

## **RESIDENTIAL PARKING MANAGEMENT POLICY**

Upon receiving a parking request/complaint from a residential neighborhood in the form of a letter from the Homeowners Association or a petition on a City provided form from a majority of the property owners on the street or streets where the parking concern exists, staff will begin the following three-phased review process. A specific request will only be evaluated once in any 24-month period. The City will exhaust the least intrusive alternative at each phase of the evaluation process prior to moving on to subsequent phases that entail a greater degree of intervention.

### **Resident Education**

The City will provide information to the residents that includes an overview of the investigation process and explains that parking concerns generally fall into two categories: (1) California Vehicle Code (“CVC”) or Lake Forest Municipal Code (“LFMC”) parking violations that the City can enforce; and (2) Situations that cause concerns in neighborhoods, but do not represent CVC or LFMC parking violations. This second category is essentially a civil matter, but in limited circumstances, the City may be able to institute a parking program. The City’s Traffic Engineer will decide which methods/approaches best address the parking concerns.

If the City’s Traffic Engineer ultimately determines that Permit Parking may be appropriate, the Permit Parking Program must meet the criteria under Phase 3 (which include approved ballot/petition by 67% of the affected property owners) and receive a recommendation from the City Council’s designee. Given that this program is an ongoing restriction of who may use a public street, and is expensive to initiate and maintain, a specific request will only be evaluated once in any 24-month period.

### **PHASE 1: Fact Finding**

Staff will begin its analysis of the request by collecting information and conducting field reviews. The field review scope will be based upon the professional judgment of the Traffic Engineering Manager and the particular circumstances of the situation. Information collection may include, but is not limited to, a review of the site development plans, the collision history and the potential effectiveness of parking enforcement, traffic counts and license plate surveys. If the Traffic Engineering Manager determines that the residential neighborhood is adversely impacted by overflow parking, staff will begin Phase 2.

### **PHASE 2: Request For Voluntary Action**

If initial research indicates a potential for mitigating parking impacts from nearby development(s) (residential, commercial, industrial, etc.), staff will meet with appropriate representatives from the nearby development(s) to collect additional information regarding their available on-site parking and their parking policies. Staff will also request that the Orange County Sheriff’s Department (“OCSD”) provide parking enforcement as time and personnel permits.

If opportunities exist to add parking spaces on private property, staff will request the nearby development(s) to consider adding parking. In addition, staff may request the nearby development(s) to revise parking policies that may be impacting adjacent neighborhoods.

This phase may also include meeting with the appropriate representatives of the impacted residential neighborhood (e.g., homeowners' association board (HOA), property owners, etc.) to request information on their parking policies and discuss other issues as appropriate, including any concerns of nearby developments.

If the City's Traffic Engineer determines that the steps taken in Phase 2 have addressed the parking concerns, then no additional action will be taken. If the City's Traffic Engineer determines that the steps have not addressed the parking concerns, then the residential neighborhood may qualify for a parking program.

### **PHASE 3: Consideration of Parking Restrictions**

In this Phase, restrictive options may be considered to mitigate residential neighborhood overflow parking generated by nearby developments. Restrictions may also be appropriate to address commercial vehicle parking and/or parking during street sweeping. Restrictive options may include, but are not limited to, overnight parking bans, limited areas of no parking (red curbs, etc.), Street Sweeping Parking Restrictions, and/or Residential Permit Parking. The City's Traffic Engineer will recommend a specific parking program based upon the particular circumstances of the situation.

If permit parking is recommended by the City's Traffic Engineer, all of the following criteria must be met. If an area meets the criteria, it is eligible to be considered by the City Council's designee for recommendation of approval of a Residential Permit Parking Program. At that time, the designee will recommend an action relative to the proposed permit parking to the City Council. Approval of a Residential Permit Parking Program is at the sole discretion of the City Council.

#### **CRITERIA:**

1. Upon review by the Traffic Engineering Manager, the existence of overflow parking in a residential neighborhood is verified and the neighborhood meets the definition of "Impacted Area."
2. Overflow parking in a residential neighborhood is defined as 75% of the frontage on a residential street available for parking is being occupied during any consecutive 6-hour period by vehicles generated from nearby development.
3. Existing land-use has resulted in inadequate spacing between a residential neighborhood and the nearby development that generates the parked vehicles.
4. Reversal or mitigation of the conditions at nearby development that created the overflow parking is not within the City's control.

5. Nearby development (residential, commercial, industrial, etc.) will not voluntarily enact changes to mitigate the overflow parking.
6. Evidence indicates a permit-parking program will not simply transfer overflow vehicles to adjacent residential streets and perpetuate the situation.
7. By mail ballot/petition, 67% of the Impacted Area property owners (one vote per property) approve instituting a Residential Permit Parking Program. If a vote is not received from a property owner, it will be considered a “no” vote.
8. Implementation of a permit-parking program for the Impacted Area is compliant with Section 22507 of the California Vehicle Code.
9. The cost of implementation of the permit-parking program can be absorbed by budgeted City activities, or borne by the impacted area.

#### DEFINITIONS:

Residential Neighborhood Overflow Parking is defined as 75% of the frontage on a residential street available for parking is being occupied during any consecutive 6-hour period by vehicles generated from nearby development.

Impacted Area is defined as any area experiencing Residential Neighborhood Overflow Parking in which the:

- a) Overflow parking precludes parking for one or more of the following: guests, home & yard maintenance workers, utility workers, deliveries (including mail delivery), trash pick-up, and driveway access.
- b) Overflow parking affects 30 or more dwelling units (or 1,000 feet of frontage)
- c) Overflow parking is continuous throughout a 6-hour period.

#### **PHASE 4: Permits**

If the permit parking is approved for recommendation by the City Council’s designee and the City Council, then two (2) permits will be issued per dwelling unit, upon the property owner(s) or resident(s) showing proof of residence. Permits are limited to two (2) because each dwelling unit should have existing off-street parking, which the City encourages residents to use for vehicular parking.

Property owners or residents may apply to the Traffic Engineering Manager for a third permit. Application forms are available from the City. The Traffic Engineering Manager, at his or her sole discretion, may approve a third permit in cases of exceptional or unusual circumstances. Applicants may appeal the Traffic Engineering Manager’s decision to the Director of Public Works. To appeal, the applicant must submit a written appeal to the City Clerk within seven (7) business days of receipt of the Traffic Engineering Manager’s decision. The appeal must include the reasons for the appeal and any supporting evidence. The Director of Public Work’s decision on the appeal is final.

Property owners and residents may also apply for one-day guest permit(s) on the City's website or by applying in-person at City Hall.