



City of Poulsbo Engineering Department Policy/Procedure

Title: Allowance of on-street parking within existing residential subdivisions

Effective Date: 7/7/14

Purpose: The intent of this policy is to outline the Engineering Department's processes for handling requests from homeowners to allow for on-street parking in existing neighborhoods where no parking is allowed but sufficient pavement width exists to support on-street parking under current city construction standards.

Scope: The Engineering Department will review requests to allow for on-street parking, make a determination of suitability of the request, and arrange for the removal of "no parking" signs if necessary and any striping adjustment needed.

Policy: It will be the policy of the City of Poulsbo Engineering Department that the following procedure will be followed in processing requests from homeowners/neighborhoods to allow on-street parking and removal of "no parking" signage if necessary.

1. A request must be submitted to the City Engineer from the Homeowner's Association in support of the review and approval of on-street parking. The request must be the result of a positive vote of the neighborhood in accordance with the voting rules in the Association's CC&Rs. If no Homeowner's Association exists for the neighborhood then the request may be a letter or petition from the majority of affected homeowners. If the neighborhood is still under developer control, the request may be a letter from the plat developer.

2. The City Engineer will review the request for on-street parking. In reviewing the request, the City Engineer will determine the following:
 - a. The street requested for on-street parking is adequate to allow on-street parking with no changes to the street design and is consistent with currently adopted street standards.
 - b. The street requested for on-street parking has no technical considerations (including but not limited to location of mailboxes, curb cuts, driveways, crosswalks, etc.) or traffic safety considerations (including but not limited to sight distance), that would necessitate the prohibition of on-street parking.
 - c. Other considerations unique to the subject site that would impede the public health or safety.

3. If upon review, the City Engineer determines that on-street parking has met the criteria in paragraph #2 above, the City Engineer will complete the following:
 - a. Identify adjustments needed to accommodate the change such as removal of any existing “no parking” signs and any required adjustments to street striping, identify the responsible party for such adjustments, and whether a Public Property Construction Permit (aka Right of Way Permit) is necessary to accomplish such adjustments.

 - b. Provide a memo to the Planning Department for the respective preliminary and final plat file, indicating the City Engineer’s determination to allow on-street parking and, if appropriate, a plat drawing of the respective subdivision identifying where on-street parking is appropriate to be located.