

Town of Danville



DOWNTOWN PARKING MANAGEMENT PLAN

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Transportation Division
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I. DOWNTOWN PARKING OVERVIEW

Within downtown Danville, there are sufficient parking opportunities for visitors and patrons, as well as for employees and merchants, of the downtown business district. Unlike many jurisdictions of similar size, the Town of Danville provides free, time-limited public parking for the entire downtown area.

There are approximately 2,929 private and public parking spaces within the immediate downtown. Of this inventory, public parking accounts for 46% of the total parking supply for a total of 1,358 public parking spaces. Of these public spaces, 810 are contained within six of the Town's municipal parking lots, with the remaining 548 parking spaces located on-street. The Town of Danville maintains and has jurisdiction over public parking spaces only, while property owners and managers are responsible for operating and managing on-site private parking.

In recent years, the Town of Danville (the "Town") and the Community Development Agency (CDA) have focused considerable effort and expended significant funding to provide additional public parking spaces in the downtown area. Despite these efforts, the Town continues to receive periodic concerns regarding the adequacy of public parking, including issues related to supply, location and time restrictions.

As a part of the 2008 Economic Development Strategy Update, the Town Council authorized undertaking a parking utilization study ("study") to assess existing parking policies, patterns, and utilization within the downtown. A key component of the parking assessment study was to obtain input from local business organizations, merchants, and patrons of the downtown.

Starting in the fall of 2008, the Town's consultant team conducted an extensive inventory of public and private parking spaces, assessed the Town's current parking management practices, and conducted surveys of merchants and patrons to measure parking patterns, demand, and use in the downtown area. The key findings of the Study were:

- While there are "hot spot" areas during peak periods, in general, the current parking supply in the downtown is sufficient for existing needs; and
- A comprehensive parking strategy needs to be adopted to more efficiently and effectively manage this parking supply.

Based on feedback provided by the Town Council, Discover Danville Association, and the Danville Area Chamber of Commerce, this comprehensive Downtown Parking Management Plan was developed, and that includes a series of recommended parking implementation actions and the expansion and redevelopment of the existing permit

parking program through the proposed implementation of an online permit sales and management system.

On-Street Parking Regulations

Within the downtown, the majority of on-street public parking spaces are designated 2-hour parking, between the hours of 7 a.m. and 6 p.m., Monday through Saturday, excluding Sundays and holidays. These parking designations are located along Hartz Avenue, Railroad Avenue, Diablo Road, School Street, Church Street, Front Street, Hartz Way, Laurel Drive, Prospect Avenue, Linda Mesa Avenue, and Rose Street.

There are a smaller amount of long-term parking spaces that are designated 4-hour parking, also between the hours of 7 a.m. and 6 p.m., Monday through Saturday, excluding Sundays and holidays. These spaces are located on Railroad Avenue (between Church Street and Prospect Avenue), Front Street (fronting the Library/Community Center buildings), and a small section on Prospect Avenue and East Linda Mesa Avenue.

A very limited number of short-term parking designations that include 1-hour, 20-minute, and 30-minute parking spaces are located in select areas of the downtown where adjacent, service-oriented type businesses warrant a need for such parking designations (see Section III, "Downtown Curb Marking Policy" for additional requirement criteria).

Single on-street ADA (Americans with Disabilities Act) accessible parking spaces are located on School Street (adjacent to Railroad Avenue), Hartz Avenue (in front of the Veteran's Memorial Building, adjacent to East Prospect Avenue), and on East Linda Mesa Avenue (adjacent to Hartz Avenue). Individuals must display a current DP (Disabled Person) placard or license plate, per California State Law, in order to park in these areas.

Municipal Parking Lot Regulations

Within downtown Danville there are six municipal parking lots available for public use free of charge, and contain the following time-limit designations:

Clocktower Municipal Lot

The Clocktower Municipal Lot is located adjacent to Railroad Avenue between Prospect Avenue and Linda Mesa Avenue. The lot contains 233 parking spaces and is designated as 3-hour parking, 7 a.m. and 6 p.m., Monday through Saturday, excluding Sundays and holidays. A special parking restriction applies to this lot in that an individual is not allowed to re-park their vehicle anywhere within the lot after initial parking on the same day. As this lot is located in a prime retail area of the downtown, this restriction is in place to promote and encourage patron use.

Railroad Municipal Lot

The Railroad Municipal Lot is located adjacent to Railroad Avenue between Prospect Avenue and Linda Mesa and Church Street, and also serves Lunardi's Market customers. The lot contains 222 parking spaces with a designated mix of 2-hour and 4-hour parking, 7 a.m. and 6 p.m., Monday through Saturday, excluding Sundays and holidays. "All Day By Permit" parking is allowed in designated areas.

Front Street Municipal Lot

The Front Street Municipal Lot is located adjacent to Front Street, south of East Prospect Avenue. The lot contains 81 parking spaces and is designated as 3-hour parking, 7 a.m. and 6 p.m., Monday through Saturday, excluding Sundays and holidays.

Village Theater Municipal Lot

This parking lot is adjacent to the Village Theater located at 233 Front Street. It contains 71 parking spaces with a designated mix of 2-hour and 4-hour parking, 7 a.m. and 6 p.m., Monday through Saturday, excluding Sundays and holidays. "All Day By Permit" parking is allowed in designated areas.

Library/Community Center Parking Lot

This parking lot is located adjacent to the Library/Community Center located at 400 Front Street. It contains 86 parking spaces with and is designated as 4-hour parking, 7 a.m. and 6 p.m., Monday through Saturday, excluding Sundays and holidays. Use of this parking facility is primarily designated and encouraged for patrons and visitors of the Library and Community Center.

Rose Street Municipal Lot

The Rose Street Municipal Lot is located at the north end of Rose Avenue, north of Linda Mesa Avenue. It contains approximately 17 parking spaces and is designated as 3-hour parking, 7 a.m. and 6 p.m., Monday through Saturday, excluding Sundays and holidays. "All Day By Permit" parking is allowed within the entire lot.

Valet Parking Operations

Any business that wishes to operate private valet services within the Town must obtain a Town of Danville encroachment permit. A detailed plan outlining the complete valet service operation must also be submitted along with the encroachment permit application. The Town will evaluate valet operation requests based on several criteria including, but not limited to, potential use of public right-of-way, feasibility, and public safety.

Parking Enforcement

The Town of Danville Police Department is responsible for enforcing all parking regulations throughout the Downtown. Focused parking enforcement efforts are necessary to insure compliance with permit parking regulations, thereby insuring the maximum available parking resources for business patrons.

Parking Time Zone Modifications

As indentified in the study, the majority of the existing parking time zones in the downtown are operating sufficiently. The following minor adjustments to on-street time zones and parking lot signage were made as enhancements to better serve the needs of business patrons:

1. Add “2 HOUR/ALL DAY PARKING BY PERMIT” spaces at the following on-street locations:
 - Hartz Way – 14 spaces between Front Street and Laurel Drive.
 - Laurel Drive – 30 spaces along the I-680 freeway undercrossing.
2. Add one short-term parking space (30 minute) at the northern end of Rose Street near Linda Mesa Avenue to accommodate short-term trips to the businesses in the area. Currently, there are no short-term on-street parking spaces in this area of the downtown.
3. Upon completion of the Veteran’s Hall building renovation, convert the existing on-street parking space/commercial loading zone on East Prospect Avenue (located directly adjacent to the Veteran’s Hall) to a “Veteran’s Hall Passenger Loading Only” zone (white curb).



DOWNTOWN PUBLIC PARKING

- Accessible Parking
- 20-minute Parking
- 30-minute Parking
- 1 Hour Parking
- 2 Hour Parking
- 3 Hour Parking
- 4 Hour Parking
- Valet Parking
- Loading Zone
- Iron Horse Trail



I-680

To I-680 →

Danville Blvd.

Railroad Ave.

W. Linda Mesa Ave.

Hartz Ave.

Iron Horse Trail

ClockTower Municipal Lot

Railroad Ave.

Diablo Rd.

Hartz Ave.

W. Prospect Ave.

Railroad Municipal Lot

Front Street Municipal Lot

E. Prospect Ave.

Railroad Ave.

Church St.

Village Theatre Municipal Lot

Hartz Ave.

School St.

Library/CC Municipal Lot

Hartz Way

San Ramon Valley Blvd.

Iron Horse Trail

Laurel Dr.

Pedestrian and Bicycle Access to Park and Ride Lot →

II. PERMIT PARKING PROGRAM

Permit Parking Program Overview

The Town of Danville has developed a comprehensive parking permit program that includes the following permit categories:

1. Downtown Employee Permit Parking
2. One-Day/Special Event Permit Parking
3. Overnight/Oversize Vehicle Permit Parking
4. Residential Permits

In order to effectively manage a comprehensive permit parking program, the Town has implemented a new permit management software system. The permit management system is a web based application that effectively streamlines permit sales and staff management duties. Individuals interested in purchasing employee parking permits are now able to do so online, providing increased customer service while reducing staff time and resources. As the online permit system continues to expand and develop, ultimately all classifications of Town parking permits including one-day/special event, residential, and oversize/overnight parking permits will be available for purchase online.

Employee Permit Parking Program

Prior to a Parking Assessment Study ("Study") conducted in 2008, there were 198 public parking spaces in the Downtown Study Area available for employee permit parking. These spaces are identified throughout the downtown with "All Day Parking By Permit" signage. Based on parking patterns identified in the study, and extensive input received from the public and the Town Council, direction was given to dedicate up to 20-percent of the total public parking inventory in the downtown to serve employee parking needs. As a result, 109 additional employee permit parking spaces have been added throughout the downtown, and are located in areas where there is minimal impact on prime on-street parking areas for consumers. The new employee permit locations include additional spaces in the Railroad Parking Lot, on-street spaces along sections of Front Street and Diablo Road, and two areas on the "outskirts" of the downtown along Hartz Way and Laurel Drive. With these additions, there are now a total of 307 "All Day By Permit" spaces located throughout the downtown.

The demand for employee "All Day By Permit" spaces is greater in the centrally located "hot spot" areas of the downtown (e.g., Village Theater Municipal Lot) while employee spaces located in the peripheral areas (e.g., Railroad Avenue Municipal Lot) are currently under utilized. In an effort to encourage employee parking in these underutilized areas, a two-tiered fee structure was adopted to more effectively manage the demand in the "hot spot" areas while creating an incentive to utilize the more

peripherally located employee parking spaces. The two-tiered fee structure has been implemented through the creation of three employee permit parking zones throughout the Downtown as described below (also see pg. 10, “All Day By Permit” Parking map):

Zone 1 (“white zone”)

This zone is considered to be at the periphery of the downtown, and includes the areas of Hartz Avenue and Railroad Avenue, from Linda Mesa to the intersection of San Ramon Valley Boulevard. It contains the largest concentration of employee permit spaces, all of which are currently located in the Railroad Parking Municipal Lot. Given the availability of Town-owned property in this zone, it can accommodate a greater number of employee parking permit spaces, and have the following allocated permit spaces in these areas:

- Railroad Avenue Municipal Lot: 157
- Railroad Avenue on-street: 16
- Laurel Drive undercrossing: 30

It should be noted that as the Laurel Drive location is not in the immediate downtown area, it was identified that the location is within reasonable walking distance to the downtown, given the access to the adjacent Iron Horse Trail, and is an appropriate parking area for employees who work in the southern end of the downtown business district.

Zone 1 permits are available for a fee of \$25 per year.

Zone 2 (“Red Zone”)

This zone is considered to be located within the high demand “hot spots” areas of the downtown, and encompasses the areas of East Prospect Avenue and Front Street, from Diablo Road to Hartz Way. This zone has a mix of employee and longer-term patron parking needs. While this zone contains a relatively large number of municipal parking spaces, it also contains a large number of public facilities that generate parking demand. Employee permit parking spaces are allocated as follows:

- Village Theatre Municipal Lot: 32 permit spaces
- Library/Community Center Municipal Lot: 9
- Front Street on-street: 16
- Hartz Way on-street: 14
- School Street on-street: 4

Given that these locations are located within prime parking areas where patron parking demand reach or exceed existing parking capacity during peak periods, the employee permit parking fee for this zone is \$50 per year.

Zone 3 (“Blue Zone”)

This zone is also considered to be located within a high demand area of the downtown, and encompasses the northern end of the downtown, along Hartz and Railroad Avenues, north of Linda Mesa, as well as Rose Street, north of Diablo Road. This zone has a mix of employee and longer-term patron parking needs. Permit parking in the Rose Street area of Zone 3 is extremely limited. Employee permit parking spaces are allocated as follows:

- Rose Street Municipal Lot: 17
- Front Street On-Street: 6
- Diablo Road On-Street: 6

Given that these locations are located within prime parking areas where patron parking demand reach or exceed existing parking capacity during peak periods, the employee permit parking fee for this zone is \$50 per year.

Employee Parking Permit Ordering Process

The Town of Danville’s online parking permit system is hosted through ThePermitStore.com. Individuals can apply and purchase employee parking permits by accessing the Town’s website (www.ci.danville.ca.us) and clicking on the “Order Employee Parking Permit” link contained under the “Permits” heading. This will redirect you to the Town’s parking permit purchasing homepage (ThePermitStore.com). Simply click on the “Apply” button to begin the permit application and purchasing process.

Employees, merchants, and business owners within the downtown Danville area are eligible for employee permits, and must provide proof of employment to receive a permit. After completing the online application, bring your most recent pay stub or business card, in-person, to the Danville Police Department, located at 510 La Gonda Way, Danville, to verify your employment status and pick-up your permit. Over the counter permit issuances are subject to availability, or alternatively will be mailed to you within 3-5 business days.

One-Day/Special Event Parking

Special parking provisions are made for patrons attending day-long events in the downtown for specific parking lots. Currently, these passes are informally created, issued by either the Police or Community Services Departments. Beginning in 2010, the one-day/special event parking permit will be available via the Town’s online parking permit program, and will be valid in any parking zone designated “All Day By Permit”. Criteria for obtaining one-day/special event parking permits will be established and administered by the Town.

Overnight/Oversize Vehicle Parking

Overnight/Oversize vehicle parking permits are administered through the Danville Police Department's parking permit program. These permits are valid for a defined period of time, and are primarily for use in residential areas. There currently is no fee for the overnight/oversize vehicle permit.

Residential Parking Permits

The Town issues a small number of overnight residential parking permits to the residents of the apartments located on East Linda Mesa Avenue, at the intersection of Rose Street. Due to the limited amount of parking in the area, and given the mixed-use of retail and residential occupancy, special parking permits are required for these residents. This area is the only residential parking permit zone within the Town of Danville. The residential permits are issued by the Danville Police Department.



EMPLOYEE PERMIT PARKING

-  Zone 1 Permit Parking — \$25/year
-  Zone 2 Permit Parking — \$50/year
-  Zone 3 Permit Parking — \$50/year
-  Municipal Parking Lots
-  Iron Horse Trail



I-680

To I-680 →

Iron Horse Trail
Pedestrian and Bicycle Access to Park and Ride Lot →

Danville Blvd.

Railroad Ave.

W. Linda Mesa Ave.

Hartz Ave.

Iron Horse Trail

E. Linda Mesa Rd.

ClockTower Municipal Lot

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Railroad Municipal Lot

Front Street Municipal Lot

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Diablo Rd.

Church St.

Village Theatre Municipal Lot

Hartz Ave.

School St.

Library-CC Municipal Lot

Hartz Way

San Ramon Valley Blvd.

Laurel Dr.

III. DOWNTOWN CURB MARKING POLICIES AND PROCEDURES

Each year the Town of Danville's Transportation Division receives requests to install red, yellow, green, white, and blue curbs in front of residences and businesses. This policy and procedures document discusses the issues that are involved in reviewing such requests, defines the various types of curb markings, and identifies the conditions and locations that are appropriate for such marking. The procedures for reviewing curb marking requests are also discussed.

Policy

Objective: It is the objective of this policy to install curb markings to meet the needs of the community while following the standards of practice for installation of curb markings. Additionally, this policy establishes the standards and procedures by which curb marking requests are reviewed and implemented.

Need: This policy and procedure document is necessary to outline the steps taken and issues involved when reviewing curb marking requests. The Transportation Division is responsible for maintaining all infrastructures in the public right-of-way. This includes streets, gutters, and curbs. As such, the Transportation Division installs and maintains all curb markings in the Town. This includes evaluating when and where curb markings are installed and ensuring that all curb markings are installed in accordance with accepted engineering standards. Residents and business owners are not permitted to install curb markings in the right-of-way in any area of the Town. Illegal curb markings are declared to be a public nuisance and are removed by the Town at the property owner's expense. Additionally, it is unlawful to remove or modify any Town-approved and installed curb marking. Doing so may lead to liability for those responsible and such modification will be corrected at the property owner's expense.

Curb Marking Definitions and Typical Installations

The Town of Danville identifies four general types of parking zones. These are: (1) no-parking zones, (2) time-limited parking zones, (3) loading zones, and (4) disabled-parking zones for the physically challenged.

The definitions of the various curb markings have been established by the Town of Danville, as presented in Section VIII ("Traffic and Motor Vehicles") of the Danville Municipal Code, and as defined in Section 21458 ("Curb Markings") in the California Vehicle Code. The definitions of each curb marking are discussed below, along with the locations where such curb markings are appropriate.

Under some circumstances, special parking zones may be established by: (1) placement of signs only, as opposed to installing curb markings so long as at least two signs are visible from any portion of the parking area, (2) by curb markings only – without signs, or (3) by a combination of signs and curb markings.

No-Parking (Red Zones)

➤ *Red Curb*

Red zones are no-parking or no-stopping zones, where parking is not allowed at any time. Red means no stopping, standing or parking at any time, except that a bus may stop in a red zone marked or signed as a bus zone.

In lieu of red zones, or in some cases to supplement those zones, no-parking signage may be installed and enforced so long as at least two signs are visible from any portion of the parking area.

No-parking zones can be installed in any area of the Town where the presence of parked cars at the curb creates an unsafe situation for vehicular or pedestrian traffic or reduces operational efficiency at a particular location to unacceptable levels. Thus, when it is warranted by engineering review, red curbing can be installed on any intersection corner to maintain safe and efficient vehicular maneuverability, or on certain segments of streets where narrow street widths cause vehicular operations to degrade to unacceptable conditions. The red curb installations discussed above are considered critical red zones, where parking restrictions are necessary to maintain safe roadway and traffic conditions. Other non-critical red zones could include the curb space in front of fire hydrants, United States Post Office mailboxes, and appropriately signed and marked public transit bus stops.

➤ *Driveway Red Tipping*

Driveway red tipping is a special type of red zone that is installed at driveways. Short sections of red curbing, typically requested by property owners, can be installed on either side of a driveway to promote better maneuverability into and out of the driveway and to improve visibility from the driveway. Driveway red tipping can be installed to eliminate non-standard parking spaces (less than 20 feet) between driveways; a condition that sometimes leads to one or both driveways being partially blocked by parked vehicles. A typical driveway red-tipping installation would include approximately five to ten feet of red curbing on either side of the driveway. However, the length of red curb installed at each location could be adjusted on a case-by-case basis depending on other factors, such as adjacent parking and operations at adjacent driveways. Parking restrictions for driveway red tipping is enforceable just as any other no-parking zone in the Town (i.e., any vehicle, including that of the property owner, can be cited for parking in a driveway red tipping zone).

Time-Limited Parking (Green Zones)

➤ *Green Curb*

Time-limited parking zones are areas where the length of time that a vehicle can remain parked in a particular space is limited to a specified duration. In the

Town of Danville, a green zone generally indicates no standing or parking for longer than twenty minutes at any time between 7 a.m. and 6 p.m. of any day, except Sunday (or as otherwise designated). However, under certain circumstances, green zones with time limits other than twenty minutes can be installed if warranted by Transportation Division review.

- Time-restricted parking zones typically are installed in commercial areas. Green zones can be installed where unrestricted curb space in front of a particular business is used for long-term parking during the majority of the day, such that short-term parking is not available for customers of the businesses in the area. Appropriately marked green zones will have the parking time limit painted on the curb to supplement the parking signage.

Loading (Yellow and White Zones)

Loading zones are special parking zones that allow for temporary parking for the sole purpose of loading and unloading freight and/or passengers. Loading zones may be marked at any place in the downtown business district, in front of the entrance to any place of business, or in front of any hall or place used for the purpose of public assembly.

- ***Yellow Curb***

A yellow zone indicates an area that has been designated solely for freight and passenger loading activities. Yellow means no stopping, standing, or parking at any time between 7 a.m. and 6 p.m. of any day except Sunday (or as otherwise designated) for any purpose other than the loading or unloading of passengers or materials; provided that the loading or unloading of passengers shall not consume more than three minutes, nor the loading or unloading of materials more than twenty minutes.

Loading zones typically are installed in commercial areas and near high-density residential developments. Yellow zones can be installed in areas where frequent material loading and/or passenger loading occur, but where the majority of the unrestricted curb space in front of the subject business or residential complex is used for long-term parking during most of the day, such that there is no usable curb space for loading activities.

- ***White Curb***

White zones designate areas where only passenger loading activities are permitted. White means no stopping, standing or parking for any purpose other than loading or unloading of passengers, which shall not exceed three minutes. These restrictions typically apply between 7 a.m. and 6 p.m. of any day, except Sundays.

Passenger loading zones typically are found in commercial areas, near schools, public facilities, senior housing, hospitals, restaurants, hotels, apartment

buildings, theaters, churches, and other large places of assembly. White zones can be installed in areas where it is desirable to permanently reserve curb-space to facilitate passenger loading.

Physically Challenged (Disabled) Parking (Blue Zones)

➤ *Blue Curb*

Blue zones are areas reserved for parking by disabled persons. Blue means no standing or parking except by vehicles which display a distinguishing license plate or a placard issued pursuant to Section 22511.5 ("Disabled Persons' Exemption"), or Section 9105 ("Disabled Veterans"), of the California Vehicle Code. To be enforceable, a disabled parking zone requires blue painted curb, a handicap pavement legend, and appropriate signage.

Disabled parking zones typically are installed in commercial areas and in front of residential developments where disabled persons reside, and where no off-street parking spaces will facilitate their needs.

When evaluating any new disabled parking space request, the Transportation Division will evaluate the area in the general vicinity of the request to determine if the area has a substandard amount of disabled parking spaces available. If it is found that there are an insufficient number of disabled spaces available to meet the needs of the area, a new disabled parking space would be installed at a location that best serves the disabled parking needs of the area, and not necessarily the specific needs of the individual or business making the request.

Curb Marking Requests

Business and property owners can request curb markings by filling out and returning the appropriate request form. Two request forms are available: (1) a form for general curb marking requests and (2) a form for driveway red tipping requests only. These forms are included at the back of this document.

A completed request form and successful submittal of the required information constitutes a complete application. Incomplete requests will be delayed while staff coordinates with the requestor to complete the application.

Processing

Each curb marking request requires time for Town staff to evaluate the request, conduct field visits, collect and analyze data (if necessary), mark curb-painting locations in the field, and to install the requested curb markings. Generally, once a request or application has been submitted, the implementation process can take up to 30 days.

Curb Marking Evaluation Process

When the Transportation Division receives a completed curb marking application,

Town staff will process the request on a first-come first-serve basis along with other Town business and citizen requests. Listed below are the steps involved in evaluating a curb marking request.

1. **Field Visit** – After the completed application is received, Town staff will conduct a field visit to assess the problem and identify possible solutions within two weeks of receipt of the completed curb marking application. Note that curb marking requests involving safety issues have priority over other requests. Therefore, when a safety request is received, Town staff will conduct field visits and investigate the location within three working days of when the request is received to determine if immediate improvements are necessary.
2. **Data Collection (if necessary)** – Additional data, such as parking survey information, may be necessary to review some curb marking requests. A parking survey may be needed to assess the impact on parking in the area when parking activity is high, or to determine if the parking activity in the area is high enough to warrant installation of the requested curb marking. An additional two weeks is needed when parking surveys are necessary to evaluate the need and feasibility of the requested curb marking.
3. **Contact Adjacent Residence/Property Owners (if necessary)** – An additional step in the review process is necessary when the requested curb marking will affect locations other than that owned by the requestor. Under such conditions, the Town will seek input from the affected property owners. Notices will be sent out to property owners when colored curbing or corresponding signage, which was not requested by them, will be installed in front of their property. When the location of a requested curb marking is in a place other than the requestor's property frontage, the request will not be granted without the affected property owner's signature on the Curb Marking Request Form or a letter from the affected property owner consenting to the curb marking.
4. **Public Input** – When curb markings are requested in the downtown area, Transportation staff may seek and obtain input from the organizations such as the Danville Chamber of Commerce and Discover Danville Association when evaluating the request.
5. **Review and Evaluation** – Following the field visit and data collection, staff will evaluate the circumstances of the particular request and make a determination regarding the feasibility of the requested curb marking. The review and evaluation process will be completed within two weeks of the time when the field visits and data collection are complete.
6. **Notification** – Upon completion of the review of the requested curb marking, Town staff will send a letter to the requestor documenting the results of the

analysis, the Town's findings, and a preliminary schedule for any work that is determined to be necessary.

7. **Curb Marking Installation** - If Town staff determines that the requested curb marking is feasible and justified, it will be submitted to the Town Council for approval (if necessary). Once approved a work order will be issued the Town Maintenance Division to complete the work. The work will be complete within two to four weeks.

Evaluation Criteria

Every curb marking request involves a different set of circumstances. As such, each curb marking request will require a unique analysis that takes into account the particular set of circumstances involved. Some of the common issues involved in evaluating a curb marking request are discussed below.

- *How much parking is removed to accommodate the request?* When a curb marking, including driveway red tipping, is requested, consideration is given to the preservation of adjacent parking spaces. It is undesirable to install sections of colored curbing that would leave a relatively long, but unusable portion of unpainted curb (less than 20 feet).
- *Would the requested curb marking affect other property owners?* Occasionally, installing curb markings at one location causes drivers to park their cars closer to an adjacent driveway or property frontage, thereby creating a problem at that location. Under circumstances such as these, the feasibility of adjusting the length of the requested curb marking or installing red tipping at adjacent driveways is reviewed.
- *How is parking in the area affected by adjacent land uses?* Time-limited parking and loading zones may be warranted in areas where long-term parking regularly occupies the curb space that is needed for loading and short-term customer parking. A parking occupancy survey may be necessary to quantify the magnitude of the parking problem and the usage of curb space in the area.
- *Are there similar parking zones nearby that would serve the requestor?* Town staff will evaluate the neighborhood where the curb marking is requested to determine if existing colored curb zones (white, yellow, green, or blue) could serve the requested location.
- *How large does the requested zone need to be and how many deliveries are expected during peak times? For yellow and white zones, what size vehicle will be using the zone?* Consideration will be given to providing the zone that is

requested while maintaining as much parking in the area so as not to unfairly impact nearby property owners.

- *How does the requested curb marking impact surrounding properties?* Town staff will evaluate if the requested curb marking would remove parking spaces that would affect businesses within the area. In most cases, any new curb marking requests will also require the consent of adjacent business or property owners (see application).
- *What is the impact on motorist safety?* Town staff will adhere to accepted engineering practices when determining whether the requested curb markings are feasible and appropriate in regards to traffic safety.
- *Is the curb marking going to be installed in a location other than the requestor's property frontage?* If so, then the Transportation Division will not grant the request without consent from the affected property owner allowing the curb on their frontage to be painted per the request. However, consent from the affected property owner may not be required if a red zone is to be installed on their property on a segment of curb that does not constitute a legitimate parking space (i.e., less than 20 feet of unmarked curb space), and if the curb marking is required to address an immediate traffic safety hazard.
- *For blue zones; is there a clear need?* There must be a clear need for the disabled parking zone that is not met by any off-street parking spaces. Town staff will consider such things as impact to adjacent parking spaces and the safety of the users of the disabled parking zone when determining the feasibility of such zones.

Special Considerations for Critical Red Zones

Evaluating the need for critical red zones involves the following criteria in addition to those described above. Establishing critical intersection and roadway red zones will be based primarily on evidence that could identify a particular location as a safety problem or high-accident locations.

When evaluating the need for red zones at a particular location, the primary areas of investigation will be accident records at the location, the traffic volume at the location, street/intersection geometrics, and sight distances associated with the location.

Locations with multiple complaints of visibility problems and locations with many requests for red curbing will be considered candidates for safety improvements and will be evaluated further to assess the need for red curbing to improve sight distance and/or traffic operations.

Obstructions on private property that are taller than 3.5 feet and within the sight

triangle established by the Town's intersection sight distance procedures should be removed or lowered. Such objects include walls, fences, landscaping, trees, and buildings. Similarly, any tree located within the sight triangle must be maintained such that its canopy provides seven feet of vertical sight clearance. Thus, within the sight triangle, objects must be lower than 3.5 feet and/or higher than 7 feet.

Under some circumstances, vehicles parked near curb returns can be considered sight obstructions. A sight obstruction at an intersection may exist when the curb near the intersection is continuously occupied by a parked vehicle for a significant portion of the day, or when large vehicles (trucks, RVs, buses, vans, SUVs) are often parked at the corner. Under such circumstances, when parking activity constitutes a sight obstruction, the owner of the vehicle will be contacted and notified by the Town of the sight obstruction problem. If this does not correct the problem, then parking restrictions, no-parking signs and/or red curbing can be installed at the direction of the Transportation Division, pursuant to the Danville Municipal Code.

Maintenance of Existing Curb Markings

Existing curb markings that have become faded will be refreshed by the Maintenance Division as needed. Under no circumstances shall the property owner be permitted to paint or repaint any curb markings.

Removal of Curb Markings

Occasionally, the Transportation Division will receive a request for the removal of an existing curb marking. Any such request will be reviewed using the same process and evaluation criteria used for new curb marking requests. If it is determined that the existing curb marking serves no purpose, the curb marking will be removed the Town after approval by the Town Council (if necessary).