

CITY OF VILLA PARK  
ADMINISTRATIVE POLICY

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**Section 6-12    Parking Restriction Waivers – Villa Park Schools**

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**PURPOSE**

To establish a policy for the waiver of parking restrictions around City schools to accommodate special requests for short term parking on streets that have established parking restrictions. Events will include school special events, youth group events, and sports tournaments or registration.

It shall be a policy of the City of Villa Park to consider the waiver of certain on-street parking restrictions surrounding local Villa Park schools when such restrictions are normally for the purpose of parking management, to allow City residents, schools, organizations, and businesses temporary use of the on-street parking area.

**POLICY**

Parking restrictions are normally installed as safety features to provide access to emergency or public equipment or to control the location and/or duration of on-street parking.

Examples of safety-oriented parking prohibitions include:

- **Prohibiting parking or stopping to maintain street integrity** – on a local street the minimum width of the outside lane of a local street necessary to provide for a travel lane and a parking lane is 18 feet (8 feet for a parking lane and 10 feet for a travel lane). If the outside lane does not have a minimum 18 foot width, stopping should be prohibited at all times. For streets with higher speeds, greater traffic volumes and a higher percentage of truck traffic, the outside lane width for a parking and travel lane should be 20 feet (8 feet for a parking lane and 12 feet for a travel lane).
- **Prohibiting parking to provide safe sight distance** – Vision zones are areas of no parking or stopping adjacent to intersections, driveways and crosswalks. The length of these areas is usually dependent upon the streets approach speed, alignment, or sight line obstruction in the parkway.
- **Public safety or equipment access** – normally, small areas of no parking adjacent to fire hydrants, mail boxes or other facilities that might necessitate quick access.
- **Handicap Ramps** – no parking areas at the street end of handicap ramps to maintain unobstructed areas.

**Parking restrictions for the above purposes shall not be compromised or waived.**

Examples of parking control or parking management types of restriction include:

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- **Limited Term Parking** – this type of parking restriction is employed to eliminate long-term parking and provide a continuous availability of on-street parking.
- **Permit Parking** – Used when long-term parking demand has intruded into an adjacent residential area.
- **Loading Zones** – Passenger (white curb) and freight (yellow curb) loading zones allow short-term parking to load and unload people or materials. Generally applicable during school or working day hours. Handicap (blue curb) loading zones are continuously in effect and cannot be used for any other purpose.

**Parking restrictions for the above purposes, except handicap parking, may be temporarily waived pursuant to this policy.**

#### **Applicant Eligibility**

1. Applicant must be a resident or represent a school, organization, or business in the City of Villa Park.
2. Applicant must present a written request for parking restriction waiver (“waiver”) to include:
  - a. Applicant’s or representative’s name, organization, if applicable, address, zip code, telephone and fax or email number.
  - b. Location of event
  - c. Description of event with estimated attendance.
  - d. Name of street(s) and specific location(s) on that street for which waiver is requested.
  - e. Day, date and time waiver is required. Time limit shall include 1 hour before and 1 hour after event.
  - f. When request for waiver is for a street with residential frontage, the applicant shall prepare and deliver a notice, as approved by the City Engineer, to each affected resident, stating day, time and type of event, name and telephone number of the responsible party and when the request will be considered by the City Council.
  - g. Name and 24/7 telephone number for the individual responsible for the event.
  - h. Acknowledgement that the applicant will assume responsibility for clean-up of the street, sidewalk, and parkway after the event.
3. The written request for waiver must be received by the City Clerk at least 30 days before the event. If additional events are scheduled by the applicant, a single request may include all future events and their specifics.
4. In the event of a conflict between requested events, the request that was received first will receive priority as verified by the City Clerk time/date stamp.

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5. The application shall be accompanied by a fee of \$50. If the request for the waiver is denied, the fee shall be returned to the applicant. In conjunction with the waiver request, the applicant may request a waiver of the fee. *However, requests that are not reviewed by the City Council, pursuant to other sections of this Policy, are not eligible for a fee waiver.*

#### **Approval Procedure**

1. Upon receipt of a request for waiver, the City Engineer shall determine if:
  - a. The parking restrictions requested to be waived, are, in total or in part, for safety or parking control purpose.
  - b. That there is no conflict with pending or approved requests for waiver and that there is no conflict with pending street or utility maintenance on the subject street.
2. If the City Engineer determines that safety or maintenance conflicts do not exist or can be mitigated he/she shall:
  - a. Prepare a diagram showing existing parking control, limits of the waiver and the signs to be covered to implement the waiver.
  - b. Compile and submit the City Engineer's comments, comments from Public Safety, the diagram of the waiver area, and the letter of request from the applicant to the City Manager for review by the Community Development/Public Safety Committee.
  - c. If the City Engineer determines that conditions cannot support a waiver, he shall notify the applicant and return any fees. The City Engineer shall also notify the City Manager of the denial.
3. If a report is prepared, the Community Development/Public Safety Committee shall review the request and provide a recommendation to the City Council. If the Community Development/Public Safety Committee determines that time is of the essence with the request and a subsequent City Council meeting would be after the event has occurred, the Committee may elect to approve the waiver without submittal to the City Council. Such short notice approvals by the Community Development/Public Safety Committee shall not be considered routine and applicants shall be allowed one such short notice approval within any twelve month period.
4. The Report from the City Engineer, City Manager, and Community Development Committee shall be reviewed by the City Council at the next regularly scheduled City Council meeting.
5. The City Council or Community Development/Public Safety Committee shall add conditions of approval as appropriate. These may include, but not be limited to:

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- a. A requirement for a pre-event notification to surrounding property owners.
- b. Provision of insurance per City requirements naming the City as an additional insured.
- c. Provision of volunteer staff to assist with parking during the event.
- d. Provision of additional signage and other directional traffic indicators.
- e. Provision of refuse collection receptacles.
- f. Provision for payment of any damage to City property due to the event.

#### **Implementation Procedure**

Upon approval of request for waiver, the City Engineer shall:

- a. Issue an order to the City's Public Works staff to implement the conditions of the waiver.
- b. Provide a copy of the approval to the City's Public Safety staff.
- c. Public Works staff to verify that conditions of waiver are met and clean-up is completed.
- d. Supplemental sign needs, barricades, and directional signs shall be at the expense of the applicant.

#### **Future Consideration**

If an applicant for waiver fails to meet any condition of approval or pay any incurred cost, it shall be considered grounds for denial of future requests by the applicant, unless future requests are specifically approved by the City Council.

#### **Remedial Costs**

Applicant shall be responsible for all costs incurred by City staff to correct or supplement conditions of an approved waiver. These costs may include public safety costs, public works costs, and administrative costs.