

RESOLUTION NO. 11745-08

A RESOLUTION TO APPROVE "PROCEDURES FOR ISSUING RESIDENTIAL PARKING PERMIT PROGRAM (RPPP) PERMITS" PURSUANT TO THE PROVISIONS OF CHAPTER 26, MOTOR VEHICLE AND TRAFFIC, OF THE CODE OF THE CITY OF NEWPORT NEWS, VIRGINIA, ARTICLE IX., RESIDENTIAL PARKING PERMIT PROGRAM.

WHEREAS, Chapter 26, Motor Vehicles and Traffic, of the Code of the City of Newport News, Virginia, Article IX., Residential Parking Permit Program regulates parking in certain areas by the issuance and use of residential parking permits and visitor/temporary passes; and

WHEREAS, the City's department of engineering has prepared a policy detailing the administration of the Residential Parking Permit Program in a document entitled "Procedures For Issuing Residential Parking Permit Program (RPPP) Permits"; and

WHEREAS, the City Manager has recommended that Council approve the "Procedures For Issuing Residential Parking Permit Program (RPPP) Permits"; and

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Newport News, Virginia:

1. That it desires to, and hereby does, approve the "Procedures For Issuing Residential Parking Permit Program (RPPP) Permits", a copy of which is attached hereto.

3. That this resolution shall be in effect on and after February 1, 2009.

PASSED BY THE COUNCIL OF THE CITY OF NEWPORT NEWS ON
NOVEMBER 25, 2008

Mabel V. Washington, CMC
City Clerk

Joe S. Frank
Mayor

A true copy, teste:

City Clerk

**PROCEDURES FOR ISSUING RESIDENTIAL
PARKING PERMIT PROGRAM (RPPP) PERMITS**

GENERALLY:

1. Application for the initial issuance of a permit must be made **in person** at the Engineering Permits Office, 8th floor, City Hall, 2400 Washington Avenue, from 8:00 a.m. to 4:00 p.m., Monday through Friday (closed on City holidays). See the "Administrative Procedures" section of this document for renewal applications.
2. An applicant must present:
 - a. Proof of residency in the RPPP area;
 - b. A current operator's license, and;
 - c. A current vehicle registration.

All three pieces of identification must contain the applicant's name AND the address that is in the pertinent RPPP area, unless an exception is allowed.

3. Residency may be verified through **any** of the following:
 - a. A utility bill (gas, electric, water, or phone) bearing the name and address of the applicant. If sufficient time has not elapsed for receipt of a utility bill, a deed of settlement sheet bearing the applicant's name and address may be substituted.
 - b. A notarized executed lease bearing the applicant's name and address. If a lease was not executed, a notarized statement from the landlord may be substituted, subject to verification by the Department of Engineering.
 - c. For persons who own **AND** reside on the property that is located in the RPPP area, residency may be verified by the Engineering Permits Office through accessing the Real Estate Information System on the City computer. For persons who own **BUT DO NOT** reside in the property that is located in the RPPP area, see the "Exceptions" section of this statement.
 - d. Any documented legally sufficient evidence of residence approved by the City Attorney's Office.
4. The permit is valid from February 1 to January 31 of the following year. The fee is \$10 per vehicle, regardless of when the permit is purchased, unless a portion of the year is waived for administrative purposes. The permit is issued for a specific vehicle and must not be affixed in any manner to any other vehicle. A resident of an RPPP area may obtain a permit for vehicles that are registered in that RPPP area subject to the "Exceptions" section of this statement.

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5. The permit must be affixed to the vehicle according to the instructions provided at the time of application to ensure that it is plainly visible for Police inspection.
6. A permit is issued for each vehicle licensed at that address or each resident who is a licensed driver at that address, whichever is less, up to a total of three permits, but it does not guarantee that a space will be available or allow that the vehicle be parked where parking would otherwise be illegal, such as near fire hydrants, etc.
7. Annual Visitor and Temporary passes are for use by persons who are visiting in RPPP areas. Like the permits, these passes are valid only on the specific street in the RPPP area that they are issued for but do not guarantee that a space will be available or allow that the vehicle be parked where such parking would otherwise be illegal.
 - a. Temporary passes, which are valid for a maximum of seventy-two (72) hours, are issued at the Police Department offices at the Police Headquarters Building, which is located at 9710 Jefferson Avenue.
 - b. Each participating household in an RPPP area may be issued an annual visitor pass (see City Code 26-227) for the use of visitors of such person while residing or visiting on a temporary basis in his home or dwelling place. These passes **are not** for use in vehicles that are registered at the home or dwelling place in the RPPP area. Such visitor passes may be issued upon request at the time the permit is purchased, expire at the same time the permit expires, and are subject to the same rules and regulations that apply to permits. Misuse of such passes will be cause for revocation of residential parking permits according to Section 26-224 of the City Code.
 - c. An annual visitor pass may be issued to a resident of a non-participating household in an RPPP area for medical care provided that the following criteria is satisfied:
 - 1) Applicant must present proof of residency in the RPPP area. If the resident is unable to appear in person, a notarized statement may be provided authorizing an applicant to act on a resident's behalf in providing information as to proof of residency.
 - 2) Applicant must provide a medical disability form from a physician designating that the applicant requires either in-home care or transportation for medical services.
8. Motorcycles - Permit issue requirements are the same as those for other vehicles. The permit should be affixed to the vehicle as instructed at the time of application.

EXCEPTIONS:

9. Military personnel may obtain a permit after providing the following: a current operator's license, a current vehicle registration, a valid military identification card, orders stationing him or her in the local area AND an acceptable proof of residency in the RPPP area (as explained in other paragraphs of this procedure).
10. Business or Commercial Property - A person who owns or leases commercial property located within a RPPP area and actively engages in business activity in such property may be issued a permit; however, **no more than one** permit may be issued per property regardless of the number of owners and/or registered vehicles. For the purposes of this exception, a rental property is deemed to be a "business" property.
11. Americans with disabilities who own vehicles that bear a handicapped permit or license plate are exempt from paying RPPP fees; however, they must obtain parking permits through the regular process.
12. Temporary License Plate - Permits will not be issued for vehicles displaying temporary license plates. A temporary permit is available free on presentation of a copy of the temporary motor vehicle registration showing the license plate number and its expiration date along with proof of residency. These permits are issued at Police Department offices at the Police Headquarters Building, which is located at 9710 Jefferson Avenue.
13. Vehicles without Virginia License Plates - To obtain a permit, the applicant must provide documentation as to stationing in the area or property ownership, along with proof of residency/ownership and current motor vehicle registration.
14. Commercial Tags - Permits may not be issued for commercial vehicles; however, some vehicles which conform to the definition of a commercial vehicle and which must bear commercial tags are used exclusively for personal or recreational purposes. If such a vehicle weighs less than 1500 pounds, the owner may obtain a special permit through the Department of Engineering, 8th floor, City Hall.
15. Dealer Tags (applicable to Virginia dealer tags only) - A permit may be issued for a vehicle bearing dealer tags only if the applicant provides **all** of the following:
 - a. A notarized letter from a company officer (president, vice-president, treasurer, or equivalent) designating the applicant as sales person for

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- the dealership and stating the applicant's assigned dealer tag number.
 - b. A valid sales person's license.
 - c. Proof of residency in the RPPP area.

- 16. Company Cars - A permit may be issued for a vehicle owned by the employer of an applicant only if the applicant provides **all** of the following:
 - a. Valid Virginia motor vehicle registration or proof of reciprocity with home state registration.
 - b. If the address on the registration is different from the applicant's address, then a notarized letter from a company officer (president, vice-president, treasurer or equivalent) designating the applicant as the operator of the vehicle and stating that the vehicle is kept at the applicant's address.
 - c. Proof of residency in the RPPP area.

- 17. Leased Vehicles - A permit may be issued for a vehicle leased to an applicant only if the applicant provides **all** of the following:
 - a. Proof that the vehicle is leased from a bona fide leasing establishment (copy of the lease is sufficient). NOTE: The validity period for the permit cannot extend beyond the expiration date of the lease agreement.
 - b. A valid Virginia motor vehicle registration or proof of reciprocity with the state in which the vehicle is registered.
 - c. Proof of residency in the RPPP area.

- 18. Vehicle Owned by Another Person - If the applicant is not the owner of the vehicle for which a permit is desired, a permit may be issued only if the applicant provides **all** of the following:
 - a. A valid vehicle operator's license and proof of the applicant's residency in the RPPP area.
 - b. A copy of the current registration of the vehicle, showing the name and address of the vehicle owner; and, a notarized statement from the vehicle owner, showing that the applicant has full-time, exclusive use of the vehicle. The statement must also contain the vehicle identification number (VIN) of the vehicle involved.

- 19. Students residing at Educational Facility Off-Campus Housing (Residential) - Each student assigned to off-campus housing must have a valid City issued RPPP permit for their vehicle to be parked on a City street in an RPPP area. The Educational Facility will obtain the individual parking permits for the students upon their housing assignments. This will be accomplished by the Educational Facility submitting for each student a signed notarized letter giving the student's full name and the residence they are assigned. This letter will also validate that the student

possesses a valid driver's license (nonresident is acceptable) and vehicle registration (non-resident is acceptable). A check is to be attached to the letter(s) with the appropriate permit fees.

- a. The Educational Facility will retrieve parking permits when a student is no longer housed at its off-campus residence with the City being notified in writing.
- b. Two (2) visitor passes issued for the Educational Facility residence will be under the control of the Educational Facility.

ADMINISTRATIVE PROCEDURES:

20. Replacement Permits - Permits may be replaced at no cost if the owner has:
 - a. Moved from one RPPP area to another and provides the required proof of residency in the new RPPP area. If the applicant has a valid permit from another RPPP area, that permit or fragments representing a majority thereof must be returned to the Department of Engineering before a new permit can be issued.
 - b. Lost or stolen permit(s). Proof of purchase of the permit is required for all transactions, along with either the old permit or a notarized statement as to what happened to the permit. The original permit(s) will be voided, and use of the original permit(s) will result in prosecution.

21. Annual Renewal - In December of each year, the Engineering Permits Office will mail renewal applications to all participating households located in RPPP areas. General mailings will be restricted to only the addresses that are physically located within an RPPP area. A notice to all other persons holding permits will be sent to the last known address; but, in this case, the permit holder must apply for the renewal in person at the Engineering Permits Office, 8th floor, City Hall, 2400 Washington Avenue, Newport News, Virginia. A public service announcement regarding the renewal requirement will be provided to local newspapers for publication.

22. Revision - This policy is initially approved by City Council, and may be administratively revised by the Director of Engineering provided that the revision does not directly conflict with the accompanying City Ordinance.

Approved By:  Everett P. Skipper, PE, BCEE

Approval Date: Dec 5, 2008

procedures rppp