



***Town Policy:*** On-Street Parking  
Along Town Owned Public Streets

**PURPOSE:**

To establish policy associated with on-street parking on public streets owned by the Town.

**BACKGROUND DISCUSSION:**

On-street parking is generally allowed within the Town limits on local residential streets, on some existing collector roads and in business/commercial areas where adequate space for maintaining safe traffic operations exists. As the population of the Town has grown, there have been some opposing views from stakeholders associated with various aspects such as the general look and feel of an area where on-street parking is allowed, and which users should have priority for parking.

It is the Town's general position to accommodate on-street parking, in a non-preferential manner as allowed by law, along Town-owned public streets where demand for such on-street parking establishes itself. In these cases, the addition of new vehicle or bike lanes necessary to accommodate new development should be the primary reason to prohibit on-street parking. The elements associated with this policy statement are an attempt to define this reasonableness.

The Town also recognizes that secondary legal and code infractions, such as private property trespassing, may occur with the allowance of public parking. Procedural elements to assist with minimizing these infractions are provided for in this policy. Further, the Town recognizes that parking simply may not be desired based on "look and feel" and perceived loss of property value. The purpose of this policy is to address infractions of municipal code. Certain areas of Town, such as near downtown or near parks and schools that are inherent in municipal planning generally attract more on-street parking. Unless specific municipal codes are consistently violated, these areas are specifically planned to provide on-street parking as a function of the vitality of the community.

**POLICY STATEMENT:**

On existing Town-owned public streets, on-street parallel parking will be allowed where existing parking spaces that are delineated with markings don't exist. This includes parking on streets in which there are no markings already established to delineate a parking space, and on those streets where parking is not otherwise prohibited by Municipal Code, or where a specific street is not restricted or prohibited in association with special events. Parallel parking will be permitted pending the following conditions exist:

1. A parallel parked vehicle does not encroach into an adjacent lane of traffic, meaning that the adjacent travel lane remains at least 10 feet in width.
2. If a multi-use shoulder or bike lane is marked, a parallel parked vehicle may not encroach into this lane.
3. Adequate width required by the Town approved Fire Code is maintained.  
An adjacent public school may request Town assistance with routine traffic operations around the school. The assistance may result in additional parking restrictions near the school. If potential prohibitions or restriction options will impact streets where residential driveways directly access the street, the property owner at the time when the prohibition or restriction is established must support the prohibition or restriction.

The Town may prohibit parking on any roadway segment in order to maintain adequate sight lines and provide for safe traffic operations. These will be established on a case by case basis, and determined by an engineering evaluation.

In residential areas where covenants restrict or prohibit parking on Town-owned public streets, the Town will not install regulatory signage along affected streets, or enforce these covenants.

Existing restrictions established prior to the adoption of this policy will not be impacted unless necessary for safety or operations as deemed needed by Town staff.

### **Procedures for Addressing Concerns with Legal or Municipal Code Infractions Resulting from On-Street Public Parking:**

The Town will utilize a three phased approach to address concerns about legal and Municipal Code infractions.

**PHASE ONE:** Town staff will assess physical roadway conditions to determine if any traffic operations or safety concerns warrant parking restrictions. If parking restrictions are deemed necessary to assist with traffic operations or safety, these restrictions will be installed. Please note that improper driver or pedestrian behavior, such as not yielding to vehicles when outside of a legal crosswalk, or speeding, are not variables for restricting parking.

**PHASE TWO:** If parking restrictions are not established as a result of phase one, and secondary legal or Municipal Code infractions are still a concern, a period of enforcement of these impacts will be completed. This enforcement period will typically depend on the issue, but will last generally between two to six months.

**PHASE THREE:** If secondary legal or Municipal Code infractions still persist after the phase two enforcement period, parking restrictions of limiting hours, and side to side variation may be established once the following steps are completed:

- A resident, or property owner, along the street being requested to have parking restrictions installed must obtain support of more than 65% of the property owners adjacent to the side of the street where the restriction is requested. The minimum length of street that will be considered for parking restrictions is from street intersection to street intersection.
- Once greater than 65% support of property owners is obtained, Town staff will assess the potential stakeholders that may be impacted as a result of establishing parking restrictions understanding that highly concentrated parking will likely be disbursed to nearby areas that are currently not experiencing problems requiring further reaching restrictions than those initially requested.
- A working group consisting of residents, or property owners, from the staff identified stakeholders will be established to develop various options for establishing parking restriction limits. This working group will consist of between two to 10 members, with each member representing one property within the identified stakeholder limits.
- The working group preferred plan will then be voted on by property owners who have property lines adjacent to the public right-of-way (ROW) where proposed parking restriction limits are recommended. The full plan must have greater than 50% of those property owner votes in favor of the option for the plan to be implemented. Portions of plan implementation will not be considered.

Once a restriction plan is voted approved, Town staff will then implement parking restrictions by placing restriction signs along the respective streets. Painting of curbs will not be utilized to establish restriction zones. Restriction signs will be installed in accordance with priorities of existing workload, but will generally not exceed more than 30 calendar days in time.