

**City of Culver City, California
Agenda Item Report**

Meeting Date: 09/23/2013		Item Number: <u>A-2</u>	
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)	
<u>RECOMMENDATION:</u> 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. . <u>BACKGROUND:</u> 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.