

Date February 10, 2020

AMENDING THE POLICY FOR SPECIAL PARKING PERMITS IN CONJUNCTION WITH STREET USE EVENTS

WHEREAS, on June 3, 2019 by Roll Call 19-0914, the Des Moines City Council approved amendments to Des Moines Municipal Code Section 114-361.19, that included authorizing the City Traffic Engineer to waive or reduce the application fee, the daily meter rate fee and the meter hood fee in accordance with policy adopted by the City Council by resolution.

WHEREAS, on June 3, 2019 by Roll Call 19-0915, the Des Moines City Council approved the Policy for Special Parking Permits in Conjunction with Street Use Events that provides requirements and rates for event street use permit holders reserving on-street, metered parking through a special parking permit.

WHEREAS, the Policy for Special Parking Permits in Conjunction with Street Use Events is being amended to require only one special parking permit fee per street use event. This change will eliminate the requirement to pay multiple application fees for a single street use event.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Des Moines, Iowa that the attached changes to the policy for 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.

BE IT FURTHER RESOLVED that the terms of this policy shall apply to all special parking permits issued in conjunction with street use events on or after January 1, 2020, and the City Traffic Engineer or its designee is authorized and directed to make reimbursement to any permit recipient for any payments made to the City in excess of the terms of this policy as amended.

★ Roll Call Number

Agenda Item Number

26

Date February 10, 2020

Moved by _____ to adopt.

FORM APPROVED:

Kathleen Vanderpoel

Kathleen Vanderpoel
Deputy City Attorney

SLN

COUNCIL ACTION	YEAS	NAYS	PASS	ABSENT
COWNIE				
BOESEN				
GATTO				
GRAY				
MANDELBAUM				
VOSS				
WESTERGAARD				
TOTAL				

CERTIFICATE

I, P. Kay Cmelik, 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.

MOTION CARRIED APPROVED

Mayor

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 by events who are authorized to possess their own meter bags must be bagged after 5:00 p.m. on the Friday prior to the event. Meter bags must be removed by 1:30 p.m. on the Saturday of the event. If the meters are only bagged for this duration, it will not be considered a full day and the daily meter rate will not be charged for this event.

Fees

- Applicants will be required to pay the application fee as set forth in the Schedule of Fees for each application submitted Street Use Event.
- Applicants will be required to pay a fixed parking meter fee as set forth in the Schedule of Fees for each parking meter and each weekday (Monday through Friday) covered by the special parking permit. A daily meter rate will not be charged for Saturdays or Sundays.
- Applicants will be required to pay the parking meter hooding fee per event as set forth in the Schedule of Fees for each parking meter and each day covered by the special parking permit, including Saturdays, Sundays and holidays in which parking meters are not operated. There is no meter hooding fee on non-holiday weekdays.