

Los Gatos Town Council Administrative Guidelines and Policies*Residential Preferential Parking (RPP) & Permits***Working Draft****1. Purpose and Intent**

The Town of Los Gatos is committed to preserving the character, livability, and quality of life of its residential neighborhoods

The Residential Preferential Parking (RPP) program is intended to mitigate external parking impacts, e.g., those caused by adjacent commercial zones, schools, parks, municipal facilities, and recreational destinations, where spillover parking limits residents' ability to reasonably access on-street parking near their homes.

By carefully evaluating the external impact, local parking conditions, and the needs of residents in locations considered for an RPP zone, the Town can customize parking restrictions and prohibitions to address specific parking challenges while minimizing impacts on neighborhood residents. This may include setting hours of operation to best manage external parking impacts, such as restrictions during weekday business hours near commercial districts and schools, or restrictions at night or on weekends near busy restaurants, parks or entertainment venues.

Through the establishment of RPP zones, the Town seeks to balance the needs of residents, visitors, and local businesses by regulating on-street parking and issuing permits to eligible residents and their guests.

2. Definitions

For the purposes of this policy, the following words and phrases shall have the meanings respectively ascribed to them by this section. Whenever any words or phrases used herein are not defined but are defined in the California Vehicle Code and amendments thereto, such definition shall apply.

(a) [list of definitions TBD]

3. RPP Zones, Designation Process, and Parking Permits**3.1 RPP Designation Criteria**

Town Council may consider the designation of an RPP zone based upon the following criteria:

- (a) That non-neighborhood resident vehicles do, or may, substantially interfere with the use of on-street or alley parking spaces by neighborhood residents affecting neighborhood quality of life;
- (b) That the interference by the non-neighborhood resident vehicles occurs at regular and frequent intervals, either daily or weekly;
- (c) Other alternative parking strategies are not feasible or practical.

3.2 Methods of Initiation

An RPP zone may be proposed for designation by one of the following methods:

- (a) *Initiation by Town Council:* The Town Council may direct staff to evaluate the establishment of an RPP zone in response to observed parking impacts or resident concerns.
- (b) *Initiation by Town Manager:* The Town Manager or designee may initiate the establishment of an RPP zone based on documented evidence of recurring parking congestion, spillover impacts, or upon recommendation by Town staff.
- (c) *Initiation by Resident Petition:* Property owners and residents may collect signatures to petition for the establishment or modification of an RPP zone using a standardized form provided by the Town (sample attached below).
 - (1) A resident-initiated petition must demonstrate written support from a simple majority (at least 51%) of the households within the proposed zone.
 - (2) Each household in a multi-unit building or rental complex located within the boundaries of the proposed RPP zone shall be included in the calculation of the total number of eligible households within such zone. If each household unit in a multi-unit building is individually owned or rented, each owner or renter may participate in the petition survey.
 - (3) Only one (1) signature per household will be counted.
 - a. In the event that a petition includes signatures from both the property owner and the resident, if not the same individual, of an eligible household within the boundaries of the proposed RPP zone, only one signature will be counted, either the property owner or the resident.
- (d) The Town Manager or designee may establish a recurring review cycle, such as every six (6) months or each Spring and Fall, during which RPP zone establishment or modification requests and resident petitions will be accepted and evaluated. This will allow staff to conduct a preliminary review of the validity of the request and/or resident petition and to determine if staff have the ability to implement, manage, and enforce any increased workload.
 - (1) Further evaluation of valid requests and/or resident petitions for an RPP zone establishment or modification may be placed on a list of existing

projects to allow staff to manage workload and allocate resources effectively. Projects may be re-prioritized at the direction of the Town Manager or designee, or by direction of the Town Council.

- (2) If staff determine a resident petition for an RPP zone establishment or modification to be invalid, the request or resident petition may be rejected. Once rejected, no resident petition for the same proposed RPP zone establishment or modification will be evaluated for a period of one (1) year, unless otherwise authorized by the Town Manager or designee.

3.3 Zone Size and Configuration

- (a) RPP zones shall have a recommended minimum size of four (4) blocks, configured in any orientation. These blocks must be contiguous, must include both sides of the street, and shall constitute a combined minimum street-frontage of approximately 2,000 linear feet. Whenever possible, RPP zone boundaries shall be defined by street intersections and/or neighborhood limits to avoid mid-block zone boundaries.
- (b) Final determination of the proposed RPP zone configuration shall be at the discretion of Town staff.
- (c) Existing RPP zones shall continue without requalification of size or configuration requirements. Existing RPP zones are presumed to meet all other zone eligibility requirements based on prior establishment, utilization rates, and demonstrated external parking impacts.

3.4 Parking Utilization Survey

- (a) Upon receipt of a request to evaluate a proposed RPP zone, Town staff will schedule a parking occupancy survey to determine the utilization of on-street parking demand within the proposed zone. For a proposed zone to be considered for RPP designation, on-street public parking supply within the proposed zone must exhibit an average parking occupancy rate of 75% or greater during the parking utilization study period.
- (b) The Town Manager or designee may establish a recurring cycle for parking utilization studies to be conducted and analyzed, similar to the resident petition review cycle described above.
- (c) If the proposed RPP zone fails to meet the minimum threshold during the parking utilization survey period, the evaluation process will cease and no further resident petitions for the same proposed RPP zone establishment or modification will be evaluated for a period of one (1) year, unless otherwise authorized by the Town Manager or designee.

3.5 Notification and Public Input

Upon verification of parking occupancy exceeding the minimum threshold during the parking utilization study period, the Town shall provide mailed notice to all properties within the proposed RPP zone boundaries. Notices shall describe the proposed zone boundaries, parking restrictions, permit eligibility criteria, the process for providing input, and the anticipated Town Council meeting date(s) where the matter will be set for public hearing.

3.6 Public Hearing and Town Council Action

- (a) Following completion of staff review, parking occupancy analysis, and public notification, the Town Manager or designee will forward a recommendation to Town Council to consider designation and establishment of the RPP zone.
- (b) Designation of an RPP zone requires Town Council approval by resolution, defining:
 - (1) The boundaries of the RPP zone;
 - (2) Applicable parking restrictions, including, but not limited to, hours and days of enforcement of parking regulations for non-permit holders; and
 - (3) Implementation procedures for permit issuance and enforcement, including permit eligibility criteria, as well as any other matters deemed pertinent by the Council.
- (c) Town Council shall have the authority to approve, modify or deny the designation recommendation. The Town shall provide mailed notice to all properties within the proposed RPP zone boundaries indicating the action taken by Town Council.
 - (1) If approved, notices shall describe the approved RPP zone boundaries, parking restrictions, and permit eligibility criteria, and explaining any modifications made by Town Council, if applicable. Notices shall also describe the minimum participation rate necessary for the RPP zone to become active and the process for purchasing preferential parking permits.
- (d) Once final action has been taken by the Town Council, no substantive changes or requests for major modifications for this RPP zone will be considered for a minimum period of one (1) year.

3.7 Minimum Participation Rate

- (a) After notification of an approved RPP zone has been provided, the zone must achieve a minimum participation rate to become active. The minimum participation rate requires a simple majority (at least 51%) of eligible households to purchase one (1) or more residential parking permits.
- (b) An evaluation timeline of ninety (90) days after notification will be established to confirm compliance with the minimum participation rate requirement.

- (c) If, during the specified evaluation timeline, the minimum participation rate is not achieved, the evaluation process will cease and no further requests or resident petitions for the same proposed RPP zone establishment or modification will be evaluated for a period of one (1) year, unless otherwise authorized by the Town Manager or designee.
- (1) In such an event, permit fees associated with the proposed RPP zone being evaluated may be refunded to the purchaser(s) at listed permit price at the time of purchase.

3.8 RPP Zone Implementation

Final implementation of an approved RPP zone, including the installation of signage and markings providing notice of the approved parking restrictions and prohibitions, shall not occur until the zone has achieved the minimum participation rate within the specified evaluation period. Enforcement will begin upon installation of appropriate signs and markings.

4. RPP Permit Types, Eligibility and Term

The following permit types may be available for purchase by eligible applicants within a designated RPP zone. Restrictions on the type of permits available for purchase and limitations on the quantity of permits available per household may be established by Town Council resolution. Possession of an RPP permit does not guarantee a parking spot within the applicable RPP zone. The renewal conditions of each permit type shall be identified in the neighborhood-specific resolution, adopted by Town Council, for each RPP zone.

- (a) *Residential Parking Permit*: Residents living within the boundaries of an RPP zone are eligible to purchase a residential parking permit for that zone. The Town may limit the number of residential parking permits per household based on the conditions present in the RPP zone, such as one (1) residential parking permit per licensed driver, up to a maximum of four (4) per household.
- (b) *Guest Parking Permit*: Residents living within the boundaries of an RPP zone are eligible to purchase up to two (2) guest parking permits for use by their guests to park within the same RPP zone.
- (c) *Temporary Parking Permit*: Residents living within the boundaries of a designated RPP zone are eligible to purchase temporary parking permits for use by visitors, guests, in-home care providers, contractors or other service workers to park within that zone. The Town may limit the number of temporary parking permits allowed to be issued based on the conditions present in the RPP zone, such as maximums limits of permits allowed per day, issued on a first-come-first-serve basis, or a defined maximum number of permits issued per household per month or per year.

4.2 Reduced-Price RPP Permit (Optional Component)

- (a) The Town may establish a reduced-price permit for residents meeting low-income criteria, based on minimum hourly wage or household income thresholds consistent with existing government-operated or -regulated programs within the Town or Santa Clara County (e.g., a utility program). Otherwise, the Town can set an income threshold, such as the State's minimum wage level or according to Santa Clara County's income limits.
- (b) Proof of income, such as two recent consecutive wage statements or offer of employment signed within the previous 60 days, must be provided at the time of purchase, including during permit renewal periods, and information may be audited at any time by the Town.

4.3 Vehicle Eligibility

Unless otherwise authorized by the Town Manager or designee:

- (a) Only vehicles with valid California vehicle registration currently registered to the applicant, and/or other members of the applicant's household, are eligible for residential preferential parking permits.
- (b) Oversize vehicles, commercial trucks, work-type commercial vehicles (taxis, limousines, etc.), trailers, boat trailers, and RV's (camping trailers, motor homes, etc.) are not eligible for residential preferential parking permits.
- (c) Vehicles exceeding maximum weight limits per Town Code Section 15.40.070(b) or maximum height limits per Town Code Section 15.40.115 are not eligible for residential preferential parking permits.
- (d) Vehicles with delinquent parking violations are not eligible for residential preferential parking permits. Proof of payment may be required before an application for a residential preferential parking permit is considered for a vehicle with outstanding parking citation fines or fees.

4.4 Permit Management System

The Town uses a third-party Permit Management System (PMS) to issue and manage virtual parking permits linked to a specific vehicle license plate for enforcement purposes. Residents may apply for, purchase, and manage their virtual parking permit(s) through the PMS's online permit portal. Town staff will review applications and supporting documentation, track and manage virtual parking permits, and process permit payments and refund requests within that system.

4.5 Application Process

Permit applications shall be completed online through the Town's online permit portal. Each application for a residential preferential parking permit must include:

- (a) The applicant's name, address and contact information;
- (b) Proof of residency (e.g., driver's license, recent utility bill, lease, or property tax statement);
 - (1) (Optional) Proof of income, if applying for a reduced-price permit (e.g. two recent wage statements or offer letter) or proof of eligibility or participation in an equivalent program (e.g. CalFresh, WIC, etc.); and
- (c) Current DMV vehicle registration for each vehicle the applicant is requesting a parking permit; and
- (d) Any applicable supporting documentation (e.g., proof of employment for live-in caregivers).

4.6 Permit Term

EPP permits are issued on an annual basis and valid September 1st to August 31st of each year.

5. Permit Fees

Permit fees shall be adopted annually by Town Council resolution. Permit fees shall reflect administrative and operational costs of program management and enforcement.

6. Enforcement, Violations, and Redressal

6.1 Permit Validity

- (a) Residential preferential parking permits are valid only within the designated RPP zone for which they are issued and do not exempt a vehicle from posted parking regulations, including, but not limited to, overnight parking or street sweeping restrictions, unless clearly specified on such signs or markings.
- (b) Permits do not exempt a vehicle from the 72-hour maximum parking limit established under Town Code Section 15.40.065 and California Vehicle Code Section 22651(k).

6.2 Display of Permits

- (a) Virtual parking permits are strictly associated with a vehicle's license plate number and are non-transferable, unless otherwise specified.
- (b) When applicable, physical parking permits must be displayed in a clearly visible manner as directed by the Town. Lost or damaged permits may be replaced upon payment of the applicable replacement fee.

6.3 Misuse and Revocation

- (a) Misuse of a permit, including the transfer, sale, or use by ineligible vehicles, is prohibited and constitutes an infraction under Town Code Section 15.40.080(c).
- (b) The Town reserves the right to revoke current permits, apply fines and/or deny future permits to individuals or households found in violation of program policies.

7. Program Evaluation and Dissolution

7.1 Program Evaluation

The Town Manager or designee shall periodically evaluate each RPP zone's performance, including participation, permit utilization, and enforcement data, as well as community feedback and concerns, and may recommend modifications to the Town Council as appropriate.

7.2 Ongoing Minimum Participation Rate

- (a) Once designated by Town Council resolution, an RPP zone must maintain a minimum participation rate to remain active. This ongoing minimum participation rate requires a simple majority (at least 51%) of eligible households to purchase one (1) or more residential parking permits after each renewal period.
- (b) The Town Manager or designee may establish a specific evaluation timeline during renewal periods, such as three (3) months after renewal notifications are issued, to confirm compliance with the ongoing minimum participation rate requirement.

7.3 Petition to Dissolve Zone

- (a) Residents may petition for dissolution of an existing RPP zone using a standardized form provided by the Town (sample Residential Preferential Parking (RPP) Petition Form attached below), with support from a simple majority (at least 51%) of affected households.
- (b) Once adopted by the Town Council, no petition to dissolve an RPP zone will be considered for a minimum period of one (1) year, unless otherwise authorized by the Town Manager or designee.

7.4 Administrative Dissolution

The Town Manager or designee is authorized to administratively dissolve an RPP zone without additional Town Council action under one or more of the following criteria:

- (a) The zone fails to meet the minimum participation rate threshold;
- (b) External parking impacts are no longer present; or

- (c) Parking occupancy no longer exceeds the minimum threshold during subsequent parking utilization study.

8. Administrative Authority

The Town Manager or designee shall have the authority to interpret, administer, and enforce the provisions of these guidelines and policies and to develop procedures necessary for the effective implementation of residential preferential parking programs consistent with Town Council direction.

DRAFT

Attachment A: Sample Residential Preferential Parking (RPP) Program Request Form

The purpose of this form is to enable neighborhoods to request the initiation of a Residential Preferential Parking (RPP) program zone in accordance with the Town of Los Gatos' adopted RPP Administrative Guidelines and Policies. This request form must be filled out in its entirety and submitted with any petition form to:

Town of Los Gatos
Parks and Public Works Department
41 Miles Ave, Los Gatos, CA 95030

Please attach additional documentation as necessary, including any pictures, maps, or other attachments pertinent to this request.

1. Primary Contact / Request Organizer Information:

Name: _____
Address: _____
Phone Number: _____
Email (optional): _____

2. Please describe the nature of the parking problem in your neighborhood.

Please include when the problem started and what streets are impacted.

3. Is there an external parking impact that is causing the parking problem?

Please include the frequency of the problem (e.g. peak hours observed) and if it is periodic (e.g. varies by day, month or another period?)

4. Please indicate how you believe an RPP program in your neighborhood will address the external parking impact. Please include your desired parking restrictions (e.g. time-limited daytime parking or permit-only overnight parking).

5. Is there neighborhood support for a formal petition to request the initiation of a RPP Program? Please identify if your neighborhood has a HOA or Neighborhood Association.

6. Additional Comments

Please use this space for any additional comments pertinent to the request.

Notes

- Submission of this request does not guarantee creation of an RPP zone.
- The Town reserves the right to modify the proposed RPP zone boundaries or parking restrictions based on field analysis, parking data, and community input.
- A minimum of 51% of eligible households in a designated RPP zone must purchase a parking permit for the zone to be active each year.
- Request information is considered a public record and may be subject to disclosure under the California Public Records Act.

7. For Town Use Only:

Staff Reviewer: _____ Date Received: _____

Attachment B: Sample Residential Preferential Parking (RPP) Program Petition Form

The purpose of this form is to enable neighborhoods to request the initiation of, or dissolution of, a Residential Preferential Parking (RPP) zone on the residential streets listed below, in accordance with the Town of Los Gatos adopted RPP Administrative Guidelines and Policies. This form must be filled out in its entirety and submitted with any request to:

Town of Los Gatos
Parks and Public Works Department
41 Miles Ave, Los Gatos, CA 95030

By signing this petition, residents indicate their support for the Town to evaluate and, if appropriate, recommend to the Town Council the creation of, or dissolution of, an RPP zone to regulate non-resident parking on public streets in the neighborhood.

1. Primary Contact / Petition Organizer Information:

Name: _____
Address: _____
Phone Number: _____
Email (optional): _____

2. Eligibility and Petition Instructions

- (a) Each signer must be a resident and/or owner of an eligible household within the proposed RPP zone boundaries.
- (b) Only one (1) signature per household will be counted in the petition total.
- (c) For rental units and multi-unit buildings, only one signature will be counted if both the owner and the resident participate in the survey.
- (d) Petitions with fewer than 51% verified support will not be considered.
- (e) All information must be clearly printed and completed petitions must be submitted for Town verification.

3. RPP Zone Information (Proposed or Current)

Street(s) Included	From (Intersection)	To (Intersection)

4. Petition Statement

We, the undersigned residents or property owners, do hereby agree that the primary contact person identified in Section 1 represents the neighborhood as a facilitator between the neighborhood residents and Town of Los Gatos in matters pertaining to the following request that the Town evaluate the parking conditions in our neighborhood and consider the following action:

☐ Establish a new RPP zone

☐ Dissolve the existing RPP zone

Signatures of Residents / Property Owners (Limit one per household):

	Name (please print)	Address	Phone Number	Signature
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(Attach additional sheets as necessary.)

Page ___ of ___

5. Additional Comments

Please use this space for any additional comments pertinent to the petition.

Notes

- Submission of this petition form does not guarantee the creation or dissolution of an RPP zone.
 - The Town reserves the right to modify the proposed boundaries or parking restrictions based on field analysis, parking data, and community input.
 - A minimum of 51% of eligible households in an RPP zone must purchase a parking permit for the zone to be active and remain active each year.
 - Petition information is considered a public record and may be subject to disclosure under the California Public Records Act.
-

6. For Town Use Only:

Staff Reviewer: _____ Date Received: _____

Verification Checklist

Petition submitted by eligible resident/owner	☐ Yes ☐ No
Minimum 51% support threshold met	☐ Yes ☐ No
Streets are contiguous and meet the minimum size/configuration req.	☐ Yes ☐ No
Parking occupancy exceeds minimum requirement	☐ Yes ☐ No
Collection date/time _____	
Collection date/time _____	
Minimum participation rate threshold met	☐ Yes ☐ No
Staff field verification complete	☐ Yes ☐ No
Public hearing scheduled	☐ Yes ☐ No
Town Council Resolution No. _____	
Date Adopted: _____	