OFFICE OF THE CITY CLERK
Rec'd: 5-9-97
By: Alvin D Lewis

NEIGHBORHOOD PERMIT PARKING ZONE REGULATIONS

These regulations implement the Neighborhood Parking Permit Zone provisions of Section 2-2-15 and Chapter 4-23, B.R.C. 1981, and are issued under the authority of Subsection 2-2-15(e) and Sections 4-23-2, 4-23-3, and 4-1-12, B.R.C. 1981.

I. General Guidelines

(a) The Neighborhood Permit Parking (NPP) Program restrictions are primarily intended to address issues of resident access and use of on-street parking in residential areas. Parking restrictions are not considered an effective or primary means of addressing other types of neighborhood issues.

(b) Permit parking restrictions should not be applied if cheaper, simpler solutions are found.

(c) Permit parking restrictions will only be implemented if the residents affected support the proposed zone.

(d) The baseline restrictions on parking without a permit in an NPP zone will be no more than two hours without moving the vehicle from 9:00 a.m. to 5:00 p.m., Monday through Friday, holidays excepted. Departures from this baseline may include:

(1) Nightime restrictions which limit all parking to permit holders only during evening hours.

(2) Saturday restrictions which extend the basic parking restrictions for the zone to Saturdays.

(3) "Color Code" restrictions. This restriction prohibits a vehicle without a permit from being parked within such a zone at more than one place and for more than one allowed period of time. For instance, if a zone allowed two hours of parking, a vehicle which had been parked for two hours or any fraction of two hours could not be parked again anywhere within that zone during the times that restrictions are in effect on that day. This option might be used if people were using the zone for long term parking by moving the vehicle every two hours.

(4) The beginning and ending time for this restriction may be varied.

(5) The length of time a vehicle without a permit may be parked within a zone may be decreased or increased from two hours.

II. Criteria for Assessing Proposed Zone.

(a) In assessing the need for a zone, the type of restrictions that should be applied, the number of commuter permits to be sold, if any, the zone boundaries, and other details of zone design, the City Manager, through the Assistant Director of Public Works for Transportation and the Assistant Director's Traffic Engineer and other staff, will conduct parking surveys tailored to the identified parking concern within the area under consideration.

(b) The following general factors may be considered by the staff in deciding whether to pursue creation or alteration of a zone.

(1) Staff may consider the cost and availability of alternative parking (within the immediate vicinity of the proposed zone,) and the availability, proximity, and convenience of transit service.

(2) Staff may consider the extent to which a zone may impact adjacent neighborhoods and areas, and may recommend implementation of additional measures to mitigate these spillover parking or displaced parker impacts.

(c) In addition to the factors specified above and in Subsection 2-2-15(b), B.R.C. 1981, the following are considerations to be used in determining whether to designate an area as a neighborhood permit parking zone, and what its boundaries shall be:

(1) At least one block face with some residential street frontage should meet these criteria:

(A) A block face is one side of a street between two adjacent perpendicular roadways, or a dead end street or cul-de-sac. Where one block face as here defined consists of two or more blocks under the city addressing system specified at Section 9-3-28, B.R.C. 1981, it may be deemed to consist of the number of block faces so specified.

(B) The number of legal on-street parking spaces occupied by parked vehicles on each block face exceeds a 75% occupancy during at least four hours between 9:00 a.m. and 5:00 p.m. of a weekday selected by the traffic engineer.

(C) At least 25% of on-street parked vehicles during the period of a weekday selected by the traffic engineer for study are registered to addresses outside of the study area.

(2) If determining which other block faces may be included in the zone, staff may consider if the following criteria are met:

(A) They are directly contiguous to the area at (1) above or are indirectly contiguous through each other, and

(B) The number of legal on-street parking spaces occupied by parked vehicles on each block face exceeds a 60% occupancy during at least three hours between 9:00 a.m. and 5:00 p.m. on a weekday selected by the traffic engineer, and

(C) The requirements of (1)(C) above are met.

(D) If, in the opinion of the traffic engineer, posted legal restrictions on parking, including without limitation prohibitions on parking, on any block face render these survey methods invalid as indicators of the extent of the parking problems faced by residents or businesses located on such a block face, the traffic engineer may deem such block face to have met these criteria if the block face immediately across the street meets the criteria.

(3) The zone as a whole is:

(A) Primarily zoned HR, MR, or LR, or a combination thereof, and block faces to be included which are not so zoned are primarily used for residential purposes.

(B) Not located across a geographic barrier of a type which would serve to limit pedestrian movement, including, but not limited to, four lane arterial streets, major arterial streets which server as a pedestrian barrier, major drainage ways, and major ridges.

(d) Criteria for adding block faces to an existing zone:

(1) Each block face should be contiguous to the existing zone directly or through other added block faces.

(2) Each added block face should meet the criteria of (c)(2) above.

(3) Addition of the block face will not violate the criteria of (c)(3).

(4) The procedure for adding block faces to an existing zone shall be the same as the procedure for creating a zone but the request need contain no more than five signatures per block face or twenty-five signatures, whichever is the lesser number.

(e) If it appears from public testimony that there is no consensus on neighborhood support for a proposed zone, the manager may require further evaluation aimed at determining whether resident support for the proposed zone exists.

(f) Termination. In order to remove a block face from an existing zone at least 60% of the adult residents on the block face must sign a petition circulated in favor of such removal. No block face will be removed unless it has been in a zone for two years. If a block face has been removed, it may not be reincluded in a zone for two years. The manager is not required to remove any part of a zone if it is not in the public interest to do so. The manager may remove any part of a zone by following the zone creation process without the requirement of a petition.

III. Criteria for Applying Parking Restrictions within Zones

(a) NPP parking restrictions will be applied area by area, and tailored to the particular needs and attributes of each zone.

(b) A color-code restriction may be applied in residential areas if the manager believes that a traditional time limit will not effectively limit long-term parking in that area.

(c) The following guidelines apply to use of nighttime and Saturday parking restrictions:

(1) The manager may exempt certain short-term or once-a-year civic events from nighttime/Saturday restrictions, including but not limited to events such as the December Lights Parade, Fall Festival, and the Boulder Creek Festival.

(2) Nighttime and weekend restrictions may be imposed in residential areas to address the parking impacts associated with commercial and business uses or districts, but will not be used to prohibit public parking in residential areas abutting or adjacent to certain public and community uses, including but not limited to public schools, public parks, churches and other places of assembly, Chautauqua and Boulder Mountain Park, other large site parks and Open Space lands (including trail access points), and trail and greenway corridors.

(3) Staff should undertake a full assessment of potential impacts on affected non-resident users, including but not limited to an assessment of the availability of alternative parking and the availability of transit service (proximity, hours and frequency of operation) before the decision to implement a nighttime restriction. The nighttime restriction should be reconsidered in circumstances where such impacts cannot be remedied by any reasonable means or at a reasonable cost.

(4) Nighttime restrictions proposed for block faces where daytime commuter permits are also available will specifically exempt commuter permits from the posted restriction.

(5) Nighttime restrictions will not extend beyond the normal operating hours of any business located within a two block radius of the proposed restriction.

IV. Permits.

(a) Applications for neighborhood parking permits shall be made on the attached form.

(b) Unless there is evidence to the contrary, the manager will accept a lease, a vehicle registration, or a voter registration naming the applicant as proof of residence within the zone if the document so indicates. The manager may accept other documents of equivalent reliability. The City Manager may require that leases provide, in addition to a copy of the lease agreement, a dated rent receipt with the signature of the property owner. Date on receipt must be current (within three months) of application.

(c) Unless there is evidence to the contrary, the manager will accept a notarized letter from the owner of a business in the zone as proof of employment within the zone. This letter must indicate the license plate numbers of those vehicles to be included on a business permit and verify that these vehicles are in the custody of employees of that business.

(d) Unless there is evidence to the contrary, the manager will accept a vehicle title, a vehicle registration, a vehicle lease, or a notarized statement from the registered owner of the vehicle stating that the applicant is using the vehicle with the permission of the registered owner, together with a copy of proof of ownership in the person claiming to be the registered owner, as proof that the vehicle is lawfully in the custody and control of the applicant. The manager may accept other documents of equivalent reliability.

V. Display of Permit.

(a) Theneighborhood permit issued by the manager shall be displayed on the lower left-hand corner of the windshield of the vehicle for which the permit is issued in a position readily visible from the adjacent lane of travel when the vehicle is parked in the proper position on the right side of the street.

(b) The zone business permit and: "embedded business," "commuter," "visitor pass," issued by the manager shall be displayed from the rear view mirror attachment inside the permitted vehicle. If there is no such attachment, the permit shall be displayed on the dash so that the permit is readily visible through the windshield.

(c) House guest, additional guest, other, and temporary permits shall be displayed in accordance with the instructions contained on the permit or the application for such permit.

VI. Additional Guest Permits.

(a) Upon special application the manager may issue additional house guest permits, but not to exceed thirty days for any one vehicle per permit year. The applicant shall affirm that the house guest is temporarily residing in the applicant's home as a guest, and is not paying rent. In determining whether to issue an additional house guest permit the manager shall consider the purposes of the permit system in determining whether or not granting the permit will be detrimental to the goals of the permit system.

(b) Additional guest permits may be obtained for use by guests at social gatherings at the applicant's home. Such gatherings must be entirely unrelated to a home occupation, and must be of the sort normally associated with residential use. Permits will not be issued for more than twelve such gatherings in any permit year.

(c) Upon the annual purchase of a resident permit, two visitor's passes will be issued to the permit holder to be used on a temporary and transferable basis to accommodate visitors, including without limit health care workers, repairmen, and babysitters, who need access to the residence of the permit holder. Use of this pass is limited to those visitors whose stay will last longer than the time limit posted within the permit zone for parking by the general public, but shall not exceed twenty-four consecutive hours. Use of the pass is valid only while the visitor is on the residential premises. No more than two such permits will be issued per residence per year. It is the responsibility of the permittee to insure that this pass never leaves the zone, and that it is returned to the permittee at the end of each day of use. Use of the pass also falls under the same restrictions as those prescribed by Section 4-23-2, B.R.C. 1981, and in these regulations.

VII. Basis for Allocating Commuter Permits

Commuter permits, if available within an NPP zone, will be allocated to individuals by a lottery system, unless some other fair and equitable method of allocation is specified for a specific zone as part of the zone creation process. Where a lottery is used, it will be held every two years within the final three months before the end of the two year period for the zone, and no commuter permits will carry over beyond the end of such two year period. No individual shall have more than one commuter permit anywhere in the City at any one time. No one who resides within a zone may receive a commuter permit within that zone.

VIII. Program Monitoring

Pursuant to the provisions of Section 2-2-15 (f), B.R.C., 1981, the city manager will annually provide City Council with information in the following areas:

(a) The status of the NPP Program in general, including:

(1) A report on any new demand for NPP zones, and unforeseen (non-fiscal) impacts of Program implementation.

(2) A report on Program revenue and expenditures, including how many and where commuter permits have been sold in each zone.

(3) An examination of the relationship between the NPP Program and parking supply and demand in adjacent areas of the city, including the cost and availability of adjacent alternative parking.

(4) The status of other replacement strategies (parking and alternative modes), including:

(A) Estimated increases in alternative modes use.

(B) The advent (provision) of any new transit service (public or private) or alt modes facilities.

(C) Use of remote lot parking.

(D) The status of new parking structures downtown.

(5) A report on the enforcement of NPP zones.

(b) The status of specific NPP zones, including:

(1) A report on any significant spill-over parking into peripheral or other areas.

(2) A report on zone restrictions and how well they work to address the identified parking concerns, including any recommended adjustments.

(3) A report on how many, if any, zone block faces experience parking occupancy patterns that trigger the requirement to lower the number of commuter permits sold on that block face as specified in Section 4-23-2 (j), B.R.C., 1981.

These Regulations supersede all previous regulations on the same subject.

Proposed rules approved as to form and legality by the City Attorney's office on 5/9/97 by Walt Fowler Asst., City

Attorney.

Proposed regulation approved prior to publication by the City Manager

_____ on May 9, 1997.

Three copies of proposed rules filed with the City Clerk on May 9, 1997.

Date of publication of notice in Daily Camera May 18, 1997.

Approved by the City Manager without change after considering public comment

_____ on May 30, 1997

Adopted regulation filed with the City Clerk and effective on May 30, 1997

CITY OF BOULDER PARKING PERMIT APPLICATION

Please fill in name, address, phone number and up to three license plate numbers below:

Thank you for your cooperation.

Name: _____ Date: _____

License Plate Number of vehicles you will park:

1. _____ 2. _____ 3. _____

Address: _____

City/State: _____

ZIP: _____

Phone: Work: _____ Home: _____

State issued handicapped permit? _____ yes _____ no

Return to: City of Boulder Parking Services
1104 Spruce Street
Boulder, CO 80302

I have read and understood the attached parking permit guidelines.

_____
Signature

Lot/Street Assignment _____ Initial Permit No. _____

[zone name] NPP

BUSINESS PARKING PERMIT APPLICATION

To Receive a Business Neighborhood Parking Permit:

1. **Fill out and sign this application.**
2. **Attach or bring a photocopy of proof that the business is located within the zone (i.e., lease, property tax receipt, copy of form filled out for tax I.D. number).**
3. **Attach a photocopy of vehicle registration(s). If the applicant is not the owner of the vehicle, attach a statement from the owner verifying that the vehicle is in the custody of the applicant and regularly used by the applicant. Statement must include the name, address, telephone number and signature of the vehicle owner.**
4. **Bring or mail all to: City of Boulder, Parking Services, 1104 Spruce Street, Boulder, CO 80302; (303) 413-7300**

NAME OF BUSINESS (printed):_____

OWNER'S NAME:_____

ADDRESS: _____

ZIP:_____

TELEPHONE NO:_____ TAX I.D. NUMBER_____

Under the Boulder Revised Code, 1981, a vehicle with a valid, properly affixed residential or business permit will be exempt from the NPP zone time limit restrictions where there is a "Permit Excepted" sign in the zone where the permit was issued. It does not exempt the vehicle from other parking restrictions or controls.

I will affix the permit issued to me to the lower left hand corner of the windshield in the vehicle for which it is issued. I will retain possession of the visitor pass(es) issued to me. I will remove the decal (permit) if the vehicle is sold or transferred to another. Should the decal (or pass) be lost, I will report it to Parking Services within three (3) business days. I understand that the properly affixed permit will exempt the permitted vehicle from parking restrictions posted in the NPP zone. I understand that the permit does not exempt the permitted vehicle from other posted parking restrictions or laws, or from restrictions posted in other NPP zones.

Signature: _____

OFFICE USE ONLY

Issued by _____ Date _____

Vehicle 1 Decal No. _____ Proof of Occupancy: ☐

Vehicle 2 Decal No. _____ Proof of Vehicle Registration: ☐

Vehicle 3 Decal No. _____

CITY OF BOULDER
PUBLIC PARKING PERMIT GUIDELINES

Listed below are guidelines which regulate the City's parking permit program:

1. Quarterly Permit fees for each lot are listed below. Note the fee is for three (3) months of parking.

Downtown Lots	Downtown Structures	University Hill
900 Walnut - $110/Qtr	1100 Walnut - $175/Qtr	1205 Pleasant - $110/Qtr
1336 Canyon - $110/Qtr	1400 Walnut - $175/Qtr	
1745 14th - $110/Qtr	11th & Spruce - $175/Qtr	**NPP Commuter Permits**
1775 14th - $110/Qtr		$45/Qtr
1500 Pearl - $110/Qtr		

2. Permit parking is available on a first-come, first-served basis. All parking structures have an uncovered roof and occasionally, permit-holders may have to park there. One parking space is allotted per vehicle. Any vehicle using more than one parking space will be ticketed. Overnight parking is not encouraged. Vehicles may not be parked in a lot or structure for more than 72 hours at a time and if found parked for more than 72 hours may be towed at owner's expense. Permit-holders in structures are not to park in areas signed for "customer parking only." Leasing a permit does not guarantee you a space in the lot you are assigned to unless this application is for a commuter permit. **If a permit-holder forgets his/her permit, then the permit-holder must pay for the amount of time spent in the structures.**

3. Permits must be renewed by the following deadlines for each quarter. Please keep a copy of this schedule, as **NO RENEWAL NOTICES ARE SENT.**

   First Quarter - renew by December 31 Third Quarter - renew by June 30
   Second Quarter - renew by March 31 Fourth Quarter - renew by September 30

   Permits that are not renewed by the last day of each quarter will be revoked and offered to the next person on the waiting list. Once a permit card has been shut off for non-renewal, it cannot be renewed. Reminder notices will be placed in lots and structures and advertisements are run in the Daily Camera during the month prior to the renewal deadline. There are payment drop boxes in all three parking structures. Mail renewals should be sent by the 15th day of the renewal month. For surface lot permits, whether renewing by mail or in person, please remit the perforated renewal stub from the previous quarter permit with payment. For "Kontrol Kard" (structure parking) and commuter permit renewal, please write the card or permit number on your check. This will expedite the permit renewal process. Money orders and cash are accepted only in person with proper identification. Cash, checks and credit cards are accepted, however, checks are the preferred method of payment.

4. Prorated refunds are available to customers who return permits prior to the end of the quarter. A $10.00 fee will be charged to replace any lost, misplaced, damaged or stolen permit.

5. **Permits are non-transferable. The permits are the property of the Central Area General Improvement District (CAGID) or the University Hill General Improvement District (UHGID) and must be returned if revoked.** Permits cannot be resold except by property management firms and then they can NOT be sold for a profit. Only one vehicle per permit may be parked in a lot or structure at one time. An individual permit card may not be passed back and forth for use by more than one vehicle parked in the structure at any one time. The permit may be used by the applicant in up to three different vehicles driven by the applicant as long as the vehicle license plate is noted at the time of the application. **Vehicle license plate number(s) must be provided in order to obtain a permit. Anyone suspected of permit transferring will be required to furnish car registration for vehicles owned and used by permittee.**

6. Carpool permits are issued at half-price for two persons per car and no charge for three persons per car. Proof of ridership is required and will be monitored. If you are interested, please ask for program guidelines. Individuals with carpool permits found not following the ridership requirements will have their permit revoked. Carpool permits are only available at the 1100 Walnut and 1400 Walnut structures. **This program is not available for commuter permits.**

7. If you have a state issued handicapped license plate or placard, please make note of such on the following application where indicated.

8. Waiting List Policy: Permit space(s) will be assigned on a first-come, first-served basis. Applicants needing space may request space in up to three lots according to the applicant's priority. There is a $10.00 deposit per space, per lot to be placed on the waiting list. This deposit will be applied toward permit payment if the permit is taken when offered and the individual's name is removed from the waiting list. If the permit is not taken when offered, the deposit is not refunded. Once permits are issued, the applicant's name will be removed from all waiting lists unless Parking Services is otherwise directed. In the event a permit is issued for a lot or structure which is not the applicant's first choice, the applicant's name will remain on his/her preferred list, and the permit will be converted to that structure or lot when it becomes available.

9. Where hangtag permits are required, permits must be hung from the rear view mirror with the lot name facing out at all times the vehicle is in the permit facility.

10. Parking Services reserves the right to temporarily or permanently reassign any permit holder due to maintenance, construction or parking space/structure reorganization. Occasionally the lots or structures may fill up and permit-holders may be diverted to another lot or structure.

11. Individuals and vehicles not following these guidelines will be subject to ticketing and/or towing, or revocation of permit. Any person who knowingly allows his/her permit to be used in violation of these regulations shall have such permit revoked and shall be ineligible for a permit for any vehicle for a period of one year.

    Parking Services reserves the right to revoke any permit issued for nonpayment or returned checks.

12. Cars are parked in City lots/streets and structures at the owner's risk. Articles left in car are at owner's risk. The City of Boulder is not liable for damages caused by vandalism, theft, driver's negligence or acts of God, and is not liable for personal safety.

13. **Pursuant to Chapter 4-23-2 (a) of the Boulder Revised Code, 1981, commuter permits issued for use in Neighborhood Permit Parking Zones may not be available after December 31, 2002. Any commuter permits issued prior to that date will automatically expire on December 31, 2002 unless re-authorized for use by the Boulder City Council on or before that date.**

14. Please feel free to contact us if you have any questions about the parking permit program at 413-7300, City of Boulder Parking Services, 1104 Spruce Street, Boulder, CO 80302.

15. Please complete the attached application form when purchasing a permit.