

Contents

CHAPTER 11 - PROCEDURAL POLICIES.....	11-2
11.1 Street Closure Policy.....	11-2
11.1.1 Temporary Street Closure for Purposes Other than Construction or Maintenance (Events).....	11-2
11.1.2 Temporary Street Closure of Streets for Construction or Maintenance	11-2
11.1.2.1 Local (Residential) Streets.....	11-2
From 0-4 Hours	11-2
From 4 Hours to 365 Calendar Days	11-3
11.1.2.2 Local (Residential) Streets to be Closed More Than 365 Calendar Days.....	11-3
11.1.2.3 Collector and Thoroughfares to be Closed Fewer than 365 Calendar Days	11-3
11.1.2.4 Collector and Thoroughfares to be Closed More Than 365 Calendar Days	11-3
11.1.3 Barricading.....	11-3
11.1.4 Street Classifications	11-3
11.2 Restricted Parking on Residential Streets.....	11-3
11.2.1 Restriction on Parking for Entire Block Face	11-4
11.3 Temporary Use of Parking Meter Space.....	11-4
11.3.1 Authority.....	11-4
11.3.2 Meter Rental/Bagging Requests and Fees	11-4
11.3.3 Fees	11-4
11.3.4 Payment.....	11-5
11.3.5 Meter Rental/Bagging Procedure.....	11-5

List of Figures

N/A

List of Tables

N/A

CHAPTER 11 - PROCEDURAL POLICIES

11.1 STREET CLOSURE POLICY

The City Council has authorized the Director of the Transportation and Public Works Department, or the Director's designee ("Director"), the authority to temporarily close streets and alleys. This policy outlines the requirements and process for the temporary closure of streets. This policy shall in no way prevent the City or any other authorized public agency from the emergency closing of a public street, highway, or any other public way for the protection of life or property.

Applicants shall provide a list of proposed streets to be closed to the City through the submission of an application for a street use permit. The application must include the location of the streets proposed to be closed, the date and length of closure, proposed detour routes, a barricade plan prepared by a professional engineer (unless the closure is for 0-4 hours), the name of the company that will provide and install barricades, the applicant's contact information, a statement as to why the closure is necessary, a justification for any full street closures, the construction contractor's name, and applicable licenses and bond numbers. No street closures will be allowed until all requested information has been provided to the City and the City has issued the street use permit.

Applicants must provide notification of the street closures to the public and other stakeholders in accordance with the Temporary Street Closure Procedures promulgated by the Director.

11.1.1 Temporary Street Closure for Purposes Other than Construction or Maintenance (Events)

Requests for temporary street closures for periods of up to three days in duration shall be made at least ten City working days prior to the requested date of the closure so that affected departments may review the request.

Requests for closures for outdoor public events from schools, churches, civic associations, fraternal organizations, neighborhood associations, charitable and other nonprofit organizations, including professional, business, and trade associations, must be submitted to and approved by the Director of the Public Events Department, who will coordinate with other impacted City departments. Closures for pop-up street projects or outdoor public events must follow any additional guidelines and requirements stated in the City's Pop-Up Projects Guide and Outdoor Public Events Policy.

Requests should minimize interference with normal traffic operations, and fire and police emergency vehicle routes. When the temporary closing of a street is requested by individuals or organizations not listed in this subsection, or when the street closure will be for more than three days, City Council approval is required. Sufficient lead time (typically four to six weeks) must be provided for the request to be reviewed and placed on the agenda of the City Council meeting.

11.1.2 Temporary Street Closure of Streets for Construction or Maintenance

11.1.2.1 Local (Residential) Streets

From 0-4 Hours

The City's Field Supervision personnel (Maintenance Foreman, General Foreman, Construction Inspector, etc.) may authorize temporary street closures not to exceed four hours. The Field Supervision personnel shall make notifications of the temporary street closure in accordance with the Temporary Street Closure Procedures.

From 4 Hours to 365 Calendar Days

The Director may authorize temporary street closures, not to exceed 365 calendar days, after proper notification has been made in accordance with the Temporary Street Closure Procedures.

11.1.2.2 Local (Residential) Streets to be Closed More Than 365 Calendar Days

All local streets to be closed more than 365 calendar days for any purpose must be approved by the City Council. Sufficient lead time must be provided for the request to be placed on the City Council meeting agenda. After the closure is approved by the City Council notifications shall be made in accordance with the Temporary Street Closure Procedures.

11.1.2.3 Collector and Thoroughfares to be Closed Fewer than 365 Calendar Days

Requests to close collectors and thoroughfares for construction or maintenance purposes for 365 days or less must be submitted to the Director, through an application for a street use permit submitted at least ten working days prior to the beginning date of the street closure. Notification shall be made in accordance with the Temporary Street Closure Procedures.

11.2.4 Collector and Thoroughfares to be Closed More Than 365 Calendar Days

All collectors and thoroughfares to be closed more than 365 calendar days must be approved by the City Council. Sufficient lead time must be provided for the request to be placed on the City Council meeting agenda. Notifications shall be made in accordance with the Temporary Street Closure Procedures.

11.1.3 Barricading

Barricading of all streets shall be in compliance with the [TMUTCD](#) and the Temporary Street Closure Procedures. Instructions from the Director shall be followed.

11.1.4 Street Classifications

Street classifications used in this Policy shall be in accordance with the definitions in the City's Master Thoroughfare Plan ([MTP](#)). For purposes of this policy, the Director shall have the sole authority in determining when a section of street is functioning as a local, collector, or thoroughfare.

11.2 RESTRICTED PARKING ON RESIDENTIAL STREETS

The following paragraphs contain the policy for permanently removing parking from residential streets. This policy shall in no way alter the power or authority of the City in the control of traffic and parking for the safe and efficient movement of traffic.

11.2.1 Restriction on Parking for Entire Block Face

The restriction on parking on residential streets will be considered when a petition is signed by two-thirds of all property owners, on the side of the street where parking is to be restricted for the entire length of the block.

11.3 TEMPORARY USE OF PARKING METER SPACE

The Transportation and Public Works Department handles all requests for rental/bagging of parking meter spaces including those requests resulting from the construction or remodeling of a building. Requests resulting from these building activities, and which require a building permit, are handled by the Permit Center in the Development Services Department.

11.3.1 Authority

- The City Traffic Engineer, or duly authorized designee (Parking Manager), is authorized to install or place parking meters at the established parking meter rates. Each parking meter shall be placed upon the curb alongside of or next to the parking spaces.
- The City Traffic Engineer or Parking Manager shall provide for the installation, regulation, control, operation, and use of the City's parking meters and shall maintain such meters in good operating condition. Parking meters shall be capable of being operated, either automatically or mechanically, upon the deposit therein of a designated coin or coins of United States currency or electronic payment method, for the full period of time for which parking is lawfully permitted at any of the established parking meter rates.

11.3.2 Meter Rental/Bagging Requests and Fees

When it is deemed necessary to rent/bag meters relating to construction work being performed in the street, sidewalk, or adjacent property, an initial permit fee per metered space per day shall be required. On certain occasions, it may become necessary for a contractor working in the street or on the sidewalk to utilize unmetered curb space that has been designated "Time Limit parking" or "No Parking". When this occurs, the City Traffic Engineer is empowered to authorize temporary use of such space based on a temporary encroachment fee structure. In addition, when a commercial firm or other organization shows a reasonable need for renting/bagging metered parking spaces for non-advertising purposes and non-construction type work like special events, the City Traffic Engineer is empowered to authorize such rentals, and an initial permit fee per metered space per day shall be required. An expedited fee is also required under a certain turnaround time. All requirements and fees for meter rentals/bagging can be found on the City's [webpage](#).

11.3.3 Fees

Contractors and private individuals shall pay for meter rentals and bagging fees. Where the City Traffic Engineer finds such use to be in the public interest and for the general welfare, civic associations, fraternal groups, charitable and other non-profit organizations, including professional and trade associations, may be granted limited use of up to four metered spaces without charge for such purposes as the review of a parade or the movement of out-of-town delegates or visitors to and from a convention or similar special events. **Requests of this type shall be limited to no more than four metered spaces and for periods not exceeding one**

day at a time. Applications for more extensive space, or for longer periods of time, shall be referred to the City Council for a decision based on public convenience and welfare.

Where an event is deemed by the City Council to be of sufficient importance to the public to justify the closing of a street for any special event, no charge shall be made for the parking spaces involved.

11.3.4 Payment

- Immediate payment is required by all.

11.3.5 Meter Rental/Bagging Procedure

- The Parking Management Section has the responsibility of bagging meters for rentals.
- Normal workdays are 8:00 a.m. to 5:00 p.m., Monday through Friday.
- All meter bagging will be completed by 8:30 p.m. the day prior to rental day.
- Upon permit expiration, meter bags will be removed.