

RE: PROCESS FOR CITIZENS TO REQUEST THE CREATION, MODIFICATION, OR DELETION OF A RESTRICTED PARKING AREA AND THE ESTABLISHMENT OF THREE PARKING ZONES THAT WILL BE AVAILABLE IN THE CITY.

I. INTRODUCTION

This Policy and Procedure identifies the responsibilities and requirements of the City and City residents to implement City Code Sections 114-651 and 114-652, the procedure to appeal or initiate the creation, modification or deletion of restricted parking areas in the City.

II. PURPOSE

The purpose of this Policy and Procedure is to provide guidelines for addressing issues involving restricted parking areas (districts) in the City and the procedure governing citizen requests to create, modify or delete restricted parking areas.

III. POLICY ON INSTALLATION OF SIGNS IN CERTAIN RESIDENCE DISTRICTS

It is the policy of the City of Manassas, Virginia that, upon completion of the steps outlined herein and in Sections 114-651 through 654 of the City Code of Ordinances and upon a final determination to designate a restricted parking area, the City will install signs on public streets that will indicate the times, locations and conditions under which parking shall be by permit only.

IV. PARKING AREAS ESTABLISHED PER ZONE

The parking areas will be designated on specific streets on a block by block basis. The following zones are created for uniformity and to allow for basic zones that will be enforceable and meet the parking needs of citizens and at the same time provide for ease of permit issuance by the City Treasurer. The citizens or HOA's can request modifications to these zones which will be considered on a case by case basis. The actual times agreed to by the City Manager will be on both the initial notice to property owners of record and the actual signs posted on the public street.

1. Zone 1 – Parking for townhomes, overnight parking district.

This zone shall apply to primarily townhome communities. The restriction will be no parking from 12:00 midnight to 6:00 a.m. EXCEPT for vehicles that display a valid city permit or a visitor permit for this zone. Valid Monday – Sunday. Only persons that maintain their residence within the boundaries of the designated permit parking district zone are eligible to obtain permits.

Permits issued in this zone will be issued with a Zone 1 designation on the permit.

2. Zone 2 – Parking for single family detached, overnight parking district.

This zone shall apply to primarily single family detached communities. The restriction will be no parking 8:00 p.m. – 8:00 a.m., Monday through Sunday, EXCEPT for vehicles that display a valid city permit or a visitor permit for this zone. Only persons that maintain their residence within the boundaries of the designated permit parking district zone are eligible to obtain permits.

Permits issued in this zone will be issued with a Zone 2 designation on the permit.

3. Zone 3 – Daytime Parking Restrictions

This zone shall apply to overflow parking in residential areas due to commuters or school students. Restriction shall be in effect from 5:00 a.m. to 5:00 p.m., Monday through Friday, except all legal holidays.

Permits issued in this zone will be issued with a Zone 3 designation on the permit.

V. CRITERIA

For a City street or a portion thereof to qualify for sign installation, a street shall satisfy the following criteria:

1. The street shall be dedicated for public street purposes and be maintained by the City.
2. A petition requesting the signs signed on behalf of the occupants representing more than sixty percent (60%) of the residential units on the street shall be submitted to the City.

3. In lieu of the petition in item number 2 above, a Homeowners Association (HOA) having public streets fully within its community boundary may request these signs. For townhomes or multifamily communities, the units facing the street will be counted in the total number of units. For single family detached, the number of units facing the street with either driveway connections or curbside parking in front of the home will be counted in the total number of units.

VI. PROCEDURE FOR CITIZENS TO REQUEST SIGN INSTALLATION

Provided the criteria in Section V above are met, the following procedures will initiate the request:

1. Homeowners Association (HOA) having public streets fully within its community boundary may request these signs if a request is received from the HOA Board sent to the City Manager.
2. Citizens may submit to the City Manager, or designee, a petition as provided for in Article V, Section 2. Upon receipt of the petition, the City Manager shall advise the City Council of receipt of said petition and shall direct the Department of Public Works to collect and determine the following:
 - A. Identification of the neighborhood and specific streets where the signs are requested to be installed.
 - B. Confirmation that the streets meet the criteria for sign installation.
 - C. The appropriate type of parking restriction for the community area.
 - D. A recommendation from the City's Staff Transportation Committee (STC).

Upon review of such supporting information and the determinations of the Department of Public Works, the City Manager shall determine whether the criteria have been satisfied. If the criteria are satisfied, the City Manager shall direct the actions necessary for the establishment or appeal of the parking restrictions per Section 114-651 through 114-653 of the City Code. The City Manager will notify the City Council and the Chief of Police of the location and date the signs were installed under §46.2-878.2.

VII. FUNDING

Signs installed in accordance with this Policy will be fully funded from the operating budget of the Department of Public Works. If the district is of a size that funds are not available, Public Works shall notify the City Manager when reviewing the initial request.

VIII. VISITOR PASSES

Visitor passes will be issued by the City Treasurer and will be valid for either one day or the weekend (Friday-Monday night). Visitor passes will be issued and specified for specific parking zones.

IX. DESIGN OF SIGNS

Zone 1 – see attached



Zone 2 – see attached



Zone 3 – see attached





CITY OF MANASSAS VIRGINIA

PARKING DISTRICT PETITION

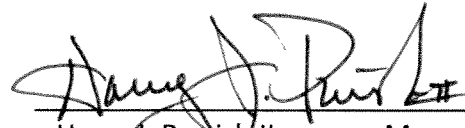
We, the undersigned residents or business owners, do respectfully petition the City of Manassas for _____ on _____ (roadway) from the intersection of _____ to _____, for the reasons stated:

CONTACT PERSON _____

PHONE _____


SIGNATURE	PRINT NAME	ADDRESS	APT NO.

Policy #P-2015-01
July 28, 2014



Harry J. Parrish II Mayor
On Behalf of the City Council
Of Manassas, Virginia

ATTEST:



Andrea P. Madden City Clerk