



Wauwatosa Police Department

Departmental Correspondence

DATE: 7/14/2026

TO: Traffic Affairs Committee (TAC) for 7/21/26

FROM: Captain Vetter

SUBJECT: Pilot program for overnight parking permits

ATTCHD: none

Issue

In February, Alderperson Joe Philips requested an agenda item to be discussed to start a pilot overnight parking permit program. A few discussions have occurred amongst city staff from several departments: Police, DPW, City Administration, Finance and IT. This memo addresses the initial logistical and operational requirements to start the pilot program. If the pilot program were to be adopted on a larger scale, additional operational items would need to be discussed.

Background

The intent of the proposal as presented is to start a pilot overnight permit program in a small area of the city and measure its effectiveness after a period of time. A pilot review would then guide further discussion, operational needs and decision making about expanding over-night permits for other areas of the city.

Alder Philips' memo proposes the following goals for this pilot program:

1. Offer relief to current repeat over-night violators
2. Offer a permit to residents that prove they have no off-street parking option
3. Require the property owner at the no off-street option address to verify the need for a permit
4. Offset loss of over-night citations with permit revenue

Proposed Process

1. Citizens would be referred by city staff and via website to the current online over-night parking website or similar "Citizen Services" website
2. Applicant enters their information to include:
 - a. Name, address, cell phone, email address, proof of residency within the pilot area (accepted forms for proof of residency: DL, utilities bill, tax bill)

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- b. If the applicant is a renter, attach form letter with signature from landlord/property owner proof of off-street parking need
3. PD clerical staff reviews the permit. Approve, deny, or follow up.
 - a. Notify applicant: if approved, send city link for payment
 - b. PD notified of payment
4. PD clerical staff add permit into RMS and parking system (Opsman/Passport parking system)
5. Parking permission shows up when enforcement staff run the plate

Requirements of the Pilot Program

City staff met a couple times to discuss additional considerations to start the pilot program. Some of the requirements and additional questions are as follows:

1. Any system must be license plate based and work with current city systems
 - a. Police: license plates coordinate with current data and parking systems
 - b. Police: permit requests must use a software system to allow staff to review, approve or deny requests
 - c. City Admin: permit payment would need to use current Energov/self-service portal
2. City stakeholders:
 - a. City Admin, Finance & IT: creation of an online application process and integrate current Energov/self-service payment process
 - b. Police: administration and enforcement of the pilot program; including review, denial/approval, triggering payment; **this will be a manual data entry process**
 - c. DPW: consider all effects of overnight parking on street maintenance, leaf removal, street sweeping, snow removal, over-time costs associated with each of these
3. The City will need an ordinance that allows the temporary parking permit process
 - a. Proposal: Hart Park Lane permits should eventually be switched to this process as well and removed from the City Clerk's work flow
4. Pilot program area: 68th/North neighborhood
 - a. Proposal: 70th to 66th, Center St to North Ave; to include both sides of mentioned streets
 - i. Estimated 215 units within this 16-square block area
 - b. Proposal: no parking allowed on arterial streets, meaning North Ave & Center St
 - c. Proposal: Must park on even/odd side of street based on date: e.g. 6/29 (ODD) turns to 6/30 at midnight = park on the ODD (west or south) side of street
5. Pilot duration: must include snow season for proper review
 - a. Proposal: 6 months
6. Number of permits allowed per address
 - a. Proposal: 2
7. Cost of permit: (Cost of citation: \$30)
 - a. Proposal: \$15/month, max of one-year permit; annual cost of \$180 (6 month would be \$90)

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Additional Considerations

1. Street parking limitations: If a permitted resident can't find parking within the pilot area, are they allowed to park outside of that area on adjoining streets?? E.g. – they live in the 2500 BLK of 66th, but can't find a spot, are they allowed to park on 65th?
2. Public safety concerns: more on-street parking likely means more autos will be broken into
3. DPW concerns
 - a. OT costs for delayed snow and leaf removal: drivers returning to areas the following day due to odd/even permits
 - b. Street sweeping plan changes, may need to sweep more during the day which may affect 3rd shift staffing.
4. In general, other parking requests in the city need a general process review and update; we need to anticipate these other situations in addition to the pilot program:
 - a. Resident 15 annual overnight permissions
 - b. Business permissions (for employees)
 - c. Daytime permissions (e.g. election, conferences, etc.)
 - d. Engineering permissions
 - e. Medical permissions
 - f. Hart Park lane permits
5. ALPR technology is needed = a permission list that is checked by technology
 - a. ALPRs would be needed for parking enforcement vehicles; including laptop and software; unknown cost at this time
6. What is the priority level of this pilot program and the continued start-up work by several city departments

Strategic Plan Areas of Focus

This initiative aligns with City Strategic Priorities:

- #5 Quality of life: no specific goal listed, however overnight parking permits are allowed for cities our size, e.g.: West Allis, Waukesha

City's Strategic Plan - <https://www.wauwatosa.net/government/open-government/strategic-plan>

Fiscal Impact

Permit vs citation: tens of thousands of dollars are collected annually from over-night parking violations. It is difficult to predict if that will be replaced by permit revenue. Financial reports would need to be reviewed after the pilot period to determine this.

Jan. to Dec. 2025 overnight parking enforcement summary:

- Citation = \$30
- 6,291 overnight citations were issued
 - Minimum total collection amount was about \$188,730
 - Unknown what late fees were collected above this amount

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- Municipal Court's repeat violator info
 - Scenario: 12 citations/year
 - \$360 in citations
 - OR
 - Proposed: \$180 for a permit
 - \$180 savings in this situation

DPW fiscal impact will be variable based on each winter season; Snow plowing and additional runs through neighborhoods would be required due to overnight parking on one side of the street. Overtime costs will increase and snow removal duration will be extended. There will be times we need to enforce Snow Emergency events when no vehicles will be allowed on streets. Additional staff time, including some additional overtime, to collect leaves and street sweep as well.

Recommendation

Several staff from various City Departments would need to continue individual and inter-departmental work in order to get this pilot program active. It is unknown when that work and coordination could be completed by.

Respectfully,

Captains Luke Vetter & Katie Gierach – Police
Dave Simpson – Director of Public Works
Jalal Ali – IT Director
Stefanie Escobedo – City Admin/Energov