

**CITY OF PAPILLION
MAYOR AND CITY COUNCIL REPORT
May 4, 2021 AGENDA**

Subject:	Type:	Submitted By:
Approve Resolution No. 21-0078 – General Order Policy PW05052021-1 – No Parking Determination and Signage Policy	Resolution <i>R21-0080</i>	Jeffrey L. Thompson Public Works Director/City Engineer

SYNOPSIS;

This policy, if approved, would establish criteria for review and recommendations of “No Parking Signage” and modification to promote, public safety, efficiency and effectiveness throughout the City’s transportation system. The guideline will serve as an aide in the implementation and modification of “No Parking” signage consistent with City and State laws promoting safety and reliability on public roadways.

FISCAL IMPACT:

None.

RECOMMENDATION:

Approval

BACKGROUND:

Public Works, Police, City Administration and elected Officials often recognize or receive requests for No Parking signage along existing public roadways within the city limits due to public safety concerns or for other reasons than public safety. In the past these requests were brought before the council for consideration directly without a standardized process in place. It was recommended by the Council that a policy be developed by staff through the Public Safety Committee to include some standard investigation process and guidance for these considerations. This policy was developed and presented to the Public Safety Committee on April 20, 2021 with a unanimous vote of 4-0 to recommend it be brought to the full council for consideration of approval.

ATTACHMENTS:

1. Resolution No. R21-0078
2. General Order PW05052021-1

1 page
pages

RESOLUTION NO. R21-0078

A RESOLUTION TO PROVIDE FOR CREATION OF THE GENERAL ORDER POLICY AND PROCEDURES HAVING TO DO WITH NO PARKING DETERMINATION AND SIGNAGE POLICY

BE IT RESOLVED by the Mayor and City Council of the City of Papillion that General Order PW05052021-1 No Parking Determination and Signage Policy is hereby approved.

PASSED AND APPROVED THIS ___ DAY OF _____, 2021.

CITY OF PAPIILLION

David P. Black, Mayor

ATTEST:

Nicole Brown
City Clerk
(SEAL)

PW05052021-1	City of Papillion- General Order	
TOPIC: No Parking Determination and Signage Policy		
ISSUED BY: Jeffrey L. Thompson	NOTE:	EFFECTIVE DATE: May 5, 2021

I. POLICY GUIDELINE INTRODUCTION

It shall be the policy of the City of Papillion Public Works and Police Department staff members to review and recommend No Parking signage and modification thereof to promote public safety, efficiency, and effectiveness within the transportation system. This policy guideline will serve as an aide in the implementation and modification of No Parking signage consistent with city and state ordinances promoting safety and reliability on public roadways.

II. SETTING INITIAL NO PARKING SIGNAGE

The initial setting of No Parking signage is as follows: New roadway infrastructure in residential and other applicable roadways of developments will be required to place No Parking signage on one side of the proposed street. Existing roadways within City Limits are required to have No Parking signage on one side of the proposed street. The determination of which side of the roadway to install No Parking signage is site specific but shall focus to provide no parking on the side with USPS cluster mailboxes and/or fire hydrants.

III. MODIFYING AND ADDING LOCATIONS OF NO PARKING

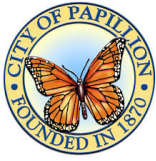
The Public Works Director, Police Chief, City Engineer, City Administration, or elected City Official may request a segment of roadway be reviewed for No Parking signage investigation based on public safety concern. Requests for No Parking signage modifications that are not directly related to public safety will require a signed petition from affected residents before investigation process begins.

- A. The following steps outline the investigation process for No Parking signage for Public Safety:
 - 1) Written request received to investigate potential No Parking signage on a city roadway segment for reasons of public safety.
 - 2) City Engineer and/or Police Chief, or their delegates will proceed with an investigation which will include analyzing roadway geometrics, location specific characteristics, gathering incident report history, and collecting any other pertinent information with regard to existing parking on the roadway.

- 3) The investigation shall be performed by the City or their representatives and may include investigation into, but not limited to, the following factors:
 - a. Geometric features of the roadway segment including: vertical and horizontal alignment, speed limit, and sight distance;
 - b. Driveway, walkway, or other access
 - c. Existing signage, utilities, and/or mailbox location(s)
 - d. Roadside development;
 - e. Road and/or shoulder surface characteristics or features;
 - f. Pedestrian and bicycle activity;
 - g. Accident experience or potential.
 - 4) After roadway-specific data are analyzed, the City Engineer, Police Chief, or their delegates shall use it to develop a parking signage recommendation. Any recommendation made in the investigation shall promote improved motorist and pedestrian safety, recount findings from pertinent data analysis, and document any potential modifications beyond signage.
 - 5) All recommended signage shall fall within that allowable by Nebraska statute, shall correspond with industry practices, and employ sound engineering judgment.
 - 6) The No Parking signage modifications or additions recommended by the Public Works and Police Department shall be presented to the City Council.
 - 7) If the No Parking signage modification is recommended to and approved by City Council, Public Works shall install signs along the street or portion of street, where applicable, indicating No Parking and such signs shall constitute due and sufficient notice to the public. Parking determinations may not be enforced until and unless MUTCD approved signage, giving notice thereof, are conspicuously posted. If the Public Safety Committee does not vote to recommend to City Council, the reasons will be documented and the investigation will be closed.
- B. The following steps outline the requirements for No Parking requests not directly related to public safety:
- 1) In order for a city street parking status to be changed, the residents and owners of all abutting properties (both sides of street) must petition the Public Safety Committee to review a request for No Parking modification. The request will be considered only if 100% of the abutting property owners and renters are accounted for and a super majority (75%) are in favor of the change and there are no negative impacts to public safety. Petition form and requirements available on City website or by request from Public Works.
 - 2) If a fully executed petition is received, City Engineer and/or Police Chief, or their delegates will proceed with an investigation which follows the steps outlined above including conformity to existing state and local regulations.
 - 3) The request and documentation for a parking status change will be brought before the Public Safety Committee for their consideration at the next available meeting. If the Public Safety Committee agrees to the request, a recommendation will be presented at the following City Council meeting for approval. Notice of the committee recommendation to Council and date and time of the council meeting

will be mailed/delivered to each property owner of record. If Public Safety Committee does not recommend request to go to City Council, the sole applicant of petition/request will be notified and the request will be closed.

- 4) If the request is recommended for presentation to the City Council, the council will vote on a resolution to approve the modifications requested or as amended by Council or Council Committee.
- 5) If the No Parking signage modification is approved by City Council, Public Works shall install signs along the street or portion of street, where applicable, indicating No Parking and such signs shall constitute due and sufficient notice to the public. Parking determinations may not be enforced until and unless MUTCD approved signage, giving notice thereof, are conspicuously posted.



Petition for change to parking status on city streets

Applicant/contact: _____ Date: _____

Address: _____

Phone: _____ Email: _____

Location of parking change request:

Street: _____ from _____ to _____ (side streets)

Side of street: East West North South (check all that apply)

Current parking status: _____

(24-hr parking, two-hr parking, no parking, no parking this side of street)

Side of street: East West North South (check all that apply)

Requested change: _____

Purpose for change: _____

All properties (including each apartment unit/duplex) on both sides of the affected street must be represented on this petition. List all properties under house number. Residents agreeing to the requested change are to sign and date the form. Only one signature is permitted per household. If more signatures are needed than spaces available, copy this form and sign all documents.

House number	Street Name	Own (O) Rent (R)	Printed name	Signature	Date

I have made a good faith effort to contact 100 percent of the residents on the street identified above:

Applicant signature

Date

Submit registration form and attachments to City of Papillion Public Works 9909 Portal Rd 68046, or email to jefft@papillion.org.



Regulations and criteria for parking status change

1. In order for a city street parking status to be changed, the residents and owners of all abutting properties (both sides of street) must petition the Public Safety Committee to review a request for No Parking modification. The request will be considered only if 100% of the abutting property owners and renters are accounted for and a super majority (75%) are in favor of the change and there are no negative impacts to public safety.
2. Parking changes must be submitted in one-block increments.
3. List all house numbers in order as they are located on the street. In the case of structures containing multi-dwelling units with one street address number, use a separate line for each unit/apartment located at that address.
4. The petition must be signed by both the residents and owners of apartments and households for all residences on both sides of the block. In addition, only one signature per valid household or apartment will be considered. If the property is a rental, a signature is required of tenant and owner.
5. If a resident/owner is opposed to the change, leave the name and signature spaces blank or write in "opposed."
6. Submit questions/petitions to City of Papillion Public Works 9909 Portal Rd 68046. A preliminary review of the area will be conducted by city staff upon receiving a fully executed petition.
7. The request and documentation for a parking status change will be brought before the Public Safety Committee for their consideration at the next available meeting if it is not related to public safety concern. If the Public Safety Committee agrees to the request, a recommendation will be presented at the following City Council meeting for approval. Notice of the committee recommendation to Council and date and time of the council meeting will be mailed/delivered to each property owner of record. If Public Safety Committee does not recommend request to go to City Council, the applicant of petition/request will be notified.
8. Following the City Council meeting if request is approved, Public Works staff will be notified to place the necessary signage to accomplish the parking status change at no cost to the property owners. Enforcement of the new parking regulations will take place approximately one week after the installation.

Parking exemption:

Any emergency vehicle, including, but not limited to, an ambulance, fire engineer, or police vehicle, which is under the control of an individual providing service in the residential parking area, shall be permitted to stand or park on the street without being limited by the residential parking prohibitions or restrictions.