

RESOLUTION ADOPTING GUIDELINES PERTAINING TO THE CLOSURE OF PUBLIC PARKING SPACES TO THE PUBLIC AND FOR THE RENTAL OF PUBLIC PARKING SPACES WITHIN THE TOWN OF MIDDLEBURG

WHEREAS, for many years, the Town has allowed individuals and businesses to seek the temporary closure or rental of public parking spaces for private use within the Town of Middleburg; and,

WHEREAS, the guidelines for said closures and rentals are informal and not in writing; and,

WHEREAS, the staff is receiving increasing requests for the closure or rental of public parking spaces, including requests to close or rent large numbers of spaces at any given time; and,

WHEREAS, the Council wishes to establish guidelines for the closure or rental of public parking spaces within the Town;

NOW THEREFORE BE IT RESOLVED by the Mayor and Members of Town Council that the following guidelines are hereby established for the closure of public parking spaces to the public or the rental of public parking spaces within the Town of Middleburg:

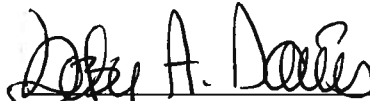
- A. Up to five (5) public parking spaces may be closed for public use at no cost to the requesting party for a funeral or a wedding for one day only as listed in the application, with three of the spaces being located in front of the property and two being located in close proximity, as approved by the Town Administrator or his/her designee;
- B. Up to two (2) public parking spaces may be closed to the public at no cost to the requesting party as listed in the application for a community service event as approved by the Town Administrator or his/her designee;
- C. Up to two (2) public parking spaces may be rented by an individual or business at any given time as listed in the application for one of the following purposes as approved by the Town Administrator or his/her designee: building maintenance; deliveries; or moving. Up to two (2) spaces may be rented by an established business for a special event if approved by the Town Council. The rental fee for said parking spaces shall be \$25/space/day. For an event that requires the approval of the Town Council, said applications must be submitted at least forty-five calendar days prior to said event.
- D. Exceptions:
 1. The Chief of Police or his designee may authorize the closure of any number of public parking spaces if necessary to preserve the public safety.
 2. The Town Council may authorize the closure of public parking spaces in a number that exceeds that authorized above in Items B-C for public use or rental

for a purpose that is not related to public safety, upon application to the Town Council. Said application must be submitted at least forty-five calendar days prior to said event. In considering this request, the Council shall consider the impact of the closure of public parking on the business community. If the request is approved, the applicant shall be required to pay the \$25/parking space/day fee prior to the closure of said additional parking spaces.

3. The Town Administrator may authorize the closure of public parking spaces for a tourism related event, regardless of whether said event is sponsored by the Town. In this case, there shall be no fee charged for the closure.
- E. Unless otherwise specified, a completed application form for the closure or rental of a public parking space(s) must be submitted to the Town Office at least two business days prior to the requested closure/rental, along with the appropriate payment.


Adopted this 14th day of November, 2013.

APPROVED:



Betsy A. Davis, Mayor

ATTEST:



Rhonda S. North, MMC
Town Clerk