

SDOT

SDOT Director's Rule 4-2009

Applicant: CITY OF SEATTLE Seattle Department of Transportation (SDOT)	Page 1 of 20	Supersedes: N/A
	Publication: August 10, 2009	Effective: October 6, 2009
Subject: Restricted Parking Zones (RPZs) This Director's Rule provides specifications, guidelines, and additional information for meeting the requirements of the RPZ Code such as: permit eligibility, community engagement and technical processes for establishing, modifying, and removing zones, business and institution permit pilot program, and other zone administration matters.	Code and Section Reference: SMC Chapters 11.14.515, 11.16.120(F) and (G), 11.16.315, 11.16.316, 11.16.317, 11.16.319, 11.28.010(D), 11.31.121 and 11.72.351 Ordinance 123001	
	Type of Rule: Code Interpretation	
	Ordinance Authority: SMC 3.12.020	
Index: Restricted Parking Zones	Approved (signature on file)	Date 10-2-2009
	Grace Crunican, Director Seattle Department of Transportation	

Table of Contents

I. Rule and Background	4
II. RPZ Permits	4
A. Eligibility Criteria	5

B. Permit Limits	5
C. Conditions of Use.....	6
D. Motorcycles and Scooters	7
E. Low-Income Permit Eligibility.....	7
F. Other Fee Waiver/Reduction	7
G. Replacement Permits.....	8
H. Temporary Permits.....	8
III. Guest Permits	9
A. Eligibility Criteria	9
B. Permit Limits.....	9
C. Conditions of Use.....	9
D. Low-Income Guest Permit Eligibility.....	10
E. Replacement Guest Permits.....	10
F. Single-Day Guest Pass.....	10
IV. Pilot Program: Southeast Seattle LINK Light Rail Station Areas	10
A. Eligibility Criteria	11
B. Permit Limits.....	12
C. Conditions of Use.....	12
D. Motorcycles and Scooters	13
E. Temporary Permits	13
F. Replacement Permits	13
G. Guest Permits for Businesses.....	13
H. Annual Monitoring Program.....	13
I. Timeframe	14
V. RPZ Creation.....	14
A. Initial Request for an RPZ	15
B. Parking Study	16
C. Community Outreach and RPZ Design.....	16
D. SDOT Decision	17
E. Reconsideration and the Appeal Process.....	17
F. Implementation and Review	18
VI. RPZ Modification	18
A. Data Gathering and Outreach.....	19
B. SDOT Decision	19

C. Implementation and Review.....	19
VII. RPZ Dissolution	20
A. Data Gathering and Outreach.....	20
B. SDOT Decision	20

I. Rule and Background

This Rule is promulgated in accordance with Resolution 31131, adopted by the City Council on June 8, 2009. This Rule is effective upon adoption, except for portions of the rule which specifically provide that they are effective on January 1, 2010.

This Rule interprets the Seattle Municipal Code (SMC) Chapters 11.14.515, 11.16.120(F) and (G), 11.16.315 - 319, 11.28.010(D), 11.31.121 and 11.72.351, with regard to the Restricted Parking Zone (RPZ) program, including administrative processes for issuing permits and establishing, expanding, reducing, or dissolving zones. This rule also outlines what new substantive criteria or standards an applicant must meet in order to obtain an RPZ permit and all new procedural rules with which SDOT must comply. Additionally, it outlines SDOT's process for issuing permits as part of the business and institutions pilot program.

The purpose of the RPZ program is to assist SDOT in achieving the following goals:

- reduce neighborhood traffic impacts by large parking demand generators
- support mixed-use neighborhoods and local business districts
- reduce overall energy use and vehicle emissions
- broaden community engagement
- implement simple rules that are easily understood and clearly applied

The Seattle Department of Transportation (SDOT) is authorized to establish, revise or abolish RPZs and to promulgate rules and regulations for the RPZ program by 11.16.120(F) and (G). Fees for permits are set by SMC Chapter 11.16.319. Citable offenses are described in SMC Chapter 11.72.351.

The following definition is repeated directly from SMC Chapter 11.14.515 and is referenced many times throughout this Director's Rule:

"Restricted parking zone" or "RPZ" means a portion of the street commonly used for vehicular parking where vehicles properly displaying a permit or other authorization pursuant to Chapter 11.16 SMC shall be exempt from the posted RPZ parking restrictions. This program does not apply to vehicles displaying a card or decal issued pursuant to RCW 46.16.381 [disabled parking placard/license plate].

II. RPZ Permits

Definitions

The following definitions are repeated directly from SMC Chapter 11.14.515, apply throughout this rule, and are referred to specifically in this section:

"Resident" means any person residing in a household unit that is located adjacent to or in a prescribed vicinity of a restricted parking zone.

“RPZ Permit” means a card, decal or other identification issued to an eligible person to be placed on the vehicle that enables it to park in a restricted parking zone.

A. Eligibility Criteria

SMC 11.16.120(G) gives SDOT the authority to promulgate rules and regulations for the RPZ program. This section describes the requirements for residents to apply for and receive RPZ permits. Section IV of this rule will address permit eligibility for businesses as part of a pilot program around the SE LINK light rail stations.

To obtain an RPZ permit, residents must sign and submit a complete application, agree to abide by all program rules, and provide proof of residency and a copy of a current Washington State Vehicle Registration. Current proof of residency must be provided in one of the following forms:

- utility bill
- bank statement
- pay check stub
- rent receipt
- rental agreement

In order to be considered a current form of residency, the document must be dated or issued within the previous 30 days.

Out-of-state registration is accepted only for active duty military personnel providing current valid military identification, or out-of-state students providing a letter from the Registrar’s office or a tuition statement showing non-resident status.

As of January 1, 2010, the applicant’s vehicle registration address must match the applicant’s household unit address (with the exception of out-of-state students and active duty military personnel, as listed above). Applicants may contact the Washington State Department of Licensing (DOL) for information on how to change their vehicle registration address, if needed. In addition, any permit fees must be paid as applicable for the zone.

B. Permit Limits

Until December 31, 2009, there are no limits to the number of RPZ permits per household address, assuming that other eligibility criteria are satisfied.

Effective January 1, 2010, the maximum allowable number of permits per household unit address will be four. This limit does not include guest permits or single-day guest passes, which are described below in Section III. SMC 11.14.515 defines the following:

“Household Unit” means any self-contained house, apartment, condominium, town house, floating home, detached or attached accessory dwelling unit, or group house that

contains living, sleeping and cooking quarters and is used by any number of related persons or up to eight unrelated individuals. Each unit of a multiple-unit residential dwelling is considered a separate household unit.

Exceptions to the four-permit per household unit limit: The Director of Transportation may issue more RPZ permits than the four-permit limit per household for the following land uses (SMC 11.16.315(D)(1)):

- adult family home
- assisted living facility
- domestic violence shelter
- permitted congregate residence

In determining whether to grant additional permits in excess of the four-permit limit per household, the Director of Transportation may also consider the availability of on-street parking in the requestor's residential area and the demonstrated need for additional permits.

C. Conditions of Use

In general, RPZ permits are issued biennially and, regardless of when the permits are issued, they are valid only for that permit period unless otherwise noted for the zone. RPZ permits are issued for a specific vehicle and are to be placed on that specific vehicle. It is a violation of SMC 11.72.351 to use a permit to park a vehicle other than the one for which it was issued. A permit exempts a vehicle from posted restrictions relating to that RPZ numbered zone. The numbered zone permit is valid only in the zone for which it has been issued.

In addition, a permit is valid only within six contiguous blocks of the household unit address. City staff can determine the household unit address of a permit holder based on the permit number on their permit. It is a violation of SMC 11.72.351 to park in excess of RPZ posted time restrictions more than six contiguous blocks from the household unit address on file with SDOT.

The following are citable offenses relating to restricted parking zones and are included here to fully explain the “conditions of use” of an RPZ permit:

1. License number on the RPZ permit does not match the license plate of the vehicle: As detailed in this section, all RPZ permits are issued to a specific vehicle. If a permit is being used on a vehicle for which it was not issued, a citation may be issued (SMC 11.72.351(A)(1)).
2. Permit zone number does not match the zone in which the vehicle is parked: If a vehicle is parked in a zone other than the one for which the permit was issued, it is not exempt from the parking restrictions, and a citation may be issued. Vehicles without permits can also be cited if they are parked for longer than the limit allowed; often two hours of parking are allowed without a permit (SMC 11.72.351(A)(3)).
3. Vehicle is parked within same zone as permit indicates, but parked more than six blocks from the address for which the permit is issued: The intent of an RPZ permit is to help residents and their guests park near the resident’s home. This six-block requirement is

intended to reduce the ability for a permit to be used improperly; i.e., by a person trying to park closer to a place of employment, or trying to park closer to board transit, or some other reason other than parking near the residence of the permit owner. If a vehicle is parked more than six blocks from the address for which the permit was issued, it is not exempt from the parking restrictions, and a citation may be issued (SMC 11.72.351(A)(4)).

4. RPZ permit is displayed in an improper location on the vehicle. In order to enforce the requirements of the RPZ zone, the permit must be visible from outside the vehicle. For that reason, the permit must be affixed to the vehicle at the lower center of the rear window for which it is issued or, in limited circumstances, placed in the lower left-hand corner of the driver's side windshield (SMC 11.72.351(B)).
5. Illegal transfer of permits. It is a violation of the Seattle Municipal Code to buy, sell, give away or lend an RPZ permit to use on any other vehicle besides the one for which the RPZ permit was issued (SMC 11.28.010(D)).

D. Motorcycles and Scooters

Until December 31, 2009, motorcycles and scooters require RPZ permits just as other vehicles. However, effective January 1, 2010, motorcycles and scooters will no longer need RPZ permits. This rule applies to motorcycles and scooters for both residents and their visitors.

E. Low-Income Permit Eligibility

An applicant who provides one of the following documents is entitled to a low-income RPZ permit:

- Quest card (food stamps)
- Energy assistance from Seattle City Light or Puget Sound Energy
- Rent assistance from Seattle Housing Authority (Section 8)
- Welfare check or stub
- Medical coupons
- Lease/Rental agreement from a non-profit housing assistance corporation such as Plymouth Housing Group or CHHIP
- Proof of SSI (Supplemental Security Income, NOT regular Social Security Income)

The document must be current and issued in the applicant's name. The address on the document must be located within the RPZ. Other documents may be considered on an individual basis.

F. Other Fee Waiver/Reduction

As provided in SMC 11.16.319(B), the Director of Transportation has discretion to waive or reduce RPZ fees when certain circumstances are present. These include: when the waiver or

reduction is in the overall public interest due to extraordinary facts or circumstances, when the waiver or reduction is consistent with the goals of the RPZ program, or when dire consequences may result if the request is denied.

G. Replacement Permits

A free replacement permit may be obtained in certain circumstances, if the permit-holder provides the following documentation:

- Windshield replacement - a copy of an invoice for windshield replacement and old decal (in pieces okay)
- Change in vehicle - copy of a Washington State vehicle registration and old decal (in pieces is okay)

If appropriate documentation is not provided, there will be a charge for a replacement permit. A temporary permit, as described in subsection H below, can be obtained until the applicant acquires a new vehicle registration. The previous permit will be cancelled.

H. Temporary Permits

SDOT may issue temporary permits, valid up to 60 days, on a case-by-case basis, when it has been established that a resident has extraordinary needs. Generally, after the first temporary permit or group of permits has been issued for a particular address, subsequent temporary permits may only be reissued one time for up to an additional 60-day period. Similar to RPZ permits, temporary permits must be used in the particular zone for which they are issued, no more than six blocks from the address for which it is issued, and may not be sold, bought or given away.

The following conditions may result in SDOT issuing a temporary permit:

- construction (no more than five permits for a contractor at any time)
- student or new vehicle (in the process of acquiring Washington State registration)
- out-of-state license plate (full-time non-resident students only)
- domestic violence shelter
- adult family home

For residents of domestic violence shelters and adult family homes (which include drug and alcohol rehabilitation facilities), temporary permits may be issued if the resident will be at the facility for less than 120 days. If the residents will live at the facility for longer than 120 days, the resident is not eligible for a temporary permit and must apply for a regular RPZ permit and must comply with all requirements (such as having one's vehicle registered at the RPZ eligible address).

SDOT will no longer issue temporary permits for visitors of residents after January 1, 2010. Rather, visitors must obtain a guest permit and/or single-day guest permits (described below in Section III).

III. Guest Permits

Definitions

The following definitions are repeated directly from SMC Chapter 11.14.515, apply throughout this rule, and are referred to specifically in this section:

“Guest” means a person temporarily visiting residents or temporarily having business with residents who are eligible for RPZ permits.

“Guest Permit” means a card, decal or other identification issued to an eligible person to be placed in the vehicle that enables it to park in a restricted parking zone, for an annual, biennial or single-day timeframe.

A. Eligibility Criteria

Guest permits are different from RPZ permits in that they are transferable and are not tied to a specific vehicle. This section describes the requirements for residents to apply for and receive guest permits.

Residents must sign and submit a complete application in order to obtain a guest permit. Current proof of residency must be provided, as described in Section II.A above. A resident is not required to purchase a regular RPZ permit in order to obtain a guest permit. Permit fees must also be paid, as required.

B. Permit Limits

Each household unit address is eligible for one guest permit.

C. Conditions of Use

Like regular RPZ permits, guest permits are valid for a two-year period unless noted otherwise for a particular zone. Guest permits may only be used by visitors of a resident or a person temporarily having business with a resident. A resident may not use a guest permit on his or her own vehicle, as prohibited by SMC 11.16.315, and a guest permit may not be used on a vehicle belonging to someone who works at a nearby business, by a student attending classes at a nearby educational institution, on a vehicle belonging to a commuter who is parking in the neighborhood in order to board transit, carpool, or bike to their place of work, or any other person not parking for the purpose of visiting or conducting temporary business with a resident.

Improper use of a guest permit is a violation of SMC 11.72.351. It is also a violation of the Seattle Municipal Code to buy, sell, give away or lend a guest permit so that it is used by any vehicle other than a vehicle that is being used by the guest to visit the resident that has purchased the guest permit. The guest permit must be hung from the rear view mirror of the guest's vehicle, so that the front of the permit is visible from outside the vehicle.

Similar to RPZ permits, guest permits must be used in the particular zone for which they are issued, no more than six blocks from the address for which it is issued, and may not be sold, bought or given away. A distinct difference from an RPZ permit is that a guest permit is transferrable from one vehicle to another.

Effective January 1, 2010, single-day guest passes may be purchased, as described below in subsection F.

D. Low-Income Guest Permit Eligibility

The same low-income permit eligibility requirements for RPZ permits pertain to RPZ guest permits (see Section II.E above).

E. Replacement Guest Permits

A lost guest permit may, for a fee, be replaced no more than twice during the biennial permit cycle. After two guest permits have been replaced during one biennial permit cycle, no other guest permits will be issued until the next permit cycle.

F. Single-Day Guest Pass

Effective January 1, 2010, eligible residents may obtain a limited number of single-day guest permits, except in the Husky Stadium Event Zones (Zones A and B). The maximum allowable number of single-day use permits per household unit address per calendar year will be 50. No more than five permits will be sold for any one date for a particular address. However, the Director of Transportation or his or her designee may approve an exception to the five permits per date per address limit in certain situations. A single-day use permit will be valid for one calendar day, from midnight to the following midnight. It must be displayed on the vehicle's dashboard. If a guest is staying overnight, he/she would need two single-day permits.

IV. Pilot Program: Southeast Seattle LINK Light Rail Station Areas

SMC 11.16.316(A) specifically authorizes the Director of Transportation to create a pilot program for qualified businesses and institutions to apply for and receive permits to park in a

restricted parking zone in the Initial Segment LINK Light Rail transit station areas, including Rainier Beach, Othello, Columbia City, Mount Baker, Beacon Hill, SODO and Stadium station areas. Permits issued pursuant to the pilot program are in addition to RPZ permits issued to qualified residents in these RPZs.

The purpose of the pilot program is to determine whether it assists the Seattle Department of Transportation in reaching the following goals:

- reduce neighborhood traffic impacts by large parking demand generators
- support mixed-use neighborhoods and local business districts
- reduce overall energy use and vehicle emissions
- keep demand by residents, businesses, and institutions from exceeding available on-street parking spaces in residential areas
- implement a customer-oriented permit program

The Director of Transportation or his or her designee will present a report to the City Council both two and four years (2011 and 2013) after the pilot program becomes effective to evaluate the effectiveness of the pilot program in reaching the RPZ goals.

Definitions

The following definitions are repeated directly from SMC Chapter 11.14.515, and apply throughout the entire rule, but refer primarily to this section:

“Business” means any business that possesses a valid City of Seattle business license and where commercial work occurs on premises, including but not limited to, retail sales and service, warehouse, non-household sales and service, or entertainment.

“Employee” means any individual who performs work, labor, or services and is on the payroll of a business or institution. This includes all full-time, part-time and temporary employees including partners of the business or institution located in or adjacent to an RPZ.

“Institution” means any organization of a public character, including but not limited to, a school, hospital, religious facility, health care, social or community service agency, library, university, or museum.

“Volunteer” means any individual who performs volunteer work for a business or institution at least three times a week.

Furthermore, in this section, “business” permits refer to RPZ permits issued to either businesses or institutions.

A. Eligibility Criteria

To obtain a restricted parking permit under the pilot program, the permit holder must be an owner, employee, property owner or volunteer of a business or institution within or adjacent to a

LINK light rail RPZ boundary. It is SDOT's intent to allow businesses access to RPZ permits if their employees have traditionally parked on a block that now has RPZ restrictions.

Business owners/managers (and institutions) must sign and submit a complete application, as well as an affidavit that includes the name of each employee requesting an RPZ permit, their license plate, and the state of issuance of the license plate. The affidavit must also certify that all specified vehicles have current Washington State vehicle registration, with the exception of active duty military personnel or full-time non-resident students. In addition, the business applying for the permits through the Pilot Program must submit to SDOT a copy of its Seattle business license. Institutions that are not required to have a business license must submit a current utility bill or lease agreement that documents their location within or adjacent to the restricted parking zone. Volunteers are eligible for a permit if they work at least three days per week. They should provide a letter from their employer stating their status as volunteers.

Commercial property owners for properties located within or adjacent to an RPZ boundary can also obtain one permit per owner, at no cost. They must submit proof of property ownership, such as a copy of a title to the property, or a mortgage statement.

B. Permit Limits

There is no limit to the number of RPZ business permits that may be issued to each business; however, each permit must be issued to an owner/employee, and each owner/employee may be issued only one permit. The business owner must verify that names submitted are employees of the business.

C. Conditions of Use

Conditions of RPZ permits issued pursuant to the pilot program are identical to the conditions of use of all other RPZ permits—see Section II.C. RPZ permits are issued biennially and, regardless of when the permits are issued, they are valid only for that permit period. RPZ decals are issued for a specific vehicle and are to be placed on that specific vehicle. In general, the conditions of use of RPZ permits issued pursuant to the pilot program are the same as other RPZ permits.

Permits may not be used on commercial and other large vehicles that are subject to SMC 11.72.070 and are over 80 inches wide. Permit holders who violate these conditions may have their permit revoked or may be excluded from obtaining future permits.

Permit fees must be paid as required. The first two permits per business will be provided at no cost for the initial two-year cycle only (2009-2011). Any additional permits beyond the first two are subject to the current permit fee.

D. Motorcycles and Scooters

Motorcycle and scooters in the pilot program areas are subject to the same code provisions as regular RPZ permits and are not required—see Section II.E.

E. Temporary Permits

Temporary permits may be available for special situations, such as for contractors actively working on a construction project in a building, or other special events. The same 60 day time period and renewal restrictions apply. No more than five temporary permits will be given to contractors at any time.

F. Replacement Permits

Issuance of replacement permits must comply with the provisions outlined for regular RPZ permits—see Section II.H.

G. Guest Permits for Businesses

Each businesses or institutions may obtain up to two guest permits per organization. The first guest permit will be provided at no cost for the initial two-year cycle only (2009-2011), but applicable fees must be paid for additional or replacement guest permits.

The standards for guest permits under the pilot program are identical to those standards for regular RPZ permits. See Section III.

Guest permits are to be used primarily by visitors of the business. Judicious use of guest permits by employees is only allowed in limited, temporary situations, for less than two weeks, when use of the standard permit is not possible. Guest permits are not intended for daily use by employees.

Replacement of guest permits issued under the pilot program is subject to the same rules as all other RPZ permits—see Section III.E.

H. Annual Monitoring Program

SDOT will annually monitor and survey RPZs established under this pilot program to determine utilization of parking spaces by residents, area businesses and institutions. SDOT shall cease to renew RPZ permits for businesses and institutions in the next RPZ cycle, excluding the SODO and Stadium station RPZs, when the annual monitoring or survey of the RPZ indicate that 25 percent or more of streets within any particular RPZ have the following conditions: (1) at least

75 percent of the capacity of the street available for parking is generally occupied and (2) more than 35 percent of the vehicles parked on the street are owned by non-residents of the designated area. For purposes of this monitoring program, the term "non-resident" includes businesses and institutions located in the area.

I. Timeframe

The pilot program is intended to be in place no longer than four years after its creation. The Director of Transportation or his or her designee shall present a report to the City Council two and four years after the pilot program becomes effective. The report shall evaluate the pilot program relative to the goals described at the beginning of this section. The biennial reports are intended to assist the Council in determining whether to continue the program for qualified businesses and institutions located within the RPZs in the Initial Segment LINK Light Rail transit station areas.

SDOT shall not consider expansion of the pilot to any other RPZs established in the City of Seattle except those located in the Initial Segment LINK Light Rail transit station areas, including Rainier Beach, Othello, Columbia City, Mount Baker, Beacon Hill, SODO and Stadium stations.

V. RPZ Creation

SMC 11.16.317 provides the criteria for creating a new restricted parking zone. SDOT will consider whether a restricted parking zone in a certain area would promote benefits or would result in adverse impacts. The City of Seattle's overall RPZ program goals are provided in Section I of this rule.

Benefits that may lead to establishing an RPZ may include:

- increased access for area residents
- reduced traffic congestion
- increased traffic or pedestrian safety
- reduced air or noise pollution
- reduced commuter parking in neighborhoods
- prevention of blighted areas
- promoting use of alternative modes of transportation

Adverse impacts that may prevent implementation include:

- transferring a parking problem to a different area
- inability to effectively enforce program restrictions
- lack of alternative transportation modes
- availability of simpler, cheaper or more effective solutions

SMC 11.16.317 also provides that the Director of Transportation is authorized to establish a restricted parking zone when the parking problem would be ameliorated and the public interest would be served. This may include instances in neighborhood areas where the technical parking criteria, as provided in SMC 11.16.317(B), are not met, but where parking impacts are anticipated (such as establishing RPZs in LINK Light Rail station areas in advance of light rail operation). It is SDOT's expressed intention to strongly encourage community involvement in any creation of an RPZ. Particularly when all technical criteria are not met, SDOT will use the community engagement process in this Director's rule.

A. Initial Request for an RPZ

SDOT expects that the process to create an RPZ should typically take no longer than one year. A request for an RPZ may be initiated in one of two ways: community initiative or a comprehensive neighborhood parking plan.

Community Initiative

Residents and/or community organizations can request the creation of an RPZ. A community request must detail the specific parking demand generator, as well as the days of the week and the hours of the day that parking is a particular challenge. A community request may take the form of several separate requests from the same neighborhood. Alternatively, upon receiving a single request, SDOT may require that the resident gather additional neighborhood support. A request is stronger when it is supported by residents distributed across at least a ten block area. SDOT staff will handle requests as they come in from the community, first-come, first-served. The timeframe for handling requests is also dependent upon staff resources.

After receipt of a community request, SDOT will conduct an initial assessment to determine whether an RPZ is appropriate for the area. This will include surveying the street to determine if the parked occupancy on the street approaches 75 percent across a ten block area.

Based on the assessment, SDOT will: (a) determine the extent to which a parking problem may exist, including the level of intensity of the problem and (b) determine whether the problem is best addressed by the creation of an RPZ. SDOT may consider other parking demand management tools in lieu of or prior to consideration of an RPZ. Examples could include: removing "no parking" restrictions and adding parking capacity back to the on-street system, looking at the feasibility of angle parking, or working with local businesses to encourage employees to take alternate modes of transportation to work.

Comprehensive Parking Plan

An RPZ may also be initiated as part of a comprehensive neighborhood parking plan. For example, in 2005-2009, SDOT established 10 new or expanded RPZs with extensive community engagement as part of broader on-street parking management plans. In most of these areas, residents had requested an RPZ but certain specific technical parking conditions were not met, or the petition process was not completed because of the large number of inaccessible multi-family buildings. New RPZs could also arise from future neighborhood parking assessments, where

area residents or other stakeholders ask that the department consider an RPZ as part of a parking plan.

B. Parking Study

Once the determination has been made that an RPZ may be appropriate, SDOT will conduct a formal parking study. This study will investigate parking occupancy and type of vehicles (residential or business-related) parked over the course of the day/evening or weekend. Parking studies typically include hourly counts of vehicles on the street, as well as license plate tracking to determine turnover on the street. License plate tracking also helps determine which vehicles on the street belong to residents and which vehicles belong to businesses or commuters.

The Director may establish a new or expand an existing RPZ when 75 percent of the curb space parking on 10 contiguous blocks (20 block faces) is generally occupied, and when over 35 percent of those vehicles are used by non-residents. If these conditions are not met, SDOT will formally notify the person(s) requesting the RPZ that it did not qualify. Even if these criteria are not met, the Director has authority to establish an RPZ when the parking problem would be ameliorated and the public interest would be served by creation of an RPZ.

C. Community Outreach and RPZ Design

If the RPZ study determines that creation of an RPZ may be warranted due to parking impacts from non-residents, SDOT will engage affected and interested community stakeholders to review the results of the parking study and assist in developing a potential RPZ proposal. Based on the parking data and information provided by residents related to the RPZ request, SDOT staff will develop a draft RPZ design to include the following:

- time allowed (e.g., 2-hours) for non-permit parking
- RPZ effective days, hours and times
- blocks eligible for RPZ permits
- blocks posted with RPZ restrictions

SDOT will then conduct a broad public outreach program to gather input on the RPZ draft design. The public outreach program will include the following, as appropriate, based on the size and nature of the community:

- department staff presentations of the draft plan to stakeholder organizations to gather feedback
- meetings (either formal or informal) with local community leaders and other stakeholders
- walking tours with staff and with the community
- information distribution and/or surveys through the City's web site
- direct mailings of informational materials and/or surveys
- distribution of flyers and information about the proposal
- news releases and related media

- other techniques as appropriate to fully engage the community

The public outreach program is designed to support the City's Race and Social Justice Initiative. A petition signed by a certain number of residential units, which can be difficult to obtain in communities where English is not the first language or in neighborhoods with many secured multi-unit buildings, is no longer required for approval for the zone implementation. If interested and able, residents may still collect signed petitions stating support for or opposition to the RPZ to indicate the strength of their opinions.

Prior to any decision to establish an RPZ, SDOT will hold an administrative public hearing to provide interested persons an opportunity to submit written and spoken comment into the public record, pursuant to SMC 11.16.317(C)(2). SDOT will mail a copy of the hearing notice at least 20 days prior to the public hearing, stating the hearing time and location. This notice will be sent to all owners, commercial lessees and residents of property within 300 feet of the affected RPZ. SDOT will publish the notice of hearing in a local newspaper at least 20 days prior to the hearing, stating the hearing time and location.

D. SDOT Decision

The SDOT Traffic Management Division Director will make a final decision whether or not to establish an RPZ based on parking data and public input.

SDOT will notify the media of the decision and may purchase public advertising to announce the decision. SDOT will also notify all parties living within 300 feet of the RPZ, and all other interested parties contacted during the parking study and development of the RPZ, by mail, e-mail and on the SDOT website.

E. Reconsideration and the Appeal Process

Pursuant to SMC 11.16.317(D)(1), SDOT's decision to establish an RPZ is subject to reconsideration within 15 days of publication in a local newspaper. Requests for reconsideration may be initiated, in writing, by residents, business owners, employees or volunteers in or adjacent to the proposed RPZ.

Grounds for reconsideration include the validity of any parking study and/or compliance with the community process to establish a zone; e.g., if the study results did not adequately reflect the typical parking patterns and impacts, or if SDOT failed to provide required notification of the Director's decision or the time and place of the public hearing.

On reconsideration, the Director shall designate a review officer, who will review the reconsideration materials and other relevant information and make a recommendation to the Director whether to continue with implementation of the zone. The Director may, at his or her discretion, stay implementation of an RPZ pending review. The Director has 30 days to issue a

decision. The Director's decision on reconsideration is final unless appealed to the Office of the Hearing Examiner.

If a person wants to make an appeal, they can do so by filing an appeal with the Hearing Examiner, following all procedures required by the Office of Hearing Examiner. Their notice of appeal must be filed with the Hearing Examiner within 20 days following issuance of the Director's decision on reconsideration. The grounds for appeal are the same as for reconsideration: the validity of any parking study and/or compliance with the community process to establish a zone. The notice of appeal must contain a brief statement of the issues on appeal, the specific objections to the decision being appealed, along with supporting facts and documentation, and the relief sought. The notice of appeal must list the name of the appellant, and the address, phone number, and fax or e-mail address, if available.

After reviewing the notice of appeal and supporting documentation and conducting a hearing, the Examiner will issue a written decision within 30 days after conclusion of the hearing. The written decision will contain the reasons for the decision and the provisions for further appeal and will be mailed to the person appealing. This decision is the final decision of the City.

F. Implementation and Review

If no request for reconsideration is filed, design and implementation will proceed 15 days after the RPZ decision. If an appeal is filed, design and implementation will not proceed until all appeal timelines have been exhausted. After a final decision has been reached, implementation is expected to occur within two months. Implementation includes all administrative procedures needed to distribute and sell permits to residents and to install appropriate signage.

Within the first six months after an RPZ is implemented, SDOT may review the zone and make changes to the design of the RPZ, including adding or removing signs or changing hours and days of zone operation, if SDOT believes it is warranted and/or further review is requested by the community.

VI. RPZ Modification

RPZ modification can come in several forms: changes to the days or hours that the zone is in effect; changes to the time allowed for all vehicles to park without a permit; or the addition or removal of certain blocks from the zone.

Any modification of a zone follows a similar, though shorter and simpler, process to the initial creation of the zone. Expansion of an existing RPZ also requires compliance with SMC 11.16.317(B). Like the establishment of an RPZ, requests to modify zones can originate with residents or as part of a community parking plan. SDOT staff may also develop a proposal proactively with affected community stakeholders to modify an RPZ where conditions are expected to change in the near future or with changes to SDOT or parking enforcement resources.

A. Data Gathering and Outreach

When requests are made to modify a zone, SDOT will proceed in the same manner as if a request were made to establish an RPZ, as described above in Section V. Like other RPZ requests, SDOT staff will handle requests as they come in from the community, first-come, first-served and the timeframe for handling requests is also dependent upon staff resources.

For any RPZ modification (except to expand or reduce an RPZ by two contiguous blocks or less), SDOT staff will conduct a community outreach effort, which will include such elements as surveys (by mail or the web) and/or mailings to affected community members, and staff will attend at least one area community meeting or host an open house. SDOT will also follow the same formal administrative process required to establish an RPZ, which includes holding an administrative public hearing and providing notice as required by the Code (see Section V.C above).

Proposals to add or remove two or fewer contiguous blocks or to change the days or hours of the zone do not require a public hearing. Rather, those changes may be made by following an administrative process that seeks to identify possible changes as suggested by the community, review proposed changes to the RPZ with affected community stakeholders, and make a determination of what best serves the public interest.

A public hearing is not required for non-RPZ related changes to curbspace regulations that are made on existing RPZ blocks.

B. SDOT Decision

SDOT will determine whether or not to modify a zone based on parking data, community input and how best the public interest is served. SDOT will notify the media of the decision and may purchase public advertising to announce the decision.

SDOT will also notify all parties living within 300 feet of the RPZ, and all other interested parties contacted during the parking study and development of the RPZ of the decision by mail, e-mail and on the SDOT website. Any decision to expand or reduce a zone by any number of blocks is subject to reconsideration in the same manner used establish a zone, as outlined above in Section V.E, as outlined above. Any decision made upon reconsideration may also be appealed to the Office of the Hearing Examiner, as also outlined above in Section V.E.

C. Implementation and Review

Modifications to existing RPZs are implemented and reviewed in the same manner as newly established RPZs, as described in Section V. Installation of the RPZ is expected to occur within

two months of a final decision to proceed. Installation includes all administrative procedures needed to distribute/sell permits to residents and install or remove appropriate signage.

VII. RPZ Dissolution

A. Data Gathering and Outreach

To date, no RPZs have been dissolved after their creation. Nevertheless, the RPZ Ordinance gives the Director the authority to dissolve a zone if such action best serves the community's interest and meets at least one of the following criteria, including but not limited to: low permit sales in a zone, a small number of blocks within the RPZ (less than 10 contiguous blocks), if the original traffic generator no longer exists, or there is strong community desire to remove a zone.

The request for zone dissolution may originate from the community or from SDOT.

If such a request is made, SDOT will evaluate the request by first gathering parking condition data. At a minimum, this will include field verification of occupancy conditions on affected blocks and reports from SDOT staff and Seattle Police Department Parking Enforcement personnel familiar with the zone.

SDOT will also conduct community outreach to determine whether dissolution is appropriate. Community outreach will include conducting surveys (by mail or web) and/or sending mailings to affected community members, and attending at least one area or community meeting or open house. Any parking condition data gathered will be shared with the community through various methods, including mailings, the SDOT website and at a community meeting.

A formal administrative public hearing with public noticing shall occur, as outlined in Section V.C above.

B. SDOT Decision

SDOT will determine whether or not a zone should be dissolved using data gathered and input from the community received through public outreach, surveys, information from the public hearing as well as independent investigation. SDOT will notify those interested parties of the decision by mail, email and using the SDOT website. SDOT will also notify the media of the decision and may purchase public advertising to announce the decision.

Any decision to dissolve a zone is subject to reconsideration, as outlined in Section V.E above. Any decision made upon reconsideration may be appealed to the Office of the Hearing Examiner, as also outlined in Section V.E.

Whenever practicable, zones shall be removed at the beginning of a permit cycle, per SMC 11.16.317(G). Notice will be given to residents, and signs will be removed.