

CC 07-1-2025

Item No. 7

TBD Items

Supplemental Report



CITY MANAGER'S OFFICE

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CITY COUNCIL STAFF REPORT SUPPLEMENTAL 1

Meeting: July 1, 2025

Agenda Item #7

Subject

Approval of updated future agenda items requested by City Councilmembers ("TBD List") (Continued from April 15, 2025 and May 6, 2025)

Recommended Action

Approve the updated future agenda items requested by City Councilmembers ("TBD List")

Background:

Mayor Chao has requested the following addition to Item 18 in Attachment B to add context to the Grants Policy Update. An updated Attachment B has been added to this item as Attachment C.

"The intent of the request is to ensure that the City Council remains the decision-making body when it comes to the allocation of grant funding. We want to avoid inadvertently creating a situation where the Council feels compelled to approve a project simply because it has been tied to a specific grant—especially when that grant could have been applied to several potential projects.

The policy on grant application process should help clarify that the Council retains authority over project prioritization related to grant funding decisions, such as SB1 grants.

As a reference, the attached is a policy from Sunnyvale on the process regarding when they would get approval from the Council before applying for a grant.

Below is one relevant section.

"The city manager may apply for grants of any dollar amount, but shall notify the Council when grants are being pursued pursuant to Council Policy 7.1.1 (Fiscal –Long Range Goals and Financial Policies), B.4. (Grants and

Intergovernmental Assistance). The city manager may accept and appropriate grant funds up to \$100,000 that do not require a local match or obligate the City to any ongoing expenses, through an administrative budget modification. Any grants of \$100,000 or more, or that require a local match or obligate the City to ongoing expenses, shall require Council approval of a budget modification before funds can be expended by staff. The budget modification shall include the use to which the grant will be placed; the objectives or goals of the City that will be achieved through use of the grant; the local match required, if any, plus the source of the local match; any increased cost to be locally funded upon termination of the grant; and the ability of the City to administer the grant."

Another point of reference from Cupertino back in 2018 when Council approval was sought before applying for the County grant:

I came across this item "Authorization of grant application to County of Santa Clara's All-Inclusive Playground Grant Program" on the 10/2/2018 Council Meeting Agenda.

So, the city staff did get the council approval before applying for the grant for All-Inclusive Playground, which was after the feasibility study was done and identified Jollyman Park as the site.

<https://cupertino.legistar.com/LegislationDetail.aspx?ID=6034641&GUID=CDA6E1D-66AC-4B23-997A-E289D4817DBA&Options=&Search=>

Recommended Action: Adopt the Draft Resolution authorizing application to the County of Santa Clara's All-Inclusive Playground Grant Program for funding to replace an existing playground at Jollyman Park with an All-Inclusive playground, and related actions.

Thus, we should clarify the process so that the Council is looped in early in the process in a timely manner so that the Council makes decisions in time so that we meet grant application deadlines."

Attachments Provided with Original Staff Report:

- A. February 2025 TBD List with Adopted Motion
- B. July 2025 TBD List

Attachments Provided with Supplemental 1:

- C. Updated Attachment B – July 2025 TBD List

C – Updated Attachment B: July 2025 Future Agenda Item List

#	Requested Item	Requestor/ Second	Date Requested	Recommendation/ Council Motion	Date Council Approved
1	An action item to add the City Hall Renovation and City Hall Annex to the Fiscal Year (FY) 2025-26 Capital Improvement Programs (CIP) projects list.	Requestor: Chao Second: Moore	7/9/24 added by email	On 2/4 Council voted to agendize this item. This item is on the 7/1 City Council Meeting. Staff recommends removing this item from the TBD List after the meeting.	2/4/25
2	Consider a policy to provide access to documents made available for closed sessions ahead of time with proper security measures. Accordingly, Councilmembers can read the materials before and after a closed session.	Requestor: Chao Second: Moore	At 7/16/24 Council meeting	On 2/4 Council voted to keep this item on the TBD list until it is added to the Council Procedures Manual, which is tentatively scheduled for Summer 2025. Staff recommends removing this item once it is heard by Council.	2/4/25
3	Review the Cupertino City Council Procedures Manual	Requestor: Chao Second: Moore	At 12/3/24 Council meeting	Revisions to the manual were done at the March 18 City Council Meeting. Further revisions are tentatively scheduled for Summer 2025. Staff recommends removing this item once it is heard by Council.	N/A

C – Updated Attachment B: July 2025 Future Agenda Item List

#	Requested Item	Requestor/ Second	Date Requested	Recommendation/ Council Motion	Date Council Approved
4	Review the architectural standards for 5G towers	Requestor: Wang Second: Chao	At 12/17/24 Council Meeting	On 2/4 Council voted to keep this item on TBD until it was added to the City Work Program (CWP). This item was added to the FY 25-27 CWP. This is tentatively scheduled to come to Council in September. Staff recommends removing this item from this list once it has been heard by the City Council.	2/4/25
5	Study session to discuss the policy for the Capital Improvement Project (CIP) approval process	Requestor: Chao	At 3/18/25 Council Meeting	This item was discussed at the April 2 Council meeting. Staff recommends removing this item from this list.	N/A
6	Reactivate the Legislative Review Committee (LRC)	Requestor: Chao	At 12/17/24 Council meeting	On 2/4 Council voted to agendize this item. On 3/18 Council created a legislative subcommittee, which is currently in effect and is discussing details on bringing back the LRC. Staff recommends removing this item from this list.	2/4/2025 approved by council to agendize

C – Updated Attachment B: July 2025 Future Agenda Item List

#	Requested Item	Requestor/ Seconder	Date Requested	Recommendation/ Council Motion	Date Council Approved
7	Reactivate the Economic Development Committee (EDC)	Requestor: Chao	At 12/17/24 Council Meeting	On 2/4 Council voted to agendize this item. On 4/15 Council reactivated the EDC. Council made further amendments to the committee composition on June 17. Staff recommends removing this item from this list.	2/4/2025 approved by council to agendize
8	<p>Introduce and conduct first reading of Ordinance No. 25-____ of Municipal Code Amendments regarding vehicle parking restrictions.</p> <p>“I would like to propose a minor modification to the Muni Code for parking to address the issue that a vehicle could occupy the same section of a public street 24x7 as long as they move the vehicle by 6 inches. This is against the original intent of the Muni Code 11.24.130. I have included relevant Muni Code sections from Mountain View and Sunnyvale, in addition to Cupertino's Muni Code below. We could consider the two options:</p> <ul style="list-style-type: none"> - Mountain View's version: Any vehicle must be moved at least one thousand (1000) feet (approximately two-tenths (2/10) of a mile) from its current location and may not return to the same parking spot for at least twenty-four (24) hours after its departure. - Sunnyvale's version: Pushing or moving a vehicle a short distance will not be considered compliance 	Requestor: Chao	3/20/25 added by email	This item is being discussed by the City Council in July. Staff recommends removing this item from this list once it has been heard by the City Council.	N/A

C – Updated Attachment B: July 2025 Future Agenda Item List

#	Requested Item	Requestor/ Second	Date Requested	Recommendation/ Council Motion	Date Council Approved
	with this section. Additionally, successive acts of parking shall be presumed to be a single act of parking within the meaning of this section when the vehicle is moved merely for the purpose of avoiding the parking limitations prescribed by this section. I hope that such minor modification could be considered in a timely manner.				
9	Study session on multi-family apartments converting to student housing (MOTION: Chao moved and Moore seconded to add the following item to a future agenda: A study session on the multifamily apartment conversion to student housing issue, and whether the City can do it; include existing proposed bills on student housing and comparisons to municipal codes on student housing in other jurisdictions, such as San Francisco and Berkeley; and consider a potential ordinance for student housing, so the City has control of its use and impact. The motion passed with the following vote: Ayes: Chao, Moore, Fruen, Mohan, and Wang. Noes: None. Abstain: None. Absent: None.)	Requestor: All	At 4/2/25 Council Meeting	On 4/2 Council voted to agendize this discussion. On 5/6 Council adopted a resolution to encourage student housing while preserving multi-unit housing. A study session is tentatively scheduled to go to Council this summer. Staff recommends removing this item once it has been heard by the City Council.	4/2/2025 approved by council to agendize
10	An Informational Memorandum on the contracts signed by the City in the past year. Ideally, include the purpose, the department and the contract duration and the dollar amount. If this request would need to be added to the info memo TBD list to get majority support. A monthly report on new contract signed or renewed would be quite helpful going forward too.	Requestor: Chao	4/4/25 added by email	This info memo was published on May 15. Staff recommends removing this item from this list.	N/A

C – Updated Attachment B: July 2025 Future Agenda Item List

#	Requested Item	Requestor/ Second	Date Requested	Recommendation/ Council Motion	Date Council Approved
11	Restore the previous responsibilities of the Audit Committee (Motion: An action item to restore the Audit Committee’s previous responsibilities. The motion passed with the following vote: Ayes: Chao, Moore, and Wang. Noes: Fruen and Mohan. Abstain: None. Absent: None).	Requestor: Chao	At 12/17/24 Council Meeting	On 2/4 Council voted to agendize this discussion. On 5/20 Council directed the Audit Committee to discuss their scope and bring recommendations to Council. This will be added to the upcoming Audit Committee agenda for discussion. Staff recommends removing this item from this list once it has been heard by the City Council.	2/4/25 approved by council to agendize
12	For transportation projects and added lane reductions to fall under the jurisdiction of the Planning Commission (Motion: An action item to expand the Responsibility for the Planning Commission to add small cell issues and transportation issues, such as traffic demand management (TDM), intersection reconfiguration, lane reduction, etc. (and perhaps to rename it the Planning and Transportation Commission. The motion passed with the following vote: Ayes: Chao, Moore, and Wang. Noes: Fruen and Mohan. Abstain: None. Absent: None).	Requestor: Wang Second: Chao	At 12/17/24 Council Meeting	On 2/4 Council voted to agendize this item. This item is tentatively scheduled for July. Staff recommends removing this item from this list once it has been heard by the City Council.	2/4/25 approved by council to agendize
13	A study session to consider regulations on sound amplification devices in parks (Motion: A friendly amendment was approved to hold a study session on this item. Add this item to an agenda: Amend CMC Section 13.04.120 Use of Park Property “No person in the park shall	Requestor: Moore Second: Chao	At 9/17/24 Council meeting	On 2/4 Council voted to agendize this study session as soon as appropriate. Staff recommends keeping this	2/4/25 approved by council to agendize

C – Updated Attachment B: July 2025 Future Agenda Item List

#	Requested Item	Requestor/ Second	Date Requested	Recommendation/ Council Motion	Date Council Approved
	do any of the following: ... 1. Use any system for amplifying sounds, whether for speech or music or otherwise, unless an exclusive use permit is first secured,” as... “No person in a park shall do any of the following: ... 1. Use any system for amplifying sounds, whether for speech or music or otherwise, in an unreasonable loud manner, unless an exclusive use permit is for secured,” where the definition of “unreasonably loud manner” means “the volume of sound in the use or operation of any sound application equipment if such sound can be heard by a person from fifty (50) or more feet from the source of the amplification” (as defined in Oakland Muni Code)			item on this list until it is agendized.	
14	Guidelines and Procedures regarding Proclamations and Certificates (Motion: A friendly amendment was approved to agendize this item as appropriate.)	Requestor: Chao	1/15/25 added by email. Email attached below.	On 2/4 Council voted to agendize this item as soon as appropriate. Staff recommends keeping this item on this list until it is agendized.	2/4/25 approved by council to agendize
15	Receive update and review the Active Transportation Plan	Requestor: Wang, Second: Chao	4/17/25 added by email	An update on this item is tentatively scheduled for Fall 2025. Staff recommends removing this item once it has been heard by the City Council.	N/A
16	Consider Finch Property for potential purchase or other partnership with CUSD. This includes: <ul style="list-style-type: none"> Information about the Finch Property itself Any communication about the Finch Property from CUSD 	Requestor: Chao	3/20/25 added by email	On 4/15 Council voted to agendize this item. This item is on the 7/1 City Council meeting. Staff recommends removing	4/15/25 approved by council to agendize

C – Updated Attachment B: July 2025 Future Agenda Item List

#	Requested Item	Requestor/ Second	Date Requested	Recommendation/ Council Motion	Date Council Approved
	<ul style="list-style-type: none"> The info memo on the current balance and estimated future parkland impact fee. 			this item after the meeting.	
17	<p>Get some clarity on the total expenses for the sister and friendship cities. These are valuable programs for the city, but we should be cognizant of the expenses so far and going forward (in the budget).</p> <p>“Will someone please provide a cost update <i>prior</i> to the Sister/Friendship city Policy Agenda item, to the following table (below) provided in October 10, 2023 Supplemental Materials to the October 10, 2023 agenda item, to include:</p> <ul style="list-style-type: none"> Friendship City costs (gifts, staff time?), the table only has Sister Cities. Provide Actual Staff costs to manage the program so that we can compare them with the budgeted amount. If possible, by Sister or Friendship city. <ul style="list-style-type: none"> Staff costs of meeting with the delegations which includes a presentation by the City Manager, slide show, City Staff support, City photographer, City Staff guided tour of the library, Community Hall, and City Hall. Staff attendance at various Sister City and Friendship City events (Bell ringing for Peace, for example) Staff time making proclamations, speeches for Mayor etc. 	Requestor: Moore, Second: Chao	4/14/25 added by email	An info memo was published on 5/29. Staff recommends removing this item from this list.	N/A

C – Updated Attachment B: July 2025 Future Agenda Item List

#	Requested Item	Requestor/ Seconder	Date Requested	Recommendation/ Council Motion	Date Council Approved
	<ul style="list-style-type: none"> ○ Staff free Advertising costs such as promotional videos, this requires staff time to write a script, video edit, post the videos etc. Here are examples: ○ https://www.youtube.com/watch?v=b5zyfVVrQhs ○ https://www.youtube.com/watch?v=wwlHxT5-f9I ● Provide travel costs whether covered by the city or not (we should know if individuals are traveling to cities paid for by a Friendship or Sister City) and if it was for staff or a councilmember. The staff or councilmember would have to report the costs covered by the Sister or Friendship City and the city would have a record of what costs were covered. ● How many of the 18 free facility uses were used and for how many hours? The budgeted amount should be the max. cost? 18 x 4 sister cities x Number of Hours x Cost per hour? I mention this because the policy is very vague surrounding the uses. ● Any costs I may be missing? <p>Please repeat the process for FY 23-24 and FY 24-25 so far. We have had no update since 2023. Please indicate which Sister/Friendship City the costs are for with a total for each.”</p>				
18	Grant Policy Update: The intent of the request is to ensure that the City Council remains the decision-making body when it comes to the allocation of grant funding. We want to avoid inadvertently creating a situation where the Council feels compelled to approve a project simply because it has been tied to a specific grant – especially when	Requestor: Chao Seconder: Moore	6/13/25 Verbal Request	This item is tentatively scheduled for January 2026. Staff recommends keeping this item on this list until it is agendized.	N/A

C – Updated Attachment B: July 2025 Future Agenda Item List

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	<p>that grant could have been applied to several potential projects.</p> <p>The policy on grant application process should help clarify that the Council retains authority over project prioritization related to grant funding decisions, such as SB1 grants.</p> <p>As a reference, the attached is a policy from Sunnyvale on the process regarding when they would get approval from the Council before applying for a grant.</p> <p>Below is one relevant section.</p> <p>"The city manager may apply for grants of any dollar amount, but shall notify the Council when grants are being pursued pursuant to Council Policy 7.1.1 (Fiscal –Long Range Goals and Financial Policies), B.4. (Grants and Intergovernmental Assistance). The city manager may accept and appropriate grant funds up to \$100,000 that do not require a local match or obligate the City to any ongoing expenses, through an administrative budget modification. Any grants of \$100,000 or more, or that require a local match or obligate the City to ongoing expenses, shall require Council approval of a budget modification before funds can be expended by staff. The budget modification shall include the use to which the grant will be placed; the objectives or goals of the City that will be achieved through use of the grant; the local match required, if any, plus the source of the local match; any increased cost to be locally funded upon termination of the grant; and the ability of the City to administer the grant."</p>				

C – Updated Attachment B: July 2025 Future Agenda Item List

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	<p>Another point of reference from Cupertino back in 2018 when Council approval was sought before applying for the County grant:</p> <p>I came across this item "Authorization of grant application to County of Santa Clara's All-Inclusive Playground Grant Program" on the 10/2/2018 Council Meeting Agenda.</p> <p>So, the city staff did get the council approval before applying for the grant for All-Inclusive Playground, which was after the feasibility study was done and identified Jollyman Park as the site.</p> <p>https://cupertino.legistar.com/LegislationDetail.aspx?ID=6034641&GUID=CCDA6E1D-66AC-4B23-997A-E289D4817DBA&Options=&Search=</p> <p>Recommended Action: Adopt the Draft Resolution authorizing application to the County of Santa Clara's All-Inclusive Playground Grant Program for funding to replace an existing playground at Jollyman Park with an All-Inclusive playground, and related actions.</p> <p>Thus, we should clarify the process so that the Council is looped in early in the process in a timely manner so that the Council makes decisions in time so that we meet grant application deadlines."</p>				

CC 07-1-2025

Item No. 12

Public Hearing
Townhome
Development

Supplemental Report



**COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION**

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**CITY COUNCIL STAFF REPORT
SUPPLEMENTAL 1
Meeting: July 1, 2025**

Agenda Item #12

Subject

Consider a Development Permit, Use Permit, Tentative Map, Architectural and Site Approval, and Tree Removal Permit to consider the construction of a 59-unit townhome condominium development. The project utilizes Senate Bill 330 and provisions of State Density Bonus law. (Application No(s): DP-2024-002, U-2024-007, TM-2024-001, ASA2024-005, TR-2024-024; Applicant(s): SummerHill Homes, LLC; Location: 20770, 20830, and 20840 Stevens Creek Blvd; APNs: 359-08-025, -026, -027, and -028 (partial).)

Recommended Action

Adopt Resolution Nos 25-XXX through 25-XXX to: 1. Find the project exempt from the California Environmental Quality Act (CEQA); 2. Make the required findings of No Net Loss (SB 166); and 3. Approve the following permits: a. Development Permit (DP-2024-002) (Attachment A); b. Use Permit (U-2024-007) (Attachment B); c. Architectural & Site Approval Permit (ASA-2024-005) (Attachment C); d. Tentative Final Map (TM-2024-001) (Attachment D); and e. Tree Removal Permit (TR-2024-024) (Attachment E).

Background:

Staff's responses to questions received from Councilmembers

Staff received the following questions regarding Item #12:

Q1: What is the estimated increased property tax that would result from the Summerhill development?

Staff Response: As of Fiscal Year 2024-25, the City received \$5,004.26 in property taxes from this site. Attachment K, page 13 shows estimated increased property taxes to the City at \$75,360 for the 1% base property tax.

Q2: What is the potential approximate revenue that would be generated by the number of new residents of the proposed SummerHill development spending locally?

Staff Response: This information can be found on page 12 of attachment K, Table 4-a Sales Tax Estimate, estimated at \$10,149.

Q3: What is the retail square footage and sales tax revenue loss estimated for this project?

Staff Response:

Potential loss of retail sq footage: 29,268 SF

Potential loss of sales tax: Sales tax average over 7 years with all 3 business at the site combined was \$21,085 annually.

CC 07-1-2025

Item No. 13

FY 2025-26 Fee
Schedule Update

Supplemental Report



ADMINISTRATIVE SERVICES DEPARTMENT

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CITY COUNCIL STAFF REPORT SUPPLEMENTAL 1 Meeting: July 1, 2025

Agenda Item #13

Subject

Fiscal Year (FY) 2025-26 Fee Schedule Update

Recommended Action

Adopt Resolution No. 25-026 approving FY 2025-26 Fee Schedules A, B, C, and D. If adopted, new fees will be effective by September 1, 2025.

Background:

Staff's responses to questions received from councilmembers are shown in italics.

Q1: Provide all recent redline fees schedules.

Staff Response: Staff has provided links below to the fee schedule staff reports for Fiscal Years 2016-17 through 2024-25, each of which includes the corresponding redline fee schedules as attachments. Additionally, a link to the June 26, 2025, Informational Memo has been included in the attachments section. The memo summarizes questions posed by Council and the corresponding staff responses for your reference.

1. *Fiscal Year 2016-2017*
 - a. [*Schedules A, B, C, & D*](#)
 - b. [*Schedule C \(revised\)*](#)
2. [*Fiscal Year 2017-2018*](#)
3. [*Fiscal Year 2018-2019*](#)
4. [*Fiscal Year 2019-2020*](#)
5. [*Fiscal Year 2020-2021*](#)
6. [*Fiscal Year 2021-2022*](#)
7. [*Fiscal Year 2022-2023*](#)
8. [*Fiscal Year 2023-2024*](#)
9. [*Fiscal Year 2024-2025*](#)
10. [*Fiscal Year 2024-2025*](#)

Attachments Provided with Original Staff Report:

- A – FY 2025-26 Proposed Fee Schedule A – General (Redline)*
- B – FY 2025-26 Proposed Fee Schedule B – Engineering (Redline)*
- C – FY 2025-26 Proposed Fee Schedule C – Planning (Redline)*
- D – FY 2025-26 Proposed Fee Schedule D – Building (Redline)*
- E – FY 2025-26 Proposed Fee Schedule A – General (Clean)*
- F – FY 2025-26 Proposed Fee Schedule B – Engineering (Clean)*
- G – FY 2025-26 Proposed Fee Schedule C – Planning (Clean)*
- H – FY 2025-26 Proposed Fee Schedule D – Building (Clean)*
- I – Draft Resolution No. 25-XXX approving FY 2025-26 Fee Schedules A, B, C, and D*
- J – User Fee Cost Recovery Policy*
- K – [Informational Memorandum - Fiscal Year \(FY\) 2025-26 Fee Schedule Update](#)*

CC 07-1-2025

Item No. 16

Study Session -
Oversized Vehicle
Parking

Supplemental Report



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CITY COUNCIL STAFF REPORT SUPPLEMENTAL 1 Meeting: July 1, 2025

Agenda Item #16

Subject

Study Session regarding possible updates to oversized vehicle parking restrictions in the public right-of-way

Recommended Action

Recommend that the City Council consider the Planning Commission's recommendations to amend Sections 11.24.130 (72-hour parking limit), Section 11.24.200 (removal of vehicles), Section 11.28.010 (definition of oversized vehicles), and Section 11.28.020 (vehicle parking regulations) of the Municipal Code, to enhance the current prohibition on parking oversized vehicles for more than seventy-two (72) hours on any public street

Background:

On June 24, 2025, the Planning Commission recommended to the City Council to adopt an Ordinance with the following considerations:

1. Annual resident oversized vehicle parking permit issued at no charge
One permit per household
Allow resident to park one oversized vehicle in the City right-of-way for 72 hours, then vehicle must be moved 1,500 feet and remain away for 72 hours. The resident may park the oversized vehicle for unlimited 72-hour blocks of time in the City right-of-way.
2. Nonresidents may obtain five 72-hour parking permits per year to park an oversized vehicle in the City right-of-way, but may not park within 1,500 feet of a commercial district. Staff to determine permit fee.
3. Otherwise, parking oversized vehicles in the City right-of-way is prohibited, except that an oversized vehicle may park in the City right-of-way for 3 consecutive hours from 6 am to 8pm (day) and one hour from 8 pm to 6 am (night).
4. The City should install signage at Alves and Bandlely and other problem areas.

5. The City should evaluate the program after one year.

This Supplemental Report clarifies that the recommendation for the proposed Ordinance for oversized vehicle parking does not impact in any way regulations regarding parking generally.

Currently, Municipal Code section 11.24.130 (below) already limits parking of all vehicles to 72 hours. The proposed Ordinance clarifies that oversized vehicles must be moved 1500 feet and stay away for 72 hours before returning. It applies only to oversized vehicles.

11.24.130 Prohibited for More than Seventy-Two Hours.

No person who owns or has in his possession, custody, or control any vehicle or trailer shall park such vehicle or trailer upon any public street or alley for more than a consecutive period of seventy-two hours.

(Ord. 843, § 6, 1977)