

CITY OF SAN DIEGO, CALIFORNIA
COUNCIL POLICY

CURRENT

SUBJECT: COMMUNITY PARKING DISTRICT
POLICY NO.: 100-18
EFFECTIVE DATE: June 5, 2025

PURPOSE:

The intent of this Policy is to provide a mechanism whereby communities impacted by parking demands may choose to assist the City to devise and implement parking management solutions to meet their specific needs and resolve undesirable parking impacts. Where the City has established parking meter zones, this Policy anticipates that such communities, at their initiative, and with the approval of the City Council, can be responsible for establishing and managing a Community Parking District. This Policy specifies the procedures to be followed to establish a Community Parking District.

This Policy also provides for, and specifies the procedures under which, certain parking meter and parking management-related revenues (Community Parking District Funds) earned by the City within the geographic boundaries of an existing or newly designated Community Parking District may be allocated to the Community Parking District to implement and manage improvements that address parking impacts. This Policy is not intended to reduce existing City revenue streams derived from various parking management-related fees, citations, permits, etc. Any references in this Policy to allocating a portion of Community Parking District Funds to Community Parking Districts is intended to apply only to new or prospective revenues. This Policy will be implemented in a manner that precludes any reduction or diminishment of City revenues.

It is the intent of the Council that Community Parking Districts operate in a manner that is transparent to the public, accessible to and inclusive of all community members, and reflects the diversity of the communities where they operate.

POLICY:

A. Establishment of Community Parking Districts

1. A community planning group, City-owned nonprofit, or a nonprofit managing a City assessment district may submit to the City Manager through their Councilmember's office a request to form a Community Parking District when existing City mechanisms for implementing parking management solutions have been insufficient or such mechanisms do not exist within the community. The City Manager shall provide a recommendation regarding the request to the City Council or an appropriate Council committee for its consideration. If an organization submits a request that affects an existing Community Parking District, the City Manager will inform the board of the existing Community Parking District of the request before submitting the request and recommendations to the City Council or an appropriate Council committee for action.

CITY OF SAN DIEGO, CALIFORNIA
COUNCIL POLICY

CURRENT

A request to form a Community Parking District shall contain each of the following:

- a. A map or other description of the geographic area proposed to be designated as a Community Parking District.
- b. Data to verify that the proposed geographic area is in fact adversely impacted by parking demands. Such data may be provided by a recent parking study commissioned by the City or by a qualified private traffic engineer who would be required to submit their data and findings to the City for review; a combination of project-specific parking studies which, in the aggregate, present credible information regarding parking impacts in the geographic area; or such other information as the City Manager may determine to be credible and persuasive.
- c. A conceptual plan for how the Community Parking District will be managed, including:
 - i. Identifying the legal non-profit entity proposed to be designated as the Community Parking District Advisory Board for the purpose of managing the District. The City Council may designate an existing nonprofit managing a City-assessment district, a City-owned nonprofit, a community development corporation, or other nonprofit corporation to serve as the Community Parking District Advisory Board. The Council intends that voting members of recognized Community Parking District Advisory Boards, to the greatest extent possible, be representative of the entire community within that Community Parking District's boundaries.
 - ii. A community engagement plan describing how the Community Parking District Advisory Board will reflect community interests, and collect public input during district creation, and periodically thereafter, to guide and shape Community Parking District priorities and activities.
 - iii. A list of the intended members of the Community Parking District Advisory Board and their relevant affiliations within the community. Board members should represent various community interests such as residents, property owners, businesses, and community organizations. In no case should one interest group (e.g. businesses) comprise more than half of a Community Parking District Advisory Board's available seats. To be recognized as a

CITY OF SAN DIEGO, CALIFORNIA
COUNCIL POLICY

CURRENT

Community Parking District Advisory Board, and to maintain recognition, the organization must demonstrate to the City that it fairly represents all members of the community and is accessible to all members of the community within the Community Parking District's boundaries.

- iv. The sources and amounts of anticipated Community Parking District revenues;
 - v. Examples of or proposed improvements that would address the Community Parking District's parking impacts and conform to the activities allowed in Section D of this Policy;
 - vi. Anticipated financing for these improvements, provided that no existing financing obligations or commitments shall be jeopardized or restricted; and
 - vii. Budgets for the first fiscal year and the next five fiscal years.
 - 2. Prior to consideration of the request by City Council or an appropriate Council committee, the requesting entity shall make the proposal publicly available for review and shall conduct at least two well-publicized meetings, in person or virtually, for affected residents and businesses in the proposed Community Parking District. The requesting entity shall also provide notice of this public meeting to all affected community planning groups. Formation of a Community Parking District requires approval by City Council by resolution.
 - 3. Geographic areas that, prior to December 31, 1997, were established as Parking Meter Districts are hereby now designated as established Community Parking Districts, and the organizations designated by the City Council as Parking Meter District Advisory Boards are hereby now designated as the established Community Parking District Advisory Boards.
 - 4. The Community Parking District Program shall be administered by the City Manager or designee.
- B. Revenues Subject to Allocation to a Community Parking District**
- 1. Annually, the City's cost of administering the Community Parking District Program, including the services of a dedicated Program Manager, Transportation Engineer(s), Management Analyst, and all parking meter operations and enforcement costs shall be subtracted from the total Citywide parking meter revenue prior to the calculation of the revenue subject to allocation to each of the Community Parking Districts.

CITY OF SAN DIEGO, CALIFORNIA
COUNCIL POLICY

CURRENT

2. The cost of new meters or other parking-related equipment and their installation in existing and proposed Community Parking Districts will be deducted from the total revenue received within the Community Parking District prior to calculating the percentage of total parking meter revenues allocated to the Community Parking District outlined in Section B.3.
3. A percentage of the total parking meter revenues, less the administrative and parking meter operations costs described in Sections B.1 and B.2 above, received within each Community Parking District shall be allocated to that Community Parking District on an annual basis. The percentage shall be 15 percent each fiscal year.
4. By resolution with a majority vote, City Council may, in its sole discretion, allocate parking meter revenue in excess of 15 percent on a case-by-case basis. Such additional revenues may be allocated to a Community Parking District provided the following requirements are met:
 - a. Any City administrative costs necessary to implement and collect the fees are fully recovered;
 - b. The City conducts, or causes to be conducted, an analysis of the proposed use(s) of the additional parking management-related revenues, and the analysis indicates that the amount allocated, along with any other authorized revenues, is sufficient to implement and manage the proposed use(s);
 - c. The additional revenue allocated is no more than necessary to implement and manage the proposed use(s); and
 - d. The City determines through a fiscal impact analysis that the Community Parking District's proposed use(s) is in the City's long-term best interest.
5. The City will disburse revenues allocated to each Community Parking District to the Community Parking District Advisory Board provided that City Council adopts and approves the Community Parking District Advisory Board's Annual Plan and Budget, and the City deems that the Community Parking District Advisory Board's use of the funds complies with all applicable governing laws and Council Policies. Under no circumstances shall the City reimburse a Community Parking District Advisory Board for annual costs that exceed the Community Parking District Advisory Board's annual budget approved by Council. The City Manager shall maintain relevant data indicating the location of each parking meter, revenue earned by each meter, and other revenue sources, for the purpose of projecting and verifying parking management-related revenues allocable to each District.

CITY OF SAN DIEGO, CALIFORNIA
COUNCIL POLICY

CURRENT

C. Community Parking District Management

1. If the City approves a request to establish a Community Parking District, the Community Parking District Advisory Board shall execute an Operating Agreement with the City, subject to City Council approval. Operating Agreements will have a term of no more than three years from the date executed by all parties. An Operating Agreement may not be amended to extend the three year term, but subject to City Council approval, a new Operating Agreement may be executed to become effective after the term of a prior agreement has expired.
2. Annually, each Community Parking District Advisory Board shall develop, through community input, and recommend to the City Council an Annual Plan and Budget which shall identify proposed improvements and activities allowable under Section D, that are consistent with all governing laws, and do not exceed the District's proposed Budget. Community Parking District Advisory Boards may carry over Community Parking District Funds from one year to the next to fund projects requiring more than one fiscal year's budget appropriations, so long as the term for carrying over the funds does not exceed the term of the Operating Agreement. Any Community Parking District Funds remaining at the termination of an Operating Agreement will revert to the City.
3. Community Parking District Advisory Boards shall provide their Annual Plan and Budget to the City by the end of January each year so it may be included in the City's annual budget appropriations. In addition to the City's annual budget appropriation, each Community Parking District's Annual Plan and Budget shall be subject to the approval of the City Council. Each year, the City Council will determine whether to approve the Annual Plan and Budget and authorize the City Manager or designee to amend the Operating Agreement to add the approved Annual Plan and Budget. If City Council does not approve the Annual Plan and Budget, the City Manager shall terminate the Operating Agreement. City staff managing the program will present to the City Council, at the end of each three-year term of the Operating Agreement, a budget presentation detailing any remaining funds that have not been spent or allocated within that cycle. City staff will provide additional recommendations to City Council for appropriate allocation of those funds.
4. The City Manager or designee will conduct an annual fiscal year-end reconciliation of actual parking management-related revenues. The Annual Plan and Budget of each Community Parking District Advisory Board will be based on the actual revenues collected in the prior fiscal year following a reconciliation of all administrative costs as identified in Sections B.1 and B.2.

CITY OF SAN DIEGO, CALIFORNIA
COUNCIL POLICY

CURRENT

5. Each Community Parking District Advisory Board Annual Plan and Budget shall include the following:
 - a. How the Community Parking District Advisory Board obtains and incorporates community input into the management of the District; and how the proposed plan and budget reflect community priorities.
 - b. The identity of its board members and the actions the Community Parking District Advisory Board has taken within the preceding year to represent and be accessible to all members of the community within the Community Parking District's boundaries.
 - c. Budgets for the upcoming fiscal year and the next five fiscal years, including Community Parking District funds and other sources of funding. The five fiscal year budget is intended as only an informational and forecasting tool. Each fiscal year, City Council approves funding only for the following fiscal year. The budget shall follow a standard template provided by the City Manager or designee.
 - d. A narrative which indicates:
 - i. Estimated annual costs for the next five fiscal years for each activity and improvement and whether there is an unfunded need;
 - ii. The proposed timing of the use of reserve funds per fiscal year for the five fiscal years;
 - iii. Whether the proposed expenditure is for an activity managed by the Community Parking District Advisory Board or a City-managed project;
 - iv. How the proposed activity or improvement will address the District's parking impacts and is an eligible use of Community Parking District Funds (as identified in Section D);
 - v. The source and amount of funds other than Community Parking District Funds that the Community Parking District Advisory Board proposes to fund its activities; and
 - vi. Metrics for tracking performance and outcomes.
 - e. A performance report for the most recently completed fiscal year and the first six months of the current fiscal year:

CITY OF SAN DIEGO, CALIFORNIA
COUNCIL POLICY

CURRENT

- i. Sources and uses of Community Parking District Funds and other funds previously included in the Annual Plan and Budget for that fiscal year.
 - ii. Metrics on performance and outcomes comparing projected and actual results.
6. In addition to proposed improvements, if any, the Annual Plan and Budget may include recommendations regarding activities which promote effective parking management.
7. Community Parking District Funds shall be expended for the uses set forth in Section D. Community Parking District Funds may also be expended for the administrative costs of the Community Parking District, provided that those costs are compliant with Section D and do not constitute more than 15 percent of the total Community Parking District annual budget as set out in the Annual Plan and Budget. At the discretion of the City Manager, this 15 percent administrative portion may be provided as an advance at the beginning of each fiscal year. The revenue allocated to Districts shall not fund the work of other entities such as Business Improvement Districts, and shall not be used for economic development, the promotion of business communities or specific businesses, beautification, or special events in the Community Parking Districts, or for any activities unrelated to mobility, parking, and accessibility.
8. Each Community Parking District Advisory Board, in collaboration with City staff, shall monitor and analyze parking meter utilization, and may, in consultation with City staff, monitor and analyze non-metered on-street parking utilization. Each Board may also make recommendations to City staff on meter locations, time limits, hours of operation, and new parking meter technology to more efficiently manage on-street parking, consistent with established utilization targets and parking management goals. Each Board may request that City staff analyze parking meter utilization and non-metered on-street parking utilization, which costs will be paid out of Community Parking District budgeted funds. The Board will incorporate this information in its recommendations to the City Manager.

Each Board may also make recommendations on the management of existing parking inventory, including such measures as, parking evaluations, reconfiguration of existing on-street parking inventory, residential permit parking programs, employee parking programs, enforcement, reducing excessive red curb, removal of abandoned driveways and replacement with matching sidewalk, curb, and gutter, and mitigation of any adverse effects resulting from the implementation of such program(s).

CITY OF SAN DIEGO, CALIFORNIA
COUNCIL POLICY

CURRENT

Recommendations on changes to any parking management element identified above shall be considered by the Community Parking District Advisory Board or as a discussion item during a public meeting prior to submission to the City Manager or designee.

9. Each Community Parking District Advisory Board shall comply with all state and federal laws and regulations pertaining to nonprofit corporations, including making its annual filing of IRS Form 990 available to the public, providing a copy of the form upon request to the City, Community Parking Districts Advisory Boards and any subrecipient or subcontractor will maintain insurance as required by the Operating Agreement. The City shall maintain a program webpage with links to Community Parking District Advisory Board websites.
10. Community Parking District Advisory Boards shall comply with California's Open Meeting Law, the Ralph M. Brown Act, set forth at California Government Code sections 54950 through 54963 (Brown Act), as may be amended from time to time, by conducting meetings that are open to the public, properly noticed, and in compliance with each of the Brown Act provisions, with the following exception: if the Community Parking District Advisory Board under its operating procedures enables teleconferenced meetings pursuant to Sections 54953(b)(1) and (2), all requirements of Section 54953 (b)(3) can be waived. Community Parking District Advisory Boards should carefully consider the unique needs of their community and the Community Parking District Advisory Board's capacity for reliable and robust technology in deciding whether to hold in-person meetings, hybrid meetings, or fully teleconferenced meetings. Each Community Parking District Advisory Board shall provide agendas and meeting materials in advance of meetings in compliance with the Brown Act. Materials must be posted to a Community Parking District Advisory Board provided website.

D. Use of Allocated Community Parking District Funds

1. An allocation of Community Parking District Funds to a Community Parking District Advisory Board shall only be made from new or prospective revenues resulting from meter installations or the implementation of other parking management activities within the District, and the allocation shall not result in any reduction of current City revenues or anticipated increases in City revenues.
2. Community Parking District Funds shall be expended for regulation, management, and control of the parking of vehicles and management and control of traffic (including vehicular, bike, and pedestrian), which affects or is affected by the parking of vehicles in parking meter zones pursuant to San Diego Municipal Code sections 82.08 and 82.09. The projects for which Community Parking District Funds are expended must be valid uses of the public right-of-way, serve a public purpose, and shall be focused on improvements and activities

CITY OF SAN DIEGO, CALIFORNIA
COUNCIL POLICY

CURRENT

that increase the availability, supply, and effective use of parking for residents, visitors, and employees within the adopted Community Parking Districts that are outside the ongoing activities, routine maintenance and planned capital improvements of the City. All expenditures proposed by Community Parking District Advisory Boards are subject to City Manager review and approval. The City Manager's determination as to whether a proposed use of Community Parking District Funds complies with governing laws is final. The purpose of the expenditures may include the following:

- a. Subject to City Manager approval and in accordance with San Diego Municipal Code section 82.09 and City sign regulations in San Diego Municipal Code Chapter 14, Article 2, Division 12, Community Parking District Funds may be used for the purchase, construction, erection, repair, and replacement of signs for the direction of traffic or parking within a parking meter zone or to provide parking and mobility information through wayfinding signage or media that communicate the location, availability, cost, and other pertinent information of district-wide parking options, parking alternatives (such as bike racks, bike lockers, scooter corrals, etc.), or provides navigation within parking meter zones within the Community Parking District. Signage must primarily serve a functional purpose and may not be purely aesthetic in character. Wayfinding projects that may be eligible uses of Community Parking District Funds, subject to City Manager approval, include the following:
 - i. Physical wayfinding signage, including:
 - (A) Directional signage to public parking facilities, transit facilities, bicycle and micromobility parking facilities, and from these facilities to public points of interest.
 - (B) Pedestrian-scale wayfinding signs with maps and route guidance that are visible to both pedestrians and road users.
 - (C) Signage that complies with the Americans with Disabilities Act (ADA) for accessibility to parking and sidewalks.
 - (D) Wayfinding signs can be multilingual if Community Parking District Advisory Boards determine this will increase the effectiveness of such signage for residents and visitors.

CITY OF SAN DIEGO, CALIFORNIA
COUNCIL POLICY

CURRENT

- ii. Digital and Interactive Wayfinding Media including:
 - (A) Smart kiosks with touch-screen maps displaying parking and destination options that comply with the Transparent and Responsible Use of Surveillance Technology Ordinance in San Diego Municipal Code Chapter 2, Article 10, Division 1.
 - (B) Dynamic message signs indicating lot availability and traffic conditions.
- b. Eligible mobility projects that enhance mobility within Community Parking Districts and facilitate the use of alternative forms of transportation to reduce parking demand including:
 - i. Installation of ADA compliant curb ramps.
 - ii. Removal of obstructions (i.e., abandoned driveways) to enhance pedestrian pathways.
 - iii. Installation of bicycle parking and shared micromobility infrastructure to encourage the use of alternate modes of transportation.
 - iv. Community shuttle, circulator systems, or other alternative modes within the Community Parking District to reduce parking demand or to assist in the mobility of those parked in parking meter zones.
- c. Providing pedestrian or vehicular safety through activities and improvements which provide separation or enhance safety for pedestrians and vehicles. Eligible pedestrian or vehicular safety activities and improvements are subject to City approval, and must align with the elements identified in Council Policy 900-23: Complete Streets Policy and be used for those purposes identified in City's Street Design Manual and Land Development Manual: Appendix I. The City will require the Community Parking District Advisory Board to submit designs, drawings, or other detailed documentation to illustrate how these elements comply with the Street Design Manual guidelines for traffic and parking management.

CITY OF SAN DIEGO, CALIFORNIA
COUNCIL POLICY

CURRENT

- d. Increasing the parking supply (e.g., lease, purchase, or construction of additional on-street or off-street parking accessible to vehicles, including bikes) through means such as self-parking or valet-parking, and generally available to all users. Permanent or significant changes to public facilities and infrastructure must be closely coordinated with relevant City departments. Every proposed activity which is targeted to specific users, such as an employee parking program, shall demonstrate in the Annual Plan and Budget that such an activity shall not violate general principles of equal protection by ensuring that protected classes of people are not discriminated against. If a subsidy is provided to users (directly or indirectly), the Annual Plan and Budget shall demonstrate (not merely assert) that the subsidy is limited to a reasonable amount which corresponds to a material effect on parking in the parking meter zones and serves a public purpose. Eligible expenses may include the acquisition of land, project design, financing, construction, and operation of public parking facilities, but do not include special event parking.
- e. Supplementing eligible City projects which meet one or more of the above purposes is encouraged. Community Parking District Advisory Boards will regularly coordinate with City staff. Based upon information provided by Community Parking District Advisory Boards, City staff shall identify eligible projects that directly address needs and concerns identified by Community Parking Districts. City staff will provide a list of those projects to the respective Community Parking District Advisory Boards which may select projects to be funded as part of the District's Annual Plan and Budget. If Community Parking Districts want to allocate all or part of their annual revenue to City project(s), the project(s) must relate to parking management or the control and management of traffic (including vehicular, bicycle, or pedestrian traffic) within parking meter zones. These projects may include:
 - i. Management and expansion of parking supply, including adjusting parking configuration to angled, head-in, back-in, or reverse-angle parking, and floating parking areas for more efficient use of available space.
 - ii. Maintenance or upgrades to storm drain systems to avoid flooding parking areas.

CITY OF SAN DIEGO, CALIFORNIA
COUNCIL POLICY

CURRENT

- iii. Pedestrian crossings and enhancements such as: installation of high-visibility crosswalks, including continental crosswalks; addition of pedestrian refuge islands in high-traffic areas; rectangular flashing beacons at uncontrolled crossings; countdown pedestrian signals at traffic light-controlled intersections; and pedestrian-activated stop signals in school zones or high foot-traffic areas.
 - iv. Sidewalk and accessibility improvements such as: widening or repair of sidewalks to ensure clearance for wheelchairs and assistive devices; devices for ADA compliance; installation of ADA compliant curb ramps; and installation of curb extensions (bulb-outs) to reduce crossing distances.
 - v. Vehicular separation and traffic control such as: separated bike lanes; slow street infrastructure and maintenance; and traffic circles and roundabouts.
 - f. Maintenance of parking management assets installed using parking meter revenue in previous fiscal years that meet the requirements identified in Section D.2(c) if approved by the City on a case-by-case basis.
- 3. City staff shall work collaboratively with Community Parking District Advisory Boards on identifying projects where the City's share of parking meter revenue may be used and provide such recommendations for inclusion in the City's annual budget.
 - 4. Community Parking District Funds shall be spent within the parking meter zone that generated the funds.

HISTORY:

"Parking Meter Revenue Allocation and Expenditure"

Adopted by Resolution R-288408 – 03/04/1997

Retitled to "Community Parking District Policy" and

Amended by Resolution R-299836 – 11/15/2004

Amended by Resolution R-306676 – 03/18/2011

Amended by Resolution R-309826 – 07/16/2015

Amended by Resolution R-316228 – 06/05/2025

CITY OF SAN DIEGO, CALIFORNIA
COUNCIL POLICY

CURRENT

