

CITY OF LOS ANGELES DEPARTMENT OF TRANSPORTATION

RULES AND PROCEDURES
FOR
PREFERENTIAL PARKING DISTRICTS

(Adopted by Council: May 20, 2003)

(Permit fee increases effective 8/30/08, Ordinance No. 180059)

As required by Section 80.58 of the Los Angeles Municipal Code, the following rules and procedures were submitted to the City Council for approval to implement administration of Section 80.58 created by Ordinance No. 152,722, effective September 2, 1979, amended by Ordinance No. 157,425, effective March 18, 1983, and amended again by Ordinance No. 161414, effective July 26, 1986, and the latest amendment by Ordinance No. 171029 effective June 1, 1996.

A. Purpose

The purpose of a preferential parking district shall be to limit intrusion of non-residential and commuter parking into residential neighborhood where such parking practices have negatively impacted the residential area; to encourage car pooling and use of transit; and to enhance the quality of life in residential neighborhoods by reducing noise, traffic hazards and litter. Every effort shall be made to achieve this purpose with a minimum impact on adjacent commercial establishments, residences and institutions.

B. Process

The following procedures will be used in designating, establishing, modifying or abolishing preferential parking districts:

1. The Department will accept letters of interest in establishing preferential permit parking districts from City Council members or resident groups and neighborhood associations throughout the City. The letter shall indicate that the resident of organization desires the establishment of a preferential permit parking district and is willing for residents to bear the cost of such a program. It should state the name of the organization, who they represent, an estimate of the number of households represented in the organization, that the residential area is impacted by non-resident and commuter parking, and that these conditions result in restricted access to property and problems of noise, traffic hazards and/or litter.

2. Upon receipt of a letter of interest, the Department will conduct an informal meeting with representatives of the affected Council office, residents of the area proposed for designation and abutting commercial interests to discuss impacts and potential remedies and to disseminate information on the purpose, criteria and operational requirements of a preferential parking district.

3. Upon determination that there has been an adequate trial of less restrictive measures, the Department will furnish blank petition forms to the residents. A preferential parking information sheet will be attached to each petition.

4. Submitted petitions will be verified by Department staff by comparing the addresses for which signatures have been recorded on the petitions to the addresses on each block to determine if the Program Criteria regarding majority support, described herein, have

been met. Multiple signatures for a single residence will be eliminated after one petitioner has been identified to represent the household.

5. Upon receipt and verification of petitions representing at least the minimum number of blocks required herein for further consideration of a request to establish a preferential parking district, the Department of Transportation shall undertake surveys and studies to determine whether an area meets the excessive parking impact requirements of the Program Criteria to be designated as a preferential parking district.

6. If a proposed district meets all of the Program Criteria, described herein, the Department shall give notice and conduct a public hearing for the purpose of stating the boundaries and parking restrictions of the proposed permit parking district under consideration, stating the reasons why such area is being proposed for designation, and receiving public comments on the findings and recommendations of the Department. The local newspaper of general circulation in the City of Los Angeles a minimum of five (5) days before the date set for the hearing. The Department shall cause notice to be conspicuously posted along public streets within the proposed district and on adjacent streets within 300 feet of the District which contain businesses or residences that may be impacted by the proposed parking restrictions. These notices shall be posted no more than 300 feet apart. Said notices shall be headed "A Notice of Public Hearing" and shall be posted at least fifteen (15) days prior to the hearing. A Hearing Examiner shall conduct the hearing and submit a report of the public hearing to the General Manager, Department of Transportation, within 30 days summarizing substantive issues and comments and making recommendations regarding the proposed district.

7. Within 30 days of receipt of the Hearing Examiner's report the Department shall recommend by written report to the City Council, whether to designate the area under consideration as a preferential permit parking district, specifying the times or limitations recommended. The report shall be based on the surveys conducted and the record of the public hearing.

8. The Department's report shall set forth the evidence generated as a result of surveys and studies performed; significant subjects and concerns raised at the public hearing; the findings relative to the Program Criteria; other factors and conclusions reached which justify preferential permit parking for that particular area; the proposed streets and boundaries of the area and proposed parking restrictions.

9. The proposed parking restrictions will take into consideration the needs of residents and, to the extent feasible, the needs of adjacent commercial interests. In some cases, the proposed restrictions should allow one or two hour parking for non-resident vehicles, where prohibition of parking would adversely impact contiguous commercial areas and no reasonable parking alternatives are available. Any district established in a beach area must allow public parking from 8 a.m. to 6 p.m. daily.

10. Once a preferential parking district has been approved by the City Council, posting of parking regulations that exempt residents on a particular block shall be contingent on 67 percent of the households on this block having signed a permit parking petition and purchase by residents of the block of a number of Annual permits equal to 50 percent of the households on the block. Once a block has been posted, voluntary removal of parking restrictions shall be contingent on 67 percent of the households on the block submitting a

petition requesting removal. If parking restrictions are removed by petition they will not be considered for reinstatement for a period of one year.

11. Individual blocks within a preferential parking district may be deleted from the district based upon lack of permit sales or renewals. A minimum of one (1) annual or visitor permit per household from 51% of the total households on a block will be required in order to retain the preferential parking restrictions. A review of the permit sales within a given preferential parking district will be conducted within 90 days after the renewal date of the annual permits. If the renewal sales at that time are below the required level as indicated above, all households on the block will be notified that their block restrictions unless the minimum number of permits are purchased within 60 days from the notification. Once restrictions are eliminated from a block two years must pass before it can be considered for reestablishment of preferential parking restrictions. The district shall remain in force as long as the remaining posted blocks still constitute a district which can be effectively and efficiently enforced and administered.

12. The Department may recommend that a preferential parking district's boundaries be revised by an amendment to the resolution that established the District:

- a. Upon receipt and verification of a petition signed by residents of two-thirds of the dwelling units comprising not less than fifty percent of the developed frontage on a minimum of four (4) blocks;
- b. When it is determined that more than 75 percent of the legal on-street parking spaces on a minimum of two (2) blocks are occupied by resident and non-resident vehicles;
- c. More than 25 percent of the legal on-street parking spaces are occupied by non-resident motor vehicles on a minimum of four (4) blocks within the proposed district, and
- d. After conducting a public hearing for the purpose of receiving comments on the preliminary findings and recommendations of the Department.

13. The Department may periodically review permit parking district boundaries and recommend consolidation of adjacent districts into a larger area district where such consolidation will aid in the administration and enforcement of the preferential parking program and where the Program Criteria are found to be generally satisfied.

14. The Department may periodically review the financial performance of each district and will recommend appropriate adjustment of the permit fees, as warranted.

C. Program Criteria

1. The area proposed to be established as a preferential parking district shall be at least the lesser of six blocks or two curb miles. A block may be considered from intersection to intersection, or from alley to residential intersection, if an alley exists dividing the reach into commercial and residential use. If the block, from intersection to intersection, consists of more than one "hundred" address numbers that block may be considered to be more than one block for purposes of establishing and signing a district.

2. Petitions must be signed by residents of at least 67 percent of the number of dwelling units covering more than 50 percent of the developed frontage of the blocks they represent.

3. The petition will indicate the willingness of the residents to participate in the program by purchasing Annual permits.

4. The following additional criteria apply only to proposed permanent and temporary preferential parking districts near the Staples Center in the area bounded on the north by James M. Wood Boulevard, on the east by Figueroa Street, on the south by Pico Boulevard and on the west by Union Avenue:

When the residential properties on a block proposed for inclusion in a preferential parking district represent less than 50 percent of the developed frontage of the block, a petition must also be submitted signed by the owners of the businesses on the block indicating their support for the requested parking restrictions and their acknowledgment that they will not be eligible to purchase preferential parking permits. For mixed use property, the zoning on the property will determine whether the property is classified as residential or commercial.

If the signatures of the business owners represent at least 67 percent of the number of businesses covering more than 50 percent of the developed commercial frontage of the block, and petitions signed by residents of the same block represent at least 67 percent of the number of dwelling units covering more than 50 percent of the developed residential frontage of the block, then the authorized preferential parking restrictions may be posted along the entire developed frontage of both sides of the block upon establishment of the preferential parking district. If only the residential petitions meet this criteria, then the authorized parking restrictions may only be posted along the developed residential frontage of both sides of the block upon establishment of the preferential parking district.

5. Parking will be considered excessively impacted by on-street parking of commuter vehicles on streets in a proposed preferential parking district when:

a. More than 75 percent of the legal on-street parking spaces are occupied by resident and non-resident vehicles; and

b. More than 25 percent of the legal on-street parking spaces are occupied by non-resident motor vehicles on a minimum of four (4) blocks within the proposed district.

6. In addition to the forgoing criteria, in determining whether an area is eligible to be

designated as a preferential parking district, the Department shall consider the factors which include but are not limited to the following:

- a. The extent to which, legal on-street parking spaces are available for the use of residents and their guests, rather than occupied by commuter vehicles.
- b. The size and configuration of the area as it relates to the problems of enforcement of parking and traffic regulations, and the potential impact of parking and traffic congestion on this and adjacent areas as a result of the establishment of such a district.
- c. Whether other measures would better solve the problem, e.g., additional parking restrictions, or strict enforcement of existing or additional restrictions which would not result in the establishment of permit parking.

7. The boundaries of the proposed district may be established to extend two blocks beyond the minimum six-block petition area or two blocks beyond a core area which has been identified by the Department to experience future parking congestion due to relocation of the existing parking demand.

8. The Proposal to establish a Parking District may be withdrawn by the Department if residents submit a counter-petition that drops the percentage requirement below the 67 percent level for the blocks proposed for posting of preferential parking restrictions.

D. Temporary Preferential Parking Districts

The City Council may, by resolution, establish a temporary preferential parking district upon the Department's recommendation to provide relief for residents who suffer an excessive parking impact as the result of a natural disaster such as fire, flood, earthquake, or landslide; as the result of an occurrence that creates unusual media attention; or as the result of any conditions which impact fewer than six blocks and which, in the judgment of the Council member of the District and after consultation with the Assistant General Manager, Office of Parking Management, deserve immediate relief until a permanent solution can be found. Any temporary district shall be limited in duration to a period of 12 months from the date of approval of the resolution. Such district may be renewed on an annual basis by resolution until either a permanent solution is found or the problem ceases to exist.

E. Rules and Guidelines for Issuance of Preferential Parking Permits

1. All of the following transactions require application in person at a Preferential Parking Permit Service Center:

- a. First-time application within a household for an Annual or Visitor permit.
- b. Additional Annual permits within an established household account where the vehicle registration address does not match the household address.
- c. Applications for one-day Guest permits.
- d. Applications for replacement of lost or stolen permits.

- e. Transfer of a permit to another parking district.
2. Annual permits require the following vehicle documents to be provided:
 - a. Vehicle registration or;
 - b. If leased, a copy of the lease or;
 - c. If registering a company vehicle, a letter from the employer confirming the license number of the vehicle and the name of the employee applicant.
3. In all situations listed in number 1 above, at least two additional proofs to substantiate the applicant's residence will be required. The following may be used for this purpose:
 - a. Driver's license.
 - b. Property tax bill.
 - c. Utility bill.
 - d. Other documents confirming the applicant's name and address. If the address shown on the Driver's license has been changed since issued (change of address noted on reverse by applicant), two other proofs of address will be required.
4. The first time applicant may receive a single visitor permit if the applicant has only one approved proof of residency provided the applicant signs an affidavit stating that they will submit additional proof of residency (as described in number 3 above) within 30 days. If the applicant does not submit the additional proof of residency within 30 days the visitor permit will be canceled.
5. Applicants for parking permits must clear all unpaid citations (i.e., pay or adjudicate) before a permit can be issued for any vehicle owned by the household.
6. Renewal notices or Annual and four-month Visitor permits will be mailed to residences prior to expiration. Current permittee may renew by mail or in person at designated customer service locations. If the permittee does not already have the maximum number of permits, additional Annual or four-month Visitor permits may be purchased by mail if adequate documentation is provided. All unpaid parking citations must be cleared before a permit will be renewed.
7. No more than three (3) Annual parking permits shall be issued to any one dwelling unit without written authorization from the Department of Transportation.
8. Students with vehicles registered to parents and/or registered to home addresses outside the student applicant's preferential parking district must present student body card and rent receipts or other documents to prove that they reside in the district. Permits issued to students whose vehicle registration address does not match their residence

address will be mailed to their residence in the district.

9. Annual parking permits shall all expire on a common date within each preferential parking district. The annual fee shall be \$34.00 prorated on a monthly scale based on the district annual expiration date with a minimum fee of \$11.50. There shall be no refund for any unused portion of an annual permit.

10. Each annual permit shall have the license number of the vehicle to which the permit is issued written on the face thereof. Permits purchased for new vehicles shall have the Vehicle Identification Number (VIN) written on the permit before issuance; when the permittee receives the license plate for the new vehicle the permittee shall exchange the permit with the vehicle identification number for a permit with the license plate written on it at the Preferential Parking Customer Service Center. A copy of the vehicle registration shall be provided to verify the VIN number and license plate number. No fee shall be charged for this replacement permit.

11. Annual parking permits shall be affixed to the left rear bumper of the vehicle or on the driver's side of the rear window if the permit is unobstructed by the window tint or louvers and if the complete face of the permit is observable to the traffic officer in a vehicle. If the permit is not visible the city shall not be obligated to cancel citations for misidentified vehicles.

12. Upon sale of a vehicle with an Annual permit, the permittee shall be responsible for removing the permit. If the permittee wishes to transfer the old permit to a new vehicle, the old permit must be turned in to the Preferential Parking Permit Customer Service Center. If the old permit is not turned in, no transfer credit may be allowed for the remaining months of the old permit. A flat fee of \$11.50 will be charged to transfer a permit when a vehicle is sold and replaced with another vehicle. Transfer of a permit from one vehicle to another shall only be allowed in the case of a sale of the old vehicle and purchase of a replacement vehicle within a household.

13. Lost or stolen Annual permits may be replaced for an \$11.50 fee. Each person applying for the replacement of a lost or stolen permit must submit a signed statement that the permit was lost or stolen, and was not sold or transferred to another person. In the event that a permittee moves from one preferential parking district to another, a flat fee of \$5.00 will be charged for each permit to be transferred. The transferred permits shall expire on the expiration date of the district to which the permittee has moved. There shall be no refund or additional charge for unused or excess months of eligibility.

14. Damaged or faded permits may be replaced for an \$11.50 fee. Each person applying for the replacement of a damaged or faded permit must turn in the old permit to the Preferential Parking Customer Service Center. The replacement permit shall have the same expiration as the original permit.

15. Annual permits may not be purchased for vehicles which are not registered to the resident's address, except as noted in Item 8 above. Absentee landlords may purchase a maximum of two renewable four-month Visitor permits to perform services upon a dwelling unit within a district after providing written request with proof of ownership to the Department of Transportation.

16. Four-month visitor permits are issued for the block on which the permittee resides, and may be extended for an additional block beyond that of the permittee's residence whenever the Department of Transportation identifies a shortage of parking availability on the resident's block. No more than two (2) four-month Visitor permits may be registered to a dwelling unit at the same time. Each four-month permit will show the street name, hundred block of the permittee's address, the district for which issued, and the expiration date. Four-month permits may be purchased for \$22.50 each. Only one visitor permit per year per household may be replaced when lost or stolen if the applicant submits written documentation of the actual loss. This replacement will be at a prorated cost. All unpaid parking citations must be cleared before a visitor permit will be issued or renewed.
17. Visitor and/or Annual Permits that are lost in the mail must be reported with 30 days from the time the permits are mailed. The permittee may be issued new permits to replace the permits which were lost in the mail and never received if they sign an affidavit, within the prescribed 30 days, stating that they never received the permits. There shall be no charge for these replacement permits.
18. One-day Guest permits may also be purchased by residents of the district. Each of these permits will be valid for one day only, and shall have that date clearly indicated on it prior to issuance. They may not be used on any other date. Each one-day Guest permit will show the district for which issued. An unlimited number of one-day Guest permits may be purchased for \$2.50 each. No refund of the fee paid for any one-day Guest permit will be allowed unless such permit is returned in an unused condition to the office where it was purchased prior to its valid date. In addition, no refunds of less than \$11.50 will be made under any circumstances. One-day Guest permits may be used on any posted street within a district by guests while attending a function at the home of the permittee.
19. A church or school within a preferential parking district may purchase visitor permits equivalent to the number of parking spaces allowable on its otherwise unrestricted frontage. Where the frontage is limited, the number of permits to be sold shall be determined by the Department. Replacement of any visitor permits that is lost or stolen will be at the discretion of the Department when the applicant submits written documentation of actual loss and, if approved, will be issued at a prorated cost.
20. Request for refunds can be made at the Preferential Parking Customer Service Centers, but the actual refunds can only be processed by the Department of Transportation Accounting Division.

NO OVERNITE PARKING #1)

Petition Requesting Residential Parking

NAME	ADDRESS
Ernestine Taylor	2328 GARTH AVE LA 90034
LANNY & LORETTA ROSS	2319 GARTH AVE LA 90034
Mario Rodriguez	2315 S. Garth Ave LA 90034
Luis M. Cesio	2318 S. GARTH AVE LA 90034
Blenda D. Johnson	2319 S. Garth Ave. LA CA. 90034
Jaudie Warabie	2322 S. Garth Ave. LA. 90034
Carlos Peoples Jr.	2325 S Garth Ave La 90034
Angela Stagg	2339 S. Garth Ave LA 90034
Debra Handerson	2339 S. Garth Ave. LA 90034
Chena Adams	2339 S. Garth Ave LA 90034
Spencer Santana	2401 S. Garth Ave LA 90034
Michael	2338 S Garth Ave LA 90034
Fred Stewart	2334 Garth — — —
Ricca Geltdung	2334 GARTH AVE LA CA 90034
Kayla Paubrey	2334 S. Garth Ave LA CA 90034
Greg Jones	2319 S. Garth Ave LA CA 90034
Alicia Jones	2319 S Garth Ave LA CA 90034
Krystal D. Johnson	2319 S. Garth Ave. LA. CA. 90034
Kristopher Johnson	2319 S. Garth Ave. Los Angeles 90034

NO OVERSTREET PARKING #2
Petition Requesting Residential Parking

Esteban Rendon 2329 Garth Ave. L.A. CA 90034
Sonia Saucedo 2329 Garth Ave. L.A. CA 90034

Jaime Romero 2333 Garth Ave. L.A. CA 90034

Clara Figueroa 2331 Garth Ave. L.A. CA 90034

Enrique Figueroa 2331 Garth Ave. Los Angeles, CA 90034

Pedro Vela-Diaz 2333 Garth Ave. L.A. CA 90034

Besta, S. Rabaneros 8652 Cadillac Ave

Cathy Ostroff 2314 Garth Ave. L.A. 90034
Luis Maria 2340 Garth Ave. L.A. 90034