



# City of Madison

City of Madison  
Madison, WI 53703  
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## Master

**File Number: 79973**

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**File Type:** Ordinance

**Status:** Council New  
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**Reference:**

**Controlling Body:** Attorney's Office

**File Created Date :** 09/21/2023

**File Name:** Traffic Engineering Title Change

**Final Action:**

**Title:** Amending Secs. 12.03, 12.142, 12.1425 and other sections of the Madison General Ordinances to change the title of the City Traffic Engineer to the Director of Traffic Engineering and to update the title of the Parking Division Manager, where necessary.

**Notes:** 6793TrafficEngTitleChange

**Sponsors:** Satya V. Rhodes-Conway

**Effective Date:**

**Attachments:**

**Enactment Number:**

**Author:** Doran Viste

**Hearing Date:**

**Entered by:** mglaeser@cityofmadison.com

**Published Date:**

### History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
1	Attorney's Office	09/21/2023	Referred for Introduction				
	<b>Action Text:</b> This Ordinance was Referred for Introduction						
	<b>Notes:</b> Transportation Commission (10/11/23); Common Council (10/17/23)						

### Text of Legislative File 79973

#### Fiscal Note

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#### Title

Amending Secs. 12.03, 12.142, 12.1425 and other sections of the Madison General Ordinances to change the title of the City Traffic Engineer to the Director of Traffic Engineering and to update the title of the Parking Division Manager, where necessary.

#### Body

DRAFTER'S ANALYSIS: This ordinance changes the title of the City Traffic Engineer position to the Director of Traffic Engineering to more closely align with the position responsibilities. Secs. 12.03, 12.142 and 12.1425 used the term "Traffic Engineer" to refer to both the Traffic Engineer and the Parking Manager. Those sections will thus need to be amended to reflect the retitling and the current responsibilities of the respective positions. This ordinance will further authorize the City Attorney to make the necessary ordinance changes to effectuate this change

in position title, and to update the title of the Parking Division Manager where necessary. The duties and authorities associated with both positions will not change as a result of this ordinance.

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The Common Council of the City of Madison do hereby ordain as follows:

1. Section 12.03 of the Madison General Ordinances is retitled "Director of Traffic Engineering and Parking Division Manager" and amended as follows:

**"12.03 CITY TRAFFIC ENGINEER-DIRECTOR OF TRAFFIC ENGINEERING AND PARKING DIVISION MANAGER.**

In addition to the duties provided in Section 3.14, the City Traffic Engineer-Director of Traffic Engineering, or designee, and the Parking Division Manager, or designee, shall perform the duties provided in this section (including the duties listed in Sec. 3.14(3) in the absence of a Director of Transportation). ~~When used in this Section or throughout this Chapter, the title-~~  
~~"Traffic Engineer" means the City Traffic Engineer and Parking Manager, or designee.~~

- (1) The ~~Traffic Engineer~~Director of Traffic Engineering shall conduct engineering analyses and investigations of traffic accidents and other traffic conditions; plan the operation of traffic on the streets of this City; cooperate with the Traffic Bureau of the Police Department in periodic studies of the records and files referred to in Section 12.02 and attempt to discover the reasons for violations and accidents and devise needed remedial measures and cooperate with other City officials in the development of ways and means to improve traffic conditions.
- (2) The ~~Traffic Engineer~~Director of Traffic Engineering shall install and maintain traffic control signs, signals and devices as required by this chapter to make effective the provisions thereof, and may install and maintain such additional traffic control devices as she or he may deem necessary to regulate traffic pursuant to this chapter and the State Vehicle Code. All such traffic control signs, signals and devices shall conform to the provisions of Wis. Stat. § 349.065.
- (3) ~~The Traffic Engineer, a~~Acting pursuant to the findings of his/her their engineering analyses and investigations and ~~his/her their~~ studies of Traffic Bureau records, ~~may:~~
  - (a) ~~Install-~~The Parking Division Manager may install parking meters limiting parking to twelve (12) minutes or thirty (30) minutes at particular parking spaces in any parking meter zone established by this chapter.
  - (b) ~~Establish-~~The Director of Traffic Engineering may establish and designate by appropriate devices, signs, marks or lines upon or adjacent to the streets, the following, and thereafter maintain such devices, signs, marks or lines:
    1. Crosswalks.
    2. Safety zones.
    3. Loading zones.
    4. Traffic lanes.
    5. Bus stops or stands.
    6. Taxi stands.
    7. "No Parking" zones not to exceed one hundred (100) feet in length.
    8. Parking spaces.
- (4) Authority To Order Street Light Installations.
  - (a) The ~~Traffic Engineer~~Director of Traffic Engineering is hereby authorized to order street light installations as funds are available, with preference for the installation to be determined by a comparison of vehicular and pedestrian traffic volume, accident experience, crime experience, area development, neighborhood desire

- for additional lighting, or other factors concerning public welfare. Direct street lighting should be controlled with cutoff or full cutoff lighting fixtures.
- (b) The minimum standards for good street lighting in residential areas served by overhead distribution systems should be one (1) six-thousand-(6,000) lumen street light at every intersection of streets which occurs at intervals of approximately four hundred (400) feet. Where intersections are six hundred (600) feet or more apart, midblock street lights may be installed if it is deemed by the ~~Traffic Engineer~~ Director of Traffic Engineering that a particular hazard exists. Where intersections are eight hundred (800) feet or more apart, a midblock light or lights spaced approximately four hundred (400) feet apart should be considered necessary and be installed when funds are available. A street light should be installed in an alley in a residential district if the alley is longer than six hundred (600) feet or is longer than four hundred (400) feet and does not have a street light at each end. In residential areas within six hundred (600) feet of, and affected by a nighttime activity from, a commercial district, lights should be spaced approximately three hundred (300) feet apart.
  - (c) The ~~Traffic Engineer~~ Director of Traffic Engineering is hereby authorized to order street light installation in residential areas served by underground distribution systems after assessments have been established in accordance with Section 66.0701 of the Wisconsin Statutes. The minimum standard for good street lighting in these areas should be one (1) six-thousand (6000) lumen street light at every intersection of streets which occurs at intervals of approximately three hundred (300) feet. Where intersections are four hundred (400) feet or more apart, midblock street lights may be installed if deemed appropriate by the ~~Traffic Engineer~~ Director of Traffic Engineering. An initial assessment shall be levied to the developer and/or benefited property owners to cover the initial installation cost of the street lighting units.
  - (d) The ~~Traffic Engineer~~ Director of Traffic Engineering is hereby authorized to order street light installation in commercial areas served by underground distribution systems after assessments have been established in accordance with Wis. Stat. § 66.0701. Street lighting units shall be installed in accordance with the criteria stated in Section 12.03(4)(c). An initial assessment shall be levied to the developer and/or benefited property owners to cover the initial installation cost of the street lighting units."

2. Section 12.142 entitled "Temporary Restricted Parking - On Street Meters" of the Madison General Ordinances is amended as follows:

**"12.142 TEMPORARY RESTRICTED PARKING - ON-STREET METERS.**

- (1) Purpose. The purpose of this ordinance is to establish a procedure for the ~~City Traffic Engineer and Director of Traffic Engineering or the Parking Division Manager~~ to create "Temporary Restricted Parking Areas" and to issue hangtag parking permits within on-street metered parking areas. ~~When used in this Section, the title "Traffic Engineer" means the "City Traffic Engineer and Parking Manager or designee."~~ Under this procedure, operators are permitted to park overtime at a metered space when displaying a hangtag parking permit, to cover certain on-street parking meters or stall markers with Temporary Restricted Parking Hoods, or to designate Temporary Restricted Parking areas for multi-space metered zones for the following purposes:
  - (a) to provide temporary parking for contractors or other vehicle operators to load and unload equipment and supplies necessary to and in the vicinity of their work, while actively engaged in performing construction or repair work in the

immediate vicinity of the restricted parking area, where the vehicle is necessary for loading, unloading or storing tools or supplies used in servicing buildings in the vicinity, and where the vehicle is not owned or operated by the owner of the premises or an employee of a business operated on the premises adjacent to the parking area. For purposes of this section, "equipment and supplies necessary" means that the operator is using the vehicle for storage of materials or tools needed on the job or as a work space necessary to the job, such as, to hold vices, air compressor, self-contained cleaning equipment, etc.

- (b) to provide temporary parking for a Large Motor Truck, as defined in Sec. 12.915, a Motor Bus as defined in Wis. Stat. § 340.01(31) (2003-2004) or a School bus as defined in Wis. Stat. § 340.01(56) (2003-2004), for loading and unloading of passengers, freight, or other equipment and for temporary parking, when, in the opinion of the ~~Traffic Engineer~~ Director of Traffic Engineering or Parking Division Manager, there is no reasonable alternative for on-street parking in the vicinity of the vehicle's destination that will accommodate the size of the vehicle.
  - (c) to create a temporary parking space for motor vehicles used by a person with a physical disability at an on-street metered parking stall, when a permanent parking space reserved for motor vehicles used by a person with a physical disability has been temporarily removed for construction or other reasons. The person, firm, or event sponsor responsible for the removal of the permanent parking space, shall apply for and pay the fee for the meter hood or Temporary Restricted Parking area to create the temporary relocated parking space, at the rates herein.
  - (d) to provide temporary parking for election workers adjacent to polling places on election days (no fee shall be required.)
  - (e) to facilitate the temporary on-street storage of materials, machinery, dumpsters, portable storage containers, and construction trailers granted a Street Occupancy Permit pursuant to Sec 10.055, MGO.
- (2) The ~~Traffic Engineer~~ Director of Traffic Engineering and the Parking Division Manager are authorized to establish Temporary Restricted Parking Areas at metered stalls or multi-space metered zones on streets in the City of Madison.

A "Temporary restricted parking area" is defined as an area on a street in the City of Madison designated for meter parking which is restricted by the ~~Traffic Engineer~~ Director of Traffic Engineering or the Parking Division Manager for the use of vehicles meeting the purposes listed in sub. (1) and which has been so designated by placing a meter hood, meter bag or other official device to notify vehicle operators of the restriction.

(3) Application and Fees.

- (a) Application for a temporary restricted parking area and hangtag parking permits shall be made to the ~~Traffic Engineer~~ Parking Division Manager, by the person or firm requesting the restricted parking area. The application shall be in writing and on a form designated by the ~~Traffic Engineer~~ Parking Division Manager. At a minimum, the application form shall require the applicant to demonstrate a need for a temporary restricted area or hangtag parking permit consistent with the purposes stated in sub. (1), and shall include any other information required by the ~~Traffic Engineer~~ Parking Division Manager. If meter or stall hoods are requested for a period of six (6) months or more the fees shall be prepaid.
- (b) Fees for Parking Meters Controlling a Single Space. Meter hoods and hangtag parking permits shall be issued for a full day or half-day. The fee for a full-day meter shall be eighteen dollars (\$18) plus a two-dollar (\$2) hood rental fee, and the fee for a half-day meter shall be ten dollars (\$10) plus a two-dollar (\$2) hood rental fee. The fee for streets with peak hour parking restrictions will be adjusted by the ~~Traffic Engineer~~ Parking Division Manager. The replacement fee for lost

or stolen hoods shall be two dollars (\$2) per hood. Election-day meter hoods under sub. (1)(d) shall be exempt from any fees.

- (c) Fees for Multi-Space Metered Zones . Zones consisting of parallel parking areas, for every twenty-two (22) lineal feet as measured at the curb, shall be equivalent to one (1) parking stall. Each parking stall measured in this manner shall have a fee of eighteen dollars (\$18) for a full day and the fee for a half day shall be ten dollars (\$10). Zones consisting of diagonal parking stalls shall have a fee of eighteen dollars (\$18) for a full day and the fee for a half day shall be ten dollars (\$10) per stall. Temporary restricted parking signs as required by the Parking Utility will have a fee of two dollars (\$2) per sign.
  - (d) Fees For Covering /Uncovering Signs For Parking Spaces Reserved For Motor Vehicles Used By a Person With Physical Disability . As described in Sec. 12.142(1)(c), the fee shall be fifty-five dollars (\$55) per occurrence or event.
  - (e) This ordinance shall become effective June 1, 2016.
- (4) If the ~~Traffic Engineer~~ Director of Traffic Engineering or Parking Division Manager establishes a Temporary Restricted Parking Area ~~he/she~~, the Parking Division Manager will issue the number of parking meter hoods to the applicant which corresponds to the number of parking stalls to be included in the restricted parking area. The ~~Traffic Engineer~~ Parking Division Manager may limit the number of hoods to be issued in any one area. No person may park a vehicle in a Temporary Restricted Parking Area unless an application for the temporary restricted area has been approved by the ~~Traffic Engineer~~ Parking Division Manager, and only vehicles associated with the applicant may park in the Temporary Restricted Parking Area.
- (5) Procedure for Meter Bags/Hoods . Hoods shall be clearly marked with the applicable parking restrictions, dates and times. The applicant shall place and remove the hoods and/or signs from the parking meter. The hood and/or signs shall be placed on the meter no later than the beginning of the last full cycle of the posted time limit of the meter in question, prior to the start of the restricted parking.
- No parking meter may be restricted during any hour when parking is not permitted. Loading Zones between 7:00 A.M. and 11:00 A.M. are also ineligible for restricted parking during the Loading Zone hours. Each hood and/or sign shall be removed at the end of its effective period.
- (6) Hoods and signs are valid only for the dates, times and locations indicated on the hood and signs at the time of issue. No person may alter or tamper with a parking meter hood or sign, or use a hood or sign with an altered location or expiration date, or place a hood or sign on a meter for which it was not issued.
- (7) Procedure For Hangtag Parking Permits .
- (a) Permits may not be used at meters with a time limit of thirty (30) minutes or less, at meters which are Loading Zones between 7:00 a.m. and 11:00 a.m. or at meters during times when parking is not allowed for any other reason. All stopping, standing and parking restrictions remain applicable to vehicles with permits.
  - (b) Permits shall be placed on the rearview mirror when the vehicle is parked.
  - (c) Permits are valid for only the date indicated on the permit. No person may alter a permit or use a permit with an altered expiration date.
  - (d) The ~~City Traffic Engineer and~~ Parking Division Manager or designee may withdraw the right to use the permit if traffic, parking or weather conditions warrant.
- (8) Use of a parking meter hood, sign or hangtag parking permit for other than the use specified in the application shall be grounds for revocation of the temporary restricted parking area permit or hangtag parking permit and, in addition, any person or firm who violates any part of this ordinance shall be subject to a forfeiture of not more than two

hundred dollars (\$200) for each day or fraction thereof during which the violation occurs."

3. Section 12.1425 entitled "Temporary 'No Parking' Zones - On-Street Meters" of the Madison General Ordinances is amended as follows:

**"12.1425 TEMPORARY "NO PARKING" ZONES - ON-STREET METERS.**

- (1) Purpose. The purpose of this ordinance is to establish procedure for the ~~City Traffic Engineer and Director of Traffic Engineering or the Parking Division Manager~~ to establish Temporary No Parking Zones at on-street metered parking stalls, when the street must be cleared of vehicles for a parade or special event, or other purposes described herein. This ordinance establishes the procedure for "No Parking" meter hoods. ~~When used in this Section, the title "Traffic Engineer" means the "City Traffic Engineer and Parking Manager."~~
- (2) Applications. The ~~Traffic Engineer~~ Director of Traffic Engineering or the Parking Division Manager may establish a temporary "no parking" zone on streets in the City of Madison where parking meters have been installed. Applications for establishing a no parking zone area shall be made on a form designated by the ~~Traffic Engineer~~ Director of Traffic Engineering or the Parking Division Manager and shall include a description of the purpose for which the permit is sought, the number of hours and the number of metered stalls to be restricted. In addition, an application to establish a no parking zone area may be included as part of the Roadway Cafe Permit process under Sec. 10.30.
- (3) (a) "No Parking" Hoods may be issued for the following purposes:
  1. To prohibit on-street parking to facilitate construction on property adjacent to the street right-of-way.
  2. To prohibit parking for events granted a Street Use Permit pursuant to Sec. 10.056 of the Madison General Ordinances, or Parade Permits under Sec. 12.87, on street(s) or portions of street(s) within the perimeter of the Street Use Permit or on the parade route, whether or not such streets are closed to all traffic.
  3. To prohibit parking for weddings and funerals.
  4. To prohibit on-street parking within a Roadway Cafe established by permit under Sec. 10.30.
- (b) Fees per hood or area shall be as follows:
  1. "No Parking" Hood Fees. Meter hoods shall be issued for a full day or half-day. The fee for a full-day meter shall be eighteen dollars (\$18) plus a two-dollar (\$2) hood rental fee, and the fee for a half-day meter shall be ten dollars (\$10) plus a two dollar (\$2) hood rental fee.
    - a. Fees for Multi-Space Metered Zones. Zones consisting of parallel parking areas, for every twenty-two (22) lineal feet as measured at the curb, shall be equivalent to one (1) parking stall. Each parking stall measured in this manner shall have a fee of eighteen dollars (\$18) for a full day and the fee for a half day shall be ten dollars (\$10). Zones consisting of diagonal parking stalls shall have a fee of eighteen dollars (\$18) for a full day and the fee for a half day shall be ten dollars (\$10) per stall. Temporary restricted parking signs as required by the Parking Utility will have a fee of two dollar (\$2) per sign.
  2. Street Use Permits or Parade Permits (Sec. 12.1425(4)(a)2.). \$2.00 per hood or sign for meters on streets that are closed to traffic, and the regular price in sub. (3)(b)1. and (3)(b)1.a. above for meters or areas on streets that are not completely closed to traffic.
  3. Lost and Stolen Hoods. \$2.00 per hood or sign replacement cost.

4. Street or Utility Work in Right of Way. There shall be no charge for hoods or signs to prohibit parking to facilitate any street or utility work when all or a portion of such work is within the street right-of-way.
  5. City of Madison Public Works Contracts. There shall be no charge for meter hoods or signs to prohibit parking for any work under a City of Madison Public Works contract.
  6. Weddings and Funerals. There shall be no charge for meter hoods or signs issued for weddings and funerals under this section.
  7. Roadway Cafes. There shall be no charge for hoods or signs to prohibit parking within a Roadway Cafe established by permit under Sec. 10.30. The fees that would otherwise accrue to such use are accounted for under the Roadway Cafe Expansion License fees established under Sec. 9.135(4).
- (4) Placement of Meter Hoods. Hoods (meter bags), signs, or other suitable means of notification shall be used to post the "no parking" areas. The hood or signs shall be clearly marked "No Parking" and shall bear an expiration date. Upon granting the request, the ~~Traffic Engineer~~ Parking Division Manager shall issue to the applicant the number of hoods required to post each meter included in the restricted area. Placing and removing the hoods or signs shall be the responsibility of the applicant. The hood and/or signs shall be placed on the meter or metered area no later than the beginning of the last full cycle of the posted time limit of the meter in question, prior to the start of the temporary No Parking zone. All hoods and/or signs shall be removed immediately after the event has ended or upon the expiration date on the hood or signs, whichever is sooner. If the street has been closed, the hoods and/or signs shall be removed before the street is reopened. Hoods and signs may not be transferred to other dates or locations nor may the dates and location specified on the hoods be altered.
- (5) Any person who uses or permits the use of a parking meter hood and/or signs which is not authorized by the ~~City Traffic Engineer and Parking~~ Division Manager, or who shall fail to comply with the requirements of this ordinance shall be subject to a forfeiture of not more than two hundred dollars (\$200), plus applicable court costs and fees.
- (6) No provision of this ordinance is intended to limit the authority of the ~~Traffic Engineer~~ Director of Traffic Engineering or the Parking Division Manager under Sec. 12.03 of the Madison General Ordinances."

4. The City Attorney is directed to make changes to the Madison General Ordinances to change the name of the City Traffic Engineer, or just Traffic Engineer, to the Director of Traffic Engineering.

5. The City Attorney is directed to make changes to the Madison General Ordinances to reflect the correct name of the Parking Division Manager position, which is frequently just referred to as the Parking Manager.