

City of Menlo Park

**RESIDENTIAL PERMIT PARKING
PROGRAM**

City of Menlo Park

RESIDENTIAL PERMIT PARKING PROGRAM

Goal

The goal of the Residential Permit Parking Program is to reduce nuisance parking occurring in residential neighborhoods by out-of-area cars parking on neighborhood streets.

Program information

If approved by the City, upon the payment of a one-time \$15 fee, each residence can receive up to three Residential Parking Permits. The residential permits are transferable to guest vehicles. Residential Permit Parking permits are valid until the applicant ceases to reside in the Residential Permit Parking District.

By law, the Police Department cannot void tickets if a permit was not properly displayed.

Implementation

Neighborhood criteria

If a residential neighborhood expresses an interest in a Residential Permit Parking Program, they should meet the following criteria:

- A. Current parking restrictions are inadequate, and permit parking is the best available way to alleviate the problem.
- B. A majority (51 percent) of residents in the target area are interested in implementing permit parking.
- C. At least 25 percent or more cars parked on the street during the nuisance period are owned by nonresidents.

Permit process

Interested residents shall first contact the City's Transportation Division to initiate a request and, if directed, complete the procedure below to establish a permit program in a neighborhood:

1. Residents to petition the neighborhood. The City's Transportation Division will work with interested residents to identify the petition area and develop a petition letter from a City template. Interested residents are to take the petition letter and collect signatures from all households identified within the petition area. 51 percent of the total number of households on any block must be in favor of permit parking for the request to move forward. Each apartment and/or condo unit counts as one unit. The petition is returned to the Transportation Division for verification.
2. The Transportation Division, in collaboration with the Police Department will conduct a neighborhood parking study. This study will determine the extent of the parking problem, as well as the time of day and day of week the problem exists. The study is to verify that over 25 percent of vehicles parking on the street are nonresident.
3. If verified, a public meeting period will commence. A notice will be sent to the affected and surrounding property owners and residents before a to- be-determined Complete Streets Commission meeting date. The Transportation Division will summarize the neighborhood parking study findings and recommendations to the Commission.
4. The Complete Streets Commission will approve or deny the Residential Permit Parking request. If the Complete Streets Commission approves the request, recommendations will be made to the City Council. If the Complete Streets Commission denies the request, the process stops. In this case, the request can be appealed by the residents to the City Council.
5. The City Council will hold a public hearing upon receipt of the recommendations from the Complete Streets Commission, on a date to- be-determined by the Transportation Division.
6. If the City Council votes to approve the recommended Residential Permit Parking District, Public Works staff will implement the program.
7. Residents will receive instructions in the mail on how to obtain permits, after City Council approval.
8. Enforcement will begin shortly after the program implementation.

Exemptions

Vehicles properly identified with a disabled plate or placard are not required to display a residential parking permit in their vehicle.

Residential Parking Permits do not exempt a permit holder from any other type of parking violation, such as Overnight Parking citations, curb marking restrictions, or any other restriction covered in the California Vehicle Code.

Special circumstances

With AT LEAST one-week advance notice, residents planning a special event with several guests may purchase one-day permits from the Police Department for \$1 each. The City reserves the right to limit the number of one-day permits sold if the situation is warranted.

With AT LEAST one-week advance notice, real estate agents that want to hold an open house in a Residential Permit Parking neighborhood may purchase up to 25 one-day permits from the Police Department for \$1 each.

Landlords will be allowed to purchase one permit for \$15. This permit is valid until the applicant ceases to own a residence in the Residential Permit Parking District.

Costs to residents

Up to 3 permits per residence are sold for a one-time cost of \$15. Replacements for lost permits are \$15 each.

Staff time is used to administer, evaluate, approve and implement the program. Additionally, there are ongoing costs for monitoring and enforcement of the program.