



Policy No. 17	Page 1 of 5
Title: Municipal Parking	
Authority: Shorewood Village Board	
Date of Issue: December 18, 1989*	Effective Date: March 1, 2022

The Village Board is adopting Policy No. 17 for the purpose of establishing guidelines for the administrative processing of parking permissions and permits in the village of Shorewood.

Administration of overnight parking permissions, and on-street and off-street permits shall be carried out by the Finance Department, and enforcement shall be the responsibility of the Police Department.

Overnight Parking

Per [500-16A\(3\)](#), “Except as otherwise restricted or permitted under Shorewood Village Code, no person shall park any other vehicle not listed in [500-16A\(2\)](#) on any Village street or highway between the hours of 2:00 a.m. and 5:00 a.m. on any day except Saturdays, Sundays or holidays.”

Single Night, On-Street Overnight Parking Permissions

Shorewood residents and guests shall be allowed up to 20 single night, on-street overnight parking permissions per license plate for each calendar year without cost. In order to receive on-street overnight parking permission, the resident or guest must register their vehicle through the online parking module on the Village website prior to 1:00 am of the date on which they are requesting permission. Permission may also be requested in-person at Village Hall or the Police Department from 8:00 am – 4:00 pm. Once the resident or guest completes the online registration, they will receive an automatic receipt with a confirmation number that their request has been processed.

Once a resident or guest exhausts their 20 single night, on-street overnight parking permissions, they must purchase a monthly off-street or on-street overnight parking permit.

Monthly On-Street Overnight Parking Permits

Monthly on-street overnight parking permits, as detailed within [500-16B](#), are available to the public. Vehicles with a valid monthly on-street overnight parking permit shall park in compliance with other posted or adopted regulations. Permits shall be limited to no more than two per Shorewood household unit. Permits for commercial occupants shall not be limited. Monthly on-street overnight parking permits shall be made available at a cost enumerated within the Village Fee Schedule. Vehicles with 3 or more open parking citations that are more than 10 days old will not be able to renew their permit.

Monthly Off-Street Parking Permits

Monthly off-street parking permits may be purchased to park in municipal or certain private lots subject to space limitations. Parkers shall also park in compliance to the daytime limitations posted on each lot, which varies per [500-30A](#). Several lots offer 24-hour permission. Off-street parking permits shall be made available at a cost enumerated within the Village Fee Schedule and may be renewed online. Renewals must be concurrent and paid for by the 25th of each preceding month, in order to guarantee a spot in the same lot for the following month. Renewals after the 25th of the month will be subject to availability. Vehicles with 3 or more open parking citations that are more than 10 days old will not be able to renew their permit.

Parking Lot Rules

- Only vehicles with passenger car license plates, trucks less than one ton and motorcycles are eligible for permit purchase in municipal parking lots.
- All vehicles must be parked within designated parking lines and pull into the space.
- All vehicles must obey the posted signs in each lot.
- All permit holders are obliged to move their vehicle upon notification for snow removal purposes when the snow accumulates to four inches or more or when a snow emergency condition is declared. Instructions as to where the vehicles are to be moved are available on the Village website www.villageofshorewood.org.

Termination of Parking Permits

- Violations of any of these rules may be cause for termination of parking permit privileges by the Village. Citations may also be issued for violations of Village Code provisions. Vehicles with 3 or more open parking citations that are more than 10 days old will not be able to renew their permit.

LOT NAME	LOCATION	PARKING RESTRICTIONS
HUBBARD PARK	3565 N MORRIS	4-hour parking 8:00 am – 8:00 pm, except Sundays and holidays Off-street overnight parking by permit only 12:00 am – 6:00 am
LIGHTHORSE	4041 N OAKLAND	24-hour parking permit only
MENLO	3595 N OAKLAND	2-hour parking 8:00 am – 7:00 pm, except Sundays, holidays and permit holders Off-street overnight parking by permit only 12:00 am – 6:00 am 24-hour parking permit
METRO MARKET	4075 N OAKLAND	Top floor of structure: Permit required for parking from 2:00 am – 5:00 am
OAKLAND NORTH	4448 & 4450 N OAKLAND	2-hour parking 8:00 am – 6:00 pm, except Sundays, holidays and permit holders Off-street overnight parking by permit only 6:00 pm – 6:00 am 24-hour parking permit
RIVER PARK	3501 N OAKLAND	2-hour parking 8:00 am – 7:00 pm, except Sundays, holidays and permit holders Off-street overnight parking by permit only 12:00 am – 6:00 am 24-hour parking permit
VILLAGE HALL / VILLAGE CENTER	3930 N MURRAY	4-hour daytime public parking 8:00 am – 8:00 pm, except Sundays and holidays, unless otherwise posted Off-street overnight parking by permit only 12:00 am – 6:00 am, unless otherwise posted

Special Accommodation Off-Street Parking

Special accommodation off-street parking, for reasons including vacation or temporary medical/personal needs, may be granted within municipal lots, if space is available. In order to be eligible, vehicles must have a valid monthly on-street or off-street parking permit. Accommodations may be granted for up to two weeks per year for an additional cost as enumerated in the Village Fee Schedule. Vehicles with special accommodation parking shall not be required to move their vehicles every 24 hours. These permits must be obtained in-person at the Police Department or Clerks Office at Village Hall between 8:00 am – 4:00 pm at least two business days prior to the request.

Daytime Parking

Residential Congested Commuter Area

The Village of Shorewood has enacted a Residential Congested Commuter Area (RCCA) for the area bounded by the east side of N. Oakland Ave. on the west, the north side of E. Capitol Dr. on the north, E. Lake Dr. on the east and Edgewood Ave. on the south. This area is regulated with two-hour daytime parking limits from 8:00 am – 6:00 pm, except Saturdays, Sundays and holidays. Persons who reside in either a single-family or duplex residence within the RCCA may apply for an annual resident-only parking permit, which exempts their vehicles from the daytime regulations. Before a permit will be issued, the applicant must provide proof of residence. Permits are limited to two per household. These permits must be obtained in person at the Police Department or Clerks Office at Village Hall between 8:00 am – 4:00 pm at least two business days prior to the request.

Service vehicles shall be allowed to park within the RCCA residential parking district without regard to posted daytime parking prohibitions. Special accommodations may also be made for resident caregivers.

See [500-25I](#) for complete details.

Residential Daytime Parking Permit Districts

The Village Board may designate Residential Daytime Parking Permit Districts (RDPPD) for residential areas that are being used for parking by commuter vehicles. These areas shall be regulated for one-hour or two-hour daytime parking between 8:00 a.m. and 4:00 p.m., except Saturdays, Sundays and holidays. Daytime parking permits may be issued to persons who reside in the particular area in which parking is so restricted. Before a permit will be issued, the applicant must provide proof of residence. A permit issued hereunder shall not be valid for more than one year but may be renewed upon expiration, provided that the conditions for issuance exist and the annual fee enumerated within the Village Fee Schedule is paid. These permits must be obtained in person at the Police Department or Clerks Office at Village Hall between 8:00 am – 4:00 pm at least two business days prior to the request.

See [500-25B-H](#) for complete details.

The following Residential Daytime Parking Permit Districts have been approved:

DISTRICT	LOCATION	REGULATIONS
A	West side of N. PROSPECT AVE. between E. Capitol Dr. and N. Jarvis St.	2-hour daytime regulations from 8:00 am – 4:00 pm
B	West side of N. DOWNER AVE. between 120 ft. north of E. Capitol Dr. and N. Jarvis St.	2-hour daytime regulations from 8:00 am – 4:00 pm
C	West side of N. NEWHALL ST. between E. Kenmore Pl. and approximately 300 ft. south thereof; East side of N. NEWHALL ST. between E. Kenmore Pl. and approximately 425 ft. south thereof.	1-hour daytime regulations from 8:00 am – 4:00 pm
D	North side of E. ELMDALE COURT between N. Oakland Ave. and N. Newhall St.	2-hour daytime regulations from 8:00 am – 4:00 pm
E	North side of E. KENMORE PLACE between N. Oakland Ave. and N. Murray Ave.	2-hour daytime regulations from 8:00 am – 4:00 pm
F	E. PINEDALE COURT between N. Morris Blvd. and the end of the street.	2-hour daytime regulations from 8:00 am – 4:00 pm
G	North side of E. LAKE BLUFF BLVD. between N. Bartlett Ave. and N. Morris Blvd.	2-hour daytime regulations from 8:00 am – 4:00 pm
H	3800 block of N. NEWHALL ST. (between E. Beverly Rd. and end of the street)	2-hour daytime regulations from 8:00 am – 4:00 pm

Special Daytime On-Street Parking Permits - E. Capitol Dr. Employees

Shorewood businesses on E. Capitol Dr. east of N. Oakland Ave. without sufficient off-street parking may purchase special daytime on-street parking permits for their employees for a cost as enumerated in the Village Fee Schedule. Similar to the RCCA and the RDPPD, this permit allows employees the ability to park on residential streets within the area (not E. Capitol Dr.) during the weekday, daytime hours. These permits must be obtained in person at the Police Department or Clerks Office at Village Hall between 8:00 am – 4:00 pm at least two business days prior to the request.

*Adopted December 18, 1989

*Revised January 15, 1990

*Revised April 16, 1992

*Revised January 22, 1996

*Revised March 2, 1998

*Revised April 1, 2005

*Revised October 10, 2014

*Revised March 2, 2015

*Policy 39 Overnight Parking Permissions adopted October 5, 2020

*Policies 17 and 39 merged and updated as Policy 17 Municipal Parking January 18, 2022