



DOWNTOWN PARKING CHANGE REQUEST

The Downtown Parking Committee (DPC)—an ad hoc committee comprised of representatives from City of Napa Parking Enforcement Office (PEO), Transportation Engineering Division (TED), Redevelopment Agency, Napa Downtown Association, & Napa County Offices—will review all requests as submitted. If there is clear consensus, the change request shall be given to TED for implementation. Otherwise, the DPC may conduct public meetings on an as-needed basis on the second Thursday (or another appropriate day) in January, March, May, July, September, and November. The results from the DPC meeting will be shared with the appropriate City departments for implementation.

NAME OF PERSON REQUESTING CHANGE: _____

BUSINESS OR ORGANIZATION: _____

ADDRESS: _____

TELEPHONE: _____ **FAX:** _____

REQUESTED CHANGE (Please be very specific.):

Neighboring Businesses/Organizations Consent to Change:

Name: _____	Name: _____
Address: _____	Address: _____
Signature: _____	Signature: _____
Name: _____	Name: _____
Address: _____	Address: _____
Signature: _____	Signature: _____

Date Submitted: _____ **Date Received:** _____

FOR DPC USE ONLY: (COMMENTS, RECOMMENDATIONS & DECISIONS)

- Finance Department/PEO**

- Public Works Department/TED**

- Redevelopment Agency**

- Napa Downtown Association**

- Napa County Offices**



Downtown Parking Committee **Standard Procedures**

Last Update on May 21, 2003

INTRODUCTION:

The City of Napa receives numerous requests from local citizens, residents, business owners, and public agencies who wish to have changes made to the on-street and off-street public parking supply in the Downtown area for either traffic safety enhancement or parking convenience. The requests typically result from the perception of high parking demand and limited parking supply in the Downtown.

These standard procedures have been developed to help the Downtown Parking Committee (DPC) in making its recommendation on the appropriate modifications to the existing public parking supply in the Downtown in response to requests from local residents, business owners, and public agencies.

The input from the DPC will be shared with the appropriate City departments that have the implementing authority on the modifications to the existing public parking supply in the Downtown area.

GENERAL PROCEDURES

The overall procedures for processing parking change requests in the Downtown shall include the following key steps:

- A. All parking change requests in the Downtown shall be forwarded to the DPC. Individuals and parties initiating any parking change must complete the standard form and submit the completed form to the DPC. Standard forms shall be available from the Finance Department's Parking Enforcement Office (PEO).
- B. The DPC shall be an ad hoc committee comprised of representatives from the following groups:
 - 1). Finance Department's Parking Enforcement Office (PEO)
 - 2). Public Works Department's Transportation Engineering Division (TED)
 - 3). Redevelopment /Economic Development Agency
 - 4). Napa Downtown Association



5). Napa County Offices

- C. As chair of the DPC, the Finance Department's PEO shall process the parking change requests and solicit input from the members of the DPC. If there is clear consensus among DPC members on the approval of the request, PEO shall forward the parking change request to TED for implementation.
 - D. If there is no clear consensus among the DPC members, PEO shall call for and coordinate a meeting of the DPC and invite the requesting party and all property owners in the parking study area. The boundaries for the parking study area shall be large enough so that potential parking problems are not moved to adjacent blocks, districts, or neighborhoods.
 - E. The DPC shall conduct its public meetings on as-needed basis and may schedule its meetings on the second Thursday (or another appropriate day) from 3:30 – 5:00 PM of the months of January, March, May, July, September, and November.
 - F. If necessary, the DPC shall conduct a meeting to hear the parking change request. The DPC shall hear the requesting party and all potentially impacted parties represented at the meeting. City staff shall provide technical input during the open session of the meeting.
 - G. In a closed session, the DPC shall deliberate on the request and come to a consensus on a recommended course of action. After the meeting, PEO shall notify the requesting party of the recommendation from the DPC.
 - H. If the parking change request is unanimously supported by the DPC, the following steps shall be pursued by the Public Works Department:
 - 1). TED will prepare the traffic change order (TCO) to install parking modifications in the Downtown area.
 - 2). Street Maintenance Section will install the approved parking modifications.
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