



## **RESIDENTIAL PERMIT PARKING (RPP) PROGRAM**

### **Process for New RPP Area Creation**

1. A Community group expresses interest in the Residential Permit Parking Program to the Parking Authority of Baltimore City (PABC).
  - Interest may be based on individual or community concerns about parking issues in the neighborhood created by external parking generators. Some common parking generators are: churches, schools, businesses, destination-based activities, hospitals, etc.
2. The RPP Manager, or other PABC representative, will explain the basic requirements for creating an RPP Area to the community representative and encourage them to work with their community association on this project.
  - a. The RPP Manager will attend a community association meeting to discuss the RPP Program and explain the application and implementation processes to the community so the community can determine if they want to proceed with RPP. This presentation will cover a basic overview of the policies, procedures and intent of the RPP program. The area's City Council member(s) should be notified of this meeting. The RPP Manager will provide the community representative with an RPP information package to include: the RPP Ordinance (Article 31, Subtitle 10 of the Baltimore City Code), a general question/answer page, and the RPP process page.
3. If the Community remains interested in RPP, initial planning meetings with the RPP Manager will proceed, and PABC will maintain a dialogue with the community until a plan for the community is developed.
4. Once the plan is developed, the Community Representative or the President of the Community Association must send a letter of intent to the Parking Authority of Baltimore City, at 200 W. Lombard Street, Suite B, Baltimore MD 21201, ATTN: RPP Manager and/or Executive Director. The letter must state:
  - a. That the community wants to establish an RPP Area
  - b. The desired parking restrictions (days & times)
  - c. A list of block faces and streets that want to participate in the program (to be included on petitions)

- i. The number of visitor passes requested per household
  - ii. The names and contact information of the Community Association President and parking representative for the proposed new RPP Area.
  - iii. If the use of off street parking will be required
  - iv. If special permits will be issue and to what entity.
  - v. If corner properties will be considered for inclusion on boundary edges.
  
- 5. PABC will request the following information from the Community President/parking rep that must be provided before petitions are drafted by PABC:
  - a. How many block faces in the desired RPP Area (original creation area and if there is a planned expansion footprint)?
  - b. How many dwelling units in the desired RPP Area?
  - c. How many businesses in the desired RPP Area?
  - d. (if applicable) How many households with off street accessible parking in the desired RPP area and at what addresses?
  - e. How many vacant dwelling units in the desired RPP Area, and at what addresses?
  - f. How many multi-dwellings in the desired RPP area and at what addresses?
  - g. How many apartment complexes in the desired RPP Area and at what addresses?
  - h. How many vacant lots are in the desired RPP Area and at what addresses?
  - i. How many schools/universities are in or abutting the desired RPP Area, and at what addresses?
  - j. How many churches are in or abutting the desired RPP Area and at what addresses?
  - k. Resources for checking property addresses include:
    - i. The Maryland department of assessment and taxes real property search:  
[http://sdatcert3.resiusa.org/rp\\_rewrite/searchtype.aspx?County=03&SearchType=street](http://sdatcert3.resiusa.org/rp_rewrite/searchtype.aspx?County=03&SearchType=street)
    - ii. Baltimore City's Real property database:  
<http://cityservices.baltimorecity.gov/realproperty/defaulty.aspx>
    - iii. Baltimore City's interactive Property/amenity map- "City view"  
<http://cityview.baltimorecity.gov/cityview>
  
- 6. The RPP Manager will review the responses from the community. Additional dialogue may be needed. The Parking Authority will then work with the Zoning Administrators office to request information (permitted uses, etc.) on the properties in the proposed RPP Area.
  
- 7. The RPP Manager will work with PABC's Legal Counsel to draft petitions for the proposed RPP Area.
  
- 8. A petition release meeting will be scheduled at the Parking Authority Office, to include (at a minimum), the RPP Manager and the Community Representative and/or President of the Community Association. All of the responses to questions from item #6 are reviewed and discussed with the Community Representative. The RPP Manager will confirm with the

Community Representative/President of the Community Association, the specific number of dwelling units in the proposed RPP Area boundaries. Specifically:

- a. The total number of (eligible) dwelling units in the proposed RPP Area
  - b. The number of signatures needed to reach 60% of total dwelling units; a requirement for moving forward in the RPP process.
  - c. That unoccupied properties should be marked vacant as they may be considered for removal from the total count of signatures required.
9. PABC will review the proper method of filling out the petitions. There is a petition for each block face and each address is written on the petition. The petitions include a space for the address, printed name of resident, signature of resident, a day time phone number to verify signatures and the number of off-street parking spaces per household (if applicable). Signature seekers are asked to make notations next to an address that is not a residence, is a business, or is vacant. The Community Representative will sign for acceptance of the petitions along with a RPP staff member, noting the date the “blank” petitions were picked-up from the PABC. Petitions will only be honored if they are returned within 120 days of issuance.
10. The Community Representative, will work to obtain the required 60% of the signatures from the total number of eligible dwelling units in the proposed RPP Area. PABC MUST BE ABLE TO VERIFY AT LEAST 60% of the signatures of the dwelling units in the new RPP Area. If 60% verification of the entire RPP area is accomplished, the blockfaces that have 60% verified signature, or more are considered for inclusion in the new RPP Area. It is recommended that the community obtain more than the 60% required signatures.
11. Once the Community Representative obtains the required number of signatures they should contact the RPP Manager, to confirm a date and time to deliver the petitions to the Parking Authority Office. The community Representative/President of the Community Association are encouraged to make a complete “copy” of the petitions for their records/files, prior to delivering the original set of petitions to the Parking Authority.
12. The Community Representative/President of the Community Association will then deliver the signed petitions to the Parking Authority Office, at which time they will be required to sign the RPP Petition Issuance/Return Log, along with an RPP team member, who accepts the signed petitions. (Printed/Signed names of both personnel, and date, must be included)
13. The Petitions are given to the Administrative Assistant of the Director of Operations who will log the petitions into the PABC’s internal tracking system. The Administrative Assistant files the originals, and submits copies of the petitions to the RPP Manager.
14. The RPP Manager provides copies of the petitions to RPP staff, along with a script (to be used by each team member to ensure that all team members follow the same protocol when calling residents/customers), the RPP staff makes telephone contact with residents that have signed the petitions. RPP staff has 4 weeks to complete the required telephone calls,

documenting/tracking responses obtained during each telephone call. Voice messages are left for residents when there is no answer at the telephone number provided.

- a. RPP staff members will make at least 2 attempts to contact the resident by phone. If there is no response after the 2<sup>nd</sup> telephone call (and voice message), then the RPP staff will advise the Community Representative which addresses have not responded. All signatures should be verified within 1 month as received by PABC. If the target number of signatures cannot be verified, PABC will save petitions and the process stops.
15. The RPP Manager will inform the Community Representative of any major updates or issues during the verification process.
  16. If 60% of the signatures are verified, the Community Representative will be notified that their petitions have met the required threshold.
  17. A Parking Management Plan will be drafted for the proposed RPP Area, with consideration given to all existing parking and traffic restrictions in the proposed RPP Area.
  18. The Parking Management Plan, results of the Parking Study, and the Community Letter of Intent, are sent to the Department of Planning, for their review and feedback.
  19. If the Parking Management Plan for the new RPP Area is approved by Planning, the Parking Authority notifies the Community Representative/President of the Planning Department's Approval.
  20. A Public Meeting is scheduled
    - a. Written notice is sent 30 days in advance of the meeting to the:
      - i. The Mayor
      - ii. City Council Members representing whole or part of the RPP Area
      - iii. The Planning Department
      - iv. Any Community Organization representing part or whole of the proposed RPP Area
      - v. The Parking Enforcement Division of the Baltimore City Department of Transportation.
      - vi. The proposed RPP Area and a two-block radius around the proposed area.
  21. If there is opposition to any part of the plan for the proposed RPP Area, the Community Representative will be notified about the specific points of the opposition. The plan and points of opposition are reviewed again by the PABC.
    - a. The Executive Director of the Parking Authority, or a designee, is required to consider comments from the public meeting and consider alternatives such as (art 31, sub10-16):
      - i. Parking Time Limits

- ii. Special Meter Zones
- iii. 1-Way streets; and
- iv. Alternate-side-of-the-street-parking

22. After consideration and additional review of the parking management plan as needed, PABC will draft a final Parking Management Plan and issue an administrative regulation that adopts and implements the Parking Management Plan.
23. If there is no opposition from the area's City Council Representative to the Parking Management Plan, PABC will provide notice of the new administrative regulation establishing the RPP Area in a newspaper of general circulation. The Community Representative will be notified by the RPP Manager that residents of the newly proposed RPP Area should begin purchasing their parking permits. The Enforcement Division of the Baltimore City Department of Transportation (DoT), will also be notified of the approximate start date of the new RPP program.
24. PABC will place work orders with the Baltimore City Department of Transportation's Sign Shop, for the implementation of parking restrictions for the new RPP Area.
  - a. PABC will work fliers for the community to canvass the new RPP Area with out reach information to coordinate the first launch of the new RPP area.
25. The Sign Shop will inform the PABC Parking Specialist when the signs for the new RPP Area will be installed. Once signs are installed, the Enforcement Division of DoT will allow for a grace period, as determined by the PABC, before they begin to enforce RPP restrictions in the new RPP Area.
26. The administrative regulation for the new RPP Area issued by the Executive Director of the Parking Authority is effective for 6 months.
  - a. 30 days before the expiration of the 6-month administrative regulation, the Parking Authority must notify the City Council President and any councilmember representing any part of the RPP area of its intent to renew the Administrative order indefinitely.
  - b. If no objection is received, PABC's administrative order is extended indefinitely.
  - c. If a timely written objection is received by the Executive Director, the Council President shall introduce a proposed ordinance setting forth the provisions of the Parking Management Plan and, depending on the passage or failure of the ordinance, the Plan will become effective in accordance with the terms of the ordinance or be of no further force or effect.
27. RPP Permit Renewal, for the new RPP area, will take place the following year during the same month the program started, unless otherwise stipulated by the Parking Authority.

