

DEPARTMENT OF PUBLIC SERVICE  
CITY OF COLUMBUS, OHIO

**SUBJECT:** Parking Benefit District Rules and Regulations

**EFFECTIVE DATE:** March 6, 2020

**PAGES:** 1 of 7

**BY:** Division of Parking Services

## I. PURPOSE

A Parking Benefit District is one possible recommendation of a parking management plan to improve parking availability and encourage the use of alternate forms of transportation. A parking benefit district is a geographical area in which a portion of parking revenues can be collected and reinvested to fund a wide range of transportation related enhancements.

As paid parking rates are adjusted based on demand in congested areas, it can often be met with resistance from residents and businesses concerned about the vitality and economic development of their neighborhood. The creation of a parking benefit district can often be a compromise and create a funding source to improve the neighborhood.

The purpose of these rules and regulations is to establish guidelines for a Parking Benefit District in areas with a mixture of residential and commercial attractions creating higher than optimal parking demand. The goal of a Parking Benefit District is to reinvest a portion of the on-street parking revenue into a defined area to enhance quality of life for residents and businesses and promote walking, biking, and public transportation.

## II. AUTHORITY

- A. Pursuant to the authority granted under Section 2105.21 of the Columbus City Codes, 1959, as amended, the Director of Public Service hereby adopts, establishes, and publishes these rules and regulations to be effective at the earliest time allowed by law.
- B. These rules and regulations establish administrative policy for the Director of Public Service to create parking benefit districts and share parking revenues with geographically defined areas.

## III. DEFINITIONS

The following words, terms, and phrases, when used in these rules and regulations, shall have the meanings ascribed to them, except when the context clearly indicates a different meaning:

- A. *Department* means the City of Columbus Department of Public Service.
- B. *Director* means the Director of the Department of Public Service, or designee.
- C. *Parking Benefit District (PBD)* means a defined geographical area in which a portion of paid parking revenue is reinvested into the district to finance improvements that enhance quality of life for residents and businesses and promote walking, biking, and public transportation.
- D. *Parking Revenue* means the revenue generated from single space or multi-space parking meters and/or mobile payment only zones within the boundaries of the PBD.

- E. *Parking Services Personnel* means any employee or agent of the city of Columbus, Division of Parking Services.

#### **IV. GENERAL PROVISIONS**

- A. Established PBD boundaries are define in Table 1.
- B. In order to be eligible to establish a PBD, the area must have a parking management plan approved by the City in place that may include permit parking, time limited parking, and paid parking in the form of single space or multi-space parking meters and/or mobile payment only parking zones.
- C. A PBD must have an organization to receive funds from the City to implement an agreed upon scope of work to further transportation and parking initiatives in the designated area. Examples of organizations include special improvement districts or other types of geographically specific organizations that can receive funds from the City and implement projects and initiatives.
- D. The City may terminate a PBD if paid parking revenue does not generate more than the amount needed to pay all annual administrative and operational expenses.

#### **V. PROCEDURE TO ESTABLISH, MODIFY, OR REMOVE A PBD**

- A. Intake
  - 1. A request to establish, modify, or remove a PBD must be made by the appropriate area commission, civic association, business district, special improvement district, or initiated by the Division of Parking Services.
- B. Outreach
  - 1. Parking Services personnel shall meet with the appropriate area commission, civic association, business district, and/or special improvement district to document the need and potential impact of establishing or modifying a PBD.
- C. Boundaries
  - 1. Parking Services personnel shall meet with the appropriate area commission, civic association, business district, and/or special improvement district to determine appropriate boundaries based on the existing or modified parking management plan.
- D. Neighborhood Committee
  - 1. A neighborhood committee shall be formed to provide a written recommendation to the Director of Public Service of potential projects to be funded by the PBD. All projects must meet the criteria listed in Section VII(A). The Department will meet, at a minimum of once per year, with the committee to discuss potential projects and available funding. The Director of Public Service shall review the recommendation and make the final decision regarding use of the funds. See Table 1 for the list of neighborhood committee members for each PBD.



## **VI. REVENUE DISTRIBUTION**

- A. One hundred percent (100%) of the revenue generated from single space and/or multi-space parking meters and/or mobile payment only parking zones, after administrative and operational cost have been paid, will be disbursed to the PBD. Parking citation revenue and permit fees will not be included in this disbursement.
- B. Administrative and operational cost within the boundaries of the PBD shall include, but are not limited to the following:
  - 1. As applicable, financial obligations to the City's general fund;
  - 2. Parking Enforcement: Personnel and equipment;
  - 3. Paid Parking Equipment: Meters (single and multi-space), meter maintenance, credit card transaction fees, mobile payment convenience fees, meter collection personnel, etc.;
  - 4. Reserve Fund: a fund totaling generally 25% of overall expenses to fund replacement costs of single space and multi-space parking meters, enforcement vehicles, and other necessary equipment; and
  - 5. Administrative Costs: Cashiering, back end data management systems and subscriptions, mailings, supplies, etc.

## **VII. USE OF PBD FUND**

- A. Monies in the PBD shall only be spent within the defined boundaries of the PBD and used to address parking supply and mobility related issues. Improvements and activities that increase availability, supply, and effective use of parking for residents, visitors, and employees within the PBD shall be the principle focus of expenditures of the funds. The PBD Fund may be used for such purposes as, but not limited to, the following:
  - 1. Increasing the parking supply through shared parking agreements;
  - 2. Managing the existing parking inventory, including such measures as, but not limited to, parking evaluations, reconfigurations of existing on-street parking inventory, permit parking programs, employee parking and mobility programs, enforcement, and/or mitigation of any adverse effects resulting from the implementation of such program(s);
  - 3. Providing mobility information such as signing, marketing, and communicating the location, availability, cost, etc. of district-wide parking options;
  - 4. Implementing programs that increase parking availability in time restricted street and in permit parking zones;
  - 5. Technology improvement to enhance parking such as mobile payment, pay-by-plate multi-space parking meters, single space parking meters, and enforcement technology such as license plate recognition cameras; and
  - 6. Promoting and implementing alternative forms of transportation to reduce parking demands (e.g., public transit, bicycling, and walking).
- B. The Department shall maintain proper documentation of all PBD fees received and expenditures and make records available for public access.

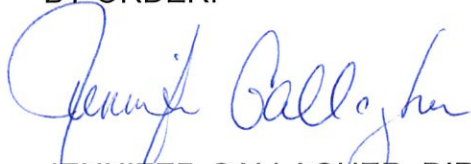
**VIII. NOTIFICATION**

A. The Neighborhood committee, in conjunction with the City and partnering organizations, shall be responsible for outreach to the respective neighborhoods regarding the projects that are funded through the PBD. The committee members shall provide updates to the organizations represented and shared in meeting minutes that are distributed to the organizations membership.

**IX. REPORTING**

A. Any partnering organization that receives funding to implement projects financed by the PBD are responsible for providing all required financial documentation agreed upon in the contract with the City. The organization is also responsible for compiling an annual report of all projects funded by the PBD to include a breakdown of all cost associated with project implementation, personnel costs, third party contracts, and any other related items. The annual report shall be submitted to the Director by March 1 of each year.

BY ORDER:



JENNIFER GALLAGHER, DIRECTOR  
DEPARTMENT OF PUBLIC SERVICE



Table 1: Short North Parking Benefit District

<p><b>Boundaries</b></p>	<p>The Short North Parking Benefit District is bounded on the north by the centerline of King Avenue west of North High Street to Neil Avenue, then along the east and west side of North High Street between King Avenue and East Ninth Avenue, then by the centerline of East Ninth Avenue east of High Street to the eastern-most set of railroad tracks east of North Fourth Street; bounded to the east by the eastern-most set of railroad tracks east of North Fourth Street from East Ninth Avenue to Interstate 670; bounded to the south by the centerline of Interstate 670 from the eastern-most set of railroad tracks east of North Fourth Street to Neil Avenue; and bounded to the west to include both the east and west side of Neil Avenue. Also included in this designation is the area south of the centerline of Interstate 670 bounded to the west by the east and west sides of Park Street from Interstate 670 to Convention Center Drive; bounded to the south by the north and south sides of Convention Center Drive from Park Street to North Third Street; bounded to the east by the east and west sides of North Third Street from Convention Center Drive to Interstate 670; and bounded to the north by the centerline of Interstate 670 from Park Street to North Third Street. Such boundaries are as shown in Ex. A.</p>
<p><b>Neighborhood Committee</b></p>	<ul style="list-style-type: none"> <li>• Short North Alliance Executive Director, or designee</li> <li>• Victorian Village Commission Chair, or designee</li> <li>• Italian Village Commission Chair, or designee</li> <li>• Short North Civic Association President, or designee</li> <li>• Italian Village Society President, or designee</li> <li>• University Area Commission Chair, or designee</li> <li>• Weinland Park Civic Association President, or designee</li> <li>• Dennison Place Neighborhood Association President, or designee</li> <li>• Assistant Director, Parking Services, or designee</li> </ul>

Exhibit A: Short North Parking Benefit District Map

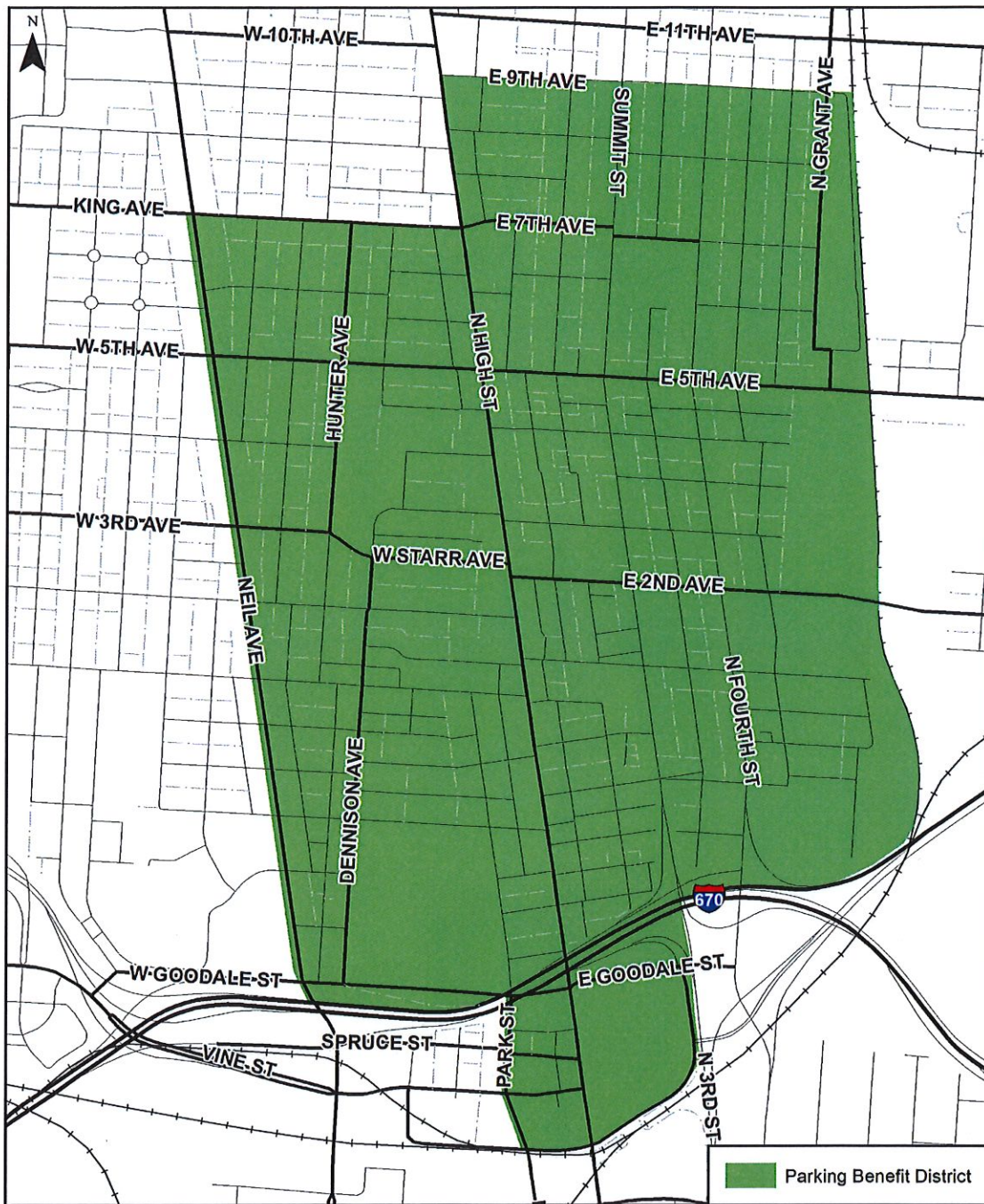




Table 2: Downtown Parking Benefit District

<p><b>Boundaries</b></p>	<p>The Downtown Parking Benefit District is bounded on the north by the centerline of Interstate 670, bounded to the east by I-71, bounded to the south by I-70/I-71, and bounded to the west by the Olentangy River north of the confluence of the Olentangy and Scioto Rivers to Interstate 670 and the Scioto River from the confluence of the Olentangy and Scioto Rivers to I-70. Exempted from this area and not included in this designation is the area south of Interstate 670 bounded to the west by Park Street from Interstate 670 to Convention Center Drive (but not including any parking on Park Street along this boundary); bounded to the south by Convention Center Drive from Park Street to North Third Street (but not including any parking on Convention Center Drive along this boundary); bounded to the east by North Third Street from Convention Center Drive to Interstate 670 (but not including any parking on North Third Street along this boundary); and to the north by Interstate 670 from Park Street to North Third Street Such boundaries are as shown in Ex. B.</p>
<p><b>Neighborhood Committee</b></p>	<ul style="list-style-type: none"> <li>• Capital Crossroads Special Improvement District Executive Director, or designee</li> <li>• Discovery District Special Improvement District Executive Director, or designee</li> <li>• Central Ohio Transit Authority CEO, or designee</li> <li>• Columbus Partnership CEO, or designee</li> <li>• Downtown Area Commission chair, or designee</li> <li>• Downtown Resident Association of Columbus President, or designee</li> <li>• Assistant Director, Parking Services, or designee</li> </ul>

Exhibit B: Downtown Parking Benefit District Map

