

COUNTY FACILITIES PARKING POLICY

The San Mateo County Facilities Services Division has established the following procedures to govern parking designations, permits, and signage at County-owned Facilities parking lots and parking structures in accordance with State and County Code. Permission to park vehicles in or on San Mateo County Facilities parking lots and parking structures is governed by the following policies and procedures.

1. OBJECTIVE:

The County Facilities Services Parking Policy (Policy) has been established to improve employee and public parking, customer service, enhance public safety and emergency access, and operational efficiency. This Policy has been established for the following reasons: safety of County employees and the community, to ensure access for County business, maintain safe vehicle parking lots, allow for adequate County event parking, facilitate the work of County personnel by ensuring access to County-owned parking lots and parking structures, provide access at all times for emergency responders and equipment, to ensure efficient use of limited parking spaces.

2. REGULATORY GUIDELINE:

State law and local ordinances, including California Vehicle Code Sections 21113 et.al. and 22651.3, and Chapters 1.08, 7.28, and 7.32 of the San Mateo County Ordinance Code collectively allow the Board of Supervisors to establish parking controls and issue citations for parking violations on County-controlled lots.

3. PURPOSE:

To designate employee, public, and County-owned vehicle parking at all County Facility parking lots and parking structures. To designate certain parking lots, areas of parking lots, and parking structures as “no parking zones” between the hours of 1 a.m. until 6 a.m. for all lots except at County Government Center, and 2 a.m. to 6 a.m. for Redwood City (RWC) Government Center Structure and to enforce all posted parking signs. Violation of any signs, rules or regulations relating to the operation, stopping, standing, or parking of motor vehicles on the driveways and grounds of County parking lots and parking structures, duly adopted, and as from time to time amended, by the County’s Board of Supervisors, shall be cited and may be towed pursuant to the County’s parking ordinance and Section 21113 et seq. and Section 22651.3, of the Vehicle Code of the State of California.

4. PROPOSED NEW COUNTY FACILITY PARKING POLICY:

A. DEFINITIONS

1.1 Employee Parking Placard – Purple shall mean a permit issued by the Director of Public Works, or his designee, to County employees who work on the RWC Government Center campus. This purple permit allows County employees to park in employee designated areas only during their work shift.

1.2 Employee Parking Placard – Yellow shall mean a permit issued by the Director of Public Works, or his designee, to Department Directors and second tier management team if they have a business need to park at the RWC Government Center in employee designated areas and assigned parking spaces, if applicable. The Yellow Parking Placard permits will also be issued to staff that have a personal vehicle assigned parking space in the following locations:

- Basement of 555 County Center
- VIP Lot located on the corner of Marshall Street and County Center Street
- Assigned spaces along County Center Street

1.3 Employee Parking Placard – Yellow Day-Use Permit Placard shall mean a temporary use permit issued by the Director of Public Works, or his designee, for certain employees to park in employee designated spaces at the County Government Center parking lot and parking structure. The following employees may be issued these placards; Term employees, Interns, Contract employees, Volunteers, Visitors, and Cal Train and Clipper card holders who need to travel to work by car on a particular day.

2. County Parking Lots and Parking Structures are defined and listed in Section F.

3. Overnight Parking shall mean the parking or leaving of a vehicle in any County Facility parking lots or parking structures between the hours of 1 a.m. and 6 a.m. (2 a.m. to 6 a.m. for RWC Government Center Structure and lots).

4. Vehicle is a device by which any person or property may be propelled, moved, or drawn upon a highway, except a device moved exclusively by human power or used exclusively upon stationary rails or tracks. A vehicle, for the purposes of this Policy, does not include oversize vehicles such as recreational vehicles, buses, trailers, semitrailers, box trucks, motor homes, mobile homes, storage containers, and tractors.

5. Disabled Person Parking pertains to any vehicle bearing a state “Disabled Person” license plate or placard (temporary and permanent) may park at designated spaces.

6. Employee and Public Electric Vehicle (EV) Charging Stations are provided so that EV’s may park at designated charging stations when they are actively using the charging stations. Employees and public EV spaces are specified. Non-electric vehicles and any EV who are not actively charging may not park in these sections and are subject to citation and towing.

B. POSTED SIGNAGE

Signs shall be posted at the entrances to all County Parking Lots stating "OVERNIGHT PARKING PROHIBITED. VIOLATORS WILL BE CITED AND MAY BE TOWED AT OWNER'S EXPENSE."

B.1 Other signs indicating reserved, restricted, accessible parking, no parking, EV charging stations and other special signs will be enforced and violators will be cited and may be towed at owner's expense.

C. PARKING REGULATION

All County Facility parking is for *public* day-use only to attend to County business and for employees who display a Purple Placard, Yellow Placard, or Yellow Day-Use Placard on their vehicle. No week-day or weekend parking is allowed by the public or employees between the hours of 1 a.m. and 6 a.m. (2 a.m. and 6 a.m. for the RWC Government Center Parking structure and lots) whether attended or unattended. Employees who park at the RWC Government Center must display on their vehicle's rear-view mirror one of the three Parking Placards as outlined above (Purple, Yellow, or Yellow Day-Use),

County Facility staff may temporarily prohibit parking in areas needed to be kept clear for maintenance, repair or construction of parking facilities, County events, and/or for public safety and utility purposes. County Facility staff will provide notice of such temporary prohibition, if possible, at least 72 hours prior to the prohibition.

Buses, trailers, semitrailers, box trucks, motor homes, mobile homes, storage containers, and tractors shall never be permitted to be parked in a County Parking lot or Parking Structure, unless otherwise governed by a written agreement approved by the County Board of Supervisors.

Vehicles shall not be parked illegally or in a manner that obstructs through traffic, e.g. in fire lanes or in areas that are not actually marked parking stalls.

D. PARKING INFRACTIONS

Any vehicle parked or left standing, whether attended or unattended, in County Parking Lots and Parking Structures without a permit between the hours of 1 a.m. and 6 a.m. or between the hours of 2 a.m. and 6 a.m. for the RWC Government Center Parking garage and lots, will be cited and may be towed at owner's expense.

D.1 APPEAL PROCESS

Should you wish to appeal the citation, information regarding the appeal process is provided on the back of the citation.

E. EVENT / MAINTENANCE IMPACTING PARKING

County Facility staff reserves the right to require certain parking spaces to be vacated for parking lot maintenance and/or authorized County Events with seventy-two (72) hours' notice (or less in case of emergency/public utility need).

F. COUNTY OWNED FACILITIES PARKING LOTS AND PARKING STRUCTURES

This policy applies to all County Facility parking lots and parking structures, including but not limited to:

- Redwood City Government Center*
- VIP Lot at County Center and Marshall Street
- Lathrop House Lot on County Center Street
- County Center Street, surface parking lots including Child Care Center parking lot and Jury parking lot
- Law Library lot, 710 Hamilton Street, RWC
- Health System/SMMC, 225 37th Ave, San Mateo
- East Palo Alto Government Center Parking Lot, 2415 University, EPA
- North County Probation, 1024 Mission Road, SSF
- North County Courts, 1050 Mission Road, SSF
- North County Detention Facility, 1040 Mission Road, SSF
- Youth Services Center, 222 Paul Scannell Drive, San Mateo

*Government Center Parking Structure, 400 Middlefield Road, RWC
See current Agreement between the County of San Mateo and the City of Redwood City, for specific hours and details for public use.

H. NO LIABILITY FOR LOSS OF THEFT

The County of San Mateo does not warrant the security of parked vehicles and is not responsible for the loss or damage through the towing of unauthorized vehicles, theft, vandalism, and weather or otherwise.

I. TOWING OF VEHICLES

San Mateo County Sheriff's Department or any regularly employed and salaried employee who is engaged in directing traffic or enforcing parking laws and regulations may remove or cause to be removed any vehicle pursuant to the provisions of Vehicle Code Section 22651.3.

J. AUTHORITY OF THE DIRECTOR OF PUBLIC WORKS

The Director of Public Works, or his designee, and the San Mateo County Sheriff is duly appointed by the San Mateo County Board of Supervisors and has authority to enforce the County Facility Parking Policy on all County Facility properties. The Director of Public Works, and/or his designees, is authorized to issue citations and impound vehicles and shall execute the powers of enforcement as granted by this Policy and the San Mateo County Board of Supervisors.

K. DELEGATION OF AUTHORITY

The authority conferred upon the Director of Public Works to enforce these regulations may be delegated as needed.

L. AUTHORITY TO MAKE CHANGES

The Director of Public Works, or his designee, is authorized to execute changes and or modifications to the County Facilities Parking Policy as deemed necessary to maintain parking regulations at County facilities.