



## Council Agenda Correspondence

**DATE:** August 20, 2021

**TO:** Mayor and Council

**FROM:** Matt Horn, Public Works Director  
Gaven Hussey, Parking Program Manager  
Alexander Fuchs, Parking Services Supervisor

**VIA:** Shelly Stanwyck, Assistant City Manager

**SUBJECT:** Item 6a - INTRODUCE AN ORDINANCE AMENDING THE MUNICIPAL CODE TO REVISE THE CITY'S PARKING PERMIT PROGRAM

### **Background and Purpose of Correspondence**

Council has received comments and questions regarding Item 6a, the introduction of an ordinance to revise the City's parking permit district program to be considered by Council on August 24<sup>th</sup>. These questions were prompted by a letter staff sent to all property owners and residents of the existing parking districts notifying them of the proposed changes as part of the community outreach for the Council item (See Attachment A).

As a reminder for Council, the intended focus and outcome of these revisions as recommended, focus primarily on changing the City's Municipal Code to allow for creation of parking districts in non-residential areas. Currently, the City's Municipal Code only allows for the creation of parking districts in residential areas. The proposed changes will allow for the creation of parking districts in residential and commercial areas.

### **Focus of Revisions is on Commercial Areas**

Commercial areas are experiencing similar parking impacts as compared to exclusively or predominately residential areas. Commercial areas' parking needs differ than residential areas in that they experience a much higher parking turnover rate. As new parking districts are formed, especially those in commercial areas, staff is proposing that parking permits be issued based upon on-street parking space supply. Currently the Municipal Code requires that two parking permits be issued per each unit or address without regard to on-street parking supply.

The proposed revisions to the Municipal Code **will not** change the number of parking permits issued to existing parking district residents or allow for the inclusion of residential multi-family properties with 5 or more units. Both elements are detailed within the Municipal Code language.

The proposed revisions to the Municipal Code **will** allow for the creation of commercial parking districts and provide tools to manage those districts. To provide more streamlined customer service, the proposed revisions will allow for the issuance of parking permits to residents or occupants of a parking district instead of owners.

One necessary tool to be able to manage commercial parking districts is issuance of parking permits based upon available on-street parking spaces. This would be implemented upon creation of new parking districts. In the unlikely event that any existing parking districts want to change the amount of issued parking permits, 60% or more of the parking district residents would need to make this request and then be confirmed appropriate by a parking study analysis performed by the City.

### **Specific Comments and Responses**

Council has received several community correspondences on this matter, so Staff is providing additional clarification.

**Comment 1:** The community has expressed concern about allowing more than two parking permits per parking district unit. This concern is related to the Municipal Code changes proposed to allow parking district permits to be issued based on on-street parking availability.

**Response:** Staff is proposing that issuance of parking permits be based on the total number of on-street parking spaces within a given district. The number of permits available would **not exceed** three times the number of on-street spaces. The primary reason for this change is to allow commercial properties to participate in the parking permit program. A two-permit limit would not function effectively in areas that are exclusively or predominately commercial.

The intent of the proposed revision is the inclusion of commercial properties and to provide sufficient and adequate parking for their establishments.

**Comment 2:** The new permit calculation method disproportionately benefits rental properties versus owner-occupied properties.

**Response:** Rental properties do not qualify for more permits than owner-occupied properties. Parking district permits are issued by street address. Additionally, permits not purchased by one property are not available to other properties.

**Comment 3:** Applying the new permit calculation method to existing parking districts.

**Response:** Basing permit issuance on on-street parking space availability, if approved, would apply to existing districts, **however, 60% or greater of those parking district residents would need to request that an analysis be performed.** Staff is **not** recommending automatically applying this new method to existing districts especially without resident support.

**Comment 4:** Restricting multi-family properties from participating in the district process.

**Response:** On March 2, 2021, Council considered recommendations made by staff regarding the Dana Street Parking District including allowing multi-family properties to participate. Council approved the inclusion of multi-family properties of five to eight units in the district as a one-time exception based on the unique characteristics of Dana Street.

The proposed changes do not include allowing multi-family properties to participate in the process because that was an issue specific to the Dana Street Parking District and the proposed language changes affect all existing and future parking districts. This item is not meant to address issues specific to any one parking district as the language applies equally to all existing and future parking districts; however, Council can still make individual exceptions when considering parking districts in the future.

**Comment 5:** Issuing permits directly to occupants.

**Response:** Issuing permits directly to occupants simplifies the process, reduces the administrative workload, and time to implement the program. Occupants would be required to provide proof of residency either with a lease agreement, utility bill, or driver’s license before permits can be obtained.

Residents have expressed concern that occupants will not transfer permits to new tenants which will result in more permits being available to renters. The current process for lost or stolen permits is to “hot list” those permits and issue new permits. Vehicles displaying a “hot list” permit are immediately subject to citation. The same process would be applied if occupants do not transfer permits to new tenants.

Currently, property owners are responsible for notifying Parking Services when a new tenant becomes eligible for parking privileges and if previously issued permits are no longer in possession of a current tenant.

Parking Services is transitioning to digital parking permits for all parking programs. Digital permits link to vehicles’ license plates allowing easier access for tenants, property owners, and staff to verify proof of residency information and control permit authorization. Digital permits will be implemented in fall of 2022.

If you have additional questions, please feel free to contact Alex Fuchs, Parking Services Supervisor, at [afuchs@slocity.org](mailto:afuchs@slocity.org).



## Parking Services

1260 Chorro Street, Suite B, San Luis Obispo, CA 93401  
805.781.7230  
[slocity.org](http://slocity.org)

August 2, 2021

Dear Resident / Property Owner:

At the upcoming City Council meeting **on Tuesday, August 24<sup>th</sup>**, staff will be presenting proposing changes to the parking permit district process to modify the following elements:

**1. Allow businesses to participate in the parking permit district program.**

The current municipal code language governing parking permit districts (SLOMC 10.36.170 et al) restricts participation in the permit program to non-multifamily residential properties of four or fewer units. This limitation restricts the City's ability to address parking impacts in areas that are not predominately residential. Multifamily properties of five or more units would still not be allowed to participate in the process.

**2. Allow the Parking Division to issue parking permits directly to the Occupants**

Currently, property owners are issued the annual parking permits even though the occupants vote in support or opposition of a district's establishment. Property owners can provide written authorization for occupants to purchase permits but this process is confusing for both parties and it creates delays in the permit issuance process. Issuing directly to the occupants would reduce the administrative workload, streamline the implementation of the program, and alleviate any impacts of untimely issuance of permits for the occupants.

**3. Greater Flexibility with Number of Permits Issued**

The issuance of two permits per unit maximum is the most common complaint raised by those living in parking districts. Some districts have enough on-street spaces to accommodate more permits, but staff is unable to issue additional permits because of the two-permit limitation. Staff is recommending the issuance of permits based on the number of on-street parking space with a not to exceed amount of three times the number of on-street space. Allowing permit issuance based on this individual district factor provides staff with greater flexibility to meet the needs of the community while addressing issues at the staff level.

**How do these changes affect you?**

If the recommended changes are approved by Council, then they will apply to all existing parking districts throughout the City. This means residents of existing parking districts can request an analysis be performed to determine if additional permits can be issued to those living in a given parking district. It also means that businesses adjacent to existing districts can request to participate in the parking district and to receive permits. You are welcome to attend the Council meeting on Tuesday, August 24<sup>th</sup>, and comment publicly on the recommended changes or you can write into Council at [emailcouncil@slocity.org](mailto:emailcouncil@slocity.org).

If you have any questions about these specific changes or general parking permit district questions, then please contact Alexander Fuchs at [afuchs@slocity.org](mailto:afuchs@slocity.org).

Sincerely,

Alexander Fuchs  
Parking Services Supervisor