

DEPARTMENT OF PUBLIC SERVICE
CITY OF COLUMBUS, OHIO

SUBJECT: DRAFT Valet Parking Zone Rules and Regulations

EFFECTIVE DATE: TO BE DETERMINED

PAGES: 1 of 14

BY: Division of Mobility Options

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 permanent or temporary valet parking service.

II. AUTHORITY

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. These rules and regulations supersede all previously promulgated rules and regulations for valet parking zones.

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. *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. *Permittee* means a business permitted under these rules and regulations to operate a valet parking service. The term includes any employee, agent or independent contractor of the person or business in whose name the valet parking zone permit is issued.
- C. *Valet parking service* means a business, or independent contractor which 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.

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- D. *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.
- E. *Valet parking service reservoir area* means premises where a valet parking service parks vehicles.
- F. *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.

IV. 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 at locations, hours of operation and in a manner approved by the Director of Public Service.
- B. The Department of Public Service, Division of Mobility Options, hereinafter referred to as 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.

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- F. Valet parking zones and loading zones may be collocated to preserve public on-street parking. By extension, bus stops and valet parking zones may be collocated with concurrence from 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.
- I. 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.
- J. 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;
 - 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;
 - 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 while passengers load and unload in close proximity to a business or event location and their vehicle is moved to parking at a remote location.

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- K. Valet parking service reservoir areas:
1. Shall be approved by the Department;
 2. Shall be appropriately zoned in accordance with the City of Columbus Zoning Code;
 3. Shall be located within 1,000 feet of the associated pick-up/drop-off zone;
 4. Shall not be located on the public right-of-way, except as provided for herein;
 5. Shall be a privately owned off-street parking facility after December 31, 2010;
 6. 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
 7. Shall not use public parking spaces after December 31, 2010.
- L. 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.
- M. An applicant for a valet parking zone permit shall not be a valet parking service.
- N. The permittee is responsible for enforcement of these rules and regulations on its co-applicants, employees, agents and contractors.
- O. The applicant for shared valet parking zones shall identify all businesses on the application, along with valid 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.
- P. 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.
- Q. Valet parking zone permits shall expire on December 31 each year. Fees for periods less than one year for permanent zones shall not be prorated, except as provided for in Section XI.
- R. A valet parking zone permit shall not be approved for more than three public on-street parking spaces without the approval of the Director of Public Service.
- S. 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.

- T. A permittee shall obtain an approved street occupancy permit from the Department of Public Service, Division of Planning and Operations, and shall keep a copy of the approved permit at the permitted location during all hours of operation of the valet parking service.

V. 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 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 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 VIP 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. Not allow a vehicle to remain in a valet parking zone for more than approximately fifteen (15) minutes;
- H. Place no more than one valet parking service stand per permitted location;
- I. 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;

- J. At no time allow a vehicle with its engine running to remain unattended in a valet parking zone;
- K. Not allow the parking of any valet parking service employee or contractor vehicle in the public right-of-way, city park, or city-owned and operated public parking facility;
- L. Continuously provide valet parking service during all hours of operation authorized in the valet parking zone permit;
- M. Only use a valet parking service reservoir area to park a vehicle and shall not park a vehicle in the public right-of-way except as provided for herein for valet parking zone permits valid through December 31, 2010;
- N. Notify the Department within ten days of a change in the location of a valet parking service reservoir area and provide the Department a valid agreement acceptable to the City of Columbus indicating the number of parking spaces to be used, and that the permittee has a right to park vehicles at the new location through the expiration of the valet parking zone permit;
- O. 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;
- P. 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;
- Q. 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;
- R. 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;
- S. 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. Name and address of the valet parking service's insurance company;
 - 3. Fee or cost to the customer of the valet parking service;
 - 4. Time and date that the valet parking service took possession of the vehicle;
 - 5. License plate number of the vehicle;
 - 6. Hours of operation of the valet parking service;

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7. Location where a vehicle can be claimed if it is not picked up prior to closing of the valet parking service and any additional fees therefore that may be assessed the vehicle operator.
- T. 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].

VI. 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.

VII. 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. 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 reviewed by the appropriate business association, special improvement district and civic association and evidence of such review submitted to the Department for approval.
 2. 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.
 3. Be sufficiently weighted and constructed to withstand strong winds.
 4. 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.
 5. 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.
 6. Be in front of the approved business without encroaching upon the frontage of another business.
 7. 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.
 8. 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.
 9. Include only the name and logo of the business, the words "Valet Parking", the rate charged for the service and the hours of operation.
 10. Be navy blue colored letters on a white background.

VIII. INDEMNIFICATION AND INSURANCE

The permittee 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 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.

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 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 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 stands;
 3. A scaled plan showing the color, content, materials, design and dimensions of the proposed temporary sidewalk sign;
 4. The proposed hours and days of operation of the valet parking service;
 5. The address and property tax parcel ID number of the valet parking service reservoir area(s) to be used in connection with the valet parking service and a valid signed agreement or other documentation showing that the applicant has a right to park vehicles at that location, including the number of parking spaces leased or rented and a scaled plan of the reservoir area;
 6. A traffic flow plan, including a scaled map, describing the route(s) that vehicles will be driven between the proposed valet parking zone and the valet parking service reservoir area;
 7. Proof of insurance as required by section VIII herein;
 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.

X. 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.

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- C. A permittee desiring to change the operation of an approved valet parking zone shall submit for approval a new application to the Department, which shall be subject to the new application fee.
- D. Applications for a valet parking zone permit shall be submitted to the Division of Mobility Options at the following address:

ATTN: Parking Services Manager
City of Columbus
Division of Mobility Options
109 North Front Street
Columbus, Ohio 43215

- E. Upon receipt of an 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 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.
- H. Upon receiving the approved valet parking zone permit, the permittee shall apply for a street occupancy permit. A street occupancy permit shall be obtained from the Permit Section of the Division of Planning and Operations at the following address:

ATTN: Permit Coordinator
City of Columbus
Division of Planning and Operations
109 North Front Street, 3rd Floor
Columbus, Ohio 43215

XI. 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 application to change 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, a 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 during hours of meter enforcement for the duration of the permit. Said fee shall be payable upon issuance of the approved valet parking zone permit.
- D. A nonrefundable regulatory sign installation and removal fee of \$250.00 per sign, with the number of required signs to be determined by the Department. Said fee shall be payable upon issuance of the approved valet parking zone permit.
- E. A meter bag fee of \$50.00 per meter bag issued to the permittee, either upon issuance of an approved or renewed valet parking zone permit, or upon replacement of lost or stolen bags or bags removed by the City in the case of a violation. Said fee shall be due upon issuance of the approved valet parking zone permit, or upon request for replacement of a lost or stolen bag, or resumption of a valet parking zone permit following a violation.
- F. A traffic cone fee of \$30.00 per cone issued to the permittee, either upon approval or renewal of a valet parking zone permit, or upon replacement of lost or stolen cones or cones removed by the City in the case of a violation. Said fee shall be due upon approval of the application, or upon request for replacement of a lost or stolen bag, or resumption of a valet parking zone permit is approved following a violation.
- 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 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. Following issuance of an approved valet parking zone permit, the permittee shall obtain and pay fees for an approved street occupancy permit.

XII. REFUNDS, TRANSFERS AND EXPIRATION

- A. There shall be no refund of any fees charged if the valet parking zone is no longer needed by the permittee.
- 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 December 31 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.

XIII. DENIAL, REVOCATION OR SUSPENSION OF PERMIT

- A. The Department shall 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.

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- B. The Department of Public Service 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.
- C. The Columbus Division of Police and Department of Public Service parking enforcement personnel shall have the authority to enforce the provisions of this policy.

XIV. INFRACTION AND PENALTY

- A. An infraction is committed if a valet parking service is operated using public right-of-way, parking facilities or city parks for a valet parking zone or for a valet parking service reservoir area without a valid valet parking zone permit.
- B. An infraction is committed if a permittee is found to be non-compliant with the approved valet parking zone permit, street occupancy permit, or these rules and regulations.
- C. An infraction shall be enforced as an illegal occupancy of the public right-of-way per Section 903.99 of Columbus City Code, and any permittee that commits an infraction shall be deemed guilty of a first degree misdemeanor and fined not exceeding one thousand dollars (\$1,000.00), or imprisoned for not more than six (6) months, or both. Any such violation shall constitute a separate offense on each successive day continued.

XV. APPEAL PROCESS

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. Such appeals shall proceed in the following manner:

- A. Request a hearing of the Transportation and Pedestrian Commission (T&PC) at the next scheduled meeting date, in writing, within 14 calendar days of receipt of the denial, suspension, revocation of infraction.
- B. The Division of Mobility Options Administrator will forward his/her denial along with the recommendation of the T&PC to the Director of Public Service for review.
- C. The Director of Public Service will render a final decision within 14 calendar days of the T&PC hearing.

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BY ORDER:

MARK KELSEY, DIRECTOR
DEPARTMENT OF PUBLIC SERVICE

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