



# City of Alameda

## Public Works Department

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

#### **PURPOSE**

The City of Alameda’s street sweeping program is an important public service and 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. Support the effective implementation of the City’s street sweeping service.
- B. Maintain and improve water quality in the Bay and decrease litter in our environment.
- C. Allow residents to request “No Parking” street sweeping signs to improve the sweeper’s ability to clean the streets.
- D. Allow for opportunities to change the signage, if need be, while providing safeguards against removal of existing “No Parking” signs, which would adversely affect the environment.
- E. Allow for staff to initiate reviews of signs.

The City will not review requests to remove existing “No Parking” street sweeping signs.

#### **PROCEDURE**

The following are procedures for the installation “No Parking” street sweeping signs and the changing of the no parking frequency.

#### **A. Installation of “No Parking” Street Sweeping Signs**

##### **1. Staff Review**

At any time, City staff may initiate a review to install “No Parking” street sweeping signs. The review will be for whole hundred blocks and include both sides of the block.

##### **2. Public Request**

Members of the public may submit requests to install “No Parking” street sweeping signs. The request 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 include both sides of the block.

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

It is highly recommended that the requestor uses 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.

### 3. Review

For the review, staff will calculate the average parking demand during the scheduled street sweeping time and consider various qualitative criteria, such as existing trees/vegetation, cleanliness of the street, and potential for litter. Staff will also reference the City's most current trash load reduction plan map and consult with the Environmental Services Division. Staff will formulate a proposal based on this analysis.

The following provides guidance for parking prohibition frequency based on parking occupancy. For areas where parking occupancy is:

1. Less than 30%, signs with any parking prohibition frequency may be considered.
2. Between 30% and 70%, signs with a weekly parking prohibition may be considered.
3. Above 70%, signs with twice a month or monthly parking prohibition may be considered.
4. Based on engineering judgment, *daily* prohibitions may be considered in commercial districts.

### 4. Public Outreach

Staff will send a "First Notice" to all properties, occupants, homeowners, and business associations within 300 feet of the directly affected area. 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 received within the comment period prior to making a final recommendation. Staff will send a "Final Notice" stating the Public Works Director's decision to the same recipients of the First Notice. This decision may be appealed. Please see Part C for more information on appeals.

## **B. Changes to the "No Parking" Frequency**

### 1. Staff Review

At any time, City staff may initiate a review to change the "No Parking" frequency of existing street sweeping signs.

### 2. Public Request

A request to change the no parking frequency shall be made by a resident, business, or property

owner on the requested block. Similar to Part A.2, a petition satisfying the stated criteria must be submitted. The request may be to increase or decrease the no parking frequency.

Requests to increase the frequency will not be reviewed if the location meets any of the following criteria.

- A. The block has residential zoning and the current no parking frequency is weekly.
- B. The block has commercial zoning and the current no parking frequency is daily.

Requests to decrease the frequency will not be reviewed if the location meets any of the following criteria.

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

If the location is suitable for review, staff will accept the request and process it for review.

3. Review and Public Outreach

The review, public outreach, and appeal procedures will be the same as described in Part A. Evaluation of parking occupancy may differ, as the parking occupancy on a street that has existing street sweeping signs is expected to be very low or zero during the scheduled street sweeping times.

C. Appeal of Decisions

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”. Fees shall reflect the current Alameda Municipal Code and City Council approved Master Fee Schedule.
- 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.**
- 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:

DocuSigned by:  
  
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3/31/2023

Erin Smith  
Public Works Director

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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