


**CITY OF MANHATTAN BEACH  
DEPARTMENT OF COMMUNITY DEVELOPMENT**

**TO:** Parking and Public Improvements Commission

**FROM:** Richard Thompson, Director of Community Development

**BY:** Erik Zandvliet, Traffic Engineer   
Ana Stevenson, Management Analyst

**DATE:** June 26, 2008

**SUBJECT:** 2008 Downtown Parking Management Plan Implementation Measures

**RECOMMENDATION:**

That the Commission review the study's findings and approved strategies of the 2008 Downtown Parking Management Plan, hear public comments from interested parties, and recommend certain implementation measures for each strategy.

**BACKGROUND:**

The City Council's 2005-2007 Work Plan includes a task to conduct a comprehensive analysis of parking conditions in the downtown area. The most recent study of this type was conducted in 1997. With the addition of the Metlox development and Civic Center parking structures, the parking conditions have changed significantly. On August 24, 2006, the Parking and Public Improvements Commission conducted a public forum and made recommendations on the suggested scope of the study. On September 19, 2006, the City Council approved initiation of the study and authorized up to \$110,000 from the Council Contingency Fund.

On February 19, 2008, the City Council reviewed the Draft Report and discussed its findings at a study session. On March 18, 2008, the City Council finalized the list of strategies and recommendations to be implemented, and forwarded the Report to the Planning Commission and Parking and Public Improvements Commission for additional hearings and implementation.

On May 22, 2008, the Commission held a public hearing to discuss the list of approved strategies and gather public input. The public hearing has been continued to this meeting to finalize the discussion and make recommendations on the implementation of these strategies.

**DISCUSSION:**

The purpose of the Downtown Parking Management Plan is to evaluate the overall parking situation in the downtown area and develop strategies for optimizing usage of public parking lots and on-street parking spaces. The Plan intends to help answer the following issues and questions:

- When and what duration is the peak parking demand?
- Who are the users of the different parking areas?
- Is the existing parking supply located near the parking demand?
- How can the existing parking supply be best managed? What parking management strategies should be implemented?
- What is the relationship between public and private parking in the downtown area? Between on-street and off-street parking spaces?
- Is overflow commercial parking occurring in the residential areas surrounding the downtown area? How can this condition be remedied?
- Are the existing parking policies, meter rates and time limits appropriate for the downtown parking needs?
- Should city land use and parking codes be changed to better suit the overall parking strategy? How will future development affect parking demand?
- Should the Merchant Parking Permit or Downtown Parking Credit policies be modified?

The Final Report includes a thorough analysis of these issues and recommended numerous strategies to best manage the Downtown parking needs. The Report details the findings and conclusions of the Study, which included the following major efforts:

1. Detailed inventory of parking supply
2. Background research on prior studies and related documents
3. Comprehensive seasonal parking utilization counts in Fall, Winter, Spring and Summer. The Summer counts included parking duration assessments
4. Distribution and tabulation of a parking survey
5. Interviews and collaboration with key stakeholders, including the Downtown Professional and Business Association (DPBA)
6. Technical analysis of existing and future parking demands
7. Analysis of land use policies and potential future trends
8. Evaluation of current parking code requirements
9. Assessment of potential parking management techniques and prioritization

The Final Report includes a summary of the recommended strategies and recommendations as approved by City Council. The City Council has directed the Planning Commission and Parking and Public Improvements Commission to conduct the appropriate hearings, evaluations and actions as necessary to implement the approved strategies. In preparation for the Commission's public hearings, invitations were sent to a variety of stakeholders, including:

- 800 notices to property owners and residents (both dates)
- 200 notices distributed through the DBPA (both dates)
- Mailed notices to persons indicating prior interest in the Study (both dates)
- Advertisement in Beach Reporter on May 8
- City Website Announcement (both dates)
- Personal noticing by Commissioners

Staff also met with the DBPA director on May 27, 2008 to discuss opportunities for the Association and merchants to participate in promoting employee merchant permits and discouraging parking in residential areas. On June 26, staff met with the DBPA Board at their monthly meeting to brainstorm ways to improve the employee parking situation.

## RECOMMENDED IMPLEMENTATION MEASURES

A comprehensive set of parking system strategies was identified for the City Council's consideration that staff believed would most effectively address the parking deficiencies identified by the findings. Of these strategies, the City Council chose a partial list based on the greatest need and potential for success to be implemented through the Parking and Public Improvements Commission and Planning Commission and executed by various City departments. Each of these approved strategies is identified below, along with the recommended means of implementation:

NO.	STRATEGY	OBJECTIVE
1	Raise street meter rates to prioritize curb parking for customers and short term users.	Encourage use of underutilized public parking lots and open up street spaces.

As indicated in the Plan, the City's current parking rates are far below market rates. A substantial increase in street parking meter rates from the current \$1.00 to \$2.00 per hour would re-prioritize the importance of the most convenient commercial parking area for customers and short-term, high turnover uses. The higher rates would help re-direct beach visitors, employees and long-term users to the public lots, where more spaces are available. It is unlikely that the parking rate increase would be objectionable to most customers, since most people feed their spare coins into the meter until it reaches a sufficient time. Such an increase has already been fully justified by the Finance Department which reports current operating costs far exceed revenue, and no maintenance or future capital improvement costs are included City's current Parking District budget.

**Recommended Implementation: Recommend the City Council increase the street parking meter rates to \$2.00 per hour in the Downtown Commercial District and extend the hours from 7am to 10pm.**

2	Continue to provide lower meter rates (1/2 full rate) in underutilized parking lots.	Redirect long-term parking away from street parking.
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Since the existing meter rate in City public lots is \$0.75 per hour, it is imperative that the rate in the remaining public parking lots be increased to a higher rate than the underutilized lots to discourage parking in the most popular lots and structures. A rate of \$1.50 per hour would be lower than the street meter rate to provide an incentive to park in the lots rather than on the street.

The underutilized lots include Metlox (Lot M), Civic Center and Lot 3 (upper Level). This strategy would institute a discount of one-half the street parking meter rate (\$1.00 per hour) in the public parking lots as a way to encourage more use of these lots and give a "break" to those wishing to park longer than the street parking time limits.

Finally, the existing meter rate in the Upper and Lower Pier lots has been \$1.00 per hour for several years. These lots have a four-hour time limit. This rate should be increased to the equivalent rate of the City public parking lots of \$1.50 to unify the City's intent to encourage long-term parking in the underutilized lots.

**Recommended Implementation:** Recommend the City Council increase the public parking lot rates to \$1.50 per hour in all lots with the exception of a discount to \$1.00 per hour in the lower level of Metlox, Civic Center and the third level of Lot 3.

**Recommended Implementation:** Recommend the City request an amendment to the County Agreement for a parking meter rate increase to \$1.50 in the Upper and Lower Pier lots equal to the City parking lot meter rate.

3	Increase the number of 24-minute street parking adjacent to certain businesses with short-term parking needs.	Improve street parking turnover rate and increase usage and convenience.
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**Recommended Implementation:** Authorize administrative modification of street parking time limits upon the request of nearby businesses in concurrence with the Traffic Engineer's recommendation.

4	Increase time limits in the upper level of Metlox structure to 3 hours.	Encourage parking in underutilized lot for customers with multiple destinations.
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**Recommended Implementation:** Recommend approval of an increase in parking time limits in the upper level of Metlox Parking Structure (Lot M) from 2 hours to 3 hours.

5	Increase time limits lower level of Metlox structure and on the upper level of Lot 3 to 10 hours.	Encourage employee parking in underutilized areas.
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**Recommended Implementation:** Recommend approval of an increase in parking time limits in the lower level of Metlox Parking Structure (Lot M) and upper level of Lot 3 from 8 hours to 10 hours.

6	Pursue installation of ATM style cash key recharge stations in public lots.	Encourage use and compliance of metered spaces in public lots.
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The City Public Works and Finance Departments have been pursuing purchase of an ATM style cash key recharge machine, however, the manufacturer does not currently have such a product. There are also logistic and vandalism concerns to address. In lieu of a recharge machine, a pre-loaded cash key exchange system sponsored by the merchants or an automated change machine could be used to purchase coins for the meters with an ATM/credit card and/or dollar bills.

**Recommended Implementation:** Recommend installation of cash key recharge stations or ATM change machines at the Upper Pier, Metlox and Lot 3 parking structures. Until such machines are installed, a cash key exchange system should be considered.

7	Consider installing meters in unmetered public spaces.	Encourage greater parking turnover for short term use.
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Staff will provide a map of locations where parking meters could be installed adjacent to commercial businesses for the Commission's review.

**Recommended Implementation:** Authorize the Public Works Department to install parking meters at the locations approved by the Commission.

9	Provide monthly merchant permits and stickers for employees who may not be able to afford biannual Permits.	Encourage purchase of merchant permits by employees.
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In speaking with the Downtown Business and Professional Association members, it was felt that a monthly permit should be made available for use in the lower level of the Metlox lot. Such a program could be amended into the current bi-yearly parking permit system in the Metlox structure. Staff suggests a monthly public parking program with the following terms:

- a. Expand the existing Metlox Parking Permit program to allow purchase of monthly vehicle stickers.
- b. Permits could be purchased up to 6 months in advance.
- c. The monthly permit fee would be equivalent to monthly pro-rated amount of a bi-yearly permit. No pro-rated fee would be available for partial months.
- d. Monthly permits would only be valid for the months that are purchased and stamped on the hangtag.

Staff investigated the possibility of a vehicle sticker program that would allow employees to park in particular spaces and pay the meter at a reduced rate, but found that is would be in violation of the Metlox Coastal Development Permit conditions as well as against the intent of the Coastal Commission to keep all public spaces open for all users. In essence, it would create an inequitable condition where certain users would not have equal opportunity to park in public spaces.

**Recommended Implementation: Recommend the City Council approve a monthly public parking permit program in the lower level of the Metlox lot with the above conditions.**

10	Decrease merchant permit costs in Metlox structure to make parking lots more attractive than free residential street spaces.	Provide incentive for employees to park in public lots rather than on residential streets.
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The current merchant permits are \$26.67 per month (\$160 on a bi-yearly basis). This equates to \$0.15 per hour for employees who work 40 hours per week. This is an 80% discount on the public lot meter rate and an 85% discount on the street meter rate. Employees who work less than 40 hours have a proportionately lower discount and those who work more receive a proportionately greater discount. The discount percentage would be even greater with an increase to the current meter rates.

Staff believes that the combination of monthly parking permit program and resident override programs will significantly reduce overflow employee parking in the surrounding residential areas. Also, any increase in the public lot meter rate without a corresponding increase in the merchant permit cost results in a de-facto decrease in the overall merchant discount rate.

As an alternate, the Commission could consider increasing the merchant permit rate in proportion to the increase in public lot meter rates, say from \$160 to \$240 bi-yearly, and/or implement an employer subsidy or incentive for employers who purchase permits for their employees or cover the costs of the difference between the new and old rates.

11	Allow residents to override time limit parking restrictions in residential zones within the Downtown area.	Relieve overflow parking demand in residential area without impacting residents.
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Staff proposed the implementation of a residential override permit program similar to the existing Mira Costa High School area, with the following distinctions:

- a. The area would encompass the downtown study area as identified in the DPMP.
- b. Residents can opt-in/out of the program in the same manner.
- c. Permits would be valid only on the permittee’s block.
- d. Posted parking restriction will be 1- or 2-hour time limit parking on both sides of the street at the preference of the petitioning residents.
- e. Up to two hangtags for vehicles registered to the residential address would be allowed, with one transferable guest permit.

It should be noted that this program may be subject to a Coastal Permit approval and/or review by the Coastal Commission. The Coastal Commission has historically objected to any parking restrictions that are preferential in nature, such that certain users are NOT allowed to park in public parking spaces within the Coastal Zone. While this type of program may be considered a preferential parking program, it could be argued that time-limit parking would still be available to any user, and the intent is to remedy an adverse impact to the public welfare by redirecting employee parking to a more appropriate location.

**Recommended Implementation: Recommend the City Council approve a residential override program with the above conditions.**

13	Investigate opportunities for disabled parking on streets and in public lots with minimal loss of general parking.	Provide more accessible parking.
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Staff will provide a map of locations where disabled parking can be provided on streets and in public lots for the Commission’s review.

**Recommended Implementation: Authorize the Public Works Department to install disabled parking spaces at the locations approved by the Commission.**

14	Investigate opportunities to provide carpool and “Green Vehicle” parking spaces in public lots.	Promote green practices by encouraging low emission vehicle use.
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Staff will provide a map of locations where additional “Smart” mini cars and motorcycle parking could be provided on streets and in public lots without decreasing the overall parking supply for the Commission’s review. These vehicles can fit into areas that are too small for full-size cars.

Staff has recently become aware that recent studies have found that preferential parking for “green” vehicles such as electric and hybrid cars has not influenced greater use of these vehicles, but rather by other market forces such as fuel costs and the public’s desire to reduce global warming. As a consequence, the implementation of preferential spaces for “green” and carpool spaces is not recommended at this time.

**Recommended Implementation: Authorize the Public Works Department to install “Smart” and small vehicle parking spaces at locations approved by the Commission.**

15	Implement a Parking directional sign plan with a distinctive and clear identity.	Encourage greater use of public lots through education.
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The implementation of this strategy can range from replacement and expansion of the existing sign program all the way to hiring a parking/marketing consultant to create and implement a plan that defines a new sign identity, specifies sign placement and develops an advertising campaign to raise public awareness and make better utilization of the City’s parking lots and structures. For example, an advertising campaign could also include and update of the “Downtown Map” for use on websites, flyers and on streetside kiosks to show where public parking is located with respect to particular businesses. A PPIC/DBPA sub-committee and/or public workshops could also be used to solicit public and merchant comments and promote ownership of the program.

The City Council has already approved \$20,000 towards downtown parking sign updates. It is estimated that the replacement and installation of needed signs would start at \$20,000, while development of a full directional sign program and marketing campaign by a consultant would cost \$40,000, not including implementation costs. Staff feels that the best fit solution would be to design a parking sign program and advertising campaign to be implemented by City staff and resources.

**Recommended Implementation: Recommend formation of a sub-committee to determine optimum sign placement and style as well as to create a joint City-DBPA promoted publicity program for the Downtown parking lots.**

- Attachments:
- A. 2008 Downtown Parking Management Plan Final Report (Excerpts)
  - B. Residential Parking Override Program Comparison
  - C. Meeting Notice
  - D. Management Beach Cash Key
  - E. Downtown Merchant Parking Permit (Lot M Lower Level)
  - F. Merchant Parking Permit Lots 1, 2, 4
  - G. Mira Costa Parking Override Program

## DOWNTOWN PARKING MANAGEMENT PLAN STRATEGIES TO STUDY AS RECOMMENDED BY CITY COUNCIL ON MARCH 18, 2008

PROPOSED STRATEGY		OBJECTIVE
<b>OPERATIONAL</b>		
1*	Raise street meter rates to prioritize curb parking for customers and short term users.	Encourage use of underutilized public parking lots and open up street spaces.
2*	Continue to provide lower meter rates (1/2 full rate) in underutilized parking lots.	Redirect long-term parking away from street parking.
3*	Increase the number of 24-minute street parking adjacent to certain businesses with short-term parking needs.	Improve street parking turnover rate and increase usage and convenience.
4*	Increase time limits in the upper level of Metlox structure to 3 hours.	Encourage parking in underutilized lot for customers with multiple destinations.
5*	Increase time limits lower level of Metlox structure to 10 hours and on the upper level of Lot 3.	Encourage employee parking in underutilized areas.
6	Pursue installation of ATM style cash key recharge stations in public lots.	Encourage use and compliance of metered spaces in public lots.
7*	Consider installing meters in unmetered public spaces.	Encourage greater parking turnover for short term use.
<b>ZONING CODES</b>		
8	Require all new restaurants to address increased parking needs through the Use permit process.	Reduce parking impacts caused by disproportionate parking generation.
<b>EMPLOYEE PARKING</b>		
9*	Provide monthly merchant permits and stickers for employees who may not be able to afford biannual Permits.	Encourage purchase of merchant permits by employees.
10*	Decrease merchant permit costs in Metlox structure to make parking lots more attractive than free residential street spaces.	Provide incentive for employees to park in public lots rather than on residential streets.
<b>OVERFLOW PARKING IN RESIDENTIAL AREA</b>		
11*	Allow residents to override time limit parking restrictions in residential zones within the Downtown area.	Relieve overflow parking demand in residential area without impacting residents.
<b>ADMINISTRATIVE</b>		
12	Evaluate Parking Fund to determine operating expenses and revenue opportunities.	Determine parking maintenance and operational needs.
13*	Investigate opportunities for disabled parking on streets and in public lots with minimal loss of general parking.	Provide more accessible parking.
14*	Investigate opportunities to provide carpool and "Green Vehicle" parking spaces in public lots.	Promote green practices by encouraging low emission vehicle use.
15*	Implement a Parking directional sign plan with a distinctive and clear identity.	Encourage greater use of public lots through education.
16	Review effectiveness of implemented strategies	Ongoing monitoring.

\* To be reviewed by PPIC



**RESIDENTIAL PARKING OVERRIDE PROGRAM**

<b>PROGRAM</b>	<b>PETITION</b>	<b>COST</b>
<p><b>MIRA COSTA OVERRIDE RESIDENTIAL PARKING PROGRAM</b></p> <p>The approved block will be posted with "NO PARKING 8-10 AM" (or 12-2PM or 1-3PM on the opposite side). All residents will be notified that they may apply for Residential Parking hangtags issued by the City.</p> <p>Residential override tags are available only to applicants who live on a qualified street posted with restricted parking. All vehicles must be currently registered to the address on the application. The hangtag shall prominently displayed in the front windshield of the eligible vehicle. First-time applicants must show proof of residence. All residential parking override tags are valid until the resident no longer resides in a qualified dwelling unit for such override.</p> <p><b>HANGTAGS ARE VALID ONLY FOR THE ADDRESS ON THE APPLICATION.</b></p> <p>All other applicable parking restrictions, such as street sweeping and red curbs, must be followed.</p> <p>Two types of residential permits are available: the permanent sticker is permanently assigned and affixed to one vehicle. The transferable guest permit is not assigned to a specific vehicle and hangs from the inside rear view mirror.</p>	<p>Residents fronting an eligible street may petition for residential parking restrictions on their block.</p> <p>A block is defined as the length of street between two adjacent intersections or between an intersection and the termination of the street in either direction.</p> <p>At least two-thirds (66.6%) of the fronting property owners or residents on both sides of the proposed block have to sign in support and submit the petition to City Staff for evaluation.</p>	<p>The issuance fee for an override tag is \$15.00 per vehicle per two years. There is no prorated adjustment or refund in the fee if the applicant enters the program any time after the two years-cycle has started. The fee for replacement tags is \$5.00.</p> <p>Each residential household is allowed up to three (3) hangtags for vehicles registered to occupants of the residence.</p>
<p><b>HERMOSA BEACH RESIDENTIAL PARKING</b></p> <p>Allows residents to park at any <b>YELLOW POSTED METER</b> without paying the meter or in <b>ONE-HOUR ZONES</b> in the residential areas without regard to one hour limit. The permits are not valid in the two-hour parking zones.</p> <p>The permits are not valid during street sweeping hours or at Commercial Meters (Silver or Green Post.) Permits are not valid on the silver side of a dual colored pole in the residential/commercial area. Also, vehicles may not park in excess of seventy two (72) hours in the same parking space.</p>	<p>The program is already in place for the downtown area and does not require a petition.</p>	<p>The permits for 2007/08 are \$39.00. Permits are prorated to half price as of 9/1 of each year. Residents must provide proof of residency less than 30 days old. Employees of a business located in the impacted area must show a current paycheck stub</p> <p>Residents may purchase a sticker for each vehicle that is registered in their name and one transferable guest permit per residence per year, as long as one has not already been issued to the address.</p> <p>One-day temporary event permits are available to residents who have purchased a parking permit. Permits may be used five times (days) per year with a maximum of twenty permits each time. The cost is \$1.00 per permit up to five; permits six through twenty are free</p>

	<b>PROGRAM</b> The City has residential preferential parking zones where permits are required for the parking of vehicles during posted days and hours.  <b>NOTE:</b> The preferential parking permit does <b>not</b> allow a vehicle to be parked during the days and hours posted " <b>NO PARKING</b> ", nor can anyone park for more than 72 hours in one place.	<b>PETITION</b> The program is already in place in several districts and does not require a petition.	<b>COST</b> Residents may purchase two permanent and two guest preferential parking permits per household annually at \$15 each. For special events, one day only preferential parking permits may be purchased.  It requires proof of current residency. If a permit is lost or stolen, the replacement costs \$25.
<b>REDONDO BEACH</b>	The Long Beach Municipal allows establishment of Preferential Parking Districts to alleviate certain parking problems in residential areas. These districts limit the length of time vehicles may be parked on-street, unless a valid residential permit is displayed.	Resident submits a request for preferential parking district. City staff reviews request and survey the affected streets to confirm that more than 75% of the available on-street parking is occupied, and that more than 50% of the parked vehicles are not registered in the area.  If the request meets the general conditions, resident must obtain signatures verifying support for a preferential parking district from at least two-thirds of the residents of all units of occupancy within the proposed district.  The City Council considers any testimony for or against a preferential parking district presented at the noticed public hearing. If approved, an Ordinance is adopted to establish the district. If the proposed district falls within the Coastal Zone, an additional Coastal development permit is required through the Planning and Building Department. The current application fee is \$1,050, and is the responsibility of the requestor(s).	Once a preferential parking district is established, residents must complete an application to request parking permits.  Residents will be asked to provide proof of current residency, such as a valid drivers license or utility bill, and a copy of current vehicle registration.  The current fee for an annual permit is \$15 for each vehicle, with a maximum of three permits per household. One guest permit may also be issued per household, for an additional \$15.  Temporary guest permits valid for up to seven consecutive days from issuance are available free of charge from the Parking Citation counter at City Hall.  Permits must be renewed annually and may be renewed by mail.
<b>LONG BEACH</b>			

## Continue Public Hearing ...



### **DOWNTOWN PARKING MANAGEMENT PLAN**

On March 18, 2008, the City Council directed the Parking and Public Improvements Commission (PPIC) to conduct a public hearing and review the Draft 2008 Downtown Parking Management Plan findings and strategies.

**PARKING AND PUBLIC IMPROVEMENTS COMMISSION  
DOWNTOWN PARKING MANAGEMENT PLAN - 2ND PUBLIC HEARING**

**WHEN: ~~June 26~~, 2008 at 6:30 pm**

**WHERE: Council Chambers (1300 Highland Avenue)**

Residents and businesses are encouraged to attend and participate. A copy of the 2008 Downtown Parking Management Plan is available at [www.citymb.info](http://www.citymb.info) (Traffic Engineering/Public Parking webpage).

For additional information, please call Ana Stevenson at (310) 802-5540 or email at [astevenson@citymb.info](mailto:astevenson@citymb.info)

## WHAT IF I DAMAGE OR LOSE MY CASH KEY

No refunds will be issued for a damaged Cash Key. Cash Keys are extremely durable and are not affected by exposure to the elements. However, precautions should be taken to prevent exposure to magnetic fields, moisture or x-rays which could inadvertently delete the amount of time programmed on the Cash Key.

No refunds are issued for a lost Cash Key. Once you purchase the Cash Key it is your responsibility to ensure its safekeeping.

ATTACHMENT D



City of Manhattan Beach  
Finance Department  
1400 Highland Avenue  
Manhattan Beach, CA 90266

**City of MANHATTAN BEACH**

1400 Highland Avenue

Manhattan Beach, CA 90266

[www.citymb.info](http://www.citymb.info)

310 802-5561

## WHERE CAN I PURCHASE A CASH KEY OR GET FURTHER INFORMATION

Manhattan Beach City Hall  
Finance Department – Cashier  
1400 Highland Avenue  
Manhattan Beach, CA 90266  
[www.citymb.info](http://www.citymb.info)  
Monday – Friday 8:00am – 5:00pm  
(310) 802-5561 or (310) 802-5560

(Brochure Updated 2/2008)

# CASH KEY INFORMATION

## WHAT IS THE CASH KEY

The Cash Key is a pre-paid parking system designated for use at all parking meters. The Cash Key is essentially like a debit card that is programmed with the amount you choose to purchase. In addition to the amount you purchase, a \$10.00 refundable deposit is required.

## HOW DOES THE CASH KEY WORK

The Cash Key may be programmed with any dollar amount above \$10.00 (the minimum purchase). Each time the key is inserted into a parking meter, \$0.25 is deducted from the value of the key and the meter registers the time purchased. The meter will not register time beyond the posted time limit of each meter. When the desired amount of parking time has been registered, remove the Cash Key from the meter. It's that simple! When the Cash Key is fully inserted in the meter, the balance remaining on the key is displayed. Since the meter is unable to display decimal points, the meter screen indicates the current dollar amount rounded to the nearest dollar.

## WHERE CAN I USE MY CASH KEY



Cash Keys may be used at any meter within the City of Manhattan Beach boundaries. All posted signs, time limits and hours enforced must be followed to avoid receiving a parking citation.

## WHAT HAPPENS WHEN MY CASH KEY RUNS OUT OF MONEY

At any time you can purchase additional credit on your existing Cash Key at the City Hall Cashier. If you would like to return the Cash Key come to the City Hall Cashier so your \$10.00 deposit can be refunded.

## Where To Park In Downtown Manhattan Beach

**STREET METERS ENFORCED**  
9 A.M. to 8 P.M.

**Lot 8**  
51 10-hour free parking

**Lot M Underground Structure**  
200 2-hour meters \$.50 per hour  
260 8-hour meters \$.50 per hour

**Lot 3**  
147 2-hour meters \$.50 per hour

**Lot 7**  
21 10-hour meters \$.50 per hour

**Lot 6**  
26 2-hour meters General Parking \$.50 per hour

**Lot 1**  
28 2-hour meters, 20 Merchant Permits \$.50 per hour

**Lot 2**  
48 2-hour meters  
22 Merchant Permits \$.50 per hour

**Pier Lots - 65A**  
126 5-hour meters \$1.00 per hour

**DOWNTOWN ON-STREET**  
\$.75 Per Hr.  
2-hour Limit

Map labels include: CIVIC CENTER LIBRARY, MORNINGSIDE DR, BEACH BLVD, VALLEY DR, 3TH ST, 10TH ST, 9TH ST, HIGHLAND AVE, MANHATTAN AVE, THE STRAND, and Pier 65A.



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2008MerchantAgreement1.2.4\LotMAgreement2008.doc

**DOWNTOWN PARKING PERMIT (LOT M Lower Level)**

**RULES AND REGULATIONS FOR LOWER LEVEL LOT M**

1. No parking space may be used for storage of any kind. All permit holders must vacate the parking space within a 24-hour period. No vehicle storage or overnight parking is permitted. Vehicles parked more than 24 hours or overnight are subject to citation and/or tow.
2. Lost or stolen permits are the responsibility of the permit holder and should be reported to the City immediately. Charges will apply for replacement permits.
3. The entrance will be open from 6:00 a.m. – 11:00 p.m. Vehicles may exit the lot 24 hours a day.
4. Semi-annual lease payments must be received on or before January 1 (January – June) and July 1 (July – December). The City will not send out reminders or late notices.
5. The parking permit is the property of the City of Manhattan Beach and may be revoked, or the use may be suspended, at any time.
6. A maximum of five (5) parking permits may be issued per entity. Parking permits are only valid in the lot indicated on the parking permit and must be displayed by affixing permit to the rear view mirror. Permits must be displayed with the permit number facing the rear of the vehicle. Permits are non-transferable; they shall not be sublet, assigned, or transferred to other businesses and/or persons.
7. Parking spaces may be oversubscribed and are available on a first-come/first-served basis. Once the oversubscription threshold is met, a waiting list will be established by the City. Having a parking permit does not guarantee a parking space.
8. This permit is for the lower level of Lot M only and may not be used for the upper parking level.
9. When a permit becomes available, the City will contact the first eligible entity on the waiting list. An entity will have three (3) working days in which to respond, after which the City may contact the next entity on the waiting list. Only one permit will be given to an entity as they reach the top of the waiting list. The entity will have the option to be added to the bottom of the waiting list.
10. Parking permit holders in the lower level of Lot M must adhere to all posted parking signs.
11. Failure to renew a parking permit within 30 days of the expiration date of the permit will result in loss of permit privileges and the permit will be made available to the first entity on the waiting list.

I, (name) \_\_\_\_\_, (title) \_\_\_\_\_ have read, understand, and agree to abide by the rules and regulations for the lower parking level of Lot M.

Name: \_\_\_\_\_ Number of Spaces: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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2008MerchantAgreement1.2.4\2008MerchantAgreement1.2.4.doc

**MERCHANT PARKING PERMIT & WAITING LIST**

**RULES AND REGULATIONS LOTS - 1, 2, 4**

1. Lease of a merchant parking permit does not guarantee a parking space.
2. All merchant parking spaces are oversubscribed and are available on a first-come/first-served basis.
3. Merchant parking permits are the property of the City of Manhattan Beach. Only commercially licensed businesses located within a Parking & Business Improvement District are eligible to lease parking permits.
4. A business is allowed to lease a maximum of five (5) permits. The permits are for the exclusive use of the business and shall not be sublet, assigned, or transferred to other businesses and/or persons. The privilege to lease a permit is granted to the business entity only. Parking permits are only valid in the lot number indicated on the parking permit and must be displayed by affixing permit to the rear view mirror. Permits must be displayed with the permit number facing the rear of the vehicle. Merchant permits are valid from 8:00am through 7:00pm.
5. No parking space may be used for storage of any kind. All merchant permit holders must vacate the merchant permit parking space or metered parking space within a 24-hour period. No vehicle storage is permitted.
6. In the event a business with a leased permit is sold, transferred, vacated, or otherwise changes hands (even if the legal title remains with the seller), the permit is revoked and then offered to the first business on the waiting list.
7. When a permit becomes available, the City will contact the first eligible business on the waiting list for that lot. A business will have three (3) working days in which to respond, after which the City may contact the next business on the waiting list. Only one permit will be given to a business as they reach the top of the waiting list. The business will have the option to be added to the bottom of the waiting list.
8. Lost or stolen permits are the responsibility of the permit holder and should be reported to the City immediately. Full semi-annual charges will apply to all lost or stolen permits.
9. Semi-annual lease payments must be received on or before January 1 (January – June) and July 1 (July – December). Failure to renew a leased parking pass within 30 days of the expiration date of the permit will result in loss of lease privileges and the permit will be made available to the first business on the waiting list. The City will not send out reminder or late notices.
10. Failure to renew the annual business license by June 15 or violation of any of the above rules and regulations will result in loss of merchant permit parking program privileges.
11. In the event a leased permit becomes disputed, the business/person claiming ownership must provide the following:
  - a.) a telephone or gas/electric bill from the business establishment, or
  - b.) a lease/ownership agreement of the business, or
  - c.) any other paperwork as requested by City staff.
 Upon City notification, this proof must be furnished within five working days.

Request: Lot Number(s) \_\_\_\_\_ Number of Spaces: \_\_\_\_\_

I, (name) \_\_\_\_\_, (title) \_\_\_\_\_ certify that I have read the parking permit rules and regulations and the business I am authorized to represent below agrees to comply with all conditions.

Business Name: \_\_\_\_\_ Business License #: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



CITY OF MANHATTAN BEACH  
 Finance Department  
 1400 HIGHLAND AVENUE  
 MANHATTAN BEACH, CALIFORNIA 90266  
 G:\Revenue Services\2006MC override application.doc

## APPLICATION FOR MIRA COSTA RESIDENTIAL PARKING OVERRIDE PROGRAM

### TERMS AND CONDITIONS

1. Residential override hangtags are available only to applicants who live on a qualified street posted with restricted parking. First-time applicants must show proof of residence.
2. Each residential household is allowed up to three (3) hangtags for vehicles registered to occupants of the residence.
3. The issuance fee for an override hangtag is \$15.00 for the first vehicle and \$5.00 each for up to 2 additional vehicles (maximum of 3 permits per household). Hangtags will be valid for 2006 – 2008 school years or remainder of those school years and expires June 30, 2008. The fee for replacement of lost or stolen hangtags is \$5.00.
4. All residential parking override hangtags are valid during the 2006 - 2008 school years or until the applicant no longer resides in a qualified dwelling unit for such override, whichever occurs first.
5. All vehicles must be currently registered. The hangtag shall be prominently displayed in the front windshield of the eligible vehicle.
6. The applicant is responsible for all hangtags issued to that residence. Any damaged, lost or stolen hangtags shall be considered invalid, and may be cited in violation of the posted restriction.
7. It is unlawful to sell, rent, lease or duplicate any hangtag, or cause the same, for any value or consideration.
8. All other applicable parking restrictions, such as street sweeping and red curbs, must be followed.
9. Any vehicle with an invalid or missing hangtag will be cited in violation of the posted restriction. Any or all hangtags may be revoked if the qualified street petitions out of the program or if the applicant fails to comply with the conditions of the permit.
10. The applicant agrees to comply with any and all requirements related to Mira Costa Residential Parking Program as set forth by the City, including any changes approved subsequent to the issuance of the permit.

### APPLICATION

*PLEASE PRINT*

NAME: \_\_\_\_\_ DAYTIME PHONE NO: \_\_\_\_\_

PERMIT ADDRESS: \_\_\_\_\_ APT. #: \_\_\_\_\_, 90266

MAILING ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

Office Use Only

VEHICLE TYPE/MODEL	YEAR	COLOR	VEH. LICENSE NO.
1.			
2.			
3.			

**Tran Code T-6283**

\_\_\_\_\_ Permits issued (\$15.00 for the first vehicle and \$5.00 each for up to 2 additional vehicles).

Make checks payable to "CITY OF MANHATTAN BEACH".

I HAVE READ AND AGREE TO ALL OF THE TERMS AND CONDITIONS LISTED ABOVE.

APPLICANT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

ISSUED BY \_\_\_\_\_ DATE \_\_\_\_\_