

COLUMBUS TRANSPORTATION AND PEDESTRIAN COMMISSION
REGULAR MEETING AGENDA
109 NORTH FRONT STREET, GROUND FLOOR, ROOM 100
TUESDAY, JUNE 14, 2011
5:00 P.M.

I. CALL TO ORDER

II. MINUTES (Correct or Approve) May 10, 2010

III. OLD BUSINESS

Informational Items:

1. Planning Study Update – Stelzer Road (Gary Wilfong)
2. Bicycle Subcommittee Update (Nick Popa)
3. Valet Parking Policy (Randy Bowman)
4. Community Mobility Plan Update
– Linden Area Transportation Management Plan (Bill Lewis)

IV. NEW BUSINESS

Informational Items:

1. Sharon Woods Bike Facility (Nick Popa)
2. Hilltonia School Travel Plan (Bill Lewis)

V. OTHER BUSINESS

VI. ADJOURNMENT

COLUMBUS TRANSPORTATION AND PEDESTRIAN COMMISSION
REGULAR MEETING MINUTES
109 NORTH FRONT STREET, GROUND FLOOR, ROOM 100
TUESDAY, MAY 10, 2011
5:00 p.m.

Present were:

Voting Members: Croasmun, Moore, Stephens, Wood

Public Service Department Representative: Tilton

Division of Mobility Options Staff: Bowman, Popa, Stewart

Division of Planning and Operations Staff: Wilfong

Guests: Bob Vitale

Call to Order: 5:10 p.m.

Motion for approval of March 8, 2011, minutes: Moore; 2nd, Croasmun. Commissioner Wood and Chairman Stephens abstained as they did not attend the March meeting. Action was accomplished by a subsequent email poll. Motion carried.

OLD BUSINESS

Planning Study Updates:

Gary Wilfong gave updates on planning studies as follows:

Stelzer Road

Staff has received approval from the Ohio Department of Development to extend the limits of this study. The new limits are James Road and Broad Street up to Johnstown Road. The re-kickoff meeting was held last week with ms consultants. Within the next two months, more alternative information will be available. A public meeting will be held in August.

Preview of Upcoming Projects

Hamilton Road between Morse Road and SR-161

A preliminary engineering study will be done, and, depending on funding, staff would like to take this study into preliminary design, and possibly to the first stage submittal. Staff believes funding will be available in this year's budget. Staff will send the Request for Proposals out this summer. The study will probably not actually start until 2012.

Creative Campus

There is money in this year's budget to make improvements around the Columbus College of Art and Design (CCAD). CCAD has presented a "wish list" to the Mayor's office. The requests mainly focus on pedestrian issues and possibly some traffic calming. Staff has not yet determined if a preliminary engineering study will be done, or if improvements will go straight into design. The scope is open-ended at this point.

Lazelle Road Study

This completed study was briefly discussed.

Bicycle Subcommittee

Nick Popa reported as follows on issues discussed at the last Bicycle Subcommittee meeting:

Hilltop Connector Project

This is a one-mile-long Public Service project that will connect the new Department of Recreation and Parks' bridge over the Scioto River. The project will connect that bridge with an on-street connector up to West Broad Street where the bike lanes were installed last year. It will consist of lanes, sharrows, and wayfinding signage. Staff is coordinating this project with Franklin County. The pre-construction meeting was held April 27. Work is scheduled to be completed by July.

2011 Resurfacing Projects

Staff has a preliminary engineering contract out right now with Stantec Consultants and is looking at all of the 2011 resurfacing projects that coincide with the bike plan projects. There are a total of six resurfacing projects in the city. Currently staff is looking at Sharon Woods between SR-161 and Schrock Road, as that is in the first resurfacing project. Conceptual designs are being developed, and public outreach efforts will be conducted shortly with the Sharon Woods Civic Association and Northland Area Commission. Staff expects to bring this to the July 12 Commission meeting and begin striping the roadway in mid July.

Bike Shelters

Currently Korda Consultants are working on the design. Staff continues to coordinate this project with the Capital Crossroads SID project. There are two contracts for these shelters. The first project consists of about nine shelters. Bids are due May 19. The second project is in final design and consists of about eight shelters. This project will go out for bid in May also. Completion of the first round of shelter installations is October, 2011.

There was discussion during which Chairman Stephens and Nick Popa indicated the Subcommittee played a great roll in selecting bike shelter locations.

Bike Friendly Community Signs

The City has begun to install signs. Approximately two dozen signs will be installed around the city. Work should be completed this spring.

Bike Racks

Sixteen bike racks have been installed in 2011 through the Division of Mobility Options. Staff plans to install a minimum of fifty bike racks this year in keeping with the Bicentennial Bikeways Plan. This does not include bike racks that will be installed with the shelters. Each shelter has five to six bike racks.

2011 Share-the-Road Campaign

The scope has been finalized with consultants EMH&T. This project will be divided into two parts – a planning phase and an implementation phase. The kickoff meeting was held last week. A stakeholders' meeting will be scheduled for this month. The planning phase should be completed in July, then the implementation phase will begin.

Upcoming Conferences and Events

- MORPC Bike Counts – May 9
- Bike-to-Work Week – Begins May 16
 - Ride with the Mayor – May 16
 - Ride of Silence – May 18
- Columbus Bike Festival – July 15 and 16
 - Mayor's Evening Ride – July 15
 - Steve Barbour Memorial Challenge – July 16

OTEC – October: The theme of OTEC this year is financing our future. Staff plans to have a panel titled "Bikes and Business Infrastructure Investment with Great Economic Return." Randy Bowman will be part of the panel.

Chairman Stephens informed the Commission that the City unveiled an additional website off of the Public Service site in the Columbus bikes section. The site is full of resources - particularly regarding law and policies related to cycling.

National Association of City Transportation Officials - Bike Design Guide

Nick Popa informed the Commission that the National Association of City Transportation Officials has a new bike design guide out that has some very interesting and new treatments for bike facilities. Staff recently learned of this guide through the Bicycle Subcommittee. Staff is reviewing the guide that formalizes a lot of experimental and new bike facility treatments, such as the bike box the City used at Milton Avenue and North Broadway.

Regional Pedestrian and Bicycle Staff Meeting

Nick Popa informed the Commission the Mid Ohio Regional Planning Commission recently convened the Regional Pedestrian and Bicycle Staff Meeting. The goal of these quarterly meetings is to provide a forum for local peer exchange on bicycle and pedestrian issues in central Ohio and to facilitate regional coordination of existing and future projects and issues of mutual concern. Staff attended the first meeting and saw some coordination opportunities with Dublin and Bexley. Staff looks forward to some good things to come out of these meetings.

Valet Parking

Randy Bowman reported staff is currently finalizing the numerous comments from Central Ohio Restaurants Association (CORA), a few from Ohio Hotels and Lodging Association (OHLA), and some from the stakeholders committee's November meeting. At next month's Commission meeting, staff should be in a position to brief the commission on the changes to the Valet Parking Policy. The City also will get back with CORA, OHLA, and the stakeholder group. This will occur right before or right after the June 14 Commission meeting. Staff hopes to have the new policy in place on July 1. The current permits expire June 30, so if more time is needed, the City might extend the current valet permits to give everybody time to understand and adjust permits.

Discussion.

Staff will try to provide the Commission with a draft Valet Parking Policy prior to the June 14 meeting.

Community Mobility Plans

Linden Area Traffic Management Plan

Randy Bowman reported a group of residents concerned about the traffic calming islands installed on Maize Road and Norris Drive submitted petitions to City Council asking for removal. City Council asked the Department of Public Service to meet with and engage the residents along both of those streets. This culminated in two public meetings held last November. Staff has reviewed the data collected and briefed the leadership on the City's intentions and proposed improvements. The City intends to construct improvements this year. Staff will attend the May 19th North Linden Area Commission meeting to brief the community. Commissioners were invited to attend.

Discussion.

Terry Stewart reported on Community Mobility Plans as follows:

Franklinton

Staff is preparing to authorize a consultant to design curb extensions on Town Street at the intersections of Town and Hawks and Town and Avondale. Associated with that will be some modifications to some adjacent bus stops and installation of brick crosswalks at those locations. Staff hopes to have design completed this year. Construction is funded in the state fiscal year 2013 through Safe Routes to School.

The next project is the North Glenwood Avenue Truck Access. This involves an area north of Broad Street in Franklinton. The major issue in that area is trucks go through the residential part of the neighborhood to get to the industrial area. Glenwood is at the edge of the residential area and an area that is more suited to truck traffic. Staff is looking at widening and signing north Glenwood to make it the primary route into north Franklinton for industrial areas.

The next design project is for the sidewalks under the railroad bridges throughout Franklinton. Sidewalks are in disrepair, particularly sidewalks on State, Town, and Rich streets. A lot of that damage is drainage oriented. Staff will ask the consultant to look at some alternatives for addressing the drainage impact on sidewalks and the most cost effective way to deal with this issue.

Discussion.

Weinland Park

Staff is collaborating with the Ohio Department of Transportation (ODOT) on the Fourth and Summit traffic study. ODOT is reviewing comments on the draft study. Once ODOT has completed its review, recommendations will be incorporated into the Community Mobility Plan. Staff will then begin a public involvement process. Staff hopes to present the plan to this Commission in August or September and begin the design process in October.

Phase 10

This project involves traffic control modifications and changes to the signalization system in the near east and south areas of Columbus. Staff is currently developing a communication plan for this project.

NEW BUSINESS

Preview of Sidewalk and Bikeway Program for 2011

Nick Popa distributed a map and detailed spreadsheet depicting the 2011 planned bike and sidewalk projects. (Copies are available upon request.) There are about twenty sidewalk projects planned that will construct just over ten miles of new sidewalk. For bikes, in addition to parking shelters and bike racks, there are about ten construction projects scheduled this year that will construct fifteen miles of new bikeways. Also, there is the potential for another nine miles via resurfacing projects. Those involve some design efforts and public outreach efforts which are yet to be completed.

ADJOURNMENT

There being no further business, the meeting was adjourned at 6:05 p.m.

Respectfully submitted,

Patricia R. Grove
Recording Secretary

Jeff Stephens
Chairman

Patricia A. Austin
Executive Secretary

THIS MEETING WAS RECORDED; RECORDING IS ON FILE
AT 109 NORTH FRONT STREET

DEPARTMENT OF PUBLIC SERVICE
CITY OF COLUMBUS, OHIO

SUBJECT: Valet Parking Zone Rules and Regulations

EFFECTIVE DATE: July 1, 2011

PAGES: 1 of 15

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 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. 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 Mobility Options.
- C. *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.
- D. *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.
- 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.

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 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.

Valet Parking Zones**Effective July 1, 2011**

- 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.

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Effective July 1, 2011**

- 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;
 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 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 provided for herein;
 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 .
- 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.
- O. The Permittee is responsible for enforcement of these rules and regulations on its 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.

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- 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.

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 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 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,

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- 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;
 - 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;

**Valet Parking Zones
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- 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].

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

**Valet Parking Zones
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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.

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 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 VIII herein;
 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 valet parking service by the Permittee; and
 8. 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.
- 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 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 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.

XI. 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 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 during hours of meter enforcement for the duration of the 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.
- 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. 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 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.

XIII. DENIAL, REVOCATION OR SUSPENSION OF PERMIT

- A. 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.
- 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.
- D. An infraction shall be defined as a violation of these rules and regulations and shall be enforced as an illegal occupancy of the public right-of-way per Section 903.99 of Columbus City Code as determined by Columbus Division of Police or the Department of Public Service. According to Columbus City Code a permittee or valet parking service that commits an infraction may have their permit suspended, revoked or denied or may 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.

- 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.

XIV. 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.

BY ORDER:

MARK KELSEY, DIRECTOR
DEPARTMENT OF PUBLIC SERVICE

DRAFT

DEPARTMENT OF PUBLIC SERVICE
CITY OF COLUMBUS, OHIO

SUBJECT: Valet Parking Zone Rules and Regulations

EFFECTIVE DATE: July 1, 2011

PAGES: 1 of 15

BY: Division of Mobility Options

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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 valet parking service.

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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. 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.

RULES AND REGULATIONS

Valet Parking Zones

Effective July 1, 2011

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B. Department means the City of Columbus Department of Public Service, Division of Mobility Options.

C. *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.

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D. 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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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.

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

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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.

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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 [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.

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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.

RULES AND REGULATIONS
Valet Parking Zones

Effective July 1, 2011

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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 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.

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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.

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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.

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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 were 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 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 provided for herein;
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.

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.

O. The Permittee is responsible for enforcement of these rules and regulations on its 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.

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RULES AND REGULATIONS
Valet Parking Zones

Effective July 1, 2011

- 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.

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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 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 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,

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RULES AND REGULATIONS

Valet Parking Zones

Effective July 1, 2011

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;

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;

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<#>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;¶

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RULES AND REGULATIONS
Valet Parking Zones

Effective July 1, 2011

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].

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

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<#>License plate number of the vehicle;¶
<#>Hours of operation of the valet parking service;¶
<#>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.¶
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RULES AND REGULATIONS
Valet Parking Zones

Effective July 1, 2011

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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.

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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.

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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.

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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 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 VIII herein;
 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 valet parking service by the Permittee; and
 8. Any other information reasonably required by the Department for the purpose of processing the application under the requirements of this policy.

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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.
- 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 Mobility Options at the following address:

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

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E. Upon receipt of a complete application for a valet parking zone, the Department will notify the following reviewers:

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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.

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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.

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 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 during hours of meter enforcement for the duration of the 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

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

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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.

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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.

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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.

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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.

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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. Following issuance of an approved valet parking zone permit, the Permittee shall obtain and pay fees for an approved street occupancy permit.

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XII. 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.

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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

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Effective July 1, 2011

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.

XIII. DENIAL, REVOCATION OR SUSPENSION OF PERMIT

A. 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.

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.

D. An infraction shall be defined as a violation of these rules and regulations and shall be enforced as an illegal occupancy of the public right-of-way per Section 903.99 of Columbus City Code as determined by Columbus Division of Police or the Department of Public Service, According to Columbus City Code a permittee or valet parking service that commits an infraction may have their permit suspended, revoked or denied or may be deemed guilty of a first degree misdemeanor and fined not exceeding one thousand dollars (\$1,000.00), or

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Effective July 1, 2011

imprisoned for not more than six (6) months, or both. Any such violation shall constitute a separate offense on each successive day continued.

- 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.

XIV. 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.

BY ORDER:

**MARK KELSEY, DIRECTOR
DEPARTMENT OF PUBLIC SERVICE**

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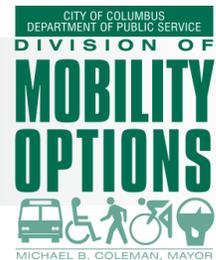
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DRAFT

Division of Mobility Options

Valet Policy Stakeholder Q & A



DATE: May 17, 2011

**SUBJECT: VALET PERMIT PARKING POLICY
SUMMARY OF COMMENTS RECEIVED WITH CITY RESPONSES**

As a recap, the Department of Public Service began in Spring 2009 an effort to update the 13-year old valet policy. A stakeholder group of various business and neighborhood associations, restaurants, area commissions, and valet operators met three times in 2009 and came to consensus on a draft policy document, minus fees.

The update effort was tabled by the City in the Fall, 2009 to focus on parking meter program changes. The Department of Public Service resumed work on the draft Valet Policy in Fall, 2010.

The Department reconvened on November 5, 2011 the stakeholder group that had provided input on the policy draft in 2009. Following the meeting, members of Central Ohio Restaurant Association (CORA) asked for additional time to provide comments, given the holiday season and its burden on their time. The Department agreed, and after two extensions of time, a meeting was held on January 6, 2011 where written comments from CORA were provided to the Department. In addition, and also following the November stakeholder meeting, the Ohio Hotels & Lodging Association (OHLA) also asked for the opportunity to comment on the draft policy.

More than one member of CORA had previously participated in the valet policy draft. OHLA was not part of the stakeholder group, since most hotels conduct valet operations outside the public right-of-way.

The following pages summarize the substance of comments received from the three meetings with the stakeholder group, CORA and OHLA. City responses follow each comment. Following buy-in from the Mayor's office and briefing the Public Service Committee City Council Chair, the Department will brief each of the three stakeholder bodies, and then the final version of the valet policy will be published and made effective. The policy effective date will be July 1, 2011. The Department will be meeting with various stakeholder groups and notifying current permit holders in early June, in time for the City to work with valet permit holders to assess impacts on their operations and make changes in their annual permit renewals.

1. Stakeholder Group (November 5, 2010):

Q: *Can the Department of Public Service help advocate or convince Department of Development to allow private property for valet parking reservoir areas?*

A: The Department of Public Service is coordinating more with Department of Development staff on requests for valet parking. In many cases, particularly in historic districts, an area commission or historic review commission has review authority over changes in private property uses. The Department of Public Service is willing to engage those review authorities on matters of potential benefit to traffic congestion and neighborhood parking.

VALET PERMIT PARKING POLICY

Summary of Comments Received with City Responses

May 17, 2011

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Q: The proposed policy requires a permit applicant to show evidence of a valid contract for parking reservoir areas. What if, for a variety of reasons, an applicant cannot reasonably enter into a contract? Will the Department of Public Service grandfather existing valet operations? Is the Department of Public Service willing to assist an applicant in obtaining a contract?

A: The policy has been re-drafted with those evidentiary requirements removed, after considering the implications both for applicants and the City.

Q: Can meter bags be marked with hours of operation posted on the bag, so if the bags are left on after valet permit hours end, that someone can park at the meter?

A: Signs are to be posted at each end of a valet permit zone, with operating hours displayed on the signs. The bags will be marked "VALET ZONE" and be of a color different from meter bags used for special events or construction. A vehicle parked at a meter in a valet zone outside the hours of the valet zone operation has the ability to park there, even if the "VALET ZONE" bag is left on the meter, provided there are no other parking restrictions on the signage for the meter location. However, customers will typically not park at a bagged meter, regardless of the signage and the color of the bags. In addition, bags on meters outside permitted valet operation hours means a loss of revenue to the City. The City reserves the right to confiscate the bags, and charge the offending permittee with an infraction, which could result in permit suspension, termination, revocation, or incarceration and fines per City Code.

Q: Will the City allow valeted vehicles to be stored on city streets during normal business hours, before evening hours?

A: Each request will be considered as a unique circumstance. Approval of valet parking storage on public streets for daytime operations (generally between 8 AM and 5 PM) will depend on the circumstances of the valet operation, volume of vehicles to be stored, shortage of daytime parking in the neighborhood, and comments from the appropriate business and civic associations.

2. Ohio Hotels & Lodging Association (January 6, 2011):

Q: Will the policy apply to valet zones operated outside the public right-of-way?

A: The policy will not apply to valet operations conducted outside the right-of-way. The policy has been re-drafted to provide clearer language confirming the applicability of the policy.

Q: How will the policy apply to the occasional special event at hotels with valet zones operated outside the public right-of-way, but require additional valet zone in the public right-of-way for the special event?

A: The Department of Public Service has a separate policy governing taking meters out of service, including temporary valet zones. The valet zone policy pertains to valet zones of a more permanent nature.

Q: Will the policy apply to hotels with established valet zones that are contained within specially constructed pull-offs from the roadway travel lanes and parking lanes?

VALET PERMIT PARKING POLICY

Summary of Comments Received with City Responses

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A: The policy applies to all valet operations within the public right-of-way, including those conducted within specially constructed pull-off areas, as long as those areas are located within the public right-of-way.

3. Central Ohio Restaurant Association (January 12, 2011):

Q: Can the meter-out-of-service fee be changed from the maximum charge based on 100 percent occupancy to a charge based on actual occupancy? Will the City modify the City Code to allow this?

A: City Code Section 2155.055 requires that if parking meters are taken out of service, that the City recoups the full amount of revenue during the time they are taken out of service. It will not be realistic to set a meter out of service based upon past performance, since meter occupancy varies from location to location, year to year.

Q: Will the policy be modified to allow longer parking of vehicles in valet zones for such legitimate reasons as inclement weather?

A: Per City Code, valet zones are for the loading and unloading of passengers. While no time limit for loading and unloading of passengers exists in City Code, parking unattended vehicles in a valet zone will result in a parking fine, and possible action against the permittee. However, the policy has been re-drafted without a specific time limit to allow flexibility for parking enforcement for legitimate reasons.

Q: Will the policy allow for neighborhood-specific needs to be considered when evaluating valet permit requests, such as the Short North and German Village and the changes in residential permit parking in those neighborhoods?

A: The policy includes review of permit requests with the appropriate area commission, civic and business associations. The groups will have a good qualitative knowledge of local issues such as parking availability, which will help the Department of Public Service when it reviews valet permit requests. The Department is already reviewing with those bodies applications for changes to residential permit parking.

Q: Will the review by multiple parties, including area commissions, civic and business associations add time to reviewing valet permits?

A: The policy has been re-drafted to include the review of valet permits with the appropriate area commission, civic and business association during the 30-day review time for the City. The previous draft had the applicant reviewing the proposed permit with the appropriate area commission, civic and business association before applying to the City for the permit.

Q: Will the City delay implementation to allow for consideration and evaluation of the comments presented by CORA?

VALET PERMIT PARKING POLICY

Summary of Comments Received with City Responses

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A: The Department has reviewed and considered each suggestion made by CORA following the meeting on January 12, 2011. The policy has been re-drafted to incorporate numerous comments made by CORA and the other stakeholders.

Q: Does the City have rules and regulations for conducting valet operations on private property?

A: The policy has been re-drafted to clarify that the rules and regulations apply only to city parks, city-owned and operated parking facilities and public right-of-way. The Department of Public Service has authority over valet operations on public parking facilities, and right-of-way. The policy will include city parks at the request of Columbus Recreation and Parks Department.

Q: How will collocating valet zones with loading zones or COTA bus stops work?

A: Coordinating with the loading zone permit holder and COTA will be necessary. Signage will clearly show the times of operation for both the valet zone and loading zone or bus stop.

Q: Why limit valet zones from being approved at 30-minute parking meters?

A: Presently there are no 30-minute parking meters in either the Short North or German Village. These short duration meters are placed next to businesses needing very short-term public on-street parking, such as coffee shops and fast food restaurants. The policy has been re-drafted to limit the valet zone at a 30-minute parking meter to start after the hours of enforcement at the meters.

Q: Will the policy allow for valet zones to exceed the limits of the property frontage of the location requesting a valet permit?

A: The policy has been re-drafted to allow a valet zone exceeding the limits of the requesting property frontage provided the adjoining property owners and businesses concur.

Q: Will the policy allow for longer-term parking within a valet zone for preferred customers?

A: The policy will not be modified to allow for VIP parking.

Q: Will the 1,000-foot limitation for valet reservoir parking remain in the policy?

A: After considering the intent of the draft provision and the reality of enforcing it, the policy has been re-drafted eliminating this requirement.

Q: Why cannot a valet parking service be the valet zone permit applicant?

A: This is not a new requirement. The business needing a valet service will remain the responsible party under the permit.

Q: Why will a street occupancy permit be required along with a valet permit?

A: For the City to properly enforce the provisions of the policy on city streets, it is necessary to follow City Code Title 9, which governs activity within the public right-of-way. A street

VALET PERMIT PARKING POLICY
Summary of Comments Received with City Responses

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occupancy permit validates the presence of the valet operation within the public right-of-way. The street occupancy permit and the valet permit will be handled seamlessly, with no need for more than one contact at the City during the application process.

Q: Will the policy allow for prorating of fees?

A: The policy has been re-drafted to allow prorating and refunding of meter-out-of-service fees. All other fees shall remain as originally proposed. In addition, the fees for meter bags and parking cones have been lowered to reflect actual costs. Other fees have been re-evaluated and found to be acceptable in recovering the City's costs.

Q: Will the City allow more than three parking spaces for a valet zone?

A: The policy allows for more than three spaces to be assigned to a valet zone with approval from the Director of Public Service, with a caution that most valet zones will be three or less spaces. Presently, there are no valet zones involving more than three parking spaces.

Q: Will a valet service be required to be in operation during all hours of the permit, as the policy implies?

A: The policy has been re-drafted to clarify that a valet service can only operate during the hours approved for the permit.

Q: Will the policy continue to require the amount of information on the valet ticket stub?

A: The policy has been re-drafted to reduce the information required on the ticket stub.

Q: Does the permanent signage have to include the hours of operation?

A: Yes, since the valet zone constitutes a public parking restriction, it must be posted so it can be enforced, which is to the benefit of the permittee.

Q: Will the \$1,500,000 insurance amount remain in the policy, and will the City indemnify the permittee of the City's own acts of negligence?

A: The \$1,500,000 insurance is a standard amount of coverage required from those entities that are doing business with the City, such as contractors and other holders of permits. The City does not indemnify a permittee in its permits.

Q: Can applicants use Franklin County Auditor mapping for scaled site plans?

A: Yes.

Q: Are scaled drawings of sandwich board signs required?

A: Yes.

Q: Will the policy consider minor changes to an existing permit be allowed and not trigger applying a new application fee?

VALET PERMIT PARKING POLICY

Summary of Comments Received with City Responses

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A: Yes. The policy has been re-drafted to include this consideration.

Q: Do other agencies, area commission, civic and business associations have denial authority over a permit application?

A: No. The Director of Public Service, by city code, has the authority to approve or deny a valet zone permit.

Q: If an application is denied at the recommendation of other agencies, an area commission, civic and business association, will the application fee be refunded?

A: No. The application fee covers the Department of Public Service costs to review a permit application, regardless of input from other agencies or reviewers.

Q: Will the review time be shortened to less than 30 days? Will a refund be given if a review exceeds 30 days? Will an application denial be provided with the reasons for the denial?

A: Review time will remain 30 days, to allow city staff the time to conduct their evaluation, given the need to conduct field visits, and given that staff have other duties. No refunds will be given. The denial of an application, including the revocation, termination or suspension of a permit will be provided in writing with reasons to the applicant.

Q: Will the City consider allowing an applicant to pay meter-out-of-service fees more frequently than once a year?

A: The policy has been re-drafted to allow semi-annual meter- out-of-service fee payment.

Q: If a valet service provider causes an infraction of the policy, will the permittee be held responsible? And is incarceration really a possible ramification of an infraction?

A: The permittee is responsible for following the terms of the permit. The permittee is responsible for the actions of their employees and contractors working for the permittee, including valet service providers. Incarceration and/or fines are a possible ramification for illegal occupancies of the right-of-way is contained in Title 9 of the City Code.

Q: How often does the appeals body (Transportation & Pedestrian Commission) meet?

A: The Transportation & Pedestrian Commission meets once a month.