



Honorable Mayor and Members of the Hermosa Beach City Council

CONTINUED REVIEW OF THE CITY'S RESIDENTIAL PARKING PERMIT PROGRAM

(Revenue Services Supervisor Paul Avila)

Recommended Action:

Staff recommends City Council:

1. Receive an update on the City's Residential Parking Permit Program; and
2. Consider any changes or modifications to the Program.

Executive Summary:

Following City Council direction at the previous meeting on the Residential Parking Program Update, staff has continued analysis and discussion of two specific policy items:

1. Parking Permit Eligibility Requirements; and
2. Proof of Residency Requirements

These items are being revisited to ensure the City's parking policies continue to promote equitable access, responsible use of limited parking resources, and fiscal accountability.

Background:

At its prior meeting, the City Council reviewed proposed updates to the Residential Parking Program. During deliberations, Council directed staff to return with additional information and recommendations on two areas of concern:

- **Parking Permit Eligibility Policy:** Establish a City policy denying residential parking permits to individuals who have outstanding fees owed to the City until those balances are paid.
- **Proof of Residency Requirements:** Implement clear and consistent documentation requirements to verify residency for property owners seeking eligibility for Residential Parking permits.

Here is a table of the previous and recent City Council–adopted residential parking permit program criteria.

| Category | Previous rule | Current (Council- adopted) rule |
|--|--|---|
| Eligibility | <ul style="list-style-type: none"> ➤ Must live within the City's <i>impacted parking area</i> (near-beach zones). | <ul style="list-style-type: none"> ➤ Must live within the City's <i>impacted parking area</i> (near-beach zones). |
| Proof of residency for Vehicle Sticker Permit | <ul style="list-style-type: none"> ➤ CA driver's license with Hermosa Beach address • Vehicle registration with same address | <ul style="list-style-type: none"> ➤ Signed lease agreement (<i>new residents only</i>) or utility bill ➤ Vehicle registration with Hermosa Beach address |
| Proof of residency for Guest/Transferable Permit | <ul style="list-style-type: none"> ➤ Government-issued ID ➤ Current bank/credit card statement (or similar) with Hermosa Beach address | <ul style="list-style-type: none"> ➤ Signed lease agreement (<i>new residents only</i>) or utility bill |
| Permit Limits | <ul style="list-style-type: none"> ➤ Up to 3 permits per residence per year • A 4th permit may be allowed if no off-street parking exists | <ul style="list-style-type: none"> ➤ Up to 3 permits per residence per year ➤ A 4th permit may be allowed with a signed affidavit • City Manager may approve a 5th and 6th permit on a case-by-case basis |
| Guest Permit Replacements | <ul style="list-style-type: none"> ➤ Guest/Transferable Permit not replaceable | <ul style="list-style-type: none"> ➤ Guest/Transferable permits are now replaceable for new tenants only |
| Owner Guest Permits | <ul style="list-style-type: none"> ➤ Not issued | <ul style="list-style-type: none"> ➤ Not issued |
| Cost | <ul style="list-style-type: none"> ➤ \$60 per permit | <ul style="list-style-type: none"> ➤ \$60 per permit |
| Event Permits | <ul style="list-style-type: none"> ➤ <i>No prior corresponding program in table</i> | <p>Reinstated event permits with updated rules:</p> <ul style="list-style-type: none"> ➤ Limit of 2 events per year ➤ Limit of 10 permits per event ➤ Updated fee of \$10 per permit ➤ Holiday exclusion: event permits are not available on the holiday itself if it falls midweek. If the holiday falls on a weekend, event permits are not available on Friday, Saturday, and Sunday |

Past Council Actions

| Meeting Date | Description |
|---|---|
| <u>January 23, 2024</u> | City Council received a staff presentation on issues identified during the 2023–24 parking permit season and approved staff’s recommendation to only accept one address per resident, eliminate the replacement of lost or stolen guest permits, limit Annual Employee Permits to one per person, and institute a 2-year loss of parking permit privileges for misrepresentation/fraud in applying for a permit or the misuse of parking permits. Additionally, City Council raised the parking permit price to \$60 per year, the daily lot pass price to \$150 for (12-hour parking) and the 24-hour lot pass to \$250, and the daily metered lot pass to \$12. |
| <u>January 14, 2025</u> | City Council received an update on the Citywide Parking Program and approved agreements with Parkmobile, LLC and Turbo Data Systems, Inc. Mayor Pro Tem Seamann requested, and a majority of City Council supported, directing staff to return with an item highlighting Residential Parking Program feedback for possible modifications. |
| <u>January 28, 2025</u> | City Council received an update on the Citywide Parking Programs and approved a motion to establish the acceptable forms of proof of residency to add a Driver’s License consistent with State law, and in the event the person does not have a vehicle, proof of residency for a hang tag can be established via bank statement or credit card statement at the address requested. |
| <u>March 11, 2025</u> | City Council received an update on the Employee Parking Permit Program and create two separate monthly employee permits. One employee permit would allows employee parking on the upper level of Lot C. A second employee permit restricting parking for the yellow meters to only Hermosa Avenue via a new sticker. |
| <u>May 27, 2025</u> | City Council received and filed an update on the City’s Residential Parking Permit Program and directed staff to bring back the item for discussion on or before October 2025. |
| <u>October 28, 2025</u> | City Council received and filed an update on the City’s Residential and Employee Parking Permit Program and directed staff to bring back the item for continued discussion. |

| Meeting Date | Description |
|-----------------------------------|--|
| November 17, 2025 | City Council approved criteria for issuance of a fourth permit, granted the City Manager the authority to issue additional permits for special circumstances, and directed staff to bring back the item for continued discussion on 1.) banning permit issuance for those with debt owed to the City and 2.) review of proof of owner residency. |

Analysis

Permits for Applicants with Outstanding Balances

Council requested that staff explore the possibility of disallowing the issuance or renewal of residential parking permits to any applicant with outstanding amounts owed to the City. This could include unpaid parking citations, fines, fees, or delinquent business or residential licenses.

Prohibiting residents from purchasing city parking permits if they owe unrelated debts to the city presents both administrative and policy trade-offs. On the positive side, the policy can enhance debt collection, encourage compliance, and reinforce fiscal accountability by linking city privileges to responsible payment behavior. It provides a practical mechanism for recovering overdue balances without relying on costly enforcement actions.

However, the approach may create administrative and legal challenges, generate disputes over unrelated debts, and invite criticism if perceived as overly punitive or disconnected from parking management objectives.

The City currently follows a person-based ban, where only the individual violator is prohibited from obtaining parking permits. Below are two possible approaches, 1.) person-based and/or 2.) address-based, along with their high-level pros and cons:

a. Banning the Individual Applicant (Person-Based Ban)

Pros

- Holds the actual violator accountable.
- Does not penalize other residents or future tenants.
- Lower legal and fairness concerns.

Cons

- Harder to enforce if people reapply under different names.
- Requires stronger ID checks.
- May be a weaker deterrent since others at the address can still get permits.

b. Banning the Address (Address-Based Ban)

Pros

- Strong deterrent for the whole household.
- Easier to administer and enforce.
- Prevents workarounds by switching applicants.

Cons

- Can unfairly affect new or uninvolved residents.
- Likely to increase disputes and customer complaints.
- Raises legal and equity concerns.
- Could impact rental properties with frequent turnover.

Staff recommends pursuing the person-based ban, as it most directly targets the violator, minimizes unintended harm to other residents or future occupants, and reduces legal and fairness concerns associated with penalizing an entire address for the actions of a single individual.

Owner Residency Requirement

At its October 28, 2025 meeting, the City Council approved the use of utility bills and similar documents to provide more options to meet the permit program's proof-of-residency requirements to address issues faced by renters, new move-ins, and others who may not have an updated driver's license.

However, as discussed during the November 17, 2025 Council Meeting, this flexibility could also allow part-time residents in the City to use the aforementioned options to meet the program's residency requirements whether or not they live in the City on a permanent, full-time basis.

It is important to note that "permanent" residency is not a requirement under the current or formerly adopted permit resolution, nor is it defined in the resolution. Proving "permanent" residency, in an administrative sense, would be difficult at best, requiring verification through indirect and imprecise means. While the Council previously relied on a permit applicant's driver's license and vehicle registration address to match their physical address as proof of "permanent" residency in Hermosa Beach, even this does not guarantee that person is a permanent resident of Hermosa Beach.

Under the law, a person's "domicile" is the place considered a person's true, fixed, permanent home and principal establishment, to which they have the intention of returning whenever absent. It is different than "residence," which is a more general term for where a person currently lives, which can be temporary. Legally, the law recognizes that a person can have only one domicile at a time.

With this in mind, Staff offers the following options for Council's consideration:

Option 1

Revise the current permit parking resolution to state that permit applicants can only apply for a parking permit if their legal domicile within the City, and/or have the permit application include an affidavit signed under penalty of perjury that the Hermosa Beach address for which they seek a parking permit(s) is their legal domicile.

Option 2

Council could reverse their recent vote and reestablish the requirement that the Hermosa Beach address on an applicant's license and vehicle registration must match the address for which they seek a parking permit(s) within the City.

Option 3

Stay the course with the most recent change which allowed permit applicants to use alternative forms for proof-of-residency, including water bills, electric bills, internet bills and the like to issue parking permits without changing the resolution further on this point and without requiring a signed affidavit. Although no formal data is collected, anecdotal feedback and the small number of complaints received suggest that part-time residents who may have longer-term homes elsewhere constitute a very small minority of applicants.

As a reminder, applicants cannot receive permits for multiple residences (this was previously allowed under the owner guest permit program, which was discontinued in 2023), and any part-time resident pass issued would simply count against the total allowed at that one address.

Additional Issues

Various other issues, questions and scenarios have been raised throughout the discussion of the parking permit program, which are discussed as follows:

1. Who's eligible to receive a permit?

- a. Are short-term renters eligible?
 - Short term renters would not meet proof-of-residency document requirements.
- b. Are second or third-homeowners eligible?
 - As discussed above, adjustments could be made to require that the permit applicant confirm their legal domicile applies to one address in Hermosa Beach or allow any property owner who can prove residency under the new proof-of-residency rules to be eligible which may be a small number of applicants.
- c. Are non-Hermosa Beach residents eligible?
 - Permit applicants must provide documentation that shows their address is within the impacted zone.

2. Proof of Residency & Proof of Occupancy

- a. Will the City continue relying on California state requirements for vehicle registration and driver's licenses?
 - The Council has already approved alternative forms for proof-of-residency, including utility bills or similar documents, including but not limited to CA vehicle registrations and a CA driver's license.
- b. What documentation is now required to verify residency — full-time occupancy versus part-time or intermittent use?
 - As discussed above, the resolution does not require nor define full-time occupancy vs. part-time or intermittent use, nor does it define or require that residency be “permanent.”

3. Vehicle Types & Restrictions

- a. Are school buses, RVs, camper vans, or other non-standard or non-daily-use vehicles allowed to park in residential permit zones?
 - The current parking permit resolution does not define nor distinguish between vehicle types. If a vehicle exceeds the size of a single space for which a parking permit is issued, it would be subject to parking enforcement and fines as appropriate.
- b. What rules apply to vehicles covered with car covers—specifically regarding visible license plates and visible parking permits?
 - Covered cars are allowed, but the license plates and any required parking permits must remain visible or accessible. An officer may **temporarily remove part of the cover** as needed to inspect the plate or registration.

4. Permit Limits & Verification

- a. What are the limits per household, per licensed driver, and per vehicle?
 - The standard limit is 3 residential permits per residence. A 4th permit may be allowed with a signed affidavit and City Manager may approve a 5th and 6th permit on a case-by-case basis. The permit system stops any one person from getting parking permits at more than one address.
- b. Must each permitted vehicle be registered to the same Hermosa Beach address?
 - Only vehicle sticker permits require registration at the Hermosa Beach address. The guest/transferable permit is not tied to a specific vehicle.
- c. Must each applicant's driver's license list that Hermosa Beach address?
 - The Council has already approved alternative forms for proof-of-residency, including utility bills or similar documents.

- d. What safeguards will prevent issuing permits to individuals who do **not** live full-time at the address (e.g., students, parents, adult children, employees, dog walkers)?
- The resolution does not define or require full-time occupancy, permanent residency, or distinguish between part-time or intermittent use. It's hard to confirm full-time residency when someone provides valid proof-of-residency documents.

5. Use of Off-Street Parking

- a. How will off-street parking availability be considered when issuing or denying permits?
- This is only factored in with consideration of a fourth permit (affidavit) or additional permits above four (City Manager review)
- b. Will driveway-blocking factor into eligibility?
- It can be a consideration from applicants seeking more than four permits

6. City Manager Discretion & Additional Permits

- a. What criteria will the City Manager use when evaluating requests for additional residential permits?
- Eligibility for a 5th or 6th permit will be reviewed by the City Manager who will assess an applicant's current parking availability and parking needs and may include a site visit to verify such conditions.
- b. Is there a maximum number of discretionary permits?
- Council has approved two additional discretionary permits beyond the four permits that applicants can apply for administratively.
- c. Given the potential for misuse or inconsistent application, what safeguards will be implemented?
- Any verifiable fraud or abuse would result in the revocation of all parking permits issued to the applicant and they would be banned from the program for two years.
- d. The Council explicitly voted NOT to allow owner permits — what is the City's plan to ensure that does not occur even under discretionary authority?
- The permit system prevents one individual from applying at multiple locations. Each request for more than four permits will be thoroughly reviewed to ensure compliance to permit policy.

7. Public Parking Impacts & Coastal Zone Considerations

- a. How many public parking spaces are currently occupied by outdoor dining decks?
- About 35 spaces

- b. What is the City's plan to offset these losses?
 - The City is evaluating options to offset lost public parking spaces while meeting Coastal Commission requirements that prohibit reducing overall coastal-access parking. This includes exploring ways to reorganize parking supply and use management tools, such as adjusted meter programs or alternative parking, to replace or compensate for any removed spaces.
- c. What is the City's plan to ensure adequate public access as more spaces are now allocated to residential parking?
 - The City is evaluating options to maintain adequate public access even as more spaces are allocated to residential parking. This includes exploring adjustments to parking management, ensuring sufficient visitor spaces, and implementing measures that preserve convenient access to coastal and commercial areas.
- d. How will the City ensure compliance with the Coastal Commission's standard that residential permit programs "must not adversely impact public parking supply or visitor access to coastal recreation areas"?
 - The City is evaluating options to ensure its residential permit program complies with the Coastal Commission's requirement that it not reduce public parking or hinder coastal visitor access. This includes exploring strategies to manage parking demand, maintain adequate public spaces, and adjust program elements as needed to protect coastal access.

8. Party Passes (Visitor Permits)

- a. With allowing for unlimited visitor "party passes," what is the City's plan to manage volume—particularly during peak summer months?
 - Party passes (event permits) are limited to 2 events per year, with a maximum of 10 permits per event, and a \$10 fee. Staff will monitor the usage this permit year and return to Council with program feedback.
- b. What controls will be implemented to prevent excessive impacts on public access?
 - The event permit limits—both the annual cap and the per-event cap—serve as the controls to prevent excessive impacts on public access.

Fiscal Impact:

Implementing a policy that restricts residential parking permit eligibility for applicants with outstanding balances owed to the City is expected to have a minimal administrative cost associated with verifying account status, which can be absorbed within existing staff workloads. The policy may result in a modest increase in City revenue as applicants resolve unpaid fees to regain eligibility, and could also reduce instances of uncollected receivables over time. No significant capital or ongoing operating expenses are anticipated.

Respectfully Submitted by: Paul Avila, Revenue Service Supervisor
Noted for Fiscal Impact: Brandon Walker, Administrative Services Director
Legal Review: Jason Baltimore, Interim City Attorney
Approved: Steve Napolitano, Interim City Manager