

**ATHENS-CLARKE COUNTY
TRANSPORTATION & PUBLIC WORKS DEPARTMENT
POLICY/PROCEDURE STATEMENT**

Subject: Residential Parking Permit Program
Functional Area: Traffic Engineering Division
Policy Number: TE-005 (Revised December 6, 2022)

I. Purpose

The Mayor and Commission recognize that many older in-town neighborhoods were developed at a time when off-street parking for single-family homes was not as common or abundant as it is in newer developments. Therefore, many residents of these neighborhoods rely on the availability of on-street parking for either their own use or use by workers and/or visitors to their homes. Therefore, the Mayor and Commission believe that it is important to restrict parking on certain streets to the residents and/or their visitors through a permit controlled parking program.

II. Residential Street Eligibility Criteria

A. In order for a residential street to be considered eligible by the Mayor and Commission for the Residential Parking Permit Program, each block under consideration must meet the following conditions:

1. Single-family residential structures or individual units within duplex, three-unit, and four-unit structures, only, and
2. Residential properties with no or limited off-street parking, and
3. Daily non-residents parked on the street that:
 - a. Limit/consume on-street parking for residents,
 - b. Restrict emergency vehicle access,
 - c. Block driveways,
 - d. Restrict mail services delivery,
 - e. Restrict solid waste services,
 - f. Restrict bus (school and/or transit) access, or
 - g. Cause some combination of a through f above

III. Controlled Parking Residential Area

The Residential Parking Permit Program is applicable to the streets listed in Exhibit #1. The addition and/or deletion of a street to or from the Program requires approval by the Mayor and Commission of the Unified Government after 65 percent of the petitions returned by the property owners agree to the parking permit program.

IV. Fundamentals of the Residential Parking Permit Program

- A. The permit parking program for the residential area will be implemented and enforced in strict accordance with the Athens-Clarke County Ordinance Sec. 3-3-48: Privileges and Restrictions on Residential Parking Permits.
- B. In order for a residential street to be considered for inclusion to this program, a successful returned petition must indicate that 65% of the property owners along the street support the implementation of a permit controlled residential parking permit program. "Property

owners” as used herein shall not include the owners of individual condominium or townhouse units or the owner of a parcel which contains residential structures having more than four units on such parcel.

1. Petitions will be presented to all property owners along a street after:
 - a. 30 percent of the property owners of that street express interest in being included in the parking program and
 - b. Traffic Engineering staff has notified the Commissioners who represent the area of the pending request from the neighborhood.
 2. The petition format will be supplied by Traffic Engineering and will include the option to return a form by mail in lieu of signing an actual petition.
 3. Each request received will first be sorted by block (e.g., street addresses 100, 200, 300, etc), and then reviewed by Traffic Engineering staff to verify the 65% positive support on a block by block basis. If a block does not meet the 65% threshold requirement, the request for that block will not be brought forward.
 4. If 65 percent of the returned petitions within 30 days indicates support, the street will be submitted to the Mayor and Commission for approval to be added to the program. Traffic Engineering staff will then create the Agenda Item for the Mayor and Commission review.
 5. The residential parking permit program will be implemented on the street upon approval by the Mayor and Commission.
- C. For the purposes of the Residential Parking Permit Program, on-street parking will be restricted to those vehicles displaying a valid parking permit during the hours of 8:00 a.m. and 5:00 p.m. Monday through Friday.
- D. The parking permit is valid for all residential parking permit controlled streets.
- E. Any non-permitted vehicles left on the street for more than 72 hours may be towed in accordance with Athens-Clarke County Ordinance Sections 3-3-20: Parking for more than 48 hours in one place and 3-3-44(f): Legal parking zone violations – Towing.
- F. ACC Traffic Engineering will erect the following street sign(s) throughout the permit parking area:
- Permit Parking Only
Between 8:00 a.m. and 5:00 p.m.
Monday through Friday
- G. It is the responsibility of each permit holder to properly display an official parking permit in each vehicle occupying on-street parking during all parking restricted hours.
- H. No specific parking space or location will be assigned to individual households and/or vehicles. Provided that an official permit is properly displayed in a parked vehicle, a permitted vehicle may occupy any legal parking space within the defined area. The permit does not allow the permit holder to park in an otherwise illegal parking area (e.g., in front of a yellow curb, blocking a driveway, in front of a fire hydrant, etc.)
- I. Any street, or segment of street, within the approved permit area that currently has on-street parking prohibited in its entirety (yellow curb) shall require an exception to the Policy before it is eligible for the Residential Parking Permit Program. Traffic Engineering staff will first determine that there are sufficient on-street parking spaces available for use on the surrounding permit controlled streets. If there is available space, then property owners on the street segment may proceed with the petition process to allow residents of eligible housing

units living along the street segment to receive parking permits to be used on the surrounding streets.

V. Distribution of Permits

- A. Athens-Clarke County Transportation & Public Works Department will be responsible for the design, development, and production of hang tags as signification of permit for the program. An example is represented in Exhibit #2.
- B. Permits will be issued only to those housing units (defined as either a single-family structure or individual units within duplex, three-unit, and four-unit structures) located in the defined permit area. Proof of residency shall be required prior to issuing of any permit. Residents of apartment complexes or condominium or townhouse complexes will not be eligible for permits regardless of which street the complex is located. Provided, however, as an exception to the foregoing restriction, individual units within the Five Points Villas condominium at 170 Woodrow Street shall be eligible for permits as described herein.
- C. Consistent with the provisions of the Ordinance, an annual user fee of \$10.00 per housing unit will be required.
- D. Each housing unit geographically located in the permit area will be issued 2 hang tags for the personal use of residents of such housing unit per year.
- E. Temporary parking permits may be purchased by the permit holder for the use of an on-street parking space by a guest at a cost of \$5.00. This temporary permit shall be valid for one day only.


VI. Enforcement of the Residential Parking Permit Program

- A. The Athens-Clarke County Police Department will not provide routine patrol of the permit area for the express purpose of identifying parked vehicles in violation of the Parking Permit Ordinance.
- B. Residents will be required to contact the Police Department to register a complaint if a non-permitted vehicle is parked within the area during house requiring a permit.
- C. The caller must provide his/her own name and phone number as well as a description and location of the vehicle believed to be in violation of the Parking Permit Ordinance.
- D. The Athens-Clarke County Police Department will respond to the complaint. Any vehicle Vehicles found in violation of the Parking Permit Ordinance may be ticketed in accordance with the provisions of the Ordinance.
- E. The Athens-Clarke County Police Department may authorize the towing of vehicles found in violation of the ordinances left in excess of 72 continuous hours.
- F. It is a violation to park in a designated residential controlled parking area without a residential parking permit prominently displayed in the front window of the parked vehicle. The civil fine for each violation will be assessed in accordance with Section 3-3-48: Privileges and Restriction on Residential Parking Permits.


VII. Exceptions:

The Mayor and Commission must approve all exceptions to this policy.

Recommended By: Athens-Clarke County Police Department
Transportation & Public Works Department

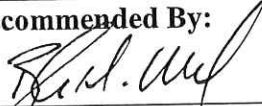

Chief Jerry Saulters

Date: 1-9-23


Stephen Bailey, Director


Date: 12/22/22

Recommended By:


Blaine H. Williams, Manager

Date: 1/19/23

Approved by the Commission of the Unified Government of Athens-Clarke County on
December 6, 2022.


Jean Spratlin, Clerk of Commission

Date: 1-23-2023

- **Streets Currently Approved For Permit Parking**
 - Brittain Avenue (S. Lumpkin St to dead end)
 - Castalia Avenue (Milledge Circle to Oakland Ave)
 - Cobb Street (Hillcrest Ave to King Ave)
 - S. Church Street (Broad St to Dearing)
 - Hill Street (King Ave to Hillcrest Ave)
 - Hillcrest Ave (Hill St to Cobb St)
 - W. Cloverhurst Ave (S. Milledge Ave to Bloomfield St)
 - Cloverhurst Place (Cloverhurst Terr to Bloomfield St)
 - Cloverhurst Terrace (Wilcox St to W. Cloverhurst Ave)
 - Dearing Street (200, 300, and 400 blocks)
 - Hampton Court (O'Farrell St to Agriculture Dr)
 - Hardin Drive (Pinecrest Dr to Agriculture Dr)
 - Henderson Avenue (S. Milledge Ave to S. Church St)
 - Mell Street (W. Rutherford St to Springdale St)
 - Milledge Circle (S. Lumpkin St to Cherokee Dr)
 - Morton Avenue (Northview Dr to Agriculture Dr)
 - Morton Avenue (Woodrow St 50 west)
 - Normal Avenue (Pine Needle Rd to Oglethorpe Ave)
 - O'Farrell Street (Hampton Ct to Morton Ave)
 - Pinecrest Drive (Morton Ave to University Dr)
 - Pulaski Street (Dougherty St to Barrow St)
 - Riverdale Drive (Pinecrest Dr to Agriculture Dr)
 - E. Rutherford Street (S. Lumpkin St to Pinecrest Dr)
 - W. Rutherford Street (Stanton Way to S. Milledge Ave)
 - Scott Street (Southview Dr to Morton Ave)
 - Southview Drive (O'Farrell St to Scott St)
 - Springdale Street (S. Milledge Ave to Church St)
 - Talmadge Street (Bloomfield St to Church St)
 - University Drive (Pinecrest Dr to Agriculture Dr)
 - Wilcox Street (W. Rutherford St to Bloomfield St)
 - Woodrow Street (S. Lumpkin St to Northview Dr)
- **Streets Eligible for Permit Parking**
 - Barrow Street (Barber St to Pulaski St)
 - Bloomfield Street (S. Lumpkin St to Baxter St)
 - Burnett Street (Pinecrest Dr to Morton Ave)
 - Childs Street (Prince Avenue to Barrow Street)
 - S. Church Street (Baxter St to Dearing St)
 - Dearing Street (100 Block)
 - Georgia Avenue (Normal Ave to Prince Ave)
 - Hall Street (Bloomfield St to cul-de-sac)
 - Hampton Court (S. Milledge Ave to O'Farrell St)
 - Harris Street (Peabody St to Baxter St)
 - Le Conte Avenue (Southview Dr to University Dr)
 - Morton Avenue (S. Milledge Ave to Northview Dr)

- Northview Drive (Morton Ave to Pinecrest Dr)
- Oakland Avenue (Cherokee Ave to S. Milledge Ave)
- O'Farrell Street (Morton Ave to Burnett St, Southview Dr to Hampton Ct)
- Peabody Street (S. Milledge Ave to Church St)
- Pinecrest Drive (Riverdale Dr to University Dr & Morton to E. Rutherford St)
- Pulaski Street (Barrow St to Cleveland Ave)
- S. Harris Street (Henderson Ave to Broad St)
- S. Pope Street (Baxter St to Broad St)
- Southview Drive (S. Milledge Ave to O'Farrell St, Scott St to Agriculture Dr)
- Springdale Street (Rocksprings St to S. Milledge Ave)
- University Drive (S. Milledge Ave to Pinecrest Dr)
- W. Cloverhurst Avenue (Stanton Way to S. Milledge Ave)
- W. Rutherford Street (S. Milledge Ave to S. Lumpkin St)
- Waddell Street (S. Milledge Ave to S. Finley St)
- Willow Run (Pine Needle Rd to Oglethorpe Ave)
- Woodlawn Avenue (Stanton Way to S. Milledge Ave)

Examples of Residential Parking Permit

<p>2023</p>  <p>RESIDENTIAL PARKING PERMIT</p> <p>PERMIT NUMBER: _____</p> <p>_____ STREET</p> <p>EXPIRES: DECEMBER 31, 2023</p> 	<p>2023</p>  <p>RESIDENTIAL PARKING PERMIT</p> <p>PERMIT NUMBER: _____</p> <p>_____ STREET</p> <p>EXPIRES: JULY 31, 2023</p> 
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