



Public Works Department  
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## Residential Parking Permit Program

The purpose of the Residential Parking Permit Program is to sanction residential parking use in locations where restrictions have been enacted to limit the intrusion of non-residential and commuter parking in residential neighborhoods where such practices have negatively impacted the residential area.

### Eligible Streets & Parking Lots

The streets/lots eligible for inclusion in the program shall have the following characteristics:

- The abutting land use is either R1-Single Family Residential or R2-Two Family Residential.
- The street/lot has one of the following parking restrictions:
  - 1) A parking duration restriction (i.e. a signed 2-Hour Parking time limit).
  - 2) A permit parking restriction (i.e. Downtown District Parking Permit areas).
  - 3) A parking prohibition during certain periods.
  - 4) A parking prohibition during school days.

The following approved locations currently satisfying those characteristics are listed below.

Street/Lot	Location	Parking Restriction
Bond Street	W. North Water St. – W. Forest Ave.	2-Hour
Byrd Avenue	Tullar Rd. – Green Acres Ln.	No Parking School Days
Caroline Street	Isabella St. – W. Franklin Ave.	2 Hour
S. Church Street	Adams St. – Caroline St.	2 Hour
E. Doty Avenue	Walnut St. – Oak St.	2-Hour
E. Columbian Avenue	S. Commercial St. – Oak St.	2-Hour/Red Permit
E. Forest Avenue	First St. – Third St.	2-Hour
Inverness Lane	Breezewood Ln. – Apple Blossom Dr.	No Parking School Days
Martens Street	South Terminus – Brien St.	Yellow Permit
Mulberry Lane	Breezewood Ln. – Apple Blossom Dr.	No Parking School Days
Smith Street	Isabella St. – S. Church St.	2-Hour/Blue Permit
Tullar Road ( <b>Trial</b> )	Apple Blossom Dr. – Byrd Ave.	No Parking School Days
Walnut Street	Washington Ave. – E. Franklin Ave.	Red Permit
Wedgewood Drive	Breezewood Ln. – Apple Blossom Dr.	No Parking School Days
Wild Rose Lane	Apple Blossom Dr. – Byrd Ave.	No Parking School Days
High St. Parking Lot	235 Bond Street	No Parking 2 AM–5 AM

Additional streets can be brought into the system in one of two ways.

1. If a parking restriction is currently in place, staff will review the suitability of including the street in the system and make a recommendation to the Common Council. Beyond the street characteristics listed above, other factors to be considered will include:
  - The number of abutting residences.
  - Impact on parking for commercial, industrial or institutional uses.
  - Historical reasons for the existing restriction.
2. If a parking restriction is not currently in place, residents may petition to have their street included. These requests require the following:
  - A street segment that meets one of the following two criteria:
    - 1) It has a side street at each end.
    - 2) It is at least 500 feet in length.
  - A petition signed by at least 2/3 of the abutting households along that street segment.

Staff will review the petition and analyze the existing parking patterns on the street. If a street is to be included, staff will recommend the parking restriction appropriate for the situation. Staff will recommend a street for inclusion in the program if one of the following is met:

- If during three times of the typical workday, at least 50% of the available street parking frontage is occupied by vehicles not owned or operated by the abutting residents.
- The persons parking on the street are the cause of consistent disorderly conduct. This is determined by the frequency that the Neenah Police Department has been contacted.

In addition, a street will be recommended only if staff is of the opinion that the parking problem will not relocate to another area.

Additional lots can be brought into the system only by staff recommendation to the Common Council.

### **Eligible Residences**

In order to be eligible for a Residential Parking Permit, a resident must reside at a location meeting the following requirements:

- The property of which a resident resides at must be directly adjacent to an eligible street or must be within a 500-foot radius of a lot and directly adjacent to a street with restricted parking.
- The current land use for the property of which a resident resides at must be either R1-Single Family Residential or R2-Two Family Residential. Properties with other land use are excluded with the expectation that there is sufficient off-street parking for the residents. For guests or other special circumstances, residents at properties with other land use may request permission from the Neenah Police Department to park vehicles in restricted areas. The purpose behind this exclusion is to maximize availability of parking spaces (by encouraging residents to park on private, off-street locations) in shared-use parking areas where the demand is generally high.

## **Permit Process & Stipulations**

Application: Residents shall apply for the Permit. The information required at application is listed below. In addition to this information, all outstanding parking tickets must be paid before a permit will be issued.

- Applicant name and address
- Applicant drivers license number
- Proof of residency that shows the address of the applicant (rental agreement, property tax bill, utility bill). The document must show the physical street address – no P.O. Boxes will be accepted. A drivers license must show the current address.

Permit Style: The permits to be used will consist of a window hanger style permit that will hang from the driver's window or alternatively be placed on the driver's side of the dashboard so that the permit is clearly legible through the front wind of the vehicle.

Permit Fees: Residents may obtain permits at the City of Neenah Treasurer's Office, 211 Walnut Street. The cost for the permit is based on the schedule shown below. Each household is eligible for up to two (2) permits.

1 <sup>st</sup> Permit for a Household	\$0
2 <sup>nd</sup> Permit for a Household	\$0
Replacing a Lost Permit	\$5
Permit Renewal	\$0

Permit Term: Each permit shall be valid for the period of one year from January 1 through December 31. Permits are renewable beginning in December for the following year. It is the permit holder's responsibility to contact the Public Works Office and make arrangements for the renewal. At any time the City can revoke a permit and/or eligibility for a permit due to misuse of a Residential Parking Permit.

## **Program Administration**

Administration of the residential parking permit program will involve the following departments:

- Police Department - Manages enforcement of the parking zones.
- Public Works Department – Manages the distribution of the parking permits. Also manages street signing and review of streets petitioned for inclusion. Signing for Residential Parking Permit areas should be installed to discourage other roadway users from parking against a restriction.