



City of Santa Barbara
Downtown Parking

Lobero Garage Basement Permit Issuance and Management Policy

Purpose

The purpose of this policy is to establish an equitable, transparent process for issuing Lobero Garage Basement permits that increases permit turnover and availability for Downtown employees and maximizes usage of basement parking spaces.

Permit Issuance

- Applicants must be currently employed in the Downtown core, defined as Sola Street to the 101 freeway overpass, De La Vina Street to Santa Barbara Street, and must reside outside of the Downtown core.
- Permits will be issued only to an individual permit holder, not a business or group account.
- Permit holders must agree to permit terms and conditions. Agreement for parking is between the City of Santa Barbara and the permit holder.
- The City may rescind the permit with 30 days' notice.
- Permits must be returned, within 15 calendar days, to the City upon termination of employment in the Downtown core. Permits may not be transferred or re-assigned from the permit holder to any other individual.
- Permit holder will be assigned a numbered parking space, and must park in the designated stall. Permit holders will not be offered a choice of parking stalls.
- Upon termination of a permit, either by the permit holder or by the City, the permit will be offered to the next applicant on the wait list.

Initial Permit Allocation Process

- Prior to the establishment of a wait list, available permits will be issued using a random selection process.
- All businesses within a 1-block radius will receive mailed notice of permit availability, random selection process, and application deadline.
- Notice of permit availability and allocation process will be published in City News in Brief.
- The application period will remain open for two weeks. Application deadlines will be specified in all notice materials.
- All eligible applicants whose applications are received by the deadline will be entered into the random selection process. Applicants who fail to complete or submit all required application materials will not be eligible to receive a permit or be placed on the wait list.
- Upon receipt, each complete application will be assigned a 3-digit number using a random number generator (random.org). At the close of the application period, applications will be ordered from lowest to highest according to the randomly-generated number and a list will be established. Permits will be assigned in order, beginning with the lowest number and moving sequentially through the list.



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- Applicants who have been selected to receive a permit will be contacted via the email address on their application and given three business days to respond and pay the first month's fee. Applicants will receive only one notification of their selection – no follow-ups or reminders will

be sent. If the applicant does not respond within three business days, or if the selected applicant declines a permit, the next applicant will be selected, in order, from the list established using the random numbers.

Wait List

- The list established using random numbers during the selection process will become the wait list. All applicants who do not receive a permit in the initial selection process will remain on the wait list, in the same order.
- Subsequent applicants will be added to the wait list in the order their application is received.
- When a space opens, it will be offered to the first person on the wait list. We will contact the applicant via the email address on their application and give them three business days to respond and pay the first month fee. Applicants will receive only one notification of their selection – no reminders or follow-ups will be sent. If the applicant does not respond within three business days, we will move to the next person on the list.
- An applicant will be offered a permit a maximum of two times before being removed from the wait list.
- Applicants will be contacted every three-years on the wait list to determine continued interest.

Account Management

- Permits will not be placed on "hold". If a permit holder wishes to stop or suspend payment for their permit, they must terminate the permit. If they wish to re-start at a later date, they must apply for the wait list.

Termination

- Staff will periodically review permit movements. Permits that have not been used in more than three months (90 consecutive days) will be terminated. Exceptions will be made for permit holders who take medical or family leave, provided they notify Downtown Parking in advance, however, permit billing will not be placed on hold.