

## *Memorandum #10-103*

To: Mayor and City Commission  
From: Doug Russell, City Manager *DR*  
Subject: Parking in the Downtown Area  
Date: June 24, 2010

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At a previous City Commission meeting in January, we had a brief discussion regarding parking in the downtown during special events. Specifically, the request was to provide a means of towing vehicles that were parked in the event boundaries. At the time, the following were expressed:

- A. The expectations of the public
  - a. We currently have signage for parking regulations- special events signage may not be easily achieved
  - b. Currently we tow after a 24-hour period
- B. How will special events be designated
- C. How is information for special events fairly presented to the public for notification

The discussion was closed pending further investigation of these concerns. Review of practices of other municipalities has brought forth a practice that may address the above concerns. Included in this memorandum is the Special Event Guidelines for No Parking for the City of San Diego. While it would need to be modified for the City of Yankton's use, it does provide answers to the concerns expressed above.

If an event coordinator desired no parking zones for an event, a resolution would be passed by the governing body, thus designating the event in the public forum. Event organizers would produce and display no parking signs 48-72 hours in advance of the event. The signs would state what time the event and the towing activity would begin, thus providing notice to the public of the change in operation.

This process would require an ordinance change to address the ability to tow in accordance with this type of process.

In addition to San Diego's policy, I have also included the previous memorandum.

**Recommendation: It is recommended that the Commission discuss the request for no parking during special events and provide staff direction on possible alteration of municipal regulations pertaining to parking.**

## Memorandum No. 10-13

**TO:** Mayor and City Commissioners  
**FROM:** Doug Russell, City Manager *DR*  
**RE:** Downtown Parking  
**DATE:** January 19, 2010

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City Staff had a Commissioner request a discussion item be placed on the agenda to consider an ordinance allowing the towing of cars that are parked in streets occupied by the activities of a respective special event (i.e. Ribfest, Riverboat Days, etc.)

Currently, when there is a street closure for special events, we allow the event coordinators to place barricades on the street around 3AM in advance of the event, allowing cars to leave the street, but preventing new cars from parking. In order to tow cars that remain in the area, an ordinance would have to be enacted, or the current ordinance modified.

Below is our current parking ordinance in the central business district.

*Sec. 14-159. Night parking in the central business district.*

*It shall be unlawful for any person to park a vehicle in the central business district of the city between the hours of 2:00 a.m. and 7:00 a.m. on any day except on Friday, Saturday and Sunday. The central business district is designated with Fourth Street as the North boundary, Pine Street as the East boundary, Levee Street as the south boundary and Broadway as the West boundary. If an emergency snow declaration has been issued, then for the period of time that such declaration is in effect, parking shall not be permitted between the hours of 2:00 a.m. and 7:00 a.m. including Friday, Saturday, and Sunday in the afore described areas.*

Violation of this ordinance does not result in towing. Towing is currently done after a 24 hour violation, except during snow emergencies.

Several items to consider with this discussion are:

- A. The expectations of the public
  - a. We currently have signage for parking regulations- special events signage may not be easily achieved
  - b. Currently we tow after a 24-hour period
- B. How will special events be designated
- C. How is information for special events fairly presented to the public for notification

**Recommendation: The recommendation is to discuss and provide staff direction on possible alteration of parking regulations pertaining to special events.**



## Special Event Guidelines

### No Parking Signage and Towing

#### No Parking Signage

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**N**o Parking signs must be posted seventy-two (72) hours prior to your event start time, including set-up. You must verify that all No Parking signs are placed in their correct location(s) every twenty-four (24) hours from the time of initial placement of the signage and a minimum of twelve (12) hours prior to your event start time. Verification methods include the use of date/time stamped photographs and video recordings.

Missing, collapsed, improperly placed, or damaged signs may prevent you from legally towing vehicles within your event venue and may result in an impact to your overall event plans. All signage must be removed from the venue immediately following the event and no more than 24 hours after the conclusion of all event activities.

In addition to the required equipment, it is important to assess the venue in which your proposed event will be held to develop signage and notification plans that best meet the needs of the event and the neighborhood or business district.

#### Tow Authorization

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Only a representative of the San Diego Police Department can authorize a tow in the public right-of-way. As an event organizer, you must coordinate with the San Diego Police Department for the towing of all vehicles within your event venue prior to the onset of your event activities, including set-up. You will not be allowed to set-up or manage event activities where there are parked cars, even if the area is denoted on your final permit.



## Special Event Guidelines

### No Parking Signage and Towing

#### Vehicles in Venue

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If a vehicle is part of your event plans, the Fire Marshal will require the keys to be removed from the vehicle and held by a responsible third party until the conclusion of your event. The presence of parked cars or static car displays within your venue must be indicated on your site map and noted in your permit application.

#### No Parking Signage Posting Requirements

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- No Parking signs **must be posted 72 hours** prior to your event start time.
- Verification that all No Parking signs are placed in their correct location(s) every twenty-four (24) hours from time of initial placement of the signage **and** a minimum of twelve (12) hours prior to your event set-up start time is required. The documentation must be kept on file and provided to city representatives upon request.
- No Parking signs must be posted on the curb next to the roadway including red, yellow, white, green and blue zone areas.
- No Parking signs must be placed a minimum of every 20 feet (20').
- Additional No Parking signs must be placed in areas where obstructions are present.
- Missing, collapsed, or damaged No Parking signs must be replaced at least daily **and** a minimum of twelve (12) hours prior to your event set-up start time.

#### No Parking Signage Technical Specifications

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- No Parking signs must be an “A” frame type structure (SDMC 86.07). An “A” frame may be constructed of plastic, wood or metal.



## Special Event Guidelines No Parking Signage and Towing

- No Parking signs must be a minimum of 13" x 16". The printed area of the sign must be a minimum of 12" x 15".
- No Parking Tow-Away message on each sign should meet the following requirements:
  - White background.
  - Preprinted message stating at minimum
    - ✓ Tow Away
    - ✓ No Parking
    - ✓ Special Event
  - A temporary sign securely attached to the "A" frame structure must use easily readable lettering and must include:
    - ✓ Tow-Away Times (e.g. 6 AM – 2 PM)
    - ✓ Day/Date
    - ✓ Event Name/Telephone Number
    - ✓ SDPD/619.531-2844
- The temporary No Parking message shall not be pasted over other signage.

### *ACCEPTABLE NO PARKING SIGNAGE*



### *NOT ACCEPTABLE NO PARKING SIGNAGE*

