

STREET SWEEPING PARKING RESTRICTION POLICY

FEBRUARY 2022

The City Council of the City of Lake Forest has determined that it is in the best interest of the community to have the City streets thoroughly cleaned on a regular basis. The City encourages and prefers residents to voluntarily remove their vehicles from the streets on street sweeping days/times to help improve the effectiveness of the street sweeping. However, in some situations, where parked vehicles are significantly and consistently reducing the effectiveness of street sweeping, the City can consider establishing street sweeping parking restrictions. (Veh Code § 22507.6).

The evaluation process can be initiated in response to a request or when staff and the City's street sweeping contractor have identified streets that may need to be reviewed. A request from a residential neighborhood shall be in the form of a letter from the Homeowner's Association ("HOA") or a petition on a City provided form from a majority of the property owners on the street or streets where the street sweeping concern exists. Once the City receives a request, staff will begin the following review process. A specific request will only be evaluated once in any 24-month period.

Geographic Area

Prior to submitting a request, the City will work with the property owners and/or HOA to determine the appropriate area for potential street sweeping parking restrictions. The area will include the streets where parking concerns exist may include additional streets. Additional streets may be added to account for potential shifting of parking from the streets where the parking concerns exist and for other reasons as determined by the City. Individual streets or short segments of individual streets will generally not be considered for stand-alone street sweeping parking restrictions.

Phase 1 – Initial Assessment

The evaluation process for potential street sweeping parking restrictions begins with staff conducting an initial field review and collecting/reviewing other pertinent information. The extent of the review/data collection will be based upon the professional judgment of staff. The initial assessment by staff may include, but is not limited to, the following:

1. A parking survey on the street sweeping day for two consecutive weeks;

2. Inspection of gutters and catch basins for debris;
3. Photo documentation; or
4. The initial HOA request or petition showing the level of support, at 51% or more, from the affected area.

If the initial site evaluations appear to show that the streets meet the minimum 25% impact described below, then the City will prepare a letter (or email) and send it to the HOA community manager, property owners and/or residents on the affected streets. The letter will be informational in nature and will ask for voluntary cooperation to improve street sweeping. The City may also consider the installation of temporary informational signs on the affected streets. Approximately 30 – 60 days after the mailing of the letter, the City will conduct a follow up study to determine if the conditions still appear to meet the minimum 25% impact. If the follow up study finds that the conditions have improved and no longer meet the 25% impact criteria, then no further steps will be taken. If the follow up study finds that the conditions still appear to meet the minimum 25% impact then the City will conduct additional review, as described in Phase 2.

Phase 2 – Follow Up Study

If the steps in Phase 1 do not appear to reduce the impact to less than 25% then the City will conduct additional reviews and collect additional data. The extent of the review/data collection will be based upon the professional judgment of staff.

The reviews and data collection will be used to determine if the following three criteria are met. All three criteria must be met to consider establishing street sweeping parking restrictions.

1. At least 25% of the continuous curb/gutter on the street or streets cannot be swept due to parked vehicles. This is not the same as 25% of the available parking. For example, if a street with 1,000 feet of continuous curb/gutter has 500 feet available for parking (because driveways, areas by fire hydrants, etc. take up to the other 500 feet), then at least half of the available parking (250 feet or 25% of 1,000 feet) must be occupied by parked vehicles to meet this criteria.
2. The same sections of gutter are not swept for two consecutive sweeping days due to parked vehicles. This indicates that areas of the street are not being swept at any time during a typical 30-day period. If the vehicles are parked on the street in random locations from week to week, but are not parked in the same locations, then this would allow all the gutters to be swept at some point during a typical 30-day period and therefore this criterion would not be met.

3. Significant debris is accumulating in the gutters. Significant debris would generally be an accumulation of debris greater than what would normally be expected between street sweeping cycles. Debris is generally defined as trash and litter. Seasonal landscape brush/debris is considered normal. However, landscape brush/debris will be considered if trash and litter is also present. The final determination will be made by the City based on judgment, experience and other factors including, but not limited to, surrounding land uses, plant and tree types and time of year.

At the City's sole discretion, the City may waive one or more of the criteria for streets that were added to account for potential shifting of parking or for other reasons as long as the petition or HOA request included the additional streets.

Conclusion

If the follow up study criteria are not met, then staff will prepare a denial letter with the study's findings to the requesting party. The requesting party may appeal the denial for street sweeping parking restrictions by the Traffic Engineering Manager to the Traffic and Parking Commission. To appeal, the requesting party must submit a written appeal to the City Clerk within thirty (30) calendar days of the receipt of the Traffic Engineering Manager's decision. The appeal must include the reasons for the appeal and any supporting evidence on why it meets all the criteria of the Policy. Staff will review the appeal and verify the supporting evidence with spot checks during the next few sweeping days. Once verified, staff will prepare a staff report and include the appeal request from the requesting party and present it to the Traffic and Parking Commission for further consideration.

The Traffic and Parking Commission shall use their own best judgment when reviewing staff's denial and the requesting party's reasons for the appeal and any supporting evidence on why it meets all the criteria of the Policy, specifically the determination of how an area may be impacted by a significant amount of debris. The Traffic and Parking Commission may uphold staff's determination for denial or recommend City Council to consider approving parking restrictions based upon the requesting party's appeal and their best judgment.

If the follow up study criteria are met, then staff will present its findings to the Traffic and Parking Commission to seek a recommendation to the City Council for their consideration and will recommend approval of the parking restrictions, as appropriate. If approved by ordinance or resolution of the City Council, staff will implement the parking restrictions, which will include the posting of signs and outreach to the affected area. If the Traffic and Parking Commission or City Council

deny parking restrictions, the decision will be final, and no more appeals may be made. A new request may be submitted after a 24-month period.

The parking restrictions will not be effective until the restricted streets have been sign-posted as required state law (Veh. Code § 22507.6). The restrictions will not apply to commercial vehicles that (1) make pickups or deliveries for a building on a restricted street, or (2) deliver construction materials for any building on the restricted street, or (2) deliver construction materials for any building with a building permit (Veh. Code § 22507.6).

Enforcement

Enforcement of the street sweeping parking restrictions will occur following the posting of the appropriate signs. Enforcement will continue as time and personnel permits and in response to specific requests for service.



City of Lake Forest
Petition Form for Street Sweeping Parking Restrictions

We, the below signed residents have read and understand the City's Street Sweeping Parking Restriction Policy and request that the City of Lake Forest take steps to address street sweeping concerns in our neighborhood. The following streets are being requested to be evaluated in our neighborhood (include neighborhood map of requested streets as an attachment).

We understand that this request is not being circulated by the City, but will be submitted to the City to gauge support for street sweeping parking restrictions to help address street sweeping concerns. The submission of this petition does not guarantee that steps will be implemented or recommended.

Print Name	Signature	Address	Date	Owner or Occupant?

Request Circulator: _____
Print Name Signature Date