

City of San Dimas

Permit Parking Program Policy

1.0 Introduction

Permit parking in the City of San Dimas is available to regulate and manage on-street parking problems. The goal is to create fair and equitable usage of on-street parking areas. This policy is enacted pursuant to the authority granted by section 22507 of the California Vehicle Code in response to parking on streets by nonresidents who do not visit or conduct business with City residents or businesses. Such parking by nonresidents results in neighborhood decline by reason of traffic congestion, noise, litter, traffic hazards, public safety and inability for residents to park their motor vehicles near their residences.

The Permit Parking Program is initiated through submission of a petition that is provided by the City for the consideration of a proposed permit parking district. The following administrative policy provides procedural and supplemental information for the implementation of the program.

2.0 Designation of Permit Parking District

The City Council may designate by resolution certain streets as Permit Parking Districts for the benefit of residents or businesses adjoining thereto in which vehicles displaying a permit or other authorized device will be exempt from parking prohibitions or restrictions otherwise posted marked or noticed. Each Permit Parking District may be designated following the Traffic Safety Committee review with final approval by the City Council and will be based on the following:

1. Implementation of permit parking is extremely invasive to a neighborhood and should be considered as a last resort after other mitigation has been exhausted and reviewed by the Traffic Safety Committee. Upon its determination that all other mitigation have been or would be deemed ineffective, the Traffic Safety Committee will designate the limits of the proposed Permit Parking District(s). This is to prevent pushing the parking problem from one neighborhood to the next.
2. All requests shall be made by petition on the form provided by the City.
3. To be considered for permit parking, the petition shall also include the name of the street, as well as the proposed district limits.
4. The form shall include information identifying the source of the parking problem that is interfering with the availability of parking and that such source is not directly caused by the properties qualifying for permit parking. The form shall also include a designated neighborhood representative for meetings required during petition consideration.
5. Signatures of a minimum of **sixty-seven percent (67%)** of all property owners within the proposed Permit Parking District(s) indicating their support is required for the request to proceed to the Traffic Safety Committee for final review. Each property shall be represented by one vote (multiple signatures for the same property shall count as one vote). This percentage coincides with what the City requires for the installation of speed humps within a neighborhood. Properties that do not submit a signature or whose signatures are

not property owners of records shall not be counted as an approval. Property owners shall be deemed the owners listed on County Assessor records.

6. Completed petitions shall be delivered to:
City of San Dimas
Attention: Public Works Department
245 E. Bonita Avenue
San Dimas, CA 91773
7. After a petition is received, the City will:
 - a. Verify that each petition contains the required information and number of signatures (67%) indicating the property owners support for permit parking.
 - b. Obtain necessary traffic data and any other relevant information as needed to assess the need for permit parking.
 - c. Provide written notice to the identified source of the parking problem to inform the property owners petitioning the City of the issue, conditions and the possible implementation of permit parking permits in the area.
 - d. Evaluate the effect of a permit policy on the source of the parking issues.
8. The condition of the street will be reviewed and evaluated on the City determined minimum criteria and staff will then report their findings and the petition to the Traffic Safety Committee (“Committee”).
9. The Traffic Safety Committee will review the request for implementation of permit parking on the subject street(s) and receive public comments. It will review the request and either deny the request or forward a recommendation to the City Council to approve a resolution to implement the permit parking district. Details of the restriction times and days of enforcement along with other pertinent details shall be included in the recommendation.
10. A resident representative, who shall be specified in the petition to represent the neighborhoods application, will be sent a written notice from the Committee. In the event of approval, they will also receive notification of the date of the City Council meeting where the request will be reviewed and notices will also be sent to the businesses, the school district, and other property owners adjacent to the subject area.
11. Following the recommendation by the Traffic Safety Committee, the City Council may consider the request for implementation of the permit parking district on the subject street(s) and receive public comments. Should the City Council approve the request, a resolution shall be adopted to implement the permit parking district. The decision of the City Council will be final and conclusive in all cases.
12. The Director of Public Works will have the authority to submit a proposal for a Permit Parking District(s). The City Council has the ability to implement Permit Parking Districts by right, without property owner signatures or any other requirement of this Section 2.0.
13. Upon approval of the Permit Parking District(s), written notification will be provided to the affected residents and property owners based on property addresses, per the latest available tax assessment roll and known homeowner’s associations. The notice shall be sent a minimum of thirty (30) calendar days before enforcement begins advising them of

the restrictions and any required actions such as obtaining permits. If the 30th day falls on a weekend or holiday, the 30th day shall be the next workday.

14. Consideration of any removal of permit parking on select streets will require a similar petition format as a property owner-initiated petition with sixty-seven (67%) of the property owners in favor of the removal; or by City initiative with notices mailed to all affected residents and property owners per street address and the latest available tax assessment roll or records in lieu of a petition.
15. Removal of a Permit Parking District(s) is subject to the implementation process, petition, as well as review and approval by the City Council. However, the City Council may also terminate such Permit Parking District(s) at its sole discretion.

3.0 Administration of Permit Parking Program

Issuance of Permits

Once a Permit Parking District(s) has been approved, it is the responsibility of the affected residents or businesses to obtain their parking permit(s) from the City. Properties that do not desire exemptions from the parking restrictions (permit parking) may elect not to apply for permit parking. All fees shall be as set forth in this policy. All permits must be renewed biennially by the first of July or such other date as established by the City Manager or designee. Each property desiring a permit shall complete the provided application which includes, but is not limited to, the following information:

Full Name

Address

Daytime and Evening Phone Number

Email

Proof of residence or businesses ownership within the district boundary (current utility or telephone bill)

Copy/Proof of registration for all applicable vehicles requesting parking permits and to which shows the address subject to permit parking as the listed address

Upon payment of the fee specified by the Permit Parking Policy, each eligible household or business will be issued no more than five permits. The number of permits issued shall be at the sole discretion of the Public Works Director. Permits must be renewed biennially providing the resident continues to reside at the verified address set forth on the application. A parking permit issued pursuant to this chapter must be prominently displayed either in the front window or as directed (upon issuance of the permit) during the hours of restriction. Commercial, inoperative or unregistered vehicles are prohibited from using parking permits. Permits do not exempt vehicles from other state or local laws. Additionally, permits will not be issued to or used on vehicles with outstanding parking tickets.

Replacement permits may be obtained for damaged or lost permits as outlined in the fee schedule set forth in the latest permit parking policy approved by Council. The City retains the right to refuse issuance for frequent replacement requests defined as more than two in the program year.

4.0 Fee Schedule

1. Biennial Application Fee: \$30

- a. Includes 2 permits and 3 guest permits

2. One Day guest permit: \$0 (costs are included with Biennial application fee)

- a. Application for One Day guest permits must be approved through the Director of Public Works.

3. Replacement permit: \$0

- a. Application for free replacement permits in excess of two per year must be approved by the Director of Public Works.

Changes to the fees in this section can be changed by updating the City's Fee schedule and approving such fees by Resolution of the City Council. After updating, the fees reflected in this section can be updated without requiring additional action to approve a change to this Policy.

5.0 Terms of Permits

Each Permit Parking District(s) will have permits issued biennially by the first of July or such other date as established by the City Manager or designee. Applicant must sign the application agreeing to the terms of the permit. The City may revoke permits if abuses are noted. Typical examples of abuse include, but are not limited to: Parking with an illegible permit; selling or leasing a permit for any value or consideration; parking with counterfeit permits. Violations may result in an immediate revocation of all permits issued to the residency doing the abuse.

The property owner is responsible for all permits assigned to tenants.

The property owner/occupant may obtain "guest" permits for a one time, or infrequent gathering. To obtain multiple guest permits, the resident may fill out and submit a City form, or in such other way specified by the City, notifying the City of an upcoming special event (wedding, birthday party, large gathering etc.) The frequency and number of permits is subject to the approval of the Director of Public Works.

Possession of a parking permit pursuant to Chapter 10.25 Permit Parking Program does not allow exemption from any other established vehicular parking restrictions such as fire hydrants, red curb or overnight parking (which is governed by Chapter 10.24 of the San Dimas Municipal Code) or within the California state law.

6.0 Signs

Upon the establishment of a Permit Parking District(s), the Director of Public Works will cause appropriate signs to be established in the Permit Parking District(s) indicating thereon, the parking limitation application to the district and the exemption of vehicles with permit parking permits. Signs may include, but are not limited to, time restricted parking allowances for vehicles without permits or time restricted parking on certain days of the week. The design and placement of the signs should consider the impacts on the aesthetics of the residential neighborhood. The

regulations pertaining to any Permit Parking District(s) do not apply until signs or marking giving notice thereof have been placed.

7.0 Exempt Vehicles

The restrictions from this policy shall not apply to any of the following vehicles: authorized emergency vehicles, City or Government vehicle, public utility vehicle or service vehicle when used for official business or performing a private service on a street within a Permit Parking District(s); or to any vehicle used for the collection or delivery of United States Mail; or to any vehicles lawfully displaying a special identification license plate or placard issued to a disabled person.

8.0 Prohibited Acts

1. Vehicles may not be parked or stopped adjacent to any curb or allowed alley parking in a permit parking district in violation of any posted or noticed prohibition or restriction unless such vehicle has a permit prominently displayed indicating an exemption from such restriction or prohibition.
2. It is prohibited to sell, rent, or lease for any value or consideration any Permit Parking District(s) permit except as provided in this policy. Upon the conviction of a violation of this subsection all permit parking permits issued to or for the benefit of the dwelling unit for which the sold, rented or leased permit was authorized will be void.
3. It is prohibited for any person to buy or otherwise acquire for value or use any permit parking permit except as provided in this section.
4. Any resident having a permit which is not properly displayed in the vehicle or a permit displayed in a vehicle not authorized to display such permit will be deemed in violation of this policy. The fact that a permit has been issued to the resident but the permit was not properly displayed is not a defense or considered in determining whether or not a violation has occurred.
5. It is prohibited to copy, produce, create, alter or use any facsimile or counterfeit parking permit.
6. It is prohibited to falsely represent oneself as eligible for a parking permit or furnish false information to the Director of Public Works or other authorized City representative in an application for a parking permit.

9.0 Authority of the Director of Public Works

The Director of Public Works is authorized to establish policies, procedures, and requirements as well as to produce signs, forms, and other materials necessary or appropriate to implement the provisions of this policy when such are consistent with the San Dimas Municipal Code and this Policy and will have the same effect as this Policy.