

# **OPERATIONAL GUIDELINES**

## **CITY OF GAINESVILLE CONTROLLED VEHICULAR PARKING PROGRAM**

### **A. Authority**

Section 26-118 of the City of Gainesville Code of Ordinances calls for operational guidelines to be established and approved by the City Manager and kept on file in the Public Works Department.

### **B. Program Year**

The program year shall be October 1 to September 30 of each year. A grace period shall be in effect each year from July 15 to August 31. During the grace period the controlled parking regulations are lifted, however all other restrictions (i.e., metered parking, time limited parking, tow-away zones, loading zones, etc) shall be enforced.

### **C. Parking Zones**

Parking zones are established in the Appendix A of these guidelines. Permit restrictions are in effect 24 hours a day, 7 days per week in Zones 6 and 7. In all other zones, permit restrictions are in effect Monday through Friday, 8:00 am through 4:00 pm.

### **D. Permit Types**

All permits issued shall be zone specific and shall include a date of expiration. Permits are valid only in permit parking spaces. Permits are not valid in metered spaces, loading zones, no parking zones, or other areas not otherwise designated as permit parking. Unless otherwise specified below, all permits are vehicle-specific. The following permits types are available; the documentation required to obtain such permits is described in Appendix A of these guidelines:

1. *Homestead*: Available to the occupants of residential properties with a homestead exemption from the Alachua County Property Appraiser for the current calendar year.
2. *Non-Homestead*: Available to the occupants of residential properties (owner and/or tenant) that do not have a homestead exemption from the Alachua County Property Appraiser for the current calendar year.
3. *Fraternity and Sorority (Resident and Meals Only)*: Available to members of University of Florida Fraternities and Sororities as indicated on a list provided to the City by the Office of the Dean of Student Services and signed by the organization president and House Advisor.
4. *Commercial*: Available to businesses and other non-residential institutions located within the program area. Permits are zone specific.
5. *Service*: Available to tradespeople who routinely conduct business activity but do not reside in the program area (i.e., lawn maintenance, building maintenance, nurses, etc). Permits are valid in all zones.
6. *Visitor*: Available to all residential properties within the program area. Single family properties are eligible for one visitor permit. Multifamily properties may receive one visitor permits per unit (up to a maximum of 5 permits per property). Single-family visitor permits will be issued to the resident. Multifamily visitor permits will be issued to the property owner/manager.
7. *Temporary*: Available under extenuating circumstances. Applicant must present sufficient documentation to demonstrate partial compliance with parking program requirements and likelihood of full compliance within the temporary permit period. Temporary permits will be issued for a period not to exceed 30 days at the discretion of the Public Works Department or Finance Department. Permits are zone and vehicle specific.

## **E. Permit Placement**

Permits are either decal or hagtabs that must be displayed as follows. Failure to properly display the parking permits will result in a citation.

1. *Decal* – must be affixed on the inside, lower left of windshield.
2. *Hangtab* – must be displayed on rear view mirror facing the front of the vehicle.

## **F. Permit Costs**

Cost of permits is established in Appendix A of the City of Gainesville Code of Ordinances.

## **G. Appeals Board**

An Appeals Board will hear appeals related to the regulations for the controlled parking area. The board shall consist of three city staff appointed by the City Manager or designee, from each of the following departments: Public Works, Budget and Finance, and Codes Enforcement.

The Public Works Department shall be responsible for staff support, record keeping, scheduling and any other administrative duties associated with the Appeals Board.

The Appeals Board shall hold a hearing at least once a month, unless no appeals have been received in the period between the most recent meeting and two (2) business days before the scheduled meeting. All meetings of the Appeals Board shall be advertised in the notice of meetings produced by the Clerk of the Commission.

The primary functions of the Appeals Board shall be as follows:

1. Hear appeals from any property owner, property manager or other affected individual who has been denied a permit and believes that the limitation on the number or type of permits available creates a hardship due to circumstances unique to the property or its residents or tenants. If the Appeals Board finds that a hardship exists, it may grant the property owner/property manager or affected individual up to two (2) additional permits for one or more program years as deemed appropriate.
2. Hear appeals for reinstatement of revoked permits.

## **H. Permit Revocation**

The Public Works Department may revoke any permit of any holder based upon evidence that the permit holder has violated the parking program ordinance. The permit holder shall be served notice by certified mail or hand delivery of proposed revocation. The process for appealing a permit revocation is as follows:

1. Appeals must be submitted in writing within 10 days of receiving notification. The permit holder must include a payment for an appeal fee with their written request. Refer to Appendix A of City of Gainesville Code of Ordinances for fee information.
2. If the Appeals Board finds in favor of the permit holder, the appeal fee shall be returned.
3. If the appeals board revokes the permit, the appeal fee will not be returned and the permit holder will not be allowed to obtain another permit until the next program year. The permit holder must:
  - a. Return the permit to the city manager or designee.

- b. Pay a reinstatement fee for the next program year. Refer to Appendix A of City of Gainesville Code of Ordinances for fee information.

**I. Special Considerations**

1. *Lost, damaged, or stolen permits:* Proof of permit purchase (i.e., receipt, permit remnant or tag number of vehicle in order to verify purchase) is required to obtain a replacement permit. The old permit will be voided and a citation will be issued if voided permit is found in use. There will be a replacement fee as determined per Appendix A of the City of Gainesville Code of Ordinances.
2. *Change of vehicle:* A transfer of title or bill of sale and proof of permit purchase (i.e., receipt, permit remnant or tag number of vehicle in order to verify purchase) is required to obtain a replacement permit. The old permit will be voided and a citation will be issued if the voided permit is found in use. There will be a fee as determined per Appendix A of the City of Gainesville Code of Ordinances.
3. *Use of vehicle not registered in permit holder's name:* If a vehicle registration is not in the applicant's name or in the name of a parent/guardian with the same last name, a notarized letter from the owner must be provided stating the relationship of owner to applicant and giving permission for use of the vehicle. The owner must be one of the following family members: mother, father, legal guardian, son, daughter, sister, brother, stepparent, stepson, stepdaughter, grandchild, or grandparent. If the vehicle used is registered in the name of a company, a notarized letter on company letterhead will be required stating applicant has use of the vehicle.
4. If a *property owner/manager is unable to personally purchase permits*, the City of Gainesville will accept a notarized letter from such owner/manager authorizing a third party to purchase the permits on their behalf.
5. If a *mobile business* (i.e., landscaping, etc) is located in a controlled parking area they may purchase a service permit and not a commercial permit.

**I. Collections**

All monetary transactions will follow the guidelines established by the Finance Department. Receipts will be given to each applicant. Returned checks will be assessed a fee and the permit will be voided.

**J. Approval**

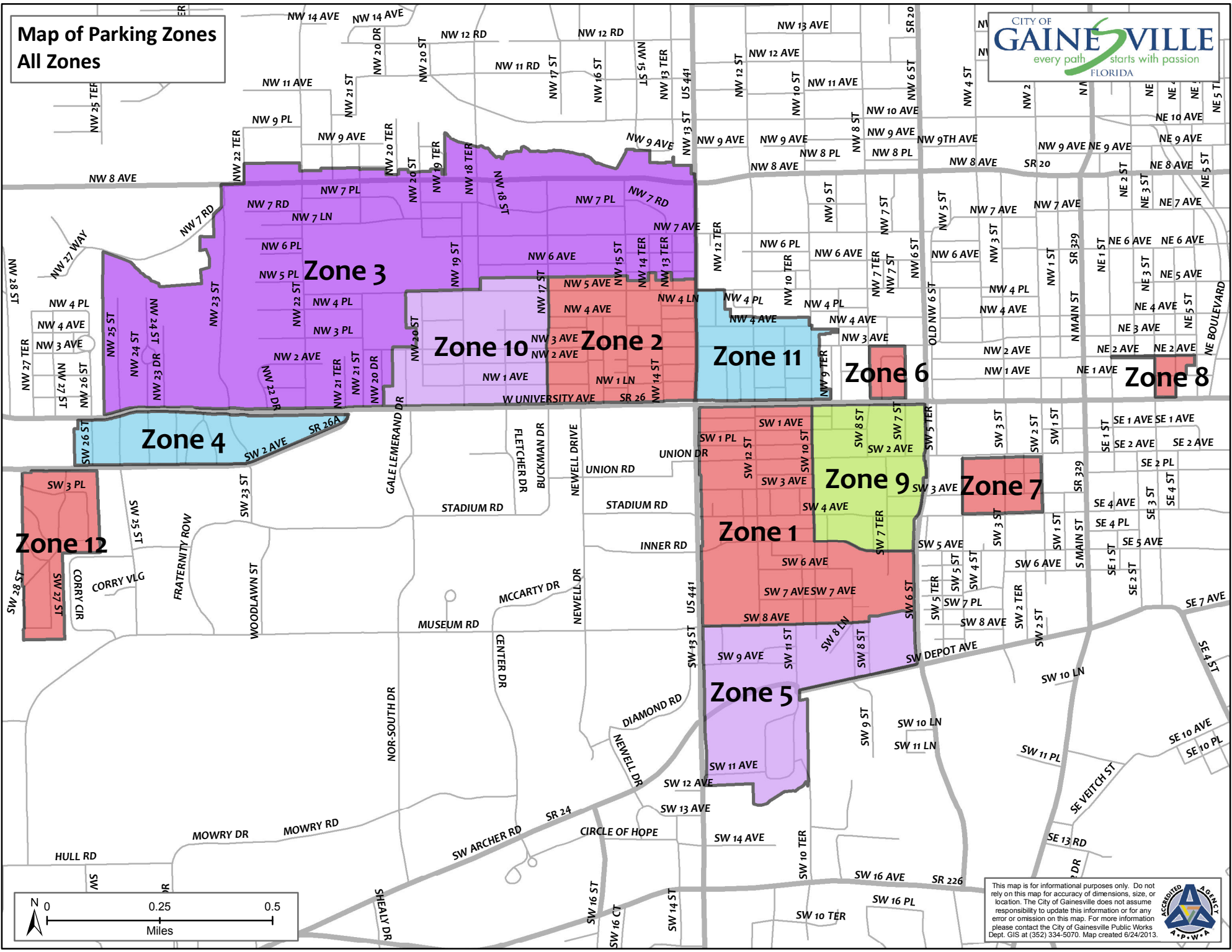
Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Teresa Scott, Public Works Director

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Russell Blackburn, City Manager

## APPENDIX A

### Parking Program Zones and Requirements

# Map of Parking Zones All Zones



This map is for informational purposes only. Do not rely on this map for accuracy of dimensions, size, or location. The City of Gainesville does not assume responsibility to update this information or for any error or omission on this map. For more information please contact the City of Gainesville Public Works Dept. GIS at (352) 334-5070. Map created 6/24/2013.

## CONTROLLED VEHICULAR PARKING PROGRAM OVERVIEW

PROPERTY TYPE	REQUIRED DOCUMENTATION	ISSUED TO	NUMBER ISSUED
<b>HOMESTEAD</b>	<ul style="list-style-type: none"> <li>- Proof of property ownership</li> <li>- Proof of Homestead Exemption</li> <li>- Driver's License</li> <li>- Current vehicle registration<sup>1</sup></li> </ul>	Resident	1 decal per vehicle
			1 visitor hangtag per property valid for program year
<b>NON-HOMESTEAD</b>	<ul style="list-style-type: none"> <li>- Two current proofs of residency<sup>2</sup></li> <li>- Driver's License</li> <li>- Current vehicle registration<sup>1</sup></li> <li>- Property owner must have current landlord permit on file, if required</li> </ul>	Resident	1 decal per vehicle
		Owner / Property Manager  <i>NOTE: Zones 6 &amp; 7- issued to tenants</i>	Single family: 1 visitor hangtag per property valid for 30 days  Multifamily: 5 visitor hangtags per property valid for the program year
<b>FRATERNITY &amp; SORORITIES</b>	FRATERNITY/SORORITY PRESIDENT: - List of residents and non-residents with driver's license to UF Office of Dean of Student Services. List must be signed by president and House Advisor.  RESIDENT OR MEALS ONLY DECAL: - Driver's License (name must be on the list of residents) - Current vehicle registration <sup>1</sup>	Resident / Member (Meals Only)	1 decal per vehicle
		House Advisor	5 visitor hangtags per property valid for the program year
<b>COMMERCIAL &amp; SERVICE</b>	COMMERCIAL (located in zone): - Occupational license  SERVICE (tradespeople working in parking areas): - Business license or certification or request on company letterhead - Vehicle registration for each vehicle	Business Owner	Up to 5 hangtags per business

<sup>1</sup> If the vehicle registration is not in the applicant's name or in the name of an applicant's parent with the same last name, a notarized letter from the vehicle's owner must be provided authorizing the use of the vehicle and stating the relationship of owner to applicant. Owner must be a family member (mother/stepmother, father/stepfather, son, daughter, sister, brother, grandparent, or grandchild).

<sup>2</sup> Current (within 60 days) including: lease agreement (current, with both tenant and landlord/property manager signatures); utility bill; phone bill; cable bill, bank statement, or official mail from the University of Florida or Santa Fe College.