CITY OF SEAL BEACH
COUNCIL POLICY

SUBJECT: PARKING PERMITS					
SECTION	INDEX NO.	ISSUE DATE	REVISION DATE	COUNCIL APPROVAL	CITY MANAGER APPROVAL
100	09	04/24/06		04-24-06	N/A

1. SCOPE

This policy applies to the administration of parking permits within the Old Town district and beach parking lots of the City.

2. PURPOSE AND INTENT

This policy defines the various parking permits available (Residential, Business, Employee, Public Official and Temporary), describes the areas where each permit is authorized for use, presents a schedule of fees and establishes expiration dates. The policy serves to formalize the processes associated with managing parking issues within the City. As a result, Staff will be able to organize the issuance of permits in a professional and equitable manner, thereby offering greater consistency and continuity of service to the community.

3. POLICY

A. Residential Permits

Residential permits are available to all residents with appropriate documentation as outlined in Section 4 (Procedures) of this policy.

- Types Available:
  - Residential Sticker
  - Guest Placard
  - Riviera Sticker (special sticker only issued to residents of Riviera Street; permit is identified with the capital letter **A**)
- Fees:
  - Residential stickers: **$10 per sticker** (unlimited with registration).
  - Guest placards: **$14 per placard** (limit of two (2) per household).
  - Optional for Riviera residents – two (2) additional guest stickers available for purchase (note: stickers will be placed on hangers when purchased).

- Guidelines For Use:
  - Permits allow the vehicle to remain parked in excess of one (1) hour on residential streets posted with one (1) hour parking signs.
  - Riviera permits are valid on Riviera Street and remain parked in excess of one (1) hour on residential streets posted with one (1) hour parking signs
- Color – Correlates with annual DMV tags
- Areas Not Valid:
  - Main Street
  - Municipal Parking lots
  - Fire station parking lot (8th / Central Ave)
  - Ocean Ave between 8th and 10th streets (2 hour parking only)
  - Central Ave between 8th and 10th streets (2 hour parking only)
  - Municipal beach parking lots
- Expiration:
  - All residential permits expire annually on June 30th

B. <u>Business Permits</u>

- Types Available:
  - Merchant Placard
  - Contractor Sticker
  - Vending Sticker
- Fees:
  - Merchant –
    - Placards purchased as of October 1, 2006 will expire after nine (9) months; the cost is pro-rated to $30.
    - Placards purchased for fiscal year beginning July 1, 2007 will return to the $40 fee established within the Comprehensive Fee Schedule approved by City Council.
    - No charge for contractor and vending stickers
- Guidelines for Use:
  - Merchant Placard –
    - Business owner(s) / employees are authorized to use the 8th Street City Hall / Fire Station Parking Lot (8th Street Lot) or the Beach Parking Lots for business purposes only.
  - Contractor Sticker –
    - Contractor's vehicle is authorized to remain parked in excess of one (1) hour on residential streets posted with one (1) hour parking signs.
  - Vending Sticker –
    - Verifies business owner has obtained a license for the vending machine(s) and has complied with the City's Municipal Code.
- Color – Correlates with annual DMV tags

- Areas Not Valid:
  - Main Street
  - Streets indicating street sweeping.
  - Ocean Ave between 8th and 10th Streets (2 hour parking only)
  - Central Ave between 8th and 10th Streets (2 hour parking only)
- Expiration:
  - Merchant Placards, including Contractor and Vending Stickers, will expire annually on June 30th
- Special Restrictions – Merchant Placards:
  - Placards issued will be restricted to the number of employees reported on the business license renewal bill.
  - No more than ten (10) placards will be issued to one merchant unless accompanied by the appropriate documentation.
  - Merchants are responsible for maintaining control of all placards issued to their respective business.
  - No refunds shall be made for placard(s) purchased.
  - Placards are not valid for use in beach lots or for recreational purposes.
  - No overnight parking – use of parking lot is restricted to signs posted at lots.
  - No oversized vehicles allowed – any vehicle in excess of 8 ft. wide or 20 ft. in length is not allowed to park in the 8th Street Lot at any time. Violators will be towed at the owner's expense.
  - Placard allows merchants / employees to park in any space EXCEPT those reserved for City and Fire Department Employees.
  - Spaces are available on a first come, first serve basis. **Parking is not guaranteed.**

C. Employee and Public Official Placards:

- Type Available:
  - Employee Placard
  - Lifeguard (Beach Maintenance Workers) Placard
  - Public Official Placard
- Fees:
  - No charge
- Guidelines for Use:
  - Employee parking is reserved in the 8th Street Lot and behind City Hall
  - Lifeguard / Beach Maintenance Workers – Municipal beach lots
  - City and Authorized Public Officials – Citywide; No restrictions
- Color:
  - Employee & Lifeguard / Beach Maintenance Workers - Correlates with annual DMV tags
  - Public Official - Color will be changed annually, but will not correlate with annual DMV tags

- Expiration:
  - Employee and Lifeguard/Beach Maintenance Workers - Expires annually on April 30th
  - Public Officials – Expires annually on December 1st
- Special Restrictions:
  - Lifeguards –
    Department will be responsible for distribution of the forty (40) allocated placards *(placards will not be replaced if lost)*
    Department is responsible for retrieving placards from employees upon end of seasonal employment
  - Beach Maintenance Workers –
    Department must retain control of the ten (10) allocated placards *(placards will not be replaced if lost)*
    Placards should be issued at beginning of shift and returned at end of shift
  - Permits are NOT for recreational purposes and are not authorized for personal use or beach parking.

D. Temporary Permits –

- Restrictions –
  - Temporary permits are to be issued by the Administrative Services Department ONLY
  - Permits must have a City-issued hologram tag over the '**T**' (for temporary) in order to be valid
- Issuance – Issuance is limited to:
  - visitors for meetings at City Hall that will extend beyond one (1) hour in duration
  - residents for special events requiring more than two (2) guests; valid for specific day of event only
  - new Seal Beach residents unable to obtain residential permit due to out of state license plates; not to exceed 20 days as required by CA Department of Motor Vehicles
- Fees – No charge
- Guidelines for Use – Specified by '**Area**' indicated on permit
- Color – Bright orange with black lettering
- Expiration – Specified by '**Date Valid**' indicated on permit; not to exceed thirty (30) days

E. Oversized Vehicle Permit – (Vehicle exceeding 20 ft. in length or 8 ft. wide)

- 8 ½ x 11 paper permit issued by the Police Department
- Duration not to exceed fourteen (14) days
- Vehicle must comply with all other City Municipal Code and City Vehicle Code parking codes

F. Pier Vendor/Service Permit –

- 8 ½ x 11 permit with the official City seal

- Issued by the Police Department
- Valid the **day of issuance only**
- Valid for **Pier only**
- No charge

G. Beach Lot Parking -

- Type Available:
  - Residential
  - Non-residential
- Fees:
  - Residential Beach: **$100 per sticker** (unlimited with registration).
  - Low income residential: **$60 per sticker** (at least 65 years & earn less than $30,000 adjusted gross revenue).
  - Non-residential Beach: **$150 per sticker** (unlimited with registration).
  - Low income non-residential: **$75 per sticker** (at least 65 years and earn less than $30,000 adjusted gross revenue).
  - Must provide proof of age and income at time of purchase.
- Guidelines For Use:
  - Municipal beach parking lots (1st, 8th, and 10th Streets)
- Color – Correlates with annual DMV tags
- Areas Not Valid:
  - Main Street
  - Residential streets posted with one (1) hour parking signs
  - Metered parking lots
  - Fire station parking lot (8th / Central Ave)
- Expiration:
  - One (1) year from the month of purchase

4. PROCEDURE

Parking permits are issued upon completion of a Parking Permit Request form located in the Administrative Services Department at City Hall. Permits for Oversized Vehicles and Pier Vendors/Service are issued at the Police Department.

A. Residential Permits:

- Requirements – All of the following documents must be present at time of purchase:
  - A valid CA Driver's License (DL) - in accordance with CA DMV regulations
  - Current Registration (or temporary DMV issued sticker for new vehicle)
  - Proof of Residency (other than driver's license)
  - Guest placard requires only proof of residency and CA DL.

- Placement
  - All stickers must be affixed to the left rear bumper or to the outside lower left portion of the rear window of the vehicle.
  - Guest placards must be suspended from the rear view mirror of the guest vehicle.

B. Business Permits:

- Requirements: - Merchant, Contractor and Vending
  - Copy of current City business license.
  - Placards issued to the owner or manager of the business only.
  - No more than 10 placards will be issued unless accompanied by the most recent quarterly report filed to verify number of employees.
- Placement:
  - Merchant Placard – Placard should be hung from rear view mirror
  - Contractor Sticker – Sticker must be affixed to the left rear bumper or to the outside lower left portion of the rear window of the vehicle.
  - Vending Sticker – Sticker must be affixed on each vending machine so that the sticker is conspicuously visible.

C. Employees/Public Officials:

- Requirements:
  - Employees must be active and on Payroll
  - Public Officials include City Council Members and other officials as appointed by the Council and/or City Manager.
- Placement:
  - Placard must be suspended from the rear view mirror of the vehicle.

D. Temporary Permits:

- Requirements:
  - Permits are issued for visitors to City Hall and must be obtained through the Administrative Services Department.
- Placement:
  - Permits must be suspended from the rear view mirror of the vehicle.

E. Oversized Vehicles/Pier Vendor Permits:

- Requirements:
  - Permits are issued at the Police Department located at 911 Seal Beach Blvd.

Oversized Vehicles –

- Registered Owner Name
- Vehicle license
- State of Registration

- Duration of stay
- Length of Vehicle
- Location where vehicle will be parked
- Estimated time in and out

■ Placement:

- Permits to be placed according to procedures issued at the Police Department.

F. Beach Lot Parking

■ Requirements - All of the following documents must be present at time of purchase:

Residential Beach Lot –

- A valid CA Driver's License (DL) - in accordance with CA DMV regulations
- Current Registration (or temporary DMV issued sticker for new vehicle)
- Proof of Residency (other than driver's license)
- Guest placard requires only proof of residency and CA DL.

Non-Residential Beach Lot –

- A valid CA Driver's License (DL) - in accordance with CA DMV regulations
- Current Registration (or temporary DMV issued sticker for new vehicle)

■ Placement:

Permits must be affixed to front lower left corner of front window.

5. ISSUANCE

Approved by City Council on April 24, 2006
Date

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