

**CITY OF BERKLEY PUBLIC NOTICE  
CITY COUNCIL WORK SESSION AGENDA  
5:30 P.M. Monday, July 22, 2024  
2<sup>nd</sup> Floor – Public Safety Department  
2395 Twelve Mile Road  
248-658-3300**

**CALL 40<sup>th</sup> COUNCIL TO ORDER  
APPROVAL OF AGENDA  
PUBLIC COMMENT  
ORDER OF BUSINESS**

1. **DISCUSSION:** Matter of [discussing the On-Street Parking](#) Annual Permit Process and Hardship Considerations.
2. **DISCUSSION:** Matter of discussing Communication and Process Improvement Opportunities with ClearGov.

**ADJOURN**

Note: The City of Berkley will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and audio tapes of printed materials being considered at the meeting, to individuals with disabilities at the meeting upon four working days' notice to the City. Individuals with disabilities requiring auxiliary aids or services should contact the City by writing or calling: Victoria Mitchell, ADA Contact, Berkley City Hall, 3338 Coolidge Highway, Berkley, MI 48072 (1-248-658-3310).



# MEMORANDUM

To: Mayor Dean and City Council  
From: Kristen Kapelanski, Community Development Director  
Date: *July 22, 2024*  
Subject: Annual Overnight Parking Policy

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Madam Mayor and Members of City Council,

## Background

- Staff presented updates to on-street overnight parking regulations in the form of ordinance amendments and policy suggestions to the City Council at their June 17, 2024 meeting.
- At that meeting, Council approved the first reading of the ordinance and directed staff to include language requiring Council approval of on-street parking policies and procedures.
- City Council also asked staff to propose hardship provisions and a staff investigation when considering whether annual on-street parking permits should be approved.

## Summary

- Attached for Council's review and approval is an Overnight Parking Policy. The Overnight Parking Policy addresses annual parking permits, pods and dumpsters and temporary on-street parking.
- The Overnight Parking Policy specifically includes property and resident conditions that would qualify as hardships. The following would be considered:
  - Residences located on a corner lot.
  - Residences that do not have a driveway.
  - Residences that have more vehicles registered to their residence than can fit in the driveway without blocking the sidewalk. This is based on a 20 ft. x 8 ft. vehicle space.
  - Residences with driveways narrower than 8 ft.
  - Residences whose driveways do not permit needed handicap accessibility.
  - Residences with construction work underway and a dumpster that will be located in the driveway for more than 30 days.
  - Residences that have more drivers with their own vehicles than can fit in the driveway staying at the property for more than 30 days. Applicants using this provision must attest to the Additional Drivers with Vehicles Affidavit.

- If an applicant is seeking an annual parking permit and has a reason that is not listed, City staff will collect this information for consideration of updates to the qualifying hardships list.
- Public Safety will conduct an investigation based on the hardship identified which will include aerial photo review and records review not an on-site investigation.

**Recommendation**

The City Council is requested to approve the Overnight Parking Policy.



# CITY OF BERKLEY

3338 COOLIDGE HWY, BERKLEY, MICHIGAN 48072

## Overnight Parking Policy

### Intent

It is the intent of the City of Berkley to keep streets as clear as possible between the hours of 2:00 am and 5:00 am. Fewer vehicles on the street during these times allow for better street maintenance in the form of cleaning and snow removal. Clear streets promote crime deterrence and offer the Public Safety Department better visibility while conducting neighborhood patrols. The City also recognizes that not all parking situations are created equal and different family and residential situations exist, warranting overnight parking procedures that allow flexibility.

### Responsible Departments as Designated by the City Manager

The City Manager has designated the Community Development Department and Public Safety Department to be in charge of the application for overnight on-street parking permits.

### Annual Parking Permit

Applications for annual parking permits are available at the Community Development Department within City Hall or online ([Web Link](#))

Applications for annual parking permits must be completed in their entirety and submitted with all required documentation. The Community Development Department will process all completed applications.

- The annual parking permit is valid January 1 through December 31.
- Annual parking permits cost \$300.00. Revenue may be used for program expenses and to enhance, maintain, and expand public parking, including on-street parking.
- Annual parking permits cannot be used at or issued to residences with vehicles listed on a car rental or car share program.
- Permits must be hung from the rearview mirror with the reflective side facing the front of the vehicle.
- Vehicles requiring a CDL may not be issued an annual permit.



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- Only a vehicle registered to the permit's address may utilize the annual parking permit.
- Applicants must consent to notifications and acknowledge on-street parking ordinance provisions and parking policy rules.
- Annual parking permits do not allow overnight parking in municipal lots and cannot be used on Twelve Mile Road or Coolidge Highway.
- Overnight charging at EV-equipped spaces in municipal lots and on-street is allowed without an annual permit.
- Annual parking permits are valid for single-family or two-family addresses only.
- Annual parking permit applicants must identify a hardship that necessitates their need for the annual parking permit. Employee parking at home-based businesses does not constitute a hardship. Qualifying hardships include:
  - Residences located on a corner lot.
  - Residences that do not have a driveway.
  - Residences that have more vehicles registered to their residence than can fit in the driveway without blocking the sidewalk. This is based on a 20 ft. x 8 ft. vehicle space.
  - Residences with driveways narrower than 8 ft.
  - Residences whose driveways do not permit needed handicap accessibility.
  - Residences with construction work underway and a dumpster that will be located in the driveway for more than 30 days.
  - Residences that have more drivers with their own vehicles than can fit in the driveway staying at the property for more than 30 days. Applicants using this provision must attest to the Additional Drivers with Vehicles Affidavit.



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- If an applicant is seeking an annual parking permit and has a reason that is not listed, City staff will collect this information for consideration of updates to the qualifying hardships list.
- The Public Safety Department will conduct an investigation based on the qualifying hardship identified. An annual parking permit may be revoked if an applicant is found to have identified a hardship that is not present at their residence. Review may take up to two weeks.

## **Pods, Dumpsters and Similar Temporary Containers**

Pods, dumpsters, and similar temporary containers may only be placed in the street with the approval of the Building Official. Placement shall only be considered based on an identified hardship that prevents placement on the property.

## **Temporary On-Street Parking**

It is understood that specific, temporary, and infrequent situations may arise in which overnight on-street parking may be necessary. These may include emergencies, home or driveway construction, and short-term out-of-town guests. To facilitate this need, the Temporary Overnight Parking List has been established to provide authorization for such temporary and infrequent situations.

Temporary overnight parking authorization will be limited to no more than 15 days per calendar year per license plate. Additional days may be permitted at the discretion of the Public Safety Director or their designee.

There is an online portal to enter your information into the Temporary Overnight Parking List. This information is automatically sent to the Berkley Public Safety Communications Center. The website is available at: [Online Overnight Parking System](#). Those who choose not to use the online system may still obtain a pass by going into the Public Safety building.

This is a temporary list and cannot circumvent the yearly residential permit application process listed above. This list is monitored and those found abusing the list will be ticketed. Temporary parking is not permitted for trailers, boats, campers, etc. that are not connected to a motor vehicle.

# CITY OF BERKLEY, MICHIGAN

## PERMIT APPLICATION FOR ANNUAL PARKING PERMIT

Applicant Information	
Name:	
Address:	
Mobile Telephone:	Email:
Applicant signature:	

Number of annual permits requested:	
<b>I am requesting an annual parking permit because of the following hardship (check all that apply):</b>	
<input type="checkbox"/>	My residence is located on a corner lot.
<input type="checkbox"/>	My residence does not have a driveway.
<input type="checkbox"/>	I have more vehicles registered to my residence than can fit in my driveway without blocking the sidewalk.
<input type="checkbox"/>	My driveway is narrower than eight feet.
<input type="checkbox"/>	My driveway does not permit needed handicap accessibility.
<input type="checkbox"/>	I am having extended construction work on my residence and my driveway will be blocked with a construction dumpster for more than thirty days.
<input type="checkbox"/>	I have more drivers in my residence with their own vehicles than can fit in my driveway for more thirty days. (Must attest to the required Additional Drivers with Vehicles Affidavit at the end of this form.)

<b>If you do not qualify under any of the above hardships, please list your reason for requesting an annual parking permit here. Although it would not be permitted under the current policy, the City may consider adjusting the hardship requirements based on input received here.</b>
Comments:

I have read and acknowledge the following requirements:	
<input type="checkbox"/>	Annual parking permits are valid from January 1 through December 31 and must be renewed each year.
<input type="checkbox"/>	Annual parking permit passes must be hung from a rearview mirror with the reflective side facing the front of the vehicle.
<input type="checkbox"/>	Vehicles requiring a Commercial Driver's License cannot use an annual parking pass.
<input type="checkbox"/>	Only a vehicle registered to the annual parking permit address can use an annual parking permit.
<input type="checkbox"/>	The City will use the provided mobile number and email to notify annual parking permit holders of instances where on-street parking of any kind is not permitted, such as snow emergencies, leaf pick-up, utility work or special events.
<input type="checkbox"/>	Annual parking permits cannot be used in municipal parking lots or on Twelve Mile Road or Coolidge Highway.
<input type="checkbox"/>	Annual parking permits cannot be used for inoperable vehicles.
<input type="checkbox"/>	Any vehicle parked for over forty-eight hours, without moving, will be considered abandoned and may be removed by the City.
<input type="checkbox"/>	Annual parking permits cannot be used at residences with vehicles listed on a car rental or car share program.

- A fee of \$300.00 per permit is required to obtain an annual parking permit.
- A nonrefundable \$25.00 application fee must be submitted with the application. Lost permit passes can be replaced for a \$25.00 fee.
- This adopted On-Street Policy is subject to review and change.

**Additional Drivers with Vehicles Affidavit**

I, \_\_\_\_\_, am a resident at \_\_\_\_\_ in Berkley, MI and do hereby certify, swear or affirm that I will have more drivers with their own vehicles residing in my home for a period more than thirty days.

Signature:	Date:
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**Office Use only**

Annual Permit Serial Number:	Date:
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Kristen Kapelanski <kkapelanski@berkleymich.net>

## Fwd: Street Parking

Jordan Kobernick <jkobernick@berkleypublicsafety.net>

Wed, Jun 19, 2024 at 1:23 PM

To: Kristen Kapelanski <kkapelanski@berkleymich.net>, Caitlin Flora <cflora@berkleymich.net>

Cc: Nate Geinzer <ngeinzer@berkleymich.net>, Matt Koehn <mkoehn@berkleypublicsafety.net>

Just FYI I spoke to this guy today.

----- Forwarded message -----

From: **Anthony Rinna** <[REDACTED]>

Date: Wed, Jun 19, 2024 at 1:21 PM

Subject: Street Parking

To: <JKOBERNICK@berkleypublicsafety.net>

Hello!

We spoke earlier today on the phone about parking on the street. I live on a corner and have a very short driveway. I drive a F150 and my fiance drives a larger SUV. Neither of us are able to park on the driveway without blocking the sidewalk. I am able to park one car in the garage and one horizontally on the skirt of my driveway. When our kids visit, we are continuously getting tickets due to one of us having to park in the street. We are struggling to figure out a way around this, as they visit sporadically.

Having the option to purchase a permit to park on the street would be extremely helpful. The proposed \$300/yr is not ideal, but we would absolutely consider it given the opinions of all residents in the city. We love living in the city of Berkley, but due to the parking situation, we have considered making a move due to this inconvenience.

I hope we are able to resolve this issue with the current considerations being discussed at our city meetings.

If there is anything I can do, or anything else you need from me, please reach out!

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Thank you,

**Anthony Rinna**

[REDACTED]

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Lt. Jordan Kobernick  
Patrol Operations  
Berkley Department of Public Safety  
[2395 West 12 Mile Road](#)  
[Berkley, MI 48072](#)  
TX: 248-658-3380  
Fax: 248-658-3381



**BERKLEY**  
where you want to be

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