

**DATE:** March 17, 2005  
**TO:** George Rodericks, City Manager  
**THROUGH:** Warren Repke, City Engineer  
**FROM:** Bernie Dennis, Traffic Engineer  
**SUBJECT:** Parking Restriction Waivers

## **INDRODUCTION**

The City Council and staff periodically receive requests to allow short term parking on streets that have established parking restrictions. Request for the parking waiver generally comes from adjacent schools for special events, youth groups, most notably, for sports tournaments or registration and, less frequently, from adjacent residents and business for a variety of events or activities.

The purpose of this report will be to:

- Determine the criteria based on the type of parking restrictions in place on a given street that would allow or prevent use of the street for temporary short term parking.
- Propose a policy and procedure to evaluate requests and implement short term parking.

## **PARKING RESTRICTIONS**

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 ft parking lane and 10 ft travel lane). If the outside lane does not have a minimum 18 foot width, stopping should be prohibited at all times.

For streets, usually arterials, 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 ft parking lane and 12 ft travel lane).

How a street section is utilized may vary from block to block or within a block resultant of full or partial street improvements or from other street uses, such as turn or bicycle lanes utilizing the parking lane area or a left turn lane using the center of the street and shifting the through lanes into the parking lane area. Taft Avenue, immediately east of Santiago Blvd., is an example of variable lane uses.

- **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 (85<sup>th</sup> percentile) 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 these purposes **should not** be compromised or waived on even a short term basis.

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

- **Limited Time Parking.** This type of parking restriction is employed in a variety of time/day based formats with a common purpose of eliminating long term parking and thus providing a continuous availability of on-street parking.
- **Permit Parking.** Normally 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 the school or working day and are frequently time/day or time of year applicable. Handicap (blue curb) loading zones are continuously in effect and cannot be used for any other purpose.

These types of parking restriction, except for handicap parking, can be temporarily waived and the parking lane used for other short term parking needs.

In summation, No Parking and No Stopping zones cannot normally be used for short term parking. Limited time parking, permit parking and most loading zones are normally available for limited time short term parking use.

**CITY OF VILLA PARK**  
**Policy and Procedure for Waiver of On-Street Parking Restriction**  
**3/05**

**PRECEDURES**

Applicant Eligibility

- A. Applicant must be a resident or represent a school, organization or business in the City of Villa Park.

Applicant Eligibility

- A. Applicant must present a written request for parking restriction waiver (“waiver”) to include:
- Applicants or representatives name, organization, if applicable, address, zip code, telephone and fax or e-mail number.
  - Location of Event
  - Description of event with estimated attendance.
  - Name of street(s) and specific location(s) on that street for which waiver is requested.
  - Day, date and time waiver is required. (Note: The time should be inclusive of 1 hour before and 1 hour after event.)
  - 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 responsible party and, if applicable, when request will be considered by City Council.
  - Name and 24/7 telephone number for individual in responsible charge of event.
  - Acknowledgement that applicant will assume responsibility for clean up of street, sidewalk and parkway after event.
- B. The written request for waiver must be received by the City Clerk at least thirty days before the event. If additional events are scheduled by applicant, a single request may include all future events and their specifics.

- C. In the event of a conflict such as two events requesting use of the same street at the same time, that request for waiver received first as verified by the City Clerk time stamp shall be given preference.

“Option”

- \* *An application/implementation fee of \$ \_\_\_\_ shall accompany the request for waiver. If the request for a waiver is denied, the fee shall be returned to applicant.*
- \* *Applicant shall acknowledge, in the request for waiver that he is aware of the City's insurance requirements and that these requirements must be met before the permit for waiver is issued.*

Approval Procedure

- A. Upon receipt of a request for waiver, the City Engineer shall determine if:
1. The parking restrictions requested to be waived are, in total or in part, for safety or parking control purposes.
  2. 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.
- B. If the City Engineer determines that safety or maintenance conflicts do not exist or can be mitigated he shall:
1. Prepare a schematic diagram showing existing parking control, limits of waiver and the signs to be covered to implement the waiver. If special signs are required, he shall coordinate acquisition of these signs and advise Police Services of their pending installation.

“Option”

- \* *Use current Ariel photo as base document*
  - \* *Prepare a plan of existing parking control measures for all candidate streets for easy reference by City Council and applicants.*
2. Compile and submit City Engineer's recommendation, Police Services comments, schematic drawing of waiver area and letter of request for waiver to City Manager for submittal to City Council.

“Option”

- \* *City Council may delegate responsibility for this activity to City Manager.*
3. If applicable, notify applicant of date that his request will be considered by City Council.
- C. If City Engineer determines that conditions cannot support a waiver, he shall notify applicant and return fees. City Engineer shall also notify City Manager and Police Services of this action.

## Implementation Procedure

- A. Upon approval of request for waiver by City Council, the City Engineer shall:

*“Option”*

- \* *Notify applicant to submit insurance documents per city requirements for review and approval.*

1. Issue work order for City forces to implement conditions of waiver. Copy of work order shall be forwarded to Police Services.

*“Option”*

- \* *City Engineer to require that applicant contract and assume cost for implementation and removal of waiver requirements, signs and coverings. City Engineer to provide applicant with list of approved contractors.*

- \* *Applicant may implement waiver requirements. (Note: Consider liability)*

2. City forces to verify conditions of waiver are met on subject street and verify clean up has been completed.

*“Option”*

- \* *City forces to field check implemented waiver requirements for conformance to approved plan. Supplemental signing, sign covering or clean up by City forces, if necessary, shall be at the expense of applicant.*

## Future Consideration

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

## Remedial Cost

- A. Cost incurred by City forces to correct or supplement conditions of an approved waiver shall be double employees pay rate plus cost of materials, equipment and supplies.