SUBJECT: Permit Parking

EFFECTIVE DATE: June 5, 1998; REVISED September 6, 2002

PURPOSE/SCOPE:

To provide written guidelines for the administration of the provisions of Chapter 13. Vehicles and Traffic, Article 7. Stopping and Parking, Section 13-63.1. Parking permit areas, of the Takoma Park Code.

PROCEDURES:

A. General Provisions. This section will be administered by the City Administrator with the assistance of the Police Department.

    1. Signing.   The parking restriction signs for residential permit parking areas shall read:

PARKING BY PERMIT ONLY		PARKING BY PERMIT ONLY
8 AM to 7 PM	**(or)**	7 PM to 8 AM
Monday - Friday		Monday - Friday

PARKING BY PERMIT ONLY
24 Hours
Monday - Friday

    2. Revocation. Misuse of any type of parking permits which may be defined, but is not limited to, selling, renting, copying, duplicating, etc., may result in revocation of resident's or business owner's permit privileges.

    3. Fee Discount. Persons applying for parking permits for hybrid or all-electric vehicles are entitled to a 50% reduction in the applicable permit fee. Applicants will be required to have the alternatively fueled vehicle available for inspection by the Police Department, at the time application is made for the permit. The Police Department will be responsible for determining whether a vehicle meets the hybrid or all-electric requirement.

B. Types of Permits -- Fees and Distribution.

    1.   Residential Permits.

        a.   2-Year Permits will be sold to permanent residents and tenants with a 2-year lease at a cost of $20.00. 1-Year Permits will be sold to tenants with

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less than a 2-year lease at a cost of $12.50. 1-Year will be renewable in the second year for a fee of $7.50.

b.   The permit shall be color coded to identify the specific permit parking area. A serial number will be provided for identification and filing purposes.

c.   The permit shall be affixed to the inside lower left hand corner of the rear window. For vehicles with no rear window, the permit shall be affixed on the lower left hand side of the front windshield.

d.   Permit application will require proof of residency within the designated area and proof of vehicle ownership (e.g., vehicle registration card). Evidence of permanent residency or a current 2-year lease will be required of persons applying for 2-Year Permits.

e.   One permit may be issued for each registered motor vehicle within the designated area. The vehicle registration number (license tag number) will be printed on the permit.

f.   Permits for employees of residents working at a residence within the designated area may be obtained by the resident (see Section B(3) "Home-based Businesses").

2. Visitor Permits.

a.   Visitor permits shall be placed in visiting vehicles in a manner that is visible through the driver's side of the front window.

b.   Temporary visitor permits will be available in person or by telephone upon indication of residents' name, address and permit number. The duration of visitor permits will be thirty (30) days from date of issue and may be renewable for good cause. A specific expiration date will be noted on each permit.

c.   Visitor permits may only be used within five hundred (500) feet of the address for which the residential parking permit is issued.

3. Home-based Business Employee Permits.

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    a.   A resident operating a home-based business is limited to three (3) employee permits.

    b.   Permit application will require evidence of current business being operated at home address. Applicant must be current on payment of personal property taxes.

4. Non-Profit Permits.

    a.   A non-profit entity (e.g., Presbyterian Church, CASA, etc.) located at an address within a designated permit parking area may apply for a permit(s) for employees and/or visitors to park in the permit parking area.

    b.   Each case will be considered on an individual basis, and the number of permits issued will take into consideration, but shall not be limited to, such factors as the number of permits requested, availability of parking for area residents, and the hours of operation.

5. Area-Wide Permits.

    a.   Area-wide permits will be made available to businesses located at addresses in the City of Takoma Park on a first-come, first-served basis. This permit will allow a business vehicle to park in any of the designated residential permit parking areas in the City.

    b.   Permit application will require current MD Traders License or evidence of business being operated at an address within the corporate boundaries of the City. Applicant must be current on payment of personal property taxes.

    c.   No more than three (3) area-wide permits will be issued to any one business. No more than twelve (12) area-wide permits will be issued for the City.

    d.   Permits will be sold annually at a cost of $60.00/year per permit.

6. Commercial Permits.

    a.   Commercial permits will be made available to businesses located immediately adjacent to residential permit parking areas, on a first-come,

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first-served basis. This permit allows an employee of a business to park his/her vehicle in the adjacent permit parking area.

b. In an effort to balance the parking needs of residents and commercial business owners and employees, a determination of the total number of commercial permits to be issued to businesses within any one commercial area (e.g., Old Town) will be based on the City Administrator's or his/her designee's assessment of the number of available parking spaces within the adjacent permit parking area(s). However, in no case shall more than three (3) commercial permits will be issued to any one business.

c. The City Administrator shall, by Executive Order, set the limit on the number of commercial permits which may be issued to businesses within any one commercial area, and designate the permit parking area(s) in which the permitted vehicles will be allowed to park.

d. Permit application will require current MD Traders License or evidence of the business being operated at an address within a given commercial area adjacent to a permit parking area. Applicant must be current on payment of personal property taxes.

e. Each year, a business owner must submit a request for permit(s), in writing, to the City Administrator or his/her designee. Permits will be sold annually at a cost of $15.00/year per permit.

C. Exemptions.

1. A Vehicle bearing handicap tags is not required to display a parking permit. Pursuant to the provisions of this Administrative Regulation, a resident who operates a vehicle(s) with handicap tags and who lives in a designated permit parking area is entitled to visitor, temporary, and home-based business employee parking permits.

2. Non-resident emergency, commercial[*] and/or service vehicles will be exempt from permit restrictions when performing necessary activities within the area.

3. Public utility and all governmental vehicles shall be exempt from permit restrictions when performing necessary work within the area.

4. Non-motorized vehicles (e.g., trailer, boats, etc.) will not require nor be issued

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permits. Non-motorized vehicles are required to display current registration plates.

* Per; MD Transportation Law 22-404.3(a) "...shall be identified with the Name, Trade Name, or Company Logo and the City and State of its owner, operator, or lessee..."

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