



## MEMORANDUM

**To:** Brenda Wisneski  
**From:** Nelson\Nygaard Consulting Associates  
**Date:** September 6, 2013  
**Subject:** Balboa Village Residential Parking Permit Implementation – DRAFT

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### RESIDENTIAL PARKING PERMIT OVERVIEW

A residential permit program (RPP) operates by exempting permitted vehicles from the parking restrictions and time limits for non-metered, on-street parking spaces within a geographic area. A conventional RPP is one that allows those without a permit to park for a limited period during a specified time frame (e.g. 8 AM – 6 PM, Monday to Friday). Permit holders are exempt from these regulations and able to essentially store their vehicle on-street. Ownership of a permit, however, does not guarantee the availability of a parking space and for this reason, it is important not to sell too many permits far in excess of available curb spaces.

The primary goal of an RPP programs is to manage parking “spillover” into residential neighborhoods. RPPs work best in neighborhoods that are impacted by high parking demand from other uses. By managing parking spillover, RPPs can ensure that residential neighborhoods are not overwhelmed by commuters, employees, or visitors, thereby enabling local residents to park their vehicles on-street more easily and conveniently. RPPs are especially important in older, historic neighborhoods where many residences were built with limited or no off-street parking.

All of these conditions apply in Balboa Village. Popular tourist and recreational destinations cause non-resident spillover parking into adjacent residential districts. Many homes in these same areas have limited or no off-street parking. An RPP is a necessary parking management strategy that will significantly improve parking conditions in residential neighborhoods as it has done in other communities. A key consideration for Balboa Village, however, will be ongoing public access to the beach and coast, as is required by the California Coastal Commission.

### BALBOA VILLAGE RPP

#### Goals and Principles

In Newport Beach, the primary rationale for parking management is to make parking more convenient and accessible for residents, visitors, and employees. An RPP program complements these larger goals by accommodating residential parking demand, without compromising public access to the coastline or the access needs of other visitors and residents.

The Balboa Village RPP Program should adhere to the following key principles in order to successfully meet the goals articulated above. These principles include:

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- Be clear that the RPP Program is the best parking management option available and has community support.
- Prioritize public parking access during peak visiting and recreational hours.
- Do not issue an unlimited number of permits. Instead, limit the number of permits to ensure that the on-street spaces are not overwhelmed.
- Prioritize parking for residents and their guests during the evening hours and overnight, including a limited number of free or low-cost parking permits.
- Be clear that the purchase of a permit does not guarantee the permit holder a space on any given block or particular location.
- Incorporate clear signage and user-friendly technology options so the program is easy to understand for motorists and simple to enforce for staff.
- Use any surplus revenues to fund additional parking or mobility improvements in Balboa Village.
- Ensure that RPP program has adequate staffing for ongoing management and enforcement necessary to operate the program successfully. (A poorly run RPP program is worse than no program at all!)

### Legal Standing for RPPs

The California Vehicle Code (CVC) authorizes local jurisdictions to limit or prohibit parking on local streets and roads. The CVC also allows the creation of a preferential parking program for residents and merchants to exempt them from such regulations (CVC Section 22507).<sup>1</sup> Section 22507 states:

(a) The ordinance or resolution may include a designation of certain streets upon which preferential parking privileges are given to residents and merchants adjacent to the streets for their use and the use of their guests, under which the residents and merchants may be issued a permit or permits that exempt them from the prohibition or restriction of the ordinance or resolution. With the exception of alleys, the ordinance or resolution shall not apply until signs or markings giving adequate notice thereof have been placed. A local ordinance or resolution adopted pursuant to this section may contain provisions that are reasonable and necessary to ensure the effectiveness of a preferential parking program.

Section 22507.2 also states that “The local authority may charge a nonrefundable fee to defray the costs of issuing and administering the permits.”

Implementing the RPP program in adherence with these principles encourages the efficient use of existing parking facilities and improves parking conditions for residents, without adversely impacting visitor access.

## PROPOSED PROGRAM GUIDELINES

### District Boundaries

RPP parking restrictions would apply to all residential streets between 7<sup>th</sup> Street and Adams Street. The metered spaces in the median on West Balboa Boulevard would remain metered and RPP permits would not be valid at these spaces.

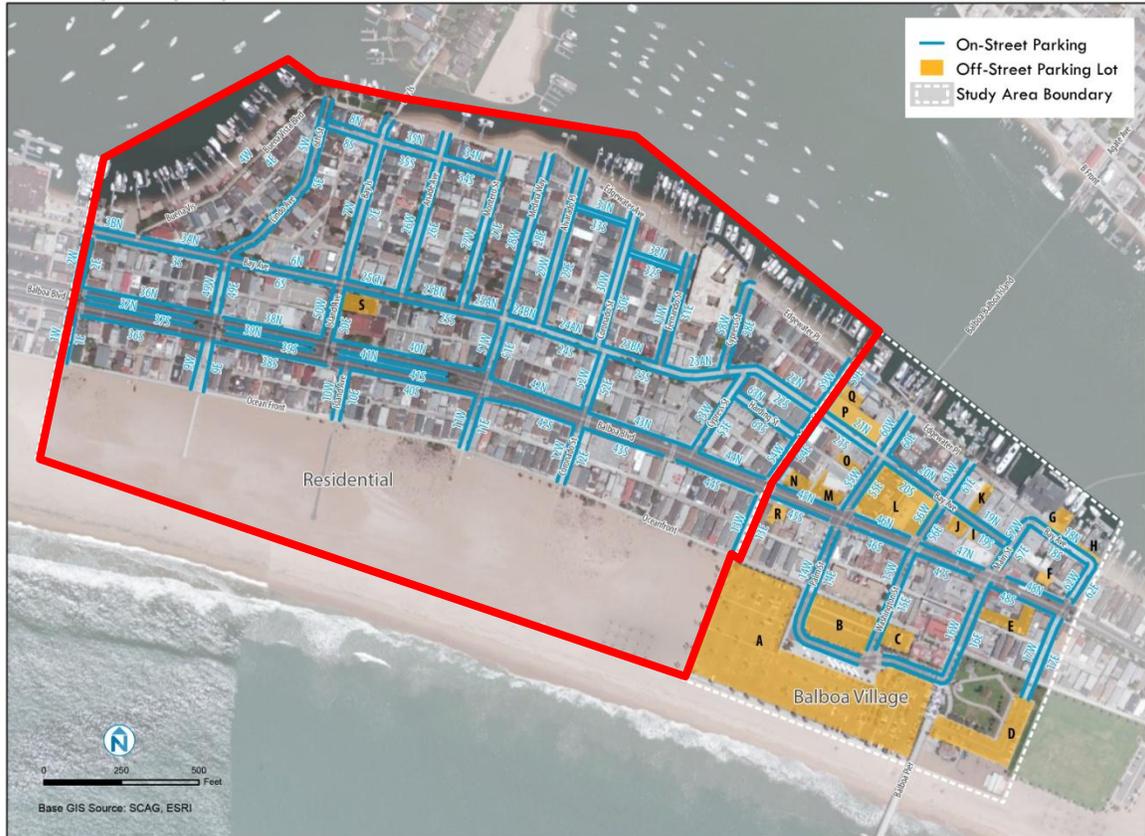
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<sup>1</sup> For more information, see the CVC at <http://www.dmv.ca.gov/pubs/vctop/vc/tocd11c9.htm> or Appendix B.

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There is potential that the RPP could create additional spillover into areas just outside of the boundaries of the proposed district (i.e. west of 7<sup>th</sup> Street). Boundaries may need to be adjusted through a resident petition (described in greater detail below) in the future to respond to additional spillover. In general, however, it is believed that the proposed district will largely capture the parking demand for the area and spillover will be limited.

**Figure 1 Proposed RPP District**



## Eligibility

All residents within the proposed zone and Bay Island are eligible to purchase permits. RPP permits shall not be issued to any vehicle which has outstanding parking tickets.

Property owners who are renting their house or unit as a vacation rental may utilize the guest permit system (as described below) to provide parking for short-term renters.

## Permit Distribution

The initial purchase of a permit should be made in person at City Hall to determine eligibility. First-time applicants would be required to present the following:

1. Application form and check for the amount due made payable to “City of Newport Beach.”

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2. Proof of Residency (one of following): May include copies of documents such as a lease, rental agreement, property tax bill, escrow closing documents, credit card or bank statement (mailed to residence within the last 30 days), or a utility bill provided that the document indicates the account's service address is within the boundary of the parking district.
3. Photo ID (one of following): Driver's License, California ID, or U.S. Passport.
4. Current California Vehicle Registration: Separate registration required for each vehicle and vehicle registration must be under the resident's name.

It is recommended that renewal notices be automatically sent about 4-6 weeks prior to expiration of the permit. Pending development of an online distribution and payment system, renewal of a permit would take place online.

Figure 2 Example of Online Permit Interface



## Hours of Operation

The proposed RPP would operate from **4 PM – 9 AM, 7 days a week, excluding holidays**. During that time non-permit holders would not be allowed to park in the RPP zone, while permit holders would be exempt. RPP permits would not be allowed for use in existing “green” short-term parking spaces during the hours of operation of abutting land uses.

The 2013 parking occupancy data suggests that the proposed hours of operation for the RPP district will provide additional availability for residents, but may result in impacts to non-

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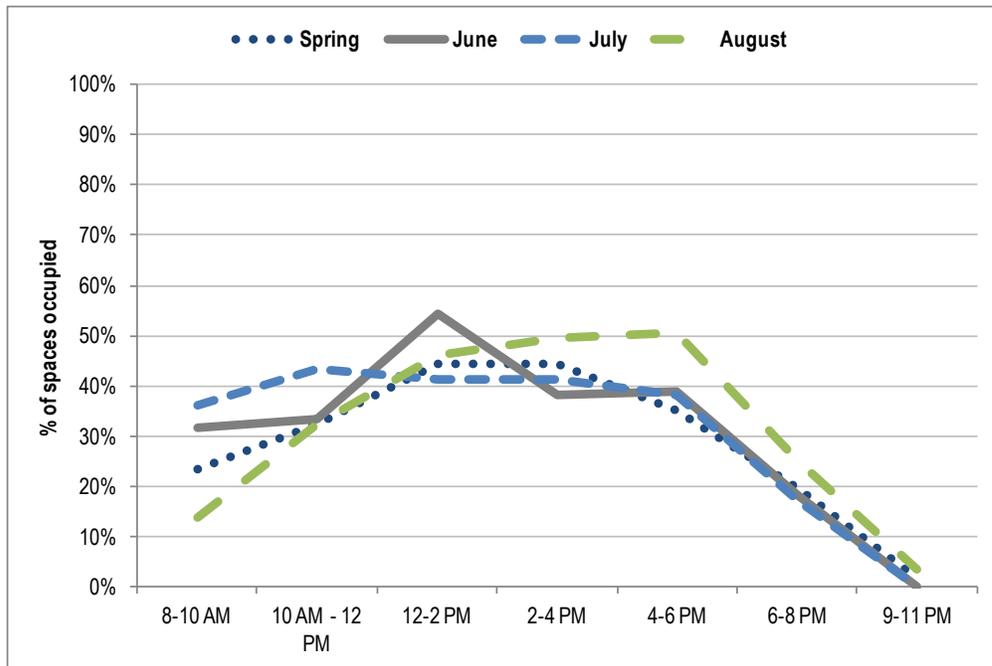
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residents wishing to park in the study area. As described in detail in a separate memorandum, the 2013 parking survey revealed several key trends in parking behavior.

On all Thursdays at 4 PM (Spring, June, July, and August), there is substantial parking availability in off-street lots in Balboa Village. In particular, the 180-space Newport Landing parking structure is consistently less than 75% occupied (Figure 3). Parking demand consistently declines in off-street lots throughout the evening. Similarly, the Newport Landing parking structure consistently has availability (65-75 spaces) at 4 PM on Saturdays in the summer (Figure 4).

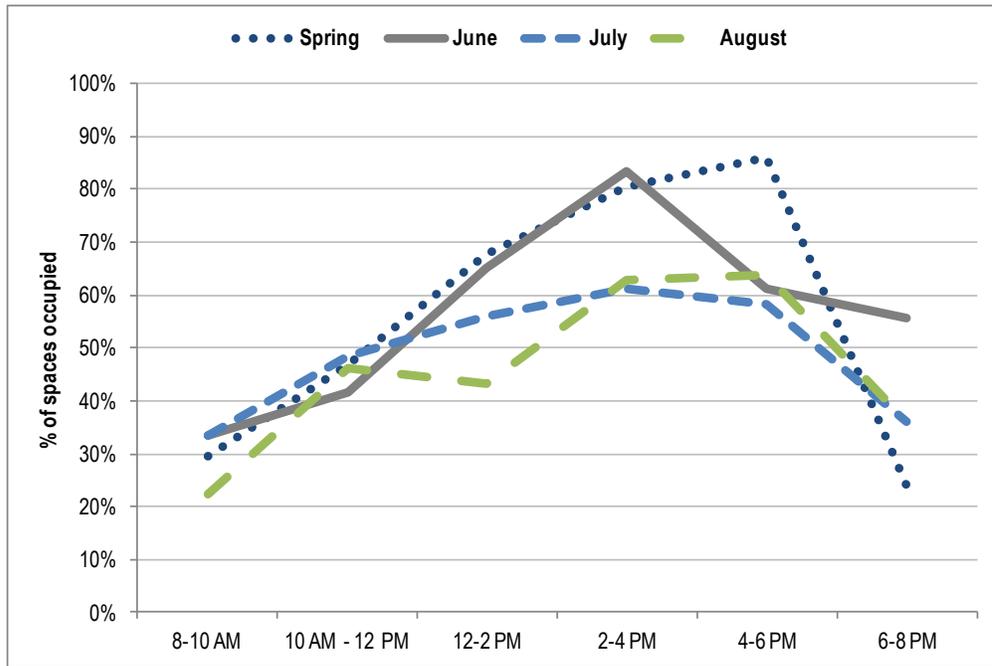
Parking demand is higher on Saturdays, but overall availability increases in the off-street lots beginning at 4 PM. As shown in Figure 5, parking availability in both private and public lots increases substantially at 4 PM.

**Figure 3 Newport Landing Parking Structure, Thursdays**

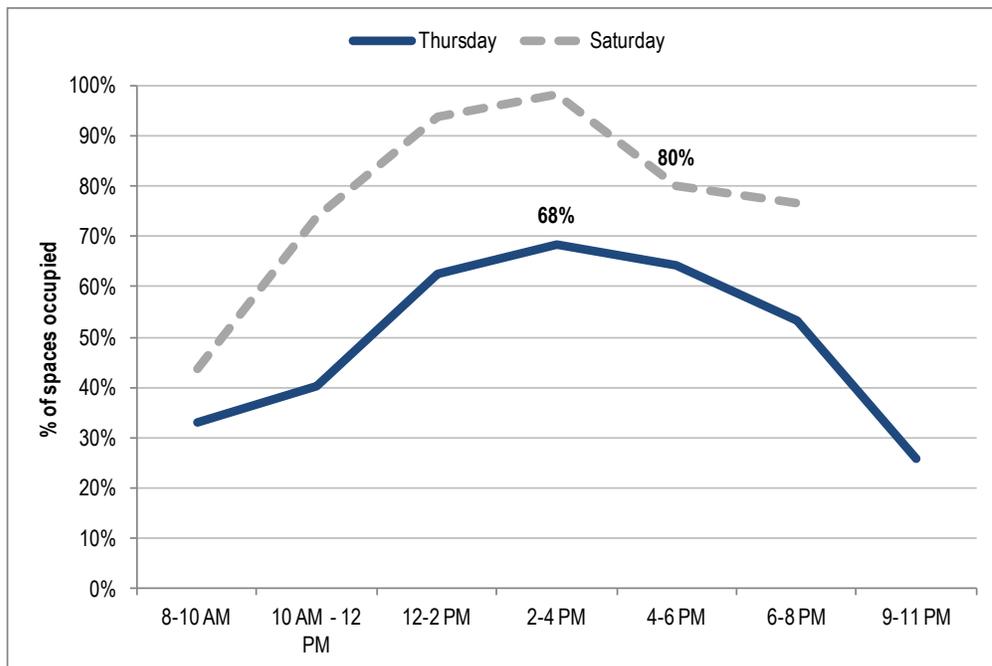


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**Figure 4 Newport Landing Parking Structure, Saturdays**



**Figure 5 Off-street Occupancy, Summer Average**



However, it should be emphasized that overall parking demand is very high during the summer months, especially on the weekends. Parking demand also remains high even after 4 PM. For example, on Saturday in July almost all residential blocks were occupied at a rate above 85%, including the metered spaces on Balboa Boulevard. At this time, all of the primary off-street

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parking facilities (except Newport Landing) were over 90% occupied. In fact, the Beach Lot from 12 PM to 8 PM consistently had 25-35 more vehicles in the lot than actual spaces. Similar conditions were present in August, while there was slightly more availability in June.

In short, the high demand in the summer months, particularly on weekends, indicates that implementation of an RPP may have impacts on non-residents currently parking on the residential streets. While it is difficult to estimate the exact number, the RPP would force a portion of the parking demand on the residential streets to find parking elsewhere. However, many of the off-street facilities are already at effective capacity at 4 PM. The one consistent exception is the Newport Landing parking facility, which has availability during most days. The cost of this facility (\$10-15 per day) compared to others in the area may be deterring motorists from parking there and causing them to search for free on-street parking or cheaper off-street parking.

To mitigate the potential impacts of the RPP on non-residents, the City may need to evaluate one or more of the following options:

- Revise the pricing structure for all parking facilities, but especially the Newport Landing structure. Encouraging lower prices in this structure would allow for more efficient use of its spaces. Increasing hourly rates at the metered spaces and off-street lots may also help to generate turnover and reduce overall parking demand.
- Prioritize wayfinding and informational improvements to ensure that non-residents can access available supply.
- Adjust the RPP hours based on seasonal demand. For example, the RPP hours may need to shift later in the summer (such as 6 PM or 8 PM) to accommodate the high parking demand during that time.
- Adjust the RPP hours to accommodate higher weekend demand. The RPP hours may need to shift later on weekends to accommodate higher parking demand at that time.
- Implement a shuttle system connecting motorists to more remote parking facilities outside of Balboa Village, if none of the other options are feasible.

### Permit Type

The City of Newport Beach is transitioning to License Plate Recognition (LPR) technology for its parking enforcement. As the City moves to the new technology, it is recommended that the RPP Program be integrated for seamless parking enforcement of all parking regulations. With the use of LPR technology, **no physical permits would be issued for long-term residents.**

However, it is recommended that permits for both guests and short-term rentals be issued as “hangtags.” By issuing a hangtag, guest and visitors permits can be more easily managed, especially given the high variability of license plates and for those property owners renting their home or unit as a vacation rental.

## Number of Permits Issued

To ensure on-street availability for resident permit-holders, it is recommended that a cap on the number of permits per household be enforced, with an appeals process to allow additional permits be purchased upon display of compelling hardship.

It is proposed that a **maximum of four permits be allowed per household**. More or less may be made available depending on the specific circumstances in a street or area, at the discretion of the Parking Manager and other City staff.

As we are proposing a cap per household, a waiting list will not necessary, unless the City deems it appropriate for permits allowed in excess of the proposed cap.

## Guest Parking

Each household would also be granted a free guest parking pass with the option to buy additional temporary guest passes. The following guest parking practices are recommended for the Balboa Village RPP:

- Issue **one hangtag type permit per household per calendar year**.
- The guest permit should have an individual identification number that is tied to the host residential permit holder.
- The guest permit should be designed using a holographic logo to prevent any persons from copying or reproducing the permit.
- The guest permit should have the residential host permit address printed on it and the ordinance regulate that the guest permit is only valid in the vicinity of the host permit address.
- Guest permits are only to be used when the guest is actually at the host permit residence. All other uses will be subject to fines and penalties. The residential host permit holder will be responsible for all misuse and would be subject to lose the guest permit for repeated violations.
- The guest permit program should allow for the residence to obtain multiple temporary hangtag permits on those occasions that more than one guest may be accommodated. These temporary permits should be valid for no longer than one day. The temporary permits should be designed so that the validity dates, address, license plate, residential

## Successful Examples – Number of Permits Issued

The overall number of permits issued under an RPP program can be constrained to reduce the level of competition between permit-holders for limited curbside spaces. The number of offered permits can be limited to the number of program-regulated spaces. A market-based approach to permit pricing can also serve to bring demand in line with supply. In North America however, some programs do not contain any limits on the overall number of permits offered under the program, (for example permits greatly outnumber regulated spaces in Boston).

A more common means of managing permit supply is to reduce the quantity for which individuals or households are eligible. This can be done by setting limits per household (Los Angeles, San Francisco), registered vehicle (most common), or resident (Minneapolis). This can also be done using a tiered pricing strategy, where the fee increases with each permit provided to each individual or household (Toronto). Furthermore, when capping the number of permits issued at the number of regulated on-street spaces, cities can maintain a “wait list” to handle remaining demand, using a progressive pricing strategy to favor first permit availability for those without off-street options.

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zone indicator and host permit number are all displayed, such as “scratch” system. **It is recommended each daily guest pass be priced at \$1 with a cap set on the annual number of passes available per household.**

- Lost guest permits shall be replaced at a fee when a new permit is issued. The old permit number should be placed on a “hot list” for enforcement purposes.

### Short-Term Rental Parking

Each rental property owner will be eligible to purchase up to four permits per building, which can be divided as needed between the units within the building and be incorporated as part of the lease agreements. Similar to the guest parking, permits for short-term rentals will be issued as hangtags for ease of use by visitors, which can be left in the unit at the end of their stay. Additionally, rental permits should follow the same practices as guest permits regarding identification numbers, logos, and address information.

**Figure 6 RPP Annual Guest Pass, City of Aspen**



Source: City of Aspen

Figure 7 RPP Daily Guest Pass, City of Aspen



## Permit Costs

Per the California Vehicle Code, jurisdictions are allowed to price permits to cover their administrative costs. It is recommended that permits be priced in order to cover these costs with an initial recommended cost of \$20 per permit. The City may need to adjust (up or down) the pricing structure in future years to respond to evolving demand for permits.

- Permits are valid from January 1<sup>st</sup> to December 31<sup>st</sup>
- Permit cost: \$20 per year
- Lost or replacement permit: \$100 without proration
- Guest permits: One free annual permit, additional daily permits \$1

## **Enforcement**

The RPP Program would be enforced by the City of Newport Beach Parking Control, in accordance with current practice. Vehicles parked in the RPP zone without a permit or in violation of posted restrictions, should be issued a citation, following current enforcement protocols. The parking citation fee in the RPP zone should align with the current expired meter violation fee. The City may wish to provide “courtesy” notices rather than citations for the first few months of program implementation to ensure community awareness and mitigate complaints regarding citations.

On-street staffing has been the more traditional enforcement system but over the last five years LPR has become more and more prevalent in the industry. The City of Newport Beach is transitioning to LPR enforcement as it offers the potential to reducing staff and labor costs, resulting in long term savings.

### **Vehicle-Mounted License Plate Recognition (LPR)**

LPR parking enforcement systems replace the standard tire chalking and ticket citation process. Through a combination of license plate recognition, image capture, and GPS technology, the software records vehicle location, time/date, and license plate number. When an enforcement officer returns to a specific block for a second time, the software scans plates again, notifying the officer when it detects a vehicle that has been parked longer than the posted time limits. The officer can then make a visual confirmation that the plate matches the pictures captured by the LRP system, and issue a citation. LPR technology can also be programmed to enforce RPP regulations, accessing a database of license plate numbers with the appropriate permit.

The LPR system makes use of cameras mounted on a vehicle. A typical setup has cameras mounted on the left and right side of the vehicle. These cameras are connected to a small computer system within the vehicle. The entire mobile setup is connected to a home server located in the parking office, allowing the LPR system to make use of a live data base. As the vehicle patrols the residential zone, the system takes photographs of the parked vehicles as well as the license plates. The system works using a time restricted or no permit no park application.

- **Time Restricted Allowed:** The LPR system can be set up to enforce a time limit within the residential parking zone. The patrol vehicle drives the zone taking photographs of all vehicles parked in the zone. After the predetermined time limit expires, the patrol vehicle returns to the residential zone, and the LPR system alerts the enforcement officer of which cars are in violation. Simultaneously, the LPR system builds a new data base for the next set of enforcement rounds.
- **No Time Limit Allowed:** The LPR system is not held to a time limitation, which allows the enforcement officer to patrol the residential zones, at any time, issuing citations to those vehicles not displaying a valid parking permit.

When making use of LPR, it is highly recommended that all residential permits be entered into the LPR server. By doing so, the on-street enforcement vehicle will access the current data base information on the permitted vehicles, effectively eliminating those vehicles from coming up as a violation. As a result, LPR increases the enforcement officer’s efficiency in all zones because the officer will no longer be required to stop and manually check each and every vehicle. Thus, expediting enforcement by significantly reducing the time required for each zone.

The LPR system is capable of interfacing with pay-by-cell technology as well. This is very important if payment is allowed within the residential zone to mitigate out of any restrictions. The LPR can

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also be set up to communicate with NCIC and CCIC to alert the enforcement officer if the vehicle is associated with any Wants and Warrants.

While the associated capital costs of an LPR system are rather high (between \$45,000 and \$70,000), many cities report that the increase in parking citation revenue can cover these expenses.

### Vehicle-Mounted LPR in Santa Cruz, CA (left) and Boulder, CO (right)



Image Sources: Cities of Santa Cruz, CA and Boulder, CO

## Program Expenses and Revenues

The program revenue should cover a portion of administrative expenses. Should the program generate net revenue, the City should either reduce permit prices or use revenue to fund amenities such as new parking technology, streetscape improvements and/or pedestrian amenities, including wayfinding signage, public art, or street furniture.

## Signage

The RPP signage should be simple and streamlined, and consistent with best practices from other communities and character of Newport Beach. The signage should also be simple to understand so it is easy for all motorists to follow the rule and there are no questions about the legitimacy of citations or other enforcement actions in RPP zones. Implementation of RPP signage also represents a potential opportunity to develop a unified signage program to create a consistent and aesthetically-appropriate “look and feel” for not only RPP signs but all other signage as well.

While designing the actual RPP signs is outside the scope of this project, Figure 8 shows two examples of RPP signage for the City to consider when creating their own signage. At a minimum, RPP signs should contain the following information:

- Enforcement hours and days excepted
- Permits accepted
- Length of stay allowed without permit

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**Figure 8 RPP Signage in Mill Valley CA (left) and Washington DC (right)**



Source: Nelson\Nygaard (left) and Ramon Estrada (right, <http://ramonestradaanc2b09.blogspot.com>)

## Initiation of RPP District

As one of the main goals is to ensure that RPP program recommendations be developed with community support, **we propose a simple majority (50% + 1) approval of residential units be required for RPP approval.** This is consistent with the City Code requiring that a majority of residents agree to preferential parking privileges.<sup>2</sup> In the future, if additional areas outside of the initial RPP zone wish to petition to create a new RPP zone, the following procedure should be followed:

1. Residents must issue complaints to appropriate City staff, which in turn would result in a data collection effort to determine occupancy patterns in the proposed new zone.
2. If the collected data revealed occupancy to be higher than an established occupancy threshold, an inquiry would be delivered to all the residences on the block stating that a request to institute permit parking on the block has been received asking the resident to vote in favor of or against instituting permit parking. Or, a petition would be circulated among the residents of the affected block by someone who lives on that particular block.
3. If a simple majority of residential units are in favor, the block becomes a permit parking area. A notice is sent to each household explaining all the rules and regulations. Signs are posted restricting parking to vehicles with the appropriate residential permit.
4. The City Parking Manager can expand or contract a residential parking permit district, or change any other RPP program rules and regulations as needed to respond to parking management issues.

As described throughout this memorandum, there is a wide range of programmatic options available for RPP programs. Accordingly, each new street or zone that petitions for inclusion in the RPP program may see different regulations or program elements implemented due to differences in parking patterns, demand, and supplies.

## Program Administration

City staff should continue to oversee all parking permit program administrative and monitoring duties. City staff currently manage the City's three existing permit programs: the annual parking

### Successful Examples – Program Initiation

Most cities with an RPP require a minimum number of residential units in the proposed RPP area to sign a petition of support and that a majority of their residents approve of program implementation. Required majority levels range from 50% (Boston, MA and Portland, OR) to 80% (Chicago, IL). Cities also establish a clear set of guidelines as to how blocks or neighborhoods can petition to be incorporated into an RPP program. These processes typically include data collection to ensure parking demand and spillover warrants the creation of a new RPP zone, as well as a petition process.

In order to respond more nimbly to quickly changing or highly variable parking conditions, some cities allow or have considered allowing parking staff to expand or contract residential parking permit district boundaries, or change any other RPP program rules and regulations.

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<sup>2</sup> Municipal Code Section 12.68.030.

permit program, the master parking permit program, and the overnight parking permit program. Administering all parking permit programs within the same department will help ensure that the RPP program is coordinated with other parking and planning initiatives and should not entail significant additional cost or effort.

## **Program Monitoring**

It is recommended that the City conduct ongoing program monitoring post-implementation to ensure that the RPP program is achieving the desired results. City staff should monitor the issuance of permits and analyze LPR data to determine the utilization patterns of employee parking. Monitoring the RPP program over time will help the City respond to resident parking issues, expand or contract the program, or modify key program elements, such as the permit pricing structure or number of permits issued.

## **California Coastal Commission**

The California Coastal Commission will need to approve any RPP proposed by the City of Newport Beach for the 7th to Adams District. The Commission has reviewed a number of RPP applications from other coastal jurisdictions in recent years and has consistently identified a number of key issues which must be addressed by the RPP in order to secure final approval. With those issues in mind, it is recommended that the City of Newport Beach permit application for the RPP emphasize the following program elements.

- **The permit program is just one piece of a larger “package” of parking reforms designed to strike a regulatory balance that makes it easier for both residents and visitors to park in the 7th to Adams District.** The Coastal Commission is primarily concerned with ensuring public access to coastal resources and preventing “exclusive” access by permit holders. To address this concern, the City should emphasize that the proposed RPP will complement the other recommendations included in this study, all of which are designed to improve overall parking management.
- **The hours of operation for the RPP are designed to conflict as little as possible with beach visitors.** The proposed 4 PM – 9 AM hours of operation are designed to allow residents easy access to parking when they return home, while giving visitors the opportunity to park on-street for the period of the day associated with peak visitor demand. In addition, the proposed RPP would not be in effect on holidays, typically the busiest periods of demand.
- **There is available public parking in the area’s off-street lots.** As discussed above, there is substantial availability in the off-street lots on weekdays beginning at 4 PM. Non-residents wishing to park in Balboa Village after that time should be able to find a parking space in one of the off-street lots, such as the Newport Landing parking structure. Parking availability on weekends is much more limited, especially during the summer months. However, by 4 PM average summer occupancy on weekends in the off-street lots was 80%. To mitigate parking impacts on residents the City should prioritize an user-friendly and informative wayfinding systems, as well as pricing structures that facilitate effective use of all parking facilities.
- **Residents within the proposed RPP district rely on on-street parking for their vehicles.** Many of the residences within the district do not have off-street parking

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- or represent non-conforming uses (i.e. single car garages or garages too small), which forces residents to primarily use on-street parking for storage of their vehicles.
- **The City will monitor the program and make program revisions as needed.** As part of the RPP program, the City will establish monitoring and evaluation procedures. This effort will be used to revise the RPP to ensure that it effectively serves both residents and visitors.

### Implementation Process

The implementation of the proposed RPP Program will require action by various City agencies and departments. This section chronicles the step-by-step process of RPP implementation. The major RPP implementation steps include:

- **Balboa Village Advisory Committee Meeting.** The Balboa Village Advisory Committee will review and provide advisory feedback to the City on the final consultant recommendations in this memo.
- **City Council and/or Planning Commission meetings:**
  - Informational session with City Council and/or Planning Commission. During this meeting, City staff will present RPP recommendations.
  - The City Council must approve the consultant's RPP recommendations and any amendments to Chapter 12.68 of the Newport Beach Municipal Code<sup>3</sup>.
- **California Coastal Commission approval.** The City must submit an application to the California Coastal Commission for approval of the RPP program. Pending feedback with the Commission, modifications to the RPP may be necessary. The City Council may need to be consulted again based on any required revisions.
- **Allocate appropriate staff.** The City will need to ensure appropriate planning and enforcement staff members are available to support program implementation and administration.
- **Equipment procurement and installation.** If the City elects to use LPR enforcement technology, the equipment must be procured and installed.
- **Residential petition process.** The residents within the proposed RPP zone will have to petition via simple majority (of total housing units) to be eligible for the program. Future expansion of the RPP zone would require a petition soliciting support from a simple majority (of total housing units) on each block to which the RPP restrictions would be applied.
- **Training and internal organization.** New and existing staff will need to be trained regarding program and technology specifics.
- **Materials development.** The following materials will need to be developed and rolled out, including:
  - Permit application forms
  - Program website and online payment and renewal system
  - Informational materials
  - Guest permits

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<sup>3</sup> Ordinance language will be provided by Nelson\Nygaard once the program parameters have been finalized.

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- RPP signage
- **Program education and awareness.** Provide necessary information and education to residents to inform them of the RPP application guidelines and procedures.
- **Program rollout.** Fully implement program with potential “courtesy” notices, as opposed to violations, for the first few months of the RPP program.

# **APPENDIX A**

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## Sample RPP Materials



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## City of Newport Beach

### WEST HOLLYWOOD RPP BROCHURE

## City of West Hollywood

### Guide to Preferential Parking Districts 1-11

The map of West Hollywood has eleven (11) preferential parking districts which are referenced for your convenience. Use the map to reference where you may use your district parking permit and become aware of the district expiration date where you live.

A **PREFERENTIAL PARKING DISTRICT** is a residential area with streets or boundaries where parking restrictions require vehicles to display a valid permit to park during certain hours.

#### DISTRICT EXPIRATION DATES

District #	Permit Expires:
4 & 7	January 31
1 & 9	March 31
2 & 10	May 31
3 & 6	July 31
5 & 11	September 30
8	November 30

The expiration dates for the City's 11 parking districts are staggered. Each district number has a specific expiration date. Resident and guest permits expire on the date according to the district number regardless of when they are purchased. Parking permits are not prorated.

#### TYPES OF PARKING PERMITS Residential, Guest and Visitor permits

A **RESIDENTIAL** permit is a decal that is affixed to the bottom left of a resident's driver's side windshield. The permit is registered to a specific resident's vehicle. A residential permit contains the license plate number on the face of the permit. Residential permits are non-transferable between vehicles and are valid for a period of up to one year until the date noted on the face of the permit.

**Residential Permit:**  
 \$22 for 1; \$52 for 2;  
 \$104 for 3; and \$179 for 4.

A **GUEST** permit is a reusable plastic hangtag issued to a resident that should be displayed on the rear view mirror in a non-resident's vehicle for the time it is parked. A resident may obtain up to a limit of two (2) individual guest permits per dwelling unit. Guest permit privileges are intended to be flexible. Guest permits must be picked up and returned to the host at the start and conclusion of the vehicle's stay. Guest permits are valid for a period of up to one year until the date noted on the face of the permit.

**Guest Permit:**  
 \$33 for 1; \$66 for 2.  
 (Limit of 2 per dwelling unit)

A **VISITOR** permit is a paper hangtag issued to a resident to accommodate their friends and/or relatives. Visitor permit privileges are intended to be used to accommodate specific and occasional events. Visitor permits are valid up to noon of the following date stamped on the face of the permit.

**Visitor Permit:**  
 No cost, subject to restrictions.

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### OBTAINING PERMITS

Residential and guest permit applications are processed by mail only with supporting documentation and check for the amount due made payable to the City of West Hollywood. To receive an application and further information call 323.848.6392 or the 24-hour Parking Permit Information Line at 323.848.6340. Or visit [www.who.org/parking](http://www.who.org/parking)

### PERMIT RENEWALS BY MAIL

Renewal applications will not be processed over the counter. Renewal notices are automatically sent to permit holders about 4-6 weeks in advance of the expiration date. The process should take 7-10 days for you to receive your new permit(s) from the date your application is received. If you have any account information that has changed from that stated on your renewal form, such as adding permits or vehicles, you are required to mail in your application to be processed along with documentation such as current vehicle registration and proof of residency.

### ON LINE PERMIT RENEWALS

Residential and guest permits are able to be renewed on line by credit card once you receive your annual renewal notice, provided there are no changes in the account from the previous year, such as adding a new vehicle(s) or additional resident(s). To renew on line you will need to visit [www.who.org/parking](http://www.who.org/parking) and click on the link for on line renewals. First time on line users must create an account using a valid e-mail address and be prepared to enter the residential parking permit account number found in the top right corner of your renewal notice. Detailed instructions on how to complete the on line renewal will be found with your renewal notice.

### SUPPORTING DOCUMENTATION

In order to obtain any type of parking permit you must provide Proof of Residency and Photo Identification. All first time applicants must enclose copies of the following documents with their application form and check for the amount due made payable to "City of West Hollywood."

1. Proof of Residency (one of following): May include copies of documents such as a lease, rental agreement, property tax bill, escrow closing documents, credit card or bank statement (mailed to residence within the last 30

days), or a utility bill provided that the document indicates the account's service address is within the boundary of the parking district.

2. Photo ID (one of following): Driver's License, California ID or U.S. Passport.
3. Current California Vehicle Registration:



Separate registration required for each vehicle.

Vehicle title or insurance ID card is not acceptable. Vehicle registration must be under the resident's name.

### BENEFITS & RESPONSIBILITIES

The benefit of living in a preferential parking district is that residents are given preference to on-street parking during restricted hours.

If your block is located within a preferential parking district and is posted with permit regulations you will need to obtain a residential permit if your vehicle or your guest's vehicle is parked during restricted hours.

If a parking citation is issued before a guest collects a parking permit from the host, the City may provide a courtesy dismissal. In order to request a courtesy dismissal the host must call parking enforcement within thirty (30) minutes and report the citation at 323.650.6757 to an officer or leave a voicemail. The message should include your name, the location of the citation, the citation number, license plate and permit number. The courtesy dismissal requires a follow-up visit to the parking enforcement office the following business day by 6 p.m. to present the citation that was reported along with the parking permit used by the guest.

As a reminder, permit parking regulations are enforced on holidays. The City does not have a grace period after permits expire. Enforcement will occur the day after the expiration date.

### MISUSE OF PERMITS

Parking permits are City property, and in accordance with WHMC 10.08.110(f), must be returned after moving from an address inside a permit district. Failure to comply may result in the loss of parking privileges, especially if a parking permit is found in the possession and control of someone not entitled to have it. Reports of alleged misuse are routinely investigated and may subject the permit holder to strict fines and/or revocation of parking privileges.

### IF YOUR STREET IS NOT POSTED

Requests to implement preferential parking are through an organized petition process. The petition must represent residents from at least 51% of the dwelling units to be considered. To find out which streets may have petitions in process and to inquire about the status of posting regulations on your block please call the Department of Public Works at 323.848.6375.

### BUDGET FOR PERMIT PROGRAM

Program costs are funded completely by fees collected through the sale of parking permits. Program expenses include staffing, permit production, resident mailings, computer equipment, parking signs and operations management.

### CONTRACTORS & WORKMEN

Contractors and workmen hired for construction, tree trimming or renovation projects to a residence require an "encroachment" permit. An encroachment permit is typically needed to park a dumpster and/or construction vehicles on the street for specific periods of time.

Vehicles responding to medical emergencies, making household deliveries, repairing and maintaining city property, collecting refuse, or responding to utility service requests for short periods of time are exempt and do not require a permit. If there is any doubt whether a permit is required please call 323.848.6392.

### MOVING VANS

If you are planning a move to or from a residential address in West Hollywood it may be possible to obtain an "encroachment

permit" to reserve a parking space adjacent to the address for convenient loading or unloading. Encroachment permits shall not be issued to park storage containers or pods on any public street. Moving vans require at least 72 hours advance notice in a residential zone and must be posted with "no parking" signs to insure there are no conflicts with other work at neighboring properties or on adjacent streets.

### LOCATIONS AND BUSINESS HOURS

**West Hollywood City Hall**  
8300 Santa Monica Boulevard  
Monday-Thursday 8 a.m. to 6 p.m.  
Friday 8 a.m. to 4:30 p.m.

For further information about parking permits call 323.848.6392.

For added convenience, Visitor Parking Permits are available at two alternate locations:

**Kings Road Parking Structure**  
8383 Santa Monica Blvd.  
Monday-Wednesday 6 a.m. to midnight  
Thursday-Friday 6 a.m. to 2:30 a.m.  
Saturday & Sunday 8 a.m. to 2:30 a.m.

**West Hollywood Sheriff's Station\***  
720 N. San Vicente Blvd.  
Monday-Friday 6:00 p.m. to 8:00 a.m.  
All Day Saturday, Sunday & Holidays

\*Issues same day visitor permits only. Limit of 10.

### IMPORTANT NUMBERS

**Parking Violations Bureau**  
800.687.2458

**West Hollywood Parking Enforcement Office**  
323.650.6757

**Sheriff**  
310.855.8850

**Hollywood Tow**  
323.466.5421

Cover photos:  
David White - upper right;  
Robyn O'Connell Design - all others  
June 2012



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## Residential Permit Parking

### A Guide for Residents

City of West Hollywood

## CITY OF ARLINGTON RPP BROCHURE

### The Residential Permit Parking Program

The voluntary Residential Permit Parking Program (RPPP) helps to provide close and convenient street parking for residents by reducing the volume and impact of non-residential and non-visitor vehicles in neighborhoods. The program protects residential streets using a system that limits parking on a block to only those residents and their guests displaying County-issued permits or passes during the posted restricted time limits.

Residents who live in the designated permit areas (zones) may obtain one free FlexPass for one vehicle (resident or visitor) and may purchase additional vehicle-specific permits. Each household is limited to a maximum of three vehicle-specific permits in addition to the FlexPass (zone residents may petition to change that limit). Residents in a permit parking zone may also obtain short-term visitor passes for guests. Residents who do not need on-street parking for themselves or guests do not need to obtain permits or passes.



Division of Transportation  
Department of Environmental Services  
Arlington County  
2100 Claerndon Blvd., Suite 900  
Arlington, VA 22201



ARLINGTON COUNTY  
Residential Permit Parking  
[www.parkarlington.com](http://www.parkarlington.com)

ART: WHIM WHAM ILLUSTRATION STUDIO, MARCH 2008



### Parking in Arlington

Much of Arlington originally developed as a community of single-family houses which depended on ample on-street parking. As Arlington grew, many neighborhoods experienced an increase in parked cars resulting from a spillover of non-residents working and visiting in nearby higher-density areas. In order to control commuter parking in South Arlington's Aurora Highlands neighborhood, the Residential Permit Parking Program (RPPP) was created in 1973. Since that time, many neighborhoods have experienced a similar influx of parking from not only commuters, but also shoppers, students and others. This increase in parking on neighborhood streets increased the demand for the RPPP, expanding it over time to almost 10,000 households in 24 zones.

# Residential Parking Permit Implementation | DRAFT

City of Newport Beach

## Setting up Permit Parking on Your Block

**PERMIT PARKING IS ONLY ESTABLISHED ON** streets where 60 percent of the residents request the program and there is a measurable indication of overspill from outside the zone. The County's decision about whether to grant residents' request for zoned parking is made on a block-by-block basis after an evaluation.

Block residents must request permit parking through a petition that includes signatures from at least 60 percent of the affected addresses (one signature per address). Petitions are available at [www.parkarlington.com](http://www.parkarlington.com) or by calling 703-228-3344.

Townhouse, duplex and multi-family residents should review the County's policies on the Web site or contact the County Parking Section at 703-228-3344 regarding the criteria that must be met for blocks to qualify for a request. Upon receiving the petition, the County Parking Section will perform a survey to determine that 75 percent of the available spaces are filled with vehicles and that 25 percent of the vehicles are from outside the proposed zone. If these standards are met, the County will contact the block residents and install signs specifying the new restrictions.



### Contact information for requesting applications and other inquiries:

- In person at 2100 Clarendon Blvd., Suite 215
- Call 703-228-3344
- E-mail [park@arlingtonva.us](mailto:park@arlingtonva.us)

### Permit Parking Times

Parking restriction hours are established on a block-by-block basis. Residents of blocks new to the RPPP choose one or more of the following time periods: 8:00 am – 5:00 pm, 5:00 pm – 12:00 am, 12:00 am – 8:00 am, or a combination of the three times.

Residents of each block choose the days for which the restricted hours are effective: every day, Monday–Friday only, or Saturdays/Sundays/Holidays. Arlington County may also allow two-hour parking during a restricted period without a permit or visitor pass.

Some blocks have existing restricted times different from those listed above. They can be retained if residents don't want them changed.

### Changing your Permitted Block or Zone

If you are currently in a permit parking area and wish to change the restricted hours of your block, this may be done by petitioning the County and having a survey performed to see if additional restricted times are warranted by the 75/25 percent test. Through the petition process residents of an existing zone may also ask to change the zone boundaries or increase/decrease the standard number of vehicle-specific permits allowed per household. Also any block may leave the program through a petition process (60 percent support required).

## Obtaining Your Permit and Passes

**EACH HOUSEHOLD WITHIN THE RPPP IS** eligible for one free FlexPass, 100 short-term visitor passes (20 for free) per year and up to three vehicle-specific permits (see "Changing your Permitted Block or Zone" regarding changing the standard). The permit decals display the zone number in which the vehicle may park legally. A permit must be placed on the left rear bumper of the vehicle to which it is assigned and is non-transferable.

An application must be completed to receive a FlexPass, short-term visitor passes and permits. Application processing may take up to four weeks, and temporary passes may be issued as permits and passes are being processed. Every year, each household must complete an application to renew its FlexPass and order permits and short-term visitor passes for the new fiscal year beginning July 1st.

To be issued a parking permit a vehicle must be registered with Arlington County's Commissioner of Revenue. For more information about registering a vehicle in Arlington County, call 703-228-3135.

### The Free FlexPass

The free FlexPass is a dashboard placard which can be used either for a household's own vehicle or for a guest's vehicle. The FlexPass is specific to the household and displays the zone number. FlexPasses are non-replaceable.

### Visitors

Residents may give a FlexPass or short-term visitor pass to their guests allowing them to park on the street in the zone. Short-term visitor passes are tags hung from the rear-view mirror that have punch out circles representing the 12 months and the possible 31 days within a month. Each pass is valid for up to three

consecutive days. Users must darken out with a pen the circle of the month and the one, two or three dates they wish to park. Permitted households may purchase up to 4 books of 20 passes at \$5.00 per book in addition to the first book of 20 that is free.

### Landlords

Non-resident property owners may receive one Landlord Permit for each property they own within a Residential Permit Parking Zone. Landlord permits must be renewed each year through an application process.

### Fees

**FlexPass:** Free of charge, one per household

**Short-term Visitor passes:** The first 20 are free. Up to 80 additional passes per household are available and sold in packs of 20 for \$5.00 each.

**Vehicle-specific permits:** Check annual fee schedule at [www.parkarlington.com](http://www.parkarlington.com)



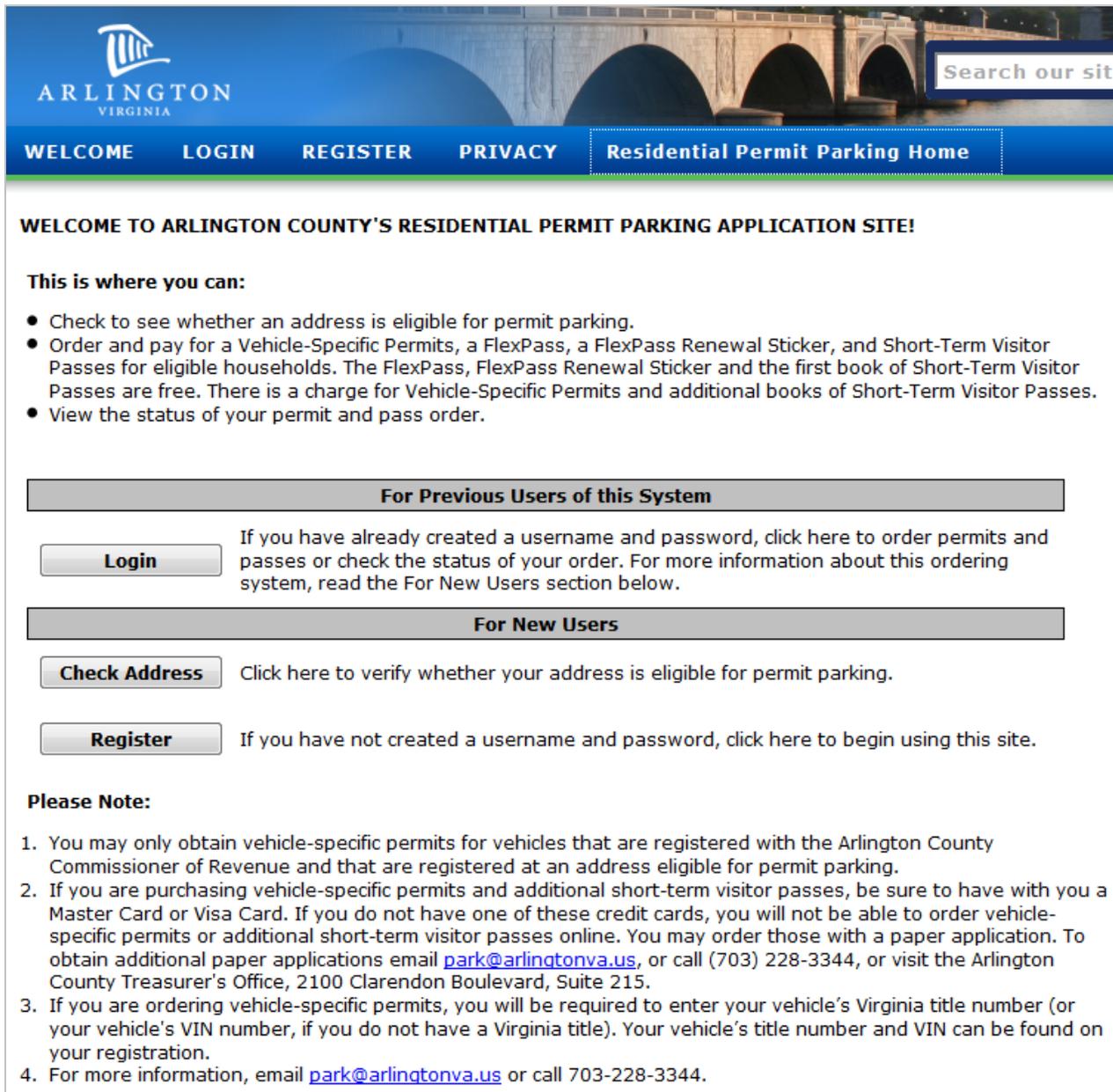
## Online Application Site

Go to <http://rppp.arlingtonva.us> for the following helpful features:

- Order Permits and Passes online any time of day and save time and postage.
- Pay by credit card.
- Check the status of your order. Check when your application was processed and when your permits and passes were mailed.
- Check to see if an address is eligible for permit parking.

Go to [www.parkarlington.com](http://www.parkarlington.com) for general information about permit parking and other parking issues.

## CITY OF ARLINGTON RPP APPLICATION SITE



**WELCOME TO ARLINGTON COUNTY'S RESIDENTIAL PERMIT PARKING APPLICATION SITE!**

**This is where you can:**

- Check to see whether an address is eligible for permit parking.
- Order and pay for a Vehicle-Specific Permits, a FlexPass, a FlexPass Renewal Sticker, and Short-Term Visitor Passes for eligible households. The FlexPass, FlexPass Renewal Sticker and the first book of Short-Term Visitor Passes are free. There is a charge for Vehicle-Specific Permits and additional books of Short-Term Visitor Passes.
- View the status of your permit and pass order.

**For Previous Users of this System**

**Login** If you have already created a username and password, click here to order permits and passes or check the status of your order. For more information about this ordering system, read the For New Users section below.

**For New Users**

**Check Address** Click here to verify whether your address is eligible for permit parking.

**Register** If you have not created a username and password, click here to begin using this site.

**Please Note:**

1. You may only obtain vehicle-specific permits for vehicles that are registered with the Arlington County Commissioner of Revenue and that are registered at an address eligible for permit parking.
2. If you are purchasing vehicle-specific permits and additional short-term visitor passes, be sure to have with you a Master Card or Visa Card. If you do not have one of these credit cards, you will not be able to order vehicle-specific permits or additional short-term visitor passes online. You may order those with a paper application. To obtain additional paper applications email [park@arlingtonva.us](mailto:park@arlingtonva.us), or call (703) 228-3344, or visit the Arlington County Treasurer's Office, 2100 Clarendon Boulevard, Suite 215.
3. If you are ordering vehicle-specific permits, you will be required to enter your vehicle's Virginia title number (or your vehicle's VIN number, if you do not have a Virginia title). Your vehicle's title number and VIN can be found on your registration.
4. For more information, email [park@arlingtonva.us](mailto:park@arlingtonva.us) or call 703-228-3344.

Residential Parking Permit Implementation | DRAFT  
City of Newport Beach

CITY OF BERKELEY RPP MAP

