

DEPARTMENT OF PUBLIC SERVICE
CITY OF COLUMBUS, OHIO

SUBJECT: Valet Parking Zone Rules and Regulations

EFFECTIVE DATE: June 24, 2019

PAGES: 1 of 13

BY: Division of Parking Services

I. PURPOSE

The City of Columbus recognizes that public on-street parking as well as private parking for individual businesses is limited in many commercial, residential and mixed-use neighborhoods within the City of Columbus. In order to enhance businesses and events in areas of limited parking it is necessary to establish valet parking zones. The purpose of these rules and regulations is to establish guidelines for the use of City of Columbus right-of-way and city-owned and operated public parking facilities for the purpose of operating a permanent valet parking service.

II. AUTHORITY

- A. Pursuant to the authority granted under Chapter 903 and Section 2105.15 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 supersede all previously promulgated rules and regulations for valet parking zones and are applicable to public right-of-way, city-owned and operated public parking facilities, and city parks.
- C. Temporary valet zones, including temporary valet zones for special events are covered by the Department of Public Service policy and procedure, *Requests for On Street Parking out of Service*.
- D. Valet parking zones operated and maintained outside the right-of-way, including valet parking zones and valet parking service reservoir areas are not governed by these rules and regulations.

III. ALLOWANCE FOR CURRENT PERMITTEES

The City acknowledges that current Permittees may require additional time to change valet operations, request exemptions or otherwise adjust to the terms of the new Rules and Regulations. Therefore, a Permittee with a valid permit operating under the previous Rules and Regulations prior to July 1, 2011 and working in good faith with the City will be allowed up to September 1, 2011 to apply for an annual valet parking permit renewal.

IV. 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. *Attendant* means a person who operates a vehicle between a valet parking zone and a parking location on behalf of a Permittee or valet parking service.
- B. *Department* means the City of Columbus Department of Public Service, Division of Parking Services.
- C. *Permittee* means a business permitted under these rules and regulations to operate a valet parking service.
- D. *Valet parking service* means a business, including employees of a Permittee, or an independent contractor to a Permittee that provides a driver to operate a vehicle to and from a parking location so that the driver and passengers in the vehicle may unload and load at their immediate destination regardless of whether a fee is charged.
- E. *Valet parking zone* means a designated location on the public right-of-way or city-owned and operated public parking facilities where an attendant takes possession of a vehicle for the purpose of parking and returns the vehicle to the possession of the driver thereof.
- F. *Valet parking service reservoir area* means premises where a valet parking service parks vehicles.
- G. *Valet parking service stand* means a temporary removable structure located near the valet parking zone that is utilized for the general conduct of the valet parking service, including the dispatch of attendants and the storage of keys, umbrellas and other items.

V. GENERAL RULES

The following general rules are hereby established:

- A. A valet parking service may be conducted on public right-of-way or city-owned and operated public parking facilities only with approved valet zone permits at locations, hours of operation and in a manner approved by the Director of Public Service.
- B. The Department is hereby authorized to issue valet parking zone permits for the operation of valet parking service on the public right-of-way or city-owned and operated public parking facilities.
- C. Other than permitting and regulating valet parking service on the public right-of-way or city-owned and operated public parking facilities, these rules and regulations do not remove or modify any current rules and regulations applicable to valet parking services operated exclusively on private property.
- D. Nothing in these rules and regulations shall be construed to allow a commercial establishment to substitute off-street valet parking services for any parking requirements imposed by the City of Columbus Zoning and Traffic Codes, nor shall any valet reservoir parking be permitted on private property unless the

owner of said parking location has received zoning clearance from the Department of Development.

- E. Nothing in these rules and regulations shall be construed to give any person, whether or not a Permittee, any property right in or to use any public right-of-way or city-owned and operated public parking facilities. Any valet parking zone permit issued and held under these rules and regulations shall be subject to the superior right of the public to the safe and orderly movement of vehicles, pedestrians and bicycles.
- F. Valet parking zones and loading zones may share the same location to preserve public on-street parking. By extension, bus stops and valet parking zones may share the same location with concurrence from the Central Ohio Transit Authority.
- G. Businesses in proximity to one another are encouraged to share valet parking zones.
- H. A valet parking zone shall not be allowed at a 30-minute duration parking meter during hours of enforcement of the meter.
- I. A valet parking zone operated at a specially constructed pull-off area within the public right-of-way is subject to the requirements of these rules and regulations, including those existing, but not operating with a valid permit prior to the effective date of this policy. In such case, the Permittee for the valet parking zone at a specially constructed pull-off area within the public right-of-way existing prior to the effective date of this policy shall not be charged the sign installation fee, the traffic cone fee, or the application fee for first time installation, unless the Permittee requests significant changes to the current valet operations.
- J. A duly authorized business association, special improvement district, civic association or other responsible entity acceptable to the City of Columbus may apply for a valet parking zone permit for the purpose of consolidating such zones to preserve public on-street parking within a specific geographic region of the City. For example, the Short North Business Association may apply for a valet parking zone permit for consolidated valet parking zones within the Short North, with documented support from a majority of its membership, including all current Permittees within the proposed consolidated valet parking permit zone.
- K. Valet parking zones:
 - 1. Shall not exceed the length of the Permittee's property frontage(s) on the city street(s) adjoining such property when the applicant is a single business unless consent from the neighboring property owners and businesses is given in writing;
 - 2. Shall not be allowed where on-street public parking does not exist, or where establishing a valet parking zone will otherwise interfere with traffic lanes or bike lanes;
 - 3. Shall be allowed only in the curb lane of the street;
 - 4. May be allowed where parking meters are installed;
 - 5. Shall not be allowed in an area in which parking is already restricted for other uses, or where parking is otherwise restricted or regulated per Title 21 of Columbus City Code;
 - 6. Shall not reduce the unobstructed space for the passage of pedestrians to less than four feet unless a greater distance is required by the Department;

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7. Shall not be located within the area used by vehicle detection devices near signalized intersections; and
 8. Shall not be used for long term parking but are to be staging areas where vehicles are parked temporarily, including reasonable delays in moving vehicles due to inclement weather or other temporary delays beyond the control of the Permittee and their valet service, while passengers load and unload in proximity to a business or event location and their vehicle is moved to parking at a remote location.
- L. Valet parking service reservoir areas:
1. Shall be appropriately zoned in accordance with the City of Columbus Zoning Code;
 2. Shall not be located on the public right-of-way, except as exempted by the Department;
 3. Shall not be a city-owned and operated public parking facility or be within a city park without approval of the city department responsible for managing and operating said facility or city park; and
 4. Shall not use public parking spaces, except as exempted by the Department.
- M. Any business, partnership, firm or corporation desiring a valet parking zone on any public right-of-way or city-owned and operated public parking facilities shall submit a completed application to the Department.
- N. An applicant for a valet parking zone permit shall not be a valet parking service, nor shall a Permittee be a valet parking service.
- O. The Permittee shall comply with all requirements contained in these rules and regulations and shall be responsible for ensuring the compliance of any co-applicants, employees, agents, and contractors.
- P. The applicant for shared valet parking zones shall identify all businesses on the application, along with proof of consent or approval from the duly authorized representative of each business on the application. The applicant requesting a valet parking zone permit will be responsible for the payment of all fees.
- Q. The Permittee must keep on the premises of the permitted location a valid copy of the approved valet parking zone and street occupancy permits at all times, and may be subject to inspection by any authorized official of the City of Columbus during hours of valet parking service operation.
- R. Valet parking zone permits shall expire on June 30 each year. Fees for periods less than one year for permanent zones shall not be prorated, except as provided for in Section XI.
- S. Typically, no more than three public on-street parking spaces will be approved without the approval of the Director of Public Service.
- T. Meter bags and traffic cones shall remain property of the City of Columbus, and shall be returned by the Permittee to the Department upon expiration, revocation or suspension of the valet parking zone permit.
- U. A Permittee shall obtain an approved street occupancy permit each year from the Department of Public Service, and shall keep a copy of the approved permit at the permitted location during all hours of operation of the valet parking service. Said permit application, review and issuance will be coordinated through the Division of Parking Services.

VI. STANDARDS OF OPERATION

A Permittee shall:

- A. Allow only employees and independent contractors holding a valid state driver's license, and having valid vehicle insurance or covered under the Permittee's insurance meeting the minimum requirements for coverage required by the State of Ohio to operate any vehicle in connection with the valet parking service;
- B. Assure attendants wear a uniform, shirt, coat or jacket, or other name tag, nameplate, hat, or vest with the name of the attendant and the company logo that identifies the attendant as an authorized employee of the Permittee or valet parking service;
- C. Assure that all employees and contractors are polite, professional and courteous;
- D. Maintain a valet parking service stand;
- E. Operate the valet parking service in a manner that does not:
 - 1. Use or occupy more of the public right-of-way than is allowed by the valet parking zone permit;
 - 2. Unreasonably interfere with the safe operation of roadways including, but not limited to travel and parking lanes, driveways, wheelchair ramps, crosswalks, sidewalks, bikeway facilities, signs, markings, signals fire hydrants, street lights, and intersections;
 - 3. Obstruct a vehicle operator's ability to see any part of an intersecting road;
 - 4. Injure, damage, or create a hazard to persons or property;
- F. Not park or allow long-term parking of a vehicle in a valet parking zone, or allow the loading and unloading of goods, equipment, or merchandise during permitted hours, but shall only use the space for loading and unloading passengers;
- G. Place no more than one valet parking service stand per permitted location;
- H. Not place a sign identifying the valet parking service on the public right-of-way unless the sign meets the requirements as provided for in Section VII;
- I. At no time allow a vehicle with its engine running to remain unattended in a valet parking zone;
- J. Except for customer vehicles, not allow within the valet permit parking zone parking of vehicles owned or otherwise driven by the employee, owner or agent of any valet parking service or Permittee during hours of operation of the valet parking permit zone;
- K. Provide valet parking service only during hours of operation authorized in the valet parking zone permit;
- L. Not park a vehicle in the public right-of-way, in a city-owned and operated parking facility, or a city park unless authorized in writing by the city department responsible for the facility;
- M. Not prohibit or otherwise interfere with the operation and use of public parking spaces at any times other than the hours of operation and the location of a valet parking zone permitted by the Department;
- N. Assure each parking meter in the valet parking zone is covered only with a City-issued parking meter bag only during the hours of operation permitted by the Department;

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- O. Assure that meter bags used to cover parking meter heads are maintained and secured to the meter post with a locking mechanism provided by the Permittee;
- P. Assure that only City-issued traffic cones are deployed in the valet parking zone only in roadways without parking meters and only during the hours of operation permitted by the Department;
- Q. Provide, upon taking custody of a patron's vehicle a numbered ticket to each customer containing the following information:
 - 1. Name, address and telephone of the valet parking service;
 - 2. Fee or cost to the customer of the valet parking service;
- R. Place or cause its agent to place on the dashboard of each patron vehicle a sign or placard of a size no smaller than three by three inches in such a manner so as to be conspicuously visible through the windshield of the patron vehicle. The sign or placard shall clearly state: This Vehicle Parked by [Valet Parking Business Name] on behalf of [Permittee].

VII. VALET PARKING SERVICE STAND

- A. A Permittee shall provide one valet parking service stand at each permitted location. The valet parking service stand shall be located in the public right-of-way at a location approved by the Department or within the adjacent building for whose benefit the valet parking service is provided. The valet parking service stand must be exclusively for the operation of the valet parking service and shall be used for such purposes, including, but not limited to, the dispatch of attendants and the storage of keys, umbrellas, and other items.
- B. A valet parking service stand shall:
 - 1. Not be located within the travel lanes, bike lanes or parking lanes of the roadway;
 - 2. Occupy an area of the public right-of-way no greater than four feet by four feet with a minimum of four feet unobstructed pedestrian clear zone;
 - 3. Not be permanently affixed to the public right-of-way in any manner;
 - 4. Be easily moveable by one person;
 - 5. Be removed from the public right-of-way when the valet parking service is not being operated;
 - 6. Be secured and locked when left unattended;
 - 7. Have affixed a sign not larger than two feet by two feet for the sole purpose of identifying the valet parking service indicating the name of the operator of the valet parking service and the fee for valet parking service; and
 - 8. Shall not be electrified in any way, be lighted in any way, or have any moving components.
- C. If the valet parking service stand is located within a building, the Permittee may provide a sign advertising the valet parking service provided said sign meets the requirements for signs on private property per the Zoning Code.

VIII. VALET PARKING ZONE SIGNAGE

- A. The Department shall install permanent regulatory signage marking the limits of each approved permanent valet parking zone. Each sign shall indicate that the

location is restricted for use by a valet parking service and state the days and hours of operation of the valet parking service. If the valet zone is located in metered spaces, parking meter stickers will be installed by the Department on affected parking meters stating "Tow Away Zone" and the days and hours of operation of the valet zone service. The Permittee shall pay a one-time, nonrefundable sign installation and removal fee per Section XI.

- B. One temporary sidewalk sign announcing the valet parking service may be displayed at the approved valet parking zone provided said sign shall:
1. Be constructed of durable material that will withstand the year-round impact of the weather and must be maintained in good taste and in good condition at all times.
 2. Be sufficiently weighted and constructed to withstand strong winds.
 3. Not exceed twenty four (24) inches in width and forty eight (48) inches in height (including base, holder, frames, etc) measured from the sidewalk surface.
 4. Be placed on the sidewalk no more than one half (1/2) hour before the valet parking service opens and must be removed no later than one half (1/2) hour after the close of valet parking service.
 5. Be in front of the approved business without encroaching upon the frontage of another business.
 6. Be positioned on the sidewalk and/or tree lawn outside the travel lanes, bike lanes and parking lanes to allow a minimum four (4) foot clearance for pedestrian traffic.
 7. Be freestanding and may not be affixed to any street fixtures including, but not limited to trees, meters, lampposts, grates, bike racks, decorative benches, news boxes, etc. in any manner. Signs shall not be electrified in any way, be lighted in any way, or have any moving components.
 8. Include only the name and logo of the Permittee's business, the words "Valet Parking", the rate charged for the service and the hours of operation.
 9. Be approved by the Department following review with appropriate business association, special improvement district and civic associations.

IX. INDEMNIFICATION AND INSURANCE

The Permittee and their valet parking service shall forever indemnify and hold harmless the City and all of its agents, employees and representatives from and against all claims, damages, losses, suits and actions, including attorney's fees, arising or resulting from said operation of a valet parking service. In addition, the Permittee and/or the Permittee's valet parking service 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 copy of the certificate of insurance shall be provided to the City and shall become a part of any permit executed by the City.

X. 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 names, addresses and telephone numbers of the applicant, co-applicant(s) and the property owner if the applicant is a lessee, and any independent contractor the applicant proposes to use for valet parking service;
 2. A scaled site plan showing the proposed address and property tax parcel ID number of the proposed location of the valet parking zone and any valet parking service stand (refer to Exhibit A for a sample drawing);
 3. A drawing and/or catalog sheet showing the color, content, materials, design and dimensions of the proposed temporary sidewalk;
 4. The proposed hours and days of operation of the valet parking service;
 5. Attest from the permit applicant and duly authorized agent of the valet parking service operator that vehicles shall not be stored in the public right-of-way, in city-owned and operated parking facilities, or in city parks;
 6. Proof of insurance as required by section IX herein;
 7. Copy of contract between the Permittee and its valet parking service;
 8. 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 valet parking service by the Permittee; and
 9. Any other information reasonably required by the Department for the purpose of processing the application under the requirements of this policy.

XI. APPLICATION PROCESS

- A. A business, businesses or duly authorized association, special improvement district or commission which seeks to operate a valet parking service in the public right-of-way or city-owned and operated public parking facilities shall submit to the Department an application for a valet parking zone permit.
- B. A joint application may be made by more than one business for one valet parking service to provide service to two or more premises located in proximity to the proposed valet parking zone. Said application shall include required application information as detailed in this section for all owners and lessees.
- C. A Permittee desiring to change the operation of an approved valet parking zone may submit for approval a new application to the Department, which may be subject to the new application fee depending on the extent and complexity of the proposed change, as determined by the Department.
- D. Applications for a valet parking zone permit and street occupancy permit shall be submitted to the Division of Parking Services at the following address:
- ATTN: Parking Services
City of Columbus
Division of Parking Services
111 North Front Street
Columbus, Ohio 43215

- E. Upon receipt of a complete application for a valet parking zone, the Department will notify the following reviewers:
 - 1. Applicable local business association or special improvement district.
 - 2. Any neighborhood commissions in the area.
 - 3. Any civic association in the area.
 - 4. Other businesses in the block face.
 - 5. Other city departments or public agencies determined by the Department.
- F. The reviewers shall within two weeks of notification of an application respond to the Department with any comments or objections to the application for a valet parking zone, which will be considered before the application is approved or denied. The Department shall either approve or deny the application with reasons for the denial stated in writing to the applicant within 30 calendar days of receipt of a complete application.
- G. After reviewing the application and upon receiving payment of all fees required by this policy, the Department shall issue a valet parking zone permit, unless the application is denied pursuant to section XIII.

XII. FEES

The following fees are hereby established:

- A. A nonrefundable application fee of \$200.00, payable upon submitting an application for first-time installation or upon submitting an application with significant changes per section X.C to the operation of a previously approved valet parking zone permit.
- B. A nonrefundable annual renewal fee of \$50.00, payable upon submitting an application for renewal of a previously approved valet parking zone permit.
- C. Per City of Columbus Code Section 2155.055, there will be a parking meter out of service fee equivalent to the hourly rate of each parking meter approved for a valet parking zone, multiplied by the hours of use approved in the valet parking zone permit. Said fee shall be payable prior to issuance of the approved valet parking zone permit. This fee will be invoiced for each half year on July 1 through December 31 and on January 1 to June 30 each year. If a Permittee terminates their valet zone operation prior to expiration of their permit, a partial refund of the meter out of service fees may be refunded upon request of the Permittee.
- D. A nonrefundable regulatory sign installation and removal fee of \$250.00 per sign. Said fee shall be payable prior to issuance of the approved valet parking zone permit.
- E. A nonrefundable meter bag fee of \$25.00 per meter bag shall be paid by the Permittee, prior to issuance of an approved valet parking zone permit, or upon replacement of lost or stolen bags or bags removed by the City in the case of a violation.
- F. A nonrefundable traffic cone fee of \$25.00 per cone shall be paid by the Permittee, prior to issuance of an approved valet parking zone permit, or upon replacement of lost or stolen cones or cones removed by the City in the case of a violation.

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- G. The application and renewal fee, regulatory sign installation and removal fee, and meter bag and traffic cone fees shall be deposited in the Street Construction, Maintenance and Repair Fund (Fund 265). Meter out of service fee shall be deposited in the General Fund and/or "Parking Meter Program", Fund No. 268, Subfund 001, as authorized under Ordinance 1560-2009.
- H. No fee or permit shall be required for a valet parking service that is conducted on private property and where the public right-of-way is only used for driving vehicles while conducting the valet parking service.
- I. The Permittee shall obtain and pay fees for an approved street occupancy permit. Said permit application, review and issuance will be coordinated through the Division of Parking Services.

XIII. REFUNDS, TRANSFERS AND EXPIRATION

- A. There shall be no refund of any fees if the valet parking zone is no longer needed by the Permittee except as allowed by XI.C. for parking meter out of service fees upon termination of a valet zone, and after signs are removed and public parking meters are restored to normal operating hours.
- B. A valet parking zone permit is specific to a location, and shall not be transferred to another location.
- C. Transferring an approved permanent valet parking zone from the original applicant to a successor business at the same address may be allowed provided the new business submits an application for approval, that all fees and fines for the previous Permittee are paid and up to date, and that the application requests the same conditions as the approved valet parking zone permit, in which case the nonrefundable application and renewal fee shall not be charged.
- D. All valet parking zone permits shall expire on June 30 of each year.
- E. Application for renewal and payment of the annual fee for a valet parking zone permit may be made on or before the expiration date.

XIV. ENFORCEMENT, DENIAL, REVOCATION, SUSPENSION AND TERMINATION

- A. The Department and the Columbus Division of Police shall have the authority to enforce the provisions of this policy.
- B. The operation of a valet parking zone under these Rules and Regulations is subject to the enforcement of applicable local and state traffic, parking, general offenses, and right-of-way occupancy codes and regulations. Enforcement of these Rules and Regulations may include suspension, revocation, termination or denial of a valet parking permit, right-of-way permit, or in egregious circumstances up to and including criminal prosecution pursuant to Section 903.99 of Columbus City Code.
- C. The Department or the Columbus Division of Police may temporarily suspend the operations of a valet parking service if the public right-of-way reserved by the valet parking service is needed for an emergency or temporary use, including, but not limited to, the construction, maintenance, or repair of a street or utility or special event.

- D. The Department shall notify the applicant in writing and may deny a valet parking zone permit or revoke or suspend without refund of any portion of any fees a valet parking zone permit if:
 - 1. The applicant fails to comply with the requirements of this policy or other applicable law;
 - 2. The applicant makes a false statement of material fact on an application for a valet parking zone permit; or
 - 3. The Department determines that the operation of the valet parking service would:
 - a. endanger the safety of persons or property or otherwise not be in the public interest;
 - b. unreasonably interfere with pedestrian or vehicular traffic;
 - c. unreasonably interfere with the use of a pole, parking meter, traffic sign, traffic signal, hydrant, mailbox, or other object at or near the proposed location of the valet parking service; or
 - d. unreasonably interfere with an existing use permitted at or near the proposed location of the valet parking service.
- E. Parking meter bags or traffic cones shall returned to the Department of Public Service should a valet zone permit be revoked, suspended or is terminated by the Permittee.

XV. EXEMPTIONS

It is the policy of the City of Columbus that all businesses seeking to operate a valet parking service in the public right-of-way or within city-owned and operated public parking facilities shall adhere to these Rules and Regulations, to preserve the health, safety, and general welfare of the public. However, the City recognizes that there may be unique circumstances where the health, safety and general welfare of the public may not be best served by strict adherence to these Rules and Regulations. Such an exemption shall be issued at the sole discretion of the Director of Public Service or designee and may be for such reasons as safety issues, economic waste or geographical features.

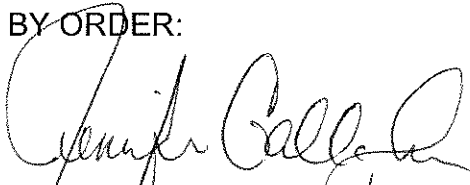
- A. Criteria for consideration of an exemption include:
 - 1. Proximity to residential permit parking areas
 - 2. Proximity to a historic district
 - 3. Proximity to on-street and off-street parking
 - 4. Safety considerations
 - 5. Other factors that preserve the health, safety and welfare of the citizens of the City.
- B. To request an exemption, the Applicant shall submit the following to the Department:
 - 1. Written request stating which provision or provisions of these Rules and Regulations are being requested an exemption; and
 - 2. Reasons for an exemption that reflect but are not limited to the above stated criteria; and
 - 3. Any other relevant documentation.

- C. The Department will approve or deny exemption requests within 15 calendar days after receipt of a complete request.

XVI. APPEAL PROCESS

- A. Any aggrieved valet parking zone permit applicant or Permittee shall have the right to appeal the denial, suspension or revocation of a valet parking zone permit, or the issuance of an infraction. The application for appeal shall be on a form provided by the Department, which shall contain the following information, at a minimum:
 - 1. The name, address, telephone number, and email address of the applicant(s);
 - 2. The reason for the requested appeal; and
 - 3. Any other information requested by the Department for the purpose of processing and considering the application and under the requirements of these rules and regulations.
- B. The Department may request comments from the applicable area commission, civic association, business association, and/or special improvement district.
- C. The Director will review each appeal and provide a decision within ninety (90) days of receiving the appeal and supporting documentation.
- D. The Director's decision on an appeal shall be final.

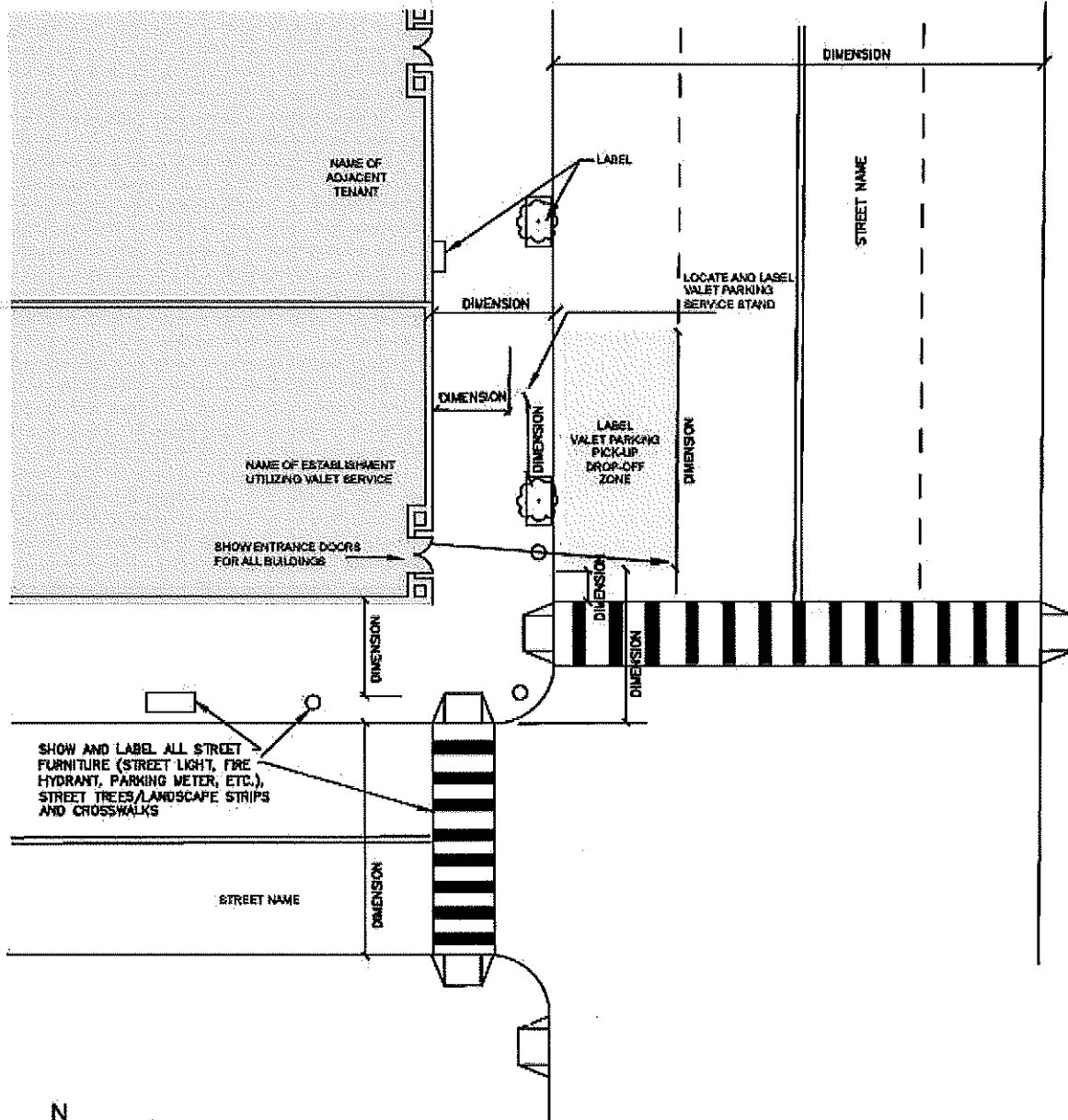
BY ORDER:



JENNIFER GALLAGHER, DIRECTOR
DEPARTMENT OF PUBLIC SERVICE

EXHIBIT A

APPLICATION FOR ON-STREET VALET PERMIT
SAMPLE Site Plan Drawing



N
PLAN
SCALE: 1" = 10'-0"
DATE: XX/XX/XXX

APPLICANT NAME:

PICK-UP/DROP-OFF ZONE LOCATION:

