

## Residential Parking Permit Program Rules and Regulations

### Section 1: Program Administration

Control of and access to the right-of-way on city streets is a municipal responsibility. The Mobile GR Commission or its designee is authorized to promulgate rules and regulations necessary to administer the city's Residential Parking Permit Zone (RPPZ) Ordinance and reserves the right to modify the rules and regulations at any time.

The authority granted under the ordinance shall be in addition to, and may be exercised in conjunction with, any other authority the Mobile GR Commission or designee may have to regulate the times and conditions of motor vehicle parking.

### Section 2: Application for Residential Parking Permit Zone Designation

#### A. Zone Requirements.

The designation of a Residential Parking Permit Zone shall require the area to be, at a minimum:

- 3 blocks in length; and
- the block faces in the area must be contiguous

These requirements may be amended by staff due to extenuating circumstances unique to a specific area.

The following factors may also be considered for zone boundaries:

- proximity to a defined traffic generator (such as a hospital, educational institution, or commercial concern);
- limiting size of zones to avoid cross commuting within zones;
- consideration of zoning designations and land use characteristics;
- location of major and minor arterials, natural boundaries, and civic association boundaries;
- consideration of driving patterns within a neighborhood;
- the parking capacity of the street; and
- Other such neighborhood characteristics relevant in carrying out the purposes of this program.

#### B. Analysis.

Mobile GR and Parking Services will follow a yearly parking study schedule that will include all neighborhoods in the City. Multiple surveys will be conducted in all neighborhoods on a continual basis. Mobile GR and Parking Services will identify blockfaces that demonstrate a transient parking problem. By definition, a transient parking problem exists when greater than 75 percent of parking spaces are occupied for an extended time period. This will be measured by parking counts indicating the occupation of 75% or more of valid parking spaces on three or more contiguous blockfaces during the time period of survey. The transient parking problem requirement may be amended by staff due to extenuating circumstances unique to a specific area.

If a transient parking problem is determined to exist, Mobile GR and Parking Services will compile a

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neighborhood parking report showing all data recorded within a proposed RPPZ. Neighborhood parking reports will include the parking data recorded and recommendations for a proposed RPPZ, enforcement times, and the kind and number of permits to be issued for the zone.

If a proposed RPPZ is within the boundaries of a neighborhood association Mobile GR and Parking Services will present said neighborhood association with a copy of the neighborhood parking report.

### **C. Approval Process**

If it is determined that an area meets the requirements for an RPPZ and Mobile GR and Parking Services the Mobile GR Commission will have an opportunity to recommend approval of the proposed RPPZ to the City Commission. A public hearing will be scheduled prior to any City Commission discussion, so that any resident can express their opinion of the proposed RPPZ.

Upon Mobile GR Commission recommendation of approval, the City Commission shall provide by resolution, the approval of the proposed Residential Parking Permit Zone.

Mobile GR and Parking Services must make a reasonable effort to inform all residents about the proposed RPPZ. The following outreach efforts will constitute a reasonable effort by Mobile GR and Parking Services to inform all property owners, residents, and business owners within 300 feet of the proposed RPPZ:

- Compile of a list of property owner and resident information based on public information and communication efforts by the neighborhood association within the proposed zone.
- Compile a list of residents, property owners, and business owners within 300 feet of the proposed zone and notify any residents, property owners and business owners as well as business districts and Corridor Improvement Districts of potential changes when applicable.
- Issue a mailer describing the RPPZ and dates for public input to the compiled list of property owners, residents, and businesses within 300 feet of the proposed RPPZ one week prior to any action by the Mobile GR Commission.
- Public hearings will follow the City's communication rules and regulations regarding public hearings.
- Issue a mailer describing the RPPZ and dates for public input to the compiled list of property owners, residents, and businesses within 300 feet of the proposed RPPZ one week prior to any action by the City Commission.

### **D. Implementation.**

Sixty (60) days after the Commission approval vote, the residential parking permit area may go into effect. Prior to enforcement, signage is installed, and Mobile GR and Parking Services mails and /or electronically mails permit applications to all homeowners on the affected blocks.

Section 3: Parking Permit Issuance

#### **A. Permit issuance authority.**

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Mobile GR and Parking Services is empowered to issue permits for residential on-street parking upon application in accordance with the provisions of the RPP policy rules and regulations.

Mobile GR and Parking Services may grant a “special exception” to one or more of the permit criteria when a request is received in writing from a resident with unique circumstances, provided the exception is in harmony with the general purpose and intent of City ordinance on residential parking districts.

### **B. Permit use.**

A valid residential parking zone permit shall exempt that vehicle, while within the zone for which the permit was issued, from citation.

- The permit shall be valid only in the zone designated.
- The permit shall not guarantee a parking space.
- The permit does not exempt the operator from paying parking meters, observing no-parking zones, loading zones, street cleaning, odd/even, and other zones and regulations.

Any vehicle owner who sells or otherwise transfers a vehicle permitted under the provisions of this program may have the permit thereon reassigned to another vehicle owned by the original permittee or household member. Mobile GR and Parking Services shall allow such reassignment upon application with the documentation required for the original permit.

### **C. Permit application.**

Permits are issued for purchase throughout the year however will be placed on a biannual renewal schedule of either November 1 or May 1 and the number available is subjected to any current seasonal parking restrictions in effect. Permits are renewable for 6 month or 1-year intervals and are nonrefundable. Initial proration will be calculated upon purchase to align with the biannual renewal schedule. Upon satisfaction of the application requirements, the applicant shall be issued a permit and informed of the regulations governing the use of that permit.

A permit will be issued at the time of purchase when proper documentation is received. Each vehicle must be registered to the applicant, spouse, or licensed dependent living at the address (or parent of the student applicant or resident). If a resident drives an employer assigned vehicle, the resident must provide written documentation of this assignment from their employer in addition to a copy of the vehicle registration. See Permit Fees section for additional details pertaining to documentation requirements.

Eligible vehicles shall be any automobile, truck, motorcycle or other self-propelled form of transportation not in excess of 6,000 pounds gross weight, and shall not include a trailer, a trailer coach, or a utility trailer, or any other type of vehicle whether separate from or attached to a motor vehicle.

- **Residential** permits require proof of residency, vehicle registration information, and current and valid driver’s license
- **Residential Non-Driver** permits require proof of residency and proof of identity.
- **Guest** permits may be obtained by holders of residential parking zone permits and are valid for 24 hours. Permits for guests and visitors shall be issued upon application and payment of fee unless the

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Mobile GR and Parking Services Department determines that adequate space is not available within the RPP zone.

- **Short-Term** permits may be obtained by non-residents and are valid for 24 hours.
- **Caregiver** permits may be obtained by residential parking zone permit holders who can prove a “special need” for the caregiver permit (i.e. Disability ID Card, Doctor’s note, Social Security disability insurance card, or documentation of home daycare.)
- **Monthly** parking permits may be made available after a one-year evaluation period of a newly implemented RPPZ. Resident parking is priority in RPP Zones and issuance of monthly parking permits is determined by resident occupancy rate and optimal parking space utilization as determined by Mobile GR and Parking Services.

Residential permits may be transferred to an additional vehicle owned by the permit holder at any time if the vehicles are registered with Mobile GR and Parking Services prior to any transfer (2 Vehicle Maximum). If a Residential Non-Driver gets a vehicle during the term of their permit, they may submit their registration and have the permit activated for their vehicle.

Mobile GR and Parking Services reserves the right to establish specific areas within the RPPZ for monthly parking and may temporarily or permanently revoke a monthly parking permit due to maintenance, construction or reorganization. Leasing a permit does not guarantee a parking space.

### D. Permit changes and renewals.

- The holder of a residential parking zone permit shall report any changes of address or vehicle registration. Failure to report such changes shall constitute an unlawful use of the permit and the permit holder may be subject to permit revocation. If a permit holder’s vehicle is being serviced they may contact Mobile GR alternate vehicle information to update the license plate on file for their permit.
- All residential parking permits will expire automatically in accordance with the biannual renewal schedule of November 1 or May 1 and must be renewed before the day prior to expiration to remain valid.
- It is the responsibility of permit holders to ensure that they obtain their renewed permit(s) prior to the expiration of their current permit(s) to avoid a citation.

### E. Permit fees.

Fees for residential, guest, and commuter parking permits are subject to City Commission Policy (700-10) and shall be approved by the City Commission. (Appendix A)

Mobile GR and Parking Services may grant a “special exception” for persons who can demonstrate an inability to pay the permit fee. In order to demonstrate an inability to pay an applicant must be able to provide proof that they are currently receiving need-based public assistances (i.e. Bridge Card, WIC, Medicaid, etc...). There will be no refunds for early residential termination except for instances of permit over-issue or termination of the program, in which cases refunds will be pro-rated.

### F. Supporting Documentation Accepted.

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The following documentation must be provided at the time of purchase:

- **Proof of residency – Residential permits only** (one of the following)
  - Owner: Valid Driver's License or State ID showing residency within RPPZ; or
    - Current property tax statement; or
    - Mortgage; or
    - Utility bill addressed to recipient within RPPZ
  - Renter: Valid Driver's License or State ID showing residency within RPPZ; or
    - Current lease with name and address, signed by tenant and landlord; or
    - A notarized letter from landlord or homeowner with name and address on it; or
    - Sublease- If you sublease, a letter from your landlord or a sublease agreement stating that you live there and who moved; or
    - Utility bill addressed to recipient within RPPZ
  
- **Proof of identify** may include any form of identification such as, but not limited to:
  - State-issued ID
  - Passport
  - Consular Identification
  - Military ID card
  - Student ID card
  
- **Proof of car registration** (*non-driver applicants are exempt*)
  - Out of state car registration is accepted.
  - Registration must be current-no titles are accepted.
  - A notarized letter will be required if the name on the car registration is not yours.
  - A notarized letter will be required if the car is registered in a business name.
  - Notarized letters must come from the person or company that the car is registered to, it must state your name, relationship, vehicle information, and it must also state that you have exclusive use of the vehicle.

### G. Permit Limits.

- **Residential** Permits are issued one per resident, per household. (Maximum of 4 permits including Residential Non-Driver)
- **Residential Non-Driver** Permits are issued one per eligible person, per household. (Maximum of 4 permits including Residential)
- **Guest** permit(s) may be purchased in advance and are valid for 24 hours. There is no limit on amount of guest permits per qualified applicant.
- **Short-Term** permits may be purchased by non-residents and are valid for 24 hours. There is a limit of 10 permits per three months.
- **Caregiver.** One per qualified licensed driver, per household.
- **Monthly parking permit.** One permit per qualified applicant.
- **Replacement permits** (if applicable) shall be issued for lost, damaged or stolen permits upon proof of such loss, damage or theft. Damaged permits must be produced as proof under this

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section. Verification of loss or theft by a police incident report shall be sufficient proof of loss or theft.

### **H. Permit exemption.**

Delivery, service, or emergency vehicles parked in residential parking zones while making short-term (defined as 20 minutes or less) service calls to residential dwellings within the zone do not require a permit.

### **I. Permit Revocation.**

The Mobile GR and Parking Services Department is authorized to revoke the residential parking permit of any person found to be in violation of the rules and regulations and, upon written notification thereof, the person shall surrender permit(s) to the Mobile GR and Parking Services Department. Failure, when so requested to surrender a residential parking permit so revoked, shall constitute a violation of law.

It is unlawful to:

- falsify information in application for a residential parking zone permit;
- fail to report a change of residence or vehicle ownership;
- transfer or resell the permit to another person or vehicle;
- alter the permit;
- improperly display the permit; or
- violate any other terms or conditions under which the permit was issued.

Any such unlawful use shall subject the permit holder to revocation of this permit, denial of eligibility for reapplication for one-year, and to other penalties as described in any section of the rules and regulations. Any person who violates the rules and regulations shall be guilty of a civil infraction.

### **J. Appeals.**

Any applicant who has had their residential parking zone permit application denied is entitled to appeal the denial to Mobile GR and Parking Services provided a written appeal is filed within ten days following the date of denial. The appeal must:

- explain the decision being appealed;
- the reason why the decision should be overturned; and
- the remedy sought.

The Mobile GR and Parking Services Department may, in its discretion, affirm, nullify or modify the denial or revocation.

## Section 4: Enforcement

Enforcement of parking regulations related to the parking permit signs shall be effective beginning ten (10) days after posting of such signs.

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Purchase of a parking permit will not guarantee the holder of a parking space nor exempt a vehicle operator for any city code regulation governing parking on city streets.

Enforcement of the Residential Parking Permit Program Rules and Regulations shall be under the jurisdiction of the City of Grand Rapids, including citations issued against those persons who violate the provisions of this section. Failure to have a valid permit while parking in a RPPZ may result in a parking fine established under “Sec.10.41. Parking Restriction.”

### Section 5: Residential Parking Permit Zone Expansion & Modifications

#### **A. Zone Requirements.**

The expansion of a Residential Parking Permit Zone shall require the area to be, at a minimum:

A street(s) connected to an existing Residential Parking Permit zone; and  
the block faces in the area must be contiguous or connected to an existing RPP zone; and  
the contiguous block faces must demonstrate a transient parking problem.

These requirements may be amended by staff due to extenuating circumstances unique to a specific area.

The following factors may also be considered for zone boundaries:

- limiting size of zones to avoid cross commuting within zones;
- consideration of zoning designations and land use characteristics;
- location of major and minor arterials, natural boundaries, traffic generators, and civic association boundaries;
- consideration of driving patterns within a neighborhood;
- the parking capacity of the street; and
- Other such neighborhood characteristics relevant in carrying out the purposes of this program.

#### **B. Analysis.**

Mobile GR and Parking Services will follow a yearly parking study schedule that will include all neighborhoods in the city. Surveys will be conducted in all neighborhoods on a continuing basis. Mobile GR and Parking Services will identify blocks where there is a transient parking problem, when greater than 75 percent of the parking spaces are occupied for an extended period of time. This will be measured by survey data results indicating blocks with an average of over 75% of valid parking spaces occupied across the time period surveyed. The presence of a minimum of three contiguous blockfaces meeting this threshold will trigger the consideration of a new RPP Zone.

If a parking problem is determined to exist, Mobile GR and Parking Services will compile a neighborhood parking report showing data recorded within a proposed RPP zone. Neighborhood parking reports will outline the proposed RPPZ and enforcement times, including determination of the kind and number of permits that might be issued for the zone, if instated.

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If a proposed RPP zone is within the boundaries of a neighborhood association Mobile GR and Parking Services will present said neighborhood association with a copy of the neighborhood parking report.

### ***C. Approval Process***

If it is determined that an area meets the requirements for an RPPZ, Mobile GR and Parking Services and the Mobile GR Commission will have an opportunity to recommend the proposed RPPZ to the City Commission. A public hearing will be scheduled prior to any City Commission discussion.

Mobile GR and Parking Services must make a reasonable effort to inform all residents about the proposed RPPZ. The following outreach efforts will constitute a reasonable effort by Mobile GR and Parking Services to inform all residents within the proposed RPPZ:

- Compile of a list of property owner and resident information using public information and communication efforts by the neighborhood association within the proposed zone.
- Issue a mailer describing the RPPZ and dates for public input to identified property owners and residents within the proposed RPPZ one week prior to proposed action by the Mobile GR Commission.
- Public hearings will follow the City's communication rules and regulations regarding public hearings.
- Issue a mailer describing the RPPZ and dates for public input to the compiled list of property owners and residents within the proposed RPPZ one week prior to proposed action by the City Commission.

Upon Mobile GR Commission recommendation of approval, the City Commission shall provide by resolution, the approval of the proposed Residential Parking Permit Zone.

### ***D. Implementation.***

Sixty (60) days after the Commission approval vote, the residential parking permit area will go into effect. Prior to enforcement, signage will be installed, and Mobile GR and Parking Services will mail permit applications to all households on the affected blocks.

### ***E. Modifications to Residential Parking Permit Zone***

Hours of parking restriction will be fixed as agreed upon by the Mobile GR Commission and the Neighborhood Association when the zone is approved. The Mobile GR Commission or its designee may consider modification of permit parking zone hours of restriction.

When a new Residential Parking Pass Zone is established, that zone will remain in place for a minimum of three years. Following that initial period, if annual parking data finds that the area does not demonstrate a transient parking problem across three consecutive years that zone will be recommended for disestablishment.

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### Appendix A

### Residential Parking Permit Program Fees and Penalties

<b>Permit</b>	
Residential Permit (6 months)	\$15
Caregiver Permit (6 Months)	Free
Guest Permit (24 hours)	\$2
Short Term Permit (24 hours)	\$5/Day
Monthly Permit	\$48-\$75
<b>Fee</b>	
Lost or stolen permit	\$10
Replacement permit	\$10

All fees require City Commission approval and are subject to change.