



## CITY COUNCIL AGENDA REPORT

**Meeting Date:** February 1, 2024

**From:** Karen Kinser, Deputy Director of Public Works

**Subject:** Further Study of a Residential Parking Permit Program

### Community Goal/Result

- (1) Safe Community
- (2) Community Building

**Purpose:** To present Council with Complete Streets Safety Committee's (CSSC) modified residential parking permit program study and recommendations after the April 2023 Council meeting, to address the parking scarcity issue in Central Brisbane.

**Recommendation:** Select parking permit program options or provide direction to staff.

### Background

When Staff brought CSSC's recommendation for a residential parking permit program (RPPP) for Central Brisbane to Council in April 2023, Council asked the following: how will multi-generational homes having more than the two recommended vehicles and drivers be dealt with, and how guest parking (including emergencies) and work vehicles parked at home would be addressed. Council members also mentioned the possibility of implementing a program on targeted streets that had well known challenges, those being Thomas, Tulare, Kings, Humboldt and Alvarado Streets. Council liaisons to CSSC later forwarded a memo detailing the additional information requested, and the Council liaisons asked that CSSC investigate what other cities having parking permit programs have done. CSSC reviewed three California cities that have a RPPP (Attachment 3).

Staff and the CSSC Chair and Vice Chair met with Council liaisons in October 2023 to obtain further guidance on the many options unearthed. At that meeting, CSSC was asked to narrow the recommendation to two types of programs, a larger Central Brisbane program and a Targeted Streets program, while also focusing on a displayed permit, such as a bumper sticker or hang tag, that would be enforced on a complaint basis by the Brisbane Police Dept (BPD), versus a program enforced routinely by a contract parking company (LAZ Parking, for example).

### Discussion

Chapter 10.26 set forth the procedures that citizens may use in order to create an RPPP. Notwithstanding those provisions, Council has the authority to create an RPPP. Nevertheless, Council may wish to consider the process identified in Chapter 10.26 as a guideline.

For example, to implement either a Central Brisbane-wide, Targeted Streets or other area program (recommended to be no less than three blocks in length), Council could initiate a process/survey similar to what is provided in Chapter 10.26. Depending on the results of that survey, for example, if less than 70% of those responding to the survey were not in favor of an

RPPP for their area of the City, Council may want to take that into consideration before deciding whether to proceed with the RPPP.

Potential costs associated with enforcement were considered a significant factor by liaisons. Use of a contractor for parking enforcement would cost around \$140,000 to service all of Central Brisbane, and \$50,000 to \$60,000 to service the aforementioned Targeted Streets. Enforcement contractors recommended a license plate reader system (LPR) for efficiency and effectiveness, which would incur additional costs. An LPR program would negate the ability of neighbors to initiate complaints about unauthorized parking, because no parking permit would be displayed. For these reasons, enforcement of the program by a contractor was not favored by liaisons but could be considered in the future if it was determined to have enough value to be warranted.

BPD indicated that for Targeted Streets, it could respond to complaints and generally do enforcement fairly quickly, but for all of Central Brisbane, it might require up to a 12-hour shift to respond to complaints. BPD would only be able to make one visit to issue a citation, which would not allow for a grace period of, for example two to four hours during permit program enforcement hours, for anyone to park. Emergency situation or out of town visitors that didn't have sufficient time to obtain a guest permit online and display it on their dashboard would have to appeal the citation. CSSC and the liaison discussed the permit program effective hours being overnight, from 12 am to 6 am, but CSSC suggests 10 or 11 pm to 6 am, as neighbors wouldn't generally be making complaints between midnight and 6 am. CSSC also considered a 24 hours per day program, because the parking problems is noted to exist at many times of the day. A 24 hr. per day program would need to include some provisions for daytime workers.

Liaisons indicated that a reasonable solution to the issue of multigenerational homes would be to modify the originally proposed two permits per household to allow for one permit for each licensed driver with a unique registered vehicle in a household, with no defined upper limit for the number of permits. Simply, every resident with a license and a vehicle would be able to park within the designated area. A summary table of the options recommended for the Council's decision is included as Attachment 1.

CSSC put together a more detailed document, based on the City of San Mateo's Residential Parking Permit Program Guidelines model, as they worked through the potential program options. (Attachment 3).

### **Fiscal Impact**

If Council direction is to proceed with the program at this time, staff recommends using a consulting service such as the ISP Group for permit issuance and data collection, because the work is detailed and will require proprietary software to organize data and allow for electronic applications that provide more efficiency and immediate access to information. The IPS Group, which specializes in these services for local governments, charges a one-time set up fee of \$5,000 to customize its software to the specifics of a permit program based on an agency's needs, plus around \$20 per permit issued or renewed annually. ISP can support either mobile

license plate reading or displayed permits such as stickers or rear-view mirror hang tags. Permit costs could be borne by the city, the permit holder, or both.

Enforcement would not incur additional costs, as Brisbane Police can respond to complaints with existing staff per the parameters above. Revenue from citations was not estimated nor included. There would be a cost of about \$500 per block to print and install signs for a RPPP program, depending upon the areas selected to be included in the program.

### Attachments

1. Summary of Options for Proposed RPPP
2. CSSC Recent Research of Cities with Residential Parking Permit Programs
3. DRAFT Brisbane RPPP Policies and Procedures



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Clay Holstine, Interim City Manager

**Summary of Options for Proposed Residential Parking Permit Program (RPPP)**

Category	Options		
	A	B	C
<b>Enforcement</b>	Brisbane Police Dept	Contracted Enforcement	
<b>Locations</b>	Central Brisbane (except backside of San Bruno, Visitacion)	Targeted Streets: Thomas, Tulare, Kings, Alvarado and Humboldt	Other streets selected by vote of households
<b>Method to Select Program Street Segments</b>	70% vote of households per existing BMC 10.26	Different % vote of households, such as 51%; revise BMC 10.26	Council direction only; revise BMC 10.26
<b>Number of Permits per household</b>	One per each resident with a driver's license and unique vehicle registration		
<b>Number of Guest Permits per household</b>	21 days of unique guest permits per year		
<b>Program Hours</b>	10 or 11 pm to 6 am, Sun-Thu	24 hours/day, Mon-Fri	
<b>Distribution of Cost</b>	City funds startup costs and annual permit fees	City funds startup costs, residents pay annual permit fees	City passes on all costs to residents via annual permit fees

CSSC Recent Research of Cities w/ Residential Parking Permit Programs

	Permit Type	Enforcement Source	Enforcement Area	Guest Parking Permits	Emergency Parking	Multi-Generational Homes	Work Vehicles
City of Santa Clara	License Plate Reader, optional hang tag	Community Service Officers with Data Ticket	Select streets surrounding SCU campus, residents can implement a zone upon city analysis and 51% resident support	Max 2 guest permits (in addition to the 2 regular permits); transferable	No policy, exceptions made on case by case basis	Max number of permits per household is 4, no distinction	No policy, use guest permit
City of Costa Mesa	License Plate Reader	Police Department	Council-created zones, zones must have 51% of resident support in each zone	Max 4 permits per household, no guest/resident distinction	No Policy	Max number of permits per household is 4, no distinction	No oversized vehicles allowed, see municipal code
City of San Mateo	Displayed Sticker	Police Department	Select Streets	One per household, valid for two years	No Policy	See guest parking, one per household	No taxis or limousine, no trailers, RV, etc.

# City of Brisbane



## Residential Parking Permit Program Policy and Procedures

Prepared by:  
Complete Streets Safety Committee  
1/24/24

# Residential Parking Permit Program Policy

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## PURPOSE

The goal of the Residential Parking Permit Program (RPPP) is to allow residents to park on the streets in their neighborhood while restricting long-term parking or storage of an excess number of vehicles by residents and non-residents alike.

Vehicles displaying RPPP parking permits would continue to be subject to all other parking restrictions. A permit does not exempt a vehicle from Brisbane Municipal Code BMC 10.24.050 and California Vehicle Code CVC 22651(k), which permit the removal of a vehicle from a city street or highway if parked or left standing upon the street or highway for more than seventy-two (72) hours without significant movement. Vehicles with an ADA placard would not require a parking permit.

## BACKGROUND

The challenges of residential parking throughout Central Brisbane have been known to residents of Brisbane for a number of years. Some of the most common complaints received are that non-residents park their vehicles in Brisbane for multiple days to avoid paying for SFO parking, or that streets are being used as storage for households having excess vehicles. The city has conducted surveys and found that 48% of residents strongly agree AND 30% of residents somewhat agree that there is a parking shortage in Central Brisbane. The Complete Streets Safety Committee (CSSC) was tasked with investigating this issue to find possible solutions.

Typically, the most common remedy to address such parking issues in residential areas is to establish a parking permit program. An RPPP creates a law defining who can park on the street, during specific hours and for specific lengths of time. The CSSC and staff investigated how other Bay Area cities conduct their own parking permit programs. Local cities' programs were examined with the hopes of determining established practices that could apply in Brisbane. Researching established programs allowed the CSSC to thoroughly analyze the finer points to consider when creating a RPPP.

After months of research, staff presented a recommendation to Council on 04/06/2023, outlining potential guidelines for a parking permit program. Council provided feedback based on their understanding of the issue and directed the committee to return to the research phase to fine tune the recommendation. Following additional months of discussion and research, the Chair and Vice Chair



of the CSSC met with staff and the council liaisons to address any outstanding items before a recommendation is made. While contracted enforcement options for a parking program were thoroughly explored, the CSSC received clear direction that this was not a feasible route, citing cost. The need for a soft rollout was also emphasized. As a result, the committee trimmed their list of potential enforcement options to Brisbane Police Department (BPD)-enforced only.

## POTENTIAL PROGRAM OPTIONS

Recommendations for each type of program are that it be:

- a. Complaint-based enforcement – similar to existing enforcement of the CVC
- b. Costs (which could be borne by City, permittees, or a combination of both)
  1. \$5,000 one-time cost for consultant permit application software, website and database services
  2. Cost to obtain a permit is \$15 to \$20

**Option A** - Central Brisbane with BPD enforcement and displayed permits. Visitacion Ave, private streets and the backside of San Bruno (no on-street parking exists) will be excluded.

**Option B** – Targeted Streets – Thomas Ave, Tulare St, Kings Rd, Alvarado St and Humboldt Rd. were suggested by Council as being problematic.

City could initiate a survey/advisory vote per BMC Section 10.26 to implement and enforce a parking permit program for Central Brisbane, the suggested targeted streets listed, or on other streets/areas (recommended to be no less than three blocks in length). If Council wishes to implement a program a.) with less than 70% affirmative responses from households on a street/area or b.) without a vote of affected households, BMC 10.26 would need to be revised.

**If an additional BPD staff member is determined to be needed by Council to effectively enforce the program, then there would be an additional cost of ~\$120,000 per year.**

Brisbane PD enforcement would be either complaint-based with displayed permits (either bumper stickers or hang tags) or could utilize license plate reader technology-based (LPR). LPR technology requires an initial investment in hardware of about \$60,000, which was not favored by Council liaisons. With complaint-based

enforcement by Brisbane PD, staff could only make one visit per complaint, so there would be no grace period during the effective RPPP hours for emergency visitors or guests that did not apply for and receive a guest permit. Emergency visitors would need to appeal the citation with appropriate justification to get such a citation overturned.

## **CONTRACTED ENFORCEMENT OPTIONS**

Staff investigated contract enforcement options due to public feedback that some residents aren't comfortable with needing to make a complaint about parking in violation of existing laws or not wanting to be burdened with the responsibility. Two flowcharts, showing the enforcement options and associated costs, are included on page 6 of this document.

LAZ Parking is a parking enforcement company working in other peninsula cities that provides enforcement services for around \$140,000 a year to provide parking permit enforcement for all of Central Brisbane. They could provide enforcement for the Targeted Streets mentioned for about \$52,000 per year. This fee includes wages and payroll, vehicle costs, mobile license plate recognition, uniforms and basic supplies. The CSSC thoroughly explored the feasibility of having contracted parking enforcement in Brisbane, but ultimately were deterred by the annual costs incurred for the city. Council liaisons indicated that outside contracted enforcement could potentially be added to the program in the future.

Adding a Brisbane PD Parking enforcement officer, if it were determined to be a benefit to the program, would essentially be a similar cost to that of LAZ contracted enforcement.

## **ENFORCEMENT HOURS**

The committee discussed two potential options for hours of enforcement.

Option A recommends RPPP hours to be (thus enforcement also to occur) during the overnight hours, such as from 10 or 11 pm to 6 am. If nighttime hours of enforcement are chosen, residents would know the times to look for and file a complaint when a non-permitted vehicle is left in the same spot for an extended period, i.e. one night or multiple nights. This would also allow visitors to have a reasonable time window in which they are able to park, but they would ultimately need to move their vehicle during program/enforcement hours. There was some concern that the public would not be actively making

complaints (for a complaint-based program) during nighttime hours.

Option B is to recommend RPPP hours (and thus enforcement) be 24 hours a day. The reasoning for choosing 24-hour a day enforcement is to ensure residents of Brisbane have the maximum amount of street parking spaces available, that no unpermitted vehicles (permitted being either residents having RPPP permits or guests) were able to park on the street at any time. This option is more restrictive, and all emergency visitors that received a citation due to not having the time to obtain a guest permit would need to appeal the citation with justification in order to have it overturned.

## **PROPOSED RESIDENTIAL PARKING PERMITS ELIGIBILITY**

Any resident of a household with an address on the streets included in the program with a driver's license and a vehicle registered to them at that address would be eligible to apply for and receive a parking permit (i.e. one parking permit per each car with a unique driver). Reasonable exceptions would be considered on a case by case basis. There will be no distinction between personal vehicles and work vehicles, and any work vehicle allowed must be a passenger vehicle that does not meet the definition of a commercial vehicle as defined in Brisbane Municipal Code Section 10.04.045. The goal of this requirement is to ensure all residents of Brisbane of driving age and ability, with a vehicle registered to them in Brisbane, are qualified to park on the street, including residences with multi-generational households. The need for stricter eligibility requirements would be subject to the effectiveness of the initial recommended eligibility requirements. The annual permit cost would range from about \$15-\$20.

## **GUEST PARKING PERMITS**

Every Brisbane household will be qualified to obtain a guest permit to be used as needed for up to 21 days per year. Guest permits shall be applied for online and printed to display on the vehicle dashboard. Guest permits are issued in real-time upon application, for no additional cost.

# APPENDIX – ENFORCEMENT FLOWCHARTS

