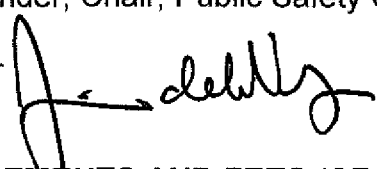


**CITY OF LOS ANGELES  
INTER-DEPARTMENTAL MEMORANDUM**

Date: March 26, 2013

To: The Honorable City Council  
c/o City Clerk, Room 395  
Attention: Honorable Mitchell Englander, Chair, Public Safety Committee

From: Jaime de la Vega, General Manager  
Department of Transportation 

Subject: **LADOT VALET PARKING REQUIREMENTS AND FEES (CF 09-0206)**

**SUMMARY**

This report presents proposed valet parking requirements for the Los Angeles Department of Transportation (LADOT) and a resolution to establish related fees, consistent with the revised draft valet parking ordinance transmitted separately by the Office of the City Attorney on March 21, 2013.

**RECOMMENDATIONS**

1. ADOPT the attached resolution establishing fees for the use of parking spaces and public streets when use of the public right-of-way is permitted for valet parking purposes per the proposed new Sec. 103.203 (d)(1)(iv) of the Los Angeles Municipal Code.
2. APPROVE the attached valet parking requirements establishing LADOT's policies for approving of and charging for the use of the public rights-of-way for valet parking per the proposed new Sec. 103.203 (d)(1) of the Los Angeles Municipal Code.
3. AUTHORIZE the general manager of the LADOT to revise the attached valet parking requirements from time to time as necessary for the safe and efficient use of the public rights-of-way for valet parking.

**DISCUSSION**

To support the regulation of valet parking as proposed in the revised draft ordinance presented on March 21, 2013, LADOT has developed valet parking requirements related to the department's responsibilities to regulate curb use and approve valet driving routes. These requirements were designed to encourage local solutions related to competing demand for curb space by establishing a framework for applicants to propose changes to parking regulations and obtain consensus approval through a petition process. For valet operations with a low potential impact to traffic, the requirements establish criteria for exemption from the LADOT review process. In addition, where a shortage of available off-street parking exists, the requirements

provide for the applicant to submit a professional parking study documenting both the shortage of off-street parking and the surplus of available on-street parking in addition to that needed to serve the adjacent land use. The use of on-street parking for valet storage would require the approval of LADOT and the concurrence of the affected Council District(s).

The LADOT valet parking requirements also include a methodology for recovering the costs associated with administering the program and recovering the potential lost parking meter revenue. The proposed new Sec. 103.203 (d)(1)(iv) of the Los Angeles Municipal Code provides for the imposition of fees for the use of parking spaces and public streets related to valet parking. LADOT proposes to charge a street usage fee consisting of the following three components: (1) a non-refundable application fee covering the initial review, (2) a processing fee covering the engineering review and design, and (3) a paint and sign fee covering the implementation of any changes in curb regulation. The application and processing fees have been proposed as \$84 and \$343, respectively, based on cost recovery of the estimated staff time required. The paint and sign fee will range from \$0 to approximately \$520, based on the cost of materials and installation per LADOT's standard fees for B-Permit projects.

In addition, LADOT proposes to charge a parking meter usage fee to recover the potential lost parking meter revenue where and when curb space regulations are established to facilitate valet parking pick up and drop off. The fee is calculated based on the hourly meter rate and the metered hours during which the regulations apply. The fee is proposed to be charged, in advance, on an on-going basis while the regulations are in effect, per a schedule to be established by the department, e.g. monthly or quarterly. Spaces that qualify to be and are regulated as passenger loading zones per LADOT's current policies, *independent of valet parking considerations*, would be excluded from the parking meter usage fee.

The above proposed fees are presented in the attached resolution for approval by the City Council as required in the proposed new LAMC Sec. 103.203 (d)(1)(iv) and are subject to revision from time to time by the City Council as necessary.

## **BACKGROUND**

On July 19, 2011, the City Attorney presented a draft ordinance to add Section 103.203 to the LAMC that authorized the Board of Police Commissioners (Board) to establish a Valet Parking Operator Permit Program (Program).

On December 5, 2012, the City Council requested that the City Attorney make a number of revisions to the draft ordinance, based on feedback from city agencies, industry representatives, and the community. The City Attorney presented a revised draft ordinance on March 21, 2013 for the consideration of the City Council.

On March 1, 2013, the City Council approved changes to Sections 80.56 and 80.60 of the LAMC to support valet parking at passenger loading zones. These changes extended the maximum time limit that can be posted for passenger loading zones from five to ten minutes and added tow-away authority for passenger loading zones where posted. These changes were included in Ordinance No. 182484, which is scheduled to become effective on April 28, 2013.

### **FISCAL IMPACT**

The recommended actions would have no general fund impact. The recommended actions would have no impact on the Special Parking Revenue Fund (SPRF) as the fees collected would compensate for the associated loss of parking meter revenue.

JTV:dem

### **Attachments**

- c: Borja Leon, Deputy Mayor Transportation  
Detrich B. Allen, Executive Officer, LADOT  
Daniel Mitchell, Senior Transportation Engineer, LADOT

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY OF LOS ANGELES, STATE OF CALIFORNIA, TO ESTABLISH FEES FOR THE USE OF PARKING SPACES AND PUBLIC STREETS FOR VALET PARKING, IN ACCORDANCE WITH PROPOSED LOS ANGELES MUNICIPAL CODE SECTION 103.203

WHEREAS, a draft ordinance adding Sections 103.203 and 103.203.1 to the Los Angeles Municipal Code (LAMC) to establish permits for valet parking operators and valet parking attendants was transmitted to the City Council on March 21, 2013 by the Office of the City Attorney; and

WHEREAS, Article (iv) of Subsection (d) of proposed Section 103.203 of the LAMC provides for the City of Los Angeles to impose fees for the use of parking spaces and public streets when use of the public right-of-way is permitted for valet parking purposes; and

WHEREAS, the City Council held a noticed public hearing on \_\_\_\_\_, 2013.

NOW, THEREFORE, THE CITY COUNCIL FOR THE CITY OF LOS ANGELES DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the City of Los Angeles has established the following fees, effective upon the effective date of the proposed LAMC Section 103.203, for the use of parking spaces and public streets when use of the public right-of-way is permitted for valet parking purposes:

- (a) parking meter usage fee, to be paid in advance at a frequency no less than annually, equal to the total potential parking meter revenue for on-street spaces, in or adjacent to a block operated by parking meters, that are regulated to accommodate valet parking, calculated at the applicable hourly meter rate and during the metered hours for which the regulations apply
- (b) street usage fee consisting of the following three components:
  - (1) a non-refundable application fee of \$84 for the initial application review
  - (2) a processing fee of \$343 for the engineering review of driving routes and design of any regulation changes related to the proposed street use
  - (3) a paint and sign fee, ranging from \$0 to approximately \$520, for the implementation of any changes in curb regulation, based on the cost of materials and installation per LADOT's standard fees for B-Permit projects

SECTION 2. That the City Clerk shall certify to the adoption of this Resolution.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

## ATTACHMENT A

### LADOT Requirements for Valet Parking

1. Each applicant for a valet parking operator permit at a site shall also submit an application and the related application and processing fees to the Los Angeles Department of Transportation (LADOT) unless the applicant certifies in writing that all of the following conditions will be met throughout the valet parking operation:
  - a. All loading, unloading, standing, parking, and storage of vehicles will be conducted outside the public right-of-way.
  - b. All valet driving distances on the public right-of-way between off-street vehicle storage locations and vehicle drop-off or pick-up locations are less than 750 feet.
  - c. All valet driving routes utilize only right-turns (no left or U-turns) from the public right-of-way and include only streets classified as collector or higher.
2. Upon initial review, if LADOT finds the submitted application is incomplete, the application will be rejected, the application fee will be forfeited, and the processing fee will be refunded. The applicant will be notified and asked to resubmit the application once complete along with the related application and processing fees.
3. The applicant shall submit to LADOT a valet route plan, which details the driving routes between all off-street vehicle storage locations and vehicle drop-off and pick-up locations.
  - a. All valet driving routes on the public right-of-way shall not include any U-turns and shall be limited, to the extent possible, to streets classified as collector or higher.
4. When on-street spaces are desired for the dropping off and picking up of vehicles for valet parking, the applicant shall submit to LADOT the following information for the regulation of such spaces as passenger loading zones or no parking zones:
  - a. the proposed on-street spaces, located as close as practicable to the business(es) served and being no less than two spaces and totaling no less than 36 feet, where parking or loading is currently permitted and no other valet parking is approved to operate
  - b. the existing and proposed parking regulations for all spaces, including tow away restrictions and parking time limit (5 or 10 minutes)
  - c. the proposed days and hours of valet parking operation, including, for irregular schedules, the days of the week and the maximum times per month the valet parking is proposed to operate

- d. when any changes in regulations are requested, a valid petition, including all of the above details, signed by all businesses fronting at least 10 feet of the proposed on-street spaces and signed by at least 50% of the businesses on each affected block, which together cover at least 67% of the linear frontage of each respective block.
5. For valet parking operated on days with a regular schedule, where changes in the permanent on-street parking regulations are necessary, the applicant will be required to submit payment for all related labor and material costs prior to the change in regulations. Until the permanent changes are implemented, temporary parking restrictions may be posted by LADOT at the request of the applicant per the schedule established by the department and the fees established separately by the City Council.
6. For valet parking operated on days with an irregular schedule, the permanent on-street parking regulations will be retained, and, where necessary, temporary parking restrictions will be posted by LADOT at the request of the applicant per the schedule established by the department and the fees established separately by the City Council.
7. On-street spaces may not be used for vehicle storage unless approved by LADOT with the concurrence of the affected Council District(s) due to the lack of available off-street storage. To be considered for this exemption, a professional parking study, prepared by a licensed California Traffic and/or Civil Engineer, shall be submitted documenting the available on- and off-street parking supply throughout the hours of the valet parking operation. The study must demonstrate both the shortage of off-street parking and the surplus of available on-street parking in addition to that needed to serve the adjacent land use.
8. For on-street spaces in or adjacent to a metered block, the applicant shall submit payment, in advance, on a schedule determined by the department, for the potential parking meter revenue during the metered hours that on-street spaces operate as passenger loading zones or no parking zones.
  - a. For permanent parking regulations supporting valet parking, the parking meter usage fee shall be calculated as follows:  
[No. of meter spaces] x [hourly meter rate] x [total metered hours used for valet operation per week] x [No. of weeks per payment period (adjusted for holidays)]
  - b. For temporary parking regulations supporting valet parking, the parking meter usage fee shall be calculated as follows:  
[No. of meter spaces] x [hourly meter rate] x [total metered hours used for valet operation during posted period]
  - c. Spaces that qualify to be and are regulated as passenger loading zones per LADOT's current policies, independent of valet parking considerations, shall be excluded from the parking meter usage fee.