parking restrictions. A petition may be accepted for one of the following parking restrictions:

- i. **2-Hour Parking**, Monday through Saturday, 8 am to 6 pm, Permit Exempted,

OR

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- ii. **Permit Parking Only**, Daily, 5 pm to 2 am, except if the residential development is adjacent to metered parking (as is the pre-existing case with certain residential developments on some arterial streets), then the hours shall be 6 pm to 2 am to avoid the parking meters hours of operation. This restriction is intended to address night time parking intrusion due to nearby commercial activity.

Also at the sole discretion of the Director of Public Works/City Engineer, both restrictions described in (i) and (ii) above may be recommended, for street(s) that experience parking saturation due to parking intrusion from surrounding businesses. For such streets, restriction (ii) above shall commence at 6 pm.

When any street within a RPD has implemented permit parking restrictions, the residents and visitors who have been issued parking permits may park on any street **within their assigned RPD**,

2. *Parking Restrictions Based on Land Development Projects.*

To address residents' concerns regarding parking intrusion, staff is proposing the consideration of imposition of parking restrictions as part of the City's discretionary or ministerial approval of land development projects (1) in which the City has partnered, is sponsoring, or has initiated and (2) the neighborhood residents have requested the imposition of parking restrictions based upon future parking intrusion related to the development.

For this method, the lead City Department or Division working with the development determines if the residents in attendance at community meetings desire and support permit parking restrictions and preliminarily identifies which of the two parking restrictions (identified above) is supported. If the preliminarily desired parking restrictions are different than the universal parking restriction in the RPD, they must be determined to be reasonable by the Director of Public Works/City Engineer and be based on the projected parking intrusion of the development's traffic impact study. The lead Department or Division shall coordinate the above with the Director of Public Works/City Engineer prior to the start of the community meetings for the project. The Director of Public Works/City Engineer shall subsequently attend a community meeting scheduled by the lead Department or Division, to inform the community in attendance about the PPP, to gauge the level of support for the pre-approved parking restrictions, or other restrictions that are justifiable, reasonable, and in line with the purpose of uniformity of parking restrictions, contained in the proposed PPP. Subsequently, the lead Department head shall submit a written statement to the Director of Public Works/City Engineer that quantifies the community's support for (1) the subject land development project, and (2) an expedited

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process to implement the permit parking restrictions supported by the Director of Public Works/City Engineer.

3. *Permit Parking Restrictions Based on Traffic Engineering Studies.*

This third method of establishing permit parking restrictions is based on traffic engineering studies and may be used to consider 1) establishing new parking restrictions, or 2) extending existing parking restrictions' days and/or hours and/or restrictiveness within a specific street or streets that have had permit parking restrictions in place for at least one year. For example, an existing two-hour time limit might be considered to be changed to a one-hour time limit, or to permit-only restrictions. Primarily, this method is intended to allow for enhancement of parking restrictions under extenuating circumstances.

In the case of a proposed new parking restricted street, this method will be used when it has been shown to the satisfaction of the Director of Public Works/City Engineer, that due to the existence of special circumstances created by adjacent, non-residential developments, the pre-approved, uniform days and/or hours of restrictions within the RPD are insufficient to mitigate parking intrusion into a specific street or streets.

This method is the same that has been at the core of the original PPP for more than two decades. The processing of the traffic studies and findings of this method requires a neighborhood meeting, consideration at publicly noticed meetings of the Traffic Committee and, ultimately, the City Council. With the potential availability of the first two methods, it is anticipated this more time consuming method will be used less frequently.

■ **Augment number of permits for residents and their visitors**

The proposed PPP significantly augments the number of permits available for residents and others. The number of preferential parking permits available to residents is proposed to be increased from two to four. The fee for the first two permits is proposed to remain unchanged. The fee for the third and fourth Annual Residential Parking Permits is based on, and in lieu of the Hardship Consideration Fee in the existing PPP, which is \$444 in FY 13-14. Under the present PPP, the fee of \$444 did not guarantee that a third or fourth permit would be issued, since the issuance was dependent upon the lot/buildings configuration. For the proposed PPP the fee is \$222 and is applied to each of the third and fourth permits, thereby making it more affordable than the present Hardship Fee for those who need to apply for more than two permits. Additionally, the proposed PPP guarantees the issuance of the third and/or fourth permits, and is no longer based on lot/building configuration, but family need.

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The number of one-day visitor paper passes is increased to a total of 413 per year (169 at no charge and 244 for a fee – see the table later in this report). The number of three-day visitor passes is proposed to increase to a total of 96 per year (48 at no charge and 48 for a fee, covering 288 calendar days – see the table later in this report).

The proposed PPP contains 14 new permits (11 at a fee and three at no charge). The no charge permits are:

- 1) The first 144 one-day Visitor paper passes in the year, (12 per month but issued on a quarterly basis) or the first 48 three-contiguous calendar day Visitor paper passes in the year, (4 three-day permits per month, but issued on a quarterly basis);
- 2) Up to 25 **one-day** pre-dated Visitors' Paper Passes per calendar year, for memorial services, funeral receptions, and similar difficult situations in the life of a family; and
- 3) Up to three Annual Medical Care Giver permits when a family needs in-home medical care requiring the regular attendance by medical care givers.

■ **Deletion of two fees**

It has been reported that the fees associated with the PPP have discouraged residents from pursuing establishment of parking restrictions under the PPP. Presently, the neighborhood representative, who is appointed or volunteers to represent the petitioning residents in the PPP process, is required to pay two fees: a \$250 Application fee at the time of submittal of a petition, and a \$55 per sign fee to pay for the preferential parking restriction signs. To address these concerns, under the proposed PPP, most petitions will not require a traffic engineering study to validate the parking conditions in the area. Therefore, the application fee is not necessary. The \$55 per sign fee is recommended to be deleted as well.

Staff will evaluate the level of subsidy for the PPP in the next fee study and recommend any changes to the fee structure at that time.

■ **Linwood Howe School Residential Parking District**

On January 23, 2012, the City Council and former Redevelopment Agency Board jointly authorized the issuance of up to two free residential Preferential Parking Permit to the residents of the Linwood Howe School Residential Parking District (area south of Downtown), which was consistent with the Conditions of Approval for the Town Plaza Development.

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The proposed PPP increases the number of residential permits available from two to four. Pursuant to the approval noted above, the residents in the area would continue to receive the first two permits at no cost, but would be responsible to purchase permits three and four at the City Council adopted fee. The proposed PPP provides an exception that the third and fourth permits would be at no cost if the resident applicant utilizes their garage for the parking of functioning, regularly-used vehicles, subject to inspections by the City.

■ **Culver City Unified School District (CCUSD)**

The CCUSD contains five elementary schools, one middle school, one high school, one continuation school, and one adult school. Although school staff, volunteers, and visitors are largely accommodated on-site, in some cases on-site parking is insufficient. Further, CCUSD facilities may be located in neighborhoods that have implemented preferential permit parking, precluding the daytime on-street parking spaces from being utilized by school staff, volunteers, and visitors who may not be accommodated on-site.

The proposed PPP provides that if most streets in immediately adjacent to a CCUSD facility have implemented preferential permit parking, or at the discretion of the Director of Public Works/City Engineer, then the CCUSD Superintendent (and the school principal), may petition the Director of Public Works/City Engineer to reserve the immediately adjacent on-street parking spaces on the same side of the street as the CCUSD facility to be used by school staff, volunteers, and visitors. Such utilization would be available to the CCUSD facility until 3 pm (with some minor exceptions such as after-school care program), at which time the parking restrictions would become identical to any parking restrictions on the residential side of the street.

The Director of Public Works/City Engineer may approve the request administratively after a plan has been presented by CCUSD for the efficient functioning, staffing, and operation of drop-off and pick-ups.

■ **Authority to limit non-permitted parking to one-time per day per District**

An unpermitted vehicle may park on a parking-restricted street only if a time-limited period is allowed without a permit. Upon expiration of the posted time limit, the unpermitted vehicle shall be moved from the RPD in which it was parked and shall not park in the same RPD during the same calendar day. If the unpermitted vehicle continues to park in the same RPD during the same calendar day, it may be cited. This policy against 'move to evade' is implemented in other municipalities. In order for the Police Department to be authorized to cite for this type of restriction, an amendment to the CCMC is necessary. If the City Council supports this "move to evade" restriction, staff will return in the near-future with a proposed amendment to the CCMC.

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Parking Enforcement (by CCPD)

In January of 2012, as an 18-month pilot program, the City Council approved two additional Parking Enforcement Officer (PEO) positions and two Community Service Officer (CSO) positions to augment the parking section of the Police Department. These additional positions brought allotted staffing levels up to eight PEO positions and five CSO positions. In 2012, there were approximately 1500 parking meters in Culver City. Today, there are approximately 1800 meters, with plans to install potentially several hundred more within the next two years (on Jefferson Boulevard, in the City Hall parking structure, and other areas). These meters require both enforcement and collection efforts.

The total number of parking citations written in Fiscal Year 2011/2012 and Fiscal Year 2012/2013 were 33,811 and 34,121 respectively. Currently, two teams of two CSOs collect and count all the coinage from City meters. These four CSOs and the additional CSO position also augment parking enforcement and provide support services to both the Traffic and Operations Bureaus. When the PEO positions are fully staffed, this allows for coverage throughout the entire week, with a concentration of staffing during the busier mid-week days.

The Police Department has reviewed the proposed PPP and is confident that the required enforcement efforts can be provided with existing staffing levels.

Adoption of PPP by Resolution

If directed by the City Council this evening, City staff will return to the City Council with a proposed resolution to formally adopt the proposed PPP and related fees, as outlined in this report.

FISCAL ANALYSIS:

Revenue from the Sale of Permits in 2014

Staff anticipates that revenues from the sale of permits in 2014 will increase based on the sale of new permits to in-home service providers, Annual Visitor oversize hang-tag permits, and 3rd and 4th residents' Annual Permits. However, since these are all new permits, staff is unable to accurately project the increase in revenue at this time.

Expense of New District Signage to Replace Existing Block-based Signage

The replacement of all the existing parking restriction signs will be necessary in order to provide public notice of the restrictions in effect on parking restricted streets, and to identify the number of each RPD. Staff estimates there may be up to 1,100

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existing parking restriction signs that will need replacement as RPDs are implemented over the next calendar year. An inventory will be performed over the next calendar quarter to determine the exact number. At this point, based on the estimated number of signs and the \$30 cost for each new RPD sign, (not including labor), a total of approximately \$33,000 will be necessary. This cost has not been programmed in the Public Works Department's operating budget. Due to workload of existing traffic maintenance staff, it is recommended that this work be done by a Contractor.

Proposed Fees

The proposed PPP contains 11 new permits at a fee, three new permits at no cost, and five existing permits at a fee. The table below itemizes all the permits, quantities, and fees.

	DESCRIPTION	STATUS	FEE
1.	1st Annual Resident's Parking Permit	Existing	\$20*
2.	2 nd Annual Resident's Parking Permit	Existing	\$20*
3.	3 rd Annual Resident's Parking Permit	New	\$222**
4.	4 th Annual Resident's Parking Permit	New	\$222**
5.	Consideration of request for additional annual/visitor permit(s), under hardship criteria, actual time above minimum will be charged (3 hours for report preparation and Traffic Committee hearing)	Deleted	\$444****
6.	Up to 3 Annual Visitors' Parking Permits	New	\$50 each
7.	Absentee Landlord	Existing	\$20*
8.	Visitor paper passes: 12 one-day OR 4 three-day per month and distributed on a quarterly basis	New	Free
9.	Visitor paper passes: Additional 12 one-day OR 4 three-day , on a monthly basis	New	\$12
10.	Visitors' Paper Passes, Up to 25 one-day per calendar quarter, for special events	New	\$25
11.	Visitors' Paper Passes, Up to 25 one-day pre-dated per calendar year, for funeral receptions,	New	Free

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	DESCRIPTION	STATUS	FEE
	memorial services, and the like.		
12.	Summertime College Student/House Guests Permits, Up to 2 (3) three-month , on an calendar year basis	New	\$50 each
13.	One Annual Housekeeper Permit	New	\$20*
14.	One Annual Babysitter Permit	New	\$20*
15.	One Annual Nanny Permit	New	\$20*
16.	Three Annual Medical Care Giver	New	Free
17.	30-day Contractor/Construction Worker Permit	New	\$50
18.	Application Fee of \$250	Deleted	-0-
19.	Regulatory Sign/Wayfinding Sign \$55	Not applicable	-0-
20.	Consideration of temporary suspension of a one-block permit parking zone for the duration of one day, and coordination with the Police Department, at least 31 days prior to requested date	Existing	\$150***
21.	Appeals of a determination or decision of the City Engineer to the City Council, minimum; actual time above minimum will be charged (minimum 3 hours report preparation, 3 hours City Council meeting attendance)	Existing	\$888

* Prorated quarterly, but no less than \$10.

** Prorated quarterly, but not less than \$111.

*** This fee will be waived for temporary suspension requests for the purpose of a block party.

**** The fee for the 3rd and 4th Annual Residential Parking Permit is based on, and in lieu of a Hardship Consideration Fee in the existing Program, which is \$444 in FY 13-14, and did not guarantee that a 3rd or 4th permit would be issued, since the issuance was dependent upon the lot/buildings configuration. The proposed new Permit Parking Program cuts in half this cost for each permit, making it more affordable for those who need to apply for more than two permits, and providing the certainty of receiving the permit, which is no longer based on lot/building configuration, but makes it available to all.

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ATTACHMENT:

1. Proposed Procedures and Regulations for Residential Permit Parking Districts
2. Proposed Citywide Preferential Parking Districts Boundary Map; and
3. Courtesy Notice

MOTIONS:

That the City Council:

1. Discuss proposed changes to the Residential Permit Parking Program ("PPP"); and,
2. (If desired) Direct the City Manager to return with a proposed resolution to formally adopted the proposed PPP consistent with this report and any additional direction from City Council.