

GENERAL POLICY AND PROCEDURE

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

SUBJECT: Requests for On-Street Parking Out of Service

EFFECTIVE DATE: August 16, 2022

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BY: Division of Parking Services

I. PURPOSE:

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

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

II. AUTHORITY:

- A. Pursuant to the authority granted under Chapter 903 and Chapter 906 of the Columbus City code, 1959, as amended, the Director of Public Service hereby adopts, establishes, and publishes this policy and procedure for the request for on-street parking out of service for public right-of-way permits, special events, block party permits, race events, parades, community markets, and related activities.
- B. Pursuant to the authority granted under Chapter 2155.04 of the Columbus City code, 1959, as amended, the Director of Public Service has the authority to establish the rates and fees to be charged in the event that paid parking is temporarily removed from service for construction or other purposes as describes in Section 2155.055.
- C. This policy and procedure supersedes all previously authorized policy and procedures for requests for on-street parking out of service and the hooding of parking meters.
- D. This policy and procedure does not supersede any other curb lane management rules and regulations to include, but not limited to: Valet/Temporary Valet Parking Zones, Loading Zones, Mobile Food Vending, Residential Permit Parking, Car Share, Parklets, Two-Wheeled Vehicle Parking Zones, etc.

III. DEFINITIONS:

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

- A. *Clearly logoed vehicle* means any vehicle providing a service to a resident within a permit parking area that has a business logo, including contact information, on the driver and passenger side of the vehicle that is no less than twelve (12) inches by eighteen (18) inches. The business must be registered with the Ohio Secretary of State.
- B. *Individual street parking space* means a portion of the paved surface approximately twenty (20) feet in length along the curb of streets and shall accommodate a vehicle when the same is parked as prescribed by Section 2151.06.

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

IV. GENERAL PROVISIONS:

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

commercial license plates do not require a residential parking permit or payment to park on the permitted street if providing a service to a resident or business. However, a public right-of-way permit and payment of lost meter revenue is required if the applicant is requesting the parking be taken out of service and designated for construction related activities.

- E. Clearly logoed vehicles and commercial vehicles parked at a parking meter, multi-space kiosk or mobile payment only zone without a right-of-way permit are required to pay the hourly rate for parking.

V. NOTIFICATION AND TEMPORARY SIGN REQUIREMENTS:

A. Notification

1. Public Right-of-Way Permits

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

B. Temporary Signage

- 1. Permit holders must place temporary “Emergency No Stopping” signs reflecting the date(s) and time of day the parking will be removed from service. The sign must also include the permit number, where applicable, or the event name. Temporary signs shall be placed in the following manner:
 - a. Attached to a wooden stake and placed every fifty (50) feet in the street lawn area between the curb and sidewalk.
 - b. Attached to street signs posts. The temporary signs shall not block or be attached on regulatory street signs, ParkColumbus signs or wayfinding signage. If the permit holder fails to remove temporary signage upon expiration of the permit, there will be a removal fee pursuant to Section VII(D).
 - c. Attached to a forty-two (42) inch tall traffic cone and placed on the sidewalk as to not block off the parking spot or impede pedestrian traffic. On the day the permit is valid, the cones may be placed in the parking spaces in an effort to keep motorist from parking.
 - d. Permit holders are responsible for the replacement of damaged or missing temporary signs during the dates and times listed on the permit.
- 2. The Permit holder shall obtain the “Emergency No Stopping” signs from the Permit Office in paper format at a cost or in digital form for the permit holders own printing at no additional cost.
- 3. The cost for any necessary posted signage and/or maintenance of traffic items shall be paid by the Permit holder.

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

VI. PROCEDURE:

A. Permit Application

- 1. Permits to remove paid, managed and/or unmanaged parking are issued by the Department of Public Service, Permits Office. In order to provide adequate processing time, all information must be submitted in accordance with the rules and regulations for Chapter 903 and 906 Occupancy Permits. Requests received less than

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

2. The applicant is required to submit the following:
 - a. The parking meter number(s), if applicable, the mobile payment zone number(s) and the number of parking spaces the applicant is requesting to be removed from service.
 1. If the parking space(s) is not individually marked by a pavement marking, the applicant will need to calculate the number of spaces needed. Each parking space is twenty (20) linear feet. Determine the linear feet needed and divide the linear feet by twenty (20) to determine the number of parking spaces impacted.
 2. Applicants may also use the online parking calculator to aid in determining the number of spaces to be removed from service by visiting <https://gis.columbus.gov/parkingcalculator/>
 - b. A site plan documenting the street name(s), street block face(s), closest intersection(s), adjacent address(s), mobile pay zone number(s), parking meter/kiosk(s), regulatory sign(s) and the parking to be removed from service.
3. If approved, it is the responsibility of the permit holder to post the necessary signage to remove the parking from service. In cases where a single space parking meter is still installed, permit staff will coordinate with the Division of Parking Services to have the requested parking taken out of service.

VII. FEES:

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

A. Paid Parking Fee Structure

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

B. Non-Profit Activity Fee Structure for Right-of-Way Permits

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

C. Special Events Fee Structure

1. Non-profit or not-for-profit events shall pay four dollars (\$4.00) for each paid parking space removed from service up to one hundred (100) parking spaces. Events that

- require the removal of more than one hundred (100) paid parking spaces out of service shall be charged a flat rate of four hundred dollars (\$400.00) to remove the parking from service.
2. When a Special Event is held on a Sunday or city recognized holiday when parking is free, the Special Event is required to pay an Administrative fee of two hundred fifty dollars (\$250.00) to cover the employee cost of removing the parking from service.
 3. Special Event lost paid parking/parking meter revenue will be collected by the Department of Recreations and Parks.
- D. It is the responsibility of the permit holder to remove all temporary signage upon expiration of the permit. If any Permit holder fails to remove all posted temporary signage upon expiration of the permit or conclusion of the special event, there will be a two-hundred fifty dollar (\$250.00) fee assessed to the Permit holder. No future permits will be approved until the temporary sign removal fee is paid.
- E. The Division of Parking Services shall review the fee schedule annually and all fee schedule changes will go into effect on January 1st of each year.

VIII. APPEALS:

- A. If an applicant believes that a permit is revoked or refused in error or that the restrictions placed on the permit represent an undue hardship, the applicant has the right to appeal to the Director of Public Service. The appeal shall include the following information:
 1. A copy of the original application; and
 2. Written appeal stating why the permit was denied and the hardship placed on the applicant by the denial, revocation, or restrictions of the permit.
- B. In the case of a special event, the appeal shall also include the following information:
 1. The site plan for the event; and
 2. List all available public parking within 1,000 feet of the event site.
- C. The Director shall respond to the appeal, in writing, within five (5) business days from the date of receipt.
- D. The Director's decision on an appeal shall be final.

APPROVED BY:



JENNIFER GALLAGHER, DIRECTOR
DEPARTMENT OF PUBLIC SERVICE