



**DEPARTMENT OF PUBLIC WORKS**

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**MEMO**

**To:** Municipal Services Committee  
**From:** Danielle Block, P.E. Director of Public Works  
Appleton Police Department  
**Date:** December 6, 2023  
**Re:** On-Street Overnight Parking Resolution #11-R-23

The Department of Public Works (DPW) and Appleton Police Department (APD) have reviewed Resolution #11-R-23, a resolution to establish an on-street overnight parking program by permit.

Current City Municipal Code Section 19-93 restricts on-street parking from 2am to 5am, unless given permission by APD. This overnight parking request process allows for a registered vehicle to request on-street overnight parking permission up to seven days per month. There is no fee associated with the overnight parking request process.

Staff offer the following points to consider while discussing the feasibility of allowing on-street overnight parking by permit. Below these points are implications of implementing an overnight parking program that need to be considered.

**• General Rules:**

- On-street overnight parking would be in effect for the entire year, every day of the week, unless during a snow emergency. During a snow emergency there shall be no parking on any city street (Class III). A detailed review of the City’s Snow Emergency Classifications would need to be completed.
- On-street overnight parking would be restricted to alternate sides.
- The on-street overnight alternate side parking regulations would not replace more restrictive parking regulations. *Example:* Parking in posted “No Parking” zones, within 4 feet of a driveway, within 15 feet of a crosswalk or within 10 feet of a fire hydrant are never allowed.
  - See the attached maps illustrating routes where there are existing parking restrictions.
- Alternate side parking (overnight):
  - In effect 2am to 5am on most city streets.
  - On odd-numbered days, vehicles may park, stop or be left standing only on the side of a street having odd-numbered addresses.
  - On even-numbered days, vehicles may park, stop or be left standing only on the side of the street having even-numbered addresses.
  - All overnight parking requirements shall apply to the corresponding calendar date as of 2am. *Example:* if it is 9:00 pm on April 21, and you want to park on the street overnight, you would park on the side with the addresses that are even-numbered because April 22 is the date that the 2 am to 5am parking regulations will be in effect.
  - Alternate side parking would prompt turnover of parked cars.

- This rule would assist with ease of enforcement.
- This rule would also allow for street operations to continue or to be scheduled on half the road– sweeping and leaf collection.

• **Boundary:**

- Streets within the City limits.
- All streets would be available, with the following exceptions:
  - Metered stalls.
  - Stalls or areas within more restrictive parking regulations (i.e., no parking, 2-hour parking, etc.).
  - Again, see the attached maps for citywide parking restrictions.

- **Permit** – there are several implications related to operating and maintaining an on-street overnight parking permit program. Offering on-street overnight parking by permit only could result in fewer vehicles parked on-street overnight than if no permit were required. Those that have a need for additional parking could take advantage of the on-street overnight parking permit program. Those that do not need the additional parking space would have incentive to use private off-street parking options, avoiding permit fees.

Reducing the number of vehicles along the roadway allows for more effective and efficient City operations related to street sweeping, snow plowing, etc. It will assist with preserving the available parking spaces for those that need additional space not accommodated through off-street/private options.

Potential implications of requiring a permit to park overnight:

- The system would offer a direct point of contact with the vehicle owner.
  - Communication during snow emergencies, etc.
  - Ability to have communication during enforcement.
- A permitting system could potentially create barriers – financially and the process itself to obtain a permit.
- Requiring a permit would limit or reduce the number of vehicles parked on the street.
- There is a level of staffing to administer a permit program. Once more details of a permit system are defined, staffing levels must be evaluated.
- Price Structure:
  - A pricing structure has not yet been determined.
  - Price needs to be verified through a cost analysis. Once a determination on the permit administration and enforcement staffing levels is made, the pricing structure can be verified.
    - The ability of the Parking Utility to offset operating costs associated with the program will need to be estimated.
    - A community and market rate comparison should also be completed.
  - City public parking ramps offer monthly parking permits for \$40/month. The administrative and operational procedures currently established by the Parking Utility and DPW Operations currently support vehicles parked overnight within the ramps. Greater (or continued exclusive) use of off-street parking options (such as the ramps) in lieu of on-street parking would reduce or eliminate significant cost impacts to DPW.
- Qualifications:
  - No outstanding parking tickets.
  - Valid driver license.

- Vehicle is operable and registered.
- RVs are restricted.
- Trailers of any type shall not be parked overnight on any street unless:
  - The trailer is attached to a permitted motor vehicle.
- Open to residents and non-residents.
- Placard/Tag – consideration should be given to the requirement of a visible placard or tag. In the absence of a tag or visual indication, a permitting software will need to be readily accessible to the enforcement staff.
  - Valid only when visible and properly displayed.
  - Valid for a certain duration – i.e., one month. The card color/appearance would have to be varied.

• **Administration Staffing**

- In order to implement an on-street permit parking program, the Parking Utility would likely need additional staffing. Duties to be completed are: administration of the permits, management of the software program and modifications/recommendations to parking policies and procedures.
- In order to minimize the staffing burden, consideration should be given to expanding existing software tools or exploring new software tools to streamline data management payment processing. The City’s existing parking software PassPort offers several permit features to manage both on-street and ramp parking permits.

• **Enforcement Staffing**

- Calls related to parking violations would likely increase. A strict enforcement program to promptly cite or tow is critical to keeping City operations on schedule. Additional staffing is needed.
- In order to enforce an on-street permit parking program, the APD or Parking Utility would need additional staffing. Duties to be completed are: enforcement during the hours of 2am to 5am and the completion of citation paperwork and appeals review during the hours outside of 2am to 5am.
- In order to minimize the staffing burden, consideration should be given to expanding existing software tools or exploring new software tools to more efficiently and effectively enforce the overnight parking regulations. For example, PassPort offers an enforcement feature within the existing software to track and recognize license plates authorized within the permit system. It is possible that this software could manage both on-street parking and ramp parking.


• **Operational Impacts** – there are several areas of DPW operations that would be impacted by the introduction of on-street overnight parking. These operations would likely occur at longer intervals. There may also be a reduction in the level of service experienced by the public. For example, snow and ice may accumulate and will become packed down in parking lanes.

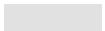
- Street Sweeping
- Leaf Collection
- Snow and Ice
  - See attached photo examples of overnight parking implications.
- Refuse
- Signage
  - Existing 2am – 5am no parking signs at the entrances to the City will need to be changed.
  - Additional or modified signage to indicate alternate sign permit only overnight parking to be added.

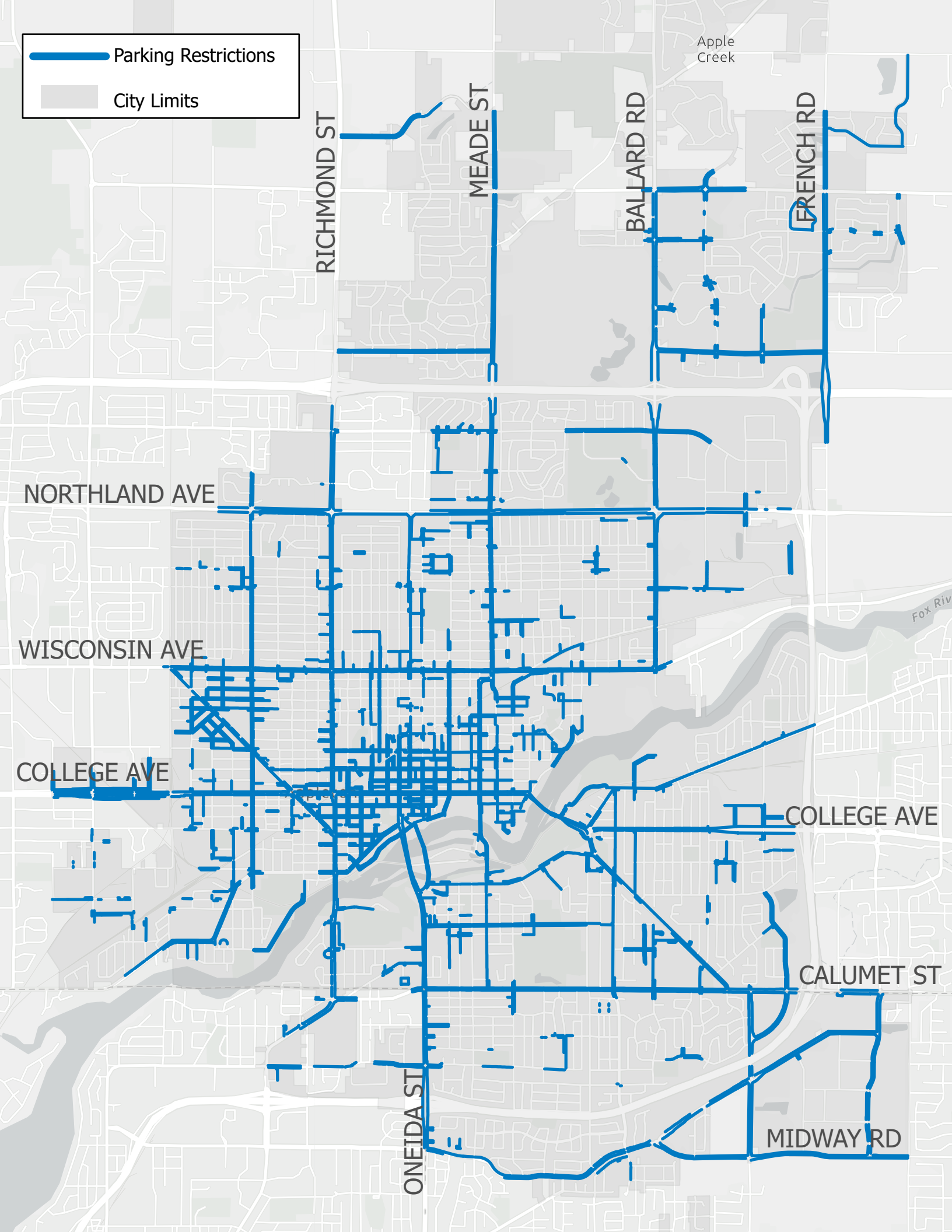
- **Engineering Impacts**

- Development of a Complete Streets Policy and Design Guide is in progress. The Policy and Design Guide will provide tools to support roadway designs for parking on both sides of the street where high on-street parking need is objectively identified, as well as tools to support limiting on-street parking to one side of the street in other instances.
  - The effort to present, discuss and adopt the revised Complete Streets Policy and Design Guide should be concluded within the first quarter of 2024.

**Recognizing the implications listed above, staff is requesting additional guidance from the Municipal Services Committee. Staff recommends the item be held until further analysis can be completed based on Committee input.**

 Parking Restrictions

 City Limits



Apple Creek

RICHMOND ST

MEADE ST

BALLARD RD

FRENCH RD

NORTHLAND AVE

WISCONSIN AVE

COLLEGE AVE

COLLEGE AVE

CALUMET ST

ONEIDA ST

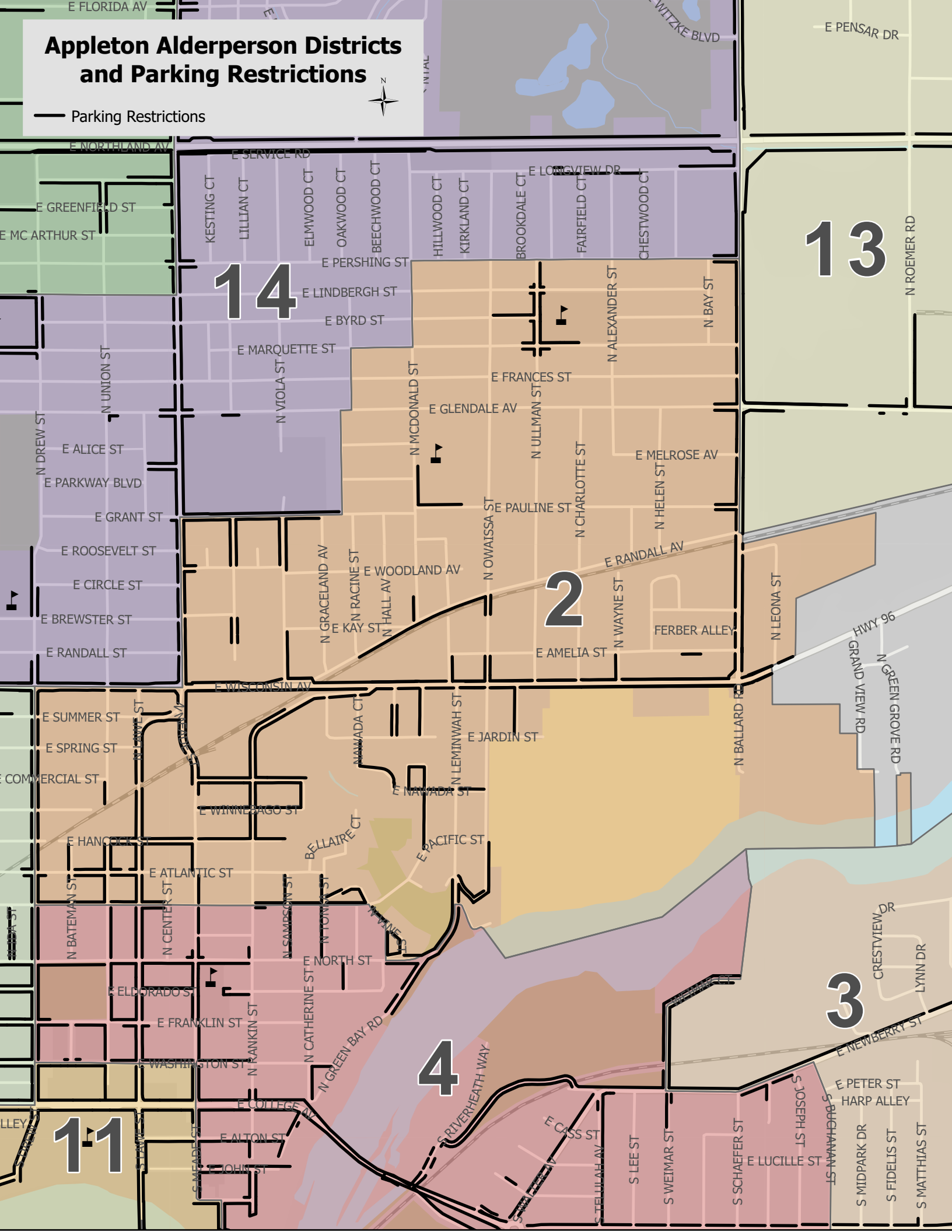
MIDWAY RD

Fox Riv

# Appleton Alderperson Districts and Parking Restrictions



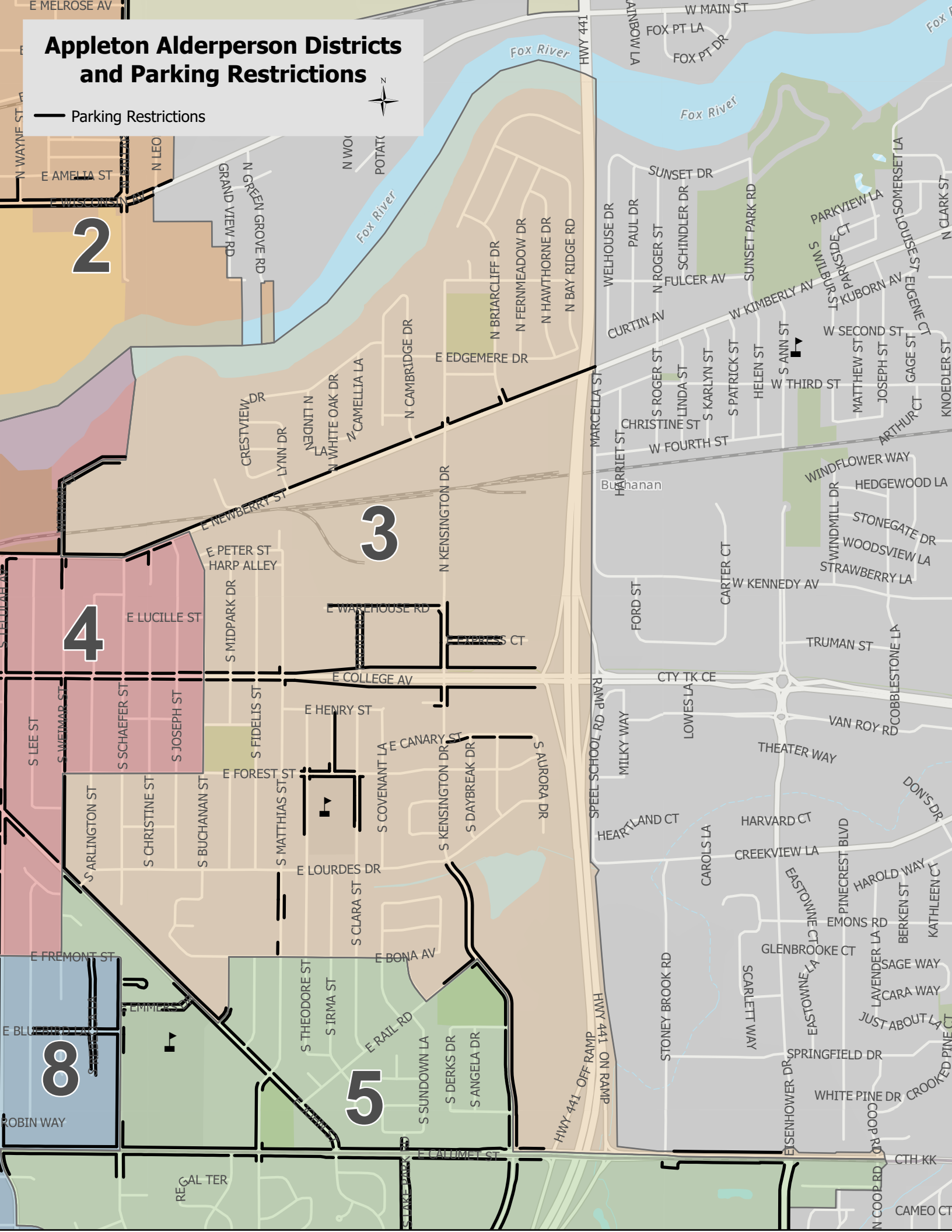
— Parking Restrictions





# Appleton Alderperson Districts and Parking Restrictions


— Parking Restrictions

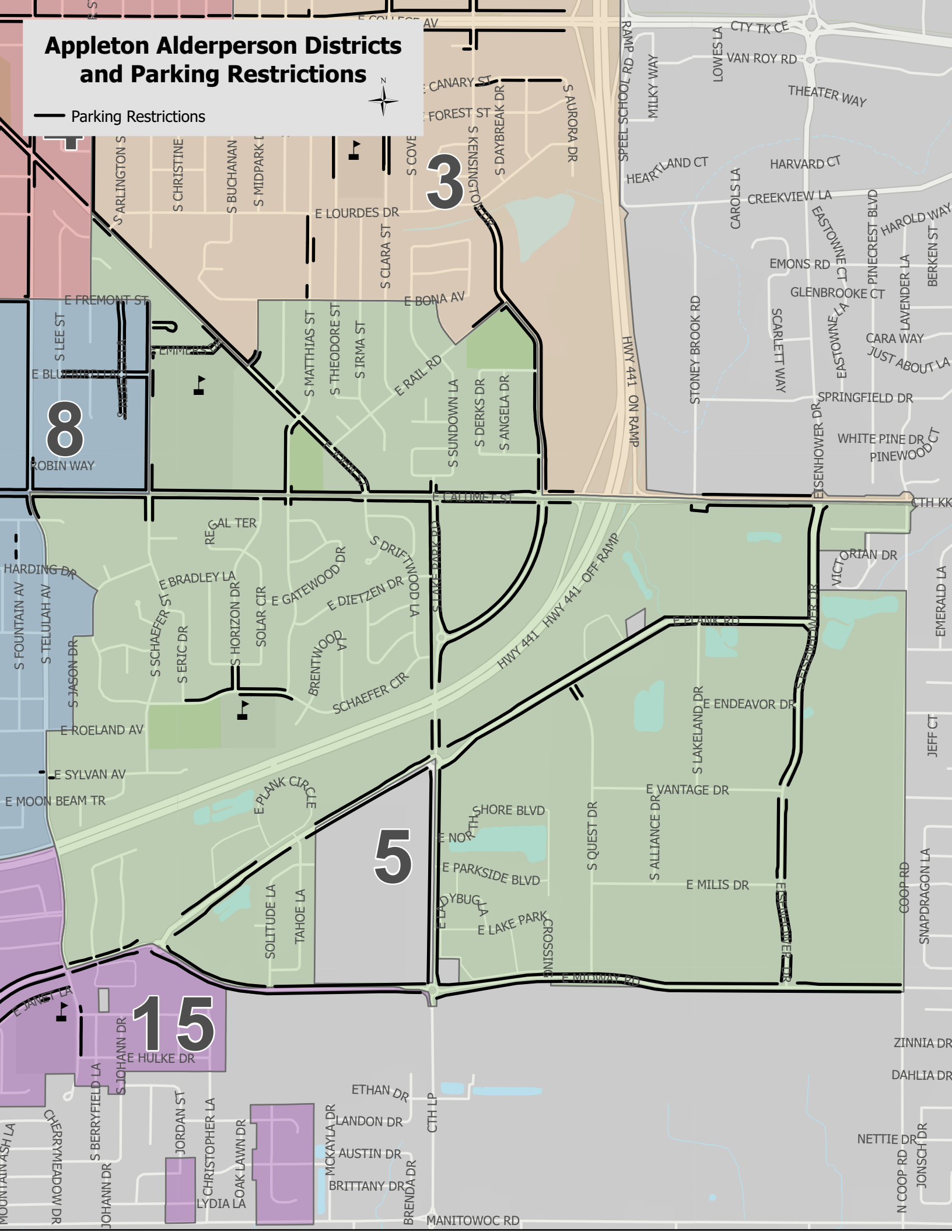






# Appleton Alderperson Districts and Parking Restrictions

 Parking Restrictions



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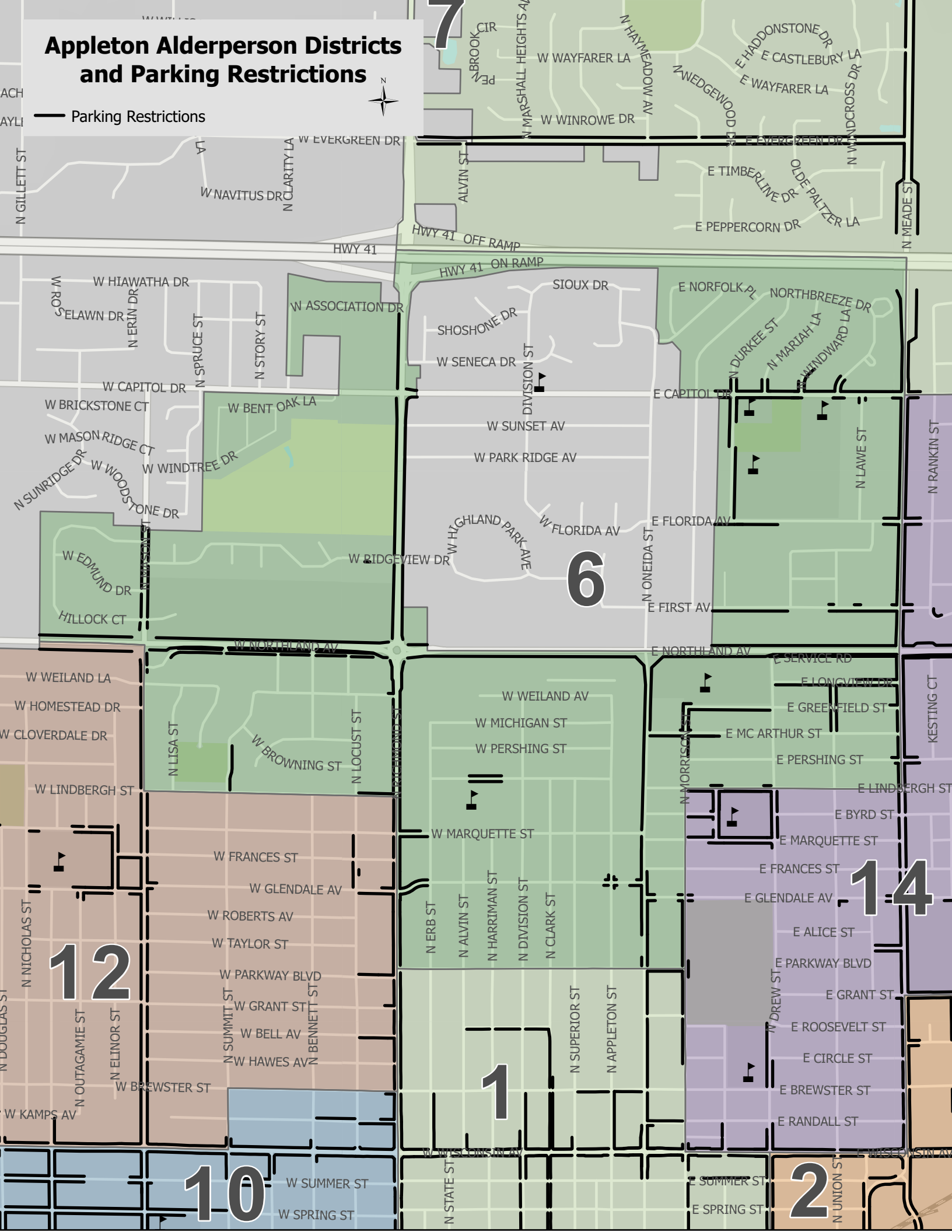
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— Parking Restrictions

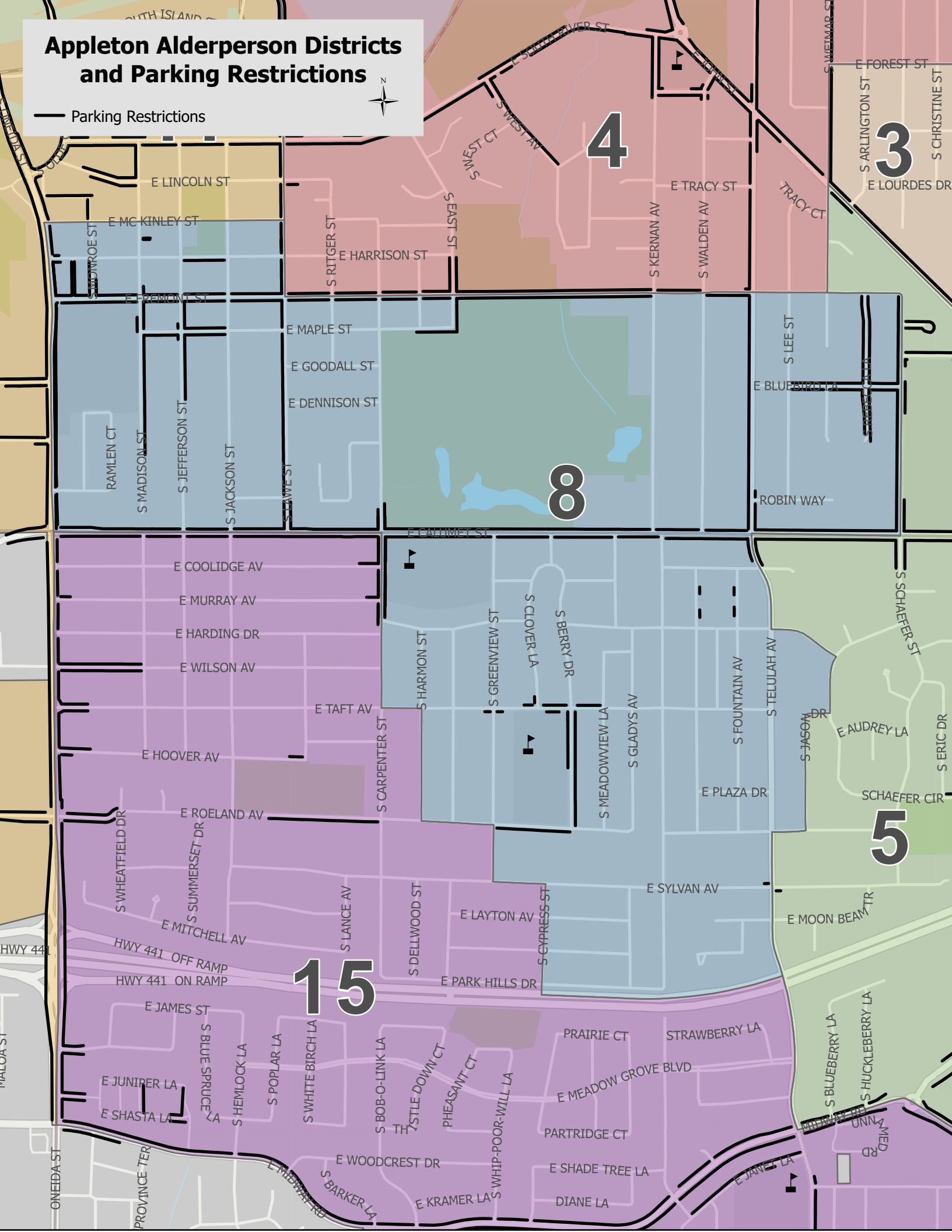




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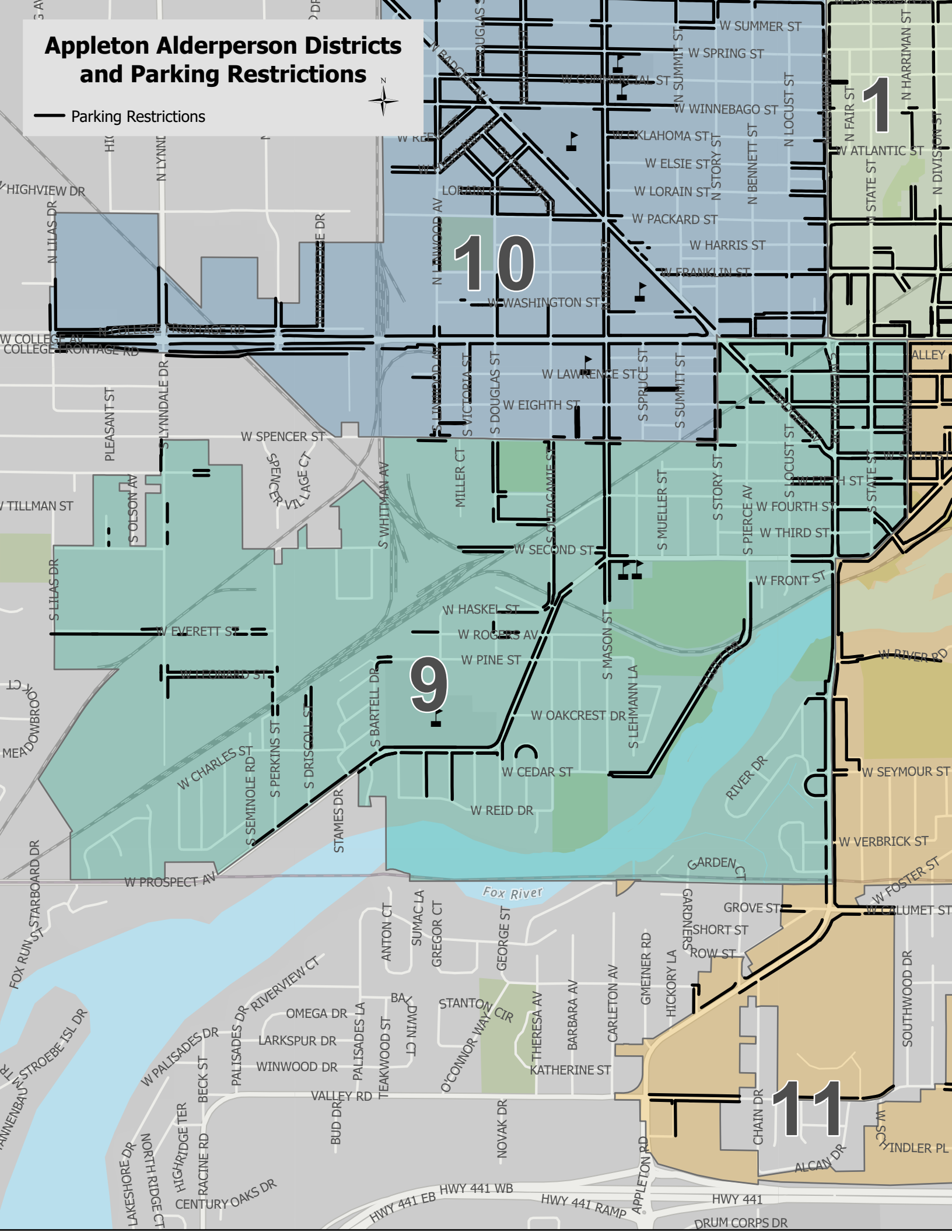





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**—** Parking Restrictions



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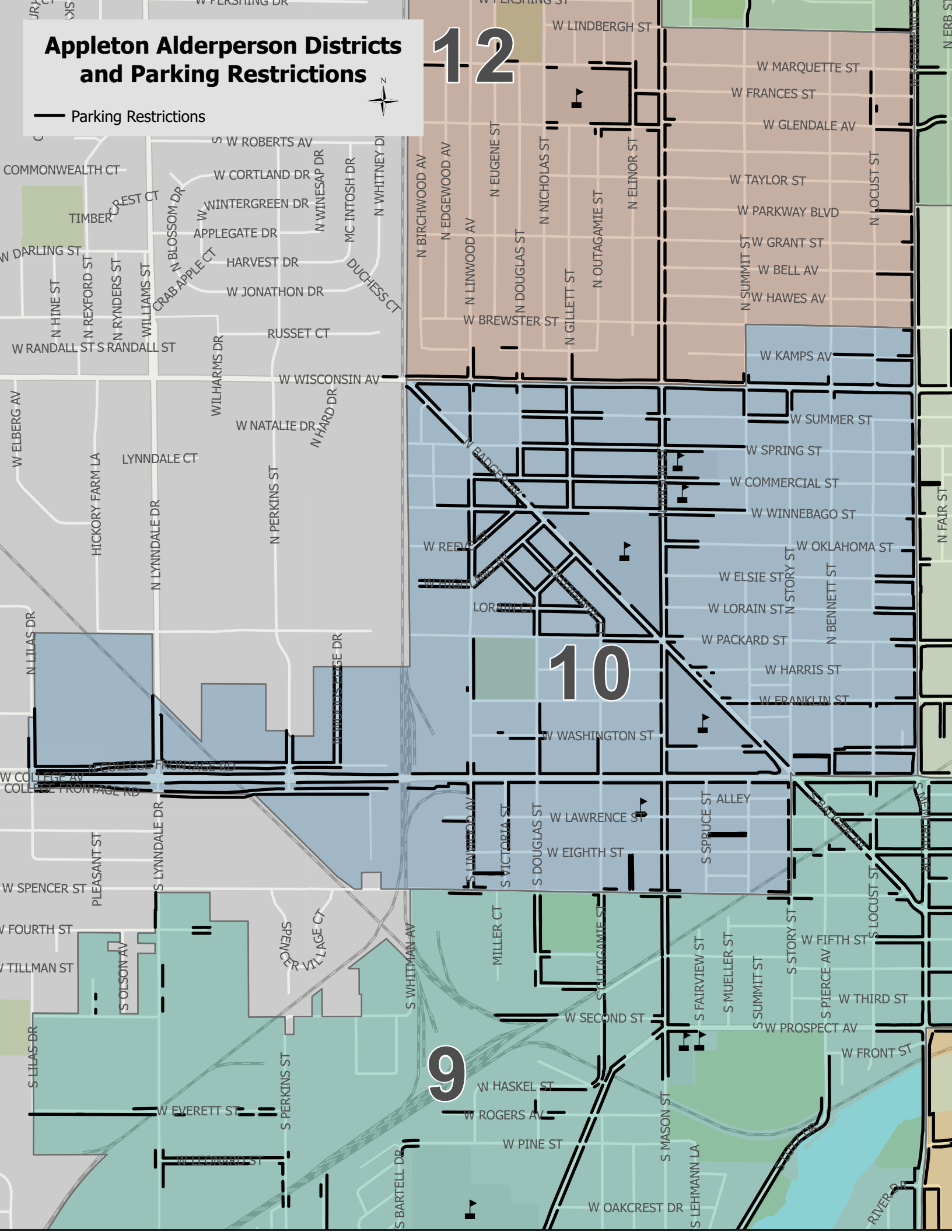
 Parking Restrictions



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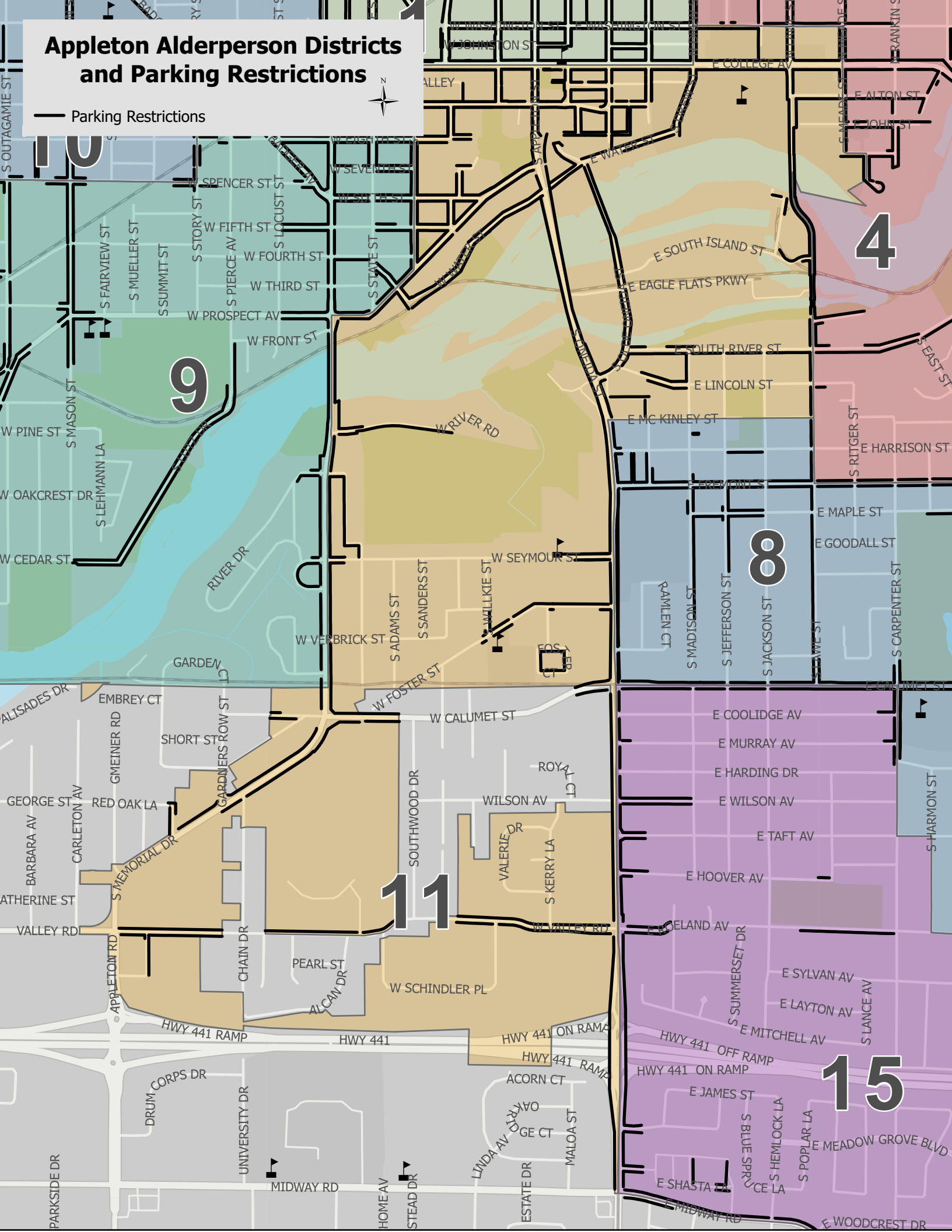
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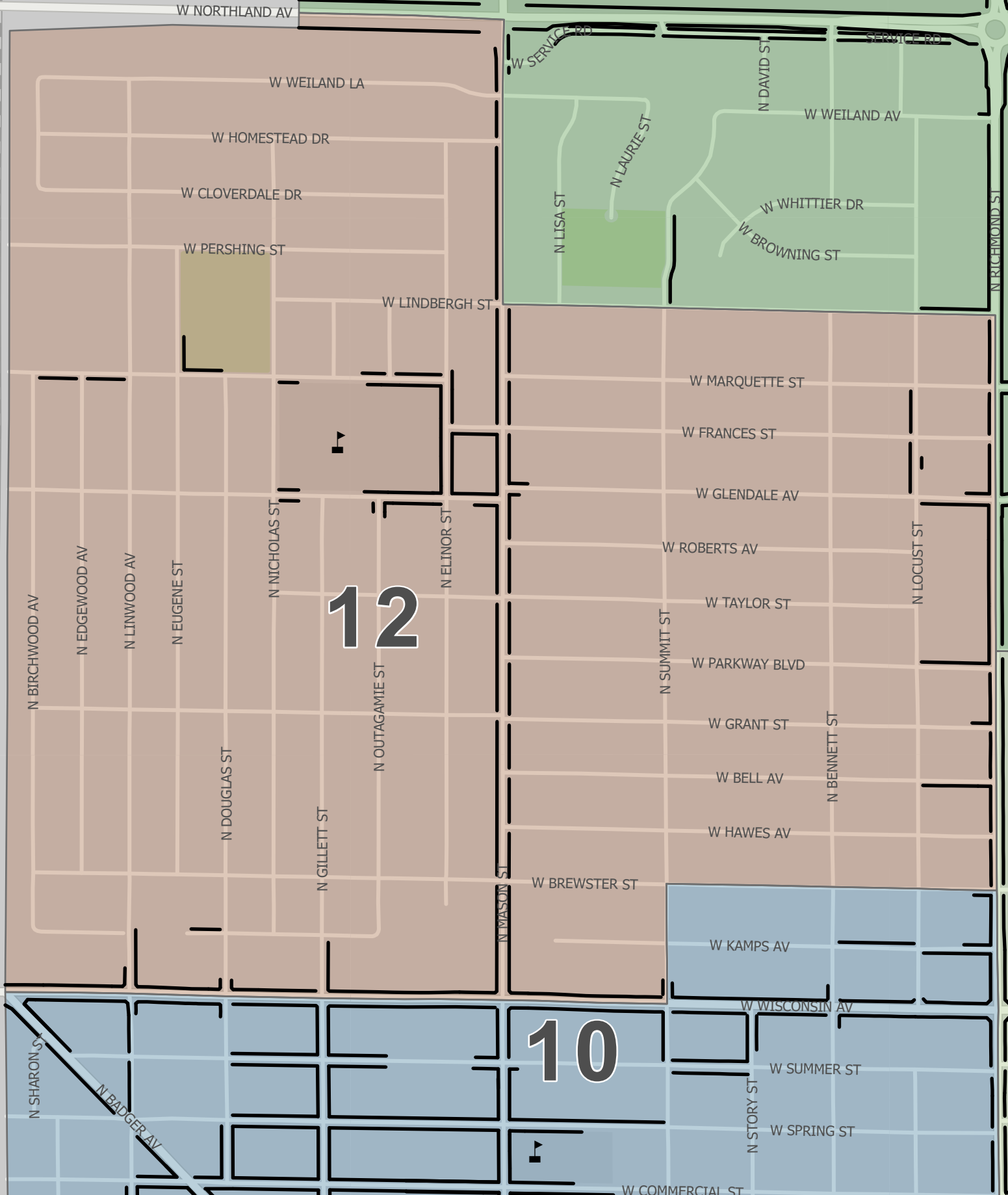
 Parking Restrictions



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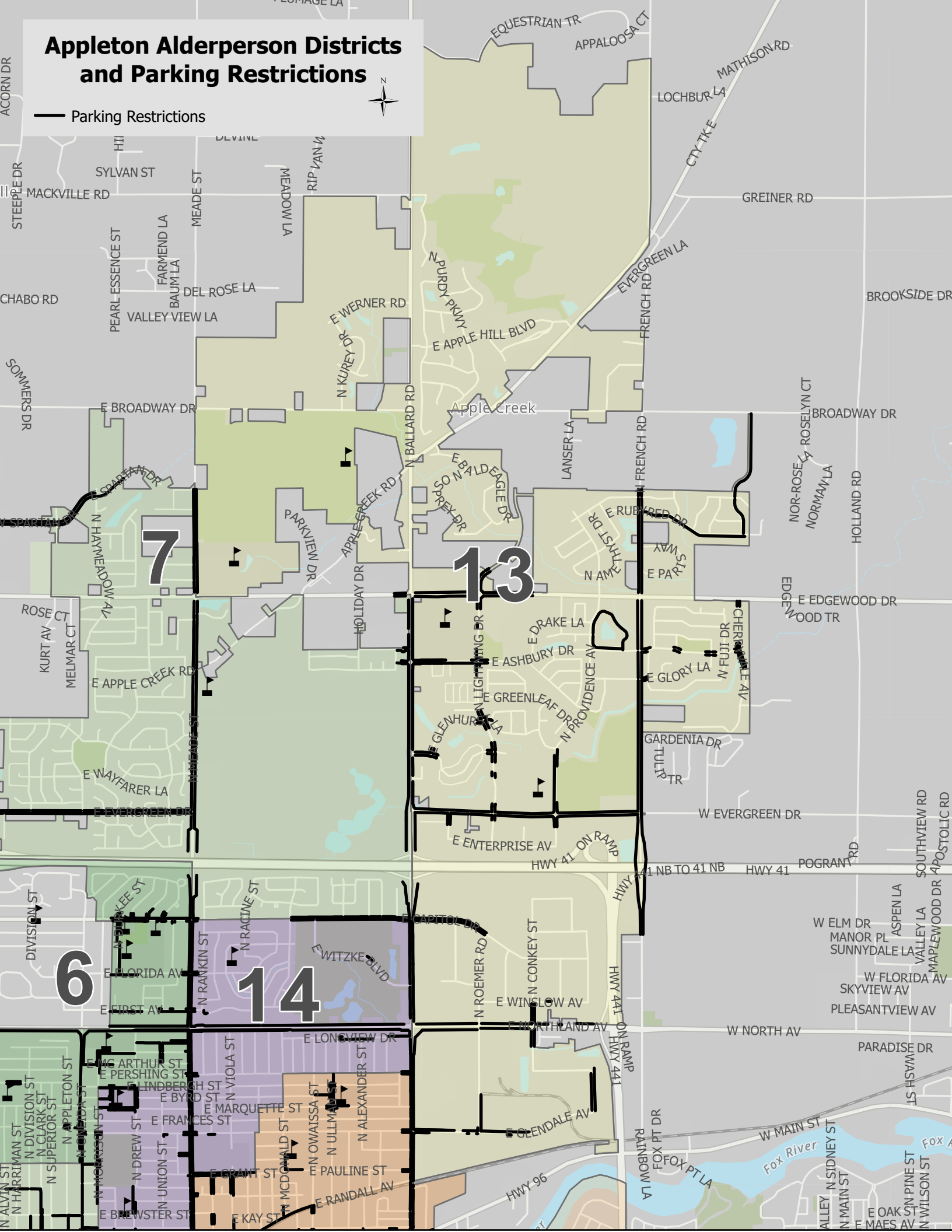
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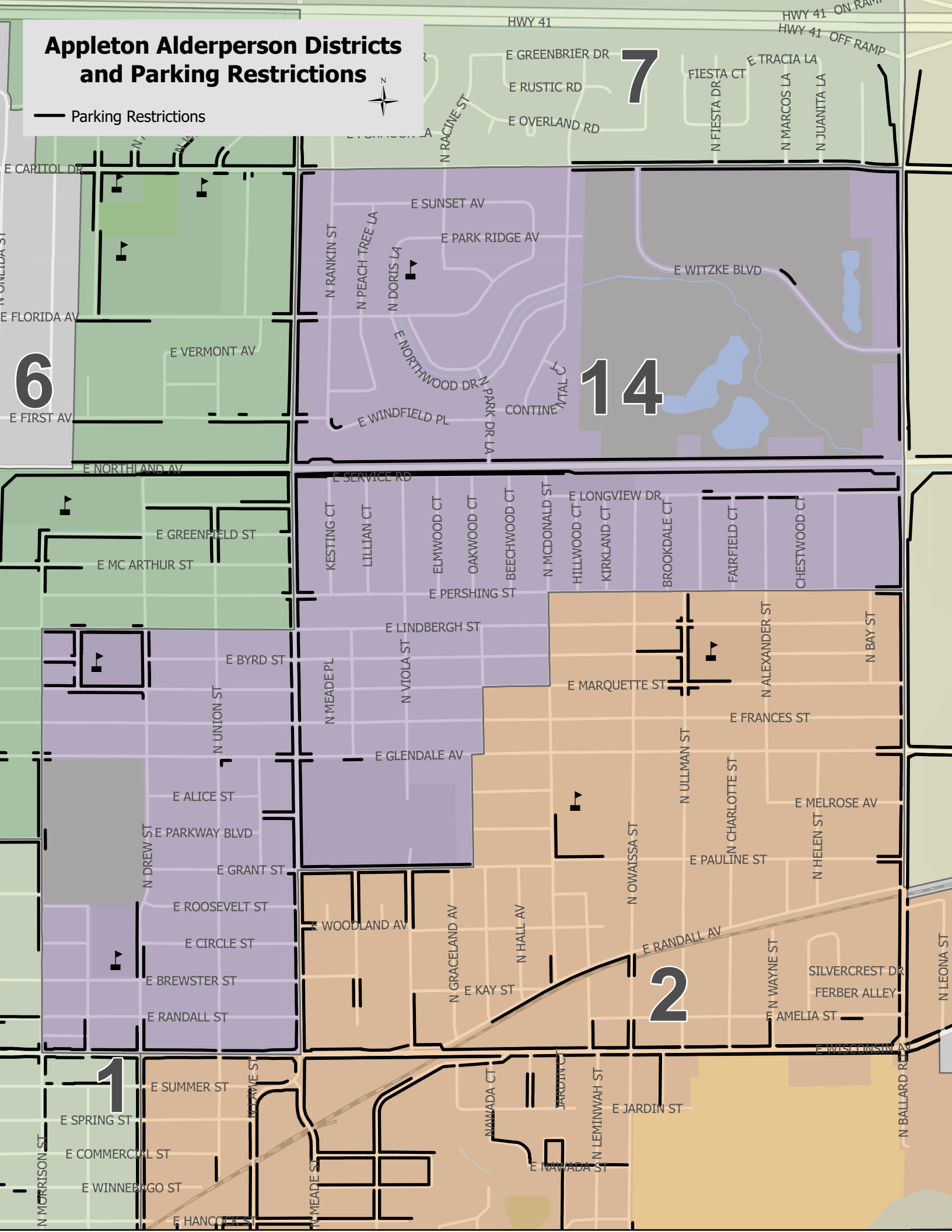
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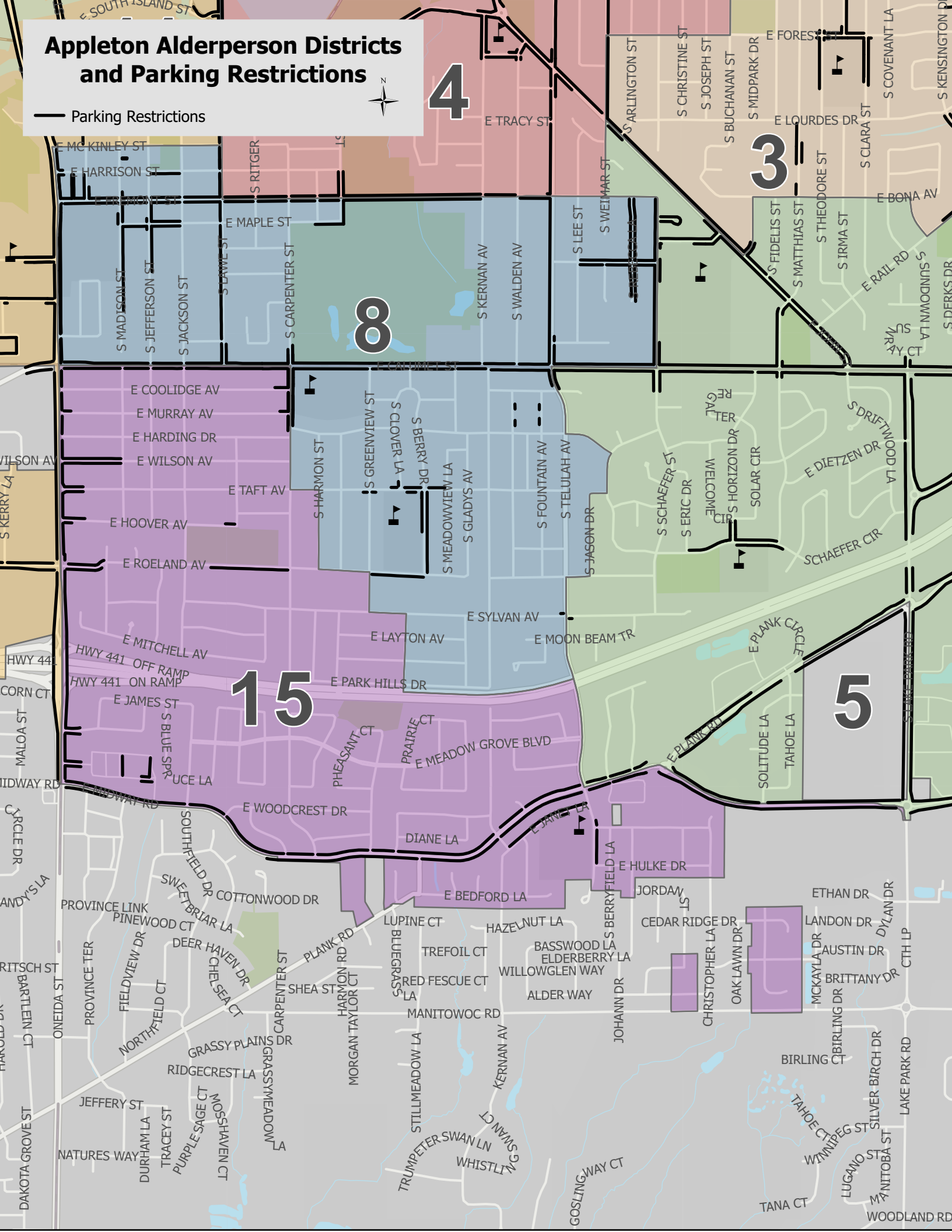




# Appleton Alderperson Districts and Parking Restrictions



Parking Restrictions





E/W Side Street. Cars parked entire length during event



E/W Side Street. No cars parked during event



N/S Side Street. 2 Parked cars during event



**Example from another community – on-street overnight parking during a significant snow event.**

