City of Anaheim

Residential Permit Parking Guidelines

DRAFT

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1 OVERVIEW

This document summarizes the City's procedures for the Residential Permit Parking Program (hereinafter referred to as the Permit Parking Program). The document clarifies and guides implementation of the Program to ensure consistent, policy-driven implementation. Residential permit parking programs are a tool to create more parking availability in residential neighborhoods in the City of Anaheim (City). **Anaheim's program is resident-driven but also aims to provide options to manage parking within the public right-of-way.**

GOAL OF THE PROGRAM

The Permit Parking Program aims to increase the availability of parking for City residents, encourages efficient use of on-site parking, and assists in reducing challenging behaviors from those competing for parking spaces.

Principles of the Program include:

- **Consistency and clarity** in application of Program guidelines.
- Delegate permit approvals to the Department of Public Works and streamline the process.
- Consider other **options** to reduce parking demand where they may be appropriate.
- Ensure the districts have **community support**.
- Manage the **number** of permits issued to each residence.

ALTERNATIVES TO PERMIT PARKING

Staff prefers to consider a Permit Parking Program after residents, property managers, or property owners have considered potential alternatives, such as shared parking, on site-parking solutions (i.e. maximizing garage use for parking purposes) or additional enforcement efforts. Staff should attempt to optimize the use of existing parking supply and reduce the rate of single-occupancy vehicle travel. The goals may be achieved though the following alternatives:

1. Shared Parking

Shared parking refers to the use of a parking space to serve two or more individual land uses without conflict or encroachment. Shared parking spaces are most useful when there are adjacent land uses with opposite demand patterns, and thus different parking needs by day and time.

The City currently approves shared parking for non-residential land uses pursuant to Anaheim Municipal Code Section 18.42.050 (Location of Parking and Shared Parking Arrangements). The Code section addresses situations where a development cannot provide enough Code-required parking for a specific use. The section does not permit shared parking for residential developments to meet Code-required parking or address allowing residents to use excess parking in the parking lots of non-residential land uses. The City is open to pursuing options with property

owners to enter into shared-parking agreements with non-residential property owners, such as churches, large shopping centers, etc., to allow residents to park on the properties during non-peak times.

2. Transportation Demand Management

Transportation Demand Management (TDM) programs have proven to be very successful in reducing the need for drive-alone trips, and, consequently, the demand for parking. TDM programs work by providing incentives to use other modes.

TDM measures can include, but are not limited to, financial incentives (i.e. free/reduced transit passes), carpools, vanpools, shuttle services, rideshare matching services, work schedule changes (telecommuting, flex time, etc.), marketing/outreach, provision of non-motorized infrastructure (i.e. bike parking), or commuter benefit programs.

3. Supply Optimization

It is important to assess the utilization of existing parking supply. If parking spaces are available relatively close to overcrowded on-street locations, there may be an opportunity to encourage further use of those parking spaces through signage improvements, wayfinding, and enforcement.

2 THE PROCESS

This section outlines the steps to implement permit parking, from petition initiation to obtaining permits.

The Permit Parking Program process is as follows:

1. **Petitioner(s) contacts City to discuss permit parking request and City determines permit parking petition area and applicable fee.**

   Petitioner to discuss their request with City staff and staff will determine which specific street segments residents should canvas for petition signatures (ie. pre-approved petition area). This will assist in community outreach of a potential permit parking coming to their neighborhood and gauge neighborhood interest prior to the actual voting for inclusion in a district. Refer to **"Section 3 - Districts"** for more information on the district formation process.

   The petition should identify the parking problem and describe the times and days, locations, or other details such as the source of the parking impacts. If a property owner of a single family or multifamily property signs the petition, that signature will be the only recognized signature for that property over a property manager or tenant.

   - A fee of $500 is required to accompany the petition submittal to offset a portion of the costs associated with the City's processing of the petitions. The fee is meant to be shared amongst households within the petition area. In no case shall fees exceed $50 per household to address smaller petition areas. For example, for a petition on a street segment that has

six homes, the fee would be reduced to $300 (6 homes x $50/home). Those petitions that are part of an existing district formed prior to 2018 will not be subject to a fee.

2. **Petitioner obtains required signatures.**
   - Qualifying petition will consist of signatures of property owners or tenants representing at least 51% of households in the pre-approved petition area.
   - If the petitioner only obtains less than 51% of signatures, City staff may revise the pre-approved petition area to provide an option to obtain signatures from a reduced petition area. If the petitioner only obtains less than 51% signatures from the reduced petition area, the City will deny the survey until the petitioner can obtain the required signatures.
   - If the petitioner obtains 51% of the signatures, the petition continue to Step 3.

3. **City contacts Petitioner(s) to determine if the City will hold a neighborhood meeting.** Neighborhood meetings provide an opportunity for residents of a potential district to learn more about the process and aspects of formation. The City typically holds these in the evening. However, the petition process to set up the meeting can typically add more than a month to the process due to staff, scheduling, resident and room availability. **Thus, this step is optional.**
   - Communication of petitioners with their neighbors should occur by whatever means is most effective. A neighborhood meeting is not a strict requirement for each district action, though is an option. When possible, City staff can create an email list of petitioners and interested parties as surveys or inquiries are submitted. This email list can more easily receive updates throughout the process. For the actual voting process, City staff will be mailing the survey via hard copy mail and include a self-addressed stamped envelope as indicated in Step 4.

4. **City mails hard copy of the permit parking survey to residents within the petition area.**
   - This step will occur after the optional neighborhood meeting.
   - The permit parking survey will explain the process and serves as the official vote of which the resident, property owner, and/or property manager votes whether they would support permit parking on their street.
     - As part of their survey, a Good Neighbor Practices acknowledgement will be included and every permit holder will be asked to adhere to these practices. More information on this policy can be found in "Section 5 – Good Neighbor Practices."
   - Residents, property managers, and property owners can all participate in the survey. A property owner's vote overrides that of all others (i.e., they can "veto"), which overrides a property manager's vote which overrides a tenants' vote. In a multifamily complex, the property owner or manager vote can override all

tenants. If the units in a multi-family property are individually owned, each owner has a vote.

- City staff will evaluate each street segment independently. A corner property gets a vote on each street segment of which their property line is adjacent to. If a property owner submits a "vote, their vote overrides the overall vote of their property, regardless of number of units. If a property does not vote, staff will count it as a "no" vote.

5. **Voting Results.**

- Votes are tallied and verified by staff. If the survey vote results indicate at least 75% "yes" votes, those street segments are approved within the district boundaries defined by the Public Works Department and the process continues to Step 6.

- If the vote does not obtain 75% support, that street segment within that voting area cannot resubmit a petition until 2 years from the date survey results are verified by staff. A new petition process 2 years or later would initiate a new process, including the fee, from the beginning.

- The entire district area does not need the 75% support rate, only the particular street segments within the district that desire permit parking. It may start on a smaller scale and would grow into the larger district area.

6. **City informs residents of its decisions.**

- The City will inform residents via hard copy mail if the City has approved or denied their streets for permit parking.

- If the City has approved the street segment, the notification will include instructions related to the next steps in the permit parking process. This will include clear communications on the official start date upon which enforcement will begin and instructions on how they can request enforcement.
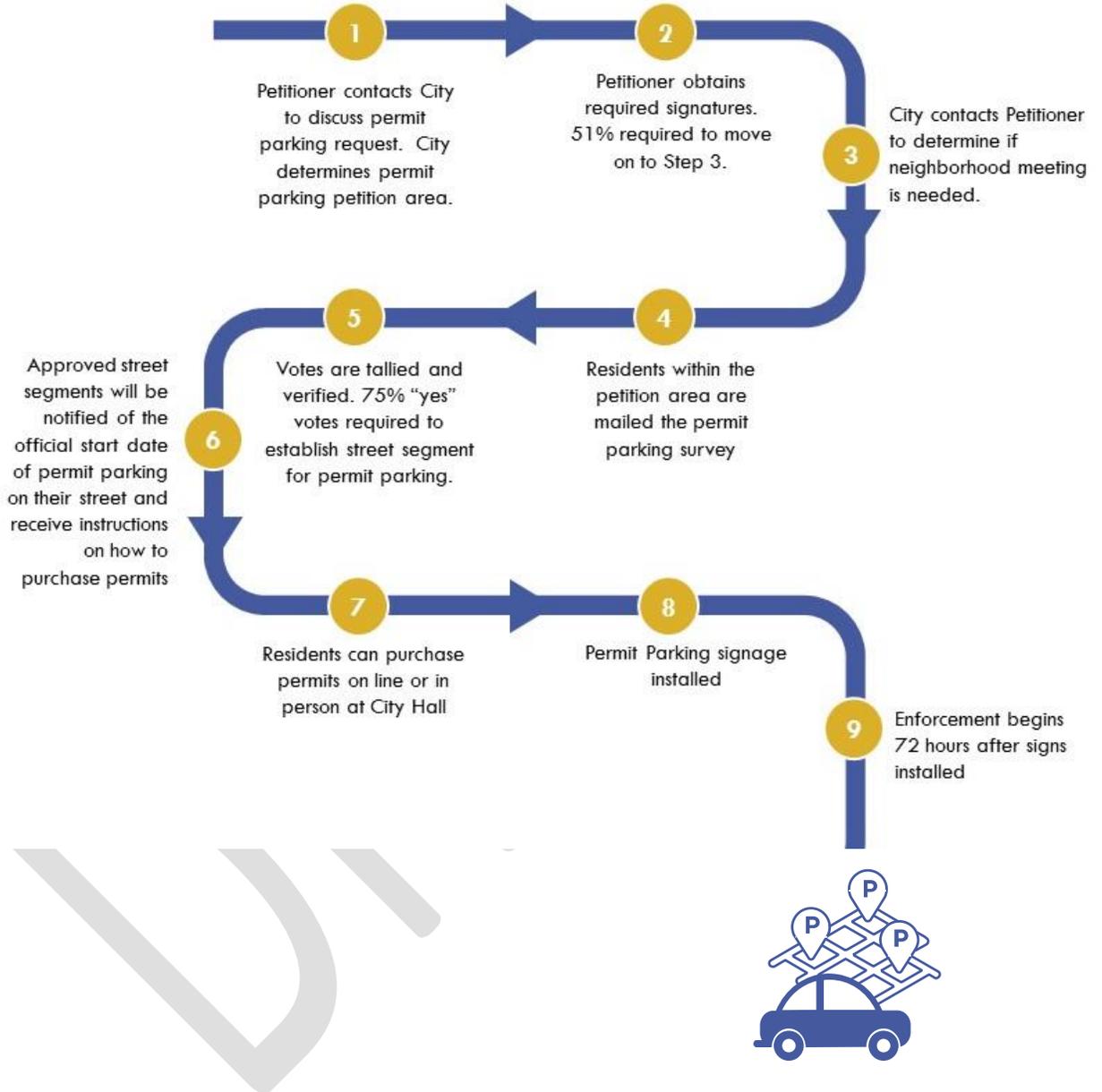
7. **Residents can purchase permits online (preferred method) (www.anaheim.net\permitparking) or in person at City Hall.** Refer to **"Section 4 – Obtaining Permits"** for more detailed information.

8. **The City will install signs identifying streets with Permit Parking on approved street segments.**

9. **The City will enforce permit parking 72 hours after the permit start date.** Upon the official start date of the new permit parking street segment, City Code Enforcement staff will initiate a targeted focus in the new district. This will include extra enforcement during the first 30 days of the Program.

Figure 1   Process for Creating a New District

1. Petitioner contacts City to discuss permit parking request. City determines permit parking petition area.

2. Petitioner obtains required signatures. 51% required to move on to Step 3.

3. City contacts Petitioner to determine if neighborhood meeting is needed.

4. Residents within the petition area are mailed the permit parking survey

5. Votes are tallied and verified. 75% "yes" votes required to establish street segment for permit parking.

6. Approved street segments will be notified of the official start date of permit parking on their street and receive instructions on how to purchase permits

7. Residents can purchase permits on line or in person at City Hall

8. Permit Parking signage installed

9. Enforcement begins 72 hours after signs installed

3   DISTRICTS

District Boundaries

Parking issues are best addressed at the neighborhood level rather than street by street. The City will determine the scale of the voting area based on walkability, parking supply, and existing constraints in the vicinity. Adjacent or nearby streets may be added to existing districts. The City will notify surrounding street segments to the pending petitions to inform them of the opportunity to join the district. Staff will consider continuity with nearby streets and balancing supply and demand in its formation of new districts.

Sometimes, physical factors such as freeways, commercial developments, flood channels, and railroad tracks could affect the exact geography of the district – however, the overarching principal of ensuring they are adequately sized remains. For example, if a nearby district is split by the presence of a major neighborhood boundary, the district may be better suited to join a nearby larger district to help spread out parking demand.

Generally, any residential street segment is eligible to petition for residential permit district designation, if it meets the other guidelines in this document. Staff may approve smaller districts, but the intent of the Program is to have districts that cover multiple streets. Thus, if residents or property owners submit multiple petitions throughout the area, Public Works staff may consider and process the petitions together as one larger district. The City has not designed the Program to create small one, two, or three street segments – but rather to accommodate a larger district over time.

Figure 1 shows a conceptual map, with ideal district sizes and shapes. The City uses the arterials designated in the Circulation Element as guidance for developing the districts. Districts can be larger where there is a need to create a larger area to balance the supply of spaces with the demand from nearby residences. Districts will aim to cover a whole neighborhood subarea, including both single- and multi-family homes, and generally provide parking opportunities within a reasonable walking distance –and confined by major arterials. The map in Figure 1 may be amended from time to time as may be necessary by the Director of Public Works, or his/her designee This District Guidance Map will is intended to help give City staff some assistance in creating the best district boundaries. There are, however, situations in which the City may need to adjust the boundaries shown in Figure 1.
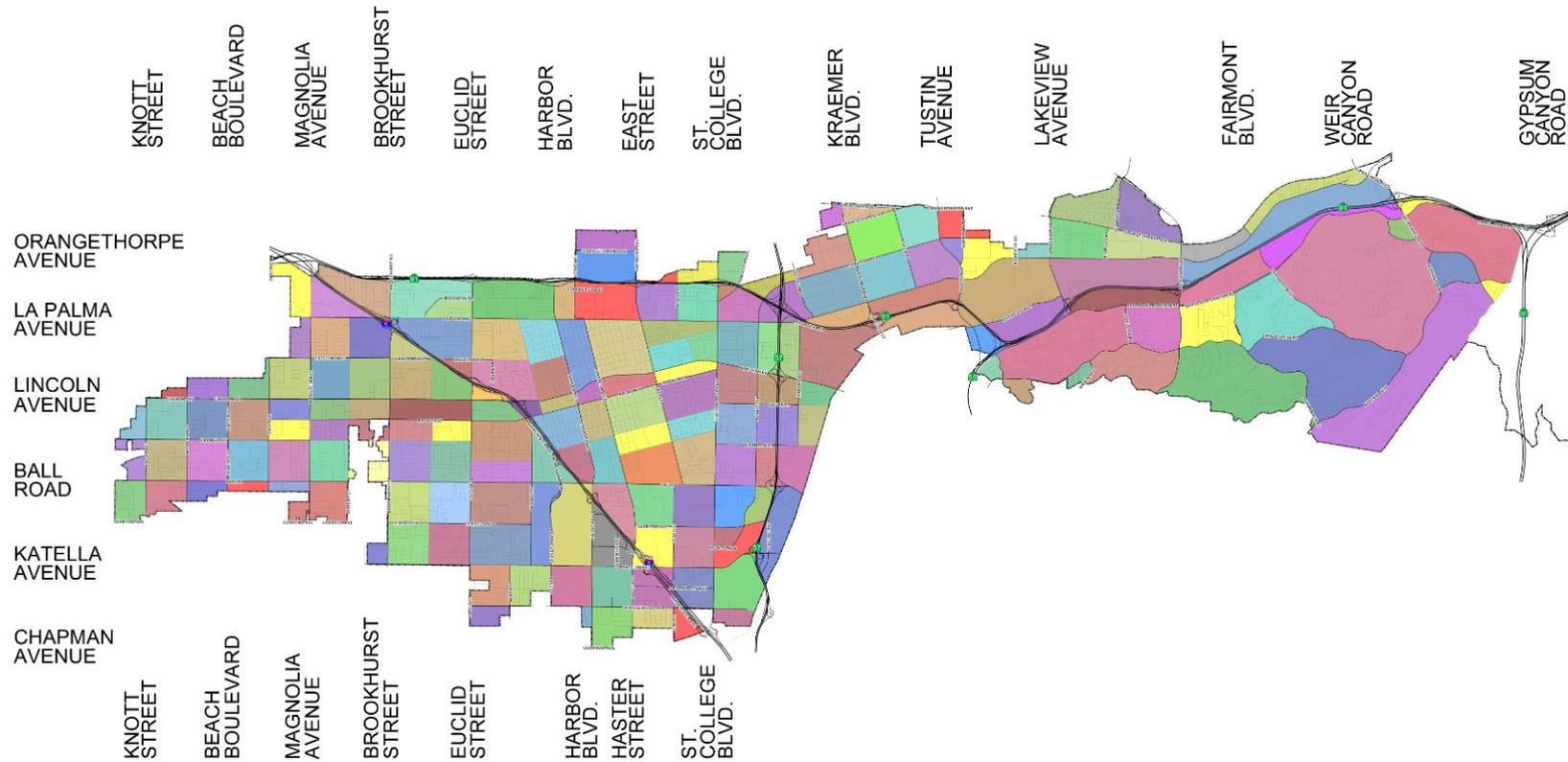
Figure 1: Conceptual Permit Parking District Guidance

These boundaries represent guidance on approximate district size and boundaries to guide the City's future, district formation decisions. The goal is to ensure that districts are balancing parking demand and supply. The district boundaries do not require that all streets within it become a singular district immediately. **The entire district area does not need the 75% support rate, only the particular street segments within the district that desire permit parking. It may start on a smaller scale and would grow into the larger district area.** However, as the City adds districts and streets, the districts should have the same district identification to others nearby, as shown in the map.

4 OBTAINING PERMITS

How to obtain a permit

1. Resident will gather and submit required materials to the City (under "Eligibility") which also includes:
   - Proof of residency
   - Proof of vehicle ownership and registration
   - Photo ID
   - $30 fee
2. Staff will confirm that the resident lives on a street segment that is permit parking approved; or
3. Residents may also purchase permit(s) online at www.anaheim.net\permitparking.
4. The maximum # of permits per household are:
   - 0-2 bedroom: 1 permit
   - 3-4 bedrooms: 2 permits
   - 5+ bedrooms: 3 permits
5. Permit is valid for 2 years

REQUIREMENTS

Eligibility

▪ Only residents who live on approved street segments within a district are eligible to purchase permits, up to the household maximums. Residents must provide proof of residency.

▪ Licensed drivers of vehicles registered in that household on approved street segments are eligible to obtain permits. The resident applying for a permit must provide proof. If a vehicle is not registered to a household on a permit parking street segment, a resident can also provide proof of insurance that includes the relevant address as an alternative.

▪ Permits are only valid for each specific district in which the resident lives and are not transferable if the resident moves.

▪ The City will not issue permits (excluding parking variances) for large, oversized vehicles such as tractor or other trailers, recreational vehicles, or towable trailers.

▪ To receive a permit, an applicant must demonstrate/self-certify or the Director must determine that the following requirements are met:

(a) Residency at an address in the permit parking district;

(b) Current vehicle registration to the applicant at that address;

(c) Sufficient on-premises parking at the time of building construction in compliance with the Anaheim Municipal Code and/or land use permits previously approved such as Conditional Use Permits or Variances;

(d) Insufficient current on-premise parking for vehicles; and

(e) Payment of the applicable parking permit fee(s).

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Maximum Number of Permits

For all residences, the City determines the maximum number of permits issued based on bedroom count:

- 0-2 bedrooms = 1 permit
- 3-4 bedrooms = 2 permits
- 5+ bedrooms = 3 permits
- Maximum of 3 total permits per household.

Purchasing Permits

- A Resident Parking Permit costs $30 and lasts for two years, after which the resident must renew the permit.
- Guest permits cost $1 each, and each permit is valid for one-day period, expiring at noon the following day.
    - Guest permits are valid only in the district in which a resident permit-holder located in the district, obtained the permit, at the time of the transaction. Neither the City nor the permit holder can transfer the guest permit. They are only valid for the date identified on the permit.
    - Guest permits are limited to 100 per household per calendar year (resets on January 1); however, exceptions are possible for certain events. Residents or property owners may seek more guest permits for such events depending on a number of factors determined by staff, including but not limited to: events are consistent with the use of the property, number of available parking spaces, and residents have obtained necessary permits required by the Anaheim Municipal Code for the event.
    - Guest Permits can be purchased online www.anaheim.net\permitparking or in person at the City Hall

Replacements

- Resident Parking Permits are valid for a single vehicle and are non-transferrable. The exception is if a resident obtains a new vehicle. If there is more than one year remaining on the permit, staff can issue a new permit to a replacement vehicle upon payment of the permit transfer fee ($15).
- Upon issuance of the new resident parking permit, staff will terminate the prior permit and thee resident shall remove the permit from the vehicle. Permits may be transferred a maximum of once per year.
- Any Parking Permit issued by the City shall be valid for a period of two years, provided the person to whom the City issued the permit continues to own or lease the property for which the person qualified for the permit.

5 GOOD NEIGHBOR PRACTICES

The City created Anaheim's Residential Permit Parking Program to help improve parking availability and quality of life in our City's residential neighborhoods. It is often effective in doing so, but is merely one tool available among others, and requires further cooperation among neighbors to work best. It is up to everyone, both residents and City staff, to help contribute to parking solutions. In resident surveys, the top reasons for obtaining permits are nuisances that may not seem initially related to parking demand, such as litter and noise. Permit parking has been helpful in many neighborhoods in reducing such issues, but it is somewhat limited. Therefore, the City asks for neighborhood help in identifying solutions that extend to both holistic transportation demand solutions, and broader quality of life improvements. Anaheim's Good Neighbor Practices encourages neighbors to work together constructively on transportation and neighborhood improvements. While the Residential Permit Parking Program can often help address parking challenges, it cannot serve to mediate all root issues of such challenges.

Good Neighbor Requests for Residents and Property Owners (Single and Multifamily)

1. Off-street, on-site parking supply shall be used efficiently for parking. Examples of non-efficient use include not utilizing garage space(s) and driveways for parking. All owners must demonstrate and self-certify that they are using all on-site parking, for parking vehicles, to be eligible to participate in the Permit Parking Program.

2. When possible, look to other solutions, such as shared parking or Traffic Demand Management (TDM) options to reduce parking demand associated with trip-generators, including residential buildings.

3. A residential property is not eligible for participation in the Permit Parking Program if any on-site parking is "unbundled" (i.e., charged separately from rent) and that cost is more than the cost of permit parking. While charging for parking is effective at helping to reduce excess parking demand, it can create spillover issues in some scenarios – so the pricing incentives between on- and off-street parking supply should be coordinated to help shield neighbors from spillover issues.

4. Permit parkers must not block or overhang any driveway, painted curb, wheelchair ramp, or other structure.

5. Permit parkers shall be considerate of noise and comply with applicable city noise ordinances.

6. Permit parkers shall not move solid waste containers in a manner that precludes collection of solid waste, obstructs driveways or other rights of way, or otherwise interferes with vehicular traffic in order to park on a street or portion thereof designated as permit parking only

7. Permit parkers shall not double park.

8. Permit parkers are restricted only to paved space in the public right-of-way and cannot park on any dirt or landscaped space.

9. Permit parkers and residents shall be courteous to each other and make a polite, kind, considerate request to correct their parking issues amongst each other before contacting the City.

Example Acknowledgement (to be signed by residents and/or property managers/owners as part of the survey process)

I agree to adhere by the Anaheim Permit Parking Program's Good Neighbor Practices listed above, acknowledging that the Permit Parking Program can help improve quality of life in residential neighborhoods but that courtesy and cooperation are also necessary to meet neighborhood goals.

Signed: _____

Printed Name: _____

Address: _____

Today's Date: _____

6 OTHER CONSIDERATIONS

The Processing Queue

City staff will generally process district petitions in the order that staff receives them. However, City staff may group adjacent petitions, so that staff can handle requests in one district area jointly to streamline community dialogue and voting. For example, staff could advance a petition further down in the processing queue in order to consider the petition at the same time as a nearby request that is earlier in the queue.

Existing Authority/Appeals

The City Council has made efforts to streamline Program implementation, most notably delegating to Public Works staff all routine decisions, rather than requiring City Council approval. Staff will use this document to guide their review. Appeals of City staff decisions can be elevated to the City Engineer and if needed, the Public Works Director.

Permit District Time Restrictions

The default time restriction is a 24 hour/7 days a week (24/7) ban on all vehicles that do not display the resident permit-parking sticker.

Existing Street Segments with Permit Parking

Residential streets and street segments designated as permit parking only as of April 10, 2018 shall be continue to be designated as permit parking only. Applications for new permits within those streets and street segments shall be required to comply with requirements of this section, including the limitations on the maximum of number of permits.

Any new street segments adjacent to an existing district will be approved under a new district number. All new districts will start numbering at 101 to be able to easily differentiate between existing districts and new districts formed under the new guidelines.

Removal of Approved Street Segments

The City can remove street segments within existing districts as follows:

- Action cannot be initiated until at least two years have elapsed from the date that vote was approved by the City. This interim period will allow the Program to prove its effectiveness (or lack thereof). Removing a street segment from a permit parking district requires the same threshold as it takes to implement one: 75 percent approval of a street segment to remove. The form for this specific request is located on the permit parking website at www.anaheim.net\permitparking.

Role of Property Managers

Property managers or property owners who own rentals are key partners in helping ensure a successful neighborhood Permit Parking Program. City staff may ask that these parties play an active role in ensuring tenants adhere to the Program rules. In order for a property to be eligible for permit parking, it must demonstrate all leases require the use of onsite parking and garages to be used for the sole purpose of parking an operable vehicle. Routine garage checks must be performed by property managers to ensure compliance. If property managers themselves are not adhering to Program rules and Good Neighbor Practices, their entire property and their tenants they manage can lose eligibility for the Program. The City will strive to work with all property owners and property managers collaboratively to address challenges.

Revocation

A parking permit shall be subject to revocation if (i) a permit holder commits two (2) or more violations of any provision of the Anaheim Municipal Code, the California Vehicle Code or the California Penal Code during the exercise of permit parking privileges in a continuous six (6) month period; or (ii) the permit is issued to a vehicle that has two (2) or more violations of AMC section 14.32.450 within a continuous period of six (6) months. These factors may also be taken into consideration by the Director or his or her designee when determining whether to issue a permit pursuant to AMC section 14.32.450.

Upon determining that grounds for permit revocation exist, the Director shall furnish written notice of the proposed revocation to the permit holder and inform them they can request a hearing within fifteen (15) calendar days of the postmarked date on the notice. If the request for a hearing is filed within fifteen (15) calendar days of mailing of the notice, the Director shall transmit the request to a Hearing Officer to provide a hearing.

At the hearing, the permit holder shall be entitled to testify under oath and call witnesses who shall testify under oath. Within ten (10) calendar days after the hearing, the Hearing Officer shall decide whether the grounds for revocation exist. If grounds for revocation exist, the Hearing Officer shall revoke the permit, specifying in writing the grounds upon which the permit is revoked. Notice of the decision of the Hearing Officer shall be given in writing to the permit holder. The decision of the Hearing Officer shall also be immediately transmitted to the Director. The decision of the Hearing Officer shall be deemed final.