City of Austin
Austin Transportation Department

GUIDELINES AND PROCEDURES
For
RESIDENTIAL PERMIT PARKING

Effective August 1, 2011

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I. Introduction

The Austin City Council passed Ordinance No. 96-0509-P in May 1996 amending the Code of Ordinances of the City of Austin to authorize the Traffic Engineer to designate permit parking along City of Austin streets. The ordinance was passed as a result of citizen requests to regulate uncontrolled commuter parking practices in their neighborhoods. The purpose of the Residential Permit Parking (RPP) Program is to mitigate adverse and chronic levels of commuter or non-resident parking along streets with adjacent residential properties.

Generally, on-street parking is a beneficial function of a roadway. Parking issues can occur in residential areas where adjacent or nearby land uses do not provide an adequate supply of off-street parking for their associated parking demand. Typical land uses that may cause overflow parking in residential areas include, but are not limited to, educational facilities, special event centers, medical centers, retail and entertainment centers, and major transit stops/stations or park-and-ride facilities. Residents in areas that have significant on-street commuter or spillover parking may have concerns about the availability of parking for themselves and their guests, traffic safety, emergency vehicle access, and impacts on delivery and other basic services. The implementation of RPP is to address primarily quality of life issues; issues regarding safety or mobility may enjoy some degree of relief due to RPP, but they along with nuisance or security issues are more appropriately addressed through other means or programs.

The desired outcome of RPP is to increase the amount of on-street parking available to residents and their guests while balancing the needs of others who desire to park along the street. The program does not guarantee or assign specific spaces for specific residents. Vehicles parked in designated RPP parking areas during the restricted hours are subject to being ticketed if they do not properly display a valid parking permit, even if the vehicle is owned by a resident.

The purpose of this statement of Departmental Policy is to clarify the practices and procedures that will be use by the Austin Transportation Department in exercising the duties and responsibilities of the City Traffic Engineer in facilitating the direction of Council.

II. Authority and Scope

A. Ordinance No. 96-0509-P passed and approved in May 1996 enables the designation of “Residents Only” parking along designated streets. A copy of the ordinance appears in Appendix A.

B. The authority of the Traffic Engineer issues these guidelines and procedures in support of the enabling ordinance. The Traffic Engineer retains the authority to revise or modify these guidelines and procedures as necessary.

C. These guidelines and procedures are effective immediately and retroactively for all requests for residential permit parking except those requests which have been identified for consideration and implementation prior to the effective date of this policy.

D. The Traffic Engineer retains the authority to install, modify, or remove residential permit parking and to issue, modify, or revoke permits for cause independent of this policy.

III. Guiding Principles

A. The purpose of the Residential Permit Parking (RPP) Program is to mitigate adverse and chronic levels of commuter or non-resident parking along street segments with adjacent residential properties.

B. The program does not guarantee or assign specific on-street parking spaces for permit holders or their visitors.

C. Vehicles parked during restricted hours are subject to citation if they do not properly display a valid parking permit, even if the vehicle is owned by a resident.

D. The regulation of parking through RPP shall be the least restrictive that best mitigates the documented or apparent problem.

E. RPP is implemented in coordination with other laws, ordinances, and regulations regarding on-street parking.

F. RPP is specifically excluded from the Central Business District (CBD) area of the City of Austin. For the purposes of this policy, the boundaries of the CBD are Interstate 35, Riverside Drive, Barton Springs Road, Lamar Boulevard, and 15th Street.

G. Multi-family residential properties built or permitted after 1959 with seven or more units and non-residential land uses are ineligible to participate in the RPP program; however those properties will receive notice of the implementation of RPP along an abutting street segment. The City of Austin, through the building permit process, has required off-street parking be provided by these excluded properties.

IV. Establishment and Assignment of RPP Areas

A. Generally, the limits of an RPP area are defined as a contiguous area within the city that has as its boundaries:

1. The interior property line of properties along an arterial;

2. The right-of-way line of any railroad line, utility or pipeline corridor, river or waterway;

3. The corporate limits of the city; or,

4. Any combination of one or more of the foregoing boundaries.

B. An RPP area may consist of one or more subdivisions or neighborhood areas. The Traffic Engineer may revise or subdivide RPP areas as is deemed appropriate and necessary to facilitate management of on-street parking.

V. Installation of RPP by Citizen Request

A. Overview of Process

A flow chart depicting the general process is shown at Appendix B. Below is the schedule for considering and implementing RPP. RPP will be considered in two rounds per calendar year.

Process Step	***Round "A"***	***Round "B"***
Deadline for request submission	June 1	December 1
Step One eligibility determined Evidence of support petitions and maps issued	August 1	February 1
Completed evidence of support petitions due	October 1	April 1
Petition verification and parking surveys completed Step Two eligibility determined	December 1	June 1
Notification of adjacent properties occurs RPP permit distribution begins	December	June
RPP sign installation occurs Enforcement begins two weeks after sign installation	January	July
Annual renewal of RPP Permits	January	July

B. Request Process

1. Persons who are considering applying for RPP are encouraged to contact the Austin Transportation Department in advance to discuss the request before beginning the application process.

2. The initial request for RPP must originate from a resident or owner whose residential property abuts the requested street segment. The requester must be willing to:

   a. Be considered the requester of record and act as the primary contact for the request;

   b. Take responsibility for community notification and the compilation of evidence of support for the requested street should it be determined eligible;

   c. Serve as liaison to any community organizations within whose boundaries the requested street segment exists.

3. Some areas which presently have RPP are represented by specific "agents" who serve as the requesters of record, collect monies for RPP permits, and distribute RPP permits and passes. New requests for RPP from within areas with an active agent must be submitted through the agent. The Traffic Engineer will provide requesters with contact information for the agent representing their area. Additional information regarding agents is in Appendix C. Should an agent for a specific area choose to relinquish their role without a replacement being willing or able to serve, then the use of agents for that area will cease through attrition.

4. The Traffic Engineer must receive all requests by currently published biannual deadlines; however, prior to submitting an application for RPP, the requester must:

   a. Notify the Neighborhood Organization as listed in the City of Austin's Community Registry within whose boundaries the requested street segment and immediately adjacent street segments exist of the intent to apply for RPP. The Traffic Engineer will advise the requester of the minimum level of notification. Notification of multiple Neighborhood Organizations may be required in areas with overlapping organizational boundaries.

   b. Post temporary signs at each end of the requested street segment and any mid segment intersections for a period of no less than two

weeks announcing the intent to have the street considered for RPP. An example temporary sign is shown in Appendix D.

(1) The Traffic Engineer will advise the requester of appropriate locations to install the temporary signs.

(2) The sign shall be:

(a) Of durable materials, be legible at normal driving speeds, and present a professional appearance.

(b) Have a white background with blue lettering in a sans serif font;

(c) Be no less than 22 inches high by 34 inches wide;

(d) State, "Street Being Considered for Residential Permit Parking (RPP) For Info Call_____". The listed phone number will be that of the requester.

(3) Inappropriate or illegible signs may be rejected by the Traffic Engineer. Requests with unacceptable temporary signs will not be considered.

(4) The requester will respond timely to all inquiries and provide information regarding the intent to apply for RPP.

c. For areas which may not be represented by a Neighborhood Organization in the Community Registry, the requester may provide notification through alternative means, most typically flyers delivered to individual properties or units and/or street signage. In such instances, the requester must receive approval from the Traffic Engineer in advance of beginning the notification process.

d. Any costs associated with notification shall be borne by the requester.

e. The requester must submit proof of notification as part of the request. Generally acceptable forms of documentation include items such as copy of a published meeting agenda of a Neighborhood Organization where the topic was presented, receipt of delivery of notification by certified mail, email correspondence indicating acknowledgement of receipt, and other similar documentation. Documentation of notification by alternative means will be determined on a case by case basis, but as a minimum will include a signed affidavit from the requester affirming such

notification did occur and describing the manner in which it occurred.

5. See Appendix E for a copy of the application packet for requesting RPP. Applications should be submitted to:

   City of Austin
   Austin Transportation Department
   Residential Permit Parking Program
   505 Barton Springs Road, Suite 800
   Austin, Texas 78704

6. The request must identify:

   a. The name, address, and phone number of the requester;

   b. The street and blocks where the requester desires RPP consideration; and,

   c. The days of the week and the times of those days when commuter or non-resident parking is desired to be regulated. Due to space limitations on the parking regulation signs, no more than two periods of time may be requested. For example, *Monday through Friday from 7:00 AM to 5:00 PM* and *Saturday from 1:00 PM to 6:00 PM* would be considered two periods of time for the purpose of the parking regulation signs.

7. Requests for RPP include both sides of a street segment. Where no residential units exist along one side of a street segment, then the other side of the street segment with residential units may be considered singularly. Requests for only one side of a street segment or partial segments will be considered in special circumstances and evaluated on a case by case basis.

8. Submitted segments may be divided or otherwise revised at the sole determination of the Traffic Engineer. Days and times of regulation are subject to field validation as described later in this policy. The objective shall be to establish the least restrictive parking restriction that best meets the demonstrated or anticipated need.

C. Eligibility

1. The Traffic Engineer will conduct the necessary traffic engineering studies.

2. A determination of the street's eligibility for RPP consideration will be made in a timely manner, based on the following criteria:

   a. Step One:

      (1) The street must be a public street under the jurisdiction of the City of Austin.

      (2) The street must not be designated as an alley.

      (3) The requested street segment is not within the area bounded by Interstate 35, Riverside Drive, Barton Springs Road, Lamar Boulevard, and 15th Street.

      (4) Residential units exist along at least one side of the requested street segment.

      (5) The request must not be a duplicate request or overlap with any other active request.

      (6) The existing curbs along the street segment are not fully regulated by other RPP zones, valet zones, commercial loading zones, or other specific use designations.

      (7) Residential units along the requested street segment are not prevented from having direct access to the street. This includes, but is not limited to, cliffs or very steep hill faces, fencing, walls, dense vegetation, design of the building, and other similar barriers to access. Emergency exits, service entrances, and other similar building portals are not considered to provide direct access for the purposes of this policy.

      (8) On-street parking along the street segment is not fully restricted due to safety, mobility, or security issues.

   b. Step Two:

      (1) There must be at least a 60% evidence of support for RPP to further the review process. Evidence of support shall be collected using a standardized petition form provided by the City. Residents will have the ability to indicate that they *support*

review, *oppose* review, or *agree with the majority* of other responders regarding review for RPP. The process for collection of evidence of support is defined in subsequent sections. Action to move forward will be defined as follows:

(a) If the number of petitioners indicating "Support Review" is greater than the number of petitioners indicating "Oppose Review", then the number of petitioners indicating "Agree with Majority" shall be added to the number of petitioners indicating "Support Review", and the sum shall be used to calculate the evidence of support for review.

(b) If the number of petitioners indicating "Oppose Review" is greater than the number of petitioners indicating "Support Review", then the number of petitioners indicating "Go with Majority" shall be added to the number of petitioners indicating "Oppose Review", and the sum shall be used to calculate the evidence of support for review.

(c) If the number of petitioners indicating "Support Review" is equal to the number of petitioners indicating "Oppose Review", then the number of petitioners indicating "Go with Majority" shall not be added to either the number of petitioners indicating "Support Review" or "Oppose Review".

(2) The need for RPP during the requested days and times of days is validated by field observations.

(a) At least 75% of all available legal parking spaces are occupied by a parked vehicle; and,

(b) At least 25% of all available legal parking spaces are occupied by commuter or non-resident vehicles.

(c) For street segments with existing parking restrictions which were installed to mitigate adverse levels of commuter or non-resident parking, or can be reasonably assumed to have been installed for that reason, the existing parking restrictions will be considered prima facie evidence of an adverse level of commuter or non-resident parking and therefore satisfy the requirements of this section for the days and times the existing restrictions are in effect. The Traffic Engineer reserves the right to modify the days and times to be the least restrictive that best mitigates the actual or anticipated parking issues.

D. Notification/Evidence of Support

1. If the street is determined to be eligible for consideration under the Step One provisions, the Traffic Engineer will develop a map of the limits of the proposed RPP showing the associated petition area. The petition area will be determined by the Traffic Engineer and will include primarily those properties facing or abutting the street segment along which RPP is proposed. The map and a notification/evidence of support petition on which to gather evidence of support will be provided to the requester.

2. Notification/evidence of support must be submitted on forms produced by the Traffic Engineer or exact duplicates. Counter-petitions or other similar instruments will not be accepted.

3. The Traffic Engineer reserves the right to validate any petitions submitted for consideration.

4. Notification/evidence of support petitions must be completed and returned to the Traffic Engineer by the established deadline for the segment to be further considered.

5. Requests with any of the following will not be furthered in processing:

   a. No petition;

   b. No acceptable petition;

   c. Petitions found to be incomplete, illegible, or are perceived to not have truthful or accurate representations;

   d. Petitions that do not represent or account for all properties.

6. Each property identified by the Traffic Engineer as being within the petition area must be represented on the petition by signature and by indication of “Support”, “Oppose”, or “Agree with Majority”. A statement of exception must be submitted by the requester explaining the absence of any property not so represented. Requesters must document “good faith effort” to contact property representatives, generally considered to be at least three separate attempts on different days at different times when it would be reasonable to expect someone to be available. Only one signature and indication per property will be accepted. Any property represented by multiple signatures with identical indications will be considered singularly. Any property represented by multiple signatures with differing indications will be considered nonresponsive but accounted for in the petitioning process.

7. Each residential property representative must list on the petition the license plate number and state of registration of any operable street-legal motor vehicle parked at that property by residents of that property. This information will be held confidential by the City and used to validate the amount of commuter or non-residential parking occurring along the requested street segment. Properties which do not provide this information are considered to be nonresponsive but accounted for in the petitioning process.

8. Except for condominiums, a property manager's or owner's signature may be considered as representing all units of multi-family properties of six or fewer units. The manager or owner must be properly identified on the petition form.

9. Any person who wishes to alter their indication of support on the petition form after its submittal must do so by individual letter of request to the Traffic Engineer. No such requests will affect applications that have already received approval or denial.

E. Validation of Requested RPP Days and Times of Day

1. Requests with timely and valid evidence of support petitions will be evaluated using Step Two criteria.

   a. Those requests which do not have at least 60% evidence of support will be ineligible for further consideration.

   b. Those requests with at least 60% evidence of support will be further considered for eligibility through field parking surveys.

   c. The field parking survey shall be conducted in a manner prescribed by the Traffic Engineer. As a minimum, observations are conducted randomly on at least two different days and two different times of day which are reflective of the days and times of days being requested.

      (1) The field parking survey shall determine the following information, as well as any other information that the Traffic Engineer determines will be useful to verify the adverse and chronic levels of commuter or non-resident parking alleged in the application:

         (a) The total number of legal curbside parking spaces along the requested street segment;

(b) The number of legal curbside parking spaces that are occupied by motor vehicles and the license plate information of those vehicles;

(2) The license plate information collected during the parking survey will be compared to the license plate information provided in the evidence of support petition.

(a) If the Step Two requirements are satisfied by the results of the parking surveys then the request shall be eligible for consideration of approval.

(b) If the Step Two requirements are not satisfied by the results of the parking surveys then the request shall be denied.

(c) If the Step Two requirements are only partially satisfied by the parking surveys, then the days and times of day may be amended at the discretion of the Traffic Engineer to better represent the results of the parking surveys during which the Step Two requirements were satisfied. Amendment of the requested days or times of day does not create a need for additional petitioning.

2. In making the determination of whether to approve, deny, or modify a request, the Traffic Engineer shall consider traffic data as well as any relevant contextual issues. Explanation will be provided to the requester regarding any denied or modified requests.

F. Notification

1. A complete listing of all active requests will be posted on the City's web site and through the Community Registry.

2. Once a request receives approval, the Traffic Engineer will send a letter to all properties along the requested street segment announcing the approval of the RPP request and the approximate date the parking restrictions will be installed. The letter will also include information about the program, the purchasing of RPP stickers and/or hang tags, and other pertinent information.

G. Reconsideration of Denied or Modified Applications

1. Applications that are denied or modified may be reconsidered on a case by case basis.

2. The requester must provide a written request for reconsideration to the Traffic Engineer citing the reasons the application should be reconsidered.

3. The Traffic Engineer will review the request and make the determination of whether or not to reconsider an application.

4. If the request is approved for reconsideration, the Traffic Engineer will perform additional field parking surveys during the next request round. If the Step Two requirements are not satisfied by the results of the parking surveys then the application is denied and subsequently expires.

5. For a street segment with a denied application to be reconsidered, a new written application must be submitted subject to the policies and procedures in effect at the time of request. Each application requires a separate and independent evidence of support petition and new parking surveys.

VI. On-Site Residential Parking Deficiency Relief by Citizen Request

A. Purpose and Intent

1. The establishment of RPP zones for on-site residential parking deficiency relief is intended for residential properties that:

   a. Do not have sufficient on-site parking and as a result are dependent on on-street parking; and,

   b. Are experiencing a loss of available on-street parking due to changes in parking patterns, implementation of other parking restrictions, or installation of parking meters.

2. This applies to residential properties that were established or constructed prior to 1959 when minimum required on-site parking requirements had not been established by city code.

3. Properties permitted or constructed after 1959 are subject to minimum on-site parking requirements and are not eligible for consideration.

4. This program is not intended to address the lack of off-street minimum accessible parking space requirements established by the Americans with Disabilities Act or other similar legislation.

B. Request Process

1. The request for parking deficiency relief must originate from a resident or owner of a single-family residence, or an owner or resident manager of a multi-family residence. Requesters representing more than one property must submit separate and independent requests for each property. The requester must be willing to:

   a. Be considered the requester of record and act as the primary contact for the request;

   b. For multi-family residential properties, agree to purchase and issue permits to residents; and,

   c. Serve as liaison to any community organizations or parking benefit districts within whose boundaries the requested street segment exists.

2. The Traffic Engineer must receive all requests by currently published biannual deadlines. A written request should be submitted to:

   City of Austin
   Austin Transportation Department
   Residential Permit Parking Program
   505 Barton Springs Road, Suite 800
   Austin, Texas 78704

3. The request must include:

   a. The name, address, and phone number of the requester;

   b. The address of the property being requested for consideration of residential parking deficiency relief;

   c. The days of the week and the times of those days when relief is desired;

   d. Statement and description of hardship created by changes in availability of on-street parking in the vicinity of the requested property;

e. A statement of when the property was built, established, or permitted, and that this occurred prior to the establishment of minimum on-site parking requirements;

f. The number of existing on-site parking spaces;

g. The primary use of the property in terms of single-family residential or multi-family residential;

h. If multi-family residential, the number of units listed separately by type of unit and number of bedrooms; and,

i. The number of on-street spaces requested.

C. Evaluation Process

1. The Traffic Engineer will perform records research of the requested property to validate the statement of hardship. Requests for properties which can not be validated by city records will be denied.

2. The Traffic Engineer reserves the right to request an on-site inspection of the property to confirm the accuracy of any submitted information. Requests with incomplete, inaccurate, or unconfirmed information will not be processed.

3. The Traffic Engineer reserves the right to assess the current use, design, and layout of existing parking facilities to determine whether additional on-site parking spaces could be gained through modest modification of the existing parking facilities. If in the opinion of the Traffic Engineer such improvements can be made, the number of spaces that can potentially be gained may be added to the existing number of on-site parking spaces in order to reduce the demand for on-street parking spaces. Spaces or areas which are being used for non-vehicle parking (e.g. storage, dumpsters, etc.) will be considered as existing parking spaces.

4. Using current code requirements for on-site parking, the Traffic Engineer will determine the minimum number of required on-site parking spaces and compare that value to the number of existing on-site spaces.

   a. Any fractional number of spaces will be rounded up to the next whole number.

   b. An on-site parking deficiency is consider to exist if the number of required spaces exceeds the number of existing spaces and all

other requirements of this section are satisfied. The total deficiency is the difference between the existing number of on-site spaces and the minimum number of required spaces

c. The city will provide up to 50% of the deficiency in terms of RPP regulated on-street parking spaces, but not less than two spaces.

d. If the number of required spaces is less than or equal to the number of existing spaces, then no additional on-street parking will be provided and the request is denied.

D. Implementation Process

1. The Traffic Engineer will install all required signing and pavement markings to establish the RPP zones for on-site parking deficiency relief.

   a. An on-street parking space is considered to occupy 20 linear feet of street measured parallel to the face of curb or edge of roadway.

   b. RPP zones for on-site parking deficiency relief is limited to unregulated and legal curb spaces immediately adjacent to the property being requested for consideration. If the length of available curb space does not provide up to 50% of the number of deficiency, then no additional spaces will be provided elsewhere.

   c. Regulated spaces (e.g. other zones) along a curb are considered on a first come basis. Existing RPP, commercial zones, valet, etc., have priority. If space is currently regulated otherwise, requestor must coordinate and negotiate with other requestors of record for additional curb space. Both requestors must indicate agreement in writing for the Traffic Engineer to consider revising the existing regulations.

   d. Existing restrictions enacted due to safety, mobility, or security issues will not be removed or modified.

2. A single family unit may purchase resident permits or visitor hang tags up to the number of on-street spaces provided, not to exceed a total of four permits. Multi-family properties may purchase up to two resident permits per unit but no visitor tags.

3. The need for on-site parking deficiency relief will be reevaluated annually. Redevelopment or repurposing of property will be subject to applicable codes and regulations. Should the basis of need no longer

exist, then the zone will be removed. The requester of record will be notified at least 30 days in advance of removal.

VII. Obtaining RPP Permits

A. To receive permits, a requester must be an owner, manager, or current resident of the area for which the permit is to be issued.

B. Proof of ownership, management, or residency may be shown with at least one of the following:

1. A valid driver's license with current address.

2. A current property tax statement.

3. A current utility bill in the requester's name dated within 30 days of the date of application.

4. Voter registration card with current address.

5. A copy of an executed lease between the owner or agent of the property and the tenant or tenants. Only those tenants indicated on the lease will be considered eligible to purchase permits. Subleases are not accepted.

6. Any other documentation deemed acceptable by the Traffic Engineer.

C. Purchase of Permits

1. The Traffic Engineer will establish and publish the fee schedule for the purchase or replacement of permits. Permits are valid for one year and are renewable annually based on the schedule established for that street segment. Verification of residency and vehicle ownership is required for new permits and renewals.

2. No refunds will be made or credits issued for any permits that have been purchased.

3. Permits may be purchased within the year but the cost of the permits is not prorated.

4. Permits are provided in three forms:

a. Resident stickers, which are affixed to the lower left corner of the front windshield (above the vehicle registration sticker) of vehicles

garaged within the zone. Each resident sticker is assigned to one specific vehicle.

b. Visitor hang-tags, which are suspended from the rearview mirror with the printing visible through the front windshield. Each visitor hang-tag is assigned to the residential address for which it is issued.

c. Non-resident owner hang-tags, which are suspended from the rearview mirror with the printing visible through the front windshield. Each non-resident owner hang-tag is assigned to the residential address for which it is issued.

5. Up to two resident stickers and two visitor hang-tags are allowed per residential address.

6. Up to two non-resident owner hang tags are allowed per residential address.

7. To receive a resident sticker, a requester must provide documentation that the vehicle is registered in their name or sign an affidavit stating they have legal possession and control of the vehicle.

8. Each resident sticker shall be valid only for the particular vehicle, year, and permit area for which it is issued. The registration number on the resident sticker must match the license plate of the vehicle on which it is placed.

9. Resident stickers for bought or traded vehicles will be issued, free of charge, provided the original resident sticker is returned at the time of the request. Proof of ownership or an affidavit of control of the bought or traded vehicle is required.

D. RPP Passes

1. Day Passes

a. Day passes are intended for special events held at a specific address and are valid for one 24 hour period.

b. Up to 20 day passes may be issued by the Traffic Engineer or an authorized agent. All requests for more than 20 day passes shall be made to the Traffic Engineer.

c. The request must be submitted at least two weeks prior to the date of the event. The requestor must justify the need for the number of passes being requested.

d. The Traffic Engineer shall determine whether more than 20 passes shall be issued based on the type event and conditions related to the event. Receipt of more than 20 day passes is not guaranteed.

2. Temporary Construction Passes

a. Temporary construction passes are intended for construction and reconstruction activities requiring parking for workers' vehicles which are not commercial vehicles as defined by Section 12-5-5 of the City of Austin Code.

b. Temporary construction passes may be issued by the Traffic Engineer or an authorized agent.

c. Temporary construction passes are associated with a specific address and are valid for up to 45 days. Projects whose durations are longer than 45 days may request successive day passes for periods of up to 45 days each.

3. Information regarding the issuance of any passes will be provided to the Parking Enforcement Division.

E. Duties and Responsibilities of Participants

1. Permit holders are solely responsible for the proper use and safekeeping of all permits and passes.

2. The sale or distribution of any RPP permits or passes other than by the Traffic Engineer or an agent authorized by the Traffic Engineer is prohibited, and such permits are subject to revocation and confiscation. Parked vehicles displaying revoked permits or passes are subject to citation.

3. Individuals, groups, or properties found to have used permits or passes or allowed the use of permits or passes in a manner inconsistent with the letter, intent, or spirit of the RPP Program jeopardize their eligibility to continue participation in the RPP Program. The Traffic Engineer retains sole authority to determine whether specific individuals, groups, or properties may participate in the RPP Program, and may revoke any issued permits or remove or modify established RPP zones for cause.

VIII. RPP Exemptions

A. Any emergency vehicle, including, but not limited to, an ambulance, fire engine or police vehicle, which is under the control of an individual providing service in the residential permit parking area, shall be permitted to stand or be parked on a street in the area without being limited by the residential parking prohibitions or restrictions.

B. When conducting City business, a marked City of Austin vehicle or a vehicle displaying an official City of Austin parking hang-tag shall be permitted to stand or be parked on a street in the area without being limited by the residential parking prohibitions or restrictions.

C. Any vehicle, including, but not limited to, a delivery, utility, or service vehicle which is under the control of an individual providing service to a property located on a street in the permit parking area shall be permitted to stand or be parked on a street in the area without being limited by the residential parking prohibitions or restrictions. Identification of such vehicle shall meet the requirements specified in Section 12-5-5 of the City of Austin Code. Vehicles not meeting the requirements specified in Section 12-5-5 of the code are subject to citation.

IX. Removal or Modification of RPP by Citizen Request

A. Request Process

1. The request for removal or modification of RPP must originate from a resident, owner, or resident manager whose residential property is abutting the requested street segment. The requester must be willing to:

    a. Be considered the requester of record and act as the primary contact for the request;

    b. Take responsibility for community notification and the compilation of evidence of support for the requested street should it be determined eligible;

    c. Serve as liaison to any community organizations within whose boundaries the requested street segment exists.

2. Some areas which presently have RPP are represented by specific "agents" who serve as the requesters of record, collect monies for RPP permits, and distribute RPP permits and passes. New requests for removal or modification of RPP from within areas with an active agent must be submitted through the agent. The Traffic Engineer will provide

requesters with contact information for the agent representing their area. Additional information regarding agents is in Appendix C.

3. Below is the schedule for removal or modification of RPP.

Process Step	***Round "A"***	***Round "B"***
Deadline for request submission	June 1	December 1
Eligibility determined Evidence of support petitions and maps issued	August 1	February 1
Completed evidence of support petitions due	October 1	April 1
Petition verification and parking surveys completed Decision regarding removal or modification made	December 1	June 1
Notification of adjacent properties occurs	December	June
RPP sign removal or modification occurs	January	July

4. The Traffic Engineer must receive all requests by currently published biannual deadlines. A written request should be submitted to:

   City of Austin
   Austin Transportation Department
   Residential Permit Parking Program
   505 Barton Springs Road, Suite 800
   Austin, Texas 78704

5. The request must identify:

   a. The name, address, and phone number of the requester;

   b. The street and blocks where the requester desires consideration for removal or modification of existing RPP; and, in the instance of modification,

   c. The days of the week and the times of those days of the existing RPP restrictions,

   d. The desired days of the week and the times of those days that the modified RPP should be in effect, or that no RPP designation is desired, as appropriate.

6. Requests for removal or modification of RPP include both sides of a street segment. Where no residential units exist along one side of a

street segment, then the other side of the street segment with residential units may be considered singularly.

7. Submitted segments may be divided or otherwise revised at the sole determination of the Traffic Engineer.

B. Eligibility

1. The Traffic Engineer will conduct the necessary traffic engineering studies.

2. A determination of the street's eligibility for removal or modification of existing RPP will be made in a timely manner, based on the following policy criteria:

   a. The street must be a public street under the jurisdiction of the City of Austin and currently regulated by RPP.

   b. There must be at least a 60% evidence of support for RPP removal or modification to further the review process. Evidence of support shall be collected using a standardized petition form provided by the City. Residents will have the ability to indicate that they *support* review, *oppose* review, or *agree with the majority* of other responders regarding review for removal or modification of existing RPP. The process for collection of evidence of support is defined in subsequent sections. Action to move forward will be defined as follows:

      (1) If the number of petitioners indicating “Support Review” is greater than the number of petitioners indicating “Oppose Review”, then the number of petitioners indicating “Agree with Majority” shall be added to the number of petitioners indicating “Support Review”, and the sum shall be used to calculate the evidence of support for review.

      (2) If the number of petitioners indicating “Oppose Review” is greater than the number of petitioners indicating “Support Review”, then the number of petitioners indicating “Go with Majority” shall be added to the number of petitioners indicating “Oppose Review”, and the sum shall be used to calculate the evidence of support for review.

      (3) If the number of petitioners indicating “Support Review” is equal to the number of petitioners indicating “Oppose Review”, then the number of petitioners indicating “Go with Majority” shall not

be added to either the number of petitioners indicating "Support Review" or "Oppose Review".

C. Notification/Evidence of Support

1. The Traffic Engineer will develop a map of the limits of the proposed removal or modification of RPP showing the associated petition area.

2. Requests which seek to expand the days and times of RPP from their current limits will require notification as described in V.B.4. For requests which seek to reduce the durations that RPP is in effect, notification may be limited to the requested street segment.

3. The petition area will be determined by the Traffic Engineer and will include primarily those properties facing or abutting the street segment along which removal or modification of RPP is proposed. It and a petition of notification on which to gather evidence of support will be provided to the requester.

4. Notification/evidence of support must be submitted on forms produced by the Traffic Engineer or exact duplicates. Counter-petitions or other similar instruments will not be accepted.

5. The Traffic Engineer reserves the right to validate any petitions submitted for consideration.

6. Notification/evidence of support petitions must be completed and returned to the Traffic Engineer by the established deadline for the segment to be further considered.

7. Requests with any of the following will not be processed:

   a. No petition;

   b. No acceptable petition;

   c. Petitions found to be incomplete, illegible, or are perceived to not have truthful or accurate representations;

   d. Petitions that do not represent or account for all properties.

8. Each property identified by the Traffic Engineer as being within the petition area must be represented on the petition by signature and by indication of "Support", "Oppose", or "Agree with Majority". A statement of exception must be submitted by the requester explaining the absence of any property not so represented. Only one signature

and indication per property will accepted. Any property represented by multiple signatures with identical indications will be considered singularly. Any property represented by multiple signatures with differing indications will be considered nonresponsive but accounted for in the petitioning process.

9. Except for condominiums, a property manager's or owner's signature may be considered as representing all units of multi-family properties of six or fewer units. The manager or owner must be properly identified on the petition form.

10. Any person who wishes to alter their indication of support on the petition form after its submittal must do so by individual letter of request to the Traffic Engineer. No such requests will affect applications that have already received approval.

11. A complete listing of all active requests will be posted on the City's web site and through the Community Registry.

12. Once a request is approved, the Traffic Engineer will send a letter to all properties along the requested street segment announcing the approximate date removal or modification of the existing RPP restrictions will occur.

D. Refunds and Reconsiderations

1. In the event RPP restrictions are removed, no refunds will be made or credits issued for any permits that have been purchased.

2. Street segments which have had RPP restrictions removed or modified may not be considered for reinstallation or modification for two years from date of removal or modification.

X. Installation, Modification, or Removal of RPP by Traffic Engineer

A. The Traffic Engineer retains the authority to install, modify, or remove residential permit parking and to issue, modify, or revoke permits for cause independent of this policy.

B. The Traffic Engineer will send a letter to all properties along the subject street segment announcing the intent to install, modify, or remove RPP. The Traffic Engineer will also hold at least one meeting with representatives of the properties along the subject street segment to allow for the sharing of information.

C. In the event RPP restrictions are removed, no refunds will be made or credits issued for any permits that have been purchased.

XI. RPP and Vertical Mixed Use Overlay Areas

A. RPP within Vertical Mixed Use (VMU) overlay areas is subject to expedited review under the provisions of Chapter 25-2, Subchapter E, Article 4, Section 4.3.4 of the City of Austin Code of Ordinances (VMU Ordinance) and is included for reference in Appendix F.

B. This RPP policy is applicable to street segments within VMU overlay areas except for the following provisions.

   1. All households within the proposed permit parking area shall be included in the petitioning process. A household is defined as a residence with a separate mailing address, phone number and/or utility bill. Other land uses are not petitioned.

   2. License plate information for vehicles garaged along the requested street segment is not collected. Field parking surveys are not conducted.

   3. A minimum of 66.7% (two-thirds) of all households must support RPP being implemented. “Go With Majority” is not offered as an optional response in the petitioning process.

   4. The applicable Neighborhood Association must endorse the resident’s request for RPP.

   5. All applications must be submitted in accordance with published biannual deadlines, but those deadlines are revised to facilitate expedited review within two weeks following receipt.

   6. Successful applications are implemented within six weeks of approval.

C. The Traffic Engineer retains the authority to approve applications as submitted, to modify applications as a condition of approval, or to reject applications. Modified applications do not require additional petitioning to occur. Appeal of a denied or modified request is eligible for review following the standard RPP appeal process.

D. Removal or modification of RPP originally installed under the provisions of the VMU Ordinance follows the standard RPP removal or modification process.

E. Subsequent annual renewals will be synchronized with the next closest annual renewal cycle.

F. If a requested street segment is outside any VMU overlay areas but has along it any property which has “opted in” for inclusion in a VMU overlay area, the entire segment will be considered to be subject to the RPP requirements of the VMU Ordinance for the purposes of this policy.

Appendix A

Copy of Ordinance No. 96-0509-P

CITY OF AUSTIN, TEXAS

ORDINANCE NO. 96- 0509-P

AN ORDINANCE AMENDING SECTIONS 16-2-15 and 16-5-16, TRAFFIC REGULATIONS, OF THE CODE OF THE CITY OF AUSTIN, 1992, AS AMENDED; WAIVING SECTIONS 2-2-3, 2-2-5, AND 2-2-7 OF THE AUSTIN CITY CODE OF 1992, AS AMENDED; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the North University Neighborhood Association has completed its formulation of a Parking Control Proposal in an attempt to regulate uncontrolled commuter parking practices which have reduced the viability of the streets in the Neighborhood; and

WHEREAS, the City Manager has reviewed the North University Neighborhood Parking Control Proposal and directed the City Traffic Engineer to implement the Proposal by preparation of an Ordinance amending the applicable Sections of Chapter 16 of the Code of the City of Austin, 1992, as amended; and

WHEREAS, the applicable Board and Commissions of the City of Austin have reviewed the Proposal and commented thereon; and

WHEREAS, it has been determined that the provisions of the Proposal should be implemented for the North University Neighborhood to regulate the uncontrolled commuter parking situation which exists in order to preserve and protect the quality of life in the North University Neighborhood; **NOW, THEREFORE,**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF AUSTIN:

PART 1. That Section 16-2-15 of the Code of the City of Austin, 1992, as amended, is hereby amended by adding the following subsection (EE) thereto:

Add: (EE) to designate streets or parts where, during the posted hours, parking shall be limited to: 1) permit holders residing on property adjacent to such streets, or 2) visitors of such permit holders.

PART 2. That Section 16-5-16 of the Code of the City of Austin, 1992, as amended, is hereby amended by adding the following subsection (O) thereto:

Add: (O) In a location and during times designated as "Residents Only" parking pursuant to Section 16-2-15 (EE) unless the vehicle displays a suitable "Resident" or "Visitor" permit issued pursuant to the authority of that Section.

#58

CITY OF AUSTIN, TEXAS

PART 3. That the requirements imposed by Sections 2-2-3, 2-2-5, and 2-2-7 of the Austin City Code of 1992, as amended, regarding the presentation and adoption of ordinances are hereby waived by the affirmative vote of at least five (5) members of the City Council.

PART 4. That this Ordinance shall become effective ten (10) days from its final passage, as provided in the City Charter.

PASSED AND APPROVED §
§
May 9 , 1996. §

Bruce Todd
Mayor

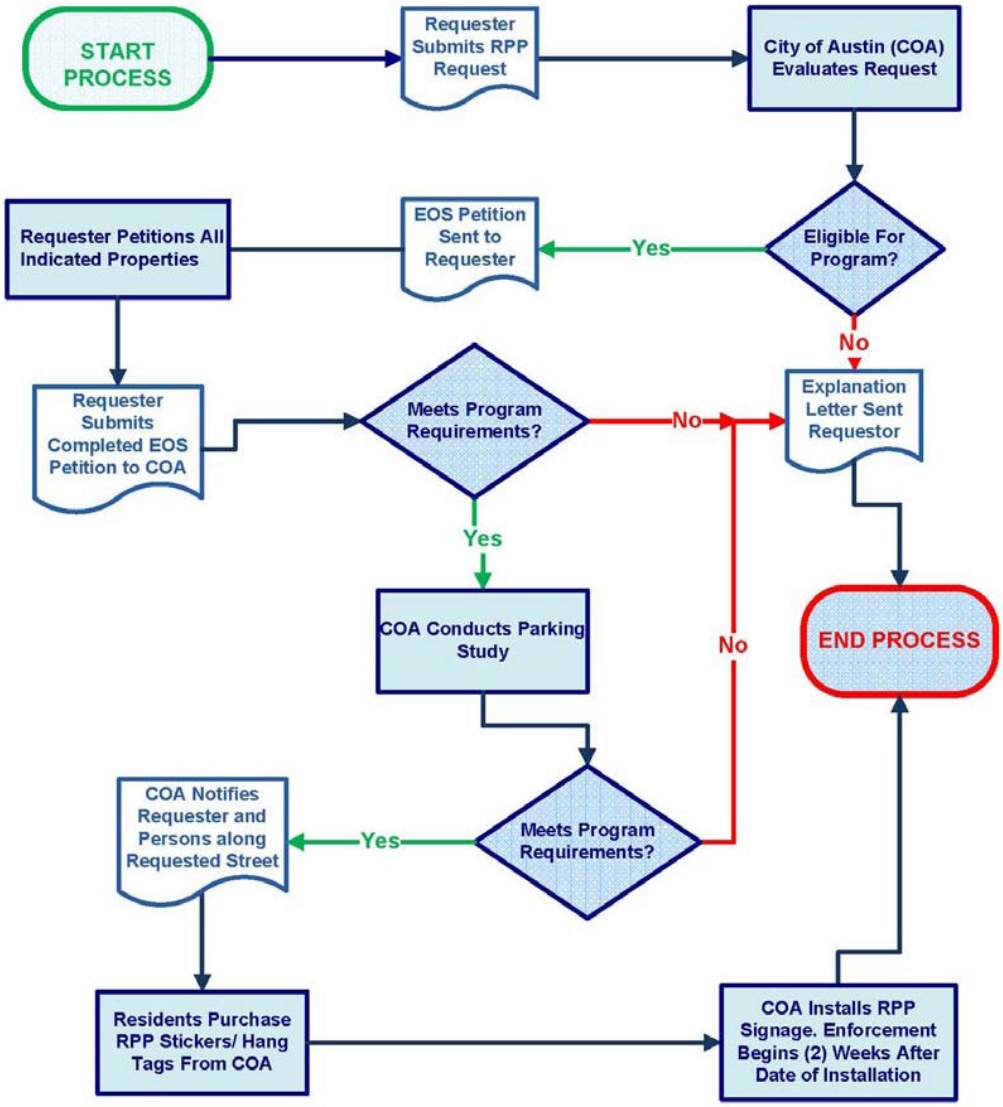
APPROVED: Andrew Martin
Andrew Martin
City Attorney

ATTEST: James E. Aldridge
James E. Aldridge
City Clerk

PGR:ea
19857

Appendix B

Installation of RPP - Process Flow Chart



Appendix C

Information Regarding RPP "Agents"

Residential Permit Parking "Agents" serve a need that would otherwise be wanting in some areas of Austin. They serve as a link between City staff, residents, and the Neighborhood Organizations.

RPP Agent Responsibilities:

- Facilitate communication between City staff, the Neighborhood Organizations, and neighborhood citizens.
- Communicate neighborhood interests and concerns to City staff.
- Support City staff in administration of the RPP program.
- Receive, review and process resident petitions, applications and payments for residential parking permits.
- Contact new residents about the existence and requirements of the RPP program.
- Communicate purposes, limitations and procedures of the RPP program to interested and affected residents and property owners.

The most **critical** duties in the list above are:

1) to facilitate communication
2) to process permit applications and
3) to manage the payment schedule.

In facilitating communication, the RPP Agent is to speak for the neighborhood concerns. It is not the RPP Agent's position to speak for the City of Austin or for the RPP program. If a question is raised that is not specifically addressed in the guidelines, please refer the question and the concerned citizen to the City of Austin Transportation Department staff.

In processing permit applications, the RPP Agent is to verify each requester's proof of residency, vehicle ownership and method of payment. In the event of inadequate proof of residency, vehicle ownership, or method of payment (subject to the Agent's discretion), the City of Austin recommends withholding disbursement of the permit until the matter is resolved.

When managing the method of payment and setting up an appropriate payment schedule, the City of Austin recommends that each neighborhood RPP program use the existing Neighborhood Organization bank account for handling payments. The purchase process should be as follows:

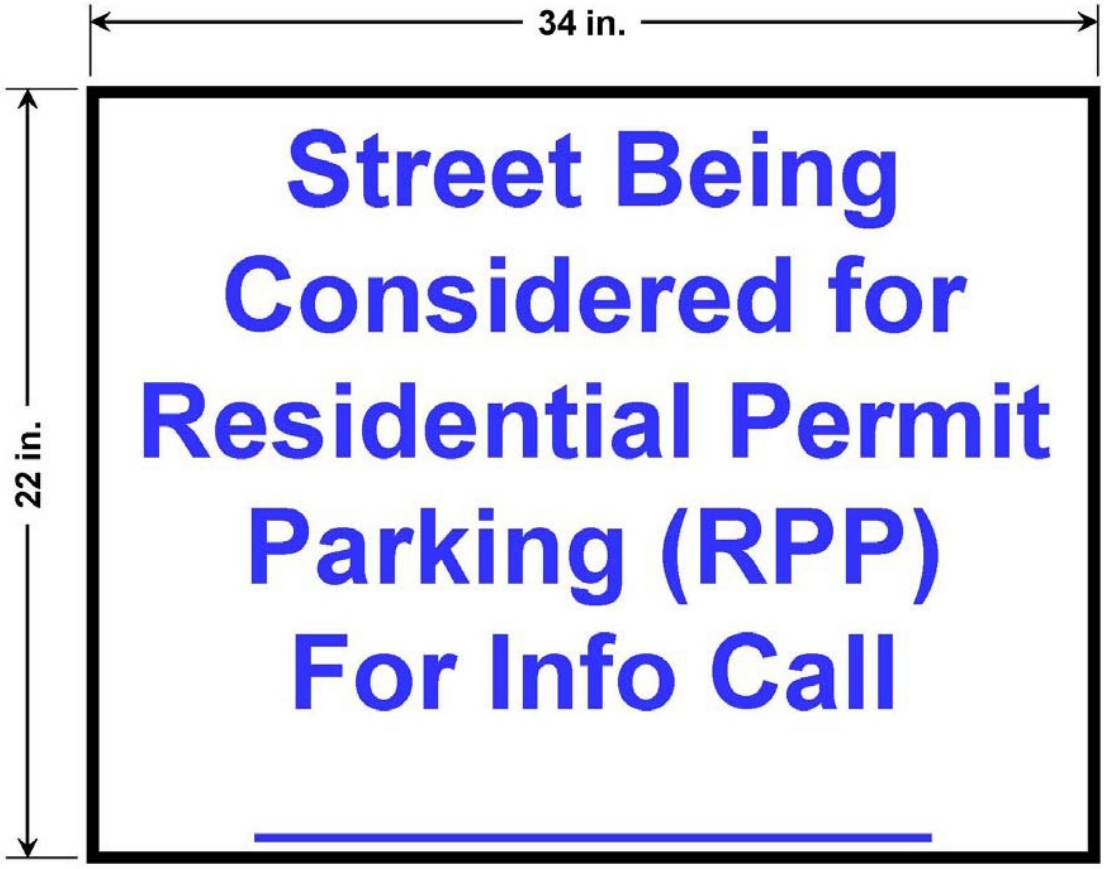
1) All residents ordering permits are to pay the appropriate fee at the time of the order. Checks should be made payable to the Neighborhood Organization. Permits packages are to be distributed at the time of payment.
2) The neighborhood representative records the fee payment and deposits the funds into the Neighborhood Organization bank account.

3) A check drawn upon the Neighborhood Organization bank account is made out to the City of Austin to pay for the permits sold. Payments to the City of Austin for permits sold should be made by June 1st or December 1st of each year.
4) The Agent submits the check to the City of Austin with accompanying documentation (permit sign-up sheets, acknowledgement forms, endorsement forms, etc.).

When the first order of the year is received, additional permit packages will be provided to the Agent to account for "stragglers." Agents may request a specific number of "extra" permit packages for sale throughout the year. It is recommended that renewals be ordered in bulk 60 days prior to the expiration date of the current permits to allow for adequate processing time. Agents may wish to set up a schedule for orders, payments and distribution that is most convenient for them. All permits expire one year after the date of issue.

Appendix D

Temporary Sign for RPP Notification



Appendix E
Residential Permit Parking Application Packet

CITY OF AUSTIN

Austin Transportation Department

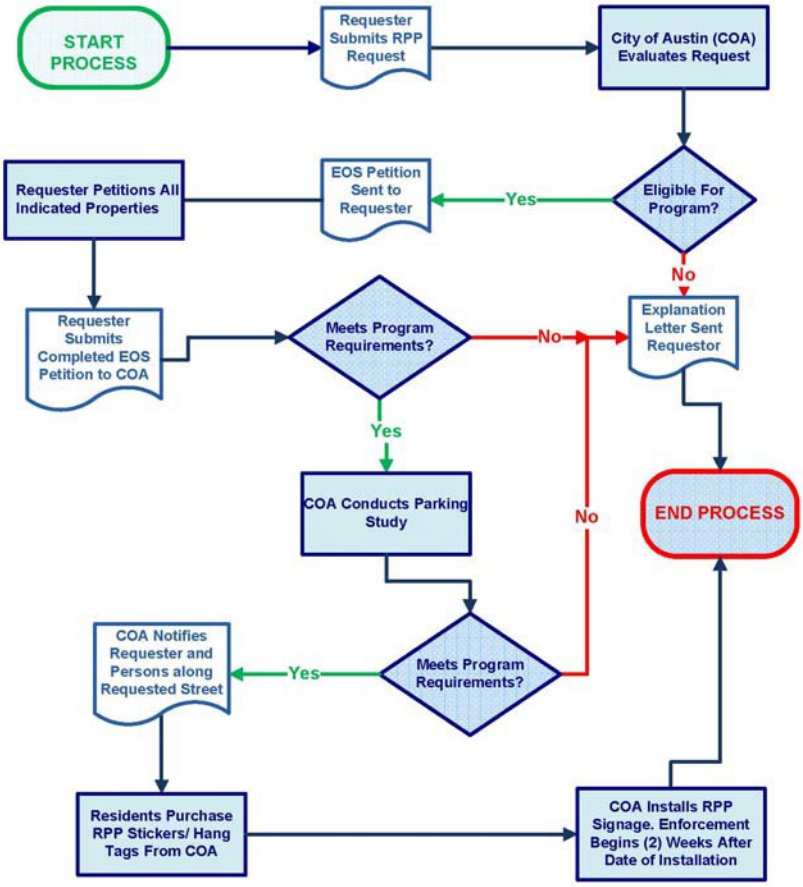
Residential Permit Parking Program

1111 Rio Grande Street, Austin, TX 78701
Phone (512) 974-1563 Fax (512)974-1560
Para un documento traducido en Espanol llame a (512)974-1563

General Description

The purpose of the Residential Permit Parking (RPP) Program is to mitigate adverse and chronic levels of commuter or non-resident parking along streets with adjacent residential properties. The desired outcome of RPP is to increase the amount of on-street parking available to residents and their guests while balancing the needs of others who desire to park along the street. The program does not guarantee or assign specific spaces for residential vehicles, and the regulation of parking through RPP shall be the least restrictive that best mitigates the documented problem.

The process follows the general flowchart shown here.



Application

The initial request for RPP must originate from a resident or owner whose residential property abuts the requested street segment. The requester must be willing to:

- Be considered the requester of record and act as the primary contact for the request
- Take responsibility for community notification and the compilation of evidence of support for the requested street should it be determined eligible
- Serve as liaison to any community organizations within whose boundaries the requested street segment or adjacent segments exist

If the request is found to be eligible, the requester will be responsible for gathering evidence of support using forms provided by the Department.

The requester must acknowledge these responsibilities by signing the application. The requester must also notify in advance any Neighborhood Organizations within whose boundaries the requested street segment and the immediately adjacent street segments exist, and submit proof of notification with the request. Please contact the Austin Transportation Department for guidance regarding notification.

Do not submit petitions or other evidence of support with your application. Petitions or letters of support gathered prior to the eligibility determinations will not be accepted. Applications will be evaluated on a biannual schedule; however, the schedule and process do not preclude the installation of RPP when and where it is deemed necessary outside the procedures of this program.

Eligibility

The determination of a street's eligibility for RPP consideration is a two-step process.

Step One:

1. The street must be a public street under the jurisdiction of the City of Austin.
2. The street must not be designated as an alley.
3. The requested street segment is not within the area bounded by Interstate 35, Riverside Drive, Barton Springs Road, Lamar Boulevard, and 15th Street.
4. Residential units exist along at least one side of the requested street segment.
5. The request must not be a duplicate request or overlap with any other active request.
6. The existing curbs along the street segment are not fully regulated by other RPP zones, valet zones, commercial loading zones, or other specific use designations.
7. Residential units along the requested street segment are not physically prevented from having direct access to the requested street. This includes, but is not limited to, cliffs or very steep hill faces, fencing, walls, design of the building, and other similar barriers to access.
8. On-street parking along the street segment is not fully restricted due to safety, mobility, or security issues.

If the request meets all of the eligibility criteria in Step One, then an evidence of support petition will be sent to the requester to begin the Step Two evaluation process.

(Continued on next page)

Step Two:

1. At least 60% of all properties along the street must indicate support for RPP on the evidence of support petition. ***Do not submit petitions or other evidence of support with your application. Petitions or letters of support gathered prior to the eligibility determinations will not be accepted.***

2. The need for RPP during the requested days and times of days is validated by parking surveys.
   a. At least 75% of all available legal parking spaces are occupied by a parked vehicle; and,
   b. At least 25% of all available legal parking spaces are occupied by commuter or non-resident vehicles as determined by license plate survey. License plate information for residents is collected at the time of petitioning and is compared to license plate information collected during the parking surveys. License plate information is used for no other purposes.

Establishing RPP and Sale of Permits

Once an application receives Step Two approval, a letter will be sent to all properties along the requested street segment announcing the approval of the RPP request and the approximate date the parking restrictions will be installed. The letter will also include information about the program, the purchasing of RPP stickers and/or hang tags, and other pertinent information.

RPP Request Schedule

Process Step	***Round "A"***	***Round "B"***
Deadline for request submission	June 1	December 1
Step One eligibility determined Evidence of support petitions and maps issued	August 1	February 1
Completed evidence of support petitions due	October 1	April 1
Petition verification and parking surveys completed Step Two eligibility determined	December 1	June 1
Notification of adjacent properties occurs RPP permit distribution begins	December	June
RPP sign installation occurs Enforcement begins two weeks after sign installation	January	July
Annual renewal of RPP Permits	January	July

CITY OF AUSTIN

Austin Transportation Department

Residential Permit Parking Program Application

1111 Rio Grande Street, Austin, TX 78701
Phone (512) 974-1563 Fax (512)974-1560
Para un documento traducido en Espanol llame a (512)974-1563

Each application must contain the completed information indicated in both Part A and Part B. The application will be processed according to the policies and procedures for the Residential Permit Parking Program in effect as of the date of the application.

Part A – Requested Street Information

Each application must include the name of the street to be studied as well as the limits of the study. Parking studies will be conducted only within the limits indicated. Do not use block ranges for limits.

Requested Street:	
From (Cross Street):	
To (Cross Street):	

Requested Restrictions by Days of Week and Times of Day:

Limited to two time periods

Example:
Mon – Fri 7 AM to 5 PM
Sat 1 PM to 6 PM

Part B – Requester Information

I agree to be the requester of record for this application. I have read the policies and procedures governing the Residential Permit Parking Program and agree to carry out to the best of my abilities the duties and responsibilities associated with being the requester of record. I have notified the affected Neighborhood Association(s) of my intent to submit this application and have attached documentation of that notification.

Printed Name:					
Address:					
City, State, ZIP:					
Daytime Phone:		**E Mail:**			
Signature:				**Date:**	

Appendix F

Excerpt from City of Austin Code of Ordinances
Residential Permit Parking within Vertical Mixed Use Overlay Areas

Chapter 25-2, Subchapter E, Article 4:

§ 4.3.4, B. Expedited Review for Residential Permit Parking Districts.

Neighborhoods that do not opt out of the VMU overlay district pursuant to the process established in Section 4.3.5. shall receive expedited review of applications to establish Residential Permit Parking (RPP) districts, for blocks starting within 600 feet of the portion of the Core Transit Corridor or Future Core Transit Corridor within the VMU overlay. The application process shall proceed in the following manner:

1. A petition shall be circulated among all (100%) households within the proposed permit parking area. A minimum of 66.7% (two-thirds) of the signatures must be in a favor of the program. Only one signature for each household will be considered. A household is defined as a residence with a separate mailing address, phone number and/or utility bill. Multi-family properties of more than six units may be considered one household; in such cases, only the owner or manager of the property shall be allowed to sign the petition. The applicable Neighborhood Association must endorse the resident's request for the Residential Permit Parking program.

2. The City's requirement, which would otherwise apply, that a minimum of seventy-five percent (75%) of the available on-street parking spaces must be occupied during peak parking hours (as determined by the neighborhood) of any two days during a two week period shall be waived.

3. Following the collection of the required signatures and delivery of all necessary RPP request documentation to City staff, staff shall review and act on the application within two weeks. Notice shall be sent to affected residents and the applicable neighborhood association, and signs shall be installed, within six weeks of approval.