



ARAPAHOE COUNTY
COLORADO'S FIRST

ARAPAHOE COUNTY PUBLIC WORKS & DEVELOPMENT STANDARD OPERATING PROCEDURE (SOP)

SOP Number: 2020.24.8

TITLE: Temporary “No Parking” Zones

PURPOSE: To define the procedures for standardization and deployment of temporary NO PARKING signs in construction work zones.

SCOPE: The standardization and deployment of temporary NO PARKING signs in construction work zones requires the following:

1. Approval from the Public Works and Development Director
2. Determining the physical characteristics of the temporary NO PARKING signs
3. Establish a procedure for the deployment of the temporary NO PARKING signs
4. Establish a procedure for towing a vehicle which is parked in a NO PARKING zone

POLICY: All Arapahoe County Government projects that require temporary parking restrictions will follow the procedures listed in this document. This includes projects from County employees and all County contractors.

AUTHORITY: Authority is granted by the Board of County Commissioners in accordance with Arapahoe County Ordinance No. 2020-03 and by Resolution # ____ to establish and enforce temporary no parking zones.

PROCEDURES:

ROAD LIST APPROVAL

At the beginning of each year, the Project Managers will obtain approval from the Director to deploy Temporary No Parking Zones by submitting a memo detailing the project, justification of the use of these zones, list of roads that is included in the project, and an estimated time frame for the project, along with a project map. The project list may be updated as necessary.

SIGN DETAIL

The physical characteristics of the Temporary “NO PARKING” Sign adopted by the Board of County Commissioners is described herein. The Legend on the Temporary “NO PARKING” signs shall state applicable regulations. Where parking is prohibited, at all times or specific times, the basic design shall have a red legend and border on a white background (see attached Temporary “NO PARK” sign). Signs should be mounted on a ridged backing. Temporary “NO PARKING” signs should display the following information from top to bottom of the sign, in the order listed:

- a) Arapahoe County Logo (for Road and Bridge Crews only)

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- b) Towing Company Name and Phone Number (*per 723-6-6500, Towing Carrier Rules, of the Rules Regulating Transportation By Motor Vehicle, Colorado Department of Regulatory Agencies, Public Utilities Commission, Proceeding No. 16R-0095TO*)
- c) The Parking Restriction
- d) The Days of the Week that is applicable, if not all days.
- e) The Times of Day that it is applicable, if not all hours.
- f) Specific Dates when the Parking restriction is in effect
- g) Ordinance No. 2020-03 (for regulatory enforcement)
- h) Arrows (discussed below)

If the parking restriction applies to a limited area or zone, the limits of the restriction should be shown by arrows or supplemental plaques. If arrows are used and if the sign is at the beginning or end of a parking zone, there should be a single-headed arrow pointing in the direction that the regulation is in effect (← or →). If the sign is at an intermediate point in a zone, there should be a double-headed arrow pointing both ways (↔).

When a single sign is used at the transition point between two parking zones, it should display a right and left arrow pointing in the direction that the respective restrictions apply (↔).

Temporary “NO PARKING” sign supports should be constructed to hold the Temporary “NO PARKING” signs in a proper and permanent position, 36 inches from the ground to the top of sign.

The Sheriff’s Office will be contacted during the first quarter of every the year to determine if the County’s on-call towing company has changed. If towing companies have changed, then all the Temporary “NO PARKING” signs will be changed to reflect the new companies name and phone number before the signs are used in the field.

If the Temporary “NO PARKING” sign is modified from the description above, approval from the Board of County Commissioners will be sought. When approval and Resolution Number of the modified Temporary “NO PARKING” sign is obtained the old signs will be taken out of service and recycled.

PLACEMENT OF TEMPORARY “NO PARKING” SIGNS

Temporary “NO PARKING” signs shall be deployed a minimum of 72 hours before the beginning of construction activities and the anticipated days the parking restriction is in effect, shall be posted on the Temporary “NO PARKING” signs. If construction delays force the need for the parking restriction to be extended, the parking restriction dates shall be changed on the Temporary “NO PARKING” signs to reflect the new time as soon as the change is known.

Temporary “NO PARKING” signs shall be placed at the beginning and end of the construction work zone, and at intermediate points sufficient to control parking on the street. Spacing of Temporary “NO PARKING” signs shall not be greater than 250 ft and should be reduced as conditions warrant (i.e. high density street parking).

The placement of the Temporary “NO PARKING” signs shall be documented on the Sign Deployment Verification Form (see below) and in the project field book by noting the location of the sign(s) and the date and time the signs were placed. Photographs are also encouraged to be taken that depict the location and time of the placement of the signs but should not take place of field book documentation. Photographs should also attempt to document any noticeable existing damage on vehicles, to include any fluids that may have leaked from the vehicle.

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Temporary “NO PARKING” signs shall be deployed in a manner as to not unreasonably restrict access either to private property or to public areas. When Temporary “NO PARKING” zones conflict with dedicated business, on street parking spaces, alternate parking locations shall be shown on the project MHTs.

Temporary “NO PARKING” signs shall be removed immediately from the street when the work is completed or parking restrictions are no longer required.

Additional public notification of parking restrictions will be reviewed on a case by case basis for each impacted area. For most locations:

- a) NotifyMe forms should be completed and submitted to the Communication Department Liaison for Public Works and Development 1 week prior to beginning of the work.
- b) For Projects, that involve private contractors or in-house crews, when applicable, door hanger notices shall be posted 72 hours prior to work beginning, per the contract documents.

For high impact areas, such as multi-family developments, churches, libraries and businesses, additional public notification such as HOA emails, car flyers, and Variable Message Boards, should be prepared.

ENFORCEMENT

Procedures for removing vehicles in established posted Temporary “NO PARKING” Zones are discussed herein. When a vehicle is in violation of the Temporary “NO PARKING” zone on the date and at the time depicted on the Temporary “NO PARKING” sign, the Project Inspector (with Contractor PM if on a Contract Labor Project) or Road and Bridge Supervisor (Supervisor) shall attempt to locate the owner of the vehicle by “door knocking” as reasonably practical at adjacent houses/apartments/businesses near the vehicle, both sides of the street. If locating the vehicle owner is not successful, the Project Inspector or Supervisor shall notify the Arapahoe County Sheriff Office (ACSO) at the **NON-EMERGENCY NUMBER – 720-795-4711**, giving the location and description of the vehicle, including color, make, model and license plate number, asking that an Officer be dispatched to remove the vehicle.

The Sherriff’s Office reserves the right to respond to each violation in a manner that is determined to best fit the situation.

When the Officer arrives onsite, the Project Inspector or Supervisor shall be prepared to present all documentation pertaining to:

Completed form “Temporary NO PARKING Sign Deployment Verification and Other Public Notification of Temporary NO PARKING Zones” (attached)

- a) the deployment of the Temporary “NO PARKING” signs including the date and time

The Officer will attempt to locate the owner of the vehicle and notify them of the intent to remove vehicle from the work zone.

If the Officer is not successful locating the owner of the vehicle, the Officer shall contact the contracted towing company requesting the vehicle be relocated or impounded using the towing company the County has under contract.

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The relocation tow will include the towing company, with reasonable care, removing the vehicle from the Temporary "NO PARKING" zone to an adjacent area. The vehicle shall be placed along a public road in a safe legal manner. The cost of the relocation tow will be paid by the County.

The impound tow will include the towing company, with reasonable care, removing the vehicle from the Temporary "NO PARKING" zone to the towing company's impound facility. The owner of the vehicle will be required to retrieve the vehicle and pay for the impound fee before the vehicle is released (*per 723-6-6500, Towing Carrier Rules, of the Rules Regulating Transportation By Motor Vehicle, Colorado Department of Regulatory Agencies, Public Utilities Commission, Proceeding No. 16R-0095TO*).

The Project Inspector or Supervisor shall remain with the Officer until the tow company has finished removing the vehicle.

In addition, Project Inspector or Supervisor shall document:

- a) The events leading up to contacting the ACSO, and
- b) The time the tow driver arrived and departed the site, and
- c) Any other information that is relevant to the vehicle removal

ATTACHMENTS & REFERENCE MATERIALS

Ordinance No. 2020-03
MUTCD

S.O.P Prepared by: Jim Katzer

Date: 10/09/2020

Reviewed: Doug Stern, Darren Gammel

Revised:

Reviewed:

Approved by: _____
Bryan Weimer,
Public Works and Development Director

Date: _____



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**Temporary NO PARKING Sign Deployment Verification
And
Other Public Notification of Temporary NO PARKING Zones**

Date:		Contractor:	
Project No:		Project Manager:	
Inspector:		Phone No.:	
Phone No.:		Location:	
Work Starts:		Work Ends:	

- Temporary NO PARKING Signs Deployed. Date: _____
(By Contract, 72 hours prior to work commencing)
Inspector Initials: _____

- Door Hanger Notices delivered. Date: _____
(By Contract, 7 days prior to work commencing)
Inspector Initials: _____

- Windshield Notices Placed on Vehicles parked in future NO PARKING
Zones. Date: _____
(24 Hours prior to work commencing)
Inspector Initials: _____

- Other Public Notification. Specify: _____
Date: _____
(5 days prior to work commencing)
Inspector Initials: _____