

East San Carlos Residential Parking Permit Program

Requirements and Procedures

November 28, 2016

I. PURPOSE

This Residential Parking Permit Program (RPP program) satisfies condition 9 of the San Carlos Transit Village Planned Development Plan Conditions of Approval and implements Section 10.32.226 of the City Code. The intent of this RPP program is to allow neighborhood residents to park on-street in the residential zone and neighborhood business employees to park on-street in the business zone while restricting long-term parking by non-residents.

II. AREA INCLUDED

The Residential Parking Permit Program is available to the blocks in attachment 1. This area includes the following parking permit zones:

a. Residential Parking Permit Zone – for all residential frontage on the following streets:

- i. Northwood Drive
- ii. Fairfield Drive
- iii. Riverton Drive
- iv. Inverness Drive
- v. Sylvan Drive
- vi. Springfield Drive
- vii. Old County Road (From Holly Street to Northwood Drive)
- viii. Bayport Court
- ix. McCue Avenue
- x. Montgomery Street
- xi. Cherry Street
- xii. Hall Street
- xiii. Bayport Avenue

b. Business Parking Permit Zone – for all businesses with frontage on the following streets:

- i. Old County Road (from Holly Street to Hall Street)
- ii. McCue Avenue
- iii. East San Carlos Avenue
- iv. Montgomery Street
- v. Cherry St
- vi. Hall Street
- vii. Bayport Avenue

III. PARKING RESTRICTIONS

- a. Permit parking in the residential parking zone is allowed between 7:00 a.m. – 7:00 p.m., Monday through Friday, except holidays.
- b. Permit parking in the business parking zone is allowed between 7:00 a.m. – 5:00 p.m., Monday through Friday, except holidays.
- c. Fine Amount: The fine for violation of the RPP program regulations is set within the City's Comprehensive Fee Schedule.
- d. Appeal Process: Appeals for tickets are handled through the regular appeals process that is available for citations.

IV. PERMITS

- a. Number of Permits.
 - i. Residential Permits.
 1. Up to four (4) permits are available to each household for vehicles registered to an address. Residential permits are rear view mirror hangers and must be displayed from the rear view mirror to be valid. A Residential Permit is valid only for the specific license plate number and is not transferable.
 2. Guest Permits: Any residence eligible to obtain a residential parking permit may obtain two (2) household visitor parking permits. Household visitor permits are rear view mirror hangers, and must be displayed from the rear view mirror to be valid. Household visitor parking permit hangers are transferable and may be placed on any visitor's vehicle. This household visitor parking permit is valid for the same amount of time as a permanent resident parking permit.
 3. Special Event Permits: Residents may receive up to six (6) special event permits. These may be used in addition to the two (2) guest permits that are issued and must be obtained from the Public Works Department.
 4. Any exceptions to the number of permits available are made by the Director of Public Works.
 - ii. Business Permits.
 1. Business permits are available to all employees of a business.
 2. Parking is on a first come, first served basis because there may be more parking permits issued than parking spaces available.
- b. Obtaining a Residential Permit: Applicants must provide the documentation below in person or by mail to the City's Public Works Department.
 - i. A completed application form with the resident's name and current address.
 - ii. A current DMV vehicle registration for each vehicle for which the applicant is requesting a parking permit.
 - iii. Proof of residency showing the applicant's name and current address is in the residential zone. Acceptable proof of residency shall be a driver's license, the

vehicle's registration, a utility bill, a car insurance policy, a bank statement or a lease agreement.

- iv. Company Cars – A residential parking permit may be issued for residents who have company cars as their primary transportation vehicle. To obtain a permit, the person must be a legal resident within the residential permit parking area who has a motor vehicle for his/her exclusive use and under his/her control where said motor vehicle is registered to his/her employer and he/she presents a valid employee identification card or other proof of employment that is acceptable to the City.
 - v. Leased Cars – A residential parking permit may be issued for a resident who has a leased car. To obtain a permit, the person must be a legal resident within the residential permit parking area who has a motor vehicle registered to a vehicle-leasing company and/or leased to the resident's employer; providing said vehicle is for the resident's exclusive use and a lease agreement acceptable to the City is provided.
 - vi. Oversized vehicles, such as commercial trucks, any type of trailers, RV, and work-type commercial vehicles, including taxis and limousines, are not eligible for residential parking permits.
- c. Obtaining a Business Permit.
- i. Applicants must submit an application for a parking permit, using the same procedure as for the downtown parking permit program.
- d. Price for Permit.
- i. Fee for Residential Parking Permits. There is no charge for the issuance of any residential parking permit.
 - ii. Fee for Business Parking Permits. Fees for business permits are the same as for the downtown parking permit program.
- e. Permit Renewal.
- i. Residential Parking Permits are valid for each Program year which runs from January 1st – December 31st.
 - ii. Business Parking Permits are issued on the same schedule as the downtown parking permits.
- f. Use of Parking Permits.
- i. A residential parking permit is only valid in the residential parking zone.
 - ii. A business parking permit is only valid in the business parking zone.
- g. Misuse of Parking Permits.
- i. Any person selling, fraudulently using, reproducing or mutilating a parking permit issued in conjunction with the RPP program shall be guilty of an infraction and shall be subject to a citation for each offense and the forfeiture of all permits in conflict, or such other fine or penalty as the City Council may set by ordinance.

V. PETITION

a. Petition for Inclusion in the Program.

i. Residential. The residential zone is divided by block. Each Block in the residential zone must petition to be included in the Program. An official City petition form must be used. A successful petition for inclusion in the Program requires that owners and/or residents of 50% of the residential units on each block indicate that they would like to be included.

1. A block is considered both the north and south sides of the street.

ii. Business. Blocks in the business zone must petition to be included in the Program. An official City petition form must be used. A successful petition for inclusion in the RPP program requires that 50% of businesses on each block indicate that they would like to be included.

1. The business zone will be divided into two blocks. These blocks include both sides of the street.

a. Old County Road between Holly and Terminal Streets and the adjacent business zones on McCue Avenue, Montgomery Street, Cherry St and Hall Street

b. East San Carlos Avenue and the adjacent business zone on Bayport.

b. Addition to the Program.

i. For blocks included in the boundaries of the Program area, petitions for inclusion in the RPP program may be submitted at any time. Petitions must meet the same requirements as listed above.

c. Removal from the Program.

i. For blocks included in the boundaries of the Program area, petitions for removal from the RPP program can be submitted at any time. Petition must include signatures of 50% of the residential units to be removed from the RPP program.

Attachment 1

