

**INTERIM SURFACE PARKING LOT POLICY** - applies to stand-alone parking lots located in Central City

This section applies to surface parking lots that were in continuous operation by January 1, 2006. All other lots in the Central City are defined as new surface parking lots.

Within 6 months of Council adoption of implementing ordinance, a new ministerial parking lot permit must be obtained with the following requirements:

- City Business Operations Tax Certificate for operation of the specific lot;
- Post signage with contact name and phone number and parking lot permit;
- Specific level of insurance coverage with City listed as additional insured and holding city harmless;
- Agree to operate in clean and safe manner;
- Provide 0.2 foot-candle minimum lighting level;
- Provide improved surface as defined by code;
- Meet design standards for layout as defined by code; and
- Provide required number of accessible spaces as defined by code.

The permit will have a time limit of one year. An administrative fee will be charged to cover staff costs for the processing of the application and issuance of the permit. Enforcement of the policy will be by an administrative citation procedure, similar to an administrative penalty for permit violations. Existing lots not having a permit within six months of Council adoption of the implementing ordinance will be closed.

**New surface parking lots**

No new surface parking lots will be allowed in the Merged Downtown Redevelopment Project Area. For properties actively progressing through the City of Sacramento's development process, the City Manager will have the authority to issue a 12-month conditional parking lot permit.

**City Manager Exemption conditions**

At the time of the exemption request, the owner/applicant must be diligently processing a development application/proposal. In this respect, the applicant will have filed an application or initiated a pre-application process, which can be demonstrated through any of the following ways:

- a. Applicant has filed a complete formal application with the City of Sacramento;
- b. Applicant/tenant has filed a Notice of Intent to lease, buy or develop the site and shall provide such copy with the exemption request;
- c. Applicant has filed a Schedule of Performances which details actions to be taken over the 12-month period to ensure development of the site;

- d. A Due Diligence contract has been executed between the owner and an applicant for property development of the site and shall provide such copy (notwithstanding any privileged information) with the exemption request; or
- e. The owner has entered into a joint venture contract with a development company for site development and shall provide such copy with the exemption request.

Under the City Manager's Exemption, the applicant will still be required to meet the ministerial parking lot permit requirements listed above. The applicant can request a 12-month extension if their property is still progressing through the development process. The maximum length of time any property can operate as a new surface lot in the Merged Downtown Redevelopment Project Area under the City Manager's Exemption is three years, as that is enough time to get a project entitled and under construction.

Outside the Merged Downtown Redevelopment Project Area, in identified high-need areas

New surface lots can obtain a permit with a two-year time limit by meeting the conditions above and the following:

- 25 spaces or less – provide street level screening approximately 3' high.
- More than 25 spaces – provide landscaping along street frontage.

Outside the Merged Downtown Redevelopment Project Area, not in high-need areas

New surface lots allowed with special permit, full improvements with time limits currently specified by code.