

## **Proposed Policy for ADA Parking Spaces in Residential Neighborhoods**

When a request is received for a marked ADA parking space in a residential neighborhood, the ADA Coordinator and engineer staff, shall complete the following steps:

- 1) ADA parking spaces are public parking spaces and are not assigned or reserved for any particular user or resident.
- 2) The default location for a marked ADA parking space in a residential neighborhood will be at the end of the block, adjacent to an intersecting street. If the end of the block is infeasible, the midpoint of a block adjacent to a public alley may be considered for the location.
- 3) When a request is received, the proposed location of the ADA parking space will be designed by the ADA Coordinator or the engineering staff using the City's GIS or other means. This will include the limits of the parking space, the location of the sign, and the limits of any adjacent prohibited parking zone.
- 4) The ADA Coordinator or the engineering staff will complete a site investigation of the ADA parking space, confirming availability, geometry, sight distance, utility conflicts, and curb ramp compliance, and make a final determination if the ADA parking space is feasible.
- 5) If the ADA parking space is found to be feasible, it will be added to the City's work order system for implementation by the Traffic Division. The location will also be added to the City's database of ADA parking spaces in the GIS.
- 6) If the adjacent curb ramp require improvements to be compliant with current PROWAG or other applicable standards, within budget limitations, the curb ramp will be improved no later than the end of the next calendar year after placement of the ADA parking space.
- 7) If the sidewalk on the block requires improvements or repairs to be compliant with current PROWAG or other applicable standard, within budget limitations, the sidewalk will be improved or repaired no later than the end of the next calendar year after placement of the ADA parking spaces.
- 8) The ADA parking space shall remain and be maintained in perpetuity.



City of Elkhart  
Engineering

DATE	4/15/25
APPROVED BY CITY OF ELKHART	
BOARD OF PUBLIC WORKS	
<i>Andy Jones</i>	
<i>Rose Rivera</i>	
<i>Mike C. May</i>	
<i>Don Davis</i>	
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## MEMORANDUM

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**DATE:** April 15, 2025

**TO:** Board of Public Works

**FROM:** Jeffrey Schaffer, Engineering *JSS*  
Mark Lucas, ADA Coordinator

**RE:** **Adoption of Policy for ADA Parking Spaces in Residential Neighborhoods**

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The City receives multiple requests every year to mark ADA parking spaces in residential neighborhoods. In the past, the City staff has required the requestor to provide documentation justifying the marking of the space. The City staff then attempted to follow up with the requestor and remove the marking in the requestor no longer lived at the residence.

However, based on a better understanding of the adopted PROWAG standards, the ADA Coordinator and City staff believes that an updated approach is needed.

Attached is the policy proposed by the ADA Coordinator and the engineering staff. Under this approach, the requestor does not need to provide any documentation and the City does not need to track if the requestor still lives at the residence. Instead, the request starts a process to mark an ADA parking space, if feasible, that will remain in place in perpetuity.

The action requested by the Board of Public Works is as follows:

**Accept and adopt the Policy for ADA Parking Spaces in Residential Neighborhoods.**