



Public Works Department Transportation Engineering Division

Policy Guidelines for Parking Time Limits in Business Districts Outside of Downtown

**Adopted by the Traffic Advisory Committee
Last Update on April 29, 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 business districts outside the Downtown 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 commercial districts.

These policy guidelines have been developed to help the Traffic Advisory Committee in deciding on the appropriate modifications to the existing public parking supply in business districts outside the Downtown (as defined in the Zoning Ordinance) in response to requests from local residents, business owners, and public agencies.

The Napa Municipal Code (Section 10.36.230) specifies time limits in other business districts as follows: *“When authorized signs are in place giving notice thereof, no person shall stop, stand or park any vehicle within a business district outside of the central business district between the hours of eight a.m. and six p.m. of any day except Saturdays, Sundays and holidays for a period of time longer than the time designated by signs.”*

The City of Napa's current policy on parking restrictions is to employ them where the City has adequate staffing resources to enforce such restrictions. The Police Department (PD) has indicated that it does not have the resources to take on a new program of enforcing timed parking (e.g., 24-minute, two-hour, three-hour, etc.) in commercial districts throughout the City outside the Downtown business district. Timed parking enforcement requires fixed routes of patrol on time schedules such as the parking enforcement program in the Downtown area, which is operated by the Finance Department's Parking Enforcement Office (PEO).

PD can enforce restricted parking zones outside of the Downtown business district only if the violation is apparent upon first contact, such as red zones, after-hours or overnight parking, no parking during specified time limits, etc. The general procedures in these policy guidelines apply to parking restrictions that PD and PEO can enforce with current staffing resources.

GENERAL PROCEDURES

The overall procedures for processing a request for parking time restriction in business districts outside the Downtown shall include the following key steps:

- A. Property or business owner(s) of commercially zoned sites shall formally request in writing the parking time limits for a street in a business district outside the Downtown. This request shall be forwarded to the Transportation Engineering Division (TED) of the Public Works Department.
- B. TED shall review the request and forward the request to the Police Department (PD) for enforceability review. If approved by PD in concept, TED will determine the appropriate boundaries for the commercial corridor, which will be the boundaries of commercial district or an area large enough so that potential traffic diversion problems are not moved to adjacent blocks, districts, areas, or neighborhoods. TED shall provide a list of property owners within the defined study corridor to the requesting property or business owner(s).
- C. Using the corridor determined by TED, the property or business owner(s) shall be required to generate a signed petition that must be supported by a minimum of 80 percent of the property or business owners in the defined corridor. TED will provide standard signature forms, which will include name, address, phone number of signatories, and date of signing. After completing the signed petition, the property or business owner(s) shall submit the completed petition to TED.
- D. Upon TED's receipt of the completed petition, TED shall evaluate the petition and review the field conditions. The field review will focus on recurring, typical, or normal midweek conditions in the business corridor. TED shall evaluate the petition and may undertake or cause to be undertaken such surveys or studies deemed necessary, dependent upon funding availability. The following surveys/studies need to be undertaken to focus on recurring, typical, or normal midweek conditions in the study area:
 - 1) On-street Parking Utilization Survey
 - 2) Parking Users Intercept (Origin/Destination) Survey
- E. Since the Public Works Department does not have adequate funding for this type of surveys, the property/business owners may choose to raise private funds to sponsor the conduct of the needed surveys. TED shall manage the contract on behalf of the property/business owners.
- F. Upon completion of the needed parking surveys/studies, TED shall review the reports and shall agendize the parking change request for the Traffic Advisory Committee (TAC) if both of the following two conditions are met:

- 1) The on-street parking utilization survey demonstrates that a minimum of 90 percent of the on-street parking spaces in the defined study area are occupied or utilized during peak parking period. Ninety percent is typically taken as the engineering threshold to signify that a parking facility is operating at capacity, beyond which no parking supply is practically available.
 - 2) The parking users origin/destination survey demonstrates that a minimum of 50 percent of the vehicles parked in the defined study area during the peak period belong to non-customers of the businesses on the corridor. This condition reflects that at least half of the on-street parking supply in the neighborhood is utilized by non-customers.
- G. TED prepares a staff report and brings the proposed petition to the TAC for its consideration at a regularly scheduled public meeting. The TAC deliberates on the petition and makes a determination. If approved by the TAC, the following steps shall be pursued:
- 1) TED prepares traffic change order (TCO) to install new curb painting and parking time limit signs within the defined corridor.
 - 2) Street Maintenance Section installs new curb painting and parking time limit signs.
 - 3) Police Department enforces new parking restrictions.
 - 4) Finance Department pursues collection of cited parking violations.