



## ***Roads & Drainage Division Subdivision Parking Restriction Policy***

The Polk County Roads & Drainage Division is committed to reducing negative impacts of traffic while ensuring the overall safety and livability of residential neighborhoods. This Subdivision Parking Restriction Policy provides a structured process for involving the community in implementing solutions for residential traffic problems on County-maintained roadways within platted subdivisions that can be mitigated by parking restrictions.

While requests for parking restrictions in specific areas of a subdivision made by citizens of that subdivision will be reviewed on an individual basis, the following policies and guidelines form the basis of the process to be used to initiate subdivision-wide parking restriction investigations. These guidelines have been reviewed by the County Manager's Office and the Transportation Planning Organization.

### **Step 1 – Letter of Request**

The Homeowners Association (HOA) of the subdivision desiring to implement parking restrictions should submit a Letter of Request to the Polk County Roads & Drainage Division. The letter should be signed by an officer of the HOA with authority to act on behalf of the Board. If no HOA exists, the letter may be submitted by the individual making the request. The letter should include the following information: subdivision name, name of all streets to be considered for parking restrictions, specific side(s) of the road(s) of the desired parking restrictions, and a map or aerial photograph indicating the specific areas of the desired parking restrictions.

Requests may be submitted to the Roads & Drainage Division in a manner provided by the Division.

Upon receipt of the Letter of Request, Roads & Drainage Division staff will perform a field review to determine the feasibility of the request and to determine the need of a subsequent community meeting or discussions with the HOA Board.

### **Step 2 – Ballot**

If the requested parking restriction is deemed feasible by the Traffic Manager, official ballots will be sent to homeowners with residences facing the street segment(s) on which the parking restriction is proposed. A minimum of 67 percent of those homeowners must support the request for the initiative to continue. Homeowners will have 60 days in which to return the signed ballot to the County. A non-vote will be counted as a vote in favor of the restriction.

### **Step 3 – Board Approval**

Once staff has verified the ballots, the parking restriction proposal will be placed on Polk County Board of County Commissioners' agenda for adoption of a resolution allowing the parking restrictions. If the Board of County Commissioners approves the proposal, the Roads & Drainage Division will schedule the appropriate signs for installation as soon thereafter as possible.