



**CONSTRUCTION PARKING
MANAGEMENT POLICY**

1.0 GENERAL

1.1 INTRODUCTION

The building or remodeling of a home is an exciting time for the homeowner. Conversely, this construction can become burdensome and disruptive to adjoining residents living each day with a project often lasting more than twenty-four months. Adding to these impacts is a paramount need for the Town of Highland Park to effectively manage the streets for safe passage by the public and emergency vehicles.

Through its nearly 100 years of existence, the Town has enjoyed the amicable and cooperative working relationship between existing and new residents alike. The Town of Highland Park works diligently to ensure that this community trait continues during the construction of any project.

1.2 PURPOSE

The purpose of this Construction Parking Management Policy (the “Policy”) is to provide continuity under which certain physical aspects of construction parking management will be implemented.

These standards cannot anticipate all situations. They are intended to assist, but not to substitute for common sense practices by construction professionals. The Town of Highland Park does not intend to limit any innovative or creative efforts that could result in better quality, decreased disruption, or both.

If the project changes ownership, contracting services, or both, the Town’s Developmental Services Department must be notified, and the new ownership or contracting services must agree in writing to comply with an approved Construction Parking Management Plan (the “Plan”). Any departure from the Plan must be submitted in writing and approved by the Building Official.

1.3 APPLICABILITY

This Policy shall govern the construction parking for both public and private construction projects within the Town of Highland Park. This policy shall apply to home remodeling projects at the discretion of the Building Official.

1.4 DEFINITIONS

Construction Parking Management Policy – A Construction Parking Management Policy is a document to provide procedures under which certain physical aspects of construction parking management will be implemented.

Construction Parking Management Plan - A Construction Parking Management Plan is a combination of documents and specifications that clearly define the steps that will be taken to demonstrate how to minimize parking impacts to the community.

Disturbance Area – Any portion of a street, avenue, boulevard, drive, parkway, or roadway where construction vehicles are parked for purposes of construction (development).

2.0 CONSTRUCTION PARKING MANAGEMENT PLAN

2.1 PARKING MANAGEMENT PLAN

All construction projects of a scope or duration that will, at the discretion of the building official, adversely impact residential parking, must submit a Construction Parking Management Plan as part of the building permit application.

2.2 PARKING MANAGEMENT PLAN INFORMATION

The Construction Parking Management Plan shall provide a detailed description of how parking will be addressed, including, but not limited to:

- Homeowner's name
- Project's address
- Contractor's information
 - contractor's name
 - contractor's business name
 - contractor's business phone number
 - 24-Hour emergency contact number
 - on-site foreman's name
 - on-site foreman's cell phone number
- Estimated beginning and ending of construction
- Number of available on-site parking spaces
- Days of week and time period(s) for on-street parking
- Average per-day on-street parking occupancy
- A detailed description (diagram or schematic if needed) of the total project disturbance area the where contractor, sub-contractor(s), and all applicable vehicles related to the construction or remodeling will be parked.
- Any other traffic and/or pedestrian concern

2.3 PUBLIC NOTIFICATION

The contractor is required to distribute a letter of construction notice to all residents within the disturbance area no later than ten (10) days prior to construction. The letter shall provide a brief description of the project, and provide a contact list with associated phone numbers as stated in Section 2.2 of this Policy. Furthermore, the letter must advise the citizens that a copy of the parking plan is available for review at the construction site and at the Town's Building Inspections office (see attached sample letter).

The letter must be written on the contractor's business letterhead. A copy of the letter must be submitted as part of the building permit application.

2.4 COMPLAINTS

All construction vehicle parking complaints directed to the contractor or the Town will be given prompt and courteous attention. The general contractor, or its project site representative, shall be available during construction operations to see that all construction vehicle parking complaints are resolved immediately, and in accordance with the submitted parking plan.

3.0 PARKING REGULATIONS

3.1 STOPPING, STANDING, OR PARKING PROHIBITED IN CERTAIN PLACES.

(a) An operator may not stop, stand, or park a vehicle:

- (1) on the roadway side of a vehicle stopped or parked at the edge or curb of a street;
- (2) on a sidewalk;
- (3) in an intersection;
- (4) on a crosswalk;
- (5) between a safety zone and the adjacent curb or within 30 feet of a place on the curb immediately opposite the ends of a safety zone, unless the governing body of a municipality designates a different length by signs or markings;
- (6) alongside or opposite a street excavation or obstruction if stopping, standing, or parking the vehicle would obstruct traffic;
- (7) on a bridge or other elevated structure on a highway or in a highway tunnel;
- (8) on a railroad track; or
- (9) where an official sign prohibits stopping.

(b) An operator may not, except momentarily to pick up or discharge a passenger, stand or park an occupied or unoccupied vehicle:

- (1) in front of a public or private driveway;
- (2) within 15 feet of a fire hydrant;
- (3) within 20 feet of a crosswalk at an intersection;
- (4) within 30 feet on the approach to a flashing signal, stop sign, yield sign, or traffic-control signal located at the side of a roadway;
- (5) within 20 feet of the driveway entrance to a fire station and on the side of a street opposite the entrance to a fire station within 75 feet of the entrance, if the entrance is properly marked with a sign; or
- (6) where an official sign prohibits standing.

(c) An operator may not, except temporarily to load or unload merchandise or passengers, park an occupied or unoccupied vehicle:

- (1) within 50 feet of the nearest rail of a railroad crossing; or
- (2) where an official sign prohibits parking.

(Sec. 545.302, Texas Transportation Code)

3.2 ON-SITE CONSTRUCTION STREET PARKING

Vehicles associated with the construction site shall be parked on the construction site where possible. Otherwise, they shall be legally parked on the public street in accordance with Town's codes and ordinances. Construction vehicles shall be legally parked adjacent to the construction site and/or as directed by the Town of Highland Park's Department of Public Safety.

3.3 PARKING CONFLICTS

Should there be a parking conflict between two or more contractors working within the same area, all parking plans submitted within the affected area will be reviewed. A revision of one or more plans may be required. Parking plans cannot anticipate all situations. They are intended to assist, but not to substitute for common sense practices by construction professionals. The Town of Highland Park does not intend to limit any innovative or creative efforts that could result in better quality, decreased disruption, or both.

3.4 PARKING CONSOLIDATION

The general contractor should make hourly assessments of the on-street parking to consolidate construction vehicles as close to the construction site as space permits. This may assist in reducing the parking disturbance area throughout the day. It is the responsibility of the general contractor to manage its construction parking in such a manner to avoid unnecessary inconvenience, and/or, annoyance to the public and to neighboring properties.

3.5 ONE WAY AND TWO WAY PARKING REGULATIONS.

(a) An operator who stops or parks on a two-way roadway shall do so with the right-hand wheels of the vehicle parallel to and within 18 inches of the right-hand curb or edge of the roadway.

(b) An operator who stops or parks on a one-way roadway shall stop or park the vehicle parallel to the curb or edge of the roadway in the direction of authorized traffic movement with the right-hand wheels within 18 inches of the right-hand curb or edge of the roadway or the left-hand wheels within 18 inches of the left-hand curb or edge of the roadway. This subsection does not apply where a local ordinance otherwise regulates stopping or parking on the one-way roadway.

(c) A local authority by ordinance may permit angle parking on a roadway. This subsection does not apply to a federal-aid or state highway unless the director of the Texas Department of Transportation determines that the roadway is wide enough to permit angle parking without interfering with the free movement of traffic. (Sec. 545.303, Texas Transportation Code)

3.6 TEN FEET OF ROADWAY TO BE LEFT AVAILABE FOR TRAFFIC

No person shall stop, stand, or park any vehicle upon a street in such a manner or under such conditions as to leave available less than ten (10) feet of the width of the roadway for free movement of vehicular traffic. (Sec. 12.07.002, Highland Park Code Ordinances)(1971 Code, sec. 15-138)

3.7 PARKING BETWEEN LINES

Whenever parking spaces are marked by lines on the pavement, whether for parallel or angle parking, a vehicle must be parked entirely within the lines of the parking space. (Sec. 12.07.003, Highland Park Code of Ordinances)(1971 Code, sec. 15-139(b))

3.8 PARKING IN ALLEYS

No person shall park a vehicle within an alley in such a manner or under such conditions as to leave available less than ten (10) feet of the width of the roadway for the free movement of vehicular traffic, and no person shall park a vehicle within an alley in such position as to block the driveway entrance to any abutting property. (Sec. 12.07.004, Highland Park Code of Ordinances)(1971 Code, sec. 15-140)

3.9 FIRE LANES

Fire lanes shall be designated as such by continuous painted lines of red traffic paint placed upon the curb adjacent to the fire lane and red stripes six (6) inches in width with the words “No Parking–Fire Lane” painted white four (4) inches in width at 25-foot intervals painted on the pavement around the periphery of the fire lane, and/or by upright signs with the words “Fire Lane.” It shall be the duty of the Fire Marshal of the Town to determine the combination, location, and number of these fire lane markings. It shall be unlawful for any person to park a vehicle in a fire lane. It shall also be unlawful to place any objects, materials, or equipment in a fire lane. (Sec. 12.07.005, Highland Park Code of Ordinances)(1971 Code, sec. 15-141)

3.10 PARKING ON STREETS UNDER REPAIR

In any case where any street in the Town is being torn up, repaired, or paved, or where any work is being done under the same, making necessary the regulation of traffic thereon, the Chief of Police is hereby authorized to prevent parking, either altogether or to any extent deemed necessary by him, for any certain period of time that may be necessary, or to close the street to traffic altogether for such period of time, by erecting thereon official signs with the parking restrictions clearly stated on such signs. (Sec. 12.07.006)(1971 Code, sec. 15-142)

3.11 PARKING FOR MORE THAN TWENTY-FOUR HOURS

(a) No person shall permit any vehicle to remain standing or parked upon any street, highway or alley or in any public place within the Town for a longer continuous period of time than twenty-four (24) hours.

(b) The leaving of any vehicle for more than twenty-four (24) hours upon any street, highway or alley or in any public place within the Town is and is hereby declared a nuisance. (Sec. 12.07.007, Highland Park Code of Ordinances)(1971 Code, sec. 15-143)

3.12 PARKING ON VACANT LOT; PARKING ON PRIVATE PROPERTY WITHOUT CONSENT OF OWNER

It shall be unlawful for any person, other than the owner of the lot, to park or store a motor vehicle on a vacant lot within the Town. It shall be unlawful to park any motor vehicle on any other private property without the consent of the owner of the property. (Sec. 12.07.010, Highland Park Code of Ordinances)(1971 Code, sec. 15-146)

3.13 BLOCKING ACCESS TO CONTAINERS

It shall be unlawful to stop, stand, or park a vehicle or trailer on public or private property in a manner that prevents access to a residential solid waste or recycling container by a collection vehicle that is attempting to service the container. For the purposes of this article, it shall be presumed that the owner of record of any violating vehicle or trailer is the person who stopped or parked the vehicle or trailer in the offending location. (Sec.13.05.011, Highland Park Code of Ordinances)

4.0 PARKING ENFORCEMENT

4.1 ON-SITE INSPECTIONS

The Town will periodically inspect construction sites to assure compliance with the Construction Parking Management Plan. A copy of the Construction Parking Management Plan shall be on-site during construction operations.

4.2 CITATION FOR ILLEGAL PARKING

(a) Whenever any motor vehicle without driver is found parked or stopped in violation of any of the restrictions imposed by this chapter or other ordinance of this Town or by State law, the officer finding such vehicle shall take its registration number and may take any other information displayed on the vehicle which may identify its user, and shall conspicuously affix to such vehicle a traffic citation, on a form provided by the Town Secretary, for the driver to answer to the charge against him within ten (10) days during the hours and at a place specified in the citation.

(b) If a violator of the restrictions on parking or standing under the traffic laws or ordinances does not appear in response to a traffic citation affixed to such motor vehicle within a period of ten (10) days, the Clerk of the Municipal Court shall send the owner of the motor vehicle to which the traffic citation was affixed a letter informing him of the violation and warning him that, in the event such letter is disregarded for a period of five (5) days, a warrant of arrest will be issued. (Sec. 12.07.012, Highland Park Code of Ordinance)(1971 Code, sec. 15-149)

4.3 RESPONSIBILITY OF VEHICLE OWNER FOR PARKING VIOLATIONS AND PRESUMPTION RELATIVE THERETO

(a) No person shall allow, permit or suffer any vehicle registered in his name to stand or park in any street in the Town in violation of any provision of this chapter regulating the standing or parking of vehicles.

(b) In any prosecution charging a violation of any law or regulation governing the standing or parking of a vehicle, proof that the particular vehicle described in the complaint was parked in violation of any such law or regulation, together with proof that the defendant named in the complaint was, at the time of such parking, the registered owner of such vehicle, shall constitute in evidence a prima facie presumption that the registered owner of such vehicle was the person who parked or placed such vehicle at the point where, and for the time during which, such violation occurred. This presumption shall apply only when the procedure prescribed in section 12.07.012 has been followed. (Sec. 12.07.013)(1971 Code, sec. 15-150)

4.4 NON-COMPLIANCE

It is the responsibility of the general contractor to manage all aspects of the construction site at all times. If a history of non-compliance to this Policy or the Plan, is established, the Town reserves the right to issue a “Stop Work Order” on construction activities until all violations are resolved.



CONSTRUCTION PARKING MANAGEMENT PLAN

HOMEOWNER INFORMATION

Property Owner's Name:

Property Address:

CONTRACTOR INFORMATION

Contractors Name:

Primary Business Address:

City:

State:

ZIP Code:

Business Telephone:

Business Fax:

24-Hour Emergency Phone Number:

Business Email Address:

On-Site Foreman's Name:

On-Site Forman's Cell Phone Number:

CONSTRUCTION INFORMATION

Start Date:

End Date:

Number of available on-site parking spaces:

Average per-day on-street parking occupancy:

Days of the week and time periods for on-street parking:

Description of the total project disturbance area where contractor, sub-contractor, and all applicable vehicles related to the construction or remodeling will be parked (use additional pages and/or submit a diagram or schematic if needed):

SAMPLE LETTER

GENERAL CONTRACTOR'S BUSINESS LETTER HEAD

Business Address:

Business Phone:

Business Email:

CONSTRUCTION NOTICE

(ADDRESS OF CONSTRUCTION SITE)

(DATE THE LETTER WILL BE SENT, EX: AUGUST 2, 2012)

Dear Resident:

Beginning (**construction start date**), (**name of contractor's company**) Contracting Services, will begin construction at (**construction site address**). The construction is expected to last (**number of months**) months. Work hours are (**days of week and hours**). Construction vehicles will be parked along (**location(s) of all the streets construction vehicles will be parked**). There will be approximately (**number of vehicles**) construction vehicles parked in this area per day during construction. A copy of the Construction Parking Management Plan will be available at the construction site and at the Town's Building Inspection office, 4700 Drexel Drive, Highland Park, TX 75205.

Please contact (**contractor's name**), or (**contractor's job-site representative's name**), at (**cell phone number**) should you experience any inconveniences because of the construction. For emergencies or after-hours, please call (**24-hour contact phone number**).

To register a complaint with the Town, please log onto the Town's Citizen Request Management (CRM) system located at <https://user.govoutreach.com/highlandpark/>

(**Contractors Company**) appreciates your patience and cooperation. Our goal is to complete the construction in a timely manner with minimal disruption to you and the Town of Highland Park.

Sincerely,

(Name)

(Title)