

Memo

To: City of Grass Valley
From: Dixon Resources Unlimited
Date: February 28, 2025
Re: Operational Needs Assessment Memorandum

This Operational Needs Assessment Memorandum (Memo), developed by Dixon Resources Unlimited (DIXON), outlines key opportunities to enhance parking management in the historic downtown of the City of Grass Valley (City). Based on site assessments, staff interviews, and document reviews, DIXON has developed a menu of recommendations on enforcement, technology, supply and demand management, and wayfinding/signage. The recommendations are also organized into a tiered approach for the City's consideration.

Assessment Context

The City's 2007 Downtown Parking Study recommended evaluating residential permit parking, improving employee parking, and encouraging higher turnover. This assessment builds on those recommendations, proposing additional strategies to achieve the following:

- **Convenience:** Improve access by balancing supply and demand by setting up shared parking agreements, evaluating policies, and enforcing them.
- **Increased Turnover:** Increase parking space availability through enforcement, policies, and pricing.
- **Ease of Parking:** Address residential, employee, and customer parking use cases with permit parking programs and enforcement.

DIXON's evaluation found that the recommendations in this Memo can be organized into the following three implementation approaches for the City's consideration:

- Baseline:** This approach includes the foundational improvements that considered minimum enhancements for the City's parking program. Items include implementing consistent enforcement, continuing the current direction of a license plate-based parking management system, and minimum policy improvements.
- Enhanced:** This approach includes implementing select program elements that are compatible with the existing program.
- Comprehensive:** This approach includes moving forward with full implementation of all the recommendations listed, requiring the most significant investment.

See [Appendix A](#) for a summary of recommendation for each approach. Regardless of the chosen approach, the City should implement changes gradually, incorporating ongoing evaluation and community feedback. The steps outlined are flexible, allowing adjustments to meet the community's evolving needs.

Enforcement

The City has low compliance with downtown time limits and permit parking regulations. While the City has elements in place to improve compliance, including technology for license plate-based enforcement and an escalating fine schedule (see Table 1), it lacks dedicated parking enforcement resources. This has resulted in low turnover of premium on-street spaces, increasing congestion in nearby residential areas. Employees have been observed parking in 3-hour customer spaces at public lots and exceeding the time limit, impacting customer access and resulting in a decline in employee permit usage since 2023. **Consistent enforcement** of existing policies is a critical first step for the City to improve parking management.

- ❑ **Hire a dedicated parking enforcement FTE.** Currently, a Community Service Officer (CSO) manages parking enforcement on an ad hoc basis and not as a primary duty. A dedicated parking enforcement CSO would provide consistent coverage and support efforts to educate the public. The CSO would also run License Plate Recognition (LPR) cameras for data collection.
- ❑ **Identify additional parking resources for comprehensive enforcement coverage.** Additional staffing resources (internal or outsourced) will be required for special events and hours outside the primary CSO's schedule. This coverage will be especially important for ensuring compliance with overnight parking regulations.
- ❑ **Create an action plan to address AB 413.** AB 413, which prohibits parking within 20 ft of any marked or unmarked crosswalk, is enforceable as of January 1, 2025. The City should establish an action plan regarding the implementation of this legislation, such as deciding to paint red curbs, adding "no parking" signage by high-traffic crosswalks, and determining an outreach plan to inform the public of this change.

Table 1. Parking Violation Fine Schedule

Violation	Original Fine	With First Penalty	With DMV Hold
Disabled Parking	\$390	\$465	\$500
Parking - Red, Yellow, White, Green Zones	\$65	\$75	\$125
Posted No Parking and Blocking Crosswalk	\$65	\$75	\$125
Expired Registration	\$140	\$175	\$200
Use of Street for Storage	\$60	\$100	\$125
Other Parking Violations ¹	\$60	\$100	\$125

Technology

The City has taken steps to implement a parking management system based on license plates, including investments into mounting LPR cameras on law enforcement vehicles, one

¹ "Other Parking Violations" includes blocking driveway, on sidewalk, double parking, parking over 18 inches from curb, facing wrong way, parking in traffic lane, wheel cramp, fire hydrant, permit parking, overtime parking (including paid parking), parking out of space, and all other parking violations.

Community Service Officer vehicle, and on poles at particular lots throughout downtown. A **plate-based system** improves the ease of paying for parking, managing permits, and enforcing parking regulations. The City should continue this effort and further build out the program in the following ways:

- ❑ **Transition from paper to virtual permits.** The City currently sells employee parking permits on a quarterly basis in-person at the Grass Valley Police Department. The City should consider implementing an online permit management system (PMS) that can simplify administration, enable users to buy and manage permits online, and integrate with the plate-based enforcement system. The City can explore this option with its citation processing vendor, which also offers a permit management module.

What are virtual permits?

Virtual permits are managed and enforced via license plate, replacing the need for stickers, decals, or hangtags. Many cities are currently implementing Permit Management Systems (PMS), allowing permitholders to purchase and manage permits online, increasing convenience for both users and cities. Staff can set virtual permits to expire at the desired interval, and they integrate seamlessly with plate-based enforcement. This system reduces administrative and enforcement costs while significantly enhancing convenience for permit users.

- ❑ **Leverage LPR cameras for data collection.** The City should activate vehicle-mounted LPR cameras whenever the vehicle is in operation to maximize parking data collection. Combining different LPR data streams can generate parking utilization insights to support future policy and program decisions.
- ❑ **Consider implementing EV charging stations.** The City lacks public EV charging infrastructure. DIXON recommends consulting the Grass Valley Downtown Association and the Chamber of Commerce to assess local and visitor demand. If demand exists, the City could install Level 2 chargers for employees and Level 3 chargers near retail and hospitality.² The Safeway and City Hall parking lots are prime locations to consider for EV charging.

Supply and Demand Management

Parking supply in downtown Grass Valley is generally sufficient to meet the observed demand. Turnover concerns can be addressed by balancing utilization, ensuring that premium spaces experience the most turnover while longer stays are directed to spaces farther from key destinations. In downtown Grass Valley, on-street spaces should be considered the most premium, followed by central off-street lots, and then peripheral off-street lots.

Parking programs, time limits, and paid parking regulations should be applied in a way that supports this tiered model. Table 2 provides an overview of how parking restrictions can be gradually increased for each space type under each implementation approach. The City should

² Level 2 chargers provide slower, lower-cost charging for daily or long-term use, while Level 3 chargers offer rapid, higher-cost charging for quick top-ups and long trips.

start with Approach A and prioritize consistent enforcement. If turnover challenges and congestion persist, it may consider shifting to Approach B and then to Approach C as needed.

Table 2. Tiered Application of Parking Regulations by Space Type per Implementation Approach

Space Type	Approach A	Approach B	Approach C
On-street Parking	2-hour time limits	Paid parking	Paid parking
Central Parking Lots (Union Square, South Church Lot, and Pioneer Village)	3-hour time limits, paid parking only at Pioneer Village Lot	3-hour time limits, paid parking only at Pioneer Village Lot	Paid parking with a 3-hour time limit
Peripheral Parking Lots	3-hour time limits	3-hour time limits	3-hour time limits

The following subsections highlight specific recommendations for on-street spaces, off-street spaces, shared parking agreements, employee parking, paid parking, and residential parking.

On-street Parking

- ❑ **Improve consistency with on-street parking regulations.** On-street spaces downtown have a variety of regulations, including 3-hour time limits, unlimited parking, yellow curbs, and short-term parking spaces. Inconsistent policies on a block, such as those along East Main Street, can confuse drivers and reduce enforcement efficiency. The City should review regulations on a block-level basis to identify and address inconsistencies.
- ❑ **Consider reducing the maximum on-street time limit from 3 hours to 2 hours.** These spaces primarily serve local restaurants and retail, which typically draw patrons for shorter periods of time. Reducing time limits to 2 hours would increase turnover while still addressing the needs of adjacent businesses. This encourages longer-term parkers to use off-street lots.
- ❑ **Update short-term spaces.** There are several short-term parking spaces with a 24-minute time limit that are interspersed downtown variably and irregularly. The City should consider a uniform approach, such as one short-term parking space at the end of every block. Additionally, the City may want to adjust the duration of 24 minutes to 30 minutes, which is a more common increment throughout California.

Parking Lots

The City has ample off-street parking for customer and employee use. A map of all City-owned parking lots and their current parking policies can be found in [Appendix B](#). There are opportunities to refine regulations for parking lots overall, as well as for specific lots.

General Recommendations for All Lots

- ❑ **Simplify operating hours for parking restrictions.** The City should consider implementing the same operating hours for both 3-hour public parking and permit parking in all applicable lots (e.g., 7am-6pm) and an overnight parking restriction (e.g., no parking from 2am-6am) to prevent long-term vehicle storage. Simplifying operating hours helps drivers easily understand the regulations and supports ease of consistent enforcement.
- ❑ **Create a special events parking plan.** Events like Cornish Christmas and farmers markets create peaks in parking demand, necessitating a specialized plan for vendor and visitor parking. The City should provide vendors with temporary loading spaces near the event and designate long-term parking in peripheral lots exempt from time limits. Customer parking time limits may also be temporarily extended to align with event hours. If paid parking is implemented near the event, higher special event rates should be used to incentivize parking further away.

Figure 1. Off-street 24-minute Space



Recommendations for Specific Lots

A summary of all lot-specific changes can also be found in Table 3.

- ❑ **Enforce and continue temporary parking policies at Mill Street Lot.** The City should continue the policies introduced in June 2024 for employee permit parking on the lower level and 3-hour public parking on the upper level. It should also consider adding overnight residential parking as defined in the "[Residential Parking](#)" section of this Memo. Currently, customer parking spaces fill up quickly at Mill Street Lot. After applying consistent enforcement and gathering parking occupancy data, the City should re-evaluate lot usage. If customer space availability improves in the downtown area, then the primary usage for this lot could possibly shift to offering permit parking.
- ❑ **Prepare East Main Street Lot and Mill Street Lot for the Wolf Creek Trail.** Visitor parking demand for these two lots may increase once the Wolf Creek Trail has been completed. The City should confirm the trail access points for both lots. Ahead of trail completion, the City should prepare East Main Street Lot with signage, improved maintenance, and possibly add paving and striping. The City should identify any configuration adjustments needed at Mill Street Lot to accommodate access.
- ❑ **Designate a limited number of employee permit parking spaces at Union Square Lot and South Church Street Lot.** Given that the City has observed a significant number of parking violations from employees at Union Square Lot, there is a clear demand for employee parking close to businesses. This could better accommodate employees who have mobility challenges or feel unsafe walking to a peripheral lot after dark. The City should identify an appropriate proportion of spaces to assign as employee permit parking spaces. Adding permit parking spaces to both lots also supports the recommendation of a tiered employee permit parking program found in the "[Employee Parking](#)" section.

- ❑ **Consider applying a time limit to paid parking at Pioneer Village Lot.** The City can increase turnover at this location by applying a maximum time limit to the number of hours a visitor can pay to park. Alternatively, the City can consider an escalating rate model described in the [“Paid Parking”](#) section.
- ❑ **Convert an undeveloped City-owned parcel to a parking lot.** The City owns a parcel at 131 Colfax Avenue that has the potential to provide future parking supply, especially in combination with a potential shared parking agreement with BackPorch Market (recommendation described in the [“Shared Parking Agreements”](#) section).

Table 3. Summary of Lot-Specific Recommendations

Parking Lot	Recommended Changes
East Main Street Lot	<ul style="list-style-type: none"> • Add signage, conduct maintenance, and possibly pave/stripe the lot ahead of Wolf Creek Trail completion.
South Church Street Lot	<ul style="list-style-type: none"> • Allocate a limited number of employee permit parking spaces.
Union Square Lot	<ul style="list-style-type: none"> • Allocate a limited number of employee permit parking spaces.
Pioneer Village Lot	<ul style="list-style-type: none"> • Consider applying time limits to paid parking.
Mill Street Lot	<ul style="list-style-type: none"> • Consider any configuration adjustments ahead of Wolf Creek Trail completion. • Enforce and continue temporary policies, then evaluate usage. • Add overnight residential permit parking option.

Shared Parking Agreements

Shared parking agreements are an excellent opportunity to maximize the utilization of private parking lots to increase public and permit parking inventory in the area. Below are some specific actions to consider:

- ❑ **Initiate discussions with Safeway.** Safeway faces frequent parking violations and would benefit from employee and customer parking enforcement support. The City should work with Safeway to establish an optimal customer parking time limit and develop a shared parking agreement to maximize space use, especially during special events.

What are shared parking agreements?

The City can increase public parking by establishing shared parking agreements with private lot owners, allowing underutilized spaces (e.g., school lots during off-hours) to be used for public parking. In these agreements, the City would apply and enforce parking regulations outside of business hours.

This strategy reduces the cost of building new parking locations, optimizes existing spaces, and minimizes additional land use for parking. Private property owners could benefit from an added revenue stream, municipal support for enforcement, and improved signage. The agreements would outline key terms and conditions, such as usage, maintenance, operations, enforcement responsibilities, and liability.

- ❑ **Revisit discussions with Bank of America.** The City can provide a shared parking agreement template to Bank of America's property owner to restart negotiations. The template should include liability clauses which address the owner's previous concerns.
- ❑ **Connect with other potential shared parking locations.** Locations that could support evening or weekend public parking include the Center for the Arts, Wells Fargo, USPS, and the BackPorch Market.

Employee Parking

Parking for employees is a critical pain-point for downtown. Employees are responsible for the majority of parking violations. Additionally, a significant portion of downtown lot spaces are typically occupied by employees. This indicates that employees are regularly parking in prime spaces, which can divert visitors to park on residential streets during peak hours or discourage them from visiting downtown altogether. Furthermore, a third of employee permits remain unpurchased every quarter since 2023, indicating low demand for permits due to a lack of enforcement. Reforms to the program should incentivize employees to both comply with parking regulations and park in off-street peripheral lots.

Figure 2. Permit Parking Sign



What are the benefits and considerations of Employee Permit Parking?

Benefits:

- Increases availability of prime on- and off-street spaces for customers and visitors.
- Provides a reliable, consistent option for employees to park long-term.

Considerations:

- Increases costs for employees and/or business owners.
- Requires resources for enforcement and permit management.

- ❑ **Implement a tiered employee permit program.** The City should introduce “premium” permits for central lots at a higher cost and “value” permits for peripheral lots at a low or free rate. In combination with consistent enforcement, this would encourage employees to park in underutilized areas, freeing prime spaces for customers.

Table 4. Potential Tiered Employee Permit Parking Program

Permit Type	Price	Applicable Lots
“Premium” Employee Permit	\$60/quarter	<ul style="list-style-type: none"> • Union Square Lot • South Church Lot • Pioneer Village Lot
“Value” Employee Permit	\$25/quarter	<ul style="list-style-type: none"> • Mill Street Lot • Auburn Street Lot • 108 Richardson Street Lot (West) • 142 Richardson Street Lot (East)

- ❑ **Launch the reformed program.** To introduce the updated program, the City should issue a press release and start with a trial period. Parking enforcement should write warning tickets (\$0 citations) for one quarter, then move into regular enforcement.
- ❑ **Evaluate permit fee and citation amount.** At \$55 per quarter, permit prices are close to the \$60 citation, offering little incentive to purchase an employee permit with irregular enforcement. After consistent enforcement for at least two quarters, the City should adjust permit costs and/or citation fines based on utilization and citation issuance rates, ensuring fines are clearly higher than permit costs.

Paid Parking

The City launched a pay-for-parking pilot at Pioneer Village Lot in early 2018, installing a single pay station, the mobile app payment option, and signage. The pilot tested paid parking technology, the Pay-by-Plate system, turnover effects, and financial viability while gathering public feedback on pricing and hours. While continuing paid parking is in alignment with the recommendations in this Memo, consistent enforcement and up-to-date parking data are needed to guide the application of the following recommendations.

- ❑ **Conduct a parking occupancy study.** Paid parking is one strategy to achieve a target occupancy rate of 85%.³ Currently, the City relies on observations for decision-making. A targeted parking study or ongoing data collection would help assess the need for paid parking and its optimal locations, as well as guide future rate adjustments.
- ❑ **Formalize paid parking in the municipal code.** The City may adjust regulations for off-street lots by resolution; however, the City should implement a paid parking ordinance to enable paid parking management both on- and off-street.
- ❑ **Enable Text-to-Pay.** The City already offers paid parking via mobile app at Pioneer Village Lot. The vendor used by the City also offers Text-to-Pay,⁴ which offers a convenient alternative mobile payment option.
- ❑ **Consider introducing on-street paid parking on select block faces.** Under Approaches B and C, the City should consider on-street paid parking to improve turnover in premium on-street spaces and encourage long-term parkers to use peripheral locations. One pay station per block face is sufficient if mobile payment options are available. The City should use insights

Figure 3. Paid Parking Sign



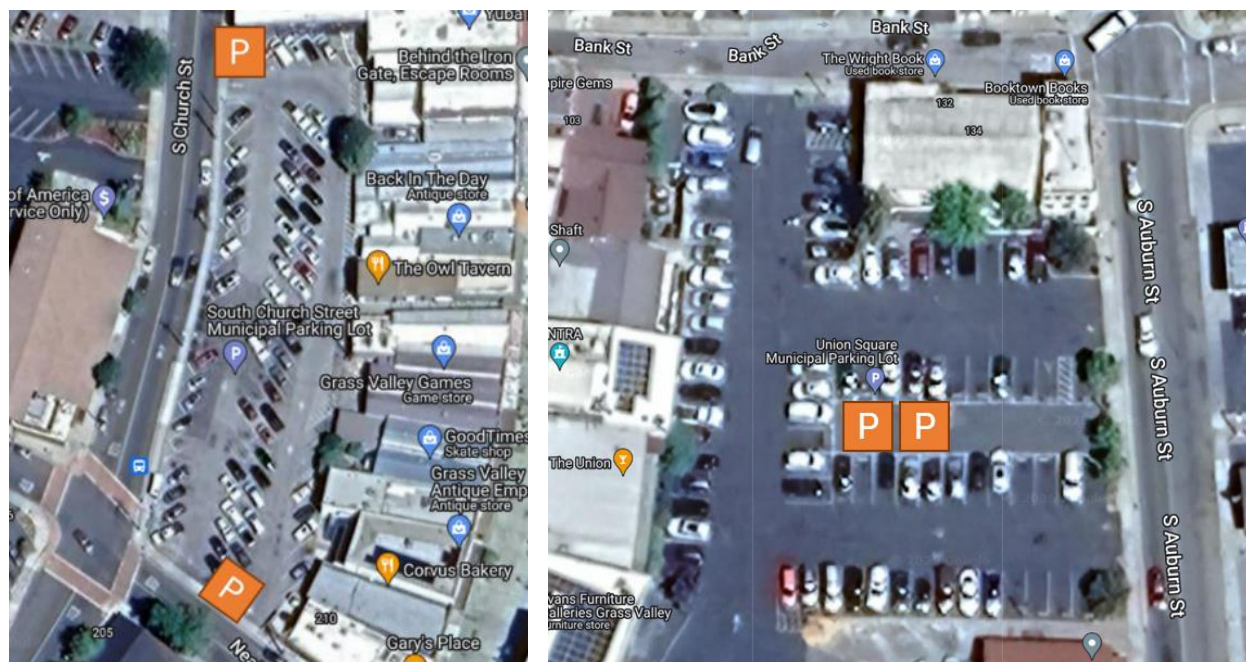
³ The industry standard of an 85% occupancy rate target ensures that 1-2 parking spaces remain available on each block face at all times for convenience and access.

⁴ In Text-to-Pay, a user scans a QR code or sends a text message with the paid parking location to a provided number. Both options would lead to a mobile webpage, where the user inputs details (e.g., duration, license plate) and credit card information to start a paid parking session. Payment confirmation would be visible from that mobile webpage or be sent via text to the user.

from the parking occupancy study to determine which blocks, including those near the Mill Street promenade, should have paid parking.

- ❑ **Consider extending off-street paid parking to other premium lots.** Under Approach C, paid parking can be introduced at other central parking lots in addition to Pioneer Village Lot. This step would boost turnover in prime areas and encourage peripheral lot use. The City should install two (2) pay stations each at Union Square Lot and South Church Lot (see Figure 4 for placement suggestions). This quantity considers that mobile payment options will be available. The Mill Street lot has electrical conduit installed for a pay station, but as a peripheral lot, converting it to paid parking is not a priority.

Figure 4. Recommended Pay Station Placement



- ❑ **Re-evaluate paid parking fees annually.** Currently, users pay \$1/hour for parking in Pioneer Village Lot from 9am-9pm. The City should evaluate its parking rates on an annual basis, considering both parking occupancy data and financial modeling to ensure rates enable cost recovery and support the target 85% occupancy rate.
- ❑ **Consider an escalating rate model for off-street paid parking lots.** As an alternative to the hourly rate model, the City could consider implementing an off-street escalating rate model to encourage turnover at centrally located parking lots. This model would set a lower initial rate for the first period of parking, with the rate increasing for additional time intervals. Since the City currently does not have a need to provide customer parking for more than three hours, the 3-hour time limit should remain in place and be reevaluated if parking demand changes. Financial modeling is recommended to determine the ideal rates for an escalating rate model, ensuring that the highest rate is comparable to or lower than the on-street rate. The City also considered offering an initial free hour of parking, followed by a \$1/hour charge. However, the “free first hour” model has been unsuccessful in other communities due to technology and enforcement integration limitations and is not recommended for Grass Valley at this time.

Residential Parking

During peak hours, premium spaces are often occupied, pushing parking demand to nearby residential streets. This is particularly apparent on Richardson Street, where residents have used traffic cones to save spots near their homes. The City should consider establishing a Residential Permit Parking (RPP) program to ensure access to parking for impacted residents.

- ❑ **Introduce an RPP program into the municipal code.** Keeping in mind the considerations above, the City should draft an RPP policy and introduce it into the municipal code. This gives residents the opportunity to petition for permit parking regulations on their streets. A list of key RPP program considerations can be found in [Appendix C](#).
- ❑ **Implement overnight residential permit parking at Mill Street Lot.** The City has received requests for overnight residential parking in this area. The City should offer overnight parking permits for the 33 spaces, valid from 10pm-6am, exempting permitted vehicles from the “no overnight parking” restriction. Strict enforcement is required to ensure vehicles vacate the lot in time for public and employee daytime use. The City should set citation amounts for violations, with repeat offenders risking permit revocation. This strategy aligns with the “[Shared Parking Agreements](#)” approach to optimizing existing parking resources, especially as mixed-use housing development may increase the need for efficient use of public lots.

Wayfinding & Signage

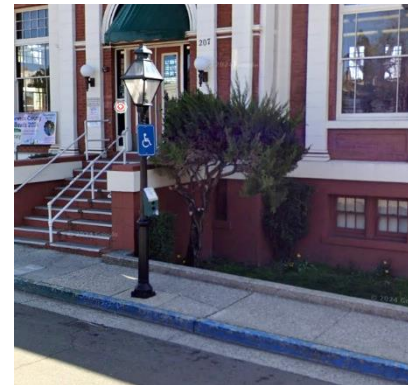
Downtown Grass Valley is relatively compact, making wayfinding simple. However, on-street signage is limited, small, and removed without authorization, causing confusion as to what the parking regulations are. Additionally, there are opportunities to improve wayfinding to and from parking locations.

- ❑ **Conduct an audit of existing signage.** Parking signage should clearly display regulations, operating hours, and the relevant municipal code. A signage audit is the first step to identifying optimal placement and ensuring complete information.
- ❑ **Implement wayfinding to public lots.** The City should evaluate locations with high visitor traffic and install directional arrows pointing to public lots.
- ❑ **Improve pedestrian access to Mill Street.** Pedestrian routes from City parking lots to Mill Street are generally accessible, but the Safeway Lot exit has a narrow sidewalk that may hinder mobility device users. If the City enters into a shared parking agreement with the Center for the Arts, it should consider installing additional street lighting and wayfinding signage to improve access to the Mill Street promenade.

Figure 5. Sample Parking Wayfinding Sign



Figure 6. Narrow Sidewalk on Mill Street



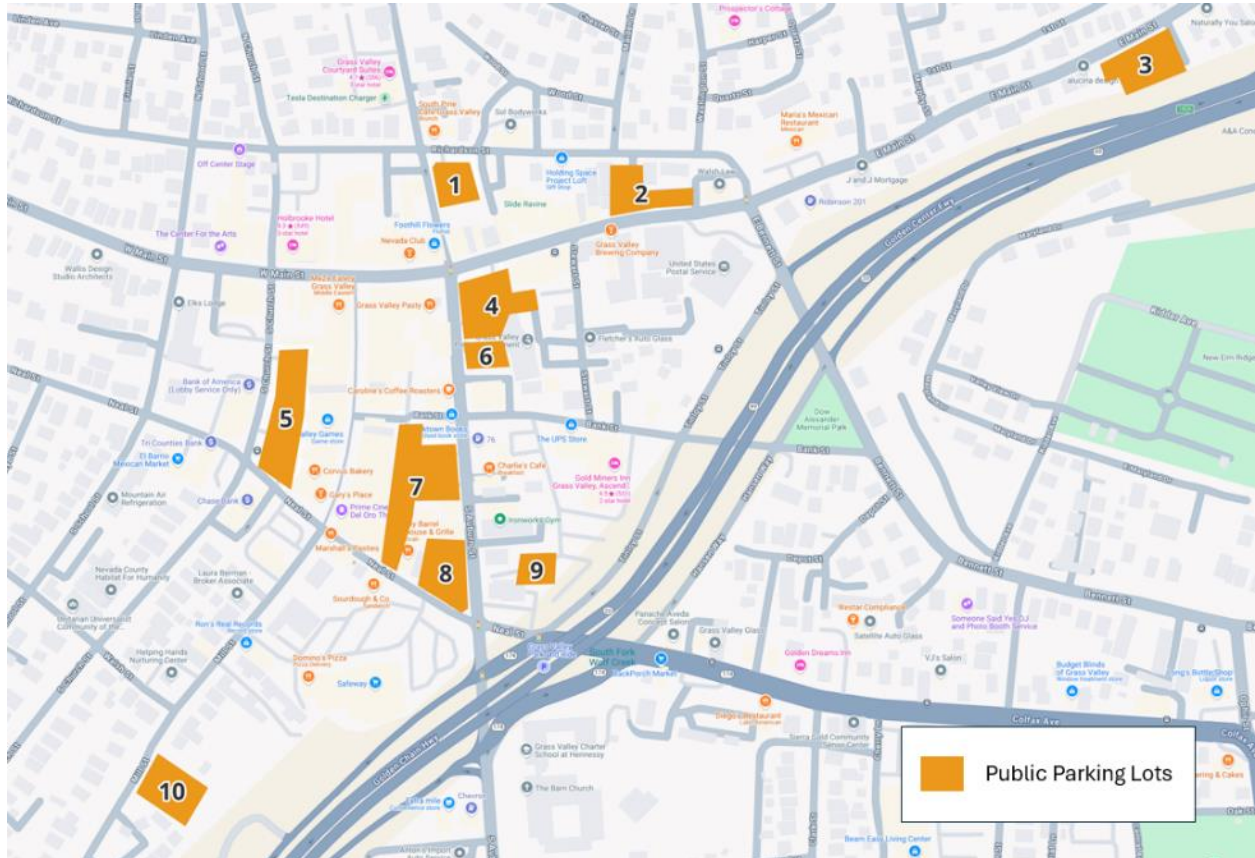
Appendix A - Implementation Approaches

Each approach typically builds on the previous one, incorporating all actions from earlier approaches. For example, Approach B includes all actions from Approach A, along with any new actions (underlined for easy identification).

		Baseline (Approach A)	Enhanced (Approach B)	Comprehensive (Approach C)
Enforcement		<input type="checkbox"/> <u>Parking enforcement CSO</u>	<input type="checkbox"/> Parking enforcement CSO <input type="checkbox"/> <u>Daylighting action plan</u>	<input type="checkbox"/> Parking enforcement CSO <input type="checkbox"/> Daylighting action plan <input type="checkbox"/> <u>Comprehensive enforcement</u>
Technology		<input type="checkbox"/> <u>LPR data collection</u>	<input type="checkbox"/> LPR data collection <input type="checkbox"/> <u>Virtual permits transition</u>	<input type="checkbox"/> LPR data collection <input type="checkbox"/> Virtual permits transition <input type="checkbox"/> <u>EV charging stations</u>
Supply & Demand Management	On-street	<input type="checkbox"/> <u>Short-term spaces</u>	<input type="checkbox"/> Short-term spaces <input type="checkbox"/> <u>Time limits reduction</u>	<input type="checkbox"/> Short-term spaces <input type="checkbox"/> Time limits reduction <input type="checkbox"/> <u>Regulations consistency audit</u>
	Off-street	<input type="checkbox"/> <u>Various updates to specific lots</u>	<input type="checkbox"/> Various updates to specific lots <input type="checkbox"/> <u>Off-street special event plan</u>	<input type="checkbox"/> Various updates to specific lots <input type="checkbox"/> Off-street special event plan <input type="checkbox"/> <u>Align operating hours</u>
	Shared Parking	<input type="checkbox"/> <u>Safeway</u>	<input type="checkbox"/> Safeway <input type="checkbox"/> <u>Center for the Arts</u> <input type="checkbox"/> <u>Bank of America</u>	<input type="checkbox"/> Safeway <input type="checkbox"/> Center for the Arts <input type="checkbox"/> Bank of America <input type="checkbox"/> <u>Other locations</u>
	Employee Parking		<input type="checkbox"/> <u>Tiered employee permits</u>	<input type="checkbox"/> Tiered employee permits <input type="checkbox"/> <u>Fee/citation amount evaluation</u>
	Paid Parking	<input type="checkbox"/> <u>Paid parking ordinance</u> <input type="checkbox"/> <u>Text-to-Pay</u> <input type="checkbox"/> <u>Paid parking at Pioneer Village Lot</u>	<input type="checkbox"/> Paid parking ordinance <input type="checkbox"/> Text-to-Pay <input type="checkbox"/> <u>Paid parking at Pioneer Village Lot</u> <input type="checkbox"/> <u>On-street paid parking</u> <input type="checkbox"/> <u>Annual fee assessment</u>	<input type="checkbox"/> Paid parking ordinance <input type="checkbox"/> Text-to-Pay <input type="checkbox"/> Paid parking at Pioneer Village, <u>South Church, Union Square Lots</u> <input type="checkbox"/> On-street paid parking <input type="checkbox"/> Annual fee assessment <input type="checkbox"/> <u>Escalating rate model</u>
	Residential Parking		<input type="checkbox"/> <u>RPP program ordinance</u>	<input type="checkbox"/> RPP program ordinance <input type="checkbox"/> <u>Overnight parking at Mill Street Lot</u>
Wayfinding & Signage			<input type="checkbox"/> <u>Signage audit</u>	<input type="checkbox"/> Signage audit <input type="checkbox"/> <u>Improve wayfinding</u> <input type="checkbox"/> <u>Improve pedestrian access</u>

Appendix B - Inventory of Public Parking Lots

Figure 7. Map and Legend of City-managed Parking Lots



Parking Lot	Spaces	Current Policies
1. 108 Richardson Street Lot (West)	32	<ul style="list-style-type: none"> • 3 hours free, otherwise permit required • 2 ADA Spaces
2. 142 Richardson Street Lot (East)	39	<ul style="list-style-type: none"> • Employee permit parking only
3. East Main Street Lot	18	<ul style="list-style-type: none"> • Public parking (3-hour spaces)
4. City Hall Lot	41	<ul style="list-style-type: none"> • Public parking (3-hour and ADA spaces)
5. South Church Street Lot	70	<ul style="list-style-type: none"> • Public parking (3-hour spaces)
6. GVPD Lot	18	<ul style="list-style-type: none"> • 10 employee permit parking spaces • 8 public parking spaces
7. Union Square Lot	75	<ul style="list-style-type: none"> • Public parking (3-hour and ADA spaces)
8. Pioneer Village Lot	31	<ul style="list-style-type: none"> • 19 Pay-by-Plate and ADA spaces • 12 employee permit parking spaces
9. Auburn Street Lot	14	<ul style="list-style-type: none"> • Employee permit parking only
10. Mill Street Lot	33	<ul style="list-style-type: none"> • 19 employee permit parking spaces in the lower level Monday to Friday, 7am-6pm • 14 public parking spaces in the upper level (3-hour, 24-min, and ADA spaces) and lower level on evenings/weekends

Appendix C - Residential Permit Parking Program Considerations

The following are several considerations when designing an RPP program:

- **RPP Zone Definition:** There should be a minimum RPP zone size (e.g., both sides of a street or a certain number of contiguous block faces) to ensure that parking impacts do not get pushed into the next area. Zones are typically requested by residents through a petition process; however, the City should also have the authority to establish parking zones based on parking utilization and need.
- **Permit Eligibility:** Based on the 2016 California State Attorney General's opinion (14-304), an RPP Program should not differentiate between types of dwelling. This means that a program should include both single-family and multi-family homes within an RPP zone. When developing the program, it is important to identify the concentrations of different dwelling types as it can impact the program rules, permit availability, and permit types applicable.
- **Program Rules:** Program rules include who qualifies as a resident, how a resident applies and is approved for a permit, how many permits are allowed per household or registered driver, how often the resident should renew their permits, the cost structure of the permits (and if there is a low-income rate), and what the qualification (and potentially petitioning) process is for the addition of new permit zones. Additionally, it is important to identify a guest passes policy that offers residents the ability to offer temporary permits to personal visitors.
- **Permit Design:** It is important to specify the operating hours of the permits and any additional terms if there is to be more than one permit type.
- **Key Considerations:** While an RPP program is an effective tool in enabling resident access to parking, it can both increase workload for enforcement staff and impose extra administration costs. The City should consider how program outcomes and permit revenue compare to these costs.