

PROCEDURES FOR ESTABLISHING PREFERENTIAL PERMIT PARKING

DEFINITIONS

“non-local” vehicle for the purposes of preferential permit parking means a vehicle parked on a street abutting a parcel other than the destination of the vehicle operator.

“preferential permit parking district” means a portion of the City within which the use of on-street parking shall be governed by Chapter 17 of the Pasadena Municipal Code and the Established Preferential Permit Parking Procedures.

“street segment”, for the purposes of preferential permit parking and the established preferential permit parking procedures, shall refer to a section of a street between two street intersections. If a street segment is bound by a T-intersection, staff will assign the parcels abutting the street between the two street segments to one of the two segments. When the preferential permit parking district boundary lies between two intersections, the street segment shall be designated by the street section between the district boundary and the nearest intersection within the district.

PROCEDURES

1. PROCESS INITIATION

The process for establishing a Preferential Permit Parking district can be initiated by a *Citizen Request* or a *motion of the City Council*. The Citizen Request must be received from the property owner(s) of a parcel abutting the proposed residential street segment for which the parking restriction is being requested.

In the areas around the Gold Line Light Rail Stations, Preferential Permit Parking programs are introduced by the City in anticipation of future parking impacts due to transit riders. City staff field surveys potentially affected street segments based on their distance to each station. This preventive measure does not require a petition from affected residents. [Amended March 2003]

In an area adjacent to an established preferential permit parking district, the City Council may expand the district by Resolution where necessary or prudent to mitigate the direct impact of a change in the configuration of a street or public right of way or similar action of government which changes traffic flow or patterns. This mitigation measure does not require a petition from affected residents. [Amended August 2004]

2. PROBLEM IDENTIFICATION

Once the process is initiated, staff from the Department of Transportation will meet with the property owner(s) to discuss the parking concerns and identify all possible mitigation measures, including parking prohibition, restricted parking, and parking by permit only (preferential permit parking).

EXPANSION OF ESTABLISHED PREFERENTIAL PARKING DISTRICT

If the expansion of an established preferential parking district is necessary or prudent to mitigate the direct impact of a change in the configuration of a street or public right of way or similar action of government which changes traffic flow or patterns, then procedures three (3) through seven (7) are not required. [Amended August 2004]

3. INITIATION OF THE PARKING STUDY (67% CONCURRENCE)

Once the City has determined that none of the alternative measures to Preferential Permit Parking will adequately mitigate the parking concerns, the City will initiate a petition process by mailing a ballot, utilizing an existing neighborhood association or neighborhood watch group. Representative of the subject street segment may also initiate the petition process and submit it to the Department of Transportation for verification. A **67 percent concurrence (two-third)** from the property owners of the parcels abutting the street segment is necessary to initiate a Parking Study.

4. IDENTIFYING THE STUDY AREA

The Parking Study will include all street segments that are adversely impacted by non-local parking. In addition, all residential street segments immediately adjacent to the impacted street segments will also be examined. Any adjacent street segment that may be negatively impacted by the implementation of preferential permit parking will be included in the district.

5. PARKING STUDY

The Parking Study will establish the boundaries of the Preferential Permit Parking District. The Parking Study should be conducted during the time and day that the problem occurs. To establish a Preferential Permit Parking District, the Study results must indicate that all of the following criteria have been met:

- a) There is no feasible and/or reasonable alternative to eliminate the parking problem caused by non-residential users on a regular basis.
- b) Non-local vehicles parked in the area of the proposed district cause regular, reoccurring and unreasonable noise, traffic hazards, environmental pollution or other interference.
- c) The displacement of non-local vehicles from the proposed district will not unduly impact the residential areas surrounding the district.

- d) Minimum Parking Occupancy Level

The minimum parking occupancy level criteria is used to determine whether the parking supply is adequately satisfying the demand on a particular residential street or area. The occupancy is the ratio of total number of parked vehicles versus the total number of available spaces. The total available parking spaces along a street segment are calculated by dividing the total length (in feet) by an average vehicle length of 20 feet. For further consideration, minimum occupancy of 70 percent must be consistently observed during the days and times that the parking problem is said to exist.

e) Percent of Parked, Non-Local Vehicles

The minimum percent of parked non-local vehicles will be used to determine the impacts of non-local parking on neighborhood streets. If the Minimum Occupancy Level is met, a minimum of 40 percent of those observed parked vehicles must be non-local. Non-local vehicles may be identified by interview or by a license plate survey, which may include the elimination of vehicles that are known to belong to the residents and/or property owners.

6. **TRANSPORTATION ADVISORY COMMISSION (TAC)**

The proposed preferential permit parking district and corresponding Parking Study will be submitted to the Transportation Advisory Commission for review and recommendation.

7. **ESTABLISHING A DISTRICT**

a) Citizen Petition

A simple majority - more than 50% of the property owners' concurrence within the proposed district, is required to proceed with the proposed District.

b) Gold Line Stations – Government Action-Preventive Measures

The petition process is waived for affected residents within the Gold Line Preferential Parking Districts. [Amended March 2003]

8. **CITY COUNCIL**

City Council shall approve the proposed preferential permit-parking district boundaries. The Department of Transportation will file a Notice of Exemption (CEQA Guidelines) with the Los Angeles County Recorder.

9. **SIGN INSTALLATION AND ISSUANCE OF PERMITS**

Any one side of a street segment within the adopted preferential permit-parking district may establish preferential permit parking by submitting documentation of concurrence to the City. Proof of concurrence with 67 percent of the property owners of parcels abutting the corresponding side of the proposed street segment is required. Following City review and validation of the documentation, staff will install preferential permit parking signs and issue parking permits to the residents on the corresponding side of the designated street segment.

10. **SIGN SPECIFICATIONS**

Parking restriction signs will be posted on affected street segments. The time of restrictions will be district-specific. Within the Gold Line Station Preferential Parking Districts, TOW-AWAY will be added to each sign to minimize violations.

11. **ISSUANCE OF PERMITS**

The number of permits issued to residential and commercial property owners shall be consistent with the Pasadena Municipal Code. Other preferential permits shall be determined by the amount of available on-street parking spaces. Parking spaces shall measure at least 20 feet in length for unmarked spaces and 22 feet in length for

marked parking spaces adjacent to property of the non-residential use. The number of permits issued shall not exceed 150 percent of the number of available on-street parking spaces. Fees shall be levied per parking space.

12. ENFORCEMENT

Parking enforcement will issue warning citations for the first two weeks following implementation. Thereafter, regular parking enforcement will occur.

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