

## Overnight Parking Program

Based on an evaluation of overnight parking violations in Naperville, the City of Naperville developed a pilot program to allow overnight parking in select neighborhoods to evaluate the impact of overnight parking on City operations and to determine if the program is helping to address neighborhood parking needs.

After a review of the overnight parking pilot program, City staff have created an Overnight Parking Program that is available to all multi-family neighborhoods developed prior to 2015 (When multi-family parking requirements were modified) through an application and approval process.

Below are the application guidelines for the pilot program:

- The Homeowner's Association (HOA) will provide a board-approved application letter to the City with the following information:
  - A narrative explaining the need for overnight parking and the specific hardships that prevent residents from parking on their property or finding alternate off-street parking accommodations.
  - A list of the specific streets and limits requested for inclusion in the Overnight Parking Program. A supplemental map exhibit (aerial photo, etc.) may also be provided that illustrates the proposed overnight parking locations.
  - A description of the type of HOA, membership requirements, and functions.
  - The HOA will provide a statement that they have provided notice of the program application to all dwelling units on the proposed streets with details on the notice type(s).
  - A commitment that the HOA will administer the program and provide periodic updates to the City per the program requirements.
  - An acknowledgement the City reserved the right to cancel the Overnight Parking Program if the HOA fails to meet the administrative requirements, operational issues develop, or for any other reason at any time.
- The City will issue overnight parking passes (hangtags) to the selected development's HOA equivalent to 50% of the number of units within each community (i.e., a 300-unit townhome community will be issued 150 overnight parking passes initially). Additional permits up to a maximum of 100% of the total number of units within the community may be issued if deemed necessary by the HOA and the City.
- The HOA will determine the way the hangtags are distributed. Hangtags will be coded so that they permit overnight parking in that subdivision only.

- The HOA will distribute the hangtags in a fair and equitable manner.
  - The hangtags will not be sold to residents.
  - The hangtags will be returned to the HOA when a resident moves or does not require the use of the hangtag.
- To maintain access for emergency vehicles, overnight parking will only be permitted on the side of the street without fire hydrants.
- Any additional restriction which may be important to the HOA (i.e., permitted parking areas, revocation of hangtags, etc.) must be adopted and enforced by the HOA.
- The HOA will be responsible for tracking the name and vehicle information per hangtag and will be required to supply this information to the City upon request. Individual hangtags will be tracked and registered to a specific property address.
- Participants of the program will be required to enroll in Naper Notify, the City's mass notification system. Naper Notify allows the City to quickly and directly send messages through a variety of devices to individuals or groups in order to keep them informed concerning a significant City event.
- With the hangtag system, Police will be able to easily determine if a car is legally parked on-street overnight with a visual check. A citation may be issued to any violator.
- In the future, the City may decide to establish winter parking restrictions as part of the Overnight Parking Program to limit the impact of the program on snow removal operations. If implemented, the City will notify the HOA of the new restrictions in advance of the start of winter operations.
- The City will continue to enforce all other City parking regulations including:
  - Overnight parking is permitted for passenger vehicles only. Any motor vehicle having a curb weight of eight thousand (8,000) pounds or greater is not permitted to park on-street between 2 a.m. and 5 a.m. For the purpose of this program, curb weight is defined as the weight of a motor vehicle with standard equipment, fuel, oil, and coolant.
  - The prohibition of parking inoperable vehicles on-street at any time, continued overnight parking prohibitions on any street currently marked for no-parking anytime (i.e., major arterials, etc.), and requiring that each vehicle has a current registration.
- The program will be evaluated quarterly and at the end of the first year. Program changes may be made by the City at any time and the City may opt to cancel the program at any time.
- City departments involved in the approval process are the Transportation and Engineering Department, the Department of Public Works, the Police Department, and the Fire Department.

- The Transportation Advisory Board and City Council will have final review and approval of each applicant's request to be involved in the Overnight Parking Program.
- Participating Homeowner Associations may opt out of the Overnight Parking Program at any time. To end their participation in the program, the HOA must submit a letter requesting removal of the program to the City and return all overnight parking passes issued to the HOA.
- The City will revoke the overnight parking for an HOA if violations are occurring at a high rate within a participating HOA. This could include but are not limited to operational issues, illegal parking (too close to driveways or intersections), and communication issues.
  - The City will issue a warning to an HOA if violations are occurring. Once a warning is sent to an HOA and violations continue to occur, the City has the right to revoke the Overnight Parking Program for that HOA for a period totaling 5 years.