

Residential Parking Permit Program Rules and Regulations

Section 1: Program Administration

A. Program Authority

Control of and access to the right-of-way on city streets is a municipal responsibility. City Code of Ordinances, Title X, Chapter 181, Article 4, Section 10.50 authorizes the Mobile GR Commission or its designee 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 City Commission maintains jurisdiction for the program's fee rates and is responsible for the establishment of new RPPZs.

The authority granted under the aforementioned 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.

B. Program Overview

Established in 2013, the Residential Parking Permit Program was designed to provide residents in qualifying areas that have significant parking demand with preferred access to park in the public right-of-way within the qualifying area for a small permit fee. Vehicles parked within an RPPZ without a permit are subject to parking enforcement.

Between 2013 and 2024, RPPZ were established in the following locations:

Neighbors of Belknap Lookout (NOBL) neighborhood (established July 22, 2014 and expanded on October 9, 2018),

The north side of Lake Drive at Diamond Place and extending west 120 feet (established November 13, 2018), and

On Alabama Avenue NW from 420 Alabama Avenue NW north to First Street and continuing on Alabama north to Second Street, NW (established November 13, 2018).

Based on lessons learned from the implementation of previous zones as well as proposals in other neighborhoods, the policy has been updated by the Mobile GR Commission in 2016, 2018, and 2021.

C. Key Steps

Permits are administered by the Mobile GR Department on a bi-annual basis. Residential Parking Permit Zones are established with support from a majority of residents within an area. Residents who initiate a process to be considered for a Residential Parking Permit Zone will be provided with information about how to conduct a resident petition. If 60 percent of residents within an eligible zone area petition for a RPPZ, the Mobile GR Department will analyze the request and recommend that the Mobile GR Commission submit a proposed RPPZ for City Commission approval. The Mobile GR Department shall provide notice to impacted residents in advance of a public hearing to be held before a RPPZ is considered by City Commission for adoption. Revisions, dissolution, or modifications of RPPZs follow the same process of resident initiation, departmental recommendation and commission approval.

Section 2: Application for Residential Parking Permit Zone Designation

A. Zone Requirements.

The area threshold for considering designation of a Residential Parking Permit Zone should be, at a minimum:

- 10 street segments in length; and
- the street segments in the area must be contiguous; and
- Include residences on both sides of the street segments

These requirements may be amended by staff due to extenuating circumstances unique to a specific area. The Mobile GR Department staff have the final authority to determine the zone area and requirements.

The following factors may also be considered for zone boundaries:

- proximity to a defined traffic generator (such as a hospital, educational institution, entertainment venue, or commercial development);
- 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. Neighborhood Initiation

Any resident who initiates interest in a Residential Parking Permit Program will be provided access to information about the petition and review process for establishing, modifying, dissolving, or otherwise adapting a RPPZ. Residents must submit a petition with support from a minimum of 51% of residents and property owners within an area meeting zone requirement.

C. Zone Evaluation

When staff receive a petition from residents, they will conduct a final evaluation to determine that all zone requirements are met. The Mobile GR Department staff will make a final determination on the proposed zone.

D. Approval Process

If it is determined that an area meets the requirements for an RPPZ, the Mobile GR Department staff will solicit feedback from Mobile GR Commissioners and facilitate the Mobile GR Commission's recommendation for City Commission to review the proposed RPPZ. 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 the Mobile GR Commission recommendation of approval, the City Commission shall vote on the proposed Residential Parking Permit Zone.

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

- Compile a list of property owner and resident information based on public information and communication information from any 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 Authorities 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 City Commission.
- Public hearings will follow the City's communication of rules and regulations regarding public hearings.

E. Implementation.

After approval by City Commission, the residential parking permit area will go into effect at a scheduled bi-annual renewal of permits in November and May. Prior to enforcement, signage is installed, and the Mobile GR Department provides information about the permit application process to all homeowners on the affected street segments.

Section 3: Parking Permit Issuance

A. Permit Issuance Authority.

The Mobile GR Department is empowered to issue permits for residential on-street parking upon application in accordance with the provisions of the Residential Parking Permit Program Rules and Regulations.

The Mobile GR Department 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, seasonal odd/even parking rules, and other ordinances, 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 by the original permittee or household member. The Mobile GR Department 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, they will be placed on a biannual renewal schedule of either November 1 or May 1. 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.

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 photo identification.
- **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 should be issued upon application and payment of fee unless the Mobile GR Department determines that adequate space is not available within the RPPZ. Residential permit holders will receive 6 complimentary guest permits per 6-month renewal period. Residential permit holders may purchase additional guest passes as needed.
- **Short-Term** permits may be obtained by non-residents and are valid for 24 hours. Short-term permit holders may be issued to contractors, short-term rental tenants, and other non-residents with a need for short-term parking at the discretion of the Mobile GR Department.
- **Monthly** Resident parking is priority in a RPPZ and issuance of monthly parking permits is determined by resident occupancy rate, businesses in zone, and optimal parking space utilization as determined by the Mobile GR Department. Monthly permits may be issued to contractors, landlords, business owners, employees, and other non-residents with frequent needs in a zone at the discretion of the Mobile GR Department.

Residential permits may be transferred to another vehicle by the permit holder by notifying the Mobile GR Department of the new license plate number. If a Residential Non-Driver acquires a vehicle during the term of their permit, they may submit registration and have the permit activated for the vehicle.

The Mobile GR Department 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 acquiring a new vehicle. 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 the Mobile GR Department to provide 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, short term, and monthly parking permits are subject to City Commission Policy (700-10) and shall be approved by the City Commission. (Appendix A)

The Mobile GR Department 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

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
 - Sublease- If you sublease, a notarized 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 Identity** may include any form of identification such as, but not limited to:
 - State-issued ID
 - Passport
 - Consular Identification
 - Military ID card
 - Student ID card
- **Short-Term Permit Documentation** (*only applicable if seeking short-term pass*)
 - Documentation of contracting work, a move, or legal status of short-term rental property
 - Proof of identity
- **Monthly Permit Documentation** (*only applicable if seeking monthly permit*)
 - Proof of identify

G. Permit Limits.

- **Residential** permits are issued one per vehicle, maximum of 6 permits per household, including Residential Non-Driver. A resident may be the holder of more than one permit. Residents may purchase permits for regular visitors (e.g. caretaker, relative, or friend) until household limit is met. The Mobile GR Department may, at its discretion, limit the number of permits one applicant can hold.
- **Residential Non-Driver** permits are issued one per eligible person, per household (Maximum of 6 permits including Residential). A resident may be the holder for more than one permit. Residents may purchase permits for regular visitors (e.g. Caretaker, relative, or friend) until household limit is met. The Mobile GR Department may, at its discretion, limit the number of permits one applicant can hold.
- **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. Residential and Residential Non-Driver permit holders will be issued six (6) complimentary guest permits per 6-month renewal period. The Mobile GR Department may, at its discretion, set limits on the number of guest passes available.
- **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.
- **Monthly parking permit.** One permit per qualified applicant. Monthly permit limits will be determined by zone based on need and land use characteristics.

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 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 permit holder shall cease parking in residential parking zone within 24-hours or be subject to citation.

It is unlawful to:

- falsify information on an application for a residential parking zone permit;
- fail to report a change of residence;
- 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 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 the Mobile GR Department 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 Department may, in their 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.

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 Expansion, Modification, & Elimination

A. Zone Requirements.

The eligible area for expansion or modification of a Residential Parking Permit Zone should be, at a minimum: Four or more street segments connected to an existing Residential Parking Permit zone; and the street segments must be contiguous or connected to an existing RPPZ.

The eligible area for elimination of a Residential Parking Permit Zone shall be considered the boundaries of the existing Residential Parking Permit Zone.

These requirements may be amended by staff due to extenuating circumstances unique to a specific area. The following factors may also be considered:

- 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. Neighborhood Initiation

To initiate an expansion, modification, or elimination of a residential parking permit zone, residents must submit a petition with support from a minimum of 51% of residents and property owners within an area meeting requirement for zone expansion, modification, or elimination.

C. Approval Process

If it is determined that an area meets the requirements for expanding, modifying, or eliminating RPPZ, the Mobile GR Department 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.

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

- Compile a list of property owner and resident information based on public information and communication information from any 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 Authorities 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 City Commission.
- Public hearings will follow the City's communication of rules and regulations regarding public hearings.

Upon the Mobile GR Commission recommendation of approval, the City Commission shall vote on the proposed Residential Parking Permit Zone.

D. Implementation.

After the City Commission approval, changes to the residential parking permit area will go into effect at a scheduled bi-annual renewal of permits in November and May. Prior to enforcement, signage is installed, modified, or removed as appropriate, and the Mobile GR Department mails and /or electronically communicates the process for permit applications to all homeowners on the affected street segments.

E. Elimination

After approval by City Commission, the residential parking permit area will be eliminated at a scheduled bi-annual renewal of permits in November and May. Prior to the dissolution of the zone, the Mobile GR Department will mail and/or communicate to all homeowners in the affected area the date of dissolution.

F. Modifications to Residential Parking Permit Zone

Hours of parking restriction will be fixed as recommended by the Mobile GR Commission 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 Permit Zone is established, that zone will remain in place for a minimum of three years. Following that initial period, if residents desire to eliminate a zone they must follow the same process for establishment. If a zone is eliminated, the area must wait for **a minimum of three years** for another modification or establishment.

When a new Residential Parking Permit Zone is established, that zone will remain in place for a minimum of three years. Following that initial period, if residents desire **modifying** a zone they must follow the same process for establishment. If a zone is modified, the area must wait for **a minimum of eighteen months** for another modification.

Appendix A

Residential Parking Permit Program Fees

Permit	
Residential Permit (6 months)	\$15
Residential Permit (12 months)	\$30
Short Term Permit (24 hours)	\$5
Guest Permit (24 hours)	\$2*
Monthly Permit	Determined by Zone

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

*Cost for permit after the six complimentary permits.

Appendix B

Definitions

Property owner: a person or entity that owns property in an area.

Resident: a person that lives in an area. Includes homeowners, and rental tenants.

Street Segment: a portion of a street that is located between two intersections, or a portion between an intersection and a dead end or Cul-del-sac.