

# Agenda Report

**TO:** City Council

**DATE:** December 4, 2006

**FROM:** City Manager

**SUBJECT:** AMENDMENT TO POLICIES AND PROCEDURES FOR  
ESTABLISHING PREFERENTIAL PERMIT PARKING (PPP)  
PROGRAM

## **RECOMMENDATION**

It is recommended that the City Council take the following actions:

1. Approve the amendment to the Procedures for Establishing Preferential Permit Parking District (Attachment 1).
2. Acknowledge this project to be categorically exempted under the California Environmental Quality Act (CEQA) Guidelines, pursuant to Section 15301 Existing Facilities, and authorize the City Manager to execute and the City Clerk to file a Notice of Exemption (Attachment 2) with the Los Angeles County Clerk.

## **REVIEW BY THE TRANSPORTATION ADVISORY COMMISSION**

The Transportation Advisory Commission reviewed and concurred with the recommended amendments at its November 2, 2006 regular meeting.

## **BACKGROUND**

The current Procedures for Establishing Preferential Permit Parking program were last amended in April 2003 and were adopted by the City Council on August 9, 2004. Staff has recently reviewed the procedures and is recommending changes to provide greater latitude in protecting neighborhoods from parking intrusion, consistent with the 2004 Mobility Element.

The proposed revisions to the PPP procedures will allow staff to make a recommendation for expanding an existing PPP district boundary for Council approval when parking intrusion becomes evident on streets immediately outside of its boundary. It would significantly reduce the amount of time and staffing in conducting an extensive parking utilization survey. Furthermore, written support from a majority of impacted residents on a single street or multiple streets must be submitted to the City prior to consideration for expansion. The proposed changes do not modify the procedures in a manner that will cause unwarranted PPP Districts to be placed throughout the city. The changes are focused on mitigating the direct impacts attributed to adjacent PPP district.

### FISCAL IMPACT

There is no direct expenditure anticipated for implementing expanded boundaries. The cost for sign fabrication and initial permits for each eligible street segment in the future will be funded through the Neighborhood Traffic Management Program (NTMP) in the Capital Improvement Program.


Respectfully submitted,

  
CYNTHIA J. KURTZ  
City Manager

Prepared by:

  
for ERIC C. SHEN, P.E.  
Transportation Planning & Development  
Manager

Approved by:

  
JOYCE Y. AMERSON  
Director of Transportation

Attachment 1: Proposed amendments, November 2006

Attachment 2: CEQA forms

**Attachment 1:  
Proposed Amendments  
November 2006**

## PROCEDURES FOR ESTABLISHING PREFERENTIAL PERMIT PARKING

### DEFINITIONS

**“non-local”** vehicle for the purposes of preferential permit parking means a vehicle parked on a street abutting a parcel other than the destination of the vehicle operator.

**“preferential permit parking district”** means a portion of the City within which the use of on-street parking shall be governed by Chapter 17 of the Pasadena Municipal Code and the Established Preferential Permit Parking Procedures.

**“street segment”**, for the purposes of preferential permit parking and the established preferential permit parking procedures, shall refer to a section of a street between two street intersections. If a street segment is bound by a T-intersection, staff will assign the parcels abutting the street between the two street segments to one of the two segments. When the preferential permit parking district boundary lies between two intersections, the street segment shall be designated by the street section between the district boundary and the nearest intersection within the district. Norwithstanding the foregoing, a single street may have more than one segment, if, and only if, the director of transportation finds that there are significantly different traffic and parking impacts on one distinguishable section of a single street from another. [Amended December 2006]

### PROCEDURES

#### 1. PROCESS INITIATION

The process for establishing a Preferential Permit Parking district can be initiated by a *Citizen Request* or a *motion of the City Council*. The Citizen Request must be received from the property owner(s) of a parcel abutting the proposed residential street segment for which the parking restriction is being requested.

In the areas around the Gold Line Light Rail Stations, Preferential Permit Parking programs are introduced by the City in anticipation of future parking impacts due to transit riders. City staff field surveys potentially affected street segments based on their distance to each station. This preventive measure does not require a petition from affected residents. [Amended March 2003]

In an area adjacent to an established preferential permit parking district, the City Council may expand the district 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 that adjacent area from the source which impacted the established preferential permit parking district. An expansion under either of these circumstances does not require a petition from affected residents. [Amended August 2004, December 2006]

**2. PROBLEM IDENTIFICATION**

Once the process is initiated, staff from the Department of Transportation will meet with the property owner(s) to discuss the parking concerns and identify all possible mitigation measures, including parking prohibition, restricted parking, and parking by permit only (preferential permit parking).

**EXPANSION OF ESTABLISHED PREFERENTIAL PARKING DISTRICT**

If the expansion of an established preferential parking district is necessary or prudent to mitigate the direct parking impact (a) of a change in the configuration of a street or public right of way; (b) similar action of government which changes traffic flow or patterns; (c) in response to a simple majority of written support (51%) by abutting property owners on streets immediately outside of an existing PPP district boundary, the Department of Transportation will conduct field surveys and document the severity of parking intrusion by non-local users. If such parking impact is attributed by the same source of establishment, then procedures three (3) through seven (7) are not required. [Amended August 2004, December 2006]

**3. INITIATION OF THE PARKING STUDY (67% CONCURRENCE)**

Once the City has determined that none of the alternative measures to Preferential Permit Parking will adequately mitigate the parking concerns, the City will initiate a petition process by mailing a ballot, utilizing an existing neighborhood association or neighborhood watch group. Representative of the subject street segment may also initiate the petition process and submit it to the Department of Transportation for verification. A *67 percent concurrence (two-third)* from the property owners of the parcels abutting the street segment is necessary to initiate a Parking Study.

**4. IDENTIFYING THE STUDY AREA**

The Parking Study will include all street segments that are adversely impacted by non-local parking. In addition, all residential street segments immediately adjacent to the impacted street segments will also be examined. Any adjacent street segment that may be negatively impacted by the implementation of preferential permit parking will be included in the district.

**5. PARKING STUDY**

The Parking Study will establish the boundaries of the Preferential Permit Parking District. The Parking Study should be conducted during the time and day that the problem occurs. To establish a Preferential Permit Parking District, the Study results must indicate that all of the following criteria have been met:

- a) There is no feasible and/or reasonable alternative to eliminate the parking problem caused by non-residential users on a regular basis.
- b) Non-local vehicles parked in the area of the proposed district cause regular, reoccurring and unreasonable noise, traffic hazards, environmental pollution or other interference.

- c) The displacement of non-local vehicles from the proposed district will not unduly impact the residential areas surrounding the district.
- d) Minimum Parking Occupancy Level  
The minimum parking occupancy level criteria is used to determine whether the parking supply is adequately satisfying the demand on a particular residential street or area. The occupancy is the ratio of total number of parked vehicles versus the total number of available spaces. The total available parking spaces along a street segment are calculated by dividing the total length (in feet) by an average vehicle length of 20 feet. For further consideration, minimum occupancy of 70 percent must be consistently observed during the days and times that the parking problem is said to exist.
- e) Percent of Parked, Non-Local Vehicles  
The minimum percent of parked non-local vehicles will be used to determine the impacts of non-local parking on neighborhood streets. If the Minimum Occupancy Level is met, a minimum of 40 percent of those observed parked vehicles must be non-local. Non-local vehicles may be identified by interview or by a license plate survey, which may include the elimination of vehicles that are known to belong to the residents and/or property owners.

**6. TRANSPORTATION ADVISORY COMMISSION (TAC)**

The proposed preferential permit parking district and corresponding Parking Study will be submitted to the Transportation Advisory Commission for review and recommendation.

**7. ESTABLISHING A DISTRICT**

- a) Citizen Petition  
A simple majority - more than 50% of the property owners' concurrence within the proposed district, is required to proceed with the proposed District.
- b) Gold Line Stations – Government Action-Preventive Measures  
The petition process is waived for affected residents within the Gold Line Preferential Parking Districts. [Amended March 2003]

**8. CITY COUNCIL**

City Council shall approve the proposed preferential permit-parking district boundaries. The Department of Transportation will file a Notice of Exemption (CEQA Guidelines) with the Los Angeles County Recorder.

**9. SIGN INSTALLATION AND ISSUANCE OF PERMITS**

Any one side of a street segment within the adopted preferential permit-parking district may establish preferential permit parking by submitting documentation of concurrence to the City. Proof of concurrence with 67 percent of the property owners of parcels abutting the corresponding side of the proposed street segment is required. Following City review and validation of the documentation, staff will

install preferential permit parking signs and issue parking permits to the residents on the corresponding side of the designated street segment.

**10. SIGN SPECIFICATIONS**

Parking restriction signs will be posted on affected street segments. The time of restrictions will be district-specific. Within the Gold Line Station Preferential Parking Districts, TOW-AWAY will be added to each sign to minimize violations.

**11. ISSUANCE OF PERMITS**

The number of permits issued to residential and commercial property owners shall be consistent with the Pasadena Municipal Code. Other preferential permits shall be determined by the amount of available on-street parking spaces. Parking spaces shall measure at least 20 feet in length for unmarked spaces and 22 feet in length for marked parking spaces adjacent to property of the non-residential use. The number of permits issued shall not exceed 150 percent of the number of available on-street parking spaces. Fees shall be levied per parking space.

**12. ENFORCEMENT**

Parking enforcement will issue warning citations for the first two weeks following implementation. Thereafter, regular parking enforcement will occur.

**Attachment 2:  
CEQA forms**



**CITY OF PASADENA**  
Department of Transportation  
221 E. Walnut Ave., # 210  
Pasadena, California 91101

## **ENVIRONMENTAL EXEMPTION**

**Project Title:** **Expansion of An Existing Preferential Permit Parking (PPP) District Boundary**

**Project Applicant:** **City of Pasadena**

**Project Contact Person:** **Eric C. Shen, P.E.**  
**Transportation Planning & Development Manager**

**Project City:** **Pasadena** **Project County:** **Los Angeles**

**Project Location:** **Arden Road, Rosalind Road, Cameron Drive, Holladay Road, Lombardy Road**

### **Project Description:**

The Pasadena City Council found that the expansion of an existing Preferential Permit Parking Program district boundary (District "C") is necessary and prudent to mitigate the direct impact of non-local parking and that expansion of the preferential parking district is consistent with procedures and the ordinance. The expansion of District "C" will include the following streets pursuant to Chapter 10.41 of the Pasadena Municipal Code:

1. Both sides of Arden Road between Wilson Avenue and California Boulevard;
2. Both sides of Rosalind Road between Arden Road and the south City Limit;
3. Both sides of Cameron Drive between Arden Road and the south City Limit;
4. Both sides of Holladay Road between Lombardy Road and the south City Limit;
5. Both sides of Lombardy Road between Arden Road and Hill Avenue.

## FINDING

The Environmental Administrator has reviewed the above project in accordance with the City of Pasadena's Environmental Guidelines. The basis for the exempt determination is:

- Ministerial (CEQA Sec. 21080(b)(1);(CEQA Guidelines Sec. 15268)
- Declared Emergency (Sec. 21080(b)(3); 15269(a))
- Emergency Project (Sec. 21080(b)(4); 15269)(b)(c))
- Categorical Exemption. (Sec. 15301(c))

### Reason why project is exempt:

1. Existing facilities since the existing streets will not physically change due to this program and their primary function will remain the same.
2. This project intends to mitigate current parking problems in a residential neighborhood.
3. The general rule that this program has no possibility of having a significant impact on the environment

<b>Completed By:</b> Eric C. Shen, P.E.	<b>Approved By:</b>
<b>Title:</b> Transportation Planning & Development Manager	<b>Title:</b>
<b>Date:</b> December 5, 2006	<b>Date:</b>

**CITY OF PASADENA**

**Chapter 1 NOTICE OF EXEMPTION**

To:  
**Los Angeles County Clerk  
Business Filing & Registration  
12400 E Imperial Hwy Rm 1101  
Norwalk CA 90650**

From:  
**City of Pasadena  
Department of Transportation  
221 E. Walnut St., #210  
Pasadena, California 91101**

**PROJECT TITLE:**

Expansion of an Existing Preferential Permit Parking (PPP) District Boundary

**PROJECT ADDRESS:**

1. Both sides of Arden Road between Wilson Avenue and California Boulevard;
2. Both sides of Rosalind Road between Arden Road and the south City Limit;
3. Both sides of Cameron Drive between Arden Road and the south City Limit;
4. Both sides of Holladay Road between Lombardy Road and the south City Limit; and
5. Both sides of Lombardy Road between Arden Road and Hill Avenue.

**PROJECT CITY:** Pasadena    **PROJECT COUNTY:** Los Angeles

**DESCRIPTION OF NATURE, PURPOSE AND BENEFICIARIES OF PROJECT:**

This program intends to protect residents from non-local users regularly occupying the majority of available on-street parking spaces in a residential neighborhood. The residents who live within the District will be benefited from the protective measure.

**NAME OF PUBLIC AGENCY APPROVING PROJECT:**

City of Pasadena

**NAME OF PERSON OR AGENCY CARRYING OUT PROJECT:**

Lead Department:    Department of Transportation  
Contact Person:    Eric C. Shen, Transportation Planning & Development Manager

**Exempt Status (Check one):**

- Ministerial (CEQA Sec. 21080(b)(1);(CEQA Guidelines Sec. 15268)
  - Declared Emergency (Sec. 21080(b)(3); 15269(a))
  - Emergency Project (Sec. 21080(b)(4); 15269)(b)(c))
  - Categorical Exemption. California Administrative Code Title 14 Chapter 3 sec. 15301(c),
  - General Rule CEQA Guidelines Sec. 15061 (b) (3)
-

**REASON WHY PROJECT IS EXEMPT:**

Existing facilities since the existing streets will not physically change due to this program and their primary function will remain the same.

The general rule that this project has no possibility of having a significant impact on the environment.

**CONTACT PERSON:** Eric C. Shen                      **PHONE:** (626) 744-7208

<b>Completed By: Eric C. Shen, P.E.</b>	<b>Approved By:</b>
<b>Title: Transportation Planning &amp; Development Manager</b>	<b>Title:</b>
<b>Date: December 5, 2006</b>	<b>Date:</b>

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a notice of exemption been filed by the public agency approving the project?  
Yes XX No

Date received for filing:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_