



Neighborhood Parking Plan Process

Requests for consideration of neighborhood parking plans must be submitted via a written petition to the Town. Upon acceptance of a petition, initial data may be gathered to establish a better understanding of the reported issues. A determination will be made if there are safety issues requiring immediate attention. If no immediate safety issues are present, Town staff may request a future meeting with the petitioning neighborhood to discuss the gathered data and possible parking modifications. Proposed changes require agreement from 67% of the affected residential households prior to being considered by staff as a possible parking modification. Non preferential parking modifications may not require council approval for final implementation, while any neighborhood preferred parking modification will require council approval prior to final implementation. Any approved parking modifications will be placed on a project list sequentially in an existing series of projects. Projects may be re-prioritized by the Police Chief or Department of Public Works Director.

Process

1. Petition

A Neighborhood Petition is required to begin the parking plan process. The petition must include signatures of at least 50% of the affected residential households. Staff retains the right to define the affected areas. The petition will need to state what specific problems exist, at what time the problems occur, on what days of the week the problems are most significant and suggested potential modifications. Petitions will be reviewed, prioritized and placed on a list. The petition will be discussed with the Transportation and Parking Commission at a scheduled meeting.

2. Data collection

Town staff will collect data to evaluate the request. Items that will be considered during data collection are parking compaction, hours of impact, availability for residential off-street parking, engineering issues such as roadway narrowness, design of the street and general safety issues. Contributing causes to the parking conditions that will be considered are the proximity to a business district, school, or a church and the likelihood that parking controls will negatively affect an adjoining area.

2. Informational Neighborhood Meeting:

If staff determines that there are issues that justify consideration, they will schedule a neighborhood meeting. The neighborhood meeting will be an information and feedback session. Staff will present the data gathered by the Town and establish the boundaries to define the neighborhood. The neighborhood will be included in the development of

possible solutions and potential parking modifications. Additional analysis may need to be conducted after this initial meeting. The meeting should be attended by representatives from the Police and Parks and Public Works Departments and may include representatives from the Transportation and Parking Commission.

4. Additional Meetings and Proposed Modifications

After review of any proposed modifications, staff may convene additional neighborhood meetings to discuss alternatives, determine neighborhood preference and public consensus. The outcomes of the meetings will refine the development of possible modifications. Requested modifications will need the support of 67% of the affected residential households to be implemented. If the required neighborhood support is not present, staff will identify concerns, report results to the neighborhood and determine the next steps. Prior to staff approval of any parking modifications, staff shall determine if current parking resources have the ability to implement, manage and enforce any increased work load.

5. Implementation of Parking Modifications

Non preferential parking modifications may not require council approval for implementation. Neighborhood preferential parking modification will require council approval. Parking plans may be implemented on a trial basis for a set period of time to be evaluated and considered for permanent implementation. Projects will be placed on a project list sequentially in an existing series of projects. Project costs may be a determining factor in determining whether a project can be implemented.

**Parks & Public Works
(408) 399-5770**

**Police Department
(408) 354-8600**

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