

DEPARTMENT OF PUBLIC SERVICE  
CITY OF COLUMBUS, OHIO

**SUBJECT:** Car-Sharing Rules and Regulations

**EFFECTIVE DATE:** June 24, 2019

**PAGES:** 1 of 13

**BY:** Division of Parking Services

**I. PURPOSE**

It is a priority of the City to increase mobility options for its residents, businesses, and visitors. A robust car sharing program provides the opportunity to reduce parking demand and vehicle miles traveled, and enhance mobility options for subscribers. The success of car sharing will have environmental, economic, and quality of life benefits for residents, employees, and visitors while also balancing the needs of other uses in the public right-of-way. In an effort to further this goal, the City hereby establishes these Rules and Regulations for the conduct of car-sharing services within the City.

**II. AUTHORITY**

- A. Pursuant to the authority granted under Title 21 of the Columbus City Codes, 1959, as amended, the Director of Public Service hereby adopts, establishes, and publishes these Rules and Regulations to be effective at the earliest time allowed by law.
- B. These Rules and Regulations establish administrative policy for car-sharing parking in the public right-of-way and city-owned and operated parking lots, permits, fees and the recovery of lost revenue from parking meters and supersede any previously promulgated rules and regulations for car-sharing. .

**III. DEFINITIONS**

The following words, terms and phrases, when used in these Rules and Regulations, shall have the meanings ascribed to them, except when the context clearly indicates a different meaning:

- A. *Car-Sharing Service* means a fee-based membership service, subject to a membership agreement, that provides all qualified drivers in the community access to a fleet of vehicles and is available to subscribers 24 hours a day, 7 days a week, 365 days per year at unattended, self-service locations. No separate written agreement is required each time a subscriber reserves and uses a vehicle, however a reservation and a confirmation is required. Car usage is provided subject to the membership agreement at minute, hourly, and/or 'per mile' rates that include fuel, insurance and maintenance.
- B. *Car-Sharing Home Area* means a geographical area in the City established for car-sharing vehicles that do not have to begin or end a reservation in a reserved or off-street parking space. The Home Area is to be determined in collaboration with a Car-Sharing Organization and the Director of Public Service, or designee.
- C. *Car-Sharing Organization (CSO)* means an entity approved by the Director of Public Service, or designee, to operate in the public right-of-way a fleet of vehicles to subscribers on a minute, hourly, or daily basis for a fee.
- D. *Car-Sharing Permit* means a permit approved and issued by the Director of Public Service, or designee giving permission for a CSO to operate in the city of Columbus.
- E. *Car-Sharing Subscriber* means a customer or member of a Car-Sharing Organization.

- F. *Car-Sharing Vehicle (CSV)* means a fleet vehicle owned by a Car-Sharing Organization that clearly displays the CSOs logo
- G. *City* means city of Columbus, Ohio.
- H. *Congestion Area* means a geographic area that has a combination of public right-of-way parking limitations, meter restrictions, vehicular traffic patterns, pedestrian density, and mobility issues and includes the Short North, Downtown, German Village, and Brewery District. *See Exhibit A for boundaries.*
- I. *Dedicated Space* means a parking space in the public right-of-way or an off-street parking space in a City owned managed lot or garage facility that can accommodate one vehicle at a time. Each designated space must be signed for the exclusive use of a CSO.
- J. *Dedicated Space Parking Permit* means a parking permit for the use of a specific dedicated space for a permitted CSO.
- K. *Department* means the City of Columbus Department of Public Service.
- L. *Director* means the Director of the Department of Public Service, or designee.
- M. *Home Area Parking Permit* means a parking permit that relieves CSVs from time limit restrictions, permit parking restrictions, and meter payment, per the requirements of Section VII.
- N. *Metered Parking Space* means any public parking space on-street or off-street owned, operated, or managed by the City that requires payment. This may include a single space meter, multi-space meter, or mobile payment only zones.
- O. *Opportunity Area* means select neighborhoods that are mobility challenged and seek an increase in multi-modal options to connect to places of employment, services, and businesses. Opportunity neighborhoods include North Linden, South Linden, Hilltop, Weinland Park, Franklinton, Near South/Livingston, and Near East. *See Exhibit B for boundaries.*

#### IV. GENERAL RULES

- A. The Director has the authority to regulate the following:
  - 1. The number of Car-Sharing Vehicles per CSO;
  - 2. The number of Car-Sharing Permits issued per year;
  - 3. The number of public parking spaces available for CSV use; and
  - 4. The size of a Car-Sharing Home Area.
- B. If the Director changes any of the items listed in Section IV(A), the Director must notify all permitted CSOs in writing of the changes.
- C. The Director shall make a reasonable effort to respond to all requests for changes from a CSO within fifteen (15) business days of receiving the request. The Director shall confirm, in writing, approval or denial of the request.
- D. The City recognizes that it is not authorized to use any CSO trademarks and trade names; provided, however, the City may use a permitted CSOs trademark and logo in City marketing/advertising materials, website and social media upon the prior written approval of the CSO. The CSO may list the permitted parking location as an option for its members.

#### V. PUBLIC ENGAGEMENT REQUIREMENTS

- A. Any non-emergency, permanent revision(s) to public parking, dedicated spaces and/or the Car-Sharing Home Area by a CSO shall require the following:

1. The CSO shall contact the appropriate neighborhood organization(s) and impacted property owners to gain input and concurrence;
  2. The Director may require a letter of support from the appropriate neighborhood organization(s) and impacted property owner(s);
  3. Submit all proposed changes and neighborhood comments, if applicable, to the Director for review and approval prior to implementation.
- B. A CSO shall notify the Director of any proposed changes to add additional off-street and/or on-street dedicated parking spaces or expand the Car-Sharing Home Area no less than thirty (30) calendar days prior to launching the changes.

**VI. HOME AREA PERMIT PARKING IN THE PUBLIC RIGHT-OF-WAY**

- A. A CSV shall be permitted to park in the following areas:
1. A metered parking space without payment of the meter and past the maximum amount of time posted on the meter, with the exception of parking metered spaces with a time limit less than two (2) hours in length;
  2. Any legal parking space that does not have an on-street restriction, per A(3); and
  3. A permit parking zone.
- B. A CSV is not permitted in public parking spaces with the following restrictions:
1. Restricted no parking for either morning or afternoon rush hour;
  2. A parking meter with a time limit less than two (2) hours in length;
  3. Handicapped parking only spaces;
  4. A taxi, bus, loading, or valet zone;
  5. A designated mobile food vending space; and
  6. During posted street sweeping restrictions.
- C. CSVs are required to abide by all other parking restrictions as stated in Columbus City Code Section 2150 and 2151.
- D. At no time shall a CSV remain parked in the same public parking space for more than seventy-two (72) hours. Failure to move a vehicle a minimum of seventy-five (75) feet after seventy-two (72) hours may constitute a parking infraction and may be subject to towing and impoundment, as determined by the Department.

**VII. DEDICATED SPACE PERMIT PARKING IN THE PUBLIC RIGHT-OF-WAY**

- A. CSVs parked at a metered space during the course of a trip are required to pay meter fees.
- B. CSVs parked in a dedicated space are not required to abide by the posted street sweeping restriction; if applicable.
- C. CSVs are not permitted in public parking spaces with the following restrictions:
1. Handicapped parking only spaces without a valid placard;
  2. A taxi, bus, loading, or valet zone; and
  3. A designated mobile food vending space.
- D. CSVs must abide by all posted parking restrictions as stated in Columbus City Code Section 2150 and 2151.
- E. A CSO may locate its fleet on-street at dedicated spaces previously agreed upon by the Director. The Director reserves the right to add or remove dedicated on-street metered or non-metered spaces beyond the referenced maximums stated in this section. Requirements and restrictions for the placement of CSVs in the public right-of-way include:

1. Congestion Area: A CSO may locate up to ten (10) fleet vehicles or twenty-five percent (25%) of its fleet (whichever is greatest), not to exceed thirty (30) spaces at dedicated on-street spaces. The Director reserves the right to designate where dedicated spaces will be located. Each CSO will select up to thirty (30) spaces, dependent upon the size of its fleet, to designate as dedicated spaces. If more than one CSO is requesting the same spaces, a process will be determined to allocate dedicated space(s). There is a maximum cap of sixty (60) spaces to be allocated to all participating CSOs in the Congestion Area.
  2. City-Wide: A CSO may locate up to ten (10) fleet vehicles or twenty-five percent (25%) of its fleet (whichever is greatest), at dedicated spaces City-Wide. There is no maximum amount of dedicated spaces per operator City-Wide.
  3. Opportunity Area: Notwithstanding the aforementioned maximums, a CSO must locate at least two (2) dedicated spaces in any Opportunity Area if a CSO requests dedicated spaces elsewhere in the City or home area. These spaces may be either on or off-street, but must be dedicated.
  4. Each space will be signed with two (2) "Car-Share Parking Only, Permit Required" signs and will display the logo of the appropriate CSO approved to use the dedicated space.
- F. Allocated dedicated spaces will be permitted for one (1) year from issuance date. At the time of renewal, the current CSO has the first right of renewal for the space. If not renewed, the space will become available for another CSO. If not selected, the posted signage will be removed and the space will revert back to its original use, unless otherwise adjusted by the Director.
- G. In order to access permitted, dedicated on-street spaces, a CSO is required to match the number of off-street spaces with the number of requested on-street dedicated spaces. The CSO must provide a lease agreement or written permission from the parking operator and/or property owner documenting the number of off-street parking spaces, the terms of use, and duration of the agreement.
- H. A CSO is responsible for the cleanliness of each dedicated space. Failure to do so may result in penalties, revocation, termination, or suspension of the Car-Sharing Parking Permit and the dedicated space, as determined by the Director.
- I. From time to time, the Director may require a CSO to move a vehicle from a dedicated space during a mutually beneficial time for street sweeping and other work. It is the responsibility of the Director or designee to notify the appropriate CSO within twenty-four (24) hours of the necessary relocation. It is the responsibility of the CSO to work with the Director to accommodate these requests.
- J. The Department and/or the Columbus Division of Police may temporarily suspend the use of any on-street parking space, even a dedicated space, if the public right-of-way is needed for an emergency or temporary use, including, but not limited to, snow removal, construction, maintenance and/or repair of a street or utility, or special event. The Department will make every effort to notify the appropriate CSO within twenty-four (24) hours of the suspension of a dedicated space, with the exception of emergency situations.

#### **VIII. RESPONSIBILITY OF THE PERMITEE**

- A. Each CSV must be owned by a CSO or a parent company and shall be registered with the Ohio Bureau of Motor Vehicles.

1. Any change in vehicle registration/information shall be communicated with the Department within seventy-two (72) hours.
- B. A CSO shall obtain general liability insurance in an amount no less than \$1,500,000.00 and shall name the City as an additional insured on said policy. A CSO shall provide to the City a copy of the current certificate of insurance, which shall become a part of the Car-Sharing Permit.
- C. A CSO shall defend, indemnify, and hold harmless the City, its employees, and agents (the "Indemnified Party") from and against any and all third-party claims brought against the Indemnified Party which arises out of the CSO's negligence or willful misconduct. This indemnification obligation shall be effective only if the Indemnified Party has given reasonable notice of the claim to the CSO, permitted the CSO an opportunity to defend, and reasonably cooperate in the defense of the claim at the CSO's expense.
- D. A CSO must pay all parking infractions associated with the permitted CSVs prior to renewal of the annual Car-Sharing Permit.
  1. If a CSV is impounded, the CSO is required to pay the citation, storage fees, and towing fees prior to release of the vehicle per Columbus City Code Section 2150.02.
  2. If applicable, the CSO may request an adjudication hearing within ten (10) days of the citation issuance.
  3. All CSOs are required to establish a fleet account with the Department to pay parking citations on a semi-monthly basis.
  4. A CSO failing to pay all parking citations within thirty (30) calendar days of issuance may result in penalties, revocation, termination or suspension of the Car-Sharing Permit, as determined by the Director.
- E. Each participating CSV must be identified as such with a clearly visible logo or marking on the vehicle's exterior as belonging to a CSO in contrasting colors with letters two inches higher or larger.
- F. A CSO shall conduct routine maintenance and keep each CSV in a clean, presentable, and safe condition.
- G. A CSO shall not advertise or publish the City's participation in car-sharing program operations without the Director's prior written authorization.

## IX. APPLICATION

- A. The application shall be a form provided by the Department, which shall contain the following minimum information. Applicants may be required to provide additional information as determined by the Department:
  1. The name, address and telephone number of the applicant;
  2. The proposed hours and days of operation of the Car-Sharing Service;
  3. The proposed Car-Sharing Home Area, if applicable;
  4. List of requested dedicated, on-street spaces and letters of support, if applicable;
  5. The age, make, and model of vehicles proposed for operation by the CSO;
  6. Proof of insurance as required by Section ~~XVIII~~(B);
  7. Signed indemnity and release forms that indemnify the City and its officers and employees against all claims of injury or damage to persons or property arising out of the operation of the Car-Sharing Service by a CSO unless such damage is caused by the City, its officers, or employees;

8. If requesting a Home Area Parking Permit, provide to or demonstrate the ability to operate, manage, and maintain to the Department a GIS-based analysis tool that will support the monthly meter usage report. The Department must be satisfied with the accuracy and reliability of the analysis tool before approving a Car-Sharing Permit;
9. A lease agreement or permission from the parking operator and/or property owner for the use of off-street locations, if applicable; and
10. Any other information reasonably required by the Department for the purpose of processing the application under the requirements of this policy.

## **X. REPORTING**

- A. A CSO shall report to the Department on an annual basis and in a form approved by the Department, information regarding their fleet and membership. The goal of these reports is for the City to better understand how the entire car-sharing service system is being utilized and to better inform future policy changes. A CSO shall report the following information on their company's operations in the City:
  1. Number and age of vehicles in fleet;
  2. Location of parked vehicles (both on and off-street);
  3. Fleet usage; and
  4. Other data as agreed upon with the CSO.
- B. A CSO shall complete an annual member survey to gather general demographics and other car-sharing related data that supports the goal of reducing parking demand and vehicle miles travel, and enhances mobility options.
- C. Information submitted to the City is subject to the State of Ohio Open Records Act. If a CSO believes that any material it submits constitutes trade secrets, privileged information, or confidential commercial or financial data, a CSO should mark those items as confidential or proprietary. The City is not bound by a CSO's determination as to whether materials are subject to disclosure under the State of Ohio Open Records Act and reserves the right to independently determine whether the materials are required to be made available for inspection or otherwise produced. If the City receives a request for such information marked as confidential, it will notify a CSO. If a suit is filed to compel disclosure of such information, the City will notify a CSO, and a CSO shall be responsible for taking appropriate action to defend against disclosure of its confidential information, and will hold the City harmless from any costs or liability resulting from any State of Ohio Open Records Act litigation.

## **XI. PERMIT FEES**

- A. Car-Sharing Permit for all Vehicles:
  1. All permitted CSOs are required to pay an annual fee on an anniversary date schedule, of one hundred dollars (\$100) per vehicle. There shall be no pro-rating of this fee.
- B. Home Area Permit Parking:
  1. Lost Meter Revenue: Actual hourly meter usage per vehicle per month, per parking meter, times the hourly rate during enforcement hours, subject to the audit, review, and approval of the Department.
    - a. A CSO shall provide to the Department an upfront \$50,000 deposit per year for lost meter revenue.

- b. A CSO shall provide monthly meter usage reports including actual hourly meter usage per vehicle per month, per parking meter, times the hourly rate during enforcement hours on a form approved by the Department.
  - c. The actual amount of lost meter revenue, confirmed by the City, shall be charged to the deposit until such time as accrued actual lost meter revenue exceeds the deposit, at which time a CSO shall remit payment on a monthly basis to the Department based on the invoiced amount. All lost meter revenue must be paid prior to the City renewing a permit.
  - d. Said permit fee, deposit and any payments for lost meter revenue exceeding the deposit shall be deposited into the Parking Meter Program Subfund. A portion of the permit fee may be expended by the City on outreach, awareness-building and education activities promoting alternative transportation in the City.
- C. Dedicated Parking Space Permit for Designated Vehicles:
- 1. CSV's enrolled as part of the Dedicated Space Parking Permit program are subject to one of the following fee structures:
    - a. Paid Parking Displacement: If a designated space requires the displacement of a metered or paid parking space, the CSO is required to pay one third (1/3) the potential annual revenue for that paid space, per year, per space.
    - b. Congestion Area: Seven hundred fifty dollars (\$750) per year, per space
    - c. Opportunity Area: Two hundred fifty dollars (\$250) per year, per space.
    - d. All other areas in the City: Five hundred dollars (\$500) per year, per space.
- D. Fees and conditions are subject to change at the time of renewal.

## **XII. EXPIRATION, TRANSFERS, AND RENEWAL**

- A. A Car-Sharing Permit, Home Area Parking Permit, and Dedicated Space Parking Permit are valid for one (1) year after issuance.
- B. Car Share Permits are transferable from one vehicle to another vehicle without additional payment to be remitted to the City so long as the total number of Car Share Permits per operator does not increase.
- C. Application for renewal and payment of fees and deposits for a Car-Sharing Permit, Home Area Parking Permit, and Dedicated Space Parking Permit may be made to the Department on or before the expiration date.

## **XIII. ENFORCEMENT, DENIAL, REVOCATION, SUSPENSION AND TERMINATION**

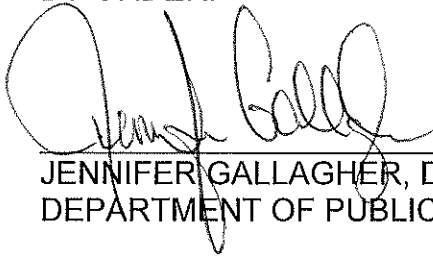
- A. Enforcement of these Rules and Regulations may include suspension, revocation, termination, or denial of a Car-Sharing Permit, Home Area Parking Permit, and/or Dedicated Space Parking Permit.
- B. The Director reserves the right to terminate a Car-Sharing Permit, Home Area Parking Permit, and Dedicated Space Parking Permit at any time, with thirty (30) calendar days written notice to a CSO. In the notice, the Director shall provide a CSO with an explanation of the reason for termination and allow a CSO the ability to rectify any concerns or issues that led to the decision to terminate the permit within thirty (30) calendar days. If a CSO is able to fully resolve the issues cited for termination, the Director shall revoke the termination letter and allow a CSO to continue to operate until the expiration of the current program.

- C. The Department and the Columbus Division of Police shall have the authority to enforce the provisions of these Rules and Regulations.
- D. Notwithstanding the terms and conditions of these Rules and Regulations, the use of any parking space is subject to the enforcement of applicable local and state laws governing traffic, parking, general offenses, and right-of-way occupancy codes and regulations. Notwithstanding the suspension of applicable City Codes under Ordinance 2105-2013, all other parking restrictions will apply.
- E. The Department shall notify the applicant in writing and may deny, revoke, or suspend a Car-Sharing Permit, Home Area Parking Permit, or Dedicated Space Parking Permit if:
  - 1. A CSO fails to comply with the requirements of these Rules and Regulations or other applicable law; or
  - 2. A CSO makes a false statement of material fact on an application; or
  - 3. The Department determines that the issuance of a Car-Sharing Permit, Home Area Parking Permit, or Dedicated Space Parking Permit would endanger the safety of persons or property or otherwise not be in the public interest, or unreasonably interfere with pedestrian or vehicular traffic.

**XIV. APPEALS**

If the Department disapproves an application, approves an application with modifications, or notifies the application of the intent to terminate, revoke, or suspend a Car-Sharing Permit, Home Area Parking Permit, or Dedicated Space Parking Permit, the applicant has the right to appeal the decision to the Director. The decision of the Director shall be final.

BY ORDER:



JENNIFER GALLAGHER, DIRECTOR  
DEPARTMENT OF PUBLIC SERVICE

6/6/19

DATE



EXHIBIT A  
Congestion Area

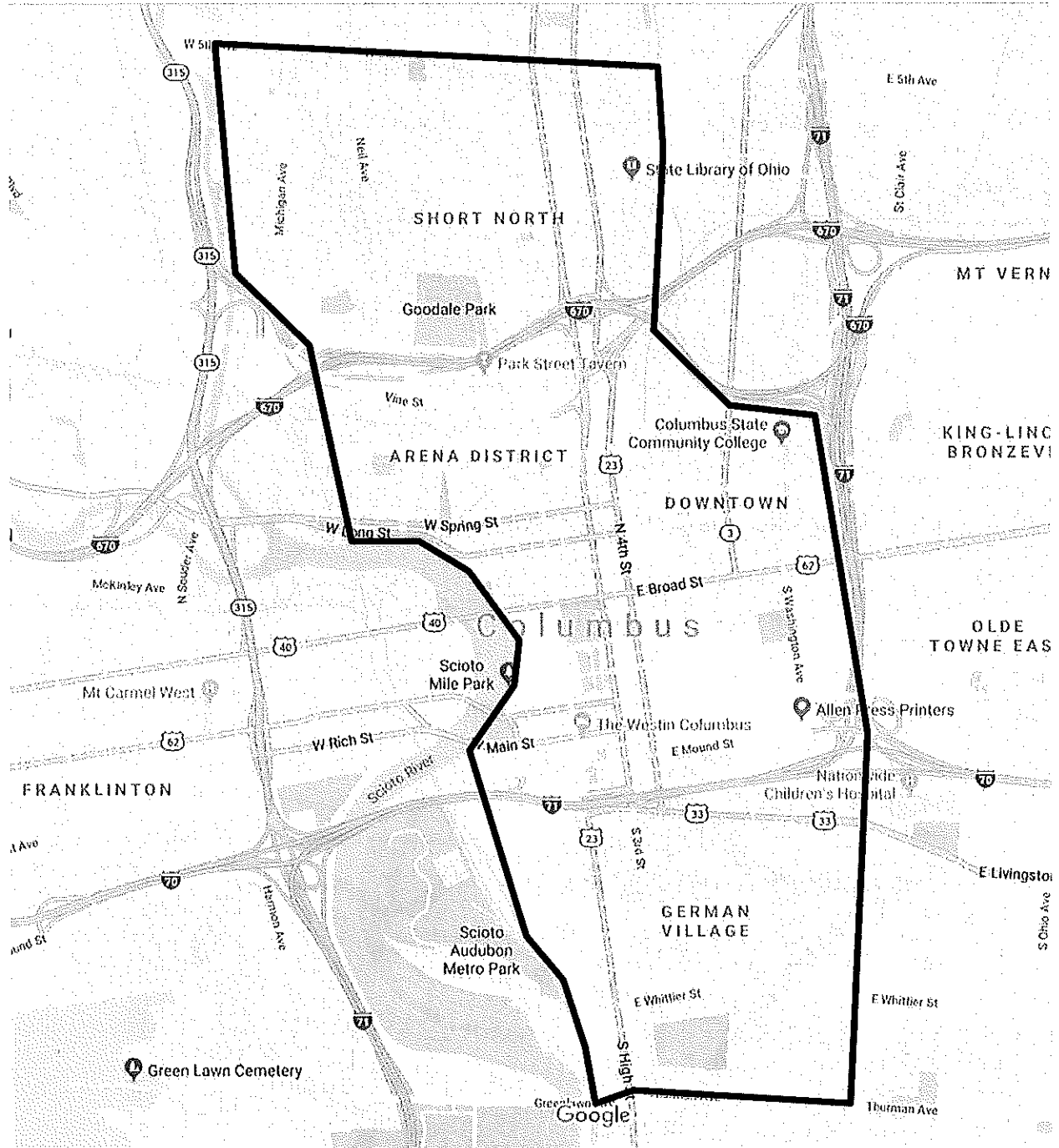
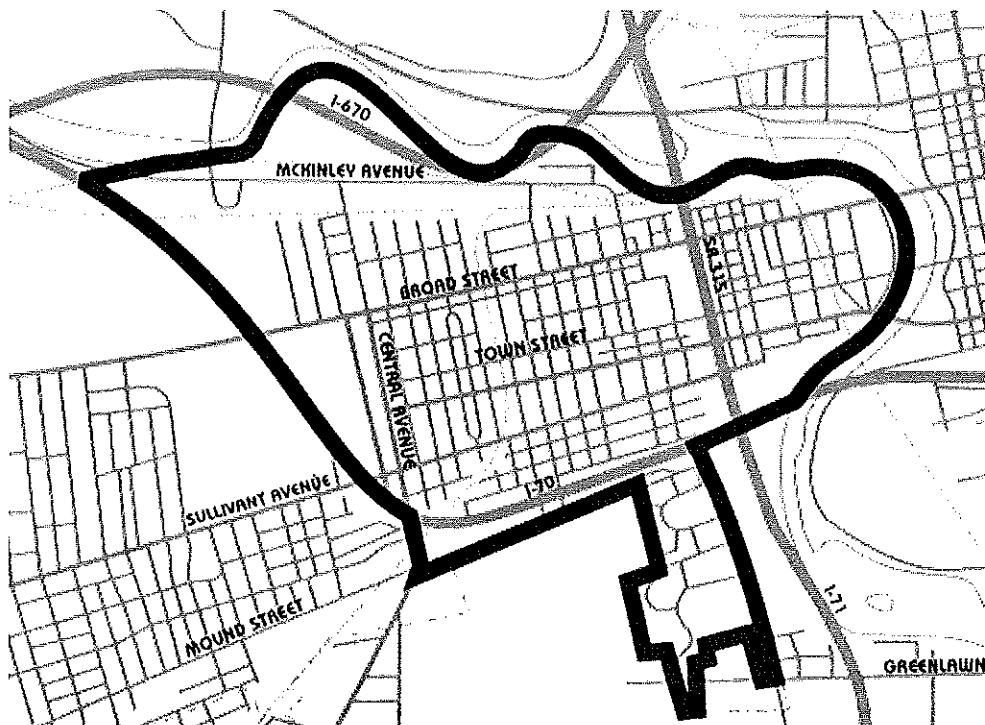


EXHIBIT B

Near East



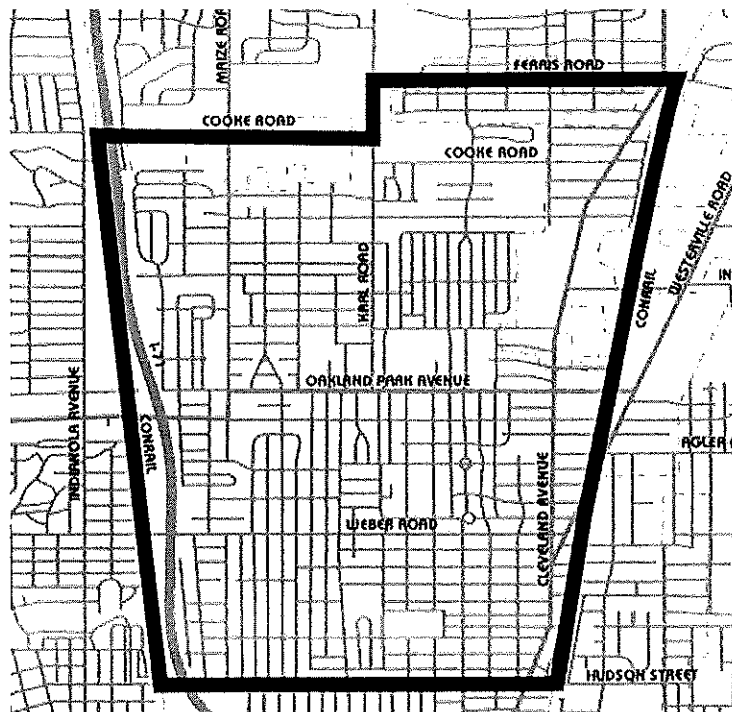
Franklinton



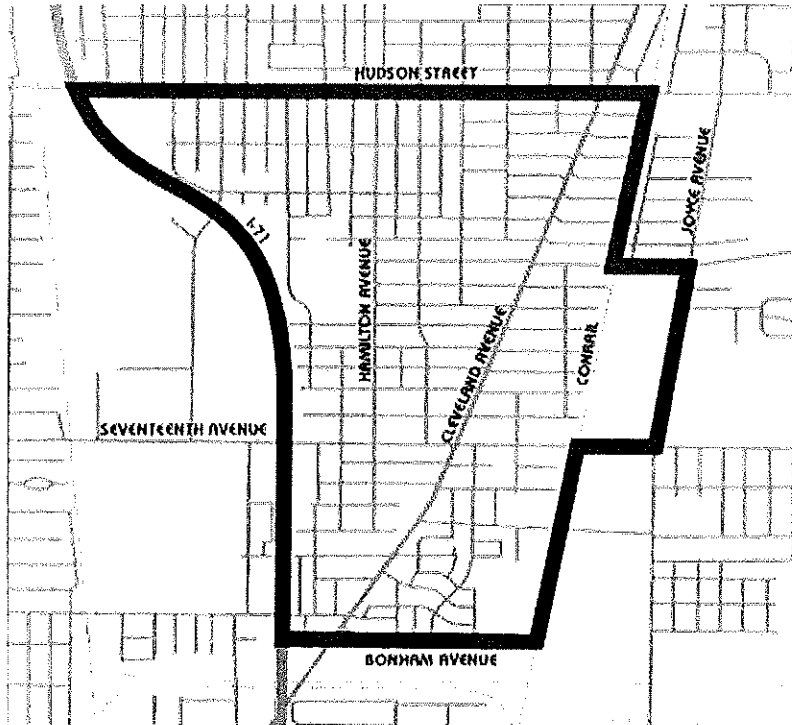
### Hilltop



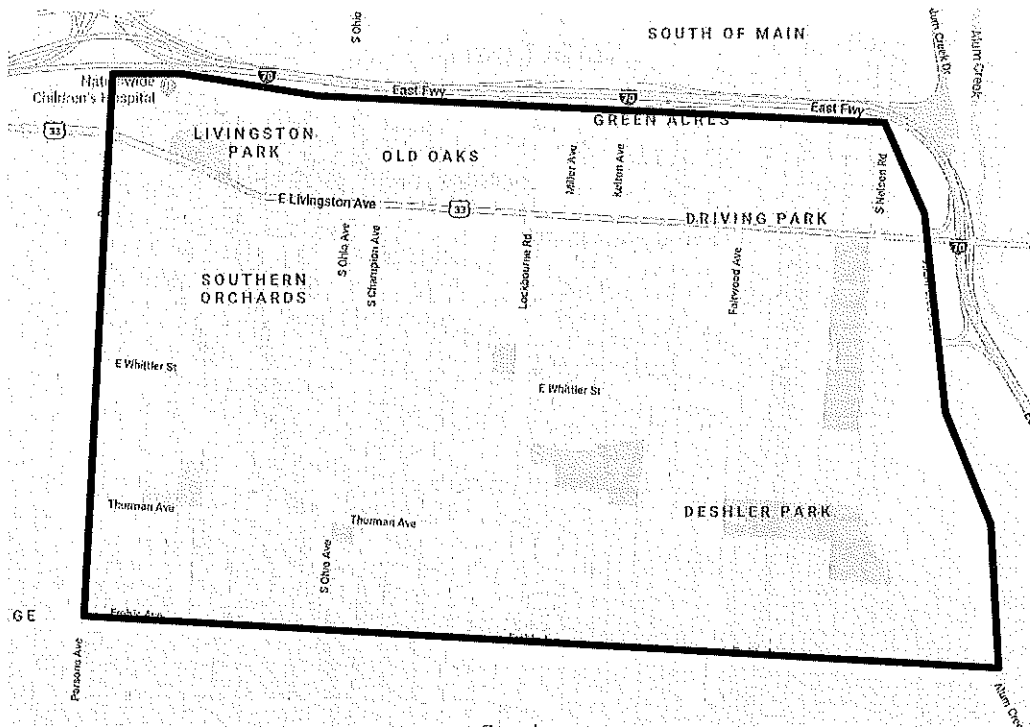
### North Linden



### South Linden



### Near South/Livingston



### Weinland Park

