



Memo

To: Mayor and Council
Tracey Nicholson, City Administrator

From: Jim Chandler, Assistant CA, Director, Community & Economic Development

CC: Chris Giunta, Manager, Code & Parking Compliance
Ron Brooks, City Treasurer

Date: July 15, 2014

Re: Commercial Parking Permit Program

The purpose of this memorandum is to provide background information regarding proposed guidelines for a commercial parking permit program consistent with the terms and conditions of properties improved with tax-exempt municipal bonds.

Background

In 2012, through Ordinance 2012-05, the City provided issuance of tax exempt municipal infrastructure bonds to finance projects including the construction of parking facilities. The Director has worked closely with public financing law firm which prepared the bond, McKennon Shelton & Henn LLP and the City's Bond Counsel, Lindsey A. Rader, Esquire, Funk & Bolton, P.A. to ensure post issuance tax exempt bond compliance is met in the development of a commercial parking permit system, which would primarily utilize off-street parking facilities financed with tax-exempt municipal bonds.

- The City may establish a monthly rate, but may also provide a discounted rate for additional months as an incentive for permit users, so long as the permit is terminable every 30-days and there is no right of first refusal;
- The bond does not limit the ceiling or floor of the parking rate, so long as it is available to the public on an equal basis;
- One-day private use permits are permissible;

- It would be permissible for the City to offer a Hyattsville resident who owned a commercial vehicle for their business to purchase a permit and restrict the commercial vehicles usage of the designated lot during specific days and hours;
- There are no prohibition on the method purchasing permits on-line or any other requirements and/or restrictions related to the method by which the permits will be distributed, so long as the general public as equal access;
- The Terms and Conditions will be posted on the application and website and that the customer must consent to prior to being issued an approved permit;
- The City would be permitted, through a Memorandum of Understanding (MOU), to provide exclusive permits for use by employees of a non-City governmental agency, assuming that it is to be used in furtherance of the public purpose of the County Public School System;
- Depending on specific facts, it may be either not permitted or permitted for the City to dispose of the improved property through sale, in accordance with the tax requirements which would likely include the redemption of a portion of the Bonds within a short time frame.

Attached to this memorandum are proposed Terms & Conditions and a draft application, both of which are consistent with the post issuance tax exempt bond compliance guidelines prepared by McKennon Shelton & Henn LLP.

Funding for a commercial lot permit module is included in the adopted FY2015 City Budget, therefore Staff does not require any additional funding authorization to commence the program.

Provided that the Mayor and Council are supportive of the program Terms & Conditions, Staff anticipates that the program can go live and be available to the public in 60-calendar days.



CITY OF HYATTSVILLE

COMMERCIAL PARKING LOT PERMIT APPLICATION
DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT
4310 GALLATIN STREET, 3RD FLOOR
HYATTSVILLE, MARYLAND 20781
301.985.5000

Applicants are required to complete this application and submit full payment. Incomplete applications will not be accepted and will be returned to the applicant. A ten (10) day temporary permit will be issued upon submission of a completed application and full payment. Applications will be processed and the permit issued in seven (7) to ten (10) business days.

Applicant Name: _____

Applicant's Home Address: _____

Home/Mobile Phone Number: _____ Email Address: _____

License ID Number: _____ License Tag: _____

Vehicle Make: _____ Vehicle Model: _____

Vehicle Year: _____ Vehicle Color: _____

Vehicle Identification Number (VIN): _____

Permit Requested (check one):

- Monthly Permit (up to 3-months)
 - 1-month: \$50.00
 - 2-month: \$95.00
 - 3-month: \$120.00
- Commercial Vehicle Permit (up to 3-months)
 - 1-month: \$50.00
 - 2-month: \$95.00
 - 3-month: \$120.00
- One-Day Special Event Permit
 - Jefferson Lot 5: (60 spaces): \$250.00
 - Hamilton Lot 2 (37 spaces): \$150.00
 - Farragut Lot 4 (15 spaces): \$75.00

Permits are not issued to individual businesses. Current employee of a local business is eligible for a monthly parking permit provided the following information is provided:

Business Name: _____

Business Address: _____

Work Phone: _____

Address: _____

City: _____ State: _____ Zip Code: _____

I hereby affirm that the applicant is a current employee of _____
and is eligible to receive a City of Hyattsville commercial parking lot permit.

Business Owner/Supervisor's Name: _____

Business Owner/Supervisor's Signature: _____

Commercial Parking Lot Terms & Conditions

The permit holder acknowledges and agrees to the following terms and conditions:

1. The monthly cost of the permit is \$50.00 and the permit is valid for the specified month(s) printed on the permit **ONLY**. The permit may be pre-paid up to three (3) months, however the City retains the right to, without penalty or cause, terminate the permit every 30-day period. These permits are not prorated based on the date of purchase and are not valid at any parking meter, unless otherwise specified by Commercial Parking Permit Program. The City maintains the right to modify the permit fee rate at its discretion.
2. Permits must be affixed to the inside of the vehicle's front windshield, in the lower right corner on the passenger side. Failure to properly place sticker could result in the issuance of a citation and/or revocation of the permit.
3. Permits are valid at any parking space in the Hamilton Street public parking lot, located in the 4300 block of Hamilton Street, and the Jefferson Street Parking Lot, located in the 4300 block of Jefferson Street, adjacent to Renaissance Square Artist Housing.
4. Permits are valid at any parking space in the Farragut Street Parking Lot, Monday – Friday, 5:00 PM – 8:00 AM and all day Saturday and Sunday, and any time at the on-street metered spaces on the 4300 block of Hamilton Street.
5. Monthly permits will not give permit holders reserved spaces, it allows permit holders to parking within the designated areas.
6. Permits are available to Hyattsville residents who own a commercial vehicle for their business to purchase a commercial parking permit and utilize the Hamilton Street or Farragut Street public parking lot with the exception of Monday – Friday 7:00 AM – 6:00 PM. Permits are available on a first-come, first serve basis and the total number of available permits are set by the Department Director.
7. Commercial vehicles that are **not** eligible for a Commercial Vehicle Parking Permit including tow trucks, buses, trailers, or vehicles that exceed the weight, height, length restrictions defined by Chapter 114 of the City Code.
8. Inappropriate uses of this permit include use or transfer of the permit to another vehicle, photocopying or alteration to the permit, any of which may result in suspension, fines, revocation of the permit or towing of the vehicle at the owner's expense.

Permit applications are accepted and permits are issued in person from 9:00 AM – 5:00 PM on Monday's and Fridays only. Permits and payments are also accepted on-line 24-hours a day, 7-days a week at: www.hyattsville.org

Date: _____ Print Name: _____

Applicant Signature: _____

Office Use Only

Permit Approval Date: _____ Permit #: _____

Permit Valid Through: Month: _____ Year: _____

Signature: _____

Reason for Denial: of Permit: _____