

# College Terrace Residential Parking Permit Program (RPPP) Neighborhood Meeting #2 – October 15, 2008

## Agenda

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| 7:00-7:10p | Meeting Agenda and Introductions                                     |
| 7:10-7:25p | Summary Presentation on RPP Study and Recommended Program            |
| 7:25-7:30p | Ballet Voting Process  |
| 7:30-8:30p | Open session for questions and answers regarding Recommended Program |
| 8:30-9:00p | Wrap-up and Next Steps   |

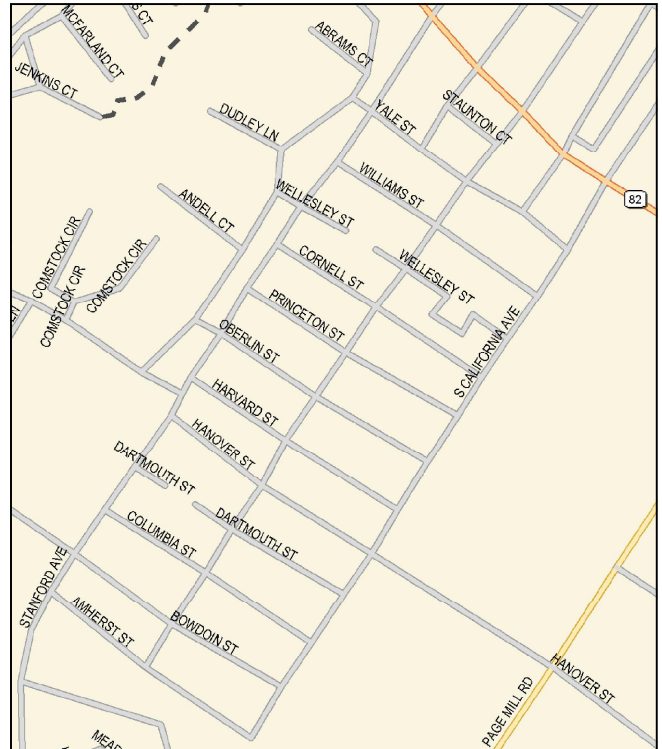
## College Terrace RPPP Study Background

The College Terrace neighborhood, located adjacent to Stanford University and Stanford Research Park, has historically been affected by large amounts of non-neighborhood traffic and parking for more than 20 years. As a condition of their revised County General Use Permit in 2000, Stanford University was instructed to provide \$100,000 to the city of Palo Alto for a residential parking permit program (RPPP) for the College Terrace neighborhood.

In 2003, the City conducted an occupancy survey to gauge need for the establishment of a College Terrace RPPP, however, no consensus regarding criteria or implementation was reached at that time. In July 30, 2007, Mayor Kishimoto and Council Members Beecham and Drekmeier recommended that the City Council direct City staff to initiate a study of an RPPP in College Terrace.

Beginning in early 2008, a study was undertaken to determine potential details of a College Terrace RPPP and recommend a specific Program to City Council for adoption. The study included a process of an occupancy survey (to determine the amount of on-street parking spaces occupied), a survey of local and successful RPP programs in the Bay Area, an alternatives evaluation for various RPPP enforcement time periods and conditions, as well as a detailed cost evaluation of multiple RPPP alternatives. Each step of the process included close consultation between residents, neighborhood stakeholders, and City Engineering, Revenue Collections and Police Department staff. The study has included discussion or presentation at multiple College Terrace Board and Resident Public Advisory Committee (PAC) meetings, as well as the first Neighborhood Meeting on March 19, 2008.

The goal of this second Neighborhood Meeting on October 15, 2008, is to present the recommended College Terrace RPPP to neighborhood residents, answer questions, and receive feedback. Subsequent to this meeting, the recommended RPPP will be refined and each household in College Terrace will be sent a ballot later in 2008 to vote on their inclusion or exclusion in the initial program. The final recommended College Terrace RPPP and voting results will be presented to City Council for comment and consideration of adoption of a new College Terrace RPPP to be initiated in the fall of 2009 on the neighborhood streets which approved the program.



## **Recommended College Terrace RPPP**

**Program Enforcement Period** will be Monday-Friday, between 8:00am and 5:00pm.

- Vehicles displaying a permit may use on-street parking during this period.
- Vehicles not displaying a permit may park up to 2 hours during this period.
- Violators will be cited by the City of Palo Alto Police Department.
- Holidays will be exempt.
- All vehicles may utilize on-street parking outside of this period.

**One resident permit may be issued for each vehicle** of a household owner or person renting a household.

- Residents applying for a permit will be required to provide a vehicle registration form as well as a Driver's License, rental agreement, or recent utility bill with street address noted.
- Residents will be required to complete initial and renewal applications for permits in person at the Revenue Collections office at the City of Palo Alto City Hall. Applications will require name, household address, license plate number, car manufacturer, color, year and model.
- Multiple resident permits may be purchased per household if multiple vehicles owned.
- The RPPP year is between September 1 and August 31 of the following year.
- Permits may be purchased yearly starting August 1.
- A grace period will be set from September 1-30 for residents with previous year permits.
- Resident permits will be a sticker affixed to the rear bumper, to the left of the license plate.
- Resident permits will be a different color each permit year (September 1-August 31).
- New residents to College Terrace may purchase resident permits throughout a permit year.
- Resident permits will cost \$25 if 50% or less of the blocks in the neighborhood vote to be included in the program or \$15 if more than 50% of the blocks vote for inclusion in the program
- Resident permits will be pro-rated for half year increments (permits applied for Feb 1-July 31 will pay half price).
- A \$10 re-issue fee charged for lost permits or new vehicle ownership for existing permits.
- No partial or full refund will be administered for any permits.
- A person employed by or a representative of a neighborhood-serving establishment (i.e. library, school, daycare center) may purchase one resident permit per vehicle owned.

**Two annual guest permits may be issued per household** that has at least one resident permit.

- Annual guest permits provide accessibility for resident services in the neighborhood such as lawn care, house cleaners, contractors, etc. as well as for guests of the household.
- Annual guest permits are provided per household rather than per vehicle ownership.
- Annual guest permits will hang from the rear view mirror.
- Annual guest permits will be free.
- Selling of guest passes will be considered illegal under the proposed ordinance.

**Day guest permits may be issue for one 24-hour period** based on additional purchase.

- At the time of purchase the date of each day guest permit will be logged in a registry at the Revenue Collections office based on the number of the day permit.
- A \$2 fee will be charged for each day guest permit.
- Day guest permits will hang from the rear view mirror and allow user to scratch off day of use.
- Total number of day guest permits will be limited to 20 each 3-month calendar quarter.
- Construction and maintenance permits will be available for long-term construction activities, consistent with current practice by the City.
- Selling of day guest passes will be considered illegal under the proposed ordinance.

## College Terrace RPPP Cost Evaluation

Based on City Council direction, the College Terrace RPPP is required to operate as revenue-neutral. Therefore a detailed estimate of program costs based on staffing hours, rates, overtime compensation and other costs was computed, as well as an estimate of the revenues collected due to citations issued based on historical citation rates evaluated in the City of Palo Alto as well as cities with existing RPP Programs. Below is a list of the cost assumptions:

- College Terrace RPPP initially funded by \$100,000 from Standard General Use Permit fund contribution. Initial fund amount used for set up of RPPP including consultant fees and one police department patrol vehicle. To apply remaining fund equitably for all residents, the fund balance will be applied on a percent of blocks participating in the program through the third full year of the program, after which the remaining balance will be applied to the program to offset resident permit costs.
- Police Department will staff RPPP with existing Community Service Officer, no cost to RPPP.
- Approximately 1080 U.S. Postal Service households exist in the neighborhood.
- College Terrace neighborhood has an estimated 1,246 on-street parking spaces.
- Enforcement of 2-hour parking by coding plates in electronic format, not chalking tires.
- Citations assumed to cost \$35, based on the current downtown parking violation citation cost.
- RPP program sign installation and maintenance cost is funded by the College Terrace RPPP.
- Parking spaces located “behind” Palo Alto public library located in the College Terrace are exempt from the RPPP.
- Residential portion of the CN zone on east side of Yale Street will be included in the RPPP.

| College Terrace Residential Parking Permit Program Master Fee Schedule                               |       |
|--|-------|
| <b>College Terrace (0-50% of blocks in program)</b>  |       |
| Residential Permit*  | \$ 25 |
| Annual Guest Permit**  | \$ -  |
| One-Day Permit***  | \$ 2  |
| Lost Residential Parking Permit  | \$ 10 |
| Reissue for transfer to new vehicle ownership  | \$ 10 |
| <b>College Terrace (51%-100% of blocks in program)</b>   |       |
| Residential Permit*  | \$ 15 |
| Annual Guest Permit**  | \$ -  |
| One-Day Permit***  | \$ 2  |
| Lost Residential Parking Permit  | \$ 10 |
| Reissue for transfer to new vehicle ownership  | \$ 10 |
| * Permits purchased during the 2nd half of the RPPP year (i.e. March 1 to August 31) pay half price. |       |
| **Maximum of 2 permits per year per residence.   |       |
| ***Maximum of 20 permits in a 3 month period per residence.  |       |

### Initial Ballot Voting Process

- In fall 2008 each household in the College Terrace neighborhood will be sent information regarding the final recommended College Terrace RPPP along with a voting ballot.
- Each household will have approximately 3-4 weeks to return the voting ballot for inclusion in the tallying of the ballots.
- Each household receives one vote for inclusion or exclusion in the initial Program.
- 51% of homes on a block must request inclusion in the Program. (i.e. 4 of 7 homes on a block must vote “yes” for the Program to be included in the initial RPPP Program).
- “Block” means any street segment intersected by two other streets. (e.g. Yale Street from Stanford Avenue to Oxford Avenue).
- The final recommended College Terrace RPPP and voting results will be presented to City Council for comment and consideration of adoption of a new College Terrace RPPP to be initiated in 2009 on the neighborhood streets which requested inclusion in the program.

### Future Voting Process

- After the initial voting ballot, a block may request inclusion in the College Terrace RPPP through a petition process administered by the residents on a block and a follow-up ballot voting process administered by City of Palo Alto Staff.
- The first opportunity to join the College Terrace RPPP will be one year after the start date of the initial RPPP year. (i.e. if a block does not receive a 51% vote in the initial ballot voting process then they can't be designated as an RPPP block until September 2010)
- A block may only enter the RPPP on the program renewal date of September 1.
- A 2-year opt out period applies once a block is enrolled to prevent blocks from entering and exiting the program frequently and causing confusion.

**This handout and other project information is available at the following web address:**

[www.cityofpaloalto.org/knowzone/city\\_projects/transportation/college\\_terrace\\_residential\\_parking\\_permit\\_program.asp](http://www.cityofpaloalto.org/knowzone/city_projects/transportation/college_terrace_residential_parking_permit_program.asp)

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