

## CITY OF CULVER CITY

### PROCEDURES AND REGULATIONS FOR PREFERENTIAL PARKING ZONES

On November 22, 2004, the following procedures and regulations were adopted by the City Council pursuant to Resolution No. 2004-R085, in order to implement Sections 7.03.300 through 7.03.315, Title 7. of the Culver City Municipal Code pursuant to Ordinance No. 2004-017, effective January 11, 2005.

#### A. Purpose

The primary purpose of a preferential parking zone shall be to limit excessive intrusion of non-residential parking into residential neighborhoods, where such parking practices have negatively impacted the residential area. In addition, to support the primary purpose of the preferential parking zone, restrictions may be implemented that help to enhance the quality of life in residential neighborhoods by reducing noise, traffic hazards and litter; and to encourage carpooling and use of transit.

#### B. Definitions:

The following words and phrases are defined and shall be construed as defined below, unless it shall be apparent from the context that they have a different meaning:

1. "Annual Permittee" shall mean an individual who is a resident of a legal dwelling unit located on a street on which a Preferential Parking Zone has been established and who has a motor vehicle, registered to his/her address on that street, for which an Annual Permit, exempting said motor vehicle from posted parking restrictions, has been purchased.
2. "City Council" shall mean the City Council of the City of Culver City.
3. "City Engineer" shall mean the City Engineer of the City of Culver City.
4. "Commuter vehicle" shall mean a motor vehicle parked in a residential area which is not owned, leased or otherwise controlled by:
  - a. A resident who lives in the area designated as a Preferential Parking Zone.
  - b. A visitor or guest visiting residents living in the area designated as a Preferential Parking Zone.

5. “Engineering Division” shall mean the Engineering Division of the Public Works Department of the City of Culver City.
6. “Guest” and/or “Visitor” shall mean a person who is visiting in a dwelling unit located in a Preferential Parking Zone.
7. “Household” shall mean any legal dwelling unit where individual(s) reside under the same roof and with a unique dwelling address.
8. “Legal Residential Parking Space” shall mean a length of area along a full-height street curb, measuring 18-feet to 22-feet as determined by the City Engineer, exclusive of any red-curb or standard non-parking areas.
9. “Limited Preferential Parking Zone” shall mean a zone specifically established by the City Council, which may be subject to separate procedures, regulations and/or criteria then those established herein.
10. “Motor Vehicle” shall mean a vehicle that is self-propelled and meets the definition of a “Motor Vehicle” in the California Vehicle Code Division 1. 415.
11. “Neighborhood Organization” shall mean any organization, association or group selected by the neighborhood to act on their behalf as the liaison between the City and the neighborhood for the purposes of coordinating the Preferential Parking Zone request and process.
12. “Neighborhood Representative” shall mean the individual selected by the neighborhood to act on their behalf as the liaison between the City and the neighborhood for the purposes of coordinating the Preferential Parking Zone request and process.
13. “No Parking Anytime Except by Permit” shall mean that no motor vehicle is allowed to park in an area that is posted “No Parking Anytime Except by Permit” unless said motor vehicle displays a valid Preferential Parking Permit issued for that area exempting said motor vehicle from the posted parking restriction.
14. “Preferential Parking” shall mean that by Ordinance or Resolution the City Council may restrict the parking or standing of motor vehicles within a specified area and issue to residents of that area a permit(s), as described in the program guidelines, which exempt them from the certain parking prohibitions or restrictions.
15. “Preferential Parking Zone” shall mean a residential area, and/or a specific

area(s) within a designated land use Zone and/or “Overlay Zone” which specifically allows residential uses and is designated as eligible for establishment of a Preferential Parking Zone, with streets and boundaries approved by the City Council, wherein motor vehicles displaying a valid permit shall be exempt from certain parking restrictions as provided in these regulations.

16. “Resident” shall mean any person who resides in a legal dwelling unit located in a Preferential Parking Zone.
17. “Time Limit Parking” shall mean the time limits established by the City Engineer pursuant to Culver City Municipal Code Section 7.03.010, for the parking of any vehicle at certain locations.
18. “Traffic Committee” shall mean the City Staff advisory committee established, pursuant to Culver City Municipal Code Section 7.01.135, to provide recommendations, to the City Council, City Engineer, Chief of Police and other city officials, regarding ways and means for improving traffic conditions and the administration and enforcement of traffic regulations. The Traffic Committee consists of the Chief of Police, City Engineer, City Planner, Fire Chief, and Public Works Director or their designees.

### **C. Preferential Parking Zone Establishment Process**

A Preferential Parking Zone may be established by the City Council upon recommendation of the City Engineer or designee, pursuant to the process and criteria established in the following sections.

Culver City residents may initiate a request for establishment of preferential parking zones. Residents requesting establishment of a preferential parking zone must file a petition, which meets all of the criteria detailed in Section J (Petition Criteria). The following procedures will be used in establishing, designating, or abolishing preferential parking zones:

1. The Engineering Division will receive and review petitions requesting the establishment of preferential parking zones from resident groups and neighborhood organization in the City.
2. These petitions shall meet all the criteria identified in Section J (Petition Criteria).
3. Upon verification of a petition, the Engineering Division staff will conduct an informal meeting with the designated Neighborhood Representative(s) and

- abutting non-residential interests, if any, to discuss impacts and potential remedies, and to disseminate information on the purpose, criteria and operational requirements of preferential parking.
4. After meeting with Neighborhood Representative(s) and abutting non-residential interests, staff shall undertake surveys and studies to determine whether an area meets the requirements of Section I (Program Criteria) and is, therefore, eligible to be designated as a preferential parking zone, and to recommend boundaries and parking restrictions for the preferential parking zone under consideration.
  5. If the Engineering Division determines that the criteria required in Section I (Program Criteria) has been met, they shall refer the request for a preferential parking zone along with appropriate boundaries and parking restrictions to the Traffic Committee for consideration and recommendation to the City Engineer.
  6. Notice that the preferential parking request is going to be considered by the Traffic Committee at a public meeting shall be mailed by staff to the owners and occupants of all property within the boundaries of the proposed Preferential Parking Zone, adjacent potentially impacted residential streets and non-residential interests.
  7. Upon receipt of a Traffic Committee's decision recommending approval, the City Engineer shall recommend the approval of the preferential parking zone to the City Council and shall identify the appropriate boundaries, and specify the times and limitations recommended by the Traffic Committee.
  8. The City Engineer's recommendation shall set forth the findings relative to the Program Criteria, other factors and conclusions which justify establishment of the preferential parking zone for the particular area.
  9. The proposed parking restrictions will take into consideration the needs of the residents and, to the extent feasible, the needs of abutting non-residential interests.
  10. The boundaries of the proposed zone may be established to include not only those areas that experience the greatest parking congestion, but also those areas that would likely experience congestion due to future relocation of the existing parking demand.
  11. Appeal of a determination or decision of the City Engineer shall be made to the City Council.

12. The City Council's consideration of the City Engineer's recommendation shall occur at a noticed public meeting.
13. Notice that the preferential parking request is going to be considered by the City Council shall be mailed by staff to the owners and occupants of all property within the boundaries of the proposed Preferential Parking Zone, adjacent potentially impacted residential streets and non-residential interests, pursuant to Section D (Public Notice).
14. If the City Council denies the establishment of the Preferential Parking Zone, establishment of a Preferential Parking Zone will not be re-considered by the City for a period of one year from the date of the City Council decision.
15. Nothing in these Procedures and Regulations for Preferential Parking Zones shall prohibit the City Council from establishing "Limited Preferential Parking Zones" subject to separate procedures, regulations and/or criteria.

#### **D. Public Notice**

Written notice for Traffic Committee and City Council public meetings regarding preferential parking zone establishment or implementation shall be given in the following manner.

1. Notices shall be mailed, postage prepaid, to the owners and occupants of all property within the boundaries of the proposed preferential parking zone. In addition, notices shall be provided to any adjacent residential streets and to non-residential uses that are immediately adjacent to the proposed preferential parking zone and which may potentially be impacted by increased parking demand. This subsection establishes the minimum notice and shall not preclude the provision of notice to a greater number of persons.
2. Notices shall be mailed at least fourteen (14) calendar days prior to the date set for the public meeting.
3. For the purposes of this notification, the last known name and address of each property owner as contained in the records of the Los Angeles County Assessor shall be used, unless a more current source of this information is known.
4. The address of occupants shall be determined by visual site inspection or other reasonably accurate means. The occupant notice requirement can be met by mailing the notice to the "occupant."

5. The address of non-residential uses adjacent to the proposed preferential parking zone shall be determined by visual site inspection or other reasonably accurate means.
6. At the time of filing the petition, the Neighborhood Representative shall provide a complete list of properties and addresses within the proposed preferential parking zone and the notice area designated by the Engineering Division.
7. The City shall prepare the content of the notice. All notices shall state clearly the nature of the request, the boundaries of the proposed preferential parking zone, the date, time and place of the scheduled meeting, the manner in which additional information may be received, and any other pertinent information deemed appropriate.
8. The City Engineer, at his/her discretion, may expand the noticing list beyond the minimum mailing area, set forth above in Subsection 1, on a case-by-case basis. This exercise of discretion shall be based on criteria including, but not limited to, parking demand, other potential impacts and any physical boundaries that could help delineate the impact area.
9. In the event a public meeting is opened but continued to a date certain by the Traffic Committee, further notice is not required but may be given at the City Engineer's discretion.
10. In the event a public meeting is opened but continued to a date certain by the City Council, further notice is not required but may be given at the City Council's discretion.

#### **E. Implementation of a Preferential Parking Zone**

Before an approved preferential parking zone will be implemented at least sixty-six percent (66%) of the households in the zone shall have purchased Annual or Visitor parking permits.

Once the sixty-six percent (66%) threshold has been satisfied the Engineering Division shall cause appropriate signs to be installed in the zone, indicating prominently thereon the parking limitation, period of the day for its application, and the fact that motor vehicles with valid permits shall be exempt.

1. A motor vehicle displaying a valid Annual or Visitor parking permit or one-day or three-day Guest Pass, as provided for herein, shall be permitted to be

parked on any block within the preferential parking zone for which it was issued without being limited by posted parking restrictions established pursuant to this section.

2. Except as provided below, all other motor vehicles and/or vehicles parked within a preferential parking zone shall be subject to the parking restrictions adopted as provided in this section.
3. A preferential parking permit shall not guarantee nor reserve to the holder any on-street parking space within the designated preferential parking zone.
4. Annual or Visitor parking permit or one-day or three-day Guest Pass, as provided for herein, shall **only** exempt the motor vehicle from certain parking prohibitions and/or restrictions within the preferential parking zone for which it was issued, and not scheduled street sweeping, painted curb zones, and/or proximity to driveways, alleyways and street intersection and fire hydrants etc., restrictions.

#### **F. Modification of a Preferential Parking Zone**

1. The Engineering Division staff may periodically review preferential parking zone boundaries and recommend, to the Traffic Committee, City Engineer and City Council, the expansion of and/or consolidation of adjacent zones into a larger zone where such expansion/consolidation will aid in the administration and enforcement of the preferential parking program and where the Program Criteria are found to be satisfied.
2. The residents may also request modification of an approved preferential parking zone.
3. Modification of any approved preferential parking zone shall be considered at noticed public meetings following the same criteria and procedures used herein for establishment of a zone.

#### **G. Temporary Suspension of Preferential Parking Restrictions**

1. The City Engineer, based on recommendation of the Traffic Committee adopted at a noticed public meeting, may temporarily suspend preferential parking restrictions in zones adjacent to sites of special City and/or Culver City Unified School District (CCUSD) sponsored events. Events such as fairs, community wide celebrations, annual Fourth of July Fireworks programs, CCUSD graduations and similar types of activities may qualify as special events.

2. The City Engineer, based on recommendation of the Traffic Committee adopted at a noticed public meeting, may temporarily suspend preferential parking restrictions in zones adjacent to non-governmental special events subject to compliance with all of the following criteria:
  - a. The applicants for temporary suspension of the preferential parking restrictions shall submit a written request endorsed by over Seventy-five percent (75%) of the households on the blocks where the restrictions are proposed to be temporarily suspended; and,
  - b. The applicants shall be required to reimburse the City for all costs to install and remove covers on parking restriction signage.

#### **H. Removal of a Preferential Parking Zone**

1. Once a zone has been posted for preferential parking, voluntary removal of parking restrictions shall be contingent on sixty-six percent (66%) of the households on the block submitting a petition requesting removal of the preferential parking zone.
2. The City Engineer shall have the authority to dissolve a preferential parking zone if requested by appropriate petition or when the number of Annual and Visitor permits is less than 66 % of the households on any posted block(s) within the zone.
3. A review of the preferential parking zone permit/renewal sales will be conducted within 90 days after the end of the calendar year. If the renewal sales at that time are below the required 75% threshold, permit holders will be notified that their zone may be recommended for dissolution, unless the required numbers of permits are purchased within 30 days.
4. When a preferential parking zone has been dissolved pursuant to Subsections 1 or 2, it will not be considered for re-establishment for a period of three years from the date of dissolution.
5. As an alternative to dissolution of a preferential parking zone, the City Engineer may authorize removal of preferential parking restrictions from one or more blocks in a preferential parking zone when Annual and/or Visitor permits purchased on the block(s) fall below sixty-six percent (66%) of households threshold and where the remaining posted blocks can still meet the minimum criteria for a zone.

## I. Program Criteria

1. In order to qualify for establishment of a preferential parking zone the proposed preferential parking zone shall be at least one block long and adjacent to residential uses. A block may be considered from intersection to intersection, or from alley to residential intersection if an alley exists dividing the reach into non-residential and residential uses or as determined in accordance with Subsection 5.b, below. The identified street frontage of the block shall be immediately adjacent to property designated as residentially zoned property on the City's current Zoning District Map or within a specific area in a designated land use Zone and/or "Overlay Zone" which specifically allows residential uses and is designated as eligible. Preferential parking zones may consist of only one side of a street or multiple streets.
2. In order to determine if the proposed preferential parking zone is impacted, the Engineering Division shall conduct at least six (6) random field inspections during the course of a three (3) week period. The inspections shall occur within the time periods when the impact is occurring, as specified in the neighborhood's petition. In order to be considered as excessively impacted by commuter parking, the parking utilization shall meet the minimum standards specified in Subsections 1. 3. or 4. below, on at least six (6) occasions during a three (3) week period.

3. For purposes of establishing "Time Limit Parking Except by Permit" Preferential Parking Zones:

Parking will be considered excessively impacted by on-street parking of commuter vehicles on streets in a residential area when:

- a. More than Seventy-five percent (75%) of the legal on-street parking spaces are occupied by resident and non—resident motor vehicles; **and**
- b. More than Twenty-five percent (25%) of the legal on-street parking spaces are occupied by non-resident motor vehicles.

4. For purposes of establishing "No Parking Anytime Except by Permit" Preferential Parking Zones:

Parking will be considered excessively impacted by on-street parking of commuter vehicles on streets in a residential area when:

- a. More than Seventy-five percent (75%) of the legal on-street parking spaces are occupied by resident and non-resident motor vehicles; **and**

- b. More than Fifty percent (50%) of the legal on-street parking spaces are occupied by non-resident motor vehicles.
5. Notwithstanding the foregoing criteria, the Engineering Division, in determining whether an area is eligible to be designated as a preferential parking zone, may consider factors which include but are not limited to the following:
  - a. The extent to which legal on-street parking spaces are available for the use of residents and their guests, rather than occupied by commuter vehicles. Typically, this may occur when the street is shorter than typical residential streets serving similar residential uses or when physical development or topography has resulted in limited curb space availability for on-street parking.
  - b. The area is intersected by City jurisdictional boundaries which result in problems in enforcing parking and traffic regulations.
  - c. Whether other measures would better solve the problem (e.g., additional parking restrictions, or strict enforcement of existing or additional restrictions which would not result in the establishment of a preferential parking zone).
  - d. Whether the boundaries of the proposed preferential parking zone should include not only those areas that experience the greatest parking congestion, but also those areas that would likely experience congestion due to future relocation of the existing parking demand. If the City Engineer determines that the zone should be expanded the Engineering Division shall be responsible for coordinating with the areas outside of the originally requested Preferential Parking Zone.

#### **J. Petition Criteria**

The Engineering Division will verify that the petition requesting establishment of a preferential parking zone meets all of the following criteria:

1. The petition shall be signed by at least 75% of the households in each block in the area described in the petition. Only one valid signature per household will be counted towards establishing the 75% of households' threshold.
2. All the petitioners shall reside within the proposed preferential parking zone.

3. The petition shall indicate that the residents or neighborhood organization(s) desire the establishment of a preferential parking zone and are willing to bear the cost of such a program. The petition must indicate the willingness of the residents to participate in the program by purchasing Annual or Visitor permits.
4. The petition shall identify the designated "Neighborhood Representative" and, if applicable, the "Neighborhood Organization" who will act as the main contact for the neighborhood.
5. The petition shall include the printed name, signature, and complete address of each petitioner.
6. The petition shall list the license plate numbers of all motor vehicles used by each household listed on the petition.
7. The petition shall document the number of households represented by signatures relative to the total number of households in the area proposed for a preferential parking zone.
8. The petition shall state how the residential area is being impacted by commuter vehicle parking, identify the non-residential activities which are generating the parking impacts and the time periods when the impacts are occurring.
9. The petition shall specify the type, day(s) and time of parking restrictions being requested by the petitioners.

#### **K. Guidelines for Issuance of Preferential Parking Permits**

Annual and/or Visitor parking permits shall be issued by the Engineering Division and shall be valid for a period not to exceed one calendar year. Permits may be renewed annually upon reapplication in the manner required by these guidelines. Each application for a parking permit shall contain information sufficient to identify the applicant, their residence address or address of real property owned or leased within a preferential parking zone, the license number(s) of the motor vehicle(s) for which application is made, and such other information that may be deemed relevant by the Engineering Division.

1. Application for Annual and/or Visitor permits, replacement permits and/or transfer of permits and one-day and/or three-day Guest Passes shall be submitted in person at the Engineering Division office. For purposes of this provision any person who can provide proof of residency in the subject

household may apply for Annual or Visitor permits and one-day and/or three-day Guest Passes on behalf of other members of that household. All such applications shall be made, in person, at the Engineering Division Office.

2. Only two (2) Annual parking permits may be issued per household. Annual permits shall only be issued to residents of the preferential parking zone and the motor vehicles, which are registered to the resident's address, except as noted in Subsection 5.b. below. Absentee landlords may purchase one Annual permit after providing proof of ownership to the Engineering Division Office.
3. Up to two (2) Visitor parking permits may be issued to households within a preferential parking zone, **only** in lieu of the Annual permits.
4. Notwithstanding 2. and 3. above, additional Annual and Visitor Parking Permits may be allowed pursuant to Section L (Hardship Exemptions).
5. Annual permits shall require that the following vehicle documents be provided to the Engineering Division Office:
  - a. State of California vehicle registration or;
  - b. If registering a company motor vehicle, a letter on the company's letterhead from the employer confirming the license number of the motor vehicle and the name of the employee applicant.
6. In all situations listed in number 1.1. above, a valid California driver's license and at least two additional proofs to substantiate the applicant's residence shall be required. The following may be used for this purpose:
  - a. Property tax bill;
  - b. Utility bill;
  - c. Other documents confirming the applicant's name and address. If the address shown on the driver's license has been changed since issued (change of address noted on reverse by applicant), two additional proofs of address will be required.
7. Parking permits shall be displayed in the manner prescribed at the time of issuance. Upon the sale of a motor vehicle with an Annual Permit, the permittee shall be responsible for removing the permit from the sold motor vehicle. If the permittee wishes to change the old permit to a new motor

vehicle, the old permit must be turned in to the Engineering Division Office. Transfer of a permit from one motor vehicle to another shall be allowed only in the case the motor vehicle is no longer in regular use, or a sale of the old motor vehicle and purchase of a replacement motor vehicle within a household.

8. Each person applying for the replacement of a lost or stolen permit must submit a signed statement that the permit was lost and was not sold or transferred to another person, or show a police report stating motor vehicle was stolen.
9. One-day and/or three-day Guest Passes are available to all households of the zone regardless of whether they have purchased Annual or Visitor permits. Each of the Guest Passes will be valid for one, one-day or three-day calendar period only, and shall not be reused. The permittee shall be responsible for writing legibly, in ink only, the date(s) on the Guest Passes. If the pass shows evidence of reuse, the date is not legible, is written in pencil or if it is not written on the pass, the motor vehicle will be cited. Guest Passes may be used on any posted street within a preferential parking zone for which it was issued, by guests while attending a function at a residence within the preferential parking zone. Each household within a preferential parking zone shall be allowed 12 one-day, or three-day, or a combination thereof, Guest Passes per calendar quarter.
10. The City Engineer in the case of an emergency or special circumstance, may allow issuance of additional one-day Guest Passes for one special event per calendar quarter, subject to the same criteria above.

#### **L. Hardship Exemptions**

The City Engineer, based on the Traffic Committee recommendation adopted at a noticed public meeting, may increase the number of Annual or Visitor parking permits issued to a household if the household can demonstrate unique physical conditions limiting the household's ability to park motor vehicles on-site or that the services of a non-resident care giver are required by a resident of the household. The household requesting a hardship exemption shall be responsible for providing all information to support such a request.

1. The City Engineer, based on the recommendation of the Traffic Committee, may allow issuance of up to three (3) Annual Permits in addition to any Annual or Visitor Permits issued to a household pursuant to the provisions of Section K.2. In determining whether a unique physical condition exists at any particular property, the Traffic Committee shall find that all of the following

conditions exist on the property:

- a. That the minimum number of on-site parking spaces, as prescribed by Culver City Municipal Code, Title 17, Chapter 37, Zoning Code, are not present on the household's property;
  - b. That the minimum number of on-site parking spaces, as prescribed by Culver City Municipal Code, Title 17, Chapter 37, Zoning Code, are not present on the household's property as a result of a legal non-conforming situation;
  - c. That due to the existing physical layout of the structures on the household's property there is insufficient space to allow for the provision of the minimum number of on-site parking spaces prescribed by Culver City Municipal Code, Title 17, Chapter 37, Zoning Code.; and,
  - d. That the area on-site whether in a garage, or carport, and/or on the driveway or code allowed parking surface are not being used for non-parking purposes or storage, or the parking of trailers, commercial or recreational vehicles, or the parking of non-operable vehicles.
2. The City Engineer, based on the recommendation of the Traffic Committee, may allow issuance of one (1) Visitor Permit in addition to any Annual or Visitor Permits issued to a household pursuant to the provisions of Section K.3., if the additional Visitor Permit will be used by a non-resident care-giver who is attending to the care of a resident at the household.

#### **M. Exemption of Certain Types of Vehicles**

No person shall without an Annual or Visitor permit or one-day or three-day Guest Pass park or leave standing any commercial vehicle or commercial trailer in a preferential parking zone in excess of the parking restrictions, authorized pursuant to this section, except:

1. While actively loading or unloading property; or
2. When such vehicle is parked in connection with, or in aid of, the performance of a service to or on a property in the block in which such vehicle is parked.
3. The following vehicles shall be exempt from parking restrictions established pursuant to this section:
  - a. A vehicle, identified as owned by or operated under contract to a utility,

whether privately, municipally or publicly-owned, when used in the construction, operation, removal, or repairs of utility property or facilities or engaged in authorized work in the designated preferential parking zone.

- b. A vehicle, identified as owned by or operated under contract to a governmental agency, when used in the course of official government business.

## **N. Fees**

The Engineering Division and City Engineer shall periodically review and recommend appropriate adjustment of the permit fees for review and approval of the City Council.

1. The fee for an Annual or Visitor preferential parking permit shall be set pursuant to City Council resolution. The fee for an Annual or Visitor permit shall be prorated quarterly. Upon the permittee's change of place of residence, change of motor vehicle or damaged permit, the permittee shall surrender the permit to the Engineering Division before a replacement permit can be issued.
2. If the permit is lost, stolen or destroyed, the Engineering Division shall be notified immediately and a signed statement submitted pursuant to subsection K.8. The Engineering Division shall collect a fee for replacement of lost, stolen or destroyed permits.
3. In the event a permittee moves from one preferential parking zone to another preferential parking zone or wishes to change an existing permit to a different motor vehicle, existing permit(s) shall be surrendered and the Engineering Division shall collect a fee for the transfer of the permit(s).
4. In the event a permittee moves out of a preferential parking zone and into a non-zone area, the preferential parking permit shall expire immediately. The Engineering Division Office shall be notified immediately of the move and all permits shall be surrendered pursuant to subsection K.1.
5. The fee for City Engineer and Traffic Committee consideration of temporarily suspending preferential parking zone restrictions, to allow issuance of additional one-day Guest Passes for special events and/or to consider requests for Hardship Exemptions shall be set pursuant to City Council resolution. The City Engineer may waive any such fee in the case of an emergency or extreme hardship.

6. Appeals of a determination or decision of the City Engineer shall be subject to a fee.
7. No refund of any of the above fees shall be provided once the City process has been initiated.

**O. Rules and Regulations**

The Engineering Division shall have authority to promulgate and administer the procedures and regulations to implement and enforce the program and to implement the issuance of preferential parking permits and the collection of fees for these permits.

APPROVED BY CITY COUNCIL ON:      November 22, 2004