

# CITY OF WESTMINSTER ON-STREET DISABLED PARKING POLICY

## PURPOSE

To define the criteria and to establish the procedure for approval of disabled parking on public streets in compliance with the Americans with Disabilities Act (ADA).

## PROCEDURE

Any person legally possessing a permanent disabled placard or license plate residing in the City of Westminster may request in writing that one parking space on a public street adjoining their place of residence be reserved for vehicles displaying a disabled placard or license plate. Only one on-street disabled parking space will be allowed per residence per lot or parcel.

The person making the request must:

- Prove legal possession of a current permanent disabled placard or license plate.
- Secure the written permission of the property owner if not the person making the request.
- The residence must not have off-street parking available or off-street space that may be converted to disabled parking.
- Provide all improvements necessary to comply with ADA requirements and this policy.

## CRITERIA

The following criteria will be used to determine the merits of each request:

- The garage, if any, is available and used for parking the required number of operable vehicles prescribed for the residence.
- The driveway is available and used for parking any additional operable vehicles registered to the residence.
- Disabled access is so restricted from the driveway, garage, or other on-site parking area that access to the residence is unavailable from them.
- An on-street parking space will yield the required direct access to the residence.
- Continuous concrete pavement exists within the public right-of-way.
- Installation of an on-street disabled parking space will not cause parking problems in the area.

## PROCESS

- Written application is made to the City of Westminster Traffic Engineering Division.
- A City representative investigates the property to determine whether criteria are met.
- If the criteria are met, the Traffic Engineer forwards the request to the Traffic Commission.
- If the criteria are not met, the Traffic Engineer will deny the request.
- Letter is sent to the requestor, informing them of request status.
- Traffic Commission holds a public hearing.
- Traffic Commission recommends approval/denial to the City Council, based on the Traffic Engineer's report and public hearing.
- City Council reviews request and approves/denies the Traffic Commission's recommendation.
- Letter is sent to the requestor, informing them of the Council's action.
- The City, on approval from the City Council, will install 20' of blue paint on the existing curb and one R-99(CA) disabled parking sign on a steel post at the front end of the blue painted curb.

**CITY OF WESTMINSTER**  
**ON-STREET DISABLED PARKING POLICY (CONTINUED)**

**RENEWAL**

- An on-street disabled parking space expires every odd numbered year on June 30, and may be renewed at that time.
- The resident is sent a renewal notice.
- The resident shall supply the City with a copy of the Department of Motor Vehicle's Disabled Person Placard Identification Card/Receipt.
- If the resident does not respond by August 31 of the odd numbered year, or no longer needs the on-street disabled parking space, a work order will be written to remove the blue paint and sign.
- Renewal requests can only be denied by the City Council after going through the process noted above.