

**VILLAGE OF DOWNERS GROVE**  
**REPORT FOR THE VILLAGE COUNCIL WORKSHOP**  
**JUNE 24, 2008 AGENDA**

SUBJECT:	TYPE:	SUBMITTED BY:
One-Day Parking Permit Changes	✓ Resolution Ordinance Motion Discussion Only	Michael Baker Assistant Village Manager

**SYNOPSIS**

An ordinance has been prepared to permanently amend sections of the Municipal Code regarding the issuance and use of one-day parking permits.

**STRATEGIC PLAN ALIGNMENT**

The Five Year Plan and Goals for 2006-2011 identified *Exceptional Municipal Organization* with an objective of *Top Quality Core Services Responsive to Current and Future Community and Citizen Needs*.

**FISCAL IMPACT**

N/A.

**RECOMMENDATION**

Approval on the June 17, 2008, active agenda.

**BACKGROUND**

The Municipal Code currently provides for the sale of one-day parking permits (at a rate of \$3 per day) beginning at 8:15 a.m. Commuters who purchase the permits are able to park in any open space in one of the permitted parking lots with the exception of Lot V, the lot designated for use by Village employees.

In March 2008, the Village Manager administratively approved a temporary modification to the sale of one-day permits to better serve commuters and fill available spaces. Under the administratively approved changes, Lot L (located immediately west of the Police Station and north of the Counseling and Social Services facility) was restricted from use by one-day permit holders due to the heavy volume of current quarterly permit use of that lot. Each of the quarterly permitted lots is oversold since not all commuters use their permit every day of the week. This has been a longstanding practice that has created minimal problems. However, staff has recently received complaints from Lot L permit holders who attempted to park after 8:15 a.m. but were unable to find spaces.

Additionally, the change provides for the sale of a limited number of one-day permits beginning at 8:00 a.m. for use on level 5 of the parking deck only, where there is an availability of spaces. These changes have been in place for over two months and based on positive results, staff recommends that they be permanently incorporated into the Municipal Code.

**ATTACHMENTS**

Ordinance

One-Day Permit Parking

ORDINANCE NO. \_\_\_\_\_

**AN ORDINANCE AMENDING ONE-DAY PERMIT PARKING PROVISIONS**

BE IT ORDAINED by the Village Council of the Village of Downers Grove in DuPage County, Illinois, as follows: (Additions are indicated by **shading**/underline; deletions by ~~strikeout~~):

**Section 1. That Section 14.109. is hereby amended to read as follows:**

**14.109. Parking Fees for the Parking Deck**

(a) The following types of parking and associated fees are to be permitted in the Parking Deck. The spaces designated for each use shall be so marked with adequate signs located in the Parking Deck. The number of spaces allocated for each types of use may be adjusted from time to time depending on demand.

- (i) 4-hour parking - free
- (ii) daily fee parking - \$3.00 per day (Level 5, after 8:00 a.m.)
- (iii) quarterly commuter parking permit -

- (1) \$90.00 per quarter (resident)
- (2) \$120.00 per quarter (non-resident)
- (3) \$195.00 per quarter for Resident Overnight (Lot R) permit parking.

(4) If payment for a quarterly commuter parking permit (Rate Class I, II or V) is not received forty-five (45) days following the date of the issued invoice, a twenty-five dollar (\$25.00) late fee will be assessed in addition to the cost of the permit.

(5) If payment and late fee are not received fifty-five (55) days following the date of the invoice, the permit will no longer be valid and the holder will no longer be eligible to park in the the previously assigned lot/space.

- (iv) downtown employee overlay parking permit - \$25.00 per quarter.

(1) If payment for a quarterly downtown employee overlay parking permit (Rate Class III) is not received forty-five (45) days following the date of the issued invoice, a ten dollar (\$10.00) late fee will be assessed in addition to the cost of the permit.

(2) If payment and late fee are not received fifty-five (55) days following the date of the invoice, the downtown employee overlay parking permit will no longer be valid and the holder will no longer be eligible to park in the the previously assigned lot/space.

(v) an administrative fee may be assessed for the Village debit card for use of Daily Fee Automated Pay System.

(b) The space allocation and fees listed previously shall be in effect each weekday (M-F) until 3:00 PM. After 3:00 PM all spaces are designated as free parking until 2:00 AM except that Lot R permits are valid at all times.

(c) Payment for daily fee commuter parking shall be provided through the Daily Fee Automated Pay System. These spaces may be lawfully occupied by a vehicle only for the period of time for which lawful coins, paper currency of a Village debit card that carries a positive balance in United States currency prior to use has been deposited in the automated pay system designated for such parking space use, computed in accordance with and subject to the maximum lawful parking time period set in the designated space.

**Section 2. That Section 14.123. is hereby amended to read as follows:**

**14.123. Issuance and sale of permits.**

## One-Day Permit Parking

(a) The Village Manager shall cause suitable window sticker permits or hang tags be prepared and made available for issuance and sale. The aggregate number of permits prepared, available and designated for any specific permit lot (or for any portion thereof designated for permit parking pursuant to Section 14-122) at any one time shall not exceed one hundred twenty percent of the number of parking spaces available for parking vehicles in such lot (or such portion thereof.)

Notwithstanding anything in this Code to the contrary, the number of permit stickers or hang tags sold shall not exceed the number of parking spaces actually available for parking of vehicles in such lot (or such portion thereof) unless the Village Manager determines, on the basis of surveys of parking space vacancy rates and other relevant criteria, that the sale of an additional amount of parking stickers or hang tags is justified, in which event, an additional amount of parking stickers or hang tags may also be sold at the direction of the Village Manager. Permit stickers and hang tags shall designate the permit parking lot for which issued and shall be issued and sold for a minimum three month period and a maximum of one year, except that permit stickers or hang tags for Lot W and Lot Z shall only be issued annually.

(b) Under the direction of the Village Manager, permit stickers or hang tags shall be offered for sale during regular business hours at the Village offices in advance of the commencement of each such three month period and shall be sold to applicants in accordance with the chronological priority of applications for such permits, subject to the following:

(1) Permit renewal notices shall be mailed to existing permit holders, and renewal permits or hang tags may be issued and sold to such permit holders, in advance of the time when such permits or tags are made available for sale at the Village offices provided payment is made prior to the established deadline for renewal; however, every overlay parking permit shall require resubmission of proof of employment at a DB Downtown Business District business as provided for in paragraph (g) of this section on a yearly basis.

(2) At the discretion of the Village Manager, permit stickers and hang tags may be offered for sale at the Village offices only to persons residing within the corporate limits of the Village or persons who own or are employed by businesses within the DB Downtown Business District of the Village, as defined in the Comprehensive Zoning Ordinance of the Village, prior to any offer of such permits for sale to the general public and nonresidents. To be eligible for a permit pursuant to this Section, the applicant must either be actually residing and living within the Village, or be employed by, or an owner of, a business within the DB Downtown Business District at the time of application.

(c) The fee for each such permit sticker or hang tag for each three month period shall be determined by the rate class assigned to the permit parking lot for which such permit sticker or hang tag is to be issued, computed in accordance with and subject to the following schedule:

Rate class	Resident Fee	Non-Resident Fee
I	\$80.00	\$110.00
II	\$75.00	\$105.00
III	\$25.00	
IV	\$250.00	
V	\$90.00	\$120.00
VI	\$195.00	
<u>VII</u>	<u>\$3.00/daily</u>	<u>\$3.00/daily</u>

Such fee shall be reduced, based on a daily proration of the number of days that have expired prior to the date of sale of such permit sticker or hang tag.

(d) If payment for a Rate Class I, II or ~~IV~~V parking permits is not received forty-five (45) days following the date of the issued invoice, a twenty-five dollar (\$25.00) late fee will be assessed in addition to the cost of the permit.

(e) If payment for a Rate Class III parking permit is not received forty-five (45) days following the date of the issued invoice, a ten dollar (\$10.00) late fee will be assessed in addition to the cost of the permit.

~~(e)~~f) If payment and late fee are not received fifty-five (55) days following the date of the invoice, the Rate

## One-Day Permit Parking

Class I, II or ~~IV~~ III or V parking permit will no longer be valid and the holder will no longer be eligible to park in the previously assigned lot/space.

(eg) At the discretion of the Village Manager, permit holders may return permit stickers and hang tags prior to the expiration of the three-month period covered by such permit sticker or hang tag and may receive a refund of all or a portion of the fee paid for such sticker or tag, without interest, such refund to be determined on the basis of number of unexpired full days remaining in such three-month period less a \$6.00 administrative fee. Class III permits shall be returned to the Village for such refund immediately upon the termination of permit holder's employment with a business located in the DB Downtown Business District as defined in the Comprehensive Zoning Ordinance of the Village. Permit stickers and hang tags issued to permit holders pursuant to this Section shall not be transferable to another person, motor vehicle, or parking lot, except as provided in subsection (h). Such returned permits may be resold in chronological priority to those on waiting lists kept by the Village for that quarter and not valid past the next sale of permits, but such waiting list for Lots A, B, C, D, F, L, and R shall include Downers Grove residents only.

(fh) The following permit parking lots shall have the following rate classes:

Rate class I: Lot A, lot B, lot C, lot G, lot H and lot L, as such lots are designated in Section 14-85.

Rate class II: Lot D, lot F and lot I, as such lots are designated in Section 14-85.

Rate class III: Lot A, lot B, lot D, lot F, lot L, Forest Lot North, a portion of the Main and Maple Avenue lot and any designated spaces in the Parking Deck as such lots are designated in Section 14-85.

Rate class IV: Lot W and Lot Z.

Rate class V: Lot S in the Parking Deck.

Rate class VI: Lot R in the Parking Deck.

Rate class VII: One-day parking permit, Level 5 of the Parking Deck after 8:00 a.m. or in any Village permit parking lot, with the exception of Village Employee Lot V and Lot L, after 8:15 a.m.

(gj) Notwithstanding any contrary provision in this division, the Village Manager shall be authorized to refuse to issue any such permit sticker or hang tag, or renewal thereof, to any permit holder who is convicted of more than three violations of any of the provisions of this division within any consecutive period of six months, except for Section 14-127.

(hj) Class III permits, also referred to as "overlay parking permits", shall be issued only to employees of businesses located in the DB Downtown Business District, as defined in the Comprehensive Zoning Ordinance of the Village, upon their providing evidence of such employment. An overlay parking permit shall be available for purchase at Village Hall only for those DB Downtown Business District employees who provide the following: (1) a current pay stub from a DB Downtown Business District employer; and (2) a written letter on letterhead from the DB Downtown Business District employer requesting permission for said employee to obtain an overlay parking permit along with the employee's general work schedule.

Said overlay parking permit may only be used by a DB Downtown Business District employee during the employee's working hours at the DB Downtown Business District employer's place of business. Any violation of these requirements or misuse of this permit may result in a forfeiture of said permit and inability to apply for another permit for a period of one (1) year as well as a parking citation issued pursuant to this Code. Overlay parking permits shall be valid in lot A, lot B, lot C, lot D, lot F and lot L from 8:30 a.m. to 3:00 p.m., Monday through Friday and in Forest Lot North, a portion of the Main and Maple Avenue lot and any designated spaces in the Parking Deck from 5:00 a.m. to 3:00 p.m., Monday through Friday.

(ik) Transfers between Village permit parking lots shall be made only at the start of a three-month permit period. If a permit holder desires to transfer to another Village permit parking lot, the permit holder shall remit to the Village the following: (1) the parking permit renewal form; (2) a request that the permit be transferred to another lot as specified by the permit holder; and (3) payment of the appropriate parking permit fee in the manner specified by the Village.

Transfers shall be made by the Village after permit renewals are completed, but prior to sale to the general public, and shall be made in accordance with the chronological order such requests for transfers were received; however, non-resident permit holders shall not be allowed to transfer into Lots A, B, C, D, F, L and S.

## One-Day Permit Parking

(j) At the discretion of the Village Manager, the Village may sell one-day parking permits for Village permit parking lots at a cost of \$3.00 each (Rate Class VII). Such permits shall be sold only after 8:15 a.m. on the day the permit may validly be used. ~~These one-day parking permits and~~ may be used in any Village permit parking lot except in ~~the Village Employee Lot V and in Lot L.~~ One-day parking permits for Level 5 of the Parking Deck may be purchased only after 8:00 a.m. After 11:59 a.m. Monday through Friday, the Village permit parking lot spaces are free, except Lot R and Lot V.

(k) Permits for Lot W (Class IV) shall only be issued to students of Downers Grove North High School, said permits are non-transferable.

(l) Permits for Lot Z (Class IV) shall only be issued to students of Downers Grove South High School, said permits are non-transferable. (Ord. No. 1542, § 4; Ord. No. 1737, §§ 8, 9; Ord. No. 1820, § 2; Ord. No. 1861, § 1; Ord. No. 1989, § 3; Ord. No. 2346, § 1; Ord. No. 2375, § 2; Ord. No. 2531, § 4; Ord. No. 2906, § 1; Ord. No. 3118, §§ 15, 16; Ord. No. 3127, §§ 10, 11; Ord. No. 3195, § 2; Ord. No. 3202, § 1; Ord. No. 3348, § 1; Ord. No. 3353, § 1.)

**Section 2.** That all ordinances or parts of ordinances in conflict with the provisions of this ordinance are hereby repealed.

**Section 3.** That this ordinance shall be in full force and effect from and after its passage and publication in the manner provided by law.

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Mayor

Passed:

Published:

Attest: \_\_\_\_\_

Village Clerk