

## STAFF REPORTS

CITY COUNCIL  
APRIL 26, 2005

To: Mayor and City Council  
From: George J. Rodericks, City Manager

**SUBJECT: ADMINISTRATIVE POLICY 6-12  
PARKING RESTRICTION WAIVERS – VILLA PARK SCHOOLS**

### **BACKGROUND**

At the March City Council meeting the City Council considered a draft policy for the waiver of parking restrictions at Villa Park Schools. The City Council directed staff to modify the proposed policy based on comments from the meeting and rewrite the policy into an adoptable City format.

### **FINDINGS**

Attached is Administrative Policy 6-12, Parking Restriction Waivers – Villa Park Schools. The Policy addresses the removal of short-term parking restrictions around Villa Park Schools to accommodate special event requests from residents, school groups, and sports tournaments.

The policy provides that the following must be provided to the City 30 days in advance of the event:

- A written request with specifics of the event.
- An application fee of \$50.

The City Engineer is tasked with the initial review of the request. If the request is approvable, the City Engineer provides a report to the City Manager for review by the Community Development/Public Safety Committee.

The Committee reviews the request and makes a recommendation to the City Council for approval or denial of the request, with any appropriate conditions.

Short-notice requests can be accommodate by immediate approval by the Committee without submittal before the City Council; however, such requests should not be considered routine and applicants are allowed one such request within any 12 month period.

With their request for waiver, the applicant may simultaneously request a waiver of the \$50 fee. However, requests that are approved by the Committee without the benefit of a City Council review are not eligible for a fee waiver.

This policy only applies to parking restrictions surrounding the Villa Park schools. It is not a policy for the removal of parking restrictions on any other residential street or in any other area.

**FISCAL IMPACT**

None.

**RECOMMENDATION**

It is recommended that the City Council adopt Administrative Policy 6-12, Parking Restriction Waivers – Villa Park Schools.