



**City of Columbia, Public Works Department
PO Box 6015, Columbia Missouri 65205
Telephone: 573-874-7253**

**Establishing Policy
Ref: Columbia Ordinance 14-393 (n)
Special Use Parking Permits for Off-Street Parking Facilities**

City of Columbia Ordinance, Section 14-393(n), states: *“The Director of Public Works may issue special daily parking permits for un-metered off-street parking facilities to licensed businesses that need additional parking for their customers or guests. The director is authorized to make rules governing the issuance and revocation of such permits. The fee for these special daily parking permits shall be seventy-five percent (75%) of the parking meter hood daily rate under Sec. 14-424 (a)(1). If a business obtains more than twenty (20) permits for a single day, an additional discount of five percent (5%) for each additional ten (10) permits shall apply up to a maximum discount of fifty percent (50%) of the parking meter hood daily rate under Sec. 14-424(a)(1).”*

POLICY

Applications for special use parking permits will be made to the Director of Public Works; on the third floor of the Daniel Boone Building, 701 East Broadway. Permits for special use can be applied for only by entities that demonstrate a valid business license in the City of Columbia and a demonstrated need for such service. Permits are to be applied for not less than 30 days in advance and not more than 180 days in advance. The Director of Public Works will determine what garage(s) may offer sufficient spaces to allow utilization. The intention of this ordinance and policy is to provide parking for event attendees, not employees working in the downtown area. Such application for a special use parking permit shall contain:

1. Applicant will provide the following information:
 - a. The name of the applicant and the name of the firm that they represent.
 - b. Information sufficient to identify that applicant is a qualifying business located in *Columbia Special Business District*. The firm’s address, phone number and business license number shall be on the application. An email address for electronic contact would expedite procedure but is not a requirement.
 - c. A detailed statement of the proposed special use requirement; including but not limited to, the days and hours of the special use, the duration of the proposed special use, and the number of special use permits needed, and;
 - d. Such other information as may be deemed relevant by the Director of Public Works.

2. Duration of permits and materials used.

The Director of Public Works shall fix the period during which the parking permits issued shall be valid, pursuant to this section of City Ordinance, and subject to the following limitations:

- a. No Special Use Parking Permit shall be valid for more than one day.
- b. Special Use Parking Permits must be paid for in advance. No refund will be allowed for unused permits or for permits not fulfilled. The City of Columbia will make every effort to provide the requested number of spaces. Public Works will issue Special Use Permits by the specific area and with coded numbers. These will be sequential to first number issued.
- c. All Special Use Parking permits purchased, pursuant to this Ordinance Section, shall be purchased in coded groups of not less than ten (10) and with the maximum limited by projected space available for the day requested. Coded groups shall be sequential and valid for only one session on the day requested. Stacking sessions is prohibited. Stacking is defined as buying a block of code numbers and using them multiple times during one day. The issuance of more than one copy per coded number is also prohibited. The offending vehicles will be towed, at the owner's expense.
- d. No Special Use Permit(s), issued pursuant to this Ordinance Section, may be renewed. New applications must be made for any additional requirements.
- e. Establishments purchasing permit codes are solely responsible for providing the necessary display materials and ensuring that displayed coded numbers are not less than one inch in height and are legibly written on not less than a three inch by five inch rigid paper stock type material. This coded number display must be placed in the lower left of the rear windshield and visible from at least ten feet distance from the vehicle in which it is displayed. Business letterheads are allowed on such material used. The City of Columbia will not supply materials used and shall only maintain and issue the necessary code numbers.
- f. The Director of Public Works shall establish administrative procedures for the review and processing of applications, for the review of compliance with display/ materials requirement, and use by each applicant. Applications will be maintained by Public Works @ 573-874-6368.

3. Prohibition on sale or transfer.

- a. No person shall sell, transfer or allow another person to use a Special Use Parking Permit or coding, issued pursuant to this section.
- b. No person shall purchase, transfer, acquire or obtain a Special Use Parking Permit or coding described in this chapter unless otherwise authorized to purchase, transfer, acquire or obtain such Special Use Parking Permit by this section.

4. Special Use Parking Permit - Fees.

- a. As per City Ordinance **14-393n** , the fee for obtaining a special use parking permit code shall be at a rate of seventy five (75%) percent of the current parking meter hood daily rate covered by Section 14-424 for the first twenty (20) spaces. Additional five (5) percent discounts are allowed, for each additional ten (10) permits, up to a minimum rate of fifty (50) percent of the current

parking meter hood daily rate covered by Section 14-424. Additional permits beyond seventy (70) will be at the fifty (50) percent rate.

b. Special Use Parking permit codes that are lost by fire, vandalism, theft or accident shall be replaced free of charge, upon presentation of evidence satisfactory to the Director of Public Works, that such loss has occurred.

5. Denial or revocation of special use parking permit.

a. The Director of Public Works may deny application or renewal for issuance of a special use parking permit described under this section. The Director may also revoke a Special Use Parking Permit issued under this ordinance section, for any of the above instances; upon determining that the applicant or permitted user has:

- 1) Supplied the Director of Public Works with incorrect information;
- 2) Violated any conditions placed upon the special use parking permit; or
- 3) Otherwise failed to comply with the provisions of this section or any rules or regulations promulgated by the Director of Public Works, pursuant to this section.

6. The Director of Public Works shall revoke such permit upon determining that it adversely affects the availability of parking in the garage within which the special use will occur or is occurring. In determining whether the special use parking adversely impacts the availability of parking, the director shall consider:

- a. Complaints by persons issued monthly and/or employee parking permits regarding the availability of parking.
- b. Increased traffic congestion in the area resulting from motorists searching for parking; and
- c. Any other factors that the Director of Public Works deems relevant.
- d. The decision of the Director of Public Works shall be final without recourse.

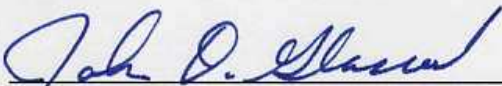
7. Definitions:

a. "Special Use Parking Permit" shall refer to all devices and/or codes used in this section.

8. Copy to Web:

a. A copy of this policy will be made available to the Public Works website for public information.

Approved by:



John D. Glascock, P.E.
Director of Public Works