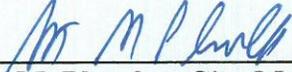


City of Los Alamitos Administrative Regulation

Regulation:	8.1	
Title:	Residential Permit Parking	
Authority:	City Council	
Date:	December 7, 2009	Bret M. Plumlee, City Manager
Revised:	November 21, 2016	

1. Purpose

This policy shall apply to all requests involving residential permit parking programs on city streets. The general objective of this policy is to provide guidance and manage use of on-street parking. It is recognized there is a need to balance residential, commercial, school and other parking demands that best serves the community as a whole.

2. Policy

2.1 Definitions

- **Petitioner**-As used in this policy “**petitioner**” shall be a resident within the “**restricted area**”.
- **Proponent**-“**Proponent**” shall mean the “**petitioner(s)**” representing the area for which permit parking is being requested and are the point(s) of contact for communication with the city.
- **Restricted Area**-The “**restricted area**” is the area for which the permit parking is to be installed, modified or removed on specified streets.
- **Affected area**-The “**affected area**” is the area outside the “**restricted area**” that could be influenced by the permit parking being requested. The extent of the “**affected area**” shall be determined by the City Engineer and will be based on:
 - The type of permit parking requested
 - The extent of the area under consideration
 - The potential to negatively impact other parking in the community
- **Block**-A “**block**” for purposes of this policy shall be defined as one side of a street between intersections or to a street’s terminus. Midblock restrictions within residential areas are not favored but may be considered where it is determined that the situation warrants. This may occur in transitional areas such as residential to commercial or residential to industrial.

2.2 Process Initiation

A flow chart is provided in attachment 1, showing the typical permit parking process. The process for establishing residential permit parking can be initiated by “**petitioner**”

request or a motion of the City Council. The request must be received from the **“petitioners”** within the proposed or current **“restricted area”**. The City Council may expand the area by resolution under the following circumstances: (1) 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, or (2) where there is verifiable and measurable parking intrusion in an **“affected area”**.

2.3 Problem Identification

Once the process is initiated, staff will meet with the **“proponent(s)”** to discuss the parking concerns and identify all possible issues, concerns, **“restricted area”** and **“affected area”**. Staff will also work with **“proponent(s)”** on preparation of an appropriate petition.

2.4 Initiation of the Permit Parking Petition (75% concurrence)

Once the City and **“proponent(s)”** concur on the **“restricted area”** and **“affected area”** the **“proponent(s)”** will initiate the petition process. A 75 percent concurrence from the **“petitioners”** within the **“restricted area”** is required. Each dwelling unit identified by its legal address shall be allotted one vote for purposes of meeting the petition requirements.

The form of petition should follow the format shown in Attachment 2 of this policy. Petition must contain, at a minimum, the following information.

- Signature of **“petitioners”**
- Printed name of **“petitioner”**
- Address of **“petitioner”** and contact phone number
- If a rental property, verification that signer is residing at the indicated address. This can be a copy of a utility bill for the property paid by the signer, property lease agreement, copy of valid driver’s license or other ID that provides proof the petitioner is living at the stated address.
- **“Blocks”** to be included in the **“restricted area”**.
- Hours and days of proposed parking restriction.
- Number of permits to be issued to residents and guests.
- Indicate whether petition is for installation, modification or removal of parking restriction.

2.5 Petition Verification

Upon receipt of the petition from the **“proponent(s)”** city staff will review for completeness and verification of **“petitioners”**. **“Proponent(s)”** will be responsible for correctness of the petition. Should changes be required, **“proponent(s)”** will be responsible for such changes.

2.6 Staff Review

Upon receipt of petition and other requested materials staff will assess the request and consider the following issues:

- a. The need for the residential permit parking program.
- b. The specific area petitioned for permit parking.

- c. The specific days and times for the parking restriction.
- d. Guidelines for whom and how one may obtain a parking permit.
- e. Number of permits to be issued to residents and guests.
- f. Potential implications of the permit parking to the area.
- g. Police services comments and recommendations on the parking restriction.

2.7 Review Process

Upon acceptance or non-acceptance of the petition by city staff the item will be scheduled for review by the Traffic Commission. The Traffic Commission may recommend the following:

- a. City Council approves the request.
- b. City Council denies the request.
- c. Request further information or amendments to the proposed permit parking.

Upon completion of Traffic Commission's review, if recommended for approval to the City Council, staff will forward the request to City Council for final review. Should City Council recommend approval of the parking restriction, it shall be done in the form of a resolution in sufficient conformity with Attachment 3 to this policy.

2.8 Notification

City staff shall, upon determining the "**restricted and affected areas**", send notice to everyone within the "**restricted and affected areas**" in advance of all Traffic Commission and City Council meetings where the requested permit parking will be discussed.

2.9 Permit Parking Removal/Modification

Permit parking removal shall be accomplished in the same manner and petition sufficiency used in this policy to initiate restrictions. This shall apply to the "**restricted area**" only.

Permit parking may be modified to include additional area, change hours or days of restriction. Modifications shall be accomplished in the same manner and petition sufficiency used in this policy to establish the parking restriction. This shall apply to the "**restricted area**" only.

Permit parking removal or modification may be done for portions of established permit parking programs provided that the request is for minimally one "**block**".

2.10 Existing Permit Parking Restrictions

All Permit Parking Programs established prior to adoption of this policy are considered grandfathered in; therefore no additional process is required to establish or re-establish said existing programs. Removal or modification of any grandfathered restrictions, however, will be required to follow this policy guidance for such removals or modifications.

2.11 Administration

Permit Parking will be administered and enforced by the City of Los Alamitos Police Services Department. The following guidelines shall apply to all permit parking programs. Specific program details may be adopted by City Council and included in the adopting resolution.

Permit Application

Residents need to complete the permit application and provide proof of residency in the approved permit parking area. Acceptable proof of residency is a California Drivers License, utility bill or vehicle registration. Any licensed member of the household may come to the department to complete the application process.

- a. **Resident Permits-** One parking permit will be issued to residents per registered vehicle and corporate vehicles used by the resident. Permits will be valid for the life of the parking permit program.
- b. **Guest Permits-** Parking permits for guests will be issued to each residence as specified in the adopting resolution. Guest permits should be displayed on the dashboard of the car and collected when the guest leaves. Residents should advise their guests of the restriction and the need to use the guest permit.
- c. **Temporary One Day Permits-** These are available to residents, by request, for specific events only. These permits are available in larger quantities but will be specifically dated for one day use.
- d. **Lost Permits-** Lost permits will be replaced upon successful completion of a new permit application. A fee for replacement of lost permits will be charged as provided in the adopting resolution.

2.12 Review

The City of Los Alamitos' Traffic Commission shall formally review Residential Permit Parking zones every three years, beginning in 2017, to assess validity of parking zones and to determine if such Residential Permit Parking Zones should continue, be amended or cease to exist. The Traffic Commission shall conduct outreach as part of its review. The purpose of this process is to address any formal issues or concerns regarding the regulations and to provide an opportunity to review in a comprehensive manner whether or not to retain such regulations.

EXHIBIT 1
PERMIT PARKING POLICY

City of Los Alamitos

Residential Permit Parking Process

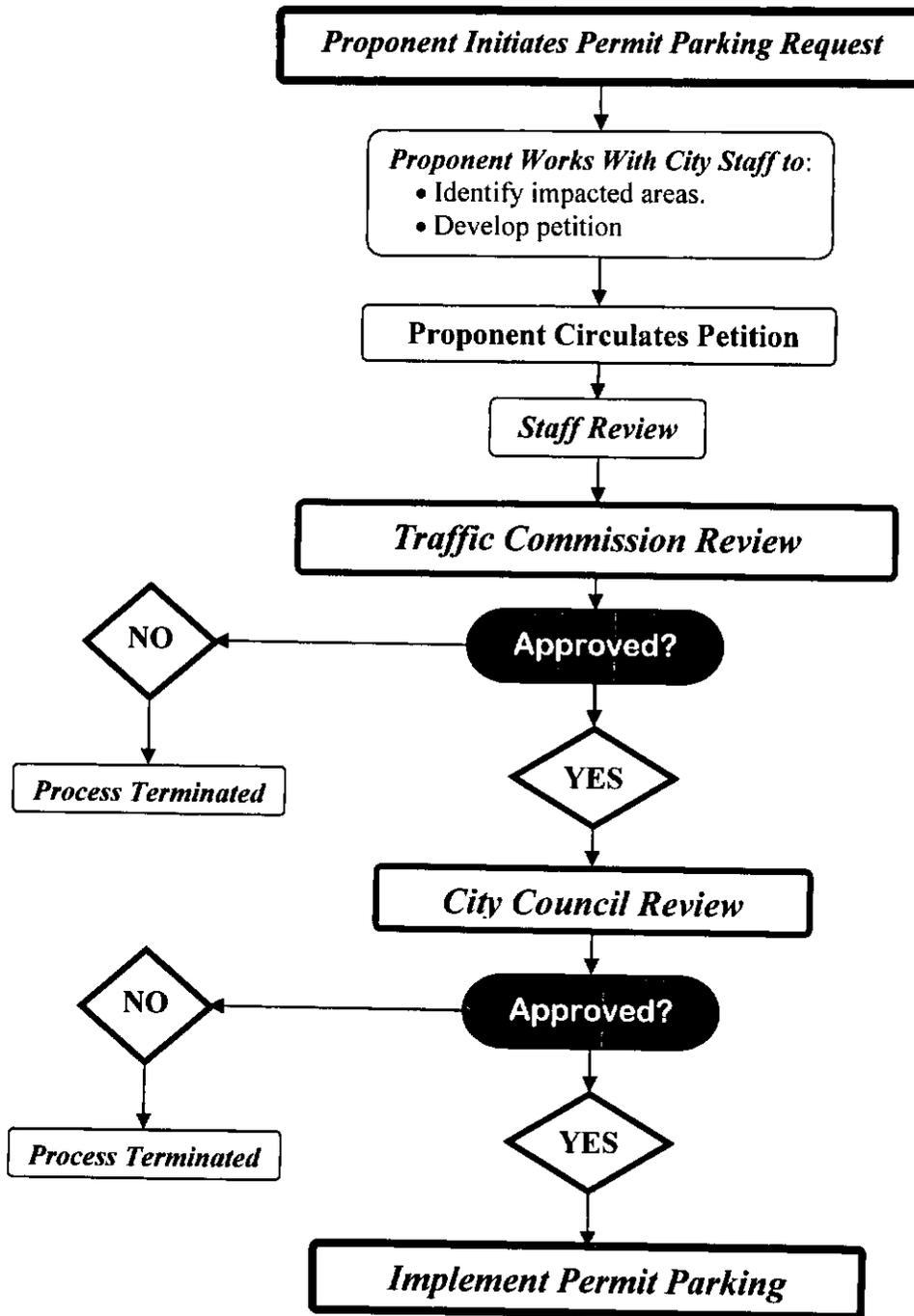


EXHIBIT 2

City of Los Alamitos

Residential Parking Permit Petition

(Indicate Install, Modify, Remove?) Residential Permit Only Parking from (Indicate time limit and days)

(Indicate streets)

Name (Signature)	Name (Print)	Street No.	Street Name	Date	Phone No.

I the undersigned, declare I have obtained the above signatures in accordance with the procedures provided to me by the City of Los Alamitos.

Executed on: _____

Signature of Petition Circulator: _____

Print Name of Petition Circulator: _____