

# COUNCIL POLICY

SUBJECT: VALET PARKING AND PASSENGER LOADING ZONE POLICY  
POLICY NO.: 200-15  
EFFECTIVE DATE: March 5, 1984

## BACKGROUND:

A passenger loading zone (white curb) is used to reserve curb space for the loading and unloading of vehicle passengers and their luggage, if any, at major points of assembly or residency.

The San Diego Municipal Code (Section 86.03.1) restricts passenger loading zone usage as follows:

“No person shall stop, stand or park any vehicle in any passenger loading zone for a period of time longer than is necessary for the loading or unloading of passengers and luggage, provided that such loading or unloading shall not consume more than three (3) minutes, except in front of hotels where such loading or unloading shall not consume more than ten (10) minutes.”

## PURPOSE:

The purpose of this policy is to set forth the criteria to be used by the City of San Diego for the installation of passenger loading zones and the shared use of selected zones for valet parking.

## POLICY:

The following criteria are established for the installation of passenger loading zones and for the conditions under which certain passenger zones may also be used for valet parking.

## PASSENGER LOADING ZONES:

The following basic requirements must be met for the installation of a passenger zone. The facility to be served must be one of the following:

- (1) A hotel catering to daily guests, maintaining a ground floor lobby, and a switchboard that is operated 24 hours per day.
- (2) A hotel or apartment house catering to daily, weekly or monthly guests and containing more than 50 separate living units.
- (3) A commercial building with more than 50,000 square feet of rentable floor space.
- (4) A place of public assembly, public theater, auditorium, funeral home, school or meeting hall with more than 300 seating capacity.
- (5) A registered hospital or convalescent home with more than 75-bed capacity.

**COUNCIL POLICY**

- (6) Medical facilities and doctor's offices staffed by a minimum of five practitioners or group of adjacent offices serving a minimum of five practitioners. Zones shall be centrally located so as to serve a maximum number of facilities on one block face.
- (7) A large public building maintaining an information and/or service counter.
- (8) A church. If the passenger loading zone is needed on days of major assemble only, hours of use will be controlled by the placement of portable pedestal "passenger loading zone" signs. In this case a letter of authorization will be required from the City Traffic Engineer's office for the placement of the pedestal sign in the sidewalk area.

VALET PARKING ZONE

Permission to utilize a passenger loading zone for valet parking shall require a valet parking authorization permit from the City Traffic Engineer.

A. The following businesses qualify for valet parking zones:

- (1) Those businesses who qualify for passenger loading zones.
- (2) A restaurant or retail store with no adjacent off-street parking, providing that 80 percent of the on-street parking spaces within 300 feet of the restaurant are occupied during peak restaurant business hours.

B. Issuance of a valet parking zone permit will require that:

- (1) The applicant operates the passenger loading zone in such a manner as to provide ample opportunities for its use by motorists who do not wish to utilize the valet parking service.
- (2) The valet parking operator be the business owner, under contract to or employed by the business or businesses to be served.
- (3) The applicant agrees to provide and maintain portable pedestal signs as required. The pedestal signs shall be 24 inches wide and not more than four feet high. The lead message on the pedestal sign shall read "Passenger Loading-Valet Parking Optional" and shall have three-inch black letters on a white background. The sign pedestal must be located within 24 inches of the face of the curb and be placed in such a manner as not to create an impediment to pedestrians.
- (4) The passenger zone shall not be used for the storing of valet parked cars.
- (5) The applicant shall provide a map of the immediate area showing the location of the valet service and the off-street parking lot(s) to be used for the storage of vehicles. Any changes in this provision shall require the approval of the City Traffic Engineer.
- (6) The applicant shall provide a copy of the agreement between the valet operator and the off-street parking lot operator for the storage of vehicles. The off-street parking agreements

**COUNCIL POLICY**

must be in effect for the Valet Parking Authorization Permit to be valid. Copy of renewal agreements shall be provided to the City Traffic Engineer's office.

- (7) The applicant shall provide a certificate of insurance to the City showing that general liability insurance coverage listing the City as additional insured has been obtained, in the amount of \$1,000,000. Proof of current insurance policy must be provided to the City Traffic Engineer's office.
- C. Factors to be considered in evaluating approval of valet parking/passenger loading zones are:
- (1) Actual number of passengers to be served by the zone.
  - (2) Proximity of existing passenger loading zones.
  - (3) Existing demands for curb use such as the number and location of existing transit and taxi loading zones, and existing commercial loading zones in the general area of the requested zone.

The proper operation of the valet parking zone shall be the responsibility of the applicant. Any violation of the conditions enumerated in this policy shall be sufficient cause for revocation of the valet parking authorization permit by the City Manager.

**PROCEDURE FOR PASSENGER LOADING ZONES AND FOR VALET PARKING ZONES**

Upon receipt of a passenger loading zone or valet parking authorization permit application by the City Traffic Engineer's office, an investigator will be assigned to process the application and field check the site. If the location is approved, a fee to be established by the City Manager will be required of the applicant. In addition, if the passenger loading zone is to be shared with valet parking use, the applicant will be required to obtain a Valet Parking Authorization Permit from the City Traffic Engineer.

**HISTORY:**

Adopted by Resolution R-260232 03/05/1984