

Procedure to Create a Residential Parking District

Criteria, as described in resolution #20071:

- A. The requested residential parking district must be entirely within a residential zone R-1, R-2, or R-3.
- B. The requested residential parking district must have a **new** community impact activity such as the proximity to a new or expanded building or a change in zoning of an adjacent property.
- C. The requested residential parking district must have a minimum of five properties affected by the new impact and more than 50% of residents within the proposed residential parking district must sign the petition for consideration by the Commission.
- D. The requested residential parking district must have limited or no accessible off-street parking available to residents.
- E. Residents are asked to recommend Type A or Type B district, including a clear description of the reason for the request. Type A districts require additional resources to patrol the area. *The designation of Type A or Type B residential parking district will be decided by the city commission at the time of approval, based on the intended use of the district by residents and the public.*

Petition Requirements (see attached sample):

- Signed by no fewer than half of affected residents
- Location clearly specified on a map and described in words (see attached example)
- Each resident signing the petition must list the address affected and contact information
- The petition must specify the type of residential district requested, type A or type B, as defined by city code 8-14-7
- The petition must include the current permit rate schedule for resident reference
- Petition must be submitted with a non-refundable processing fee of \$100.00 for recovery of administrative costs. A deposit of \$2.25 per lineal foot must also be submitted with the petition. This deposit will be refunded should the commission fail to approve the request. The administrative fee (\$100.00) will not be refunded should the commission fail to approve the request. Any shortage between the deposit and the actual cost to purchase and install the signs must be paid prior to installation of signs in the district.

A petition for designation of streets as a residential parking district will not be processed for public hearing or Commission action until the non-refundable administrative fee and the deposit for sign purchase & installation have been received by the city manager's office.

Residents of the area described below request the city commission grant a residential parking district type **A** or **B (circle one)** as described in city code 8-14-7.

We understand that should the commission approve our request for a residential parking district, more than 50% of residents in the district must purchase at least one **annual** parking permit **per year** at \$20 per permit or risk removal of the district. Guest permits are available for \$5 each, with the purchase of regular residential permits. Each household is limited to two (2) residential parking permits and (2) guest permits. Replacement cost for lost guest permits is \$10.

Our request meets the following required criteria:

- A. The requested residential parking district is within residential zone **R-1**, **R-2**, or **R-3 (circle one)**.
- B. The requested residential parking district is impacted by: **(Enter description of impact here)**.

- C. The requested residential parking district affects properties (minimum of 5), and more than 50% of residents within the proposed residential parking district signed the attached petition.
- D. The requested residential parking district has limited or no accessible off-street parking available to residents.

Requested area (description by block and address, map):

Signatures collected below support implementation of a type (A or B) residential parking district:

Name (Written)	Address	Contact number or email	Signature
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

Submitted on behalf of the above-listed residents, accompanied by a deposit of \$100.00 for administrative cost recovery and \$____.____ for sign purchase and installation by:

Contact Name

Contact Signature

Contact phone number and email address

Date Submitted