



City of Alameda

Public Works Department

Policy for the Installation of “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 (ACCWP). This program is overseen by the Regional Water Quality Control Board (RWQCB) as a requirement of the Federal Environmental Protection Agency (EPA) Clean Water Act and the City’s National Pollutant Discharge Elimination System (NPDES) 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 face as possible. Due to heavy parking demands in residential neighborhoods, it is not always possible for the street sweeper to sweep close to the curb face. The purpose of this policy is to allow residents to request “No Parking” signs during sweeping hours to improve the sweeper’s ability to clean the streets.

Procedure:

A request to install “No Parking” street sweeping signs on a block shall be made by a resident or property owner on the requested block. The request shall include a petition signed by at least 50% of the occupants representing at least 50% of the dwelling units and/or businesses along the requested block. It is required that the requestor use the provided petition form as other petitions that do not state the same information and/or collect the same information as the provided petition form **will not be accepted**. Petitions that do not state the purpose of the petition on every signature page **will also not be accepted**.

Once a petition (that satisfies the above criterion) has been submitted, Public Works staff will process the request with other installation of “No Parking” street sweeping signs requests to be handled in the order that they are received. A parking demand analysis will commence at the first available opportunity.

After the parking demand analysis is completed, staff will send a “First Notice” stating the staff recommendation to all residents and businesses within 300 feet of the directly affected area. The staff recommendation will be based on the average parking demand of both sides of the requested block during their respective scheduled street sweeping hours.

- No signs will be posted where parking occupancy is less than 30%;
- Signs restricting parking on a *weekly* basis will be recommended along streets where the parking occupancy is between 30% and 70%;
- Signs restricting parking on a *biweekly* (every other week) basis will be recommended along streets where the parking occupancy is above 70%.

Recipients of the "First Notice" will have fourteen (14) calendar days from the date of the notice to send correspondence (letter or e-mail) supporting or opposing the staff recommendation. The correspondence shall be sent to the appropriate Public Works staff identified in the notice.

Public Works staff will collect and consider all comments prior to forwarding a final recommendation to the Public Works Director. The Director will make his/her decision based on staff's final recommendation. Staff will send a "Final Notice" stating the Director's decision to all residents and businesses within 300 feet of the directly affected area.

Appeal of Decision:

Any interested person may appeal the decision of the Public Works Director by 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. The appellant shall submit the appeal with a \$100 non-refundable appeal fee to the Public Works Department by no later than ten (10) calendar days from the date of the second notice. Appeals will be heard by the Transportation Commission no later than the third regularly scheduled Transportation Commission meeting following the submittal date of the appeal. Any appeal of decisions of the Transportation Commission must be filed with the City Clerk's office within ten (10) calendar days, of that decision, with a non-refundable fee of \$100.

Approved:



Matthew T. Naclerio
Public Works Director

12-29-08

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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