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P.O. Box 970 • 414 E. First Street • Newberg, Oregon 97132 • 503.537.1273 • Fax 503.537.1277

## **Parking Change Request Policy**

**PURPOSE:** The purpose of the parking change request policy is to provide fair and uniform treatment of all requests for parking changes within the City. A consistent application of the policy serves both the motorist and residents within the City.

**PROCESS:** A "Parking Change Request Form" will be completed by the requestor and submitted to the City Engineer or designee. That person will work with the requestor and gather the pertinent facts, help clearly define the problem, and seek a solution. The review and facts will be reviewed by the City Engineer. The City Engineer will approve or disapprove the request and this decision will be shared with the requestor. All decisions will be ratified by the Traffic Safety Commission. If the requestor disagree with the recommendation of the City Engineer, or can bring forth additional information and/or facts that are persuasive as related to the City's warrants/policies for the requested issue, the requestor can appear at the Traffic Safety Commission meeting and present his/her viewpoint. For limited traffic decisions, as defined by Newberg Municipal Code Section 2.15.410(A), a public hearing may be requested per Section 2.15.410(A)(2). Limited traffic decisions of the Traffic Safety Commission may be appealed to the City Council per Section 2.15.410(A)(4). General traffic decisions, as defined by Newberg Municipal Code Section 2.15.410(B), may be appealed to the City Council per Section 2.15.410(C)

**POLICY:** In order for a change in the current parking status to be approved, a "Parking Change Request Form" shall be completed, which includes a petition. In order for a change in the current parking status to be approved, the petitioner must be able to show that there is a general support for the change. Because changes in parking restrictions affect renters, employees and business people along, and on both sides of the affected street, these signatures will be reviewed. The submittal of the petition does not automatically mean the requested change will be approved.

The order of precedence in which action is taken in regards to a request is as follows. Violations of existing laws regarding no parking zones will be enforced by the Newberg Police Department. When new no parking zones are approved, the painting of the curb yellow is preferred over no parking signs.

Parking and no parking zones based on classification of the road, and the curb to curb width shall be based on the Newberg Development Code table 15.505.060.

No parking shall be allowed in areas as defined by Newberg Municipal Code section 10.15.020 and the Oregon Revised Statutes section 811.550.

When the addition of no parking zones would improve the safety of an intersection based on intersection sight distance, the standards provided in the American Association of State Highway and Transportation Officials (AASHTO) “Green Book,” figure 9-15 shall guide the placement of the no parking zones.

The City Engineer and Police Chief may implement no parking zones per this policy without a request from a citizen.



# Parking Change Request Form

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In accordance with the City of Newberg’s adopted Policy and Procedure for parking change requests, citizens interested in requesting the installation or removal of a no parking signs or yellow curb painting shall complete and submit this form to the Engineering Department. Upon receipt of a completed application, Staff will review the proposed request utilizing the procedures included in the adopted Policy. Contact with the applicants regarding the request will be included in the review process. Completed forms shall be submitted to:

The City of Newberg  
Engineering Department  
414 E 1st St, Newberg, OR 97132  
[engineeringdepartment@newbergoregon.gov](mailto:engineeringdepartment@newbergoregon.gov)

Feel free to attach additional sheets containing pictures, maps, or additional text if the space provided is insufficient.

1. Requestors Contact Information:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email (Optional): \_\_\_\_\_

2. Please identify the location/intersection of concern:

\_\_\_\_\_

3. Please describe the nature of the traffic problem which concerns you:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Please describe how no parking areas will be able to eliminate or reduce your traffic concerns:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

