



PARKING RESTRICTIONS POLICY

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PURPOSE:

It is the intent of the City of Concord to maintain safe and unobstructed flow of traffic along City maintained streets. The purpose of this policy is to establish clear guidelines for citizens and City staff to address requests and concerns related to parking along City streets.

POLICY:

- Requests/concerns related strictly to enforcement of parking violations (i.e. parking in front of a fire hydrant, blocking a driveway, parking on a sidewalk, etc.) should be directed to the Code Enforcement Division of the Concord Police Department at (704)-920-5150. Further contact information can be found on the City web page located at: <https://www.concordnc.gov/Departments/Police/Operations-Bureau/Code-Enforcement>.
- Parking Ordinances are covered under Chapter 58 – Article VII of the City of Concord Code of Ordinances.
- In accordance with the Code of the City of Concord Section 58-249, the Transportation Director is authorized to designate up to 200 feet of length in which the stopping, standing or parking of vehicles would create an especially hazardous condition or would cause unusual delay in traffic.
- Requests will be considered in the order in which they are received unless any Traffic Safety Advisory Committee (TSAC) member determines a particular area merits immediate consideration due to public safety concerns.
- Any newly erected sign will be mounted on a standard u-channel post. Neighborhoods, or other entities with decorative signs will be responsible for installing decorative materials in accordance with their respective encroachment agreements.
- If it is discovered that decorative signs exist in neighborhoods or other areas and a valid encroachment agreement does not exist, the HOA or other organization will be required to request an agreement from the City of Concord or remove all decorative elements and replace them with standard materials at the expense of the HOA or other entity.
- Repeat requests for parking restrictions will not be considered within a 36 month time period without sufficient cause. Sufficient cause is determined at the discretion of the Transportation Director and/or the Traffic Safety Advisory Committee (TSAC).
- Requests for parking restrictions to address law enforcement issues other than traffic safety will not be considered under this policy.

IMPLEMENTATION:

Step One:

Parking restrictions on a block or street may be initiated upon the following:

- Request of a City of Concord Department or City Council directive.
- Request of the residents (resident owners or lessees) of the street or block.
- Request of any user of the street facility.
- Identification by Transportation staff of a potential problem.

Citizens or Neighborhood Organizations (hereinafter “Applicant”¹) requesting parking restrictions for a specific area should submit a Parking Restrictions Request Form to the Transportation Department where their request will be registered. A copy of the Parking Restrictions Request Form is available on the Policies

¹ Applicant – Resident, petitioners, neighborhood association, or other entity initiating the request

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and Regulations section of the Transportation Department's page: <https://www.concordnc.gov/Departments/Transportation/Policies-and-Regulations>. Staff will initiate a study to investigate the request(s) in question and make a determination as to whether or not the need for signage or other measures is present.

- 1) If an especially hazardous condition or unusual delays in traffic are identified, the Transportation Department will determine if the request warrants immediate action and, if necessary, will implement measures in accordance with Section 58-249 of the City of Concord Code of Ordinances.
- 2) If no especially hazardous conditions or unusual delays in traffic are identified, the request will be forwarded to the Code Enforcement Division of the Concord Police Department to be evaluated for enforceability.

Step Two:

Once an evaluation of the request has been completed, the request will be discussed at the next feasible monthly TSAC meeting. The Applicant will be notified of any recommendations within 5 business days from the TSAC meeting in which the request is discussed. Typical recommendations include but are not limited to:

- 1) The identified concerns have been determined to be especially hazardous or cause unusual delays and TSAC is taking appropriate actions to help alleviate the issues.
- 2) The identified concerns have been determined to be enforceable violations and TSAC has recommended additional signage to reinforce driver knowledge of potential violations along with referral to Code Enforcement for targeted enforcement.
- 3) The identified concerns have been determined to be enforceable violations and the request has been referred to the Code Enforcement Division of the Concord Police Department for targeted enforcement. No additional measures are recommended at this time.
- 4) The identified concerns have not been determined to be parking code violations, nor have they been identified as causing hazardous conditions or unusual delays in traffic.

Step Three:

If a request warrants recommendations # 3 or # 4 above, or a request pertains to more than 200 feet of street, and the Applicant desires to continue a request for additional signage or other measures, a petition will be required. It is the Applicant's responsibility to obtain the signatures of at least 75% of the property owners² (one per property) on the entire street(s). Names, addresses, and telephone numbers are required on the Parking Restrictions Petition Form. The petition must state and/or show the location, including which side of the street the proposed restriction(s) is to apply. Property owners on both sides of the street must sign the petition. Once the petition form is returned to the Transportation Department along with a verification statement from the Applicant, City staff will validate the petition and will schedule a Public Hearing before City Council.

Failure to return a complete and valid petition in support of the proposed restrictions containing the required 75% of property owners represented within 6 months of notification will cause the request to be denied and ineligible for re-evaluation for a period of 36 months.

Step Four:

If approved, appropriate regulatory signs will be installed and Concord Police will be advised of the change.

² Property Owner – Individual or entity in possession of title for the land, building, or other. Renters/ Tenants will not be considered.



Request for Parking Restrictions

(Please Read the City's Parking Restrictions Policy Prior to Submitting Request)

Name of Applicant: _____

Subdivision (if applicable): _____

Address: _____

Day phone #: _____

E-mail address: _____

Neighborhood association (HOA) if applicable: _____

Does your neighborhood have decorative signs? _____ (Yes/No/Unsure)

Does a valid encroachment agreement exist for decorative signs? _____ (Yes/No/Unsure)

Please tell us the location of the requested parking restrictions (addresses, cross streets, etc.). Be as specific as possible:

Please tell us about the reason for the Parking Restrictions request:

I have read the City of Concord Parking Restrictions Policy and agree to be the named Applicant for this request. _____ Date: _____

Signature of Applicant

Please submit your request by mail, or email to edwardsg@concordnc.gov. Further contact information for the Administrative Division can be found on the Transportation Department Contacts page on the City of Concord website at <https://www.concordnc.gov>.

Transportation

635 Alfred Brown Jr. Court SW., P.O. Box 308, Concord, NC 28026

Phone (704) 920-5338 • Fax (704) 795-0404



**PARKING RESTRICTIONS PETITION
VERIFICATION STATEMENT**

There are a total of _____ properties along _____.
There are _____ valid signatures on the Parking Restrictions Petition Form, which represent
_____ % of the properties along the identified street segment(s).

I verify the signatures on the Parking Restrictions Petition Form are those of the property owners of record, that they are valid, and that only one signature per property/business has been considered in the above percentage.

Signature of Applicant

Date: _____

