

CITY OF HAMILTON, OHIO

No. 111

ADMINISTRATIVE DIRECTIVE

Effective Date: 4-28-16

Supersedes No. 111 dated 06/27/78, 7/15/64

Approved by: Joshua A. Smith,
City Manager

SUBJECT: RESERVATION OF PARKING METER SPACES

PURPOSE: To establish a uniform policy for the special use of metered parking spaces.

REFERENCE: Section 353.07.01 of the Codified Ordinances of the City of Hamilton, Ohio.

1. Policy.

- a. Issuing temporary permits for reserved parking
 - i. Upon request, permits in the form of paper “No Parking” signs or paper or cloth meter hoods inscribed “No Parking” will be granted to (a) institutions, such as churches, schools, fraternal and service organizations, for such purposes as weddings, funerals, social functions, and the parking of visiting school and chartered busses; (b) building and demolition contractors for public safety purposes; and (c) concrete contractors performing curb, gutter and sidewalk work adjacent to meter stalls.
 - ii. Permits will be granted for a reasonable number of meter stalls, depending on the conditions associated with the request, as determined by the Transportation & Traffic Engineer. Requests for additional stalls in excess of the number determined to be reasonable will be referred to the Director of Public Works.
 - iii. Placing and removing signs or hoods will normally be performed by City personnel but by arrangement with the Transportation & Traffic Engineer, this task may be handled by the person granted the Permit.

2. Procedure.

- a. A request for a “No Parking” sign shall be submitted to the Transportation & Traffic Division of Public Works.
- b. Eligibility for Meter Hoods/ Paper Signs:
 - i. Those eligible are building tradesman, such as carpenters, plumbers, electricians, roofers, etc., when their work requires a vehicle to be at or near the place of work when in the metered district.
 - ii. Vehicle is defined as (a) a truck; or (b) a station wagon with or without commercial plates. In addition, a station wagon without commercial license plates must have materials and/or equipment aboard. A passenger vehicle is not eligible, irrespective of its user meeting the tradesman requirements.
 - iii. Additionally eligible are Street Vending as specified under Section 754.01 of the Codified Ordinances of the City of Hamilton.
- c. Charge for Hood Rental:
 - i. \$10.00 per metered space per day
 - ii. Street Vending - \$10.00 per metered space per day or \$250.00 per year.

3. Removal of Meter Standards.

- a. Contractors may obtain permission to remove meter standards for demolition work, sidewalk reconstruction, or other work requiring such removal.
- b. The Transportation & Traffic Engineer will remove meter heads.

- c. Payment for meter space taken out of service is as follows:
 - i. \$10.00 per space per day.
 - ii. Payment: Charges begin at the time meter heads are removed and end at the time the meter is again available for public parking.
- 4. Damaged Meter.**
- a. When a meter or meter standard is damaged, a charge will be made based on the actual cost of parts and labor used in replacement or repair.