

I. SCOPE

This policy includes: (1) a statement of procedures to be followed in determining if a request to restrict on street parking should be considered by the Governing Body; (2) the process of notifying, eliciting feedback and encouraging participation by property owners impacted by on street parking limitations and (3) criteria or standards upon which decisions shall be based.

II. PURPOSE

To establish a uniform policy for consideration of restricting on street parking within the community. The policy is intended to provide a clear, logical and expedient method for considering and acting upon street parking restrictions.

III. RESPONSIBILITIES

A. City Clerk

1. Receive requests and ensure all requested information is provided and accurate.
2. Provide notice to impacted property owners of proposed restrictions, request property owner input/feedback, inform of meeting dates and times and encourage attendance/participation.

B. Public Works Director

1. Compile relevant street design and function data and compile summary of conditions into report for consideration.
2. Compile feedback from impacted property owners into report for consideration.

C. Police Chief

1. Compile relevant public safety information into report for consideration.
2. Incorporate fire and EMS considerations into report for consideration.

D. Governing Body

1. Understand and employ the criteria contained in this policy when rendering a decision.
2. Consider feedback from impacted property owners as well as information and recommendations provided by staff.
3. Render a decision in a thoughtful and expedient manner.

IV. PROCESS

A. Requests

1. A request to restrict on street parking shall be made by completing and submitting to the City the "On Street Parking Change Request" form. The form will be available at City Hall or through the City's web site. The form shall be submitted to the City Clerk. The City Clerk will ensure that the form is accurate and complete.
2. A request shall be considered by the Governing Body if 51% or more of the

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properties adjacent to the impacted corridor have an owner sign the completed form indicating their support of the change. Each property may have only one person sign in support of the change and that person must be a listed as an owner on the title of that property.

3. The request shall be for a street segment that is a minimum of 180' in length and terminates at either an intersection or a dead end/cul-de-sac.
4. A request meeting the criteria spelled out in 1, 2, and 3 above will be added to the Council Workshop agenda for consideration. Sufficient time shall be provided to the City Clerk to mail notification to all property owners impacted by the change giving them notice of the date and time of the meeting where the request will be discussed. The notification will also inform the property owner of what is being considered and may include a request of them to provide feedback prior to the meeting date on preferred options being considered.

B. Relevant Information to be Compiled and Considered

1. Design Conditions- the width of the street, location and width of existing sidewalks, functional classification of the street, is this a bike route, is visibility a problem due to vertical or horizontal curves or the site triangle is limited at affected intersections.
2. Driveway Concentration- how does the width of the lots and the concentration or width of existing drives impact the availability of on street parking as well as the function and safety of movements into and out of drives with the proposed parking restrictions.
3. Emergency Access- does the street width provide sufficient room to allow the proposed parking and retain at minimum a 10' isle for emergency vehicles to pass.
4. Other Relevant Factors- are there other factors that should be considered such as special uses (schools, medical facilities, nursing homes) or unique neighborhood circumstances.

C. Consideration Process

1. Governing Body will consider an application during a workshop.
2. Parking restriction options that will be considered include: no parking anytime, no parking at posted times, and no parking on posted days.
3. Following consideration of the information presented, the Governing Body will either move the issue to a Council meeting for action, request additional information or choose not to take any further action.
4. A change to the on street parking restrictions will require passage of an ordinance amending the appropriate section of the City code.

D. Implementation Process

1. If a change to the on street parking restrictions is approved, the Public Works Director will order and install the appropriate signage.
2. Temporary signage will be installed until permanent signs are available.
3. The City Clerk will provide notification to the adjacent properties impacted by a change. Enforcement will commence thereafter.