

# RESIDENTIAL PARKING PROGRAM GUIDELINES

## QUALIFYING AREAS

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In order for a residential parking program to exist, a two prong test must be met per Section 5-89 of the City Code: 1) the area of the street must be 70% occupied and 2) 25% of parked vehicles belong to individuals who do not live in the immediate area. A qualifying area is defined as a portion of any street located between two (2) adjacent intersections. If a landscaped median exists the qualifying area can be one side of the street.

## IMPLEMENTATION DECISION

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City Staff will send a "ballot" to each resident via mail, pursuant to City Code, Section 5-89(b)(5). Note: Residents on the corner adjacent to the qualifying street will not be eligible to vote for implementation of the program. Residents will have two weeks to sign and return the ballot. The program may be implemented if 2/3 of the eligible residents respond in favor of the program. An eligible resident is defined as the person of record at such residence according to New Hanover County property tax records. If a ballot is sent to a property owner, their tenant may be their proxy for voting purposes. A signed letter from the property owner giving proxy must be sent to the City of Wilmington, Parking Agent as designated by the City Manager prior to the allowance of such a vote. Final decision on program implementation rests with City Council.

## PERMITS

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Residents of qualifying streets are entitled to purchase one residential parking permit per registered vehicle. Properties on the corner adjacent to the qualifying street will also be eligible to purchase permit(s).

### REQUIREMENTS

Proof of residency and the payment of outstanding parking tickets must occur prior to issuance of permit. Residents must provide a copy of their vehicle registration and driver's license. If the address on the vehicle registration differs from the property address of a qualifying street they can provide a copy of their twelve month or more lease agreement, deed, and utility bill reflecting the address. Utility bill must be within 30 days of permit application.

### TYPE OF PERMIT

The permit will be plastic hanger, which must be hung from the rear view mirror of the vehicle in a clearly visible manner. The permit will expire on January 31<sup>st</sup> each year.

### MEDICAL PERMIT

Health care providers working at the residence are entitled to the purchase of a permit. Application must be accompanied by a certified doctor's note.

### COST OF PERMIT

The first three permits will cost \$40 each per address. Each additional permit will cost \$50. There will be no proration of the permit costs.

### DURATION OF PERMIT

The re-issuance of permit will be annual. Permits will expire on January 31<sup>st</sup> of each year.

### ISSUANCE OF PERMITS

Park Wilmington/Contractor will be responsible for the issuance of permits.

## **VISITOR PASSES**

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Each eligible residence may purchase two long-term visitor permits. The first long-term visitor permit will cost \$40 and second will cost \$100. Permits will expire on January 31<sup>st</sup> of each year. Each eligible resident may also purchase up to 10 visitor's passes per month at a cost of \$ 5 per pass. Each pass is valid for a 48-hour period. The permits will be hanging cards, which will have dates indicating the valid time period of the pass. Bed & Breakfast's will be eligible to purchase visitor's passes.

## **ENFORCEMENT**

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### LIMITED TIME PARKING

Park Wilmington/Contractor will be responsible for enforcement. The hours of enforcement will be 9:00 a.m. – 3:00 a.m Monday through Sunday. Dates identified by City Council for non-enforcement of the meters will be applicable in residential parking zones as well. (i.e. Azalea Festival and July 4<sup>th</sup>). Non-permit holder will be allowed to park a maximum time limit as indicated by signage in any area that requires a residential parking permit. Residents participating in the daytime residential program will automatically be included in the nighttime program.

### VIOLATIONS

Individuals who park in a designated residential permit area in excess of the maximum time limit as indicated by signage will be written a ticket. Tickets will be \$40.

### FRAUDULENT USE

It should be unlawful for any person to display an unauthorized parking permit. Any person who violates the provisions of this subsection shall be subject to civil and criminal action and prosecuted to the fullest extent as it relates to fraud or forgery per North Carolina General Statute and Wilmington City Code.

## **EXPANSION/REVOCAION OF PROGRAM**

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Opportunities to expand or revoke the residential parking program will be on a semiannual basis on May 1<sup>st</sup> and November 1<sup>st</sup> each year.

### EXPANSION

To expand the program, residents from a proposed qualifying area, must present a petition signed by 2/3 of the residents of the area, to the City and ask that a survey be conducted to see if their area meets the minimum street occupancy criteria established by Section 5-89(b)(2) (One signature per legal residence).

If the minimum occupancy criteria are met, then City staff will send a "ballot" to each residence via mail. Note: Residents on the corner adjacent to the qualifying street will not be eligible to vote for implementation of the program. Residents will have two weeks to sign and return the ballot. The program may be implemented if 2/3 of the eligible residents vote in favor of the program. Final decision on program implementation rests with City Council.

### REVOCAION

To revoke the program for a particular qualifying area, that area must present a petition signed by 2/3 of the residents of the area and ask that the City initiate a formal vote of the residents of the street in question. City staff will mail a "ballot" to each residence via mail. Note: Residents on the corner adjacent to the qualifying street will not be eligible to vote for revocation of the program. Residents will have two weeks to sign and return the ballot. The program may be revoked if 2/3 of the eligible residents vote in favor of the revocation. Final decision on program revocation rests with City Council.