

# Town of Richmond, Vermont

## Traffic Ordinance

- *Adopted August 1, 1983, Effective October 1, 1983*
- *Revised March 20, 2000, Effective May 20, 2000*
- *Revised January 5, 2004, Effective March 6, 2004*
- *Revised March 21, 2005, Effective May 21, 2005*  
*Add State Route 117 and US Route 2 to “locally enforceable speed zones”*
- *Revised April 3, 2006, Effective June 3, 2006*  
*Change Jericho Road speed limit from 25 M.P.H. to 35 M.P.H. between Southview Drive and Valley View Road*
- *Amended October 15, 2007, Effective December 15, 2007*  
*Add traffic control signal locations, including Bridge Street at Winooski River*
- *Amended June 2, 2011 Add Bridge Street No Parking Bridge Street*
- *Amended April 2012 No Parking Dugway Road; Stop Sign RR Street*
- *Amended July 1, 2013 No Parking Railroad Street; No Parking Wes White Hill; Parking Ticket Appeal*
- *Amended February 17, 2015 No Parking, Traffic Signals, One-Way Roads effective April 17, 2015*
- *Amended October 19, 2015 establishing stop signs and speed limits*
- *Amended March 20, 2017 No Parking Wastewater Treatment Plant effective May 18, 2017*
- *Amended on March 21, 2022. Parking and speed limit changes effective May 20, 2022.*
- *Amended on March 13, 2023, Parking changes effective May 12, 2023*
- *Amended on November 17, 2025, parking regulation and towing authority changes effective January 16, 2026*

**TOWN OF RICHMOND TRAFFIC ORDINANCE**

The Richmond Selectboard hereby ordains the following to protect the public health, safety and welfare.

**Section 1. AUTHORITY**

This ordinance is adopted under authority granted in 23 V.S.A § 1008, 24 V.S.A. § 2291 (4) and 24 V.S.A. Chapter 59.

**Section 2. DEFINITIONS**

For purposes of this ordinance, the following words and/or phrases shall be defined as follows:

- (A) STOP SIGN – the signs described in the MUTCD, section 2B-4
- (B) TRAFFIC CONTROL SIGNAL – the traffic lights described in MUTCD
- (C) HIGHWAY AND TOWN HIGHWAY – as defined in 19 V.S.A. § 1 (12) & (21); (TH = TOWN HIGHWAY)
- (D) INTERSECTION – any point at which a highway joins another at an angle, whether or not it crosses the other.
- (E) MUTCD – The Manual for Uniform Traffic Control Devices issued by the Federal Highway Administration.

**Section 3. SPEED LIMITS**

(A) No motor vehicle shall be operated at any time at a rate of speed greater than 25 miles per hour on:

- TH #01 - Bridge Street - from U.S. Route 2 to its INTERSECTION with TH #03 Cochran Road
- TH #01 - Huntington Road from TH #34 (Thompson Road) to TH #53 (Farr Road)
- TH #03 - Cochran Road from TH #01 (Bridge Street) to a point 1500 feet easterly
- TH #03 - Cochran Road - from U.S. Route 2 to a point 300 feet westerly of TH #07 (Dugway Rd)
- TH #04 - Jericho Road from U.S. Route 2 to TH#33 (Southview Drive)
- TH #05 - Duxbury Road
- TH #07 – Dugway Road– from TH #03 (Cochran Road) to a point 2.4 miles south of TH #03
- TH #08 - Kenyon Road from U.S. Route 2 to a point 1.25 miles southerly of U.S. Route 2
- TH #12 - Snipe Ireland Road
- TH #34 - Thompson Road
- TH #18- Christmas Hill Road
- TH#22- Old County Lane
- TH#24- Grandview Drive
- TH#29- Durand Road
- TH#31- Rogers Lane
- TH#35- School Street
- TH#36- Lawrence Road
- TH#37- Besaw Road
- TH#38- Hidden Pines Drive
- TH#39- Hidden Pines Extension

TH#40- Hidden Pines Circle  
TH#41- Burnett Court  
TH#42- Browns Court  
TH#43- Tilden Avenue  
TH#44- Baker Street  
TH#47- Millet Street  
TH#47- Pleasant Street  
TH#48- Lemroy Court  
TH#49- Church Street  
TH#50- Esplande Street  
TH#51- Mountain View Road  
TH#52- Sherwood Forest Road  
TH #53 - Farr Road  
  
TH#55- Mary Drive  
TH#56- Southview Drive  
TH#57- Westall Drive  
TH#58- Westall Extension

- (B) No motor vehicle shall be operated at any time at a rate of speed greater than 30 miles per hour on:
- US 2 – East Main Street – From TH #01 (Bridge Street) to Milemarker 0.55 (also TH #48 Lemroy Court)
  - US 2 – West Main Street – From TH #01 (Bridge Street) to Milemarker 0.45 (near Mann & Machine business)
  - TH #07 – Dugway Road – From a point 2.4 miles south of TH #03 (Cochran Road) to TH #01 (Huntington Road)
  - TH #19 - Cemetery Road

- (C) No motor vehicle shall be operated at any time at a rate of speed greater than 35 miles per hour on:
- TH #01 - Huntington Road from TH #53 (Farr Road) to TH #02 (Hinesburg Road)
  - TH #04 - Jericho Road from TH #33 (Southview Drive) to P#04 (Valley View Road)
  - TH #08 - Kenyon Road from TH #02 (Hinesburg Road) to a point 1.25 miles south of  
U.S. Route 2
  - TH #09 - Hillview Road
  - TH #10 - Governor Peck Highway
  - TH #14 - Stage Road
  - TH #16 - Johnnie Brook Road
  - TH #17 - East Hill Road
  - TH #20 - Williams Hill Road
  - TH #21 - Wortheim Road
  - TH #23 - Swamp Road
  - TH #30 - Wes White Hill
  - TH #32 - Mayo Road
- (D) No motor vehicle shall be operated at any time at a rate of speed greater than 40 miles per hour on:
- US 2 – East Main Street from Milemarker 0.55 (near TH # 48, Lemroy Court) to Milemarker 1.95  
(near Andrews Farm)
  - US 2 – East Main Street from Milemarker 3.00 (near I-89 overpass) to Bolton Town Line.
  - US 2 – West Main Street from Milemarker 0.45 to Milemarker 3.00 (near TH# 08 Kenyon Road)
  - Route 117 – River Road from US 2 to Milemarker 0.75 (near Riverview Commons entrance)
  - TH #01 - Huntington Road from TH #02 (Hinesburg Road) to 0.3 miles north of the Dugway Road  
intersection
  - TH #02 - Hinesburg Road from TH #01 (Huntington Road) to 0.5 miles south of Mansfield Way
- (E) No motor vehicle shall be operated at any time at a rate of speed greater than 45 miles per hour on:
- TH #01 - Huntington Road from 0.3 miles north of the Dugway Road intersection to the  
Richmond / Huntington town line
  - TH #02 - Hinesburg Road from 0.5 miles south of Mansfield Way to the Richmond/Hinesburg  
town line
  - TH #03 - Cochran Road from the a point 1500 feet easterly of TH #01 (Bridge Street) to a point  
300 feet westerly of the INTERSECTION of TH #03 (Cochran Road) and TH #07  
(Dugway Road)
  - TH #04 - Jericho Road from P#04 (Valley View Road) to the Richmond/Jericho town line
- (F) No motor vehicle shall be operated at any time at a rate of speed greater than 50 miles per hour on:
- US 2 – East Main Street from Milemarker 1.95 (near Andrews Farm) to Milemarker 3.00 (I-89  
Overpass)

**Section 4. LOCATION OF STOP SIGNS**

(A) When STOP SIGNS are erected at or near the entrance to any INTERSECTION in (B) below, every driver or operator of a motor vehicle approaching a STOP SIGN, shall bring his or her vehicle to a complete stop at or near the INTERSECTION of the TOWN HIGHWAY or TOWN HIGHWAY and state HIGHWAY as the case may be, but not more than 10 feet therefrom.

(B) The following are hereby designated as stop locations and STOP SIGNS are hereby authorized for said locations:

TH #02 (Hinesburg Road) eastbound onto TH #01 (Huntington Road)  
TH #03 (Cochran Road) westbound onto TH #01 (Huntington Road)  
TH #05 (Duxbury Road) westbound onto TH #03 (Cochran Road)  
TH #06 (Round Church Road) southbound onto TH #03 (Cochran Road)  
TH #07 (Dugway Road) southbound onto TH #01 (Huntington Road)  
TH #07 (Dugway Road) northbound onto TH #03 (Cochran Road)  
TH #08 (Kenyon Road) northbound onto U.S. Route 2  
TH #08 (Kenyon Road) southbound onto TH #02 (Hinesburg Road)  
TH #09 (Hillview Road) northbound onto TH #01 (Huntington Road)  
TH #09 (Hillview Road) southbound onto TH #01 (Huntington Road)  
TH #10 (Governor Peck Road) westbound onto VT Route 117  
TH #12 (Snipe Ireland Road) southbound onto U.S. Route 2  
TH #14 (Stage Road) southbound onto U.S. Route 2  
TH #15 (Jones Mill Road) southbound onto U.S. Route 2  
TH #16 (Johnnie Brook Road) northbound onto TH #08 Kenyon Road  
TH #17 (East Hill Road) eastbound onto TH #02 (Hinesburg Road)  
TH #18 (Christmas Hill Road) eastbound onto TH #17 (East Hill Road)  
TH #19 (Cemetery Road) westbound onto TH #02 (Hinesburg Road)  
TH #19 (Cemetery Road) eastbound onto TH #09 (Hillview Road)  
TH #20 (Williams Hill Road) eastbound onto TH #09 (Hillview Road)  
TH #21 (Wortheim Lane) eastbound onto TH #20 (Williams Hill Road)  
TH #22 (Old County Lane) northbound onto TH #20 (Williams Hill Road)  
TH #23 (Swamp Road) westbound onto TH #02 (Hinesburg Road)  
TH #24 (Grand View Drive) westbound onto TH #01 (Huntington Road)  
TH #29 (Durand Road) eastbound onto TH #30 (Wes White Hill)  
TH #30 (Wes White Hill) northbound onto TH #03 (Cochran Road)  
TH #31 (Rogers Lane) northbound onto Vermont Route 117  
TH #31 (Rogers Lane) westbound onto Vermont Route 117  
TH #32 (Mayo Road) northbound onto TH #01 (Huntington Road)  
TH #34 (Thompson Road) northbound onto TH #03 (Cochran Road)  
TH #35 (School Street) eastbound onto TH #04 (Jericho Road)  
TH #36 (Lawrence Road) eastbound onto TH #01 (Huntington Road)  
TH #37 (Besaw Road) westbound onto TH #01 (Huntington Road)  
TH #38 (Hidden Pines Drive) eastbound onto TH #04 (Jericho Road)  
TH #38 (Hidden Pines Drive) westbound onto TH #40 (Hidden Pines Circle)

TH #41 (Burnett Court) eastbound onto TH #04 (Jericho Road)  
TH #42 (Browns Court) eastbound onto TH #04 (Jericho Road)  
TH #44 (Baker Street) southbound onto U.S. Route 2  
TH #44 (Baker Street) northbound onto TH #43 (Tilden Avenue)  
TH #45 (Millett Street) southbound onto U.S. Route 2  
TH #47 (Pleasant Street) westbound onto TH #01 (Bridge Street)  
TH #48 (Lemroy Court) northbound onto U.S. Route 2  
TH #49 (Church Street) eastbound onto TH #01 (Bridge Street)  
TH #50 (Esplanade) eastbound onto TH #01 (Bridge Street)  
TH #52 (Sherwood Forest Road) onto TH #17 (East Hill Road)  
TH #53 (Farr Road) eastbound onto TH #34 (Thompson Road)  
TH #53 (Farr Road) westbound onto TH#01 (Huntington Road)  
TH #54 (Collins Mountain Road) northbound onto TH #19 (Cemetery Road)  
TH #55 (Mary Drive) eastbound onto TH #04 (Jericho Road)  
TH #56 (Southview Drive) southbound onto TH #04 (Jericho Road)  
TH #56 (Southview Drive) northbound onto TH #40 (Hidden Pines Circle)  
TH #56 (Southview Drive) southbound at the INTERSECTION of TH #57 (Westall Drive)  
TH #57 (Westall Drive) eastbound onto TH #56 (Southview Drive)  
TH #57 (Westall Drive) eastbound at the INTERSECTION of TH #58 (Westall Extension)  
TH #57 (Westall Drive) westbound at the INTERSECTION of TH #58 (Westall Extension)  
TH #58 (Westall Extension) northbound onto TH #57 (Westall Drive)  
TH #59 (Joan Ave) westbound at the INTERSECTION of TH #56 (Southview Drive)  
TH #60 (Railroad Street) eastbound at the INTERSECTION of TH #01 (Bridge Street)

#### **Section 5. Locations of Traffic Control Signals**

- (A) On Bridge Street (Town Highway #01) northbound at the US Route 2 (West Main Street and East Main Street) intersection
- (B) On Jericho Road (Town Highway #04) southbound at US Route 2 (west Main Street and East Main Street) intersection
- (C) On US Route 2 (East Main Street) westbound at the Jericho Road and Bridge Street intersection.
- (D) On US Route 2 (West Main Street) eastbound at the Jericho Road and Bridge Street intersection
- (E) On US Route 2 (West Main Street) westbound at the State Route 117 (River Road) intersection
- (F) On US Route 2 (West Main Street) eastbound at the State Route 117 (River Road) intersection
- (G) On State Route 117 (River Road) eastbound at the US Route 2 (West Main Street) intersection
- (H) On US Route 2 (West Main Street) eastbound at the park and ride facility and I-89 exit intersection.
- (I) On US Route 2 (West Main Street) westbound at the park and ride facility and I-89 exit intersection.

**Section 6A. Parking Regulations: Roads**

(A) No person shall park any vehicle:

1. On any TOWN HIGHWAY within 25 feet of the curb line of another TOWN HIGHWAY or state highway. There shall be no parking within any INTERSECTION.
2. On any TOWN HIGHWAY, or within any TOWN HIGHWAY right-of-way, between the hours of 12 o'clock midnight and 8 o'clock a.m. during the period from November 1 of each year to April 1 of the following year in such a manner as to interfere with the prompt and orderly removal or plowing of snow, or the sanding and salting of the highways.
3. On the traveled portion of any TOWN HIGHWAY, or in any space hereinafter designated by the Selectboard as an area where there shall be no parking. Upon doing so, the Selectboard shall cause to be conspicuously placed a suitable sign prohibiting parking in and near the areas affected by the provisions of any regulation adopted pursuant to this section.
4. On the west side of TH #01 (Bridge Street) southerly of U.S. Route 2 and north of the railroad tracks for a period of time not exceeding the posted limit of two hours or 15 minutes.
5. On the southwest side of TH#01 (Bridge Street) from the intersection of Depot Street south to Esplanade Street.
6. On the south side of TH #53 (Farr Road) between TH #01 (Huntington Road) and TH #34 (Thompson Road) between the hours of 2:00 a.m. and 5:00 a.m.
7. On the south side of TH #46 (Depot Street) westerly of TH #01 (Bridge Street) for a period of time not exceeding the posted limit of two hours.
8. On any part of the traveled portion, either side of TH#07's (Dugway Road) entire length; all parking prohibited between 12:00 midnight and 6:00 am.
9. In the municipal parking lot listed below for a period of time exceeding the posted limit of two hours:
  - (a) The lot located at 27 Bridge Street located between the buildings at 39 Bridge Street and 10 East Main Street.
  - (b) In municipal parking lots listed below between the hours of 2:00 a.m. and 5:00 a.m. after April 1 and before November 1 of each year, without authorization of the Selectboard or its designee or a law enforcement officer:
  - (c) The municipal parking lot located at 27 Bridge Street adjacent to 39 Bridge Street and 10 East Main Street.
  - (d) The municipal parking lot located at 203 Bridge Street adjacent to the Richmond Town Offices and Richmond Post Office.
10. Within 25 feet of a fire hydrant.
11. In such a way as to obstruct in any way a TOWN HIGHWAY or any public sidewalk, bridge, crosswalk, or any private driveway to any residence or business at the point the driveway enters the public highway.
12. While not displaying the official "handicapped" designation in spaces reserved for "handicapped parking" by the Town of Richmond Selectboard.
13. In violation of restrictions for public parking spaces posted as "No Parking Between Signs 6:00 a.m. to 6:00 p.m."
14. On either side of TH#64 (Railroad Street) entire length.
15. On either side of TH# 30 (Wes White Hill) from the intersection with Cochran Road, south, to the intersection with Jonesville Estates

16. In any space not specifically designated for parking at the park and ride facility located adjacent to West Main Street.

17. Either side of TH#50 (Esplanade Street) from the Wastewater Treatment Plant proceeding East for 250 feet excepting those vehicles conducting business with or for the Town of Richmond and vehicles using the existing agricultural access under the authorization of the farm.

18. In violation of "Residents Only", "Tenants Only", or similar restrictions on parking space as described in subsection (G) below.

19. Along either side of TH#03 (Cochran Road) from the intersection with TH#5 (Duxbury Road) to the Edmunds Bridge (Huntington River Bridge) except where parking has been explicitly designated in the area off the traveled portion of the road on the south side of Cochran Rd. immediately to the east of the Edmunds Bridge.

20. On entire west side (uphill side opposite Huntington River side) of TH #07 (Dugway Road) from mile marker 0.5 south of TH#03 (Cochran Road) to mile marker 2.2 south of TH #03 (Cochran Road)

- (B) The highway department or Town Manager may temporarily close, or may adjust the allowed duration for, a parking space located within a Town Highway right-of-way or a municipal parking lot as reasonably necessary for work (including without limitation: clearing repairing, resurfacing, painting, maintenance, construction, alterations, demolition, and installation) on public or private road surfaces, parking surfaces, facilities, devices, structures, utilities, or other improvements located on or near the parking space. Such temporary closure or duration adjustment shall include conspicuous posting of signage on or near the parking space. Such closure or duration adjustment shall be effective upon posting and shall remain in effect until such signage is removed.
- (C) The Town of Richmond Police and the Town of Richmond Highway Department are hereby authorized to post signs prohibiting parking of vehicles before and during parades or other public occasions. Signs indicating special parking regulations shall be conspicuously posted in and near all affected areas.
- (D) The Richmond Selectboard shall cause appropriate signs prohibiting parking to be posted at the locations specified in this article where parking is restricted, limited, or prohibited. Where a vehicle is subject to removal by the Town for violating provisions of this Article, the posted sign shall state the same.
- (E) The Richmond Police Department, Certified Law Enforcement Officers, the Richmond Constable, the Richmond Highway Foreman, and the Richmond Assistant Highway Foreman are hereby authorized to remove automobiles parked contrary to this ordinance so as to interfere with the policing, construction or maintenance of the highways, including but not limited to the removal of snow, or safe use of the designated area, at the expense of the owner provided signs indicating the vehicles may be towed away at the owners expense shall be conspicuously posted.
- (F) In addition to the powers granted under 23 V.S.A. Section 1752, the Town, acting through its law enforcement officers is authorized to cause the removal of motor vehicles parked without authorization on publicly or privately owned land and including, by illustration and not limitation, public, municipal, or private parking lots, drives, and ways. The owner of the motor vehicle shall pay and reimburse to the Town for the reasonable towing and storage charges, as determined by the Selectboard, for which a lien shall be imposed against the motor vehicle and its owner, or both, in addition to any other penalty.
- (G) To support the objectives of the Village Downtown Mixed-Use District ("Village Downtown District"), as described in the Town's Zoning Regulations, the Selectboard may designate parking spaces within a town highway right-of-way or a municipal parking lot as restricted to use by residents of a building located on one of the exempted lots listed in section 3.10.6(b)(iii) of the Zoning Regulations. The owner of such a building shall make application for designated parking

in such form and manner as the Town Manager directs. An approved designation shall only be valid and effective upon the building owner's timely payment of a non-refundable annual per-parking-space fee to the Town in the amount of \$900 which shall be due and payable every year. Selection of specific parking spaces designated for a particular building shall be at the reasonable discretion of the Selectboard. Such resident-only restrictions shall be posted on or near a designated parking space in a conspicuous location.

#### **Section 6B Parking Regulations: Municipal Lots and Municipal Parks**

- (A) No person shall park any vehicle:
1. In any municipal parking space between the hours of 12:00 a.m. midnight and 6:00 a.m., during the period from November 1 of each year to April 1 of the following year, in such a manner as to interfere with the prompt and orderly removal or plowing of snow, or the sanding and salting of the public parking space.
  2. On any traveled portion of the park road in Volunteers' Green, including the designated roadway from the entrance from Bridge St. to the park road.
  3. Anywhere in Volunteers' Green when the park is closed, with the exception of the front parking lot near Bridge St., which is open 24 hours, but is subject to overnight winter parking bans. Park Operating Hours are as follows:
    - (a) April 1 through October 31: Dawn to dusk
    - (b) November 1 through March 31: Dawn to 6 p.m. with the exception of the skating rink. When operational, the skating rink hours will be from dawn to 10 p.m.
  4. On any portion of Brown's Ct. Ballfield except for the entry area, and along the southerly and easterly tree lines of the property.
  5. At Brown's Ct. Ballfield when the park is closed. Park Operating Hours are as follows:
    - (a) April 1 through October 31: Dawn to dusk
    - (b) November 1 through March 31: Dawn to 6 p.m.
  6. In Overrockers Parking Lot from dusk to dawn.

#### **Section 7. One Way Roads**

A person shall not operate a motor vehicle on any of the below designated roads contrary to the one way direction of traffic:

TH #45 - Depot Street (TH#46) shall be a oneway road in a westerly direction from the northern intersection with Bridge Street (TH#01) to a point 150 feet west from Bridge Street (TH#01). The Depot Street (TH#46) southern intersection with Bridge Street (TH#01) shall be a one-way exit onto Bridge Street.

TH #06 - Round Church Road shall be a oneway road in a southerly direction from TH #01 (Bridge Street) to TH #03 (Cochran Road).

B. The Richmond Selectboard shall cause appropriate signs indicating the correct flow of traffic on all oneway roads designated within this ordinance.

#### **Section 8. Pedestrians**

- (A) Compliance: Pedestrians are subject to and shall comply with any direction of any Enforcement Officer and directions of all official traffic control signs and signals.
- (B) Crosswalks: Vehicles shall yield the right of way to all pedestrians in any crosswalk, by slowing or stopping.

### **Section 9. General Provisions**

- (A) Designation as Civil Ordinance: This ordinance is hereby designated a civil ordinance pursuant to 24 V.S.A 1971, to the extent the provisions of that section requiring this designation are applicable.
- (B) Definitions: Unless the context otherwise requires, the definitions set forth in 23 V.S.A. Section 4 as amended, are incorporated into this ordinance.
- (C) Enforcement of this Ordinance: The enforcement officers of the Town of Richmond Police Department, and any other enforcement officer, shall enforce this ordinance.
- (D) Penalties: Penalties shall be as provided in 23 V.S.A. 2302 (D), pursuant to the schedule set forth therein, as amended from time to time. However, during any period of time when such schedules do not apply to violations of this ordinance related to parking, a person who violates a provision of this ordinance relating to parking shall be fined
- (E) Exempt vehicles: The operators of law enforcement vehicles, emergency response vehicles, and fire vehicles, acting in the performance of their duties shall be exempt from the provisions of this ordinance.
- (F) Severability: The provisions of this ordinance are hereby declared to be severable and if any provision hereof is adjudged invalid such judgment shall not affect the validity of any other provision.
- (G) Designation: This ordinance shall be referred to as the Town of Richmond Traffic Ordinance and in a prosecution hereunder a copy of such ordinance, certified by the Town Clerk shall be prima facie evidence thereof. An allegation that the act constituting the offense charged is contrary to a specified portion of this ordinance shall be a sufficient reference thereto.
- (H) Repeal of Prior Ordinance: Upon the effective date of this Ordinance, any other traffic ordinance applicable to the subject matter contained in this ordinance and previously in effect in the Town of Richmond is hereby repealed.
- (I) Adoption and Effective Date: This ordinance is hereby adopted by the undersigned, the Town of Richmond Selectboard, and shall be effective sixty (60) days from the date of adoption. If a petition is filed pursuant to Title 24 Vermont Statutes Annotated Section 1973, that statute shall govern the taking effect of this ordinance.
- (J) Notice: This ordinance shall be entered into the minutes of the town records and shall be posted in at least five conspicuous places in town. A concise summary of it shall be published in the *Burlington Free Press* within fourteen days of its adoption accompanied by information as to where the full text of it may be examined, the right of voters to petition a vote, and the name address and telephone number of a person who is available to answer questions about it.

### **Section 10. Adjudication of Parking Tickets**

- 1) Parking Tickets are not handled through the Judicial Bureau per state law. Appeals of Parking Tickets are handled by the Town of Richmond.
- 2) Within 15 days after the issuance of the parking violation, defendant must submit to the Town Clerk a written request for an appeal, including reasons for the appeal.
- 3) The Town Manager shall designate an official to hear appeals. This official shall review the submission and conduct any other investigation needed, such as speaking with the officer who issued the violation, the defendant, and shall determine whether the violation will be upheld or dismissed. Written records of decisions shall be kept by the Town Clerk.

- 4) Appeals shall be heard and decided within 15 days of receipt of the written notice to the town.
- 5) If defendant does not challenge the parking violation within 15 days of issuance, defendant's procedural remedy shall be deemed exhausted and no appeal shall be heard.
- 6) In the case of nonpayment of fines, the town may seek recovery through civil action or other remedy as State law allows.