

**CITY OF BERKLEY PUBLIC NOTICE
CITY COUNCIL WORK SESSION AGENDA
5:30 P.M. Monday, December 1, 2025
2nd Floor – Public Safety Department
2395 Twelve Mile Road
248-658-3300**

CALL 41st COUNCIL TO ORDER

APPROVAL OF AGENDA

PUBLIC COMMENT

Comments are invited on each Agenda item when that item comes up for consideration. Matters not listed on the Agenda may be addressed at this time. Please state your name and residential city. Each speaker's remarks are a matter of public record, and the Council will not engage in a back-and-forth discussion. Any person speaking at a City Council Meeting may be called to order by the Mayor or any Council Member for failure to be germane to the business of the City or for disruptive or disorderly behavior which prevents the Council from conducting its business. There is a three-minute limit per speaker.

ORDER OF BUSINESS

1. [Update on annual overnight parking passes](#) for municipal lots and on-street passes.

ADJOURN

Note: The City of Berkley will provide necessary reasonable auxiliary aids and services, such as signers for the hearing impaired and verbal representations 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).

Note: Official minutes of City Council Meetings and supporting documents for Council packets are available for public review in the City Clerk's Office during normal working hours. Anyone wishing to submit correspondence to the Council before the meeting may send an email to comment@berkleymi.gov by noon on the day of the meeting. Emails sent prior to the deadline will be a part of the meeting record but will not be read during the Council meeting.

MEMORANDUM

To: Mayor Dean and City Council
From: Kristen Kapelanski, Community Development Director
Date: December 1, 2025
Subject: Annual Overnight Parking Passes for Municipal Lots and On-Street Passes Update

Madam Mayor and Members of City Council,

Background

- In August of 2024, the City Council approved an Overnight Parking Policy allowing for annual passes for on-street overnight parking. The policy also addressed pods and dumpsters and temporary on-street overnight parking.
- The updated Zoning Ordinance (approved earlier this year) includes a provision allowing for leased parking in municipal lots, the conditions and cost of which must be established by the City Council.
- Staff has identified at least two businesses that are adjacent to municipal parking lots that use a municipal space to store their vehicle. Additionally, Public Safety has also identified several instances where residents are moving their cars to municipal lots in order to avoid an on-street parking ticket or purchase of an annual pass.
- While tickets can be issued to resident vehicles in the situation described above, it puts the Public Safety staff in a bit of a 'catch 22' when those tickets are not also issued to businesses using the lots overnight.
- The internal staff parking committee began meeting several months ago to explore expanding parking passes to municipal lots as part of implementing the provision outlined in the zoning ordinance and addressing the parking loophole between businesses using municipal lots and residents using them to circumvent regulations. The committee also reviewed the status of the program for annual on-street parking passes, which has been up and running for just over a year.

Summary – Annual Parking Passes for Municipal Lots

- Attached for Council's review is an updated Overnight Parking Policy that includes passes for municipal lots and suggests some updates for on-street passes based on usage data and feedback from residents.

- Annual parking passes for municipal lots would be handled much the same as annual parking passes for on-street parking. Differences are as follows:
 - Annual parking passes for municipal lots could only be used by properties adjacent to a municipal lot that are either non-residential, mixed-use, or multiple-family.
 - A different pass color would be used to distinguish passes for municipal lots from those for on-street parking.
 - A maximum of 2 annual parking passes for municipal lots would be granted to each property owner of a parcel.
 - All vehicles would have to be parked in designated areas during snow emergencies and maintenance. These areas will be identified by City staff and communicated to the pass holders.
 - The cost for an annual parking pass for municipal lots would be set at \$600. This is based on the calculated cost of maintaining one City parking space for one year (estimated at \$610) and also tracks with similar programs in nearby communities.

Summary – Annual Parking Passes for On-Street Parking

- Staff has issued 30 annual parking passes for on-street parking in the last 13 months. At a cost of \$400 a pass, this has resulted in \$5,200 in revenue for the parking maintenance fund.
- Based on the increase in ticket cost (from \$10 to \$50), an additional \$26,400 in revenue has been collected even though the number of tickets has stayed fairly constant between 2024 and 2025 (2,104 tickets total in 2024 issued versus 2,007 tickets year to date in 2025).
- The most commonly cited hardship was too many drivers.
- Per the last count conducted by Public Safety on November 19th, 68 cars were on the street between 2AM and 5AM. This is compared to approximately 160-170 cars counted prior to the annual parking pass for on-street parking program began. Keep in mind this includes any cars using their annual pass, three annual passes that are used by Public Safety and the 27 temporary passes that were issued for November 19th. In total, 8 cars were parked illegally between 2AM and 5AM on November 19th. Staff conducted 9 parking counts throughout 2025, with an average of 104 cars on the street overnight (including those with temporary and annual passes).
- Received resident feedback included:
 - Passes should be pro-rated based on month of purchase.
 - Pass costs are too high and some residents cannot afford a needed pass.
 - Hardships should not be necessary.

- Staff offers the following suggestions for modifications to the already operating on-street parking pass program. Unless otherwise indicated, these changes have not been incorporated into the draft policy.
 - Consider having a pro-rated cost of \$200 (half of the originally \$400 cost) for annual parking passes for on-street parking purchased after June 30th.
 - Consider eliminating the hardship requirement for annual parking passes for on-street parking based on the limited number that have been issued.
 - Add to the policy that all permitted vehicles must be properly parked within the areas designated via City communications during snow emergencies and maintenance. (This has been included in the draft policy.)



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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 and municipal parking lot 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, business, 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 parking permits.

Annual Parking Permit

Applications for annual parking permits are available at the Community Development Department within City Hall or online at berkleymi.gov/overnightparking.

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 permit costs are as follows. Revenue may be used for program expenses and to enhance, maintain, and expand public parking, including on-street parking.
 - o \$400.00 for a residential on-street pass



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- \$600 for a municipal lot pass
- Annual parking permits cannot be used for vehicles with trailers, recreational vehicles, etc. attached.
- Permits must be hung from the rearview mirror with the reflective side facing the front of the vehicle.
- Vehicles requiring a CDL cannot be issued an annual permit.
- Applicants must consent to notifications and acknowledge on-street parking ordinance provisions and parking policy rules.
- Annual parking permits 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.
- The following applies to annual parking permits in municipal lots only.
 - Municipal lot annual parking permits can only be used by those non-residential, mixed-use, and multiple-family properties adjacent to any municipal lot.
 - A maximum of 2 municipal lot annual parking permits may be granted to each property owner of a parcel.
 - All permitted vehicles must be properly parked within the areas designated via City communications during snow emergencies and maintenance.
 - No repair is to be made to any vehicle at any time it is parked in the municipal lot. This does not apply to emergency assistance or repairs made to enable the vehicle to depart from the lot.
- The following applies to annual parking permits for single-family or two-family addresses only.
 - Residential annual parking permits cannot be used at or issued to residences with vehicles listed on a car rental or car share program.
 - Only a vehicle registered to the permit's address may utilize the residential annual parking permit.
 - All permitted vehicles must be properly parked within the areas designated via City communications during snow emergencies.



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- o Residential 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 and garage without blocking the sidewalk. This is based on a 20 ft. x 8 ft. vehicle space. All garages, regardless of size, count as one space. Motorcycles do not count as a registered vehicle.
 - 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 and garage, staying at the property for more than 30 days. Applicants using this provision must attest to the Additional Drivers with Vehicles Affidavit. This is based on a 20 ft. x 8 ft. vehicle space. All garages, regardless of size, count as one space.
- o If an applicant is seeking a residential 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.
- o The Public Safety Department will conduct an investigation based on the qualifying hardship identified. A residential annual parking permit



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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 or in a municipal lot 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 for on-street parking only.

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 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 be used to circumvent the annual 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.