

Memorandum #10-135

To: Mayor and City Commission
From: Doug Russell, City Manager *DR*
Subject: Special Events Parking Ordinance
Date: July 22, 2010

At the City Commission meeting on June 28th, staff was directed to develop an ordinance providing for towing during an established special event zone which will be approved through a resolution of the Governing Body. Attached to this memo is an ordinance drafted by our City Attorney that would meet that request.

In addition to the ordinance, model signage guidelines have been developed and are attached to this memorandum that can be reviewed by the Governing Body with the applicant at the point of each request and modified as necessary.

Recommendation: It is recommended that the Commission hold a public hearing on July 26, 2010 then approve Ordinance #933.

ORDINANCE #933

**AN ORDINANCE ENACTING SECTION 14-159 OF THE CODE OF
ORDINANCES OF THE CITY OF YANKTON**

**BE IT ORDAINED, BY THE CITY COMMISSION OF THE CITY OF
YANKTON, SOUTH DAKOTA THAT:
SECTION 14-159 BE CREATED AS SUCH:**

14-159. Special Events Parking.

(a) Any person or entity may request that the Board of City Commissioners establish a special events parking zone. Along with its application, the person or entity shall submit a detailed map identifying the boundaries of the zone.

(b) No person shall park a vehicle in a special events parking zone on a date and during a time in which the City Commission has granted authority to a third party to conduct a special event. Vehicles illegally found within the special events parking zone may be towed. The penalty for violating this ordinance is that provided in Section 1-8 of this Code.

(c) No person may claim as a defense to a violation of (b) of this ordinance that he or she lacked proper notice because one or more temporary signs were not in a proper location at a proper time.

First Reading:

Second Reading and Adoption:

Publication:

Effective Date:

David D. Knoff, Mayor

Attest: _____

Al Viereck, Finance Officer



Special Event Guidelines No Parking Signage and Towing

No Parking Signage

No Parking signs must be posted forty-eight (48) 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.

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 twelve (12) 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

Only a representative of the Yankton Police Department can authorize a tow in the public right-of-way. As an event organizer, you must coordinate with the Yankton Police Department for the towing of all vehicles within your event venue prior to the onset of your event activities'

- No Parking signs **must be posted 48 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.
- 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 twenty (20) feet.





City of Yankton

410 - 416 Walnut
P.O. Box 176
Yankton, South Dakota 57078-0176
Phone (605) 668-5221

- 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

- No Parking signs must be an "A" frame type structure. An "A" frame may be constructed of plastic, wood or metal.
- 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
 - ✓ Yankton Police Department Phone Number

