

## PARKING REMOVAL

### I. PURPOSE:

The following guideline establishes policies and procedures for the Public Works Traffic Engineering Division in handling requests for parking removal.

### II. POLICY:

A study to determine the need for parking removal may be initiated at the request of a citizen, or a City Department. In any instance, all requests will be maintained, along with pertinent information, in a central file. Included with each request will be the result of the study performed and the final determination of policy and action taken on the request. All individuals requesting the study will be advised on the status of their report.

### III. RESPONSIBILITY:

The responsibility for handling such a request will be vested in the Traffic Engineering Division Manager.

### IV. PROCEDURE:

Upon receipt of such a request, the Traffic Engineering Division will:

- A. Immediately notify the appropriate individuals of the receipt of the request by written or oral communication.
- B. Traffic Engineering Personnel will be assigned the study project, which will include, but not be limited to the following:
  1. Twenty-four (24)-hour traffic volume counts.
  2. Traffic patterns at location in question and the adjacent area.
  3. Measurement of existing pavement width.
  4. Accident analysis and preparation of a collision diagram.
  5. Availability of off-street parking.
  6. Check of the classification of street according to the Master Street Plan, as well as the functional use of the street.
  7. Field check and securing of owner and occupant addresses for future action.
  8. Review of correspondence from other agencies, where applicable.
- C. Analysis of data collected to determine if parking removal is warranted.

- D. Individuals initiating the request are advised by written or oral communication of results of the study, planned course of action.
- E. If the removal of parking is warranted, the following process will apply:
  - 1. Notification of each affected owner or occupant by letter describing the course of action, reasons, agency requesting, date course of action will be implemented and the appeal process if desired.
  - 2. Preparation of a signage diagram by Traffic Engineering Division Personnel and work order as appropriate.
  - 3. Installation of the appropriate signage on the designated date.

Approved:



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Bruce T. Moore  
City Manager