



Residential ‘No Parking’ Policy

The purpose of the Residential ‘No Parking’ policy is to address a documented parking concern in City of Urbana residential areas. The parking restriction should be applied to address identified concerns and approved by the Police Department; the Finance Department-Parking Enforcement Division; and the Public Works Department- Engineering Division. The intent of the Residential ‘No Parking’ policy is not to be used neighborhood-wide, but for recurring incidents creating **safety and enforcement concerns**. Requesting parking restrictions includes the following steps:

1. **Request** – A request to designate a public street(s), right(s)-of-way or other public property(ies) as a residential no parking zone shall be submitted on the Traffic Issues/Concerns Request Form. (The Traffic Issues/Concerns Form can be obtained from the City of Urbana Public Works Department or on the City of Urbana’s website, www.urbanaininois.us.) A homeowners’ association or a property owner may submit the request. The request shall include a description of the nature of the concern to be remedied by the residential no parking zone, include the specific street(s) impacted, a map of the impacted area and the days of the week and/or hours of day the parking concern is occurring.
2. **Police and Parking Enforcement Approval** – Upon receipt of the no parking request, the Engineering Division will contact the Police Department and the Parking Enforcement Division to request that the Police Department and the Parking Enforcement Division verify the existence of the stated parking concern and determine whether the residential parking request is practical and enforceable.
3. **Engineering Approval**—If the Police Department and Parking Enforcement Division determine the request is practical and enforceable, the Traffic Engineer will investigate the request and verify whether or not the requested parking restrictions will remedy the concern identified by the requesting party, taking into consideration factors including, but not limited to, safety, traffic flow, potential hardship to affected property owners, availability of alternative parking, feasibility of installation and funding availability. The Traffic Engineer, in lieu of establishing a no parking zone, may make modifications to the street(s) over which the residential parking restriction is requested, as is allowed by the City Code of Ordinances. The extent of the parking restriction will be determined by the Traffic Engineer based on the investigation of the actual parking concern, the above listed factors, and the effectiveness of the distance of the restriction. The location(s) requested may be modified based on the results of the investigation.
4. **Guidelines for Parking Restrictions**—Residential parking restrictions will be allowed for reasonably enforceable hours, such as during school hours, for regularly recurring parking concerns. Vehicular restrictions will be for either “no parking” or “no stopping, standing or parking.” Residential parking restrictions shall not be considered if the parking concern or the timeframe desired for parking restrictions changes from day to day or week to week.
5. **Petition**—If the request for a residential no parking zone designation is conditionally approved by the Police Department, the Parking Enforcement Division, and the Engineering Division, the Engineering Division will prepare a petition for the homeowners’ association or property

owner to circulate. The petition must be signed in favor of the residential parking restriction by at least 60% of the property owners living within the area to be restricted, as determined by city staff. The petition boundary area, at a minimum, will consist of those properties with at least one side of the parcel affected by the proposed parking restriction. (City staff may include additional properties to the petition boundary as deemed necessary.) The petition must include the following provisions and shall meet the following conditions:

- a. A statement that all petition forms have been prepared by the city.
- b. A map showing the street(s) and home(s) affected by the proposed residential parking restrictions.
- c. A notice that any parking restrictions imposed will apply to all vehicles, including residents' vehicles, regardless of whether or not the affected property owner(s) signs the petition.
- d. A statement that in order to be approved, 60% of the affected property owners must sign the petition in favor of the residential parking restriction. Tenants may be allowed to sign the petition, if the property owners grant written permission for their tenants to act as their representatives; only one signature per household will be accepted.
- e. The date the petition was provided by the city. The petition will be valid for a period of **sixty (60) calendar days** from the date it is provided by the city to the homeowners' association or requesting homeowner.
- f. The signature of the requestor indicating that an effort was made to notify 100% of the residents and/or property owners identified on the petition.

This petition does not provide any guarantee of the installation of parking restrictions; it is only to be used to show the preference of those impacted by the proposed restrictions.

6. **Approval**—Upon receipt of the completed petition, the Engineering Division will review the signatures to determine if the petition meets all of the stated requirements. For the request to be approved, the following will occur:
 - a. The request will be placed on the agenda of the next scheduled meeting of the Urbana Traffic Commission. Notice of the meeting will be sent to all impacted property owners within the area of the parking restrictions.
 - b. If the majority of the members of the Traffic Commission recommend the parking restrictions, the request will then go as a proposed ordinance to the Urbana Committee of the Whole meeting and follow the process for approval as adopted by the Urbana City Council.
 - c. The Committee of the Whole will either recommend that the ordinance goes on to the Urbana City Council or the request will be denied.
 - d. If the ordinance goes on to the City Council and is approved, signs will be ordered and installed by the Operations Division at the earliest possible time available.
7. **Exception**--This policy does not apply to the West Urbana Parking Zone.
8. **Removal**—Removal of the residential parking restrictions may be requested by either a homeowners' association or property owner using the same procedures as described above for installation. However, if it is determined to be necessary to remove the residential parking restrictions for safety reasons, the city may authorize the removal of the residential parking restrictions without the circulation of a petition.