

Residential Parking Policy for the Town of Harpers Ferry
February 11, 2013
Amended December 9, 2013

Introduction

Public on-street parking for non-commercial motor vehicles is allowed in Harpers Ferry in safe, legal, available spaces for residents, guests and visitors. Through the use of parking permits, the Town Government has established a mechanism for restricting parking to residents only in such areas which are congested or where parking might not be safely available. No resident is required to obtain a parking permit, and the following procedures for controlling use of public parking spaces are aimed at locations where safety is a consideration and demands for scarce parking are high. The establishment of special parking spaces for residents and guests will only be initiated at the request of residents in that immediate area.

This residential parking policy is referred to in the Traffic Code of Harpers Ferry Codified Ordinances and in no way supersedes it.

It is the intention of Town Council to study the operation of this residential parking permit policy for a period from approval by Town Council until March 31, 2014 and to allow a 90-day initial trial period wherein the provisions are enforced by notification of violation, but all penalties are to be waived during the trial.

After December, 2013, the Town Council will consider petitions by persons seeking to have modifications to this policy and/or procedures. Notwithstanding this petition process, the Town Council also may, on its own initiative at any time, modify the policy and/or procedures as well as designate additional streets or portions thereof as residential parking permit zones and may also delete any streets or portions of streets as residential parking permit zones.

The Planning Commission shall maintain a map of the Town showing the areas marked "no parking," "permit parking only," and "time limited parking." The number of resident parking permits issued cannot exceed the number of spaces reserved for "permit parking only." If the requests for spaces exceeds the number of spaces physically possible to establish, a procedure for allocating spaces will be developed by the Planning Commission to be approved by the Council.

Parking Permits and Fees

The annual fees for resident parking permits shall be as follows with a limit of two resident permits per household:

- \$25 for the first permit at the residence
- \$50 for the second
- \$5 per year for a guest permit
- No additional charge for assigning handicapped spaces (with proper WV documentation)
- \$100 sign installation fee for up to 2 spaces

Two types of residential parking permits may be issued for motor vehicles:

Residential permit - A placard hanging type permit which must be hung from the rear view mirror and clearly readable through the windshield. Permits will clearly indicate the period of validity. An individual may have only one residential permit. A residence (single address) may have no more than two permits.

Guest Permit - a placard hanging type permit for residents' visitors usable for a period of three days maximum indicating the address of the permit holder. Guest permits are reusable through the year. This must be clearly displayed from the rear view mirror and seen through the windshield. Guest permits may only be issued to the holder of a resident parking permit and are limited to one per residence. Use of a guest permit entitles the visitor to use the space of a resident permit holder who must park elsewhere (in a non-permit space) during its use.

Procedures

A. Procedures for requesting a "permit parking only" space and a resident parking permit

1. Resident property owners and resident renters are eligible to make application to the Police Department, submitting a completed form provided by the Police Department, including the following information for a resident parking permit and "permit parking only" space:

- a. Name of the applicant
- b. Applicant's street address and mailing address
- c. Applicant's phone number
- d. Applicant status: resident property owner or renter.
- e. Name and physical address of the owner of the motor vehicle for which the permit is sought, if different from the applicant
- f. Make, model and valid registration of the motor vehicle and proof of current inspection
- e. Map, photo, or sketch of a desired space to be provided. Parking spaces are typically 18 feet long and 19 feet wide.

An application is not complete without payment of the appropriate fee.

2. Once the application is found complete and accurate, the Police Department shall issue the resident parking permit which shall be valid for a maximum of one year or until the next following December

31st. There will be no refunds or prorating of fees for a partial year. The permit shall be renewable at any time prior to its expiration date for a period of one year beginning on the first day of the year, so long as the Police Department is satisfied that there have been no changes in the information set forth on the original application. Any change of information will require a new application. Each renewal period shall be marked on the most current application.

The Police Department will then forward the approved application to the Planning Commission for determination of a location for a “permit parking only” space.

3. The Planning Commission will hear public comment on the requested location of a proposed “permit parking only” space at its next scheduled meeting. The Commission will decide the merits of the application in terms of the Traffic Code, the Comprehensive Plan, relevant Planning, Zoning, and Landmarks ordinances and any public comment received. When a parking space location is approved the Commission will inform the Mayor in writing to have any needed signs marking the “parking permit only” space installed.. Note, when a determination is made on the location of a “permit parking only” space, that will be available to any motor vehicle with a resident parking permit. The signs will be removed at the first of the following year if the resident does not reapply for a permit.

B. Procedures for requesting a guest parking permit

1. Applications for guest permits must be submitted on a form provided by the Police Department and including the following information:

- a. Name of resident permit holder
- b. Street address and mailing address
- c. Phone number

2. The completed application must be submitted to the Police Department with the appropriate fee.

3. Upon a determination that the information upon the application indicates that the applicant is entitled to the requested permit, the Police Department shall issue the same which shall be valid for a maximum of one year, until the next following December 31st. There will be no refunds or prorating of fees for a partial year. The permit shall be renewable at any time prior to its expiration date for a period of one year beginning on the first day of the year, so long as the Police Department is satisfied that there have been no changes in the information set forth on the original application. Any change of information will require a new application. Each renewal period shall be marked on the most current application.

C. Procedures for Status Changes

Disposal of a Permitted Motor Vehicle - If a person to whom a permit is currently issued sells or otherwise disposes of the motor vehicle for which that permit has been issued, such person shall remove the permit and return it to the Police Department. If such person replaces that vehicle with another during the valid period of such permit, the Police Department shall, on update of the application, issue a replacement permit of the same type for that motor vehicle for the balance of the period without another application fee being paid.

Forfeiture of Permit - The Police Department may declare a resident parking permit to be forfeited for

repeated violation of the parking regulations of the Traffic Code and these policy and procedures by requiring, in writing, the permit be delivered to the Police Department. Upon such notice the permit shall be considered invalid.

On-Street Pay Parking

1. The establishment of metered spaces or zones can occur only after a vote of the Town Council after receiving a recommendation by the Planning Commission which will have gathered public input in a public hearing at a special or one of its meetings. This will include a determination of what time limits to impose.
2. Regulation of the metered spaces shall be under the Traffic Code of the Town Ordinances, article 320.15.
3. Paid parking rate shall be \$1.00 per hour or fraction thereof.