



City of Pleasant Ridge

James Breuckman, City Manager

Administrative Policy #2015-02

Residential Permit Parking

Overview

Per Section 70-44 of the Pleasant Ridge City Code, the City is authorized to establish permit parking zones in residential areas of the City. This administrative policy establishes the rules by which a permit parking zone may be created, operated, and eliminated.

Area of Eligibility

The area of eligibility for permit parking is defined as the street frontage for any residentially zoned and used parcel on the east side of Woodward that is completely or partially located within 700 feet of the Woodward Avenue or Main Street right-of-way. The street frontage of all non-single family residential properties shall be excluded from the area of eligibility for permit parking, and shall be retained as unrestricted parking.

Process to Establish Permit Parking on a Street

Resident Petition. The City Commission may create a permit parking zone for any street within the area of eligibility on an opt-in basis. In order for a street to opt-in to the permit parking program, a minimum of two-thirds (66.6%) of the residential addresses within the area of eligibility must vote affirmatively to create the permit parking zone on that street. Each address shall have one vote regardless of the number of signatures per address.

Resident Meeting. Once a petition is received by the City and verified to be accurate, the City shall schedule a meeting for the residents living within the requested permit parking zone. The purpose of this meeting shall be to review the rules that will apply in the permit parking zone, and to determine the hours during which permit parking shall apply.

City Commission Approval. The City Clerk shall place the request on the next available City Commission agenda for consideration by the City Commission.

Elimination of Permit Parking Requirement. A permit parking zone may be eliminated by the same process used to establish a permit parking zone. However, a permit parking zone may not be eliminated for one year after its establishment. If a permit parking zone is eliminated, it may not be re-established for a period of one year after its elimination.

Permit Parking Rules

Permits per Household. Each household shall receive two parking permits. One additional permit may be issued for each vehicle in excess of two that is registered at the address. The resident must provide a valid registration for each vehicle registered at the address if requesting permits in excess of two.

Permit Renewal. Parking permits shall be valid for a permit of two years from the date of issuance. All parking permits shall expire on December 31. Residents must renew their permits in person at City Hall, or by mail.

Parking Permit Fee. There shall be a fee of \$5 per parking permit due at the time of registration. This fee covers the cost of materials for the parking permits along with the cost to install signs along the street advising of the permit parking requirement.

Enforcement Schedule. At the resident meeting, residents shall select an enforcement schedule for the permit parking zone. This allows the residents to identify the hours during which non-residential parking is a problem and to choose an enforcement schedule that matches the problem times.

Potential schedules for the times when residential permit parking only will be enforced include:

Option	Days Enforced	Enforcement Hours
A	Monday - Friday	8am - 5pm
B	Monday - Saturday	8am - 5pm
C	Monday - Sunday	8am - 5pm
D	Monday - Friday	8am - 11pm
E	Monday - Sunday	8am - 11pm
F	Saturday - Sunday	8am - 5pm

The above schedule may be adjusted if necessary by the City Commission

Guest Parking Passes. Each house shall be issued one hang-tag guest pass. Residents may request additional short-term guest parking passes from City Hall.

Effective Date: March 1, 2015

City Manager