

Residential Parking Manual



January 12, 2017

Residential Parking Manual

Purpose: Balance Resident Parking Needs

The purpose of the Residential Parking Manual (“Manual”) is to act as a resource, providing information regarding methods to address and respond to parking concerns in residential areas. The causes of overflow parking come from various sources, some of which cannot be immediately addressed by the City. Consequently, addressing overflow parking involves the efforts of various City resources including Public Works, Police Services, and Development Services. In many instances, issues associated with overflow parking include a lack of public parking, littering, loitering, noise, and other impacts. The Manual is intended as a reference guide for staff and residents, offering tiered approaches to address the more prevalent concerns associated with overflow parking in an iterative and multidisciplinary fashion.

The City’s goal is to emphasize voluntary compliance and cooperation among residents, while still providing options for other restrictive measures, when certain conditions exist. This Manual is primarily focused on the issue of overflow parking from one neighborhood or business district to another. Although overflow parking is the primary focus of the Manual, the various approaches can also be used as stand-alone methods to address other specific parking issues (such as street sweeping), when the conditions suggests that this might be appropriate. To the extent that new approaches to residential parking issues are developed over time, this Manual may be updated to reflect best practices.

Philosophy: Incremental and Multifaceted Approach

The City recognizes that public street parking is intended to be made available for residents and guests. At the same time, under certain circumstances, the City may need to restrict parking in a specific area because of a significant overflow parking issue as defined in the City’s Residential Permit Parking Policy and the Street Sweeping Parking Policy, collectively referred to as the Parking Policies. Prior to restricting the use of street parking, the City must carefully assess options that could mitigate the potentially negative effects associated with overflow parking through other means. For this reason, the City engages in an incremental approach to address residential parking issues ranging from voluntary compliance to restrictive options. Consequently, the overall parking management process involves incremental steps that can generally be applied to various parking concerns. Many of the steps that the City will consider fall into the three “E’s” described below.

[Education](#)

The City can educate and communicate with the public through various means, including direct correspondence (such as letters and emails) and working with HOAs to disseminate information. This communication is used to educate and inform the public about laws (such as the 72-hour parking limit) and other matters. This process is designed to raise awareness of concerns and elicit voluntary changes in behavior to address concerns. Other, more direct communication may also be used, as described below.

Enforcement

Parking enforcement through the Orange County Sheriff's Department ("OCSD") is an important element of an overall parking management program. In many cases, some parking issues may be managed or resolved with consistent enforcement efforts. Some of the most common concerns include vehicles parking on public streets for extended periods, oversized vehicles parked illegally, and the storing of unattached trailers or trailers attached to vehicles. Although enforcement can be an effective tool, there are limitations to enforcement activities due to personnel and time constraints, as well as restrictions to application of the law. For example, the California Vehicle Code ("CVC") may limit the City's ability to take immediate citation action¹. Whenever possible, information regarding these limitations will be provided to the requesting party or parties as part of the process to ensure that expectations are consistent with enforcement efforts.

Engineering

Concerns about parking often include an element of traffic safety. Engineering reviews are used to determine if traffic safety issues exist and if action may be warranted to address the concerns. Concerns about sight distance, speeding, collision history, and whether there is sufficient width to allow parking are just a few examples of issues that an engineering review may aid in assessing. Installing no parking signs, red curb, and other signing and striping to help inform and guide drivers are examples of some of the engineering steps that may be considered.

In areas where a lack of parking is a concern, engineering reviews will determine if the City may provide additional parking in the immediate or neighboring areas. For example, in some instances, existing no parking areas may be revised to provide additional parking.

¹ The CVC allows vehicles to remain parked on public roadways for up to 72-hours. In that time, a peace officer may not cite or tow the vehicle as it is considered legally parked.

Responses to Individual and Group Requests

Before proceeding with the other elements of the Manual, this section will briefly distinguish between individual requests and requests from either a group of residents or a Homeowner's Association.

Individual Requests

In response to a parking concern from an individual resident the City will:

1. Complete a general, informal, review of the residential street, streets, or area. The extent of the review will be based on the individual situation and staff's judgement/experience. If the initial findings suggest that the street, streets, or area may be eligible for some of the steps outlined in this Manual and/or the Street Sweeping Parking Restriction Policy ("SSPRP") (Exhibit A) and/or the Residential Permit Parking Policy ("RPPP") (Exhibit B), (collectively, "Parking Policies"), the City will inform the resident. The next step would require the Homeowners Association ("HOA") or, in the event no HOA exists in the area(s), the homeowners as a majority group to provide a request as described below to begin a formal review. Should the findings suggest that the area is not immediately eligible; staff may revisit the area for review, upon request of the individual, 24 months following the last review.
2. In some cases, when the parking concerns can be addressed with minor changes, such as adding red curb near a fire hydrant, the City will consider changes without a group/HOA request.
3. If a general review of the information from the resident suggests that some level of parking enforcement might be appropriate, the City will ask the OCSD to provide routine parking enforcement as time and personnel permits and inform residents that parking enforcement is conducted on an incident-report basis. Staff may encourage residents to call the OCSD more frequently to increase the frequency of police action regarding the 72-hour parking statute.

Requests from a Majority of Residents or a Homeowner's Association

A formal review of residential parking requires a considerable amount of public resources including staff and consultant time to conduct the appropriate studies and make recommendations to the City Council or its designee. Additionally, potentially impacted residents/homeowners may not consider some of the measures in this Manual and contained within the Parking Policies reasonable or

necessary. For these reasons, the City must be sure that the majority of homeowners in a specific area agree that there are significant concerns that may require the actions described in this Manual and/or the Policies. Therefore the City requires the request from a residential neighborhood to be in the form of a letter from the HOA 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. Once the City receives and verifies the letter or petition, the City will begin the formal process outlined in this Manual and/or the Policies. The decision regarding which process or processes to begin will be based on the request and staff's judgement/experience.

Tiered Steps

The three "E's" generally describe the ways in which the City responds to parking concerns. In addition, the Policies contain specific steps that staff uses to review requests for permit parking and parking restrictions for street sweeping. The types of specific steps the City may consider to supplement the Policies or to address other parking issues are noted below. These steps are presented in tiers to reflect the order in which the City will generally consider them for implementation. Historically, staff implemented or otherwise considered these steps in response to previous requests in the City or as part of experience with other agencies. Although the City considers this list of steps to be comprehensive, the City reserves the right to consider additional steps that may be appropriate for unique conditions. The staff may, with the exception of options listed under Tier 3, pursue all potentially viable options that may assist residents with regard to concerns regarding parking.

Tier 1: Communication, Cooperation, and Enforcement

The options outlined in this tier represent potential solutions to some of the side effects of overflow parking residents previously cited readily available for staff to utilize. These options do not require extensive staff and/or contracting employee time to effectuate and may potentially solve the immediate issues observed in the area.

Contacting Property Managers and HOA's to Discuss Parking

In cases when the City determines that parking from one neighborhood is impacting an adjacent neighborhood in one or more ways, the City may contact the HOAs and/or property owners to determine if changes have been made to its parking polices or if other factors might be contributing to additional on street parking. This determination regarding the existence of one or more impacts will be based on staff's observations, judgment and experience. The goal of this effort is to work collaboratively with the HOAs and property owners to maximize the use of parking on private property, which has the potential to improve the

parking conditions on the nearby residential streets. Improvements to parking conditions include, but are not limited to, fewer overall vehicles parking on the streets as well as other improvements that may be traffic safety and/or public safety related.

These efforts may include counting the number of internal parking spaces available during the evening to determine whether the onsite spaces are currently being utilized, working with property managers or homeowner's associations to review its internal parking management policies, and identifying potential modifications (if applicable) that could better utilize available onsite spaces. Additionally, staff will also confirm whether internal spaces are being leased or utilized for any purpose other than parking. In such instances, staff will provide information regarding the City's Municipal Code and/or take appropriate enforcement action.

Area Wide Mailings and Communication

At its discretion, the City may employ various methods of communication to solicit voluntary compliance to help address potential parking violations or concerns raised by residents. The City may provide information to residents in the area regarding specific parking restrictions and concerns. These communications may include information regarding enforceable parking or code violations and additional actions the City may take should the impact to the public space remain the same or increase over time.

Parking Enforcement Programs

Given staffing levels, the OCSD provides parking enforcement in response to calls for service. However, if the City determines that active parking enforcement could provide benefit, the City will work with the OCSD to develop a special enforcement program. These short-term programs involve, but are not limited to, concentrated enforcement in a specific area for a defined period of time through a combination of overtime and temporary reassignment of personnel and issuance of citations for all applicable vehicle code violations. The goals of this special enforcement includes, but are not limited to, relocation or removal of abandoned, stored or inoperable vehicles (pursuant to the CVC) to lessen the parking impact on public streets, and to increase parking turnover to improve the effectiveness of street sweeping.

Special Enforcement Programs

Some overflow parking complaints include concerns relative to loitering, suspicious activity, and other public safety related issues. Residents concerned

for their public safety are encouraged to call the OCSD directly or, in the event of an emergency, call 911. In instances where residents are continually concerned with public safety due to an influx of unknown individuals, staff will work with OCSD to develop a special enforcement program for the area.

Neighborhood Watch

In some cases, concerns about parking include other “non-parking” related issues, such as: loitering, littering, and sleeping in vehicles. Forming a neighborhood watch program may potentially improve overall communication and awareness in a neighborhood to help identify and report these types of issues. The OCSD will work with interested residents to form a neighborhood watch program and discuss the overall benefits of this type of program.

Tier 2: Staff Initiated Efforts

The following steps will generally be considered if the steps in Tier 1 are not effective in addressing the parking concerns, as determined by the City. Generally, these options are listed here because they require additional City resources through staff and contracting employee time. Should parking related concerns require escalation to Tier 2, staff will review the neighborhood concerns and determine the appropriate steps to implement in this tier.

Special Trash and Debris Clean Up

Often, residents cite an accumulation of trash and other debris in connection with on street parking. However, in some instances, efforts described in Tier 1 do not adequately address some of the side effects of overflow street parking, such as litter and debris build-up. If the City determines that there is an on-going accumulation of debris, the City will consider a special debris clean-up program involving a monthly manual clean up by the City’s street maintenance crew. The duration and location of a special clean-up program will be determined by the Public Works Maintenance Manager City based on the conditions and staff’s judgment/experience.

Increasing Parking in the General Area

This is the first step that potentially offers additional parking in impacted areas. It involves conducting an engineering study in the area to determine if the City could provide additional on-street parking. For example, staff may review any existing parking restrictions to determine if modifications may be made to provide additional parking while still retaining traffic safety benefits that may be associated with the existing parking restrictions. Additionally, staff may consider parking stall markings (parking limit lines marked in the street for parallel parking), which may help organize parking and increase the number of on-street

parking spaces. The City's Traffic Engineer will make these determinations and provide recommendations to the Director of Public Works for review and approval.

Physical Changes on Private Property to Increase Parking

Sometimes, a lack of parking on private property may cause vehicle overflow onto neighboring streets. In this instance, increasing the number of parking spaces on private property has the potential to reduce the number of vehicles parking on nearby public streets. Notwithstanding violations of the conditions of approval associated with a development resulting in a shortage of onsite spaces, the City cannot compel any private property owner to make physical changes to potentially increase on-site parking. However, the City will provide limited assistance by offering suggestions in cooperation with private property owners. This could be achieved by identifying new areas that could be used for parking and offering minor logistical support. This may involve conducting preliminary research to determine if additional parking is permitted as part of any previous approval processes for the property; providing preliminary cost estimates; and streamlining any permitting or change-plan process. However, an application to modify any area located on private property would be prepared by the applicant (private property owners, or his/her/their representative) and any costs associated with a physical change to the property would be borne entirely by the private property owner.

Tier 3: City Council Directed Action

Based on recommendations from a designated advisory body of the City Council, these steps require City Council action to be considered, as they have wider policy implications. All of the options described here have either been utilized in the City or suggested at various times in connection with parking concerns. However, with the exception of the two parking policies, in most instances, the City has no history of enforcing these parking solutions and, as such, has no method of effectuating these options. In the event that the City decides to utilize any of these methods, staff will compile a descriptive methodology used and insert it into this Manual for future reference.

Street Sweeping Parking Restrictions Consideration

If parked vehicles are significantly and consistently reducing the effectiveness of street sweeping, the City may consider establishing street sweeping parking restrictions. The process and procedures are described in detail in the attached SSPRP document. Staff may initiate the study; however, the City Council must

approve its designee's recommendation to implement street sweeping parking restrictions based upon the requirements highlighted in SSPRP.

Residential Permit Parking Policy Consideration

Should the HOA or a majority of the residents/homeowners request a formal RPPP study, staff will follow the process and procedures described in the attached RPPP document. Staff may initiate the study; however, the City Council must approve its designee's recommendation to implement residential permit parking restrictions based upon the requirements highlighted in RPPP.

Shared Parking with Private Businesses

In some cases, private businesses in the area only use on-site parking during a portion of the day. This may create an opportunity to provide shared parking to accommodate overnight and weekend parking. Additionally, this option would likely require issuance of special parking permits to those residents interested in utilizing this parking option, which may potentially increase staff and OCSD workloads. However, in some instances, this option may be viable and desirable. In this case, staff would facilitate negotiation between two property owners.

Overnight or Limited Time Parking Restrictions

An often-heard suggestion to address parking concerns in residential areas is to simply prohibit overnight parking or limit parking to a certain number of hours. Currently, the City is limited in its ability to simply lessen the amount of time vehicles may park on public streets as the CVC allows for 72-hours of consecutive vehicle storage on the public street. However, cities are able to enforce no-parking restrictions during certain hours (i.e. see City of Fullerton's overnight parking restrictions). This action, based on recommendations from a designated advisory body of the City Council, like other parking prohibitions on public streets, requires sufficient justification for City Council approval.

Additionally, staff's experience notes that these are two examples of steps that may potentially shift the parking issue to an adjacent area without attempting to address the underlying issues and causes. While these steps would be considered acceptable to the impacted residents who initially expressed the concerns, it would simply create a new group of residents with the same concerns.

Residential Parking Evaluation Matrix

Each residential parking scenario is unique and will express varying characteristics. As such, all steps in all tiers may not apply in every residential

parking evaluation process. The matrix below outlines which steps in which tiers apply in situations with the most common characteristics. Each tier is intended to be a distinct set of remedies that address a specific resident concern. Additionally, as mentioned previously, each tier represents an escalation of efforts to address the issues presented. As with the whole of this Manual, the below matrix may be modified to accommodate additional concerns and potential solutions that may be present in future residential parking evaluations.

Residential Parking Evaluation Matrix

Resident Concerns										
	Lack of Public Parking	Increased Vehicles from Outside Areas	Lack of Onsite Parking (Private Property)	Commercial Vehicles Parked in Residential Areas	Public Street Used for Vehicle Storage	Potential Parking Violations	Public Safety Concerns	Excess Noise	Littering & Debris Build-Up	Potential LFMC Violations
Tier 1										

Contact Property Managers, Business Owners, & HOA's to Discuss Parking	✓	✓	✓	✓	✓	✓			✓	
Area Wide Mailings and Communication	✓	✓	✓	✓	✓	✓	✓		✓	
Parking Enforcement Programs					✓	✓				
Special Enforcement Programs							✓	✓		✓
Neighborhood Watch						✓	✓			
Tier 2										
Special Trash and Debris Clean Up							✓		✓	
Increasing Parking in the General Area	✓	✓		✓	✓					
Physical Changes on Private Property to Increase Parking	✓	✓	✓	✓						
Tier 3										
Street Sweeping Parking Restrictions Consideration									✓	
Residential Permit Parking Policy Consideration		✓		✓						
Shared Parking with Private Businesses	✓		✓	✓	✓					
Overnight or Limited Time Parking Restrictions		✓		✓	✓					

Attachments:

Exhibit A: Street Sweeping Parking Restriction Policy

Exhibit B: Residential Permit Parking Policy