

## AGENDA

### COMMITTEE ON PUBLIC SAFETY, HEALTH AND TRAFFIC

April 7, 2009  
Aldermen Shea, O'Neil,  
Sullivan, J. Roy, Ouellette

5:00 PM  
Aldermanic Chambers  
City Hall (3<sup>rd</sup> Floor)

1. Chairman Shea calls the meeting to order.
2. The Clerk calls the roll.
3. The Traffic and Parking Divisions have submitted agendas which need to be addressed:

**ACCESSIBLE PARKING SPACE – EMERGENCY ORDINANCE:**

On Pettingill Road, north side, from a point 260 feet east of Brown Avenue, to a point 20 feet east  
Alderman DeVries

**NO PARKING ANYTIME – EMERGENCY ORDINANCE:**

On Elm Street, east side, from Trenton Street to a point 68 feet north  
On Elm Street, east side, from a point 202 feet north of Trenton Street to a point 25 feet north  
Alderman Mark Roy

**NO PARKING – 7AM - 7PM / MONDAY-FRIDAY:**

On Hall Street, east side, from a point 30 feet south of Spruce Street to a point 37 feet south  
Alderman Osborne

**NO PARKING 7AM-3PM / MONDAY – FRIDAY:**

On English Village Road, west side, from a point 775 feet south of Dunbarton Road to a point 700 feet south  
Alderman Murphy

**NO PARKING ANYTIME:**

On Dubuque Street, west side, from a point 60 feet south of Putnam Street to Sullivan Street  
Alderman Ouellette

**RESCIND STOP SIGNS -3-WAY:**

On Monitor Street at Cumberland Street –NEC, SWC  
Alderman Ouellette

**STOP SIGN:**

On Cumberland Street at Monitor Street – SEC  
Alderman Ouellette

**RESCIND PERMIT PARKING 8AM-8PM:**

Arms Street, east side, from Stark Street to a point 80 feet northerly  
ORD 9390  
Alderman Sullivan

**NO PARKING ANY TIME:**

Arms Street, east side, from Stark Street to a point 80 feet northerly  
Alderman Sullivan

**RESCIND METERS – 10 HOURS:**

Concord Street north side, from a point 295 feet east of Pine Street to Union  
Street  
ORD 2879  
Alderman Sullivan

**METERS – 2 HOURS:**

Concord Street, north side, from a point 295 feet east of Pine Street to Union  
Street  
Alderman Sullivan

**METERS – 10 HOURS – (Emergency):**

Spring Street, south side, from Elm Street to Plaza Drive  
Monday-Friday 8:00am-5:30pm \$.75 per hour  
Plaza Drive, east side, from Spring Street to Mechanic Street  
Monday-Friday 8:00am-5:30pm  
Alderman Sullivan

**NO PARKING ANYTIME – (Emergency):**

Plaza Drive west side, from Spring Street to Mechanic Street  
Spring Street south side, from Plaza Drive to Canal Street  
Alderman Sullivan

**RESCIND NO PARKING ANYTIME - (Emergency):**

Plaza Drive, from Spring Street to Mechanic Street, both sides  
ORD 3528  
Alderman Sullivan

**RESCIND NO PARKING TOW ZONE (ANYTIME) - (Emergency):**

Spring Street south side, from Elm Street to Canal Street

ORD 6156

Alderman Sullivan

**Gentlemen, what is your pleasure?**

4. Communication from Brandy Stanley, Parking Manager, submitting requests for the use of Arms Parking Lot, Pearl Street Parking Lot and Merrimack Street.

**Gentlemen, what is your pleasure?**

5. Communication from Brandy Stanley, Parking Manager, requesting ordinance changes for 71.99 Penalties for snow emergencies and 70.78 Penalties for parking violations relative to the recently approved and executed contract for collection services for overdue parking citations.

**Gentlemen, what is your pleasure?**

6. Communication from Brandy Stanley, Parking Manager, regarding ordinance changes for 70.54 Permit Parking in Lieu of Coin Deposit and Parking Districts.

**Gentlemen, what is your pleasure?**

7. Communication from Brandy Stanley, Parking Manager, regarding a new ordinance for fraudulent use of walking disability placards/plates.

**Gentlemen, what is your pleasure?**

8. Communication from Brandy Stanley, Parking Manager, submitting ordinance changes to Chapter 38 Code Enforcement and Chapter 70.81 Penalty for Other Violations, on behalf of the Ordinance Violations Bureau.

**Gentlemen, what is your pleasure?**

**TABLED ITEMS**

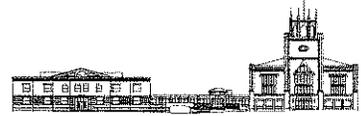
*A motion is in order to remove any item from the table.*

9. Communication from Brandy Stanley, Parking Manager, submitting a snow removal policy clarifying the duties of certain departments.  
(Tabled 1/20/09)

10. Summary of the Manual on Uniform Traffic Control Devices submitted by James Hoben, Traffic Division, if available.  
*(Note: Communication from Kevin Sheppard, Public Works Director, attached. Tabled 1/20/09)*
  
11. If there is no further business, a motion is in order to adjourn.

# CITY OF MANCHESTER

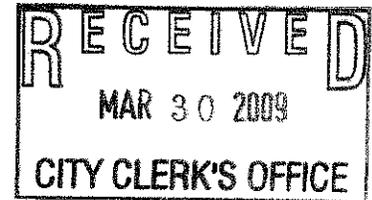
## PARKING DIVISION



Brandy Stanley  
Parking Manager  
bstanley@manchesternh.gov

March 20, 2009

Alderman Bill Shea  
Chairman, Committee on Public Safety & Traffic  
One City Hall Plaza  
Manchester, NH 03101



Re: Requests for the use of Arms Parking Lot, Pearl Street Parking Lot and Merrimack Street

Dear Chairman Shea:

Attached to this letter please find a request from WGIR to Matthew Normand requesting the use of the Arms Parking Lot for their annual Rock 101 SkyShow.

Also attached is a request from Child Health Services to use a portion of the Pearl Street Parking Lot on Sunday, May 17<sup>th</sup> for a bike clinic.

Finally, Easter Seals New Hampshire is requesting the use at no charge of 20 parking spaces on Merrimack Street for the use of event staff working at their 11<sup>th</sup> annual Easter Seals 5k walk.

The parking division has no issues with these requests, and we respectfully ask that the committee grant them.

Please do not hesitate to contact me should you have any questions.

Sincerely,

Brandy Stanley  
Parking Manager

CC: Committee Members  
Board of Mayor & Aldermen



Creating solutions, changing lives.

**Easter Seals New Hampshire**

Larry J. Gammon  
President/CEO

555 Auburn Street  
Manchester, NH 03103-4800  
603.623.8863 phone/tdd  
603.625.1148 fax  
www.eastersealsnh.org

March 23, 2009

City of Manchester  
Parking Division  
Attn: Brandy Stanley, Parking Mgr  
25 Vine Street  
Manchester, NH 03101

A handwritten signature in black ink, appearing to read "J. Stanley", with a long horizontal line extending to the right.

Dear Brandy:

I am writing to request permission for the use of 20 parking spaces blocked on Merrimack Street and part of Elm Street for our event staff at **Veterans Park** for the 11<sup>th</sup> annual walk for Easter Seals, titled "Walk With Me", to be held **Thursday, June 4, 2009**. The event officially starts with a 4:30 P.M. registration, with an estimated finish time of 8:30 P.M. (set-up time will start at 12:00PM, site completely packed up by 8:30PM).

The proposed Walk is 5K in length and we hope to attract over 1500 participants with a goal to raise over \$100,000 for children and adults with disabilities and special needs. We also hope to include a brown bag dinner and a live band during the post-event hour (7pm-8pm).

Through the recommendation of the Traffic Division, we will be closing a few of the roads at timed intervals, for this particular event along with utilizing 25 police officers to assist in traffic safety. It is also understood that Easter Seals New Hampshire would provide numerous volunteers to oversee the event, enforce pedestrian rules and collect rubbish after the event. We anticipate utilizing the stage and tent on-site at Veterans Park and would like to discuss other options available to our organization relative to this event.

An insurance certificate stating City of Manchester as the certificate holder as well as additional insured will be forwarded upon receipt.

We also hope the Parking Division would consider waiving the fee for these 20 parking spaces.

Thank you for your consideration in helping with this event. Please contact me with any questions at (603) 621-3429.

Sincerely,

A handwritten signature in black ink, appearing to read "Christine Hardy", written in a cursive style.

Christine Hardy  
Director of Events & Corporate Relations



March 19, 2009

Brandy Stanley  
Parking Division  
25 Vine Street  
Manchester, NH 03101

Dear Brandy,

It was nice to speak to you the other day about Child Health Services' annual bike clinic. As I told you, I am requesting use of the Pearl St. parking lot behind Child Health Services for the event. It will be held on Sunday, May 17<sup>th</sup>. We will be using part of the lot from 7:00am to about 3:00pm. Usually, we mark off the section behind CHS that we use with traffic cones that the highway department provides. The section blocked off includes parking spaces directly behind CHS and parking spaces beyond the alley and the parallel road for use as a "bike rodeo". An officer from Manchester Police Department Community Policing Unit will be there to register bicycles.

Child Health Services is a non-profit, pediatric health clinic dedicated to improving the health and well-being of children from low-income families in the greater Manchester, NH area. Our Special Medical Programs serve special-needs children throughout southern New Hampshire. We provide a fully-integrated system of health care, nutrition services, and social services designed to help children and their families function to their full capacity.

Please review this and present to the proper authorities. Please contact me at 668-6629 or [souellett@childhealthsvc.org](mailto:souellett@childhealthsvc.org) with questions or approval. Thank you.

Sincerely,

Susan Ouellett  
Volunteer and Development Coordinator

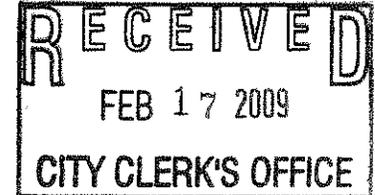
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P H : 6 0 3 . 6 6 8 . 6 6 2 9  F X : 6 0 3 . 6 2 2 . 7 6 8 0

[www.childhealthservices.org](http://www.childhealthservices.org)

February 17, 2009



Mr. Matt Normand  
Office of the City Clerk  
One City Hall Plaza  
Manchester, NH 03101

Dear Matt:

Please consider this letter as our official request for the use of Arms Park for the 18<sup>th</sup> Annual Rock 101 Sky Show, held Sunday, May 24<sup>th</sup> - Memorial Day weekend!

Rock 101 WGIR FM formally requests the Mayor and the City Aldermen permission to set up Saturday, May 23<sup>th</sup>, the use of Arms Park and the Notre Dame Bridge on Sunday, May 24<sup>th</sup> 2009 for the day of the event - with a rain date of Memorial Day itself, Monday, May 25<sup>th</sup> 2009 if necessary.

Sky show has been a staple event in WGIR's history and will follow the tradition as a free event for the people of Manchester and surrounding area's. The park would be open to the public at 4p concluding with the traditional Fireworks display around 9:20. The fireworks are approximately 28 to 30 minutes long (the biggest fireworks display in New England) ending our event/ day before 10p.

We fully understand that all costs for the Rock 101 Sky Show is the sole responsibility of Rock 101 /Clear Channel Manchester and their underwriting sponsors. We understand fully the permit requirements, the city department heads we must work with as well as the neighbors in the Arms Park Area.

Thank you in advance for the support of your office and that of the Mayor and the Board of Aldermen of the City of Manchester.

Sincerely,

Sara Anderson  
Sales Manager  
Clear Channel Manchester - Rock 101 and WGIR AM 610  
195 McGregor St Suite 810  
Manchester, NH 03102  
[saraanderson@clearchannel.com](mailto:saraanderson@clearchannel.com)  
603-518-1945

# CITY OF MANCHESTER

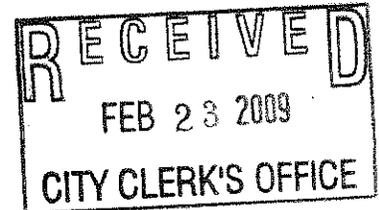
## PARKING DIVISION



Brandy Stanley  
Parking Manager  
bstanley@manchesternh.gov

February 23, 2009

Alderman Bill Shea  
Chairman, Committee on Public Safety & Traffic  
One City Hall Plaza  
Manchester, NH 03101



Re: Parking Citation Late Fee Revisions

Dear Chairman Shea:

Attached to this letter please find ordinance changes for 71.99 – snow emergency penalties and 70.78 – penalties for parking violations. Both of the ordinance changes relate to the recently approved and executed contract for collections services for overdue parking citations.

In general terms, we are requesting that customers be given an additional 3 weeks to pay the original fine before the first late fee accrues. After 60 days, a new late fee would be added. This second late fee is equal to the amount assessed by the collection agency, and if collected by the agency, will be retained as their fee. If it is collected by the city prior to the account being turned over to the agency, the city will retain the entire amount collected.

Our current late fee structure adds a late fee after 7 days. Given the current economic times and the difficulty of getting payment to the city within this 7 day time frame, we feel that 30 days to collect the original fine will be helpful to customers and will simplify the operations of the Ordinance Violations Bureau. As we looked at payment patterns, we found that 70% of violations are paid within the 7 to 10 day time frame. Of the remaining 30%, the vast majority are well past 30 days prior to being paid. While we do anticipate a minor fall in revenues, we also believe that the shortfall will be eliminated entirely by the use of the collection agency.

Currently, we will be sending the collection agency all parking tickets that have gone unpaid for 1 year. Most tickets are paid within one year, and many past due

tickets are collected because of registration holds, which can happen up to 1 year following the issuance of the violation. If we were to send the agency tickets sooner than 1 year, any tickets collected by the city will require the collection agency be paid their fee, which will result in the city receiving less than the total amount due. For example, a customer tries to register a vehicle 6 months after receiving a violation and discovers that he must pay the outstanding fine of \$100. The city will collect \$100, however we must then remit \$16.67 to the collection agency, as they have been working the account, and the city nets only \$83.33.

If the proposed ordinances are passed, we will then begin sending the agency all parking tickets that have gone unpaid for 90 days. This will allow the city to save money on mailings, as responsibility for collecting the fine and all the attendant expenses then falls to the collection agency. By expediting accounts to the collection agency, we will shorten the collection cycle, and instead of waiting until the registration hold is discovered, the fines should be received much sooner.

Under this scenario, the above customer's balance would be \$120 because of the second late fee. The city would then be able to collect \$120. The collection agency would get \$20 and the city would retain the original fine plus the first late fee – or \$100.

We believe that the proposed ordinances will make payment arrangements much less onerous for our customers and ultimately result in a net increase in revenues to the City, and we respectfully request the committee's approval.

Please do not hesitate to contact me should you have any questions.

Sincerely,

Brandy Stanley  
Parking Manager

CC: Committee Members  
Board of Mayor & Aldermen  
William Sanders  
Kevin Sheppard

“Amending Chapter 70: Motor Vehicles And Traffic of the Code of Ordinances of the City of Manchester by amending Section **§ 70.78 PENALTY.**”

I. Amend the Code of Ordinances by deleting language as stricken (----) and inserting new as bolded (**bold**). Sections of the following chapters that remain unchanged appear in regular type.

(A) Each owner or operator of a vehicle found in violation of any provision of Chapter 70 may pay in person or by mail to the Ordinance Violations Bureau the penalty for each violation pursuant to the following table:

<i><b>VIOLATION</b></i>	<i><b>BASIC PENALTY</b></i>	<i><b>INCREASED PENALTY (After 7 30 days from the notice of violation)</b></i>	<i><b>INCREASED PENALTY (After 60 days from the notice of violation)</b></i>
Expired parking meter	\$10	\$20	\$24
Overtime parking meter	\$15	\$30	\$36
Night parking	\$25	\$50	
Overtime parking - no meter	\$30	\$60	\$72
No parking zone	\$50	\$75	\$90
No parking tow zone	\$50	\$75	\$90
Fire lane	\$50	\$75	\$90
Parking within 15 feet of fire hydrant	\$50	\$75	\$90
Parking within 5 feet of private driveway	\$50	\$75	\$90
Handicapped parking space - access aisle	\$100	\$200	\$240
Handicapped zone	\$250	\$300	\$360
Failure to display pay & display receipt	\$10	\$20	\$24
<i><b>Commercial Vehicle Prohibited Overnight Parking</b></i>	<i><b>\$50</b></i>	<i><b>\$100</b></i>	<i><b>\$120</b></i>

(B) Any violation of Chapter 70 not identified elsewhere in the code shall be issued pursuant to § 38.06(B) of this code.

(Ord. passed 8-6-02; Am. Ord. passed 4-6-04; Am. Ord. passed 7-11-06; Am. Ord. passed 12-5-06)

II. These ordinances shall take effect upon this passage.

“Amending Chapter 71 SNOW EMERGENCY REGULATIONS, Ordinance of the City of Manchester by amending Section **§ 71.99 PENALTY.**”

- I. Amend the Code of Ordinances by deleting language as stricken (-----) and inserting new as bolded (**bold**). Sections of the following chapters that remain unchanged appear in regular type.

§ 71.99 PENALTY.

- (A) Each such owner or operator of a vehicle who violates any provision of this chapter or Chapter 73, Parking Schedules, may, within seven days of the time when such notice was attached to such vehicle pay to the Parking Violations Bureau ~~in person or by mail, for and in full satisfaction of such violation, the sum of \$25, except that the fine for violation of § 71.03 shall be \$75~~ **the penalty for each violation pursuant to the following table:**

<i><b>VIOLATION</b></i>	<i><b>BASIC PENALTY</b></i>	<i><b>INCREASED PENALTY (After 30 days from the notice of violation)</b></i>	<i><b>INCREASED PENALTY (After 60 days from the notice of violation)</b></i>
<i><b>Odd/Even</b></i>	<i><b>\$25</b></i>	<i><b>\$50</b></i>	<i><b>\$60</b></i>
<i><b>Parking Prohibition</b></i>	<i><b>\$25</b></i>	<i><b>\$50</b></i>	<i><b>\$60</b></i>
<i><b>Snow Emergency</b></i>	<i><b>\$75</b></i>	<i><b>\$150</b></i>	<i><b>\$180</b></i>

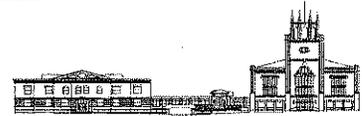
- (B) Failure to make such payment within **60 days following a seven days** ~~following a violation shall result in a minimum fine of \$50, except for violation of §71.034, which shall result in a minimum fine of \$150, and~~ may subject the owner or operator of the motor vehicle to an appearance in district court and a fine of not more than \$1,000 upon conviction thereof.

('71 Code, § 15-53) (Ord. passed 12-19-78; Am. Ord. passed 4-16-85; Am. Ord. passed 5-3-05; Am. Ord. passed 12-19-05)

- II. These ordinances shall take effect upon this passage.

# CITY OF MANCHESTER

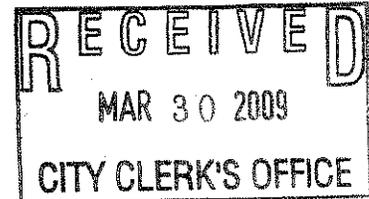
## PARKING DIVISION



Brandy Stanley  
Parking Manager  
bstanley@manchesternh.gov

February 30, 2009

Alderman Bill Shea  
Chairman, Committee on Public Safety & Traffic  
One City Hall Plaza  
Manchester, NH 03101



Re: Ordinance 70.54 – Permit Parking in Lieu of Coin Deposit and Parking  
Districts: addition of Plaza Drive to District 27, add Granite Street Lot and correct  
clerical errors

Dear Chairman Shea:

Attached to this letter please find ordinance changes for 70.54. There are several  
changes being requested as outlined below. Due to the timing of the Granite  
Street Lot sale, we are requesting that the rules be suspended and these changes  
be reported to the full board as soon as possible.

### Addition of Plaza Drive to District 27

We are requesting that the east side of Plaza Drive, located between the Canal  
Street Garage and 1000 Elm be included in the district containing parking meters  
that are \$0.50 per hour, Monday through Friday from 8am to 5:30pm. The meter  
has been installed on the street and the traffic ordinance has been passed under  
and emergency ordinance.

### Granite Street Parking Lot – New District 30

The City lost revenues from the Granite Street Parking Lot when construction  
began on the bridge a few years ago. Now that the construction is largely  
complete, the lot is vacant. We have a striping plan for the lot and an estimate to  
sweep and stripe it for \$800. While we hope that a purchase and sales agreement  
will be forthcoming by the end of the fiscal year, we would like to lease the lot's  
31 spaces in the interim. Assuming a June 30 closing date on the property, we  
would be able to lease the entire lot from April 15<sup>th</sup> until then. The net proceeds

for this fiscal year would be \$2,687.50. The party in negotiations to purchase the lot has agreed to lease from the city all of the spaces.

**Clerical Errors**

There are several clerical errors we are seeking to be corrected:

- Insert "Monthly" in front of "Permit Rate Established" after the first paragraph in section B.
- Add "1155 Elm Street Garage" under the 8:00am to 5:30pm Monday through Friday - \$75.00 line. This was inadvertently left out when the ordinance for the Downtown Parking Plan was presented for passage.
- Change Districts 20, 21, 22, 23, 24 and 25 from "8:00am to 8:00pm" to "8:00am-5:30pm." These districts are all part of the Millyard. This was presented as a part of the Downtown Parking Plan, however the change was left out of the ordinance presented for passage.

Please do not hesitate to contact me should you have any questions.

Sincerely,

**Brandy Stanley**  
**Parking Manager**

**CC: Committee Members**  
**Board of Mayor & Aldermen**  
**William Sanders**  
**Kevin Sheppard**

“Amending Chapter 70: Motor Vehicles And Traffic of the Code of Ordinances of the City of Manchester Section **§ 70.54 PERMIT PARKING IN LIEU OF COIN DEPOSIT AND PARKING DISTRICTS: addition of Plaza Drive to District 27, Add Granite Street Lot and correct clerical errors.**”

- I. Amend the Code of Ordinances by deleting language as stricken (-----) and inserting new as bolded (**bold**). Sections of the following chapters that remain unchanged appear in regular type.

§ 70.54 PERMIT PARKING IN LIEU OF COIN DEPOSIT AND PARKING DISTRICTS.

(A) The other provisions of §§ 70.76 through 70.82 of this chapter notwithstanding, vehicles may be lawfully parked in compliance with the requirements of this section, provided that the permit issued pursuant to this section is displayed by being hung from the rear view mirror or fully visible on the passenger side of the dashboard of said vehicle.

(B) In accordance with policies and procedures as are approved by the Committee on Traffic and Public Safety, the Parking Manager or his/her designee is hereby authorized to issue parking permits at monthly fees, or school semester fees under contractual arrangement, as prescribed herein. Such permits shall allow parking in lieu of the deposit of the required coin in any metered parking space unless otherwise posted or in any parking space designated by posting "Permit Parking Only" located in any of the following districts during the times prescribed:

Parking District	Monthly Permit Rate Established
------------------	---------------------------------

8:00 a.m. to 5:30 p.m. Monday through Friday Downtown On-Street - area to include 10 hour metered spaces east of Canal Street, excluding Elm Street	\$45.00
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5:30 p.m. to 10:00 p.m. Monday through Friday, and Saturday 8:00 a.m. to 10:00 p.m. Civic Center Event decal - any 10-hour meter in all districts not otherwise posted	\$35.00
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8:00 a.m. to 5:30 p.m. Monday through Friday  
 Other Parking Lots - \$50.00  
 Hartnett Lot  
 Middle Street Lot  
 Pearl Street Lot  
 Pine Street Lot

8:00 a.m. to 5:30 p.m. Monday through Friday \$75.00  
**1155 Elm Street Garage**

24 hours, 7 days per week Rines Center Parking Only  
 Rines Center (1528 Elm Street)  
 area to include the Rines Center parking lot and garage. Parking restricted to  
 Rines Center employees and visitors only.

8:00 a.m. to ~~8:00~~ 5:30 p.m. Monday through Friday

District 20 \$45.00

Area: Commercial Street both sides, bounded on the north by Canal Street and on  
 the south by Arms Street. Dow Street both sides easterly from Commercial Street  
 to the railroad tracks. Bedford Street east side from Kidder Street to a point 272  
 feet southerly.

District 21 \$45.00  
 UHN Student rate by semester \$ 25.00

Area: Bedford Street both sides, bounded on the north by a point 272 feet south  
 of Kidder Street and on the south by a point 855 north of Pleasant Street; Spring  
 Street both sides bounded on the east by Bedford Street and on the west by  
 Commercial Street; Commercial Street both sides bounded on the north by Arms  
 Street and on the south by Waumbec Street; Arms Street, both sides bounded by  
 Commercial Street on the east and Stark Street on the south; Stark Street both  
 sides, bounded by Commercial Street to the east, and Mungalls Street to the west;  
 Arms Lot, Arms extension Lot, Arms Outer Lot and Bedford Lot.

District 22 \$45.00

Area: Bedford Street both sides bounded by a point 855 feet north of Pleasant  
 Street and Granite Street to the south; Commercial Street, both sides bounded by  
 Waumbec Street to the north and Granite Street to the south; Phillippe Cote  
 Street both sides bounded by Commercial Street at each end; Textile Court south  
 side from Commercial Street to the dead end; Pleasant Street, both sides  
 bounded by Bedford Street to the east, Commercial Street to the west; (to be  
 added) North State Street, Mulsey Street and Payson Street.

District 23

\$45.00

Area: South Bedford Street west side bounded on the north by Depot Street and on the south to the dead-end; South Commercial Street both sides bounded on the north by Granite Street and on the south by South Bedford Street

District 24

\$45.00

Area: Myrna lot	Per-Hour	Rate	
	0-1	\$ .75	
	1-2	\$1.50	
	2-3	\$2.25	
	3-4	\$5.25	
	4-5	\$8.25	
	5-6	\$11.25	
	6-7	\$14.25	
	7-8	\$17.00	Daily Maximum

District 25

\$45.00

Area: Seal-Tanning Lot

No permit issued under the authority of this section shall be valid in any other metered space or in any other area. No permit shall be issued for a period in excess of one year. The permits authorized by this section shall not entitle the holders thereof to either priority or guaranteed parking.

District 26 (8am-8pm Zone)

Elm Street from West Auburn Street to Bridge Street; Kosciuszko Street; Lowell Street from Elm Street to Chestnut Street; Concord Street from Elm Street to Chestnut Street; Amherst Street from Elm Street to Chestnut Street; Hanover Street from Elm Street to Chestnut Street; Manchester Street from Elm Street to Chestnut Street; Merrimack Street from Elm Street to Chestnut Street; Central Street from Elm Street to Chestnut Street; West Auburn Street from Canal Street to Elm Street; Depot Street from Canal Street to Elm Street; Old Granite Street from Canal Street to Elm Street; West Central Street; West Merrimack Street from Canal Street to Elm Street; Franklin Street from Pleasant Street to Market Street; Middle Street from Canal Street to Franklin Street; Market Street from Canal Street to Franklin Street.

## District 27 (\$.75 per Hour Zone)

8:00 a.m. to 8:00 p.m. Monday through Friday:

Elm Street from West Auburn Street to Bridge Street; Kosciuszko Street; Lowell Street from Elm St. to Chestnut Street; Concord Street from Elm Street to Chestnut Street; Amherst Street from Elm Street to Chestnut Street; Hanover Street from Elm Street to Chestnut Street; Manchester Street from Elm Street to Chestnut Street; Merrimack Street from Elm Street to Chestnut Street; Central Street from Elm Street to Chestnut Street; West Auburn Street from Canal Street to Elm Street; Depot Street from Canal Street to Elm Street; Old Granite Street from Canal Street to Elm Street; West Central Street; Pleasant Street from Canal Street to Elm Street; West Merrimack Street from Canal Street to Elm Street; Franklin Street from Pleasant Street to Market Street; Middle Street from Canal Street to Franklin Street; Market Street from Canal Street to Franklin Street;

8:00 a.m. to 5:30 p.m. Monday through Friday:

Stark Street from Canal Street to Elm Street; Mechanic Street from Canal Street to Elm Street; Spring Street from Canal Street to Elm Street; Pleasant Street from Canal Street to Elm Street; **Plaza Drive from Spring Street to Mechanic Street.**

## District 28 (Arena Event Zone)

Elm Street from West Auburn Street to Valley Street; Willow Street from Cedar Street to Lake Avenue; West Auburn Street from Elm Street to Pine Street; Lake Avenue from Elm Street to Pine Street; Chestnut Street from West Auburn Street to Merrimack Street; Cedar Street from Chestnut Street to Pine Street; Spruce Street from Chestnut Street to Pine Street; Central Street from Chestnut Street to Pine Street; Pine Street from Lake Avenue to Merrimack Street.

## District 29 (Stadium Event Zone)

South Bedford Street; Bedford Street from Granite Street to Middle Street; South Commercial Street; Commercial Street from Granite Street to Stark Street; Phillippe Cote Street; Pleasant Street from Commercial Street to Bedford Street; Textile Court.

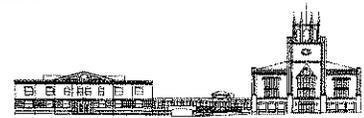
## District 30

\$45.00

Area: Granite Street Lot

# CITY OF MANCHESTER

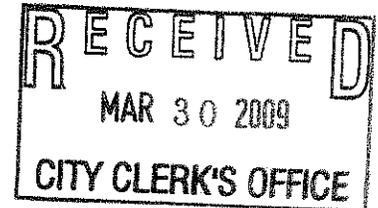
## PARKING DIVISION



Brandy Stanley  
Parking Manager  
bstanley@manchesternh.gov

February 23, 2009

Alderman Bill Shea  
Chairman, Committee on Public Safety & Traffic  
One City Hall Plaza  
Manchester, NH 03101



Re: **New Ordinance: Fraudulent Use of Walking Disability Placards/Plates**

Dear Chairman Shea:

Attached to this letter please find a **DRAFT** of a new ordinance created by city staff to reduce the abuse of disabled placards and plates. This draft has been looked at for several months, and we feel that at this time, direction from the Committee is needed in order to continue work on the proposed ordinance.

We have been working in conjunction with the National MS Society and the Governor's Commission on Disabilities as well as parking enforcement agencies from other municipalities around the state to combat abuse of placards and plates. We have held awareness events, and the Manchester Police Department has held several awareness days publicized through local media channels over the years as well.

I have attached to this letter selected information from a spreadsheet we began keeping in November 2008 detailing the instances of abuse and/or misuse of placards and plates. Since May of 2007, we have collected over 107 placards that were invalid for various reasons and being used on the streets of Manchester. Often, the only fine a person abusing these placards must pay is a \$10 parking ticket, even if we have proof that the placard is being abused.

We have enlisted the aid of the Manchester Police Department on some of the more obvious cases, however they are limited to sending a letter to the DMV requesting that privileges be revoked. This is often a problem because the placard holder may have no knowledge of the abuse, which is often by a family member or friend.

**We welcome both discussion and direction from the committee and look forward to your input. Please do not hesitate to contact me should you have any questions.**

**Sincerely,**

**Brandy Stanley  
Parking Manager**

**CC: Committee Members  
Board of Mayor & Aldermen  
William Sanders  
Tom Arnold**

"Amending Chapter 70: Motor Vehicles And Traffic of the Code of Ordinances of the City of Manchester by amending Section 70.36 " STOPPING, STANDING, OR PARKING PROHIBITED: **Establishing Fine for Fraudulent Use of Walking Disability Placards / Plates.**"

Page 1 of 1

- I. Amend the Code of Ordinances by deleting language as stricken (-----) and inserting new as bold (**bold**). Add new Section (D) " Fraudulent Use of Walking Disability Placard / Plates" to the following chapter. Items that remain unchanged appear in regular type.

§ 70.36 " STOPPING, STANDING, OR PARKING PROHIBITED."

**(D) Fraudulent Use of Walking Disability Placards / Plates.**

1. **Any person using a walking disability placard/plate not issued to them and the qualified walking disabled person to whom the placard/plate is issued is not being transported to and from the parking space shall be guilty of "Fraudulent Use of Walking Disability Placards/Plates."**
  - (a) **If a vehicle is parked in a space which is not designated for walking disability parking, it will be prima facie evidence of Fraudulent Use of Walking Disability Placards/Plates if the Parking Meter is expired and/or no Pay and Display Receipt is showing and the Walking Disability Placard/Plate is clearly visible.**
  - (b) **If the vehicle is parked in a legal walking disability space.**
2. **Altered or Fabricated (Facsimile) Walking Disability placards.**
  - (a) **Any person who displays/uses an altered Walking Disability Placard shall be guilty of a violation of this section.**
  - (b) **Any person who displays/uses a facsimile of an official looking Walking Disability Placard shall be guilty of a violation of this section.**
  - (c) **For this section (70:36) Walking Disability and Handicapped shall have the same meaning.**
3. **The minimum fine for this violation is \$500.**

These ordinances shall take effect upon their passage.

**Walking Disability Placard Abuse Since November 2008**

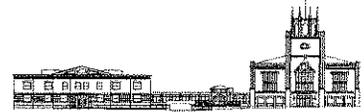
Date	Reason
11/20/2008	Customer presented placard expired 2006 for free parking at the Victory Garage. Verified with Concord that customer DID have 2 valid placards, she stated she needed to go get new ones from Concord
11/20/2008	Customer displayed temp placard expired January 2006, stated he knew it was expired but has been parking with it anyway
11/20/2008	Customer displayed placard expired October 2008 issued to deceased wife
11/20/2008	Customer displayed placard expired March 2006 issued to 10 year old male relative. Customer told PCO that it was issued to her Grandmother who was in the store. PCO waited for Grandmother who did not show up and wrote ticket.
4/20/2008	Customer displayed placard expired March 2006 issued to 10 year old male relative; second placard collected 11-20-08
11/21/2008	Customer displayed placard that was expired, issued to someone not in the vehicle, AND was reported lost in April 2008
9/29/2008	Customer displayed expired placard issued to deceased male. Stated on appeal form that the placard was hers and she did not realize it had expired. Per Concord, she is issued 2 valid placards in her name.
10/29/2008	Customer presented placard that was a copy of a valid, but expired, placard. Stated he had given it to his girlfriend. MPD will draft letter to DMV with details of case
12/2/2008	Customer displayed placard expired December 2003, verified she is issued 2 valid placards, but did not have them in her possession
12/4/2008	Displayed placard expired October 2008, also had in his possession 77219 expired November 2008, verified issued 2 valid placards from Concord
12/4/2008	Displayed placard expired October 2008, also had in his possession 77219 expired November 2008, verified issued 2 valid placards from Concord
12/18/2008	Placard holder gave expired placard to Verizon Wireless employee to use to park in a disabled parking space
12/22/2008	Placard expired October 2008 displayed. Placard had been reported lost 6 months prior and 2 replacements had been issued.
1/15/2009	Placard expired July 2008 displayed by customer, issued to customer's brother
2/3/2009	Placard expired June 2007 displayed by disabled person's husband. Disabled person was not in car or being transported
2/11/2009	Customer displayed a placard that had been reported stolen. Concord office verified that customer had a total of 8 placards issued, 6 of which had been reported stolen or lost.
2/23/2009	Customer displayed a placard that had been altered. A handwritten sticker was taped over the original hole punch expiration year and a new expiration date was punched out.
2/26/2009	Customer displayed temp tag expired October 2006 while parked in a handicapped space. Customer claimed she needed it while she was sick and now she needs it for her husband.
3/24/2009	Customer at the Victory Parking Garage was discovered to have been using his wife's placard AND plate to obtain free parking in the Victory Garage for several years. Customer is a law enforcement employee (not Manchester Police).

Placards collected since May 2007

75

# CITY OF MANCHESTER

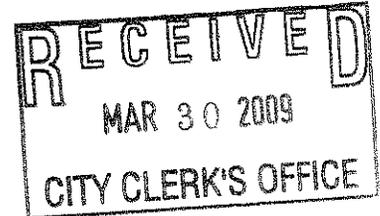
## PARKING DIVISION



Brandy Stanley  
Parking Manager  
bstanley@manchesternh.gov

March 30, 2009

Alderman Bill Shea  
Chairman, Committee on Public Safety & Traffic  
One City Hall Plaza  
Manchester, NH 03101



Re: Service of Citation and Judicial Review

Dear Chairman Shea:

Attached to this letter please find 2 ordinance changes submitted by the Ordinance Violations Bureau (OVB). Details of the changes and the effect of those changes are listed below.

### Chapter 38: Service of Citation

The current ordinance does not provide for service of citations to be made via first class mail, and the proposed change will now allow individual departments to serve notice in this manner. This applies primarily to code violations issued by health, safety, fire, building, highway and other agencies. The current ordinance requires that summonses be issued by registered mail, which is expensive and often returned or service in hand, which is even more expensive and difficult to get accomplished.

First class mail is sent out return service requested to the legal address registered with the DMV, and the proposed change has been reviewed with Manchester District Court staff.

### Chapter 70.81: Penalty for Other Violations/Judicial Review

The proposed change to this ordinance is the establishment of a required cash bond in the full amount of all ordinance violations that will be taken to court. OVB has found that many people request a court date and do not appear on their scheduled date. The number of court requests goes up substantially when people

need to register their vehicles. By requesting a court date, they are then allowed to register their vehicles without paying tickets because they are not required to post a cash bond.

It is important to note that all parking tickets are reviewed internally for accuracy and special circumstances prior to scheduling a court date. We do this to minimize the burden on the court system by weeding out citations that should be voided. We are seeking to minimize abuse of the court system and reserve this avenue for genuine disputes that require the attention of the court, rather than see it be used as an extended payment plan.

OVB is currently allowed by ordinance to require the posting of a cash bond for booted vehicles, but only when a vehicle is booted. Within New Hampshire, requirement of a cash bond is very common, and is currently in place in Dover, and Nashua, along with many other towns across the state.

Sincerely,

Brandy Stanley  
Parking Manager

CC: Committee Members  
William Sanders  
Dale Robinson  
James Kinney

- I. Amend the Code of Ordinances by deleting language as stricken (-----) and inserting new as bold (**) Items that remain unchanged appear in regular type.**

§CHAPTER 38: CODE ENFORCEMENT

§ **38.05** SERVICE OF CITATION.

(A) Any citation shall be served by the official issuing it in any one of the following ways:

- (1) In hand to the person responsible for the violation.
- (2) At the abode of the person responsible for the violation.

(3) By certified, ~~or~~ registered **or US Postal Service First-Class Mail**, to the last known address of the person responsible for the violation, **or as listed with the NH Division of Motor Vehicles.**

(4) In any other manner permitted by the laws of the state.

(B) The official serving the citation shall maintain a record of the date, time, and manner of service of the citation including the post-office receipt and return receipt if service was accomplished by registered or certified mail.

('71 Code, § 17¾-10) (Ord. passed 9-1-87)

**“Amending Chapter 70: Motor Vehicles And Traffic of the Code of Ordinances of the City of Manchester; 70.81 by adding section (C) Judicial Review ”**

I. Amend the Code of Ordinances by deleting language as stricken (-----) and inserting new as bolded (**bold**). Sections of the following chapters that remain unchanged, appear in regular type.

**§ 70.81 PENALTY FOR OTHER VIOLATIONS/JUDICIAL REVIEW.**

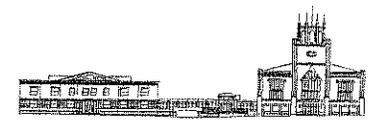
(A) Any person responsible for any violation of any ordinance, rule or regulation pertaining to motor vehicles or traffic for which a penalty is not specifically provided shall be guilty of a violation and shall, upon conviction, be punished by a fine as prescribed by § 130.99 of this Code. Each such violation shall constitute a separate offense.

(B) A person shall be deemed to have committed a separate offense for the violation of any provision of this chapter for each 120-minute period that he permits or causes a vehicle to remain parked in violation of any of the provisions of this chapter, except when parked in violation of the provisions of §§ 70.36(B)(4) and/or §§ 70.61 through 70.65.

(C) **A Person may request a Judicial Review (Manchester District Court) by posting cash bond with the Ordinance Violations Bureau in an amount sufficient to make full payment of all parking charges due arising out of violations, subject to the provisions of this chapter, in order to allow judicial determination regarding the matter in question.**

tabled 1/20/09

# CITY OF MANCHESTER PARKING DIVISION



Brandy Stanley  
Parking Manager  
bstanley@manchesternh.gov

January 6, 2009

Board of Mayor and Aldermen  
One City Hall Plaza  
Manchester, NH 03101

In board of Mayor and Aldermen  
Date: 1/06/09 On Motion of Ald. Gatsas  
Second by Ald. Pinard  
Voted to refer to the Committee on Public  
Safety, Health and Traffic

Re: Snow Removal Policy

  
City Clerk

Dear Mayor and Board of Aldermen:

Alderman Lopez requested that the attached snow removal policy be distributed for tonight's meeting in order to clarify duties across departments. Please note that the attached policy is currently in place and has been reviewed and approved by Kevin Sheppard, Stephanie Lewry and myself.

Please do not hesitate to contact any of us should you have any questions.

Sincerely,

Brandy Stanley  
Parking Manager

CC: Kevin Sheppard  
Stephanie Lewry  
Bill Sanders

# Snow Storm Clean Up

Below is the general policy for clean up after snow storms:

## Property/Business Owners

Owners are responsible for clearing their sidewalks immediately after a storm. Those businesses situated on a corner must clear snow from all sidewalks bordering the building. In many commercial leasing agreements, either the landlord or the tenant will be identified as responsible for snow clearing duties. If in doubt, tenants should speak with their landlords.

The best procedure for shoveling snow is to pile the snow onto one designated area of the property, keeping the walkways clear from the door to the curb.

Where there is ice on the sidewalk, a salt/sand mixture is available to property owners at no charge from the Highway Department.

## Highway Department

During winter storm events, the Manchester Highway Department plows snow from more than 400 miles of streets and sidewalks throughout the City. In the Downtown area, the Highway Department provides a sidewalk tractor for clearing snow and sanding the sidewalks.

If time and funding is available, the Highway Department will schedule for the removal of snow along the Elm Street and Commercial Street corridors. Snow removal is typically scheduled within two days of the winter storm event.

## Supplemental services:

**Parking Division** will clear public parking lots, the Victory Garage, and clear a path from street to sidewalk around the parking kiosks.

**MTA** will clear landing areas for pedestrians disembarking from the buses.

**Intown Manchester** crews will supplement, by hand, the services of the Highway Department in the sidewalk areas most heavily used. Using shovels and snow blowers, we help to clear snow from public access areas, spread additional salt/sand on primary pedestrian routes, clear drainage areas, and perform non-mechanized duties in areas where the Highway Department machines are unable to maneuver.

tabled 1/20/09

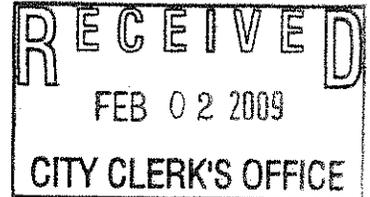
Kevin A. Sheppard, P.E.  
Public Works Director

Timothy J. Clougherty  
Deputy Public Works Director



Commission  
William A. Varkas  
Henry R. Bourgeois  
Joan Flurey  
William F. Houghton Jr.  
Robert R. Rivard

**CITY OF MANCHESTER**  
*Highway Department*



January 31, 2009

Committee on Public Safety, Health & Traffic  
CITY OF MANCHESTER  
One City Hall Plaza,  
Manchester, New Hampshire 03101

**Re:** *Manual on Uniform Traffic Control Devices (M.U.T.C.D.)*

Dear Committee Members:

I am writing to follow-up on past discussions regarding our suggestion that the referenced manual be formally adopted by the Board of Mayor and Aldermen as the standard for traffic control devices. State RSA 47:17-VIII(a), which is attached, states that "*Traffic control devices shall conform to applicable State statutes and the latest edition of the Manual on Uniform Traffic Control Devices.*"

Also attached is a copy of the M.U.T.C.D. introduction, table of contents and selected pages from the manual. I do not anticipate that formal adoption of the manual will alter the standard practices of the Committee.

Mr. Jim Hoben or myself are available to answer any questions you may have regarding this matter.

Sincerely,

Kevin A. Sheppard, P.E.  
Public Works Director

/c

cc/ Timothy Clougherty, Deputy Director  
Tom Clark, City Solicitor  
James Hoben, Traffic Director

Encl.

# TITLE III TOWNS, CITIES, VILLAGE DISTRICTS, AND UNINCORPORATED PLACES

## CHAPTER 47 POWERS OF CITY COUNCILS

### Bylaws and Ordinances

#### Section 47:17

**47:17 Bylaws and Ordinances.** – The city councils shall have power to make all such salutary and needful bylaws as towns and the police officers of towns and engineers or firewards by law have power to make and to annex penalties, not exceeding \$1,000, for the breach thereof; and may make, establish, publish, alter, modify, amend and repeal ordinances, rules, regulations, and bylaws for the following purposes:

I. IN GENERAL. To carry into effect all the powers by law vested in the city.

II. ORDER AND POLICE DUTY. To regulate the police of the city; to prevent any riot, noise, disturbance, or disorderly assemblages; to regulate the ringing of bells, blowing of horns or bugles, and crying goods and other things; and to prescribe the powers and duties of police officers and watchmen.

III. DISORDERLY HOUSES AND GAMING. To suppress and restrain disorderly houses and houses of ill-fame, gambling houses and places, billiard tables, nine or ten pin alleys or tables and ball alleys, and all playing of cards, dice or other games of chance; to restrain and prohibit all descriptions of gaming and fraudulent devices; and to authorize the destruction and demolition of all instruments and devices used for the purpose of gaming.

IV. SALE OF LIQUOR. To establish regulations for groceries, stores, restaurants, and places of public amusement; to authorize the entry of proper officers into all such places to inspect the same, and the seizure and forfeiture of all liquors and the instruments used or designed to be used in the manufacture or sale of the same, in violation of law.

V. SHOWS. To regulate or prohibit the exhibitions of natural or artificial curiosities, caravans, circuses, theatrical performances, or other shows.

VI. PORTERS, VEHICLES, ETC. To license and regulate porters, cartmen and cartage, runners for boats, stages, cars, and public houses, hackney coaches, cabs, and carriages, and their drivers; the care and conduct of all animals, carriages, and teams, standing or moving in the streets; to prevent horse-racing and immoderate riding or driving in streets and on bridges; and to prevent cruelty to animals.

VII. USE OF PUBLIC WAYS. To regulate all streets and public ways, wharves, docks, and squares, and the use thereof, and the placing or leaving therein any carriages, sleds, boxes, lumber, wood, or any articles or materials, and the deposit of any waste or other thing whatever; the removal of any manure or other material therefrom; the erection of posts, signs, steps, public telephones, telephone booths, and other appurtenances thereto, or awnings; the digging up the ground by traffic thereon or in any other manner, or any other act by which the public travel may be incommoded or the city subjected to expense thereby; the securing by railings or otherwise any well, cellar, or other dangerous place in or near the line of any street; to prohibit the rolling of hoops, playing at ball or flying of kites, or any other amusement or practice having a tendency to annoy persons passing in the streets and sidewalks, or to frighten teams of horses within the same; and to compel persons to keep the snow, ice, and dirt from the sidewalks in front of the premises owned or occupied by them.

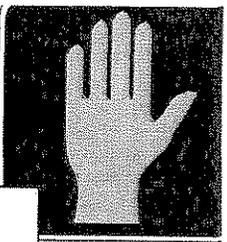
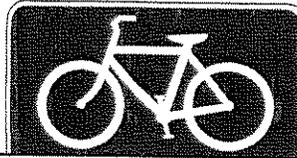
VIII. TRAFFIC DEVICES AND SIGNALS. \*

(a) To make special regulations as to the use of vehicles upon particular highways, except as to speed, and to exclude such vehicles altogether from certain ways; to regulate the use of class IV highways within the compact limits and class V highways by establishing stop intersections, by erecting stop signs, yield right of way signs, traffic signals and all other

traffic control devices on those highways over which the city council has jurisdiction. The erection, removal and maintenance of all such devices shall conform to applicable state statutes and the latest edition of the Manual on Uniform Traffic Control Devices. ✖

(b) The commissioner of transportation shall only approve the installation and modification of traffic signals as to type, size, installation, and method of operation.

10-3

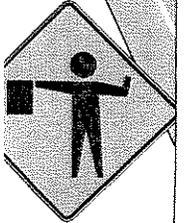
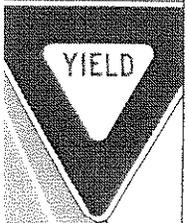
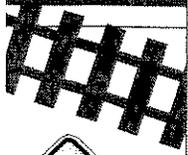
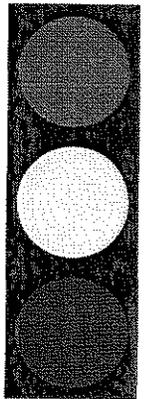
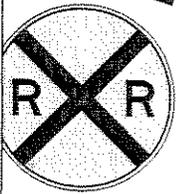
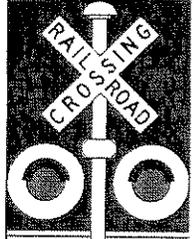
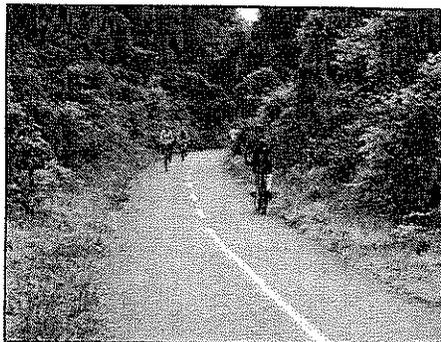
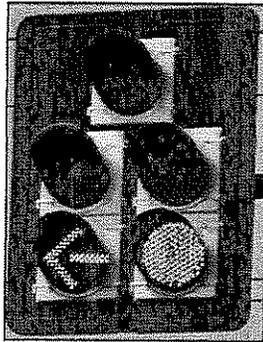
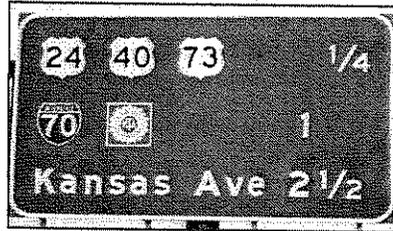
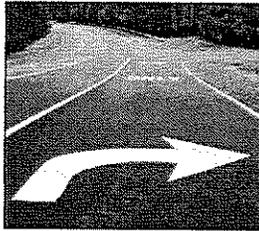


# Manual on Uniform Traffic Control Devices

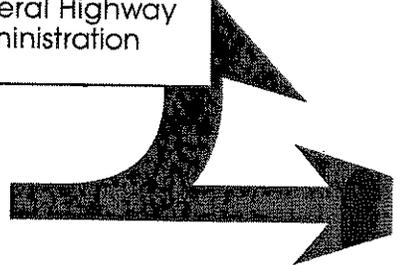
## for Streets and Highways

**2003 EDITION**

Including Revision 1 dated November 2004  
and Revision 2 dated December 2007



**SCHOOL**



U.S. Department of Transportation  
Federal Highway Administration

10-4

## MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES

### INTRODUCTION

#### Standard:

Traffic control devices shall be defined as all signs, signals, markings, and other devices used to regulate, warn, or guide traffic, placed on, over, or adjacent to a street, highway, pedestrian facility, or bikeway by authority of a public agency having jurisdiction.

The Manual on Uniform Traffic Control Devices (MUTCD) is incorporated by reference in 23 Code of Federal Regulations (CFR), Part 655, Subpart F and shall be recognized as the national standard for all traffic control devices installed on any street, highway, or bicycle trail open to public travel in accordance with 23 U.S.C. 109(d) and 402(a). The policies and procedures of the Federal Highway Administration (FHWA) to obtain basic uniformity of traffic control devices shall be as described in 23 CFR 655, Subpart F.

Any traffic control device design or application provision contained in this Manual shall be considered to be in the public domain. Traffic control devices contained in this Manual shall not be protected by a patent, trademark, or copyright, except for the Interstate Shield and any other items owned by FHWA.

#### Support:

The need for uniform standards was recognized long ago. The American Association of State Highway Officials (AASHO), now known as the American Association of State Highway and Transportation Officials (AASHTO), published a manual for rural highways in 1927, and the National Conference on Street and Highway Safety (NCSHS) published a manual for urban streets in 1930. In the early years, the necessity for unification of the standards applicable to the different classes of road and street systems was obvious. To meet this need, a joint committee of AASHO and NCSHS developed and published the original edition of this Manual on Uniform Traffic Control Devices (MUTCD) in 1935. That committee, now called the National Committee on Uniform Traffic Control Devices (NCUTCD), though changed from time to time in name, organization, and personnel, has been in continuous existence and has contributed to periodic revisions of this Manual. The FHWA has administered the MUTCD since the 1971 edition. The FHWA and its predecessor organizations have participated in the development and publishing of the previous editions. There were eight previous editions of the MUTCD, and several of those editions were revised one or more times. Table I-1 traces the evolution of the MUTCD, including the two manuals developed by AASHO and NCSHS.

#### Standard:

The U.S. Secretary of Transportation, under authority granted by the Highway Safety Act of 1966, decreed that traffic control devices on all streets and highways open to public travel in accordance with 23 U.S.C. 109(d) and 402(a) in each State shall be in substantial conformance with the Standards issued or endorsed by the FHWA.

#### Support:

23 CFR 655.603 adopts the MUTCD as the national standard for any street, highway, or bicycle trail open to public travel in accordance with 23 U.S.C. 109(d) and 402(a). The "Uniform Vehicle Code (UVC)" is one of the publications referenced in the MUTCD. The UVC contains a model set of motor vehicle codes and traffic laws for use throughout the United States. The States are encouraged to adopt Section 15-116 of the UVC, which states that, "No person shall install or maintain in any area of private property used by the public any sign, signal, marking, or other device intended to regulate, warn, or guide traffic unless it conforms with the State manual and specifications adopted under Section 15-104."

The Standard, Guidance, Option, and Support material described in this edition of the MUTCD provide the transportation professional with the information needed to make appropriate decisions regarding the use of traffic control devices on streets and highways. The material in this edition is organized to better differentiate between Standards that must be satisfied for the particular circumstances of a situation, Guidances that should be followed for the particular circumstances of a situation, and Options that may be applicable for the particular circumstances of a situation.

Throughout this Manual the headings Standard, Guidance, Option, and Support are used to classify the nature of the text that follows. Figures, tables, and illustrations supplement the text and might constitute a Standard, Guidance, Option, or Support. The user needs to refer to the appropriate text to classify the nature of the figure, table, or illustration.

#### Standard:

When used in this Manual, the text headings shall be defined as follows:

1. **Standard**—a statement of required, mandatory, or specifically prohibitive practice regarding a traffic control device. All standards are labeled, and the text appears in bold type. The verb shall be typically used. Standards are sometimes modified by Options.

2. **Guidance**—a statement of recommended, but not mandatory, practice in typical situations, with deviations allowed if engineering judgment or engineering study indicates the deviation to be appropriate. All Guidance statements are labeled, and the text appears in unbold type. The verb should is typically used. Guidance statements are sometimes modified by Options.
3. **Option**—a statement of practice that is a permissive condition and carries no requirement or recommendation. Options may contain allowable modifications to a Standard or Guidance. All Option statements are labeled, and the text appears in unbold type. The verb may is typically used.
4. **Support**—an informational statement that does not convey any degree of mandate, recommendation, authorization, prohibition, or enforceable condition. Support statements are labeled, and the text appears in unbold type. The verbs shall, should, and may are not used in Support statements.

**Support:**

Throughout this Manual all dimensions and distances are provided in the International System of Units, a modernized version of the Metric system, and their English equivalent units are shown in parentheses.

**Guidance:**

Before laying out distances or determining sign sizes, the public agency should decide whether to use the International System of Units (Metric) or the English equivalent units. The chosen units should be specified on plan drawings. The chosen unit of measurement should be made known to those responsible for designing, installing, or maintaining traffic control devices.

Except when a specific numeral is required by the text of a Section of this Manual, numerals shown on the sign images in the figures that specify quantities such as times, distances, speed limits, and weights should be regarded as examples only. When installing any of these signs, the numerals should be appropriately altered to fit the specific signing situation.

**Support:**

The following information will be useful when reference is being made to a specific portion of text in this Manual.

There are ten Parts in this Manual and each Part is comprised of one or more Chapters. Each Chapter is comprised of one or more Sections. Parts are given a numerical identification, such as Part 2-Signs. Chapters are identified by the Part number and a letter, such as Chapter 2B-Regulatory Signs. Sections are identified by the Chapter number and letter followed by a decimal point and a number, such as Section 2B.03-Size of Regulatory Signs.

Each Section is comprised of one or more paragraphs. The paragraphs are indented but are not identified by a number or letter. Paragraphs are counted from the beginning of each Section without regard to the intervening text headings (Standard, Guidance, Option, or Support). Some paragraphs have lettered or numbered items. As an example of how to cite this Manual, the phrase "Not less than 12 m (40 ft) beyond the stop line" that appears on Page 4D-12 of this Manual would be referenced in writing as "Section 4D.15, P7, D1(a)," and would be verbally referenced as "Item D1(a) of Paragraph 7 of Section 4D.15."

**Standard:**

In accordance with 23 CFR 655.603(b)(1), States or other Federal agencies that have their own MUTCDs or Supplements shall revise these MUTCDs or Supplements to be in substantial conformance with changes to the National MUTCD within 2 years of issuance of the changes. Unless a particular device is no longer serviceable, non-compliant devices on existing highways and bikeways shall be brought into compliance with the current edition of the National MUTCD as part of the systematic upgrading of substandard traffic control devices (and installation of new required traffic control devices) required pursuant to the Highway Safety Program, 23 U.S.C. § 402(a). In cases involving Federal-aid projects for new highway or bikeway construction or reconstruction, the traffic control devices installed (temporary or permanent) shall be in conformance with the most recent edition of the National MUTCD before that highway is opened or re-opened to the public for unrestricted travel [23 CFR 655.603(d)(2)]. The FHWA has the authority to establish other target compliance dates for implementation of particular changes to the MUTCD [23 CFR 655.603(d)(4)]. These target compliance dates established by the FHWA shall be as follows:

**Section 2A.09 Maintaining Minimum Retroreflectivity—new section—from the effective date of the Final Rule for Revision 2 of the 2003 MUTCD:**

- 4 years for implementation and continued use of an assessment or management method that is designed to maintain traffic sign retroreflectivity at or above the established minimum levels;
- 7 years for replacement of regulatory, warning, and ground-mounted guide (except street name) signs that are identified using the assessment or management method as failing to meet the established minimum levels; and
- 10 years for replacement of street name signs and overhead guide signs that are identified using the assessment or management method as failing to meet the established minimum levels.

**Section 2A.19 Lateral Offset—crashworthiness of sign supports—January 17, 2013 for roads with posted speed limit of 80 km/h (50 mph) or higher.**

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**APPENDIX A1. CONGRESSIONAL LEGISLATION**

## CHAPTER 1A. GENERAL

### **Section 1A.01 Purpose of Traffic Control Devices**

Support:

The purpose of traffic control devices, as well as the principles for their use, is to promote highway safety and efficiency by providing for the orderly movement of all road users on streets and highways throughout the Nation.

Traffic control devices notify road users of regulations and provide warning and guidance needed for the reasonably safe, uniform, and efficient operation of all elements of the traffic stream.

**Standard:**

**Traffic control devices or their supports shall not bear any advertising message or any other message that is not related to traffic control.**

Support:

Tourist-oriented directional signs and Specific Service signs are not considered advertising; rather, they are classified as motorist service signs.

### **Section 1A.02 Principles of Traffic Control Devices**

Support:

This Manual contains the basic principles that govern the design and use of traffic control devices for all streets and highways open to public travel regardless of type or class or the public agency having jurisdiction. This Manual's text specifies the restriction on the use of a device if it is intended for limited application or for a specific system. It is important that these principles be given primary consideration in the selection and application of each device.

Guidance:

To be effective, a traffic control device should meet five basic requirements:

- A. Fulfill a need;
- B. Command attention;
- C. Convey a clear, simple meaning;
- D. Command respect from road users; and
- E. Give adequate time for proper response.

Design, placement, operation, maintenance, and uniformity are aspects that should be carefully considered in order to maximize the ability of a traffic control device to meet the five requirements listed in the previous paragraph. Vehicle speed should be carefully considered as an element that governs the design, operation, placement, and location of various traffic control devices.

Support:

The definition of the word "speed" varies depending on its use. The definitions of specific speed terms are contained in Section 1A.13.

Guidance:

The actions required of road users to obey regulatory devices should be specified by State statute, or in cases not covered by State statute, by local ordinance or resolution consistent with the "Uniform Vehicle Code."

The proper use of traffic control devices should provide the reasonable and prudent road user with the information necessary to reasonably safely and lawfully use the streets, highways, pedestrian facilities, and bikeways.

Support:

Uniformity of the meaning of traffic control devices is vital to their effectiveness. The meanings ascribed to devices in this Manual are in general accord with the publications mentioned in Section 1A.11.

### **Section 1A.03 Design of Traffic Control Devices**

Guidance:

Devices should be designed so that features such as size, shape, color, composition, lighting or retroreflection, and contrast are combined to draw attention to the devices; that size, shape, color, and simplicity of message combine to produce a clear meaning; that legibility and size combine with placement to permit adequate time for response; and that uniformity, size, legibility, and reasonableness of the message combine to command respect.

## CHAPTER 2A. GENERAL

### **Section 2A.01 Function and Purpose of Signs**

#### **Support:**

This Manual contains Standards, Guidance, and Options for the signing within the right-of-way of all types of highways open to public travel. The functions of signs are to provide regulations, warnings, and guidance information for road users. Both words and symbols are used to convey the messages. Signs are not typically used to confirm rules of the road.

Detailed sign requirements are located in the following Chapters of Part 2:

Chapter 2B—Regulatory Signs

Chapter 2C—Warning Signs

Chapter 2D—Guide Signs (Conventional Roads)

Chapter 2E—Guide Signs (Freeways and Expressways)

Chapter 2F—Specific Service (Logo) Signs

Chapter 2G—Tourist-Oriented Direction Signs

Chapter 2H—Recreational and Cultural Interest Area Signs

Chapter 2I—Emergency Management Signs

#### **Standard:**

Because the requirements and standards for signs depend on the particular type of highway upon which they are to be used, the following definitions shall apply:

- A. Freeway—a divided highway with full control of access;
- B. Expressway—a divided highway with partial control of access;
- C. Conventional Road—a street or highway other than a low-volume road (as defined in Section 5A.01), a freeway, or an expressway; and
- D. Special Purpose Road—a low-volume, low-speed road that serves recreational areas or resource development activities, or that provides local access.

### **Section 2A.02 Definitions**

#### **Support:**

Definitions that are applicable to signs are given in Sections 1A.13 and 2A.01.

### **Section 2A.03 Standardization of Application**

#### **Support:**

It is recognized that urban traffic conditions differ from those in rural environments, and in many instances signs are applied and located differently. Where pertinent and practical, this Manual sets forth separate recommendations for urban and rural conditions.

#### **Guidance:**

Signs should be used only where justified by engineering judgment or studies, as noted in Section 1A.09.

Results from traffic engineering studies of physical and traffic factors should indicate the locations where signs are deemed necessary or desirable.

Roadway geometric design and sign application should be coordinated so that signing can be effectively placed to give the road user any necessary regulatory, warning, guidance, and other information.

#### **Standard:**

Each standard sign shall be displayed only for the specific purpose as prescribed in this Manual. Determination of the particular signs to be applied to a specific condition shall be made in accordance with the criteria set forth in Part 2. Before any new highway, detour, or temporary route is opened to traffic, all necessary signs shall be in place. Signs required by road conditions or restrictions shall be removed when those conditions cease to exist or the restrictions are withdrawn.

### **Section 2A.04 Excessive Use of Signs**

#### **Guidance:**

Regulatory and warning signs should be used conservatively because these signs, if used to excess, tend to lose their effectiveness. If used, route signs and directional signs should be used frequently because they promote reasonably safe and efficient operations by keeping road users informed of their location.

## Section 2B.05 STOP Sign Applications

### Guidance:

STOP signs should be used if engineering judgment indicates that one or more of the following conditions exist:

- A. Intersection of a less important road with a main road where application of the normal right-of-way rule would not be expected to provide reasonable compliance with the law;
- B. Street entering a through highway or street;
- C. Unsignalized intersection in a signalized area; and/or
- D. High speeds, restricted view, or crash records indicate a need for control by the STOP sign.

### Standard:

**Because the potential for conflicting commands could create driver confusion, STOP signs shall not be installed at intersections where traffic control signals are installed and operating except as noted in Section 4D.01.**

**Portable or part-time STOP signs shall not be used except for emergency and temporary traffic control zone purposes.**

### Guidance:

STOP signs should not be used for speed control.

STOP signs should be installed in a manner that minimizes the numbers of vehicles having to stop. At intersections where a full stop is not necessary at all times, consideration should be given to using less restrictive measures such as YIELD signs (see Section 2B.08).

Once the decision has been made to install two-way stop control, the decision regarding the appropriate street to stop should be based on engineering judgment. In most cases, the street carrying the lowest volume of traffic should be stopped.

A STOP sign should not be installed on the major street unless justified by a traffic engineering study.

### Support:

The following are considerations that might influence the decision regarding the appropriate street upon which to install a STOP sign where two streets with relatively equal volumes and/or characteristics intersect:

- A. Stopping the direction that conflicts the most with established pedestrian crossing activity or school walking routes;
- B. Stopping the direction that has obscured vision, dips, or bumps that already require drivers to use lower operating speeds;
- C. Stopping the direction that has the longest distance of uninterrupted flow approaching the intersection; and
- D. Stopping the direction that has the best sight distance to conflicting traffic.

The use of the STOP sign at highway-railroad grade crossings is described in Section 8B.08. The use of the STOP sign at highway-light rail transit grade crossings is described in Section 10C.04.

## Section 2B.07 Multiway Stop Applications

### Support:

Multiway stop control can be useful as a safety measure at intersections if certain traffic conditions exist. Safety concerns associated with multiway stops include pedestrians, bicyclists, and all road users expecting other road users to stop. Multiway stop control is used where the volume of traffic on the intersecting roads is approximately equal.

The restrictions on the use of STOP signs described in Section 2B.05 also apply to multiway stop applications.

### Guidance:

The decision to install multiway stop control should be based on an engineering study.

The following criteria should be considered in the engineering study for a multiway STOP sign installation:

- A. Where traffic control signals are justified, the multiway stop is an interim measure that can be installed quickly to control traffic while arrangements are being made for the installation of the traffic control signal.
- B. A crash problem, as indicated by 5 or more reported crashes in a 12-month period that are susceptible to correction by a multiway stop installation. Such crashes include right- and left-turn collisions as well as right-angle collisions.
- C. Minimum volumes:
  1. The vehicular volume entering the intersection from the major street approaches (total of both approaches) averages at least 300 vehicles per hour for any 8 hours of an average day, and
  2. The combined vehicular, pedestrian, and bicycle volume entering the intersection from the minor street approaches (total of both approaches) averages at least 200 units per hour for the same 8 hours, with an average delay to minor-street vehicular traffic of at least 30 seconds per vehicle during the highest hour, but
  3. If the 85th-percentile approach speed of the major-street traffic exceeds 65 km/h or exceeds 40 mph, the minimum vehicular volume warrants are 70 percent of the above values.
- D. Where no single criterion is satisfied, but where Criteria B, C.1, and C.2 are all satisfied to 80 percent of the minimum values. Criterion C.3 is excluded from this condition.

### Option:

Other criteria that may be considered in an engineering study include:

- A. The need to control left-turn conflicts;
- B. The need to control vehicle/pedestrian conflicts near locations that generate high pedestrian volumes;
- C. Locations where a road user, after stopping, cannot see conflicting traffic and is not able to reasonably safely negotiate the intersection unless conflicting cross traffic is also required to stop; and
- D. An intersection of two residential neighborhood collector (through) streets of similar design and operating characteristics where multiway stop control would improve traffic operational characteristics of the intersection.