

City of Palo Alto

Department of Planning and
Community Environment

September 30, 2009

Dear College Terrace Resident:

On September 21, 2009 Council approved the 1st reading of the Ordinance for the College Terrace Residential Parking Permit Program (RPPP). This letter provides residents with the details of the program and instructions for purchasing residential parking permits for their vehicles.

Implementation of the program is proposed to begin in November 2009. To be included in the program, 51% of the houses on a block had to vote "yes" to opt into the program. The enclosed map showing the blocks that have opted into the program as of September 22, 2009.

The College Terrace RPPP allows vehicles displaying a residential permit, guest permit, or a one day permit to use on-street parking, Monday through Friday from 8 am to 5 pm without time restrictions. Any vehicle not displaying a permit can park up to a two (2) hour limit during these specified time periods. ***Please note that vehicles not displaying a permit will be required to move to another block after 2 hours.*** Vehicles not displaying a permit during these specified time periods that exceed the 2-hour maximum parking allowance will be cited by the Police Department.

During the next 3 months, staff will monitor parking in the neighborhood and assess, in coordination with area residents, the effectiveness of the program. If determined to be necessary, the program may then be modified to further restrict reparking throughout College Terrace or in specific subareas of the neighborhood.

How you can apply for Residential Parking Permits:

1. In order to facilitate the process for obtaining permits City staff will provide two neighborhood site visits. Staff will be at **FIRE STATION 2 - located at 2675 Hanover Street on Wednesday, October 7th from 1:00 pm until 7:00 pm.** You'll be able to drop off your documentation and payment for processing.

Staff will return to the Fire Station on **Thursday, October 15th from 1:00 pm until 7:00 pm,** with the completed permits for pick-up.

The cost is \$15.00 for each residential permit and payment can only be made by check written to the City of Palo Alto at the neighborhood site visits.

2. If you are unable to participate in the neighborhood site visits you can mail your completed checklist along with copies of all your required documentation. Please make sure to include your name, address, phone number and check, as payment, and mail it to the following address: City of Palo Alto, Revenue Collections, 250 Hamilton Avenue, Attn: College Terrace Permits, Palo Alto, CA 94301.

3. You may also apply directly to the Revenue Collections office located at 250 Hamilton Avenue during normal business hours (Monday-Thursday, 7:30 a.m. to 5:30 p.m., and Friday, 8 a.m. to 5:00 p.m.). Applications dropped off for processing will be available for pick-up at a later date. Staff will discuss options for pick up at the time you drop off your application. **Payment may be made by cash, check, or credit card at the Revenue Collections office.**

Required Documentation: Participation in the College Terrace permit program will require proof of residency as well as photo I.D verification. Additionally, you will be required to provide proof of vehicle registration.. Please provide the following documentation:

1. **Proof of residency:** Your current driver's license indicating your College Terrace address will be accepted as proof of residency. You may also provide a copy of your recent utility bill or a copy of your rental agreement. If your proof of residency is a rental agreement your name must be on the agreement – no exceptions. Both rental agreements and copies of utility bills will require photo I.D. verification.

2. **Vehicle registration:** Your vehicle registration is required for each vehicle for which you purchase a permit. The vehicle must be registered in the resident's name and indicate the appropriate College Terrace address. If the vehicle is not registered in your name please provide a letter of explanation (i.e. students may be driving a parent's vehicle or their vehicle might be registered to their home address).

We will not be able to copy any documentation for you so please do this before hand. Please use the attached check list to ensure that all required documentation is provided.

The proposed implementation schedule has been included for your information. Additional information can also be found on the project website at:
[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).

If you have any questions please call our permit number 650-329-2317 and ask to speak with Deborah Bartens. You may also e-mail questions to Deborah at Deborah.Bartens@CityofPaloAlto.org.

Regards,
Josie Stokes
Supervisor, Revenue Collections

College Terrace Residential Parking Permit Program – Program Details

- One (1) residential parking permit can be purchased for each vehicle of a household owner or person(s) renting a household in the College Terrace Neighborhood. Residents applying for a permit will be required to provide proof of vehicle ownership and residency. Therefore, a vehicle registration form as well as one of the following would be required at the time of registration showing College Terrace residency:
 - Driver's License – indicating College Terrace Address
 - Rental Agreement – with name of resident
 - Recent (no more than 60 days old) Utility Bill With Street Address Noted
- Multiple resident permits could be purchased per physical address based on multiple vehicle ownership and the following criteria:
 - The RPPP year is between September 1 and August 31 of the following year. Yearly permit renewal date is September 1. This RPPP year was selected based on consultation with the City's Revenue Collections staff workload and schedule as well as flexibility for the Stanford students residing in the College Terrace neighborhood, but this date could be changed.
 - Parking permits may be purchased yearly starting August 1st each year, through September 30th.
 - A grace period will be recognized from September 1st to September 30th for residents with previous year permits (i.e. vehicles not displaying a permit during the grace period will be cited but vehicles displaying the permit from the previous year will not be cited during the grace period).
 - The annual parking permit will consist of a bumper sticker that is to be affixed to the rear bumper, to the left of the license plate bracket.
 - The annual parking permit will be a different color each permit year (September 1 to August 31st the following year).
 - New residents to College Terrace may purchase resident permits throughout a permit year. Parking permit fees will be pro-rated based on date of purchase.
 - No refund will be administered for any resident, guest, or day permits.
- Two (2) reusable guest passes (at no cost) will be issued for any household that has registered for at least one resident parking permit. This allowance is to provide accessibility for resident services in the neighborhood such as lawn care, house cleaners, contractors, etc., as well as for guests of the household. Guest passes are provided per household rather than per vehicle ownership. Guest passes

are designed to hang from the rear view mirror and must be clearly displayed in this fashion. The selling of guest passes is considered illegal under the adopted ordinance.

- Residents can also complete their initial application for the resident parking permit and guest passes in person at the Revenue Collections office at Palo Alto City Hall located at 250 Hamilton Avenue, Palo Alto, CA 94301. Off site locations will also be set up at locations as described further in this letter. Applications will require name, household address, license plate number, car manufacturer, color, year and model. Subsequent renewals of the residential parking permits and guest passes could be completed by mail or online, as this program evolves.
- Day permits may be purchased in person at the Revenue Collections office. Day permits will be applicable for one 24-hour period. At the time of purchase, the date of purchase of each day permit will be logged in a registry at the Revenue Collections office based on the number of the day permit. A fee of \$2 will be charged for each day permit. Day passes will be designed to hang from the rear view mirror and allow the user to scratch off the day of usage, which must be clearly displayed. The total number of day permits issued will be limited to 20 day passes for each quarter that the College Terrace RPPP applies.
- Construction and maintenance permits will be available for long-term construction activities, consistent with current practice by the City.
- The percentage of homes on each block that must approve the RPPP petition to be considered for the program is to be set at 51% of households.
- The residential parking permit program does not obviate the compliance with the City's ordinance relating to vehicles parked on the street for more than 72 hours.
- The use of guest permits is restricted to visitors to the permit parking area. Holders of residential parking permits are prohibited from displaying guest permits in the parking area.

CHECK LIST FOR COLLEGE TERRACE RESIDENTIAL PARKING PERMITS

We hope to make your permit purchase go as smoothly as possible. Below we have identified some important points to remember.

1. Proof of residency will be required – please provide the following:

Current driver's license with College Terrace address.

or

Recent utility bill for College Terrace address and photo I.D.

or

Current rental agreement and photo I.D. Please remember your name must be indicated on the rental agreement in order for a permit to be issued – no exceptions.

2. Vehicle registration will be required for each permit purchased.

3. The cost for each permit is \$15.00. Checks are the only form of payment we can accept during our neighborhood visits.

4. During our first neighborhood visit we will only be accepting requests for permits. The second visit will be to return with the permits for pick-up and to accept new requests. Staff will be available to provide information about the issuance of guest permits and one day permits with you during our visits. Additionally we can discuss options for submitting requests via the mail or directly to our office.

Please remember to bring all the necessary documentation with you to expedite processing.

Thank you.

Revenue Collections Office

College Terrace Permit Parking Program
Proposed Implementation Schedule

<u>Action</u>	<u>Timeframe</u>
• Ordinance Adopted by Council	September 21
• 2 nd reading of Ordinance	October 5
• Letter to residents regarding application process	Week of September 28
• Revenue Collections application drop off at City Hall	Through November 5
• 1 st off site location application drop off	Week of October 7
• 2 nd off site location application drop off	Week of October 15
• Begin installation of signs	Week of October 12
• Ordinance becomes effective	November 5
• Enforcement begins	Week of November 9