

**MOORPARK CITY COUNCIL  
AGENDA REPORT**

**TO:** Honorable City Council

**FROM:** Dave Klotzle, City Engineer/Public Works Director   
Prepared by: John Brand, Senior Management Analyst

**DATE:** February 12, 2014 (CC Meeting of 02/19/14)

**SUBJECT:** Consider Resolution Rescinding Resolution No. 93-970, and Adopting Policies and Procedures for Establishment of Parking by Permit Only Zones and Issuance of Parking Permits Within Established Parking by Permit Only Zones

**DISCUSSION**

In accordance with Section 10.04.190 of the Moorpark Municipal Code and California Vehicle Code Section 22507 the City Council, over the years, has established by resolution, parking restrictions and preferential permit parking privileges for residents requesting such parking by permit only zones near Moorpark College, Moorpark High School, and Peach Hill Park.

On September 8, 1993, the City Council adopted Resolution No. 93-970 setting forth policies and procedures for the establishment of permit only parking zones in residential neighborhoods with the requirement that any such zone would be established by separate resolution of the City Council and the parking restrictions imposed would be limited to overnight hours between 2:00 am and 6:00 am. In the time since Resolution No. 93-970 was adopted, no permit only parking zones with an overnight parking restriction in residential neighborhoods have been established.

The existing resolutions that established parking restrictions and preferential permit parking privileges near Moorpark College, Moorpark High School, and Peach Hill Park include various policies and procedures for the implementation of the parking by permit only zones. Inconsistencies among the resolutions, and policies and procedures exist, and staff recommends the adoption of a new resolution (Attachment 1) rescinding Resolution No. 93-970, and adopting updated policies and procedures for establishment of parking by permit only zones and issuance of parking permits within established parking by permit only zones.

In a separate agenda item for this same City Council meeting, staff is recommending the City Council rescind the existing resolutions that established parking restrictions and parking by permit only zones with various policies and procedures.

**FISCAL IMPACT**

The establishment and administration of parking by permit only zones has been provided to residents at no cost. Staff estimates that approximately \$2,000 is spent on materials and staff time on an annual basis for installation and maintenance of signs, printing forms and permits, and issuing permits for parking by permit only zones.

**STAFF RECOMMENDATION**

Adopt Resolution No. 2014 - \_\_\_\_\_ rescinding Resolution No. 93-970, and adopting policies and procedures for establishment of parking by permit only zones and issuance of parking permits within established parking by permit only zones.

Attachment 1: Resolution 2014 - \_\_\_\_\_

RESOLUTION NO. 2014 - \_\_\_\_\_

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MOORPARK, CALIFORNIA, RESCINDING RESOLUTION NO. 93-970 AND ADOPTING POLICIES AND PROCEDURES FOR ESTABLISHMENT OF PARKING BY PERMIT ONLY ZONES AND ISSUANCE OF PARKING PERMITS WITHIN ESTABLISHED PARKING BY PERMIT ONLY ZONES

WHEREAS, Section 22507 of the California Vehicle Code authorizes the City to establish parking restrictions on any City street, and to establish preferential parking privileges for residents adjacent to a street upon which any such parking restrictions have been established, exempting any vehicle displaying a permit issued by the City from such parking restrictions; and

WHEREAS, Section 10.04.190 of the Moorpark Municipal Code sets forth certain parking restrictions, including the establishment of any area or zone where parking or stopping of any vehicle for all or any part of any day is restricted by resolution of the City Council; and,

WHEREAS, pursuant to Section 22507 of the California Vehicle Code, the City Council of the City of Moorpark adopted Resolution No. 93-970 setting forth policies and procedures for the establishment of permit only parking zones; and

WHEREAS, the City Council of the City of Moorpark has determined that it is necessary and appropriate to revise and adopt policies and procedures for the establishment and administration of parking by permit only zones.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MOORPARK DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That Resolution No. 93-970 is hereby rescinded.

SECTION 2. That the establishment of parking by permit only zones, and the issuance of parking permits exempting vehicles from said parking restrictions shall conform to the policies and procedures set forth in Exhibit "A."

SECTION 3. The City Clerk shall certify to the adoption of this resolution and shall cause a certified resolution to be filed in the book of original resolutions.

PASSED AND ADOPTED this 19th day of February, 2014.

\_\_\_\_\_  
Janice S. Parvin, Mayor

ATTEST:

\_\_\_\_\_  
Maureen Benson, City Clerk

Attachment:

Exhibit "A": Policies and Procedures for Establishment of Parking by Permit Only Zones and Issuance of Parking Permits Within Established Parking by Permit Only Zones

## Exhibit A

### Policies and Procedures for Establishment of Parking by Permit Only Zones and Issuance of Parking Permits Within Established Parking by Permit Only Zones

#### PURPOSE

To establish guidelines and procedures for the establishment of Parking by Permit Only Zones and the issuance of parking permits in such zones.

#### POLICIES

- A. Section 10.04.190 of the Moorpark Municipal Code and California Vehicle Code Section 22507 allows the City Council to establish parking restrictions by resolution on any City street, and to establish preferential parking privileges for residents adjacent to a street upon which any such parking restrictions have been established, exempting any vehicle displaying a permit issued by the City from such parking restrictions.
- B. Whenever parking restrictions and preferential parking by permit only zones are established by resolution of the City Council, such parking restrictions shall apply to all vehicles except those vehicles which properly display a valid parking permit issued by the City of Moorpark in accordance with the applicable procedures set forth herein.
- C. It is the intent of the City Council to only adopt parking restrictions and preferential parking by permit only zones upon receipt of a request to do so from the residents of the area to be affected, unless otherwise determined necessary for the public health, safety or welfare of the community. In order to be considered, any such request shall be in the form and shall meet certain minimum requirements in conformance with the applicable procedures set forth herein and as deemed appropriate by the City Manager.

#### PROCEDURES

##### Establishment of a Parking by Permit Only Zone

1. Upon receipt of a request that an area be designated a Parking by Permit Only zone, the City Council may consider adoption of a Resolution so designating said area. In order to be considered, such request must have been presented by a group duly representing the owners and residents of said area to the satisfaction of the City Manager.
2. Upon determination that the City Council may consider a request that an area be designated a Parking by Permit Only zone, notification shall be mailed to all of the property owners and residents within the area stating the date, time and location of the City Council's consideration of the request. This notification shall be mailed a minimum of ten (10) days prior to said City Council meeting date.
3. Upon consideration of a request, the City Council may take action to adopt, or not to adopt, a resolution designating the subject area as a Parking by Permit Only zone. Whenever any such resolution is adopted, the City Manager shall cause signs to be placed giving notice of the

parking restrictions and advising that vehicles properly displaying a valid parking permit issued by the City are exempt from said parking restrictions.

Issuance of Parking Permits

4. These procedures shall only apply to certain residential properties (hereinafter referred to as "affected property") which front upon a portion of a street subject to parking restrictions which have provisions for the granting of an exemption by means of the issuance of an appropriate Parking Permit.
5. Said parking restriction exemption shall only be made applicable to any given vehicle through the granting of a Parking Permit issued in accordance with the procedures set forth herein.
6. Such a Parking Permit may only be issued to the owner or resident of an affected property.
7. Any owner or resident of an affected property, who wishes to be issued a Parking Permit, must first file with the City a Parking Permit Application.
8. In order to be approved, a Parking Permit Application must state the address of an affected property and that the applicant either resides at or is the owner of said affected property.
9. Such Application must also contain sufficient information pertaining to the vehicle(s) to be issued permit(s), to clearly show that said vehicle(s) is(are) registered to the applicant. The applicant may be required to present documents (i.e. vehicle registration, insurance certificate, etc.) to confirm such information.
10. Parking Permits shall only be issued to vehicles which show the registered owner's address to be the same as that of the applicant. Parking Permits shall be issued to specific vehicles. In order to be valid, a Parking Permit must be placed on the vehicle to which it was issued.
11. Parking Permits shall be valid for the period of time stated on the Permit Application. All such Permits shall expire on the 30th day of June of the year stated on the Permit Application. The City will mail Permit Renewal Applications in March of said year. Renewal Applications should be submitted to the City by April 30 to allow adequate time for processing.
12. The issuance of a Parking Permit to any vehicle shall not exempt said vehicle from any provision of the California Vehicle Code, including any Street Sweeping Parking Restrictions.
13. Parking Permits shall not be issued to any overweight vehicle as defined by City ordinance or the California Vehicle Code.
14. Temporary Parking Permits shall be clearly displayed on the dashboard on the driver's side of the vehicle.
15. The owner/resident of an affected property may be issued one (1) Guest Parking Permit per Parking Permit period, except that the owner/resident of an affected property on Summerglen Court and Honeyglen Court may be issued up to a maximum of six (6) Guest Parking Permits per Parking Permit period.

16. A Guest Parking Permit will be replaced at no cost to the owner/resident during the Parking Permit period only upon surrender of a damaged Guest Parking Permit originally issued to the owner/resident during the same Parking Permit period. Lost, stolen or otherwise missing Guest Parking Permits will be replaced upon payment of an amount set by separate City Council resolution.
  
17. Parking Permits shall be affixed to the left rear bumper or left rear window of the vehicle and be clearly visible from the rear of the vehicle. Parking Permits shall not become valid or effective unless or until they are affixed to or displayed in said vehicle in the manner described above.