



**CITY OF URBANA, ILLINOIS
DEPARTMENT OF PUBLIC WORKS**

ADMINISTRATION

MEMORANDUM

TO: Bruce K. Walden, Chief Administrative Officer
FROM: William R. Gray, Public Works Director
James M. Kelly, Operations Manager
DATE: April 5, 2005
RE: Vehicles Parked in Temporary No Parking Zones

INTRODUCTION

The Public Works Department developed a policy as directed by City Council to give sufficient notice to all vehicle owners with vehicles parking on public streets where maintenance and/or repair work was scheduled. The policy required the posting of notices at least 72 hours prior to the commencement of scheduled work (i.e. street sweeping, tree trimming, etc.). To fully implement this policy, an ordinance change (see attached) is needed to clarify financial responsibility for towing vehicles, which are parked in temporary no parking zones.

FINANCIAL IMPACTS

There will be no cost to the City other than the expense for posting and monitoring no parking signs in the work area. This ordinance will clearly establish the vehicle owner's financial responsibility for parking in a no parking zone and it will allow maintenance to occur in areas that are typically inaccessible because vehicles are parked along the street.

RECOMMENDATION

It is recommended that "AN ORDINANCE AMENDING URBANA LOCAL TRAFFIC CODE SECTION 23-274, REGARDING 'Vehicles Parked in Temporary No-Parking Zones'" be approved.

Attachments: Public Works Policy 8.24
Current Language of Local Traffic Code
Code Revision Sheet
Ordinance

**URBANA PUBLIC WORKS DEPARTMENT POLICY & PROCEDURE
MANUAL**

Section: Office Procedures	Section No: 8.24	Page 1 of 1
Subject: Vehicle Towing Procedure	Effective: March 19, 2001	
	Revised:	

Scope: All Public Works Crews

Purpose: To give sufficient notice to all vehicle owners with vehicles parked on streets where maintenance and/or repair work is scheduled so they may voluntarily move their vehicles before having the vehicles towed at the owner's expense, the following procedure shall be practiced:

Procedure: At least 72 hours prior to the beginning of the maintenance and/or repair work, Public Works crews must install standard 11" x 17" black on orange laminated no parking signs in the right-of-way approximately 2 feet from the curb. These signs must be installed at a minimum height of 4 feet above the street. Whenever possible, the signs should be located on streetlight poles and secured with plastic straps. The signs shall be set at a maximum of 100 feet apart.

For large scale maintenance/repair work such as leaf sweeping, in addition to the signs in the right-of-way, a Type 2 barricade with a temporary no parking sign attached to it, shall be installed at the beginning of each block. Public Works crews are to place black on orange fliers on the windshields of all vehicles parked in streets designated as no parking. Public Works crews will inspect the signage every 24 hours to replace any damaged or missing signs. When the work covers large areas, the media will be notified of the area to be posted.

Seventy-two hours after the signs have been posted, any cars parked in the designated no parking area will be towed at the owner's expense. Public Works crews must contact Parking Enforcement employees so they can ticket the vehicles and remove them according to Police Department policy.

This replaces page _____ Section _____ dated _____.

This is a new page: Approved by _____

Current language of Local Traffic Code Section 23-274

Sec. 23-274. Vehicles parked in temporary no parking areas.

(a) No person shall park any vehicle in a temporary no parking area, after the time such area goes into effect, if temporary no parking signs are properly posted under the authority of the posting authority.

(b) At least twenty-four (24) hours prior to the onset of the prohibition of parking in such area, temporary no parking signs shall be placed at least one (1) for every one hundred (100) feet along the area where parking is so prohibited. The posting authority or the designee thereof, who caused the temporary no parking area to be so posted shall certify in writing that such person has inspected those areas where such signs are posted at the time such temporary no parking signs were posted and that such signs were properly posted in accordance with this traffic code. Further, the posting authority who caused the temporary no parking area to be so posted shall certify that such person or the designee thereof has inspected those areas where temporary no parking signs are posted at least once in each twenty-four (24) hour period following the initial posting and that all signs are still erect, visible and legible, or that such person has caused a replacement of any signs which were not erect, visible and legible. The posting authority or the designee thereof shall also identify by make, model, license number and location those vehicles which were found parked in the area when the temporary no parking signs were first erected in such area.

(c) Any vehicle parked in a temporary no parking area prior to the erection of temporary no parking signs and remaining parked in the same location after the erection of such signs may be ordered by any police officer of the city or by the posting authority who caused erection of such signs to be towed by a towing service. If such vehicle is towed, the city shall be responsible for all towing and impoundment expenses and the registered owner of such vehicle shall be

notified of the tow and procedures for reclamation of the vehicle by telephone, if practical, and by certified mail.

(d) Any vehicle parked or subsequently relocated in a temporary no parking area after the time that parking in such area became prohibited by virtue of the erection of temporary no parking signs pursuant to this section may be towed by a towing service upon the order of any police officer of the city or the posting authority who caused the erection of such signs.

(Ord. No. 9697-123, § 23-19-4, 4-21-97)

CODE REVISION SHEET

City of Urbana Code of Ordinances

ORDINANCE NO. _____

Sec. 23-274. Vehicles parked in temporary no parking areas.

(a) No person shall park any vehicle in a temporary no parking area, after the time such area goes into effect, if temporary no parking signs are properly posted under the authority of the posting authority.

(b) At least ~~twenty-four (24)~~ seventy-two (72) hours prior to the onset of the prohibition of parking in such area, standard 11" x 17", black on orange laminated, temporary, no parking signs shall be placed at least one (1) for every one hundred (100) feet in the right-of-way along the area where parking is so prohibited. These signs must be installed at a minimum height of 4 feet above the street. The posting authority or the designee thereof, who caused the temporary no parking area to be so posted shall certify in writing that such person has inspected those areas where such signs are posted at the time such temporary no parking signs were posted and that such signs were properly posted in accordance with this traffic code. For large scale maintenance/repair work such as leaf sweeping, in addition to the signs in the right-of-way, a Type 2 barricade with a temporary no parking sign attached to it, shall be installed at the beginning of each block. The posting authority shall place black on orange fliers on the windshields of all vehicles parked in streets designated as no parking. Further, the posting authority who caused the temporary no parking area to be so posted shall certify that such person or the designee thereof has inspected those areas where temporary no parking signs are posted at least once in each twenty-four (24) hour period following the initial posting and that all signs are still erect, visible and legible, or that such person has caused a replacement of any signs which were not erect, visible and legible. ~~The posting authority or the designee thereof shall also identify by make, model, license number and location those vehicles which were found parked in the area when the temporary no parking signs were first erected in such area.~~

(c) Any vehicle parked in a temporary no parking area prior to the erection of temporary no parking signs and remaining parked in the same location more than seventy-two hours after the erection of such signs may be ordered by any police officer of the city or by the posting authority who caused erection of such signs to be towed by a towing service. If such vehicle is towed, the city-registered owner of the vehicle shall be responsible for all towing and impoundment expenses and the registered owner of such vehicle shall be notified of the tow and procedures for reclamation of the vehicle by telephone, if practical, and by certified mail.

(d) Any vehicle parked or subsequently relocated in a temporary no parking area after the time that parking in such area became prohibited by virtue of the erection of temporary no parking signs pursuant to this section may be towed by a towing service upon the

order of any police officer of the city or the posting authority who caused the erection of such signs. Such towing and impoundment shall be at the vehicle owner's expense.

**AN ORDINANCE AMENDING URBANA LOCAL TRAFFIC CODE SECTION 23-274
REGARDING "VEHICLES PARKED IN TEMPORARY NO-PARKING ZONES"**

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, as follows:

Section 1. That Section 23-274 of the Code of Ordinances of the City of Urbana is amended to read as follows:

Sec. 23-274. Vehicles parked in temporary no parking areas.

(a) No person shall park any vehicle in a temporary no parking area, after the time such area goes into effect, if temporary no parking signs are properly posted under the authority of the posting authority.

(b) At least seventy-two (72) hours prior to the onset of the prohibition of parking in such area, standard 11" x 17", black on orange laminated, temporary, no parking signs shall be placed at least one (1) for every one hundred (100) feet in the right-of-way along the area where parking is so prohibited. These signs must be installed at a minimum height of 4 feet above the street. The posting authority or the designee thereof, who caused the temporary no parking area to be so posted shall certify in writing that such person has inspected those areas where such signs are posted at the time such temporary no parking signs were posted and that such signs were properly posted in accordance with this traffic code. For large scale maintenance/repair work such as leaf sweeping, in addition to the signs in the right-of-way, a Type 2 barricade with a temporary no parking sign attached to it, shall be installed at the beginning of each block. The posting authority shall place black on orange fliers on the windshields of all vehicles parked in streets designated as no parking. Further, the posting authority who caused the temporary no parking area to be so posted shall certify that such person or the designee thereof has inspected those areas where temporary no parking signs are posted at least once in each twenty-four (24) hour period following the initial posting and that all signs are still erect, visible and legible, or that such person has caused a replacement of any signs which were not erect, visible and legible.

(c) Any vehicle parked in a temporary no parking area prior to the erection of temporary no parking signs and remaining parked in the same location more than seventy-two hours after the erection of such signs may be ordered by any police officer of the city or by the

posting authority who caused erection of such signs to be towed by a towing service. If such vehicle is towed, the registered owner of the vehicle shall be responsible for all towing and impoundment expenses and the registered owner of such vehicle shall be notified of the tow and procedures for reclamation of the vehicle by telephone, if practical, and by certified mail.

(d) Any vehicle parked or subsequently relocated in a temporary no parking area after the time that parking in such area became prohibited by virtue of the erection of temporary no parking signs pursuant to this section may be towed by a towing service upon the order of any police officer of the city or the posting authority who caused the erection of such signs. Such towing and impoundment shall be at the vehicle owner's expense.

Section 2. The City Clerk is directed to publish this Ordinance in pamphlet form by authority of the corporate authorities, and this Ordinance shall be in full force and effect from and after its passage and publication in accordance with Section 1-2-4 of the Illinois Municipal Code.

This Ordinance is hereby passed by the affirmative vote, the "ayes" and "nays" being called, of a majority of the members of the Council of the City of Urbana, Illinois, at a meeting of said Council.

PASSED by the City Council this _____ day of _____,
_____.

AYES:

NAYS:

ABSTAINS:

Phyllis D. Clark, City Clerk

APPROVED by the Mayor this _____ day of _____,
_____.

Tod Satterthwaite, Mayor