

**Date** April 22, 2019

**APPROVING STREET USE EVENT ON-STREET PARKING RATE POLICY**


WHEREAS, Des Moines Municipal Code Section 114-361.19, as amended, authorizes the City Traffic Engineer to issue a special parking permit for use of parking spaces or other specific areas of a public street in the City in conjunction with a street use permit issued under Article XVI of Chapter 102 of the Municipal Code; and

WHEREAS, to address on-street parking issues in conjunction with permitted street use events, it is necessary for the City Council to establish a policy for the issuance of special parking permits in conjunction with such events.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Des Moines, Iowa that the attached policy for special parking permits in conjunction with street use events is hereby approved and the City Traffic Engineer or its designee is hereby authorized and directed to apply the terms of this policy when issuing special parking permits for use of parking spaces or other areas of a public street or way in the City in conjunction with a street use permit issued under Article XVI of Chapter 102 of the Municipal Code.

Moved by \_\_\_\_\_ to adopt.

APPROVED AS TO FORM:

  
 \_\_\_\_\_  
 Lawrence R. McDowell  
 Deputy City Attorney

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COUNCIL ACTION	YEAS	NAYS	PASS	ABSENT
COWNIE				
BOESEN				
COLEMAN				
GATTO				
GRAY				
MANDELBAUM				
WESTERGAARD				
TOTAL				
MOTION CARRIED			APPROVED	
_____ Mayor				

**CERTIFICATE**

I, DIANE RAUH, City Clerk of said City hereby certify that at a meeting of the City Council of said City of Des Moines, held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal the day and year first above written.

\_\_\_\_\_ City Clerk

## POLICY FOR SPECIAL PARKING PERMITS IN CONJUNCTION WITH STREET USE EVENTS

This policy sets forth the requirements and rates for event street use permit holders reserving on-street, metered parking through a special parking permit. This policy is being adopted in accordance with the special parking permit requirements outlined in the Des Moines Municipal Code Chapter 114, specifically Section 114-361.19.

### Applicability

This policy applies only to events with an approved street use event permit under Article XIV of Chapter 102 of the Municipal Code.

### Process

Event street use permit holders must follow the special parking permit application process to apply for a special parking permit to reserve metered parking spaces for their event. Requirements for special parking permit issuance outlined in Section 114-361.19 of the Municipal Code must be followed.

- Special parking permit applications must be completed online by the applicant not less than four days and not more than 30 days prior to the initial reservation date.
- Meters are reserved in full day (12 hour) increments.
- Any parking meter that cannot be used by the public prior to, during and after the event, including but not limited to those blocked by equipment, within a closure area or needed for traffic control, must be reserved through a special parking permit.
- Meters must be bagged by Traffic and Transportation or Police Department staff unless otherwise approved.
- Meters bagged for the Downtown Farmer's Market must be bagged after 5:00 p.m. on the Friday prior to the event. Meter bags must be removed by 1:00 p.m. on the Saturday of the event. This will be considered one full day for payment purposes.

### Fees

- Applicants will be required to pay the application fee as set forth in the Schedule of Fees for each application submitted.
- Applicants will be required to pay 25 percent (25%) of the daily meter rate, as set forth in Chapter 114, for each parking meter and each day covered by the special parking permit.
- Applicants will be required to pay the parking meter hooding fee as set forth in the Schedule of Fees for each parking meter and each day covered by the special parking permit, including Sundays and holidays in which parking meters are not operated.