

**PARKING METER ZONES AND PARKING METER
ADMINISTRATIVE REGULATIONS**

Pursuant to *Takoma Park Code Chapter 13.12*, the following Administrative Regulations are hereby promulgated and are to be used in coordination with *Takoma Park Code Chapter 13.12, Parking Meters*.

Section 1. Administration

The City Manager is authorized by *Takoma Park Code Chapter 13.12.030(B)* to establish new parking meter zones, change the location or designation of existing parking meter zones, increase or decrease the number of metered parking spaces within an established parking meter zone, and to establish or change the hours or days of operation and the rate for parking within a parking meter zone. The City Manager shall publish this information annually in July. The publication shall be attached to this regulation as Attachment 1.

Section 2. Parking Meter Zones - Types, Location and Size Limitations

A. The following Parking Meter Zones, as defined in *Takoma Park Code Chapter 13.12.010 Definitions*, may be designated by the City Manager:

- 1) “Loading Zone” - Delivery vehicles can be loaded and unloaded during specified times and dates;
- 2) “Thirty Minute Parking Meter Zone” - Vehicles may be parked a maximum of 30 minutes at any individual parking metered space within the Thirty Minute Parking Meter Zone;
- 3) “One Hour Parking Meter Zone” - Vehicles may be parked a maximum of one hour at any individual parking metered space within the One Hour Parking Meter Zone;
- 4) “Two Hour Parking Meter Zone” - Vehicles may be parked a maximum of two hours at any individual parking metered space within the Two Hour Parking Meter Zone;
- 5) “Eight Hour Parking Meter Zone” - Vehicles may be parked a maximum of eight hours at any individual parking metered space within the Eight Hour Parking Meter Zone; and
- 6) “Twelve Hour Parking Meter Zone” - Vehicles can be parked a maximum of twelve hours at any individual parking metered space within the Twelve Hour Parking Meter Zone.

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7) Additional Parking Meter Zones may be created by the City Manager at his or her discretion.

B. Parking Meter Zones may be established in residential, institutional or commercial areas.

C. Individual Parking Meter Zones, with the exception of designated Loading Zones, may not be less than six parking metered spaces in size unless, after review of a request, the City Manager determines that an exception to the policy is justified.

Section 3. Parking Time Period

Parking limits established for each of the Parking Meter Zones referenced in Section 2 shall be enforced Monday through Saturday, except federal holidays, between the hours of 7:00 a.m. and 7:00 p.m. Exemptions from enforcement within specific Parking Meter Zones during established time periods may be authorized, in writing, by the City Manager.

Section 4. Parking Fee

A. As of September 1, 2010, the fee for parking within any Parking Meter Zone shall be \$0.25 for every 20 minutes a vehicle occupies a Parking Meter Space as defined in Section 2.

B. Parking fees shall be reviewed on an annual basis by the City Manager in conjunction with the development of the City of Takoma Park’s budget. Any fee increases shall go into effect July 1 following adoption of the budget.

Section 5. Establishment and Modification of Individual Parking Meter Zones

A. Procedures

Individual Parking Meter Zones may be established, modified or discontinued. Said action may be initiated by the City or upon petition by affected residents and business owners.

1. Actions Initiated by City

a) The City Manager may establish a new Parking Meter Zone or modify or discontinue an existing Parking Meter Zone at his or her discretion.

b) The City Clerk shall notify, in writing, the City Council and any neighborhood or business association within the area affected by the City Manager’s decision. Notification of such action will also be published in the Takoma Park Newsletter and posted at the site. Residents and businesses will have an opportunity to comment on

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the proposed changes before the changes are adopted and implemented. The establishment of a new Parking Meter Zone, modification or discontinuation shall not become effective less than 21 days after posting and publication in the Takoma Park Newsletter.

2. Actions Initiated by Petition

- a) Residents and/or business owners may request designation, modification or discontinuation of a Parking Meter Zone.
- b) The request shall include the following: 1) signature, printed name, address, and contact information for the individual or organizational representative making the request; 2) a site plan noting the specific type and boundaries of the Parking Meter Zone or requested modifications to an existing zone; 3) a statement explaining the reason for the request; 4) a statement that any neighborhood or business association within the affected area has been notified of the request. The request shall be submitted to the City Clerk.

3. Review Process

- a) The City Clerk shall notify, in writing, any neighborhood or business association within the area affected by the request and provide an opportunity to submit written comments. (This provision shall not be applicable if any neighborhood and business association in the affected area have indicated their support.)
- b) If applicable, the associations may submit a letter to the City Clerk within 45 calendar days of notification, either supporting, opposing, or taking no position on the request. If the association does not submit a letter, the City will assume that the association has no position on the request.
- c) Notice that the request is under consideration shall be posted in the Takoma Park Newsletter and posted at the site, providing at least 21 days for public comments.
- d) Within 10 working days after the deadline for receipt of written comments from any neighborhood or business association in the affected area and after the deadline for receipt of other public comments, the City Clerk will forward the request and all supporting documentation to the City’s Public Works, Police, and Housing and Community Development Departments (City Staff) for review and comment.
- e) City Staff shall complete its review and submit written comments to the City

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Clerk within 15 working days of receipt of the request and supporting documentation.

- f) The City Clerk will forward to the City Manager the request, all supporting documentation, written public comments, and the results of the review of City Staff.
- g) The City Manager will issue a written decision on the request to the City Clerk, within 15 business days of receipt of the review of City Staff.
- h). The City Clerk will forward copies of the decision to the City Council, the petitioner, the neighborhood or business association, and to City Staff.
- i) An announcement of the establishment, modification or discontinuation of a specific Parking Meter Zone shall be published in the Takoma Park Newsletter. The change shall take effect no less than 10 days after publication.

4. Evaluation Criteria

The following criteria are intended to guide the City Manager in determining whether a request to establish, modify or discontinue a Parking Meter Zone is reasonable and justified. These should not be considered exclusive criteria nor are they listed in any order of priority.

- a) Comments received after publication and posting of notice of the request;
- b) Support of the neighborhood or business association;
- c) Staff recommendation;
- d) Availability and turnover of parking spaces;
- d) Impact on long terms goals of the Takoma Park Master Plan;
- e) Financial feasibility;
- g) Physical constraints; and
- f) Enforcement capacity of the City.

Section 6. Appeals

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A. Request for Reconsideration

1. The decision of the City Manager may be appealed by the petitioner and/or the neighborhood or business association impacted by his or her ruling. Such request for reconsideration must be in writing and submitted to the City Clerk within 30 calendar days of the decision.
2. The City Manager will review the request for reconsideration and any new information that may be submitted in support of the request. A written decision on the request for reconsideration will be issued within 15 business days of its receipt.
3. The City Clerk will forward copies of the decision to the City Council, the petitioner, all affected households and businesses, the neighborhood or business association, and the City’s Public Works Director, Chief of Police and Housing and Community Development Director.

B. Public Hearing

1. The City Council may elect to hold a public hearing on the City Manager’s decision on the request for reconsideration.
2. In the event a public hearing is scheduled, the City Clerk shall send notice of the public hearing to all known households and businesses located on the street(s) affected by the proposed establishment, modification or discontinuation of the Parking Meter Zone and to the neighborhood and business association. The public hearing shall be advertised in the Takoma Park Newsletter.
3. After conducting the public hearing and declaring the hearing record closed, the Council shall announce its decision within fifteen business days of the close of the hearing record. Under extraordinary circumstances, this time limit may be extended by majority vote of the Council.
4. In considering the request for reconsideration, the City Council may use the evaluation criteria set forth herein Section 5III.
5. The City Clerk shall notify the petitioners and the neighborhood or business association of the Council’s decision, which shall also be published in the Takoma Park Newsletter.

Section 7. Implementation Responsibility.

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ADMINISTRATIVE REGULATION – No. 2010-1	
SUBJECT: Parking Meter Zones and Parking Meters (Takoma Park Code, Ch. 13.12)	
EFFECTIVE DATE: July 19, 2010	Page 6 of 6

The Public Works Director or designee shall be responsible for overseeing the installation and maintenance of required parking meters.

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