

**PROCEDURE FOR LEASING PARKING
AND PARKING LOT USAGE
IN THE CENTRAL BUSINESS DISTRICT
AND OTHER CITY PARKING LOTS**

I. Purpose

The purpose for this policy is to establish the policies and procedures whereby the City manages its leased, permit parking, and parking lot usage within in the Central Business District and other city parking lots.

II. Responsibility

The Special Enforcement Officer shall ensure that this policy is kept up to date and is in conformance with City Code and adopted city policies.

The Special Enforcement Officer shall be responsible for the day-to-day administration and record keeping for these programs. The Public Works Director shall implement all signing changes and the Police Chief shall be responsible for all enforcement of the parking regulations. Any interpretation of the intent of these rules and regulations will be made by the Special Enforcement Officer.

III. Policy

The City Manager has authorized parking spaces in the city-owned McCrum's lot, Firehouse lot, City Hall lot, Roy Smith lot and the city-leased Methodist Church lot to be reserved on a non-exclusive basis for persons purchasing a reserved parking permit.

An additional parking program has been established, known as the "Long Term Parking (LTP)" program, whereby an eligible person may purchase a permit that allows parking for longer than two hours on designated streets on the periphery of the Central Business District.

The city also has the right to allow individuals or groups to utilize a city parking lot for a special event on a short-term basis, pending city approval for each request.

IV. Procedures

A. Reserved Spaces in City Parking Lots

1. The City Council may designate those City owned or leased parking lots where spaces may be reserved on a non-exclusive basis, through lease or contract.
2. All spaces shall be reserved from 7:00 am to 6:00 pm, Monday through Friday, except for city hall parking lot regulations and the noted below exceptions.
3. Parking spaces are available to permit holders on a first come first served basis. The spaces in the Firehouse Parking Lot immediately next to the Lyric Building shall be reserved only for use by the residents of that building at all times.
4. Permits to utilize reserved spaces will only be leased/issued to persons working or living in the Central Business District.
5. The intent of the program is to issue more permits than spaces available to maximize the utilization of these spaces. The Special Enforcement Officer is authorized to issue up to 20% more permits than spaces reserved.
6. Any reserved parking permit holder may also park in a designated Long Term Parking area under the same rules and regulations as a Long-Term Parking permit holder.
7. Reserved permits must be displayed in the designated manner while parking in these spaces.
8. Spaces "grandfathered" under the previous lease agreement will continue to be reserved for exclusive use by the lessors Monday through Saturday, 8:00 am to 6:00 pm at an annual rate established by City Council, until such time as the leases become invalid under the terms of the contract.

9. The following parking lots will be available for reserved spaces and at the following fees:

Lot	Monthly	Quarter Year	Year
Firehouse Lot	\$30	\$90	\$340
McCrum's Lot	\$35 non-exclusive \$55-exclusive	\$105 non-exclusive	\$400 non-exclusive \$640 exclusive
Methodist Lot	\$25	\$75	\$280
Roy Smith Lot	\$15	\$45	\$160
City Hall Lot	\$15	\$45	\$160

B. Long Term Parking Permit (LTP)

1. The City Council may designate certain streets in the Central Business District where a holder of a LTP permit may park for longer than the posted two (2) hours. Only Resident LTP holders may remain in their spot for a period of three (3) days. All other LTP holders must move their vehicles every 12 hours.
2. The Special Enforcement Division Office will sell Employee and Resident LTP permits on a monthly or annual basis for the rate of \$15/month or \$160/year. The Special Enforcement Officer will be authorized to sell permits totaling no more than 50% of the two-hour spaces on the designated streets. Only those persons working or living in the Central Business District are eligible to purchase a LTP permit.
4. Annual permit holders will be notified prior to the expiration of their permit. Monthly permit holders are responsible for obtaining their new permits themselves, at the Police Station. LTP Permits must be returned or renewed no later than five (5) calendar days from the expiration date.
5. No more than two (2) permits will be sold to a business unless there are no other persons or businesses on the waiting list.
6. The spaces authorized for the LTP permit program will be designated by a red "LTP" in the middle of the two-hour parking signs.

C. City School Parking Lots

1. The City Manager may allow City School parking lots to be reserved for a private, special event, provided the parking lot usage does not interfere with City School operations. School usage of parking areas is always a priority and usage by the Schools will take priority.
2. The process to request a parking lot reservation is as follows:
 - a. Fill out and submit online application at least two (2) weeks in advance of the event.
 - b. The online application is located on the city's website and may be accessed utilizing the below link:
<https://www.lexingtonva.gov/government/forms-applications/city-school-parking-lot-reservation>
 - c. All applicants must be at least 18 years of age and provide proof of identification. After submission of the application, please allow 5-7 days for review of request.
 - d. After review of the application, a member of the Public Works Department will contact applicant to advise of approval or denial for permit usage.
 - e. If request for usage is approved, the applicant will be required to submit the usage fee of \$60 directly to the City Treasurer's Office within (5) business days of approval notification. If \$60 usage fee is not received within that time frame, the application approval and permitted usage will be revoked and void.
3. The City Manager or his/her designee may revoke the permit usage at any time. Any violations of city codes, state and local laws will result in immediate revocation of use permit and possible criminal and civil penalties for offenders.
4. Strictly prohibited items, to include but not limited to, alcohol, illegal drugs, fireworks, open flames, and weapons of any kind, brought onto the premises by any individuals, will result in immediate revocation of usage as well as possible criminal and civil penalties.
5. If trash is left behind, the cost of cleanup may be billed to the applicant. If the applicant is aware of any damage caused, it must be reported immediately to

the Public Works Department. Any damage caused by the event may also result in the applicant being billed for repair costs.

6. The approved permit only applies to the designated location on the application. Any activity outside of the approved location is strictly prohibited and may result in the permit being revoked.
7. Parking may occur only in designated parking spaces or areas. A fee of \$10 per vehicle parked must be paid to the City by the event sponsor prior to the event. Lawn parking may occur only after an on-site meeting occurs and specific areas are agreed upon where lawn parking may occur. A \$10 fee per vehicle will also apply in these areas, as well. Upon inspection, parking in excess of the spaces for which payment was received will be assessed and billed. On street, overflow parking may be permitted, provided no safety or traffic concerns are created.
8. At all times, appropriate egress and ingress for emergency vehicle access must be preserved at all times. Failure to do so may result in the permit being revoked.
9. Should you have any questions regarding the application process and/or restrictions of usage, please contact the Public Works Department at 540-463-3154.