

# COLUMBIA HEIGHTS POLICE DEPARTMENT



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## MEMORANDUM

To: Amáda Márquez Simula, Mayor  
Columbia Heights City Council

From: Lenny Austin, Chief of Police

Subject: Winter Parking Information

Date: December 31, 2020

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Enclosed you will find the following information regarding CHPD's 2-6 am parking procedures:

- Operational Memorandum Number 206: Snowfall Parking Guidelines
- Operational Memorandum Number 211: Winter Parking Permits
- Breakdown of 2019-2020 snow season & 2020-YTD snow season 2-6 am parking violations, to include number of citations issued, number of permits issued, and number of vehicles towed.

cc: Kelli Bourgeois, City Manager

# COLUMBIA HEIGHTS POLICE DEPARTMENT



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## OPERATIONAL MEMORANDUM

Number: 206  
To: ALL CHPD STAFF  
From: Erik Johnston, Captain  
Subject: Snowfall Parking Guidelines  
Date: November 19<sup>th</sup>, 2019

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### PURPOSE

The purpose of this operational memorandum is to provide guidelines for the tagging and towing of vehicles during snowfalls. For purposes of this memo a “snowbird” is a vehicle surrounded by recent snowfall and is parked on the street with no tracks coming or going from its location.

### PROCEDURE

#### **Snowfalls under 3 inches:**

Six hours after the snowplows leave the streets; officers will begin issuing six-hour parking violations for snowbird vehicles. Officers will write a report in order to follow-up and tow after 24 hours in accordance with the six-hour parking ordinance.

#### **Snow emergencies of 3 inches or greater:**

There is no parking until the street has been plowed curb to curb on both sides of the street.

When public works has notified the police department they have finished the plowing event the following will take place:

- Vehicles parked on the street will be cited for violation of city ordinance 1490-7.301 (A)(1). This is the ordinance listed on the ticket writer as “CH Tow Authority - Snow.”
- The officer or CSO will attempt to contact the owner of the vehicle to have it moved (this should be done during reasonable hours unless extenuating circumstances exist; knocking on the door is sufficient notification)

- If there is no response they will tow the vehicle. The issued ticket will be turned in with the tow sheet.
- **NOTE:** If it is between the hours of 0200 and 0600 and the vehicle has been issued a parking permit, then the officer must post notice on the vehicle two hours prior to tagging and towing. The officer will also attempt to contact the owner either in person or by phone. The “Snow Emergency Parking” flier file may be found under G:\Police\CSOs\Flyers

Temporary permits for overnight parking do not require posting notice and may be immediately towed after contact is attempted.

The officer or CSO does not need to wait with the vehicle for the tow truck. The tow company can be notified and a copy of the tow sheet left on the windshield. The officer or CSO is then responsible to follow up with the tow company to confirm if the vehicle has been towed.

**Snow Emergencies: Parked vehicles obstructing roadway or alley.**

There are certain streets that municipal vehicles are unable to travel through safely when plowing, when vehicles are parked on both sides of the street. Those areas include but are not limited to the following areas:

- Circle Terrace Blvd
- 4500 block of Madison Street, including the cul de sac
- 3700 through 3900 block of Jackson Street
- 4900 block of 5<sup>th</sup> Street
- Peters Place

When Public works notifies Police that they have encountered a street where plow trucks or municipal vehicles are unable to pass through due to vehicles parked on the street, Officers will tag and tow the vehicle(s) causing the obstruction. Vehicles should be tagged under City Ordinance 7.301 (A)(1) “Parked Vehicle—Interfering with Municipal Services.”

# COLUMBIA HEIGHTS POLICE DEPARTMENT



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## OPERATIONAL MEMORANDUM

Number: 211  
To: All Police Employees  
From: Lenny Austin, Chief  
Subject: Winter Parking Permits  
Date: 09/30/2014

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### PURPOSE

The purpose of this operational memorandum is to provide guidelines for the issuing of winter parking permits. The procedures outlined in this memo will supersede previous parking permit methods.

### PROCEDURE

#### **Short-term parking permits (overnight permits):**

A short-term (overnight) parking permit will be issued under the following procedure:

- Resident must request a permit in-person during normal business (Monday-Friday, 8:00 am to 4:45 pm).
- The support staff will record the name, address, vehicle and reason for the short-term permit.
- The resident will be issued a numbered and dated permit to be hung on their rearview mirror.

Note: Residents can no longer receive an overnight parking permit after normal business hours or by telephone.

Residents are still restricted to no more than five overnight permits per household per month. If the resident needs more than five overnight parking permits per month, they should apply for a long-term parking permit.

Officers are encouraged to use discretion in situations where there are extenuating circumstances.

#### **Long-term parking permits:**

The process of applying for a long-term parking permit will not change. The resident wishing to apply should come to the police department during regular business hours (Monday-Friday, 8:00 am to 4:30 pm) and submit an application. If the resident's request is accepted, they will receive a permit that they shall hang from the rearview mirror of their vehicle.

**Reviewed/Approved 12/01/2018**



# Columbia Heights Police Department

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## Winter Parking Stats

	<i>Nov 1, 2019 to March 31, 2020</i>	<i>Nov 1, 2020 to present</i>
<u>Total 2-6 Admin Tags Issued</u>	<u>1,330</u>	<u>663</u>
Parking Permits Issued (Seasonal)	132	180
Parking Permits Issued (Temporary – up to 5 days issued in the office)	204	46
<u>Parking Permits Denied (rental properties, adequate parking)</u>	<u>76</u>	<u>67</u>
Vehicles Towed	19	2

*Admin Tags are \$25.00*

*There is no charge for seasonal or temporary parking permits*

*Schmit Towing Fees*

*Tow Fee: \$124.15*

*Daily Impound Fee: \$45 per day*