

GENERAL POLICY AND PROCEDURE

DEPARTMENT OF PUBLIC SERVICE
DIVISION OF PARKING SERVICES
CITY OF COLUMBUS, OHIO

SUBJECT: Requests for On-Street Parking Out of Service

EFFECTIVE DATE: January 31, 2022

PAGES: 1 of 5

BY: Division of Parking Services

I. PURPOSE:

The Division of Parking Services is committed to providing accessible, equitable and predictable mobility and parking options for all residents, guest and visitors. The division aims to reduce congestion, increase mobility options and manage parking in a city experiencing enormous growth, while preserving the uniqueness of our neighborhoods for all to enjoy. While parking should be generally available to any user, there are specific instances when parking needs to be restricted. The city recognizes the impacts that removing managed and/or unmanaged parking has on residents, guests, businesses, and visitors to our city.

The purpose of this policy is to establish procedures that balance the needs of the general public for on-street parking with the need to occasionally restrict on-street parking for public right-of-way permits, special events, parades, community markets, and other related activities. This policy and procedure in no way establishes procedures to restrict public parking in off-street lot and garage parking spaces.

City permitted Special Events, Valet/Temporary Valet Parking Zones Loading Zones, Mobile Food Vending, Residential Permit Parking, Car Share, Parklets, Two-Wheeled Vehicle Parking Zones and other Curb Lane Management Programs are governed separately by specific Rules and Regulations.

II. AUTHORITY:

- A. Pursuant to the authority granted under Chapter 903 and Chapter 906 of the Columbus City code, 1959, as amended, the Director of Public Service hereby adopts, establishes, and publishes this policy and procedure for the request for on-street parking out of service for public right-of-way permits, special events, block party permits, race events, parades, community markets, and related activities.
- B. Pursuant to the authority granted under Chapter 2155.04 of the Columbus City code, 1959, as amended, the Director of Public Service has the authority to establish the rates and fees to be charged in the event that paid parking is temporarily removed from service for construction or other purposes as describes in Section 2155.055.
- C. This policy and procedure supersedes all previously authorized policy and procedures for requests for on-street parking out of service and the hooding of parking meters.

III. DEFINITIONS:

The following definitions shall apply to terms used in this policy and procedure:

- A. *Individual street parking space* means a portion of the paved surface approximately twenty (20) feet in length along the curb of streets and shall accommodate a vehicle when the same is parked as prescribed by Section 2151.06.

- B. *Meter day* means any day that parking meters are enforced.
- C. *Non-Profit* means an organization that exists to provide a particular service to the community in general and has been officially recognized by the Internal Revenue Service as a 501(c) (3), (4), (7), (8), (10), or (19) organization.
- D. *Paid parking* means any parking space that has a parking meter, multi-space parking kiosks, and/or mobile payment only as prescribed in Section 2155.01.
- E. *Parking* means the standing of a vehicle whether occupied or not, otherwise than temporarily for the purpose of and while actually engaged in loading or unloading, or in compliance with directions of a police officer or traffic control device as prescribed in Section 2155.01.
- F. *Parking meter* means any mechanical or electronic device used, placed, installed, or erected at or near the curb adjacent to the parking lane, or otherwise on property which is owned, leased, or operated by the city. A parking meter includes, but is not limited to, single space meters, multi-space meters, and parking mobile payment applications authorized by the city of Columbus as prescribed in Section 2155.01.
- G. *Public right-of-way permit* means a permit issued for denoting land, property or the interest therein, usually in the configuration of a strip, acquired for or devoted to transportation purposes. When used in this context, right-of-way includes the roadway, shoulders or berm, ditch and slopes extending to the right-of-way limits under the control of the state or local authority.
- H. *Special Event* means a planned social function occurring either one-time, on an annual basis or as part of a series in which the purpose is to celebrate community, neighborhood, local heritage and or cultural experiences through the presence of live performances, food and merchandise, and/or interactive exhibits. Types of special events include Race Event, Marine Event, Block Party, and Special Activity as defined by the Division of Recreations and Parks.

IV. GENERAL PROVISIONS:

- A. Parking may be removed from service only for the time necessary. The applicant must make every attempt to minimize the number of days and parking spaces to be removed from service.
- B. Parking may be removed from service for the following related activities, or as determined by the Division of Parking Services:
 1. Accommodate clearly logoed contractor and commercial vehicles for construction related activities;
 2. City permitted activities such as special events, race events, parades, community markets, parklets, on-street dining, temporary valet parking zones and related activities;
 3. Facilitate the set-up, tear down, and staging of an event, special event, or an approved related activity; and
 4. Temporary loading and unloading to accommodate moving in or out of a residence or business or related activity.
- C. Parking may not be removed from service for the following activities, or as determined by the Division of Parking Services:
 1. Parking for personal construction related vehicles, personal vehicles, on-demand delivery vehicles, employees, volunteers, event organizers, promoters, customers and other related activities; and
 2. Promotional, advertising and/or marketing related activities.

- D. In areas with both residential permit parking and mobile payment only paid parking (this does not include single space or multi-space parking meters), clearly logoed vehicles and commercial license plates do not require a residential parking permit or payment to park on the permitted street. However, a public right-of-way permit and payment of lost meter revenue is required if the applicant is requesting the parking to be taken out of service and designated for construction related activities.
- E. Clearly logoed vehicles and commercial vehicles parked at a parking meter, multi-space kiosk or mobile payment only zone without a right-of-way permit are required to pay the hourly rate for parking.

V. NOTIFICATION AND TEMPORARY SIGN REQUIREMENTS:

A. Notification

1. Public Right-of-Way Permits

- a. In paid parking areas, permit holders are required to post temporary signage twenty-four (24) hours prior to the beginning of work.
- b. In all other areas, permit holders are required to post temporary signage seventy-two (72) hours prior to beginning work.
- c. The sign, issued by the Department of Public Service, Permit Office, must include the dates and times the parking will be impacted and the permit number.

B. Temporary Signage

1. Permit holders must place temporary “Emergency No Stopping” signs reflecting the date(s) and time of day the parking will be removed from service. The sign must also include the permit number, where applicable, or the event name. Temporary signs shall be placed in the following manner:

- a. Attached to a wooden stake and placed every fifty (50) feet in the street lawn area between the curb and sidewalk.
- b. Attached to street signs posts. The temporary signs shall not block posted street signs.
- c. Attached to a forty-two (42) inch tall traffic cone and placed on the sidewalk as to not block off the parking spot or impede pedestrian traffic. On the day the permit is valid, the cones may be placed in the parking spaces in an effort to keep motorist from parking.
- d. Permit holders are responsible for the replacement of damaged or missing temporary signs during the dates and times listed on the permit.

2. The cost for any necessary posted signage and/or maintenance of traffic items shall be paid by the Permittee.

C. Permit holders may not privately tow vehicles parked in the public right-of-way in violation of the posted signage. Permittees shall contact the Columbus Division of Police or Parking Services for assistance with vehicles in violation.

VI. PROCEDURE:

A. Permit Application

- 1. Permits to remove paid, managed and/or unmanaged parking are issued by the Department of Public Service, Permits Office. In order to provide adequate processing time, all information must be submitted a minimum of ten (10) calendar days prior to the start of the permit. Requests received less than ten (10)

calendar days will be considered but no assurance is made that a decision will be rendered by the requested permit date.

- B. If approved, permit staff will coordinate with the Division of Parking Services to have the requested parking taken out of service.

V. FEES

- A. The applicant must remit payment to the Department of Public Service, Permits Office unless otherwise specified in this Section for the following:

1. Paid Parking

- a. Associated permit fees as determined by the Department of Public Service, Permits Office; and
- b. Daily lost paid parking/parking meter revenue each parking space, pursuant to 2155.055 of the Columbus City Columbus. Please note, paid parking/parking meters are free on Sundays and city recognized holidays.
- c. When an activity requires the temporary removal of a meter head and/or post, the applicant is required to pay a removal/re-installation fee of sixty dollars (\$60.00) per parking meter.
- d. When an activity requires the temporary removal of a multi-space kiosk, the applicant is required to pay a removal/re-installation fee of three hundred fifty dollars (\$350.00) per multi-space kiosk.

A. Non-Profit Activity Fee Structure

1. The non-profit organization must be the applicant and the activity must be organized and sponsored by the non-profit organization.
2. Non-profit activities may request a fee waiver daily lost meter revenue for each paid parking space removed from service.
3. The non-profit organization must provide the following with the application:
 - a. A copy of the organizations 501(c)(3), (4), (7), (8), (10), or (19) forms from the Internal Revenue Service.
4. The non-profit provision does not apply to construction related activities.

B. Special Events Fee Structure

1. Non-profit or not-for-profit events shall pay four dollars (\$4.00) for each meter hooded up to one hundred (100) parking meters. Events that require the hooding of more than one hundred (100) meters shall be charged the actual employee cost to remove the parking from service.
2. Special Event lost paid parking/parking meter revenue will be collected by the Department of Recreations and Parks.

- C. The Division of Parking Services shall review the fee schedule annually and all fee schedules changes will go into effect on January 1st of each year.

VI. APPEALS:

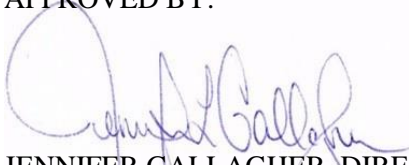
- A. If an applicant believes that a permit is revoked or refused in error or that the restrictions placed on the permit represent an undue hardship, the applicant has the right to appeal to the Director of Public Service. The appeal shall include the following information:

1. A copy of the original application; and
2. Written appeal stating why the permit was denied and the hardship placed on the applicant by the denial, revocation, or restrictions of the permit.

- B. In the case of a special event, the appeal shall also include the following information:

1. The site plan for the event; and
 2. List all available public parking within 1,000 feet of the event site.
- C. The Director shall respond to the appeal, in writing, within five (5) business days from the date of receipt.
- D. The Director's decision on an appeal shall be final.

APPROVED BY:

A handwritten signature in blue ink, appearing to read "Jennifer Gallagher", is written over a light blue rectangular background.

JENNIFER GALLAGHER, DIRECTOR
DEPARTMENT OF PUBLIC SERVICE