

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Residential Parking Zone (RPZ)
DEPARTMENT: Public Works-Traffic Services
PRESENTED BY: Paul S. Haines, Public Works Director
Jesus Sanchez, Operations Manager
Rich Meredith, City Traffic Engineer

PROBLEM/ISSUE STATEMENT:

There have been inquiries by residents from three different neighborhoods as to the possibility of establishing a **Residential Parking Zone (RPZ)** on their street.

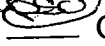

Over the past year, staff from Operations Division, Traffic Services and Community and Intergovernmental Relations have been working with the Highland Terrace residents to address concerns regarding overflow parking on residential streets by those attending Shoreline Community College.

A decision was made to survey the Highland Terrace neighborhood to decide which option they would want to pursue to address their parking issues. The vote was split 50-50 on either establishing an RPZ, or take no action.

Recognizing that a neighborhood RPZ program will be needed at some point in the City of Shoreline, Traffic Services set out to develop an RPZ program that any neighborhood could use.

RECOMMENDATION

It is recommended that the City Council review the RPZ program as proposed, provide direction to staff for any changes, and authorize the RPZ Program to be included as an element of our Neighborhood Traffic Safety Program (NTSP). Upon such authorization, the RPZ guidelines will be added to the NTSP, and brought back for final adoption on the consent agenda for August 23, 2004.

Approved By: City Manager  City Attorney 

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BACKGROUND

A couple of comments were made at the City Council workshop session of July 6, 2004.

One concern had to do with the size of an RPZ. The program specifies a minimum area of 5 contiguous blocks. This size is a good compromise between establishing an effective RPZ and keeping it small enough that a neighborhood can still qualify. This is also consistent with guidelines adopted by the City of Seattle.

One issue concerned the hours that the parking restriction will be in effect. This will be decided by the RPZ committee formed for the area, which will include neighborhood residents, city representatives, representatives of the problem generator, and any adjacent businesses or non-residential land uses. The intent is to establish the least amount of restriction possible to mitigate the problem, which may reduce the number of permits residents may need to purchase.

Another concern was the need for a permit to handle special events. This type of permit has been added to the proposal.

Another concern was the offering of guest permits. Guest permits have also been added to the proposal.

There also was discussion about involving the generator of the problem in the solution. The intent of the program is to involve the generator in trying to manage the problem. However, managing the problem can occur in a number of ways, including on-site policies, education, and subsidizing permit fees. Therefore, the final solution cannot be included in the RPZ program ordinance.

Finally, comments were made at the City Council workshop session of July 6, 2004. A point of discussion was the petition process within the NTSP and what constitutes approval by local residents. Suggestions were made to allow signatures from multiple adults in a household, and possibly linking the eligible residents to registered voters. However, the approval process is not an election, and so is not covered by those requirements.

Since parking is an incidence of ownership of abutting owners, this would be a straight property owner petition similar to LID and annexation procedures. There is no vote requirement since there is not a fundamental attribute of citizenship involved. The rules for when signatures are required of property owners on a petition are set out in RCW 35A.01.040, including validity of signature and who signs for married persons, corporations, joint owners, etc. Since these votes may actually defeat a legislative decision and are not simply advisory (poll, survey) the statute should be followed.

Given the complexity of trying to administer records on each eligible adult in a household, and monitor multiple suggestions from residents, our recommendation is to continue with the policy of one signature per household, and two in the event of a landlord and tenant disagreement.

An RPZ is another tool that can be used to address traffic concerns in residential areas. There have been a couple of requests about the process for implementing an RPZ. It is likely that, as the population grows in the City of Shoreline, there will be a strong interest in establishing one or more RPZ's. Therefore, Traffic Services prepared a program to establish guidelines and parameters to make the process clear for neighborhood groups.

For the last year, the Highland Terrace Neighborhood has voiced concerns regarding the overflow parking on the streets in their neighborhood by students attending Shoreline Community College. Several residents feel that their quality of life is deteriorating in their neighborhood because of the overflow parking; that the safety of neighborhood school children walking to school is compromised; and that the overflow parking is having negative impacts on property marketability and sales values.

They also believe they can never effectively achieve and maintain the goals of a safe and pleasant neighborhood because of the many non-residents coming and going in their neighborhood. Moreover, if student enrollment increases at Shoreline Community College, the parking problem will only be exacerbated and will not improve.

In December 2003, we conducted a survey of the Highland Terrace Neighborhood. 134 surveys were mailed out, and 62 returned (46%). Alternatives were presented to the neighborhood, which included the following:

- Install limited time parking signs;
- Restrict parking on school days;
- Establish residential parking zones (RPZ); or
- Take no action.

Of those returned, 27 preferred establishing an RPZ, and 25 preferred "No Action at this time". Since that time, the residents have formed a "Stop the Overflow Parking Committee" whose purpose is to offer and forward suggestions to the City for an RPZ program and ordinance.

DISCUSSION

An RPZ is established to discourage non-resident, and all-day, commuter parking from residential areas. This is done by posting parking time limits or parking prohibitions from which local residents are exempt if a valid permit is displayed in their vehicle.

The program is appropriate in those areas where residents have difficulty parking near their own residences due to parking congestion caused by non-resident's vehicles. Such parking congestion might be caused by being a location near a business district with limited parking and/or by parking generated by a hospital, school, or factory.

In order for the RPZ program to be effective, a strong enforcement program is required. Additionally, there is the need to establish policies and procedures and administrative oversight in receiving and reviewing applications; issuance of RPZ permits, expiration and renewal; collection of fees, documentation and recording of the permit holder information, a process for permit revocation and collection of penalties for misuse (civil penalty).

The City has the authority to charge an annual fee in connection with the issuance of the RPZ permits and maintenance of the database. The amount of fee to be collected should be set by ordinance and cover the costs of the permit materials and administration.

Since the streets that normally qualify for an RPZ are neighborhood, non-arterial roadways, the RPZ program should be managed through the Neighborhood Traffic Safety Program (NTSP). The RPZ program would be added to the toolbox of Phase 2 devices.

Public Works has met with representatives from the Shoreline School District and the Highland Terrace Neighborhood. The Highland Terrace Elementary school borders on the area under consideration for an RPZ. As it is not a residential land use, the school is not eligible for RPZ permits. The restrictions of the zone need to be designed as to have minimal impact to the school operations.

There are several jurisdictions in the Puget Sound region that have implemented RPZ's, namely Bellevue, Bellingham, Ellensburg, Everett, Mercer Island, Olympia, and Seattle. The following comparisons are some of the jurisdictions with available data:

	City of Seattle	City of Mercer Island	City of San Francisco
RPZ Permit Cost	\$ 31.00 for 2 years	\$ 5.00 annually	\$ 27.00 annually or \$13.50 if purchased within 6 months of expiration date
Guest Permit or Temporary Permit for visitor vehicle	FREE only to residences with RPZ permit. (transferable)	\$ 5.00 annually Up to 2 guest permits limit per residence. (transferable) Sold only to those with RPZ permit.	\$10.00 for 2 weeks \$20.00 for 4 weeks

RPZ Criteria	<ul style="list-style-type: none"> • The parking problem exists on at least five contiguous blocks • It appears that 75% or more of the parking spaces are being used. • Must have 60% vote for yes approval. • There is an identifiable parking generator • 75% of the parking spaces are being used for 8 hours • 25% of the cars belong to on-residents 	None established. RPZ was created by ordinance for spillover of traffic from the Park/Ride, Regional Transit Facility. (A generator of high parking demand in the residential streets of the North Mercer neighborhood.	<ul style="list-style-type: none"> • The proposed block(s) must be contiguous to each other and must contain a minimum of one mile of street frontage. • A petition signed by at least 250 households in the proposed area must be submitted. One signature per household. • 50% of vehicles parked on the street in the proposed area must be non-resident vehicles. • 80% of the legal on-street parking spaces within the proposed area are occupied during the day.
Enforcement Fine	\$ 44.00	\$ 35.00	\$35.00

Issues the Highland Terrace residents have brought up include the desire for free or reduced cost guest permits, and reduced costs for the standard permits. At this time, staff is recommending the following types of permits and fee structure.

- **Annual Permit** - Residents within the boundary may purchase one permit for each vehicle they own. The cost of each permit is \$17.50 and is renewed annually. The permit is not transferable. The fees collected pay for the administrative cost of the permits and as such, the fee is not prorated.

- **Guest Permit** – Each household within the boundary is eligible to receive two free guest permits if they purchase an annual permit. There will be no charge for this guest permit. A guest permit is transferable among vehicles. Usage of guest permits is limited to 7 days per month. Only two guest permits will be issued per household.

- **Temporary Permits** - Each household is eligible to purchase temporary permits for \$17.50. Temporary permits are good for 30 days, and they are transferable. The permits can only be issued to residents within the RPZ boundary. There is no limit to the number of temporary permits that can be issued to a household.

- **Group Permit** – Residents within a boundary are eligible to purchase a group permit for special events. The cost of the permit is \$17.50, and is good for a 24-hour period specified on the permit. There is no limit to the number of vehicles covered under a group permit.

Permits cannot be issued to non-residents or owners and employees of non-residential land uses. The different types are summarized in Figure 2:

Figure 2

Permit Type	Cost	Time Limit	Transferable	Limitations
Annual	\$17.50	Up to one year	No	One permit per vehicle
Guest	Free	7 days per month	Yes	Maximum of two permits per household
Temp	\$17.50	30 days	Yes	No Limits
Group	\$17.50	24 hours	Yes	No Limits

The intent of the permit fee is to recover the costs in time and materials to issue the permits and maintain the database.

Currently in the City of Shoreline, the Shoreline Municipal Code adopts by reference the parking regulations previously enacted for streets with the City by King County and set forth in King County Code Title 46. RCW 46.61.570 (2) grants authority to the City to establish a restricted parking zone ordinance (Attachment B). The City Council may by ordinance establish residential parking zones, which restrict parking on specified streets except by permits issued to area residents. Such zones allow for time-limited parking or time of day restrictions for vehicles without a permit.

This program is intended to mitigate burdens that have been imposed upon City of Shoreline residents as a result of spillover traffic and parking adjacent to their neighborhoods by non-residents. It will also enhance the public welfare and quality of life in the neighborhood by facilitating access to residences, to preserve the residential character of the neighborhood, and to improve traffic safety. It will support the City Council's 2004-2005 Work Plan Goal #2 "Enhance our program for safe and friendly streets".

Approval Procedure

Staff recommends the following process for implementing the RPZ program:

1. Residential Request

Residents with an RPZ request will need to participate in the Neighborhood Traffic Safety Program (NTSP). The RPZ will be added to the Phase 2 tools. When eligible to apply for phase 2 devices, a letter signed by the neighborhood community council or by seven (7) residents needs to be submitted to Traffic Services, Operations Division, Public Works Department, describing the problem and delineating the boundaries of the parking problem. The recommended minimum area for an RPZ is five blocks (10 block faces), or five block equivalents, where 1 block = 265 lineal feet.

If the proposed RPZ meets these criteria, a letter will be sent to the residents describing the RPZ process in detail and indicating the length of time it will take for Traffic Services to study the area. If an RPZ is not appropriate for the area, the City Traffic Engineer will make other recommendations.

2. Parking Study

Traffic Services will define the study area, determine the boundary of the existing parking problem, and identify blocks where spillover may occur after the establishment of an RPZ.

Traffic Services will conduct a parking study to determine which vehicles parked belong to residents and to non-residents. Traffic Services will use the current RPZ criteria to determine if an RPZ will solve the parking problem. The criteria are:

- There is an identifiable parking generator (hospital, school, factory, etc.),
- The parking problem exists on at least five contiguous blocks or 5 block equivalents.
- 75% of the parking spaces are being used during the peak hours of the generator.
- 25% of the cars belong to non-residents

Because RPZ's could effectively solve parking problems that do not strictly meet the criteria, the City Traffic Engineer may use some discretion when recommending the appropriateness of an RPZ. For example, Traffic Services may implement an RPZ in an area that has a parking problem for less than 8 hours, or in an area that does not meet the 75% full criterion, but has an extremely high percentage of cars belonging to non-residents.

If the area does not meet the criteria to the City Traffic Engineer's satisfaction, other recommendations will be made to the neighborhood community.

3. Form an RPZ Committee

Concurrent to the parking study, Traffic Services will form an RPZ Committee which will be representative of the affected area and whose mission will be to build consensus on the RPZ design. The RPZ Committee will be responsible for organizing a neighborhood meeting so that the rest of the community can be apprised of the fact that they are considering implementing an RPZ. At this time, the RPZ Committee may wish to begin obtaining support for the RPZ from the residents.

4. RPZ Committee

Two months will be allocated to the RPZ Committee to advise Traffic Services on an RPZ design that is appropriate for the community. Traffic Services will design an RPZ using input from the committee. All of the RPZ Committee meetings will be open to the public so that interested persons can provide input.

5. Design of the RPZ

The neighborhood RPZ Committee will organize at least one and no more than three neighborhood meetings, which will be held to inform the community about the proposed RPZ design. The City Traffic Engineer or designee will answer questions and facilitate understanding between affected groups. At the last meeting, the City Traffic Engineer or designee will announce the final design of the RPZ. The City Traffic Engineer's decision may be published in the newspapers, delivered door-to-door, and/or mailed to the public, including the businesses and institutions.

The City Traffic Engineer's recommendation will be forwarded to the City Council for final adoption.

6. Residents' Support of the RPZ

An RPZ will only be installed in an area if both of the following criteria are met:

- (1) 60% of the households within the RPZ boundary sign a petition requesting that RPZ signs be installed in their neighborhood.**
- (2) The area meets the RPZ criteria from the parking study.**

If the petition or survey fails to gain support from 60% of the households, then the City Traffic Engineer will terminate the application and the community will be notified via the RPZ Committee.

7. Removal of an RPZ

If a neighborhood decides that they no longer want to be a part of an RPZ, the removal process shall consist of submittal of a petition signed by 60% of the households in a block or block equivalent on the outer edge of a zone. Removal of blocks inside the RPZ will not be allowed in order to preserve the continuity and effectiveness of the zone.

8. Funding Source Discussion

Staff identified the services, equipment and supplies that would be needed to implement the RPZ. There would be costs associated with the following:

- Conducting parking studies
- Staff Support for neighborhood meetings
- Material costs of Signs and Posts and installation equipment
- Design and labor costs for installation of signs
- Administration – issuance, record keeping, inventory of permits
- Law Enforcement

The following is proposed:

NTSP funds will cover costs associated with conducting parking studies; staff support for neighborhoods; material costs for signs, posts, and equipment, and labor costs for installation of signs.

The fines collected by Law Enforcement will go to the General Fund and will support enforcement of the RPZ program. Once the signs are installed establishing the RPZ, there would be periodic targeted enforcement of the zone necessary to assure compliance. Officers would also respond on a complaint basis and enforce during routine patrol. If extra enforcement is needed, there are funds allocated through the NTSP to pay overtime for officers to target areas of high complaints in the program.

The fees collected for the RPZ permits will go to the Street Fund and will cover costs for administration-issuance, record keeping, inventory of permits and supplies such as applications and permits (regular and temporary).

- Estimated time to process one permit is 30 minutes @ \$25.00 => \$12.50/permit
- Minimum number (250) of permit decals – bid from vendor is approximately \$425

- Estimated number of RPZ permit decals to be sold –approximately 85 annual and temporary permits. => \$5.00 per permit
- Proposed cost of permit decal is \$12.50 + \$5.00 = \$17.50

CONCLUSION

Based on community feedback and staff's observations, we recommend passage the RPZ program that will establish procedures for creating and administering residential parking zones (RPZ's) in the City of Shoreline.

RECOMMENDATION

It is recommended that the City Council review the RPZ program as proposed, provide direction to staff for any changes, and authorize the RPZ Program to be included as an element of our Neighborhood Traffic Safety Program (NTSP). Upon such authorization, the RPZ guidelines will be added to the NTSP, and brought back for final adoption on the consent agenda for August 23, 2004.

ATTACHMENTS

Attachment A: Proposed Residential Parking Zone Program
Attachment B: Copy of RCW 46.61.570

City Of Shoreline Residential Parking Zone Program

The Residential Parking Zone (RPZ) Program has been developed to help ease parking congestion in residential neighborhoods. As it deals with issues on non-arterial streets, it will be managed through the Neighborhood Traffic Safety Program (NTSP), and has been added to the list of tools addressing neighborhood concerns.

An RPZ may be appropriate where the parking congestion is caused by being near a business district with limited parking and/or caused by parking generated by a hospital, school or factory. An RPZ is established in a neighborhood to discourage long-term parking by non-residents on residential streets. An RPZ won't work where residents themselves own more cars than there are parking spaces available.

An RPZ involves the posting of parking time limits or parking prohibitions from which local residents are exempt if a valid permit is displayed in their vehicle. The following figures illustrate typical RPZ signing although the actual parking restriction may vary depending on the local conditions:



Figure 1 – Samples of RPZ signing

Types of Permits

- **Annual Permit** - Residents within the boundary may purchase one permit for each vehicle they own. The cost of each permit is \$17.50 and is renewed annually. The permit is not transferable. The fees collected pay for the administrative cost of the permits and as such, the fee is not prorated.
- **Guest Permit** - Each household within the boundary is eligible to receive one guest permit if they purchase an annual permit. There will be no charge for this permit. A guest permit is transferable among vehicles. Usage of guest permits is limited to 7 days per month. Only one guest permit will be issued per household.
- **Temporary Permits** - Each household is eligible to purchase temporary permits for \$17.50. Temporary permits are good for 30 days, and they are transferable. The permits can only be issued to residents who actually have the signs installed on their block or who live within the RPZ boundary. There is no limit to the number of temporary permits that can be issued to a household.
- **Group Permit** - Residents within a boundary are eligible to purchase a group permit for special events. The cost of the permit is \$17.50, and is good for a 24 hour period specified on the permit. There is no limit to the number of vehicles covered under a group permit.

Permits cannot be issued to non-residents, business owners, employees, and other non-residential land uses. The different types are summarized in figure 2

<u>Permit Type</u>	<u>Cost</u>	<u>Time Limit</u>	<u>Transferable</u>	<u>Limitations</u>
Annual	\$17.50	Up to one year	No	One permit per vehicle
Guest	Free	7 days per month	Yes	One permit per household
Temp	\$17.50	30 days	Yes	No Limits
Group	\$17.50	24 hours	Yes	No Limits

Figure 2 – Comparison of Permit F

How to Initiate an RPZ for your Neighborhood

Residents with a RPZ request will need to participate in the Neighborhood Traffic Safety Program (NTSP). The RPZ will be added to the phase 2 tools. When eligible to apply for phase 2 devices, a letter signed by the neighborhood community council or by 7 residents needs to be submitted to Traffic Services, describing the problem and delineating the boundaries of the parking problem. The recommended minimum area for an RPZ is five blocks (10 block faces), or five block equivalents, where 1 block = 265 ft.

The letter should be sent to the Neighborhood Traffic Safety Program, 17544 Midvale Ave N, Shoreline WA 98133-4921. Please include the name, address, and daytime telephone number of a contact person.

If the City of Shoreline determines that an RPZ may be appropriate for an area, then we will contact interested parties and schedule a parking study.

City of Shoreline Actions

1. When we begin to take action on a request, we will first organize a neighborhood committee representing community interests. This committee's task will be to design an RPZ that will meet the parking needs of the community.
2. At the same time, we will study the area's parking situation. An RPZ will be established if the parking problem meets the following criteria:
 - There is an identifiable parking generator.
 - The parking problem exists on at least five contiguous blocks or 5 block equivalents.
 - 75% of the parking spaces are being during the peak hours of the traffic generator.
 - 25% of the cars belong to non-residents.

Community Actions

Petition forms will be given to the applicants and signatures must be gathered from at least 60% of the households (owners or renters) within the affected area. Only one signature per household is counted. The applicants will have up to 90 days to complete gathering of signatures.

If the area fails to meet the parking study criteria or fails to gain 60% support for an RPZ, then we will not implement an RPZ. If the area meets these requirements, then we will implement an RPZ.

RPZ Time Frame

The time frame for implementing a typical RPZ is about 6 to 9 months, but note that the time it takes to create an RPZ depends heavily on local conditions. Such conditions include area size, severity of the parking problem, surrounding land use, and community commitment.

- (initiated) - Letters requesting RPZ.
- (2 months) - Parking study, neighborhood committee designs RPZ.
- (up to 3 months) - Petition gathering.
- (1 month) - Install signs
- (on-going) - Issue permits.

Expansion of the RPZ

Expansion of existing zones may be approved on a contiguous block-by-block basis, with signatures from 60 percent of the residents and a determination that an RPZ is appropriate for that block.

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RPZ Parking Permits

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To qualify for a Residential Parking Permit you must live within the boundaries of a Residential Parking Zone (RPZ). Before applying for a permit, please call our office to verify if your address is within an RPZ.

To obtain an annual RPZ permit we need to have:

- Current (dated within the last 30 days) proof of residency showing your name and address. This can be a bill, bank statement, rent receipt, or other form of official mail.
- A copy of your current Washington State Vehicle Registration. The vehicle must be registered in your name or the same last name as the proof of residency. Titles, temporary registrations and bills of sale are not accepted. Out-of-state registration is accepted only for active duty military personnel or out-of-state students providing proof of non-resident status

The fee for each annual permit is \$17.50 per vehicle, depending on what zone you live in. We accept cash, checks, and money orders only.

We also issue temporary permits for up to 30 days for guests, construction, and new vehicles. Temporary permit fees are \$17.50, and can only be issued to residents within the RPZ boundary.

Group permits are available for special events. The permit fees are \$17.50, and the permit is good for a 24 hour period specified on the paperwork. Group permits can only be issued to residents within the RPZ boundary.

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RCW 46.61.570

Stopping, standing, or parking prohibited in specified places -- Reserving portion of highway prohibited.

(1) Except when necessary to avoid conflict with other traffic, or in compliance with law or the directions of a police officer or official traffic control device, no person shall:

(a) Stop, stand, or park a vehicle:

(i) On the roadway side of any vehicle stopped or parked at the edge or curb of a street;

(ii) On a sidewalk or street planting strip;

(iii) Within an intersection;

(iv) On a crosswalk;

(v) Between a safety zone and the adjacent curb or within thirty feet of points on the curb immediately opposite the ends of a safety zone, unless official signs or markings indicate a different no-parking area opposite the ends of a safety zone;

(vi) Alongside or opposite any street excavation or obstruction when stopping, standing, or parking would obstruct traffic;

(vii) Upon any bridge or other elevated structure upon a highway or within a highway tunnel;

(viii) On any railroad tracks;

(ix) In the area between roadways of a divided highway including crossovers; or

(x) At any place where official signs prohibit stopping.

(b) Stand or park a vehicle, whether occupied or not, except momentarily to pick up or discharge a passenger or passengers:

(i) In front of a public or private driveway or within five feet of the end of the curb radius leading thereto;

(ii) Within fifteen feet of a fire hydrant;

(iii) Within twenty feet of a crosswalk;

(iv) Within thirty feet upon the approach to any flashing signal, stop sign, yield sign, or traffic control signal located at the side of a roadway;

(v) Within twenty feet of the driveway entrance to any fire station and on the side of a street opposite the entrance to any fire station within seventy-five feet of said entrance when properly signposted; or

(vi) At any place where official signs prohibit standing.

(c) Park a vehicle, whether occupied or not, except temporarily for the purpose of and while actually engaged in loading or unloading property or passengers:

(i) Within fifty feet of the nearest rail of a railroad crossing; or

(ii) At any place where official signs prohibit parking.

(2) Parking or standing shall be permitted in the manner provided by law at all other places except a time limit may be imposed or parking restricted at other places but such limitation and restriction shall be by city ordinance or county resolution or order of the secretary of transportation upon highways under their respective jurisdictions.

(3) No person shall move a vehicle not lawfully under his or her control into any such prohibited area or away from a curb such a distance as is unlawful.

(4) It shall be unlawful for any person to reserve or attempt to reserve any portion of a highway for the purpose of stopping, standing, or parking to the exclusion of any other like person, nor shall any person be granted such right.

[1977 ex.s. c 151 § 40; 1975 c 62 § 35; 1965 ex.s. c 155 § 66.]

NOTES: