



CITY OF POMONA

VEHICLE PARKING DISTRICT

STAFF REPORT

October 10, 2019

Item No. 10-10-03

To: Chair and Commissioners of the Vehicle Parking District

Submitted by: Kirk Pelsner, Deputy City Manager

Prepared by: Joaquin Wong, Senior Project Manager

Subject: RATIFY THE SALE OF TWO (2) NEW PARKING PERMITS ISSUED IN SEPTEMBER, 2019

SUMMARY

Recommendation – That the Vehicle Parking District (VPD) Board of Parking Place Commissioners ratifies the sale of two (2) new parking permits issued in the month of September of 2019

Fiscal Impact -The VPD received a total of \$90 for the sale of two (2) parking permits.

BACKGROUND / DISCUSSION

To not delay the sale of VPD parking permits the VPD Commission authorized staff to sell new permits to qualified applicants at the time they apply and pay for the permits. As the sale pertains to public parking, the VPD Commission must ratify each new sale. In the months of September of 2019, two (8) new parking permits were sold to the following persons:

RESIDENTIAL PARKING PERMITS

Melanie Torres

Michael Luna

The renewing of existing parking permits do not need to be ratified by the Commission. The purchases of these permits are reflected in the parking inventory summary sheet (Attachment 1). The sheet indicates the number of parking spaces available in each VPD lot, number of permit issued, and number of permit holders that did not renew. Copies of their applications are also included (Attachment 2). Currently, sufficient parking is available to accommodate the additional permit holders.

Attachments: 1) Parking Lot Permit Inventory Chart
2) Copy of Parking Permit Applications

**CITY OF POMONA
VEHICLE PARKING DISTRICT (VPD)
PARKING LOT INVENTORY
10/10/2019**

Attachment 1

LOT #	TOTAL NUMBER OF SPACES	ADA SPACES	TOTAL SPACES LEASED OUT	TOTAL NUMBER OF PERMIT NOT RENEWED	TOTAL NUMBER OF RESIDENTIAL SPACES	UTILITY STALL LOADING, TRASH, etc.	SPACES AVAILABLE IN PARKING LOT FOR LEASE (Includes Residential spaces)	PERMITS & SPACES		
								Lot Specific Permit	Employee Permit	Commuter Leases
Lot 1	158	6	101	1	N/A	0	51	101	0	N/A
Lot 2	40	2	0	0	N/A	0	38	0	0	N/A
Lot 3	72	3	0	0	34	0	35	0	0	N/A
Lot 4	52	3	0	0	N/A	0	49	0	0	N/A
Lot 5	35	2	0	0	N/A	0	33	5	0	N/A
Lot 6	103	6	0	0	N/A	0	97	0	0	N/A
Lot 7	114	5	9	0	20	0	80	6	3	N/A
Lot 8	54	3	4	0	N/A	0	47	0	4	N/A
Lot 9	53	2	33	0	13	0	3	33	0	N/A
Lot 10	155	3	24	1	15	0	115	0	0	9
Lot 11	48	2	10	0	11	0	25	0	6	N/A
Lot 12	187	6	10	5	18	2	151	1	2	N/A
Lot 13 *	27	2	2	0	N/A	0	23	0	2	N/A
Lot 14 *	55	2	0	0	N/A	0	53	0	0	N/A
Lot 15	93	3	17	3	N/A	0	72	1	6	N/A
Lot 16	0	0	0	0	N/A	0	0	N/A	N/A	N/A
Lot 17	195	0	194	0	N/A	1	0	194	N/A	N/A
Lot 18	7	1	7	0	N/A	0	1	7	N/A	N/A
Lot 19	92	4	92	0	N/A	0	4	92	N/A	N/A
Lot 20	90	3	90	0	N/A	0	3	90	N/A	N/A
Lot 21	46	4	46	0	N/A	0	4	46	N/A	N/A
Lot 22 to Daumier	88	4	88	0	N/A	0	4	88	N/A	N/A
Lot 23	112	5	112	0	N/A	0	5	112	N/A	N/A
Lot 24	156	9	156	0	N/A	0	9	156	N/A	N/A
Lot 25**	89	4	89	0	N/A	0	4	89	N/A	N/A
Lot 26 T	191	0	191	0	N/A	0	0	191	N/A	N/A
TOTAL	2,312	84	1,275	10	111	3	906	1,212	23	9

PERMIT	Available to Lease	Total # Purchased	Total # of Permit Not Renewed	Total # Permits Remaining
Western University	N/A	858	0	N/A
Helix ** (Sub-let Western University)	0	89	0	0
Residential	N/A	70	130	N/A
All Lot Non- Specific	N/A	136	0	N/A
24-Hour Super Pass	100	0	0	100
Commuter	60	30	30	30

*	GRANDFATHERED PARKING LEASE(S) NO NEW PERMITS ALLOWED
**	LEASED BY VIRTU INVESTMENTS LLC (HELI) / SUB-LET WESTERN UNIVERSITY
N/A	NOT APPLICABLE
	LOT 22 LEAST TO PROVIDANT GROUP FOR WESTERN- UNIVERSITY STUDENT TENANT PARKING
	PORTION OF LOT 15 IS LEASTED TO WESTERN UNIVERSITY (60 SPACES)
	LOT 16 IS USED BY THE POMONA HOUSING AUTHORITY FOR ADJCENT TENANET PARKING
	WESTERN UNIVERSITY LOTS 17- 21 & 23, 24
	All ADA PARKING FREE

10/2/2019

THE CITY OF
POMONA

Vehicle Parking District Commission

Residential Permit Request

VPD LOTS: 1, 2, 3, 4, 5, 6, 7, 9, 10, 12 & 15 (MONDAY-SUNDAY 7AM-7PM)

RATE OF \$30 PER SPACE EACH MONTH SOLD ON A QUARTERLY BASIS (\$90 PER QUARTER), UPON APPROVAL



APPLICANT INFORMATION

DATE: 9/24/19

LAST NAME: TORRES

FIRST NAME: MELANIE

CITY OF RESIDENCE: POMONA

ZIP CODE: _____

BUSINESS / INSTITUTION ORGANIZATION: LIVING DOWNTOWN

BUSINESS / INSTITUTION ADDRESS: 281 S. THOMAS ST. UNIT 501, POMONA, CA 91766

DESIRED LOT NO.: 11 NUMBER OF SPACES: 1 ALTERNATE LOT: 7

PLEASE SPECIFY PRECISE REASON FOR YOUR REQUEST: RESIDENT

(i.e. Commuter, Business Owner, Student, Employee, Resident, etc.)

DESIRED DATE TO BEGIN PARKING: 9/30/19

Applicant Signature: _____

PARKING IS AVAILABLE ON A FIRST-COME FIRST-SERVE BASIS AND IS NOT GUARANTEED.

ALL LEASE REQUESTS ARE REVIEWED BY THE VPD STAFF FOR APPROVAL AFTER SUBMISSION. ALL APPROVED OR DENIED LEASE REQUESTS ARE PRESENTED TO THE VPD COMMISSION FOR CONSENT AT THE MONTHLY VPD MEETING HELD ON THE 2ND THURSDAY OF EACH MONTH AT 6:00 P.M. IN THE POMONA COUNCIL CHAMBER.

PLEASE BE AWARE THAT LEASE RATES ARE NONREFUNDABLE AND NOT PRORATED.

VPD REVIEW DECISION

☒ APPROVAL Recommended
☐ APPROVED W/ CONDITION Recommended
☐ DENIED Recommended

By: _____

Signature

Date: 10/10/19

☐ APPROVED
☐ APPROVED W/ CONDITION
☐ DENIED

By: _____

Signature

Date: 1/1/

VPD STAFF ONLY

Num. Of Permits Renewed: 1

Date: 9/24/19 Initial: [Signature]

Comments for approval/denial: _____

THE CITY OF

POMONA

Vehicle Parking District Commission

Residential Lease Request

VPD Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12 & 15



RATE OF \$10 PER SPACE EACH MONTH SOLD ON A QUARTERLY BASIS
(\$30 PER QUARTER), UPON APPROVAL

REQUIRED APPLICATION MATERIALS

1. You must be a Downtown Pomona Resident in order to qualify
2. A copy of the following will have to be turned in with this application:
 - Signed Lease Agreement
 - Photo I.D.

APPLICANT INFORMATION

DATE: 9 / 23 / 2019

LAST NAME: Luna

FIRST NAME: Michael

CITY OF RESIDENCE: Pomona

ZIP CODE: 91766

DESIRED LOT NO.: 15

LOCATION: _____

NUMBER OF SPACES: 1

ALTERNATE LOT: 12

PLEASE SPECIFY PRECISE REASON FOR YOUR REQUEST: Resident +
(i.e. Commuter, Business Owner, Student, Employee, Resident, etc.)

DESIRED DATE TO BEGIN PARKING: 9 / 23 / 19

Applicant Signature: _____

PARKING IS AVAILABLE ON A FIRST-COME FIRST-SERVE BASIS AND IS NOT GURANTEED.

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PLEASE BE AWARE THAT LEASE RATES ARE NONREFUNDABLE AND NOT PRORATED.

VPD REVIEW DECISION

☒ APPROVAL Recommended

By: _____

Date: 90 / 11 / 19

☐ APPROVED W/ CONDITION Recommended

Signature

☐ DENIED Recommended

☐ APPROVED

By: _____

Date: / /

☐ APPROVED W/ CONDITION

Signature

☐ DENIED

Comments for approval/denial: _____

VPD STAFF ONLY

Num. Of Permits Renewed: 1

Date: 9/23/19 Initial: CP