



# City of Alameda

## Public Works Department

### Policy for “No Parking” Street Sweeping Signs

#### **PURPOSE**

The City of Alameda’s street sweeping program is a vital part of its participation in the Alameda County-wide Clean Water Program. This program is overseen by the Regional Water Quality Control Board as a requirement of the Federal Clean Water Act and the City’s National Pollutant Discharge Elimination System permit. Failure to implement an effective street sweeping program would impact water quality in the Bay and could result in the City being assessed fines for non-compliance. To be effective, the street sweeper should sweep as close to the curb as possible. But in areas with high parking demand, this is not always possible. The purpose of this policy is to:

- A. Allow citizens to request “No Parking” street sweeping signs to improve the sweeper’s ability to clean the streets.
- B. Allow for opportunities to change the signage, if need be, while
- C. Providing safeguards against removing existing “No Parking” signs, especially in instances where the removal (or reduction to the no parking frequency) would adversely affect the environment.

#### **PROCEDURE**

The following are procedures for the request to install “No Parking” street sweeping signs, remove them, or change the no parking frequency on them.

#### **A. Request to Install “No Parking” Street Sweeping Signs**

A request to install “No Parking” street sweeping signs shall be made by a resident, business, or property owner on the requested block. The “requested block” includes any property that shares its property line with that hundred block. The request/review must be for the whole hundred block and on both sides of the block.

Since this is a request that has neighborhood wide impacts, the requester shall provide proof of support from the neighborhood. Therefore, the request shall include a petition signed by at least 50% of the dwelling units and/or businesses on the requested block. For multi-unit properties, occupants from at least 50% of the units must sign the petition in order for that property to count towards the percent of properties in support of the request.

It is highly recommended that the requestor use the petition form (provided by the City) and to make additional copies as needed. The petition form has fields for signees to write necessary information (printed first and last names, addresses, and signatures) and states the purpose of the petition at the top. Petitions that do not state the purpose of the petition on every signature page **may not be accepted**.

Once a petition (that satisfies the above criteria) has been submitted, Public Works staff will accept the request and process it. All street sweeping requests will be reviewed in the order that they are

received. The review will commence at the earliest opportunity.

For the review, staff will calculate the average parking demand during the scheduled street sweeping hours and consider various qualitative criteria, such as existing trees/vegetation, cleanliness of the street, and potential for litter. Staff will formulate a proposal based on this analysis. In general,

1. No signs will be proposed where parking occupancy is less than 30%.
2. Signs restricting parking on a *weekly* basis will be proposed along streets where the parking occupancy is between 30% and 70%.
3. Signs restricting parking on a *biweekly* (every other week) basis will be proposed along streets where the parking occupancy is above 70%.
4. Based on engineering judgment, a *monthly* restriction may be considered in areas with high parking demand. This option is only allowed for **new** signs.
5. Based on engineering judgment, *daily* restrictions may be considered in commercial districts.

Staff will then send a "First Notice" to all properties within 300 feet of the directly affected area as well as pertinent homeowners and business associations. The notice will state staff's findings, state the initial proposal, and ask for public comments. Any person may submit comments on the proposal and they will have fourteen (14) calendar days from the date of the notice to submit them. The comments shall be submitted to the appropriate Public Works staff identified in the notice.

Public Works staff will consider all comments prior to making a final recommendation. Staff will send a "Final Notice" stating the Director's decision to the same recipients of the "First Notice". This decision may be appealed. Please see Part D for more information on appeals.

### **B. Request to Remove "No Parking" Street Sweeping Signs**

A request to remove "No Parking" street sweeping signs shall be made by a resident, business, or property owner on the requested block. The request shall include a petition satisfying the criteria in Part A.

Additionally, the request will not be reviewed if the location meets any of the following criteria.

- A. The location is in an area where Public Works Environmental Services Division staff have indicated priority trash/litter issues or concerns.
- B. The location has a medium (or higher) trash generation rate as indicated in the City's Trash Management Plan Map.
- C. The existing signs have a *daily* or *monthly* no parking restriction.

If the location is suitable for review, staff will accept the request and process it. The review, public outreach, and appeal procedures will be the same as described in Part A.

### **C. Request to Change the "No Parking" Restriction Frequency**

A request to change the no parking restriction frequency shall be made by a resident, business, or property owner on the requested block. Similar to Parts A and B, a petition satisfying the criteria in part A must be submitted. The request may be to increase or decrease the no parking restriction frequency (e.g. *biweekly* to *weekly*). Under no circumstance shall any existing no parking restriction be reduced to a *monthly* frequency.

Additionally, a request to decrease the frequency will not be reviewed if the location meets any of the following criteria.

- A. The location is in an area where Public Works Environmental Services Division staff have indicated priority trash/litter issues or concerns.
- B. The location has a medium (or higher) trash generation rate as indicated in the City's Trash Management Plan Map.

If the location is suitable for review, staff will accept the request and process it. The review, public outreach, and appeal procedures will be the same as described in Part A.

**D. Appeal of Decisions**

The current Alameda Municipal Code and City Council approved Master Fee Schedule shall supersede any conflicting information provided in this section.

Any interested person may appeal the decision of the Public Works Director by:

- 1. Obtaining an appeal form from the Public Works Department or filing a letter with the Public Works Department. The appeal shall specifically state the basis of the appeal and provide facts supporting the basis.
- 2. The appellant shall also submit a non-refundable appeal fee and a deposit with the appeal. These payments shall be submitted via check, written to the "City of Alameda".
- 3. The appeal and check shall be submitted directly to the Public Works Department within **10 calendar days of the Public Works Director's decision**. Please see the current Master Fee schedule for the costs of the appeal fee and the deposit.
- 4. Appeals will be heard by the Transportation Commission (TC) no later than the third regularly scheduled TC meeting following the submittal date of the appeal.

Approved:



Liam Garland  
Public Works Director

2/21/18

Date

We, the residents of the \_\_\_\_\_ block of \_\_\_\_\_,  
(Block Number) (Street Name)

hereby submit this petition to the City of Alameda Public Works Department to request the installation of "No Parking" street sweeping signs. If implemented, the "No Parking" restrictions for this block would be for the following days and times:

Odd Side: \_\_\_\_\_ Even Side: \_\_\_\_\_

We further understand that the frequency of the "No Parking" restrictions (weekly or every other week) has not been determined and will be based on a parking demand analysis performed by the Public Works Department. The analysis will not begin unless this petition is signed by at least 50% of the occupants representing at least 50% of the units or businesses along the requested block.

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