

DATE: December 12, 2018

TO: Tony LaColla, Division Chief, Land Use Services,
Department of Planning and Zoning

FROM: Max Ewart, Planner
Department of Planning and Zoning

SUBJECT: Special Use Permit #2018-0101
Administrative Review for a New Use Special Use Permit
Site Use: Valet Parking
Applicant: Richard Troy Thorpe
Location: 1725 Duke Street
Zone: OCH/ Office Commercial High Zone

Request

Special Use Permit (SUP) #2018-0101 is a request to operate a valet service for the restaurant Bistro Sancerre, located at 1725 Duke Street. The valet service would operate under the following parameters:

Hours of operation: 5:00 p.m. – 12:00 a.m., Monday Through Friday
10:00 a.m. – 12:00 a.m., Saturday and Sunday

Valet Drop off Site: The Traffic and Parking Board approved the drop off-site in the byway in front of 1725 Duke Street where a maximum of 4 vehicles can be accommodated (Figure 1).

Vehicle Storage: Vehicles would be stored in the parking garage beneath 1725 Duke Street where 300 spaces are available during the valet hours.

Vehicle Route: Cars would enter the valet drop off zone along Duke Street from the east. Valet attendants would drive the car and enter the lot's semi-circular driveway where the underground parking garage entrance is located. To retrieve cars, valet attendants would exit from the garage, turn right on Duke Street, right on Diagonal road, right on Reinekers Lane, and another right-on Duke Street to return to the valet drop off zone.

Number of Attendants: There would a minimum of four valet attendants at any one time. Number of attendants would be determined by business levels. Attendants would be located at a temporary valet stand.

Signage: Transportation and Environmental Services would install signs identifying the valet area.



Figure 1 -

Background

On February 24, 2018, City Council approved SUP 2017-0126 operate a restaurant (Bistro Sancerre) with outdoor dining, live entertainment and off-premises alcohol sales. No complaints have been filed at this location since 2011.

Community Outreach

Public notice was provided through eNews, via the City's website, and by posting a placard at the site. In addition, the Old Town Civic Association, Rosemont Citizens Association, and Taylor Run Association received notification of the SUP request. Staff has received no comments regarding the SUP application.

Staff Action

Staff supports the applicant's request to operate valet parking at 1725 Duke Street as an amenity for the patrons of Bistro Sancerre. The location of the pickup and drop off and storage locations will not have an impact on-street parking or interfere with street traffic. Specific Conditions have been added dictating the operation of the valet service. Condition 3 highlights the location of the vehicle drop off, Condition 4 describes the nature of the vehicle pick up area, and Condition 6 prevents valet attendants from encroaching on the public right of way. Standard conditions for valet parking have also been added to this report.

Staff hereby approves the Special Use Permit request.

ADMINISTRATIVE ACTION – DEPARTMENT OF PLANNING AND ZONING:

Date: December 12, 2018
Action: Approved



Tony LaCofa, Division Chief

Attachments: 1) Special Use Permit Conditions
2) City Department Comments
3) Statement of Consent

CONDITIONS OF SPECIAL USE PERMIT #2018-0101

The owner is responsible for ensuring that the following conditions are adhered to at all times. Violation of any of the conditions may result in fines and/or referral to public hearing by the Planning Commission and City Council.

1. The special use permit shall be granted to the applicant only or to any corporation in which the applicant has a control interest. (P&Z)
2. The applicant shall conduct employee training sessions on an ongoing basis, including any part of any employee orientation, to discuss all SUP provisions and requirements. (P&Z)
3. Valet-parked vehicles shall be stored in the underground garage. (P&Z)
4. The proposed valet parking zone shall be limited to a maximum of four vehicles in the designated Duke Street designated byway. Patrons awaiting valet service may not park or idle on Duke Street. The byway shall be limited to a maximum of 72 linear feet at the curbside. (P&Z)
5. The valet parking services shall be provided 5:00 p.m. – 12:00 p.m., Monday – Friday and 10:00 a.m. – 12:00 p.m., Saturday and Sunday and shall be heavily promoted to patrons. (P&Z)
6. The valet attendants' stand shall not encroach in the public right-of-way. (P&Z)
7. The valet parking zone is solely for the use of loading and unloading vehicular passengers and the temporary staging of passenger vehicles prior to locating them within the underground parking garage. A vehicle(s) is not permitted to be within the valet zone for more than 10 minutes. Besides this temporary staging of passenger vehicles there is no other parking and/or loading/unloading permitted within the valet zone. The valet operator shall store all valet parked vehicles in the site's underground parking garage. (P&Z)
8. No vehicle shall be parked or temporarily stored by an attendant on streets or sidewalks. (P&Z)
9. The valet parking shall be reviewed as-needed by the Directors of P&Z and T&ES to determine compliance with the conditions herein and all applicable codes and ordinances. As part of these reviews, the Directors may require the operator to adjust the features of the program. (P&Z) (T&ES)
10. The valet operator shall provide sufficient staff and resources to operate the valet service safely and effectively. Double-parking, staging within the right-of-way, and storage of vehicles in locations other than designated facilities shall be considered indicators of inadequate staff to meet vehicle volumes. If any of the above conditions are observed, the Directors of P&Z and T&ES shall require additional staffing and/or resources necessary to comply with this condition. (P&Z) (T&ES)

11. The valet parking operator shall record the number of vehicles entering and exiting using the valet per day, keep an ongoing electronic log in a tabular format to show daily drive-in rates, and make the log available to the City upon request for data collection and compliance review. The log will be requested for review each July 1 and shall cover a period of no less than one calendar year. (P&Z) (T&ES)
12. The valet parking shall be reviewed within six months of operation by the Directors of T&ES and P&Z. The Director of Planning and Zoning shall review the Special Use Permit one year after approval and shall docket the matter for consideration by the Planning Commission and City Council if (a) there have been documented violations of the permit conditions which were not corrected immediately, constitute repeat violations or which create a direct and immediate adverse zoning impact on the surrounding community; (b) the Director has received a request from any person to docket the permit for review as a result of a complaint that rises to the level of a violation; or (c) the Director has determined that there are problems with the operation of the use and that new or revised conditions are needed. (P&Z)

CITY DEPARTMENT COMMENTS

Legend: C - code requirement R - recommendation S - suggestion F - finding

Transportation and Environmental Services

Findings:

F-1. The Traffic and Parking Board approved the request for valet parking at this location on March 26, 2018. The Board asked staff to bring a loading zone request for Board consideration at the April 2018 meeting. The motion carried unanimously.

Recommendations:

R-1 The valet parking shall be reviewed as-needed by the Directors of P&Z and T&ES to determine compliance with the conditions herein and all applicable codes and ordinances. As part of these reviews, the Directors may require the operator to adjust the features of the program. (P&Z) (T&ES)

R-2 The valet operator shall provide sufficient staff and resources to operate the valet service safely and effectively. Double-parking, staging within the right-of-way, and storage of vehicles in locations other than designated facilities shall be considered indicators of inadequate staff to meet vehicle volumes. If any of the above conditions are observed, the Directors of P&Z and T&ES shall require additional staffing and/or resources necessary to comply with this condition. (P&Z) (T&ES)

R-3 The valet parking operator shall record the number of vehicles entering and exiting using the valet per day, keep an ongoing electronic log in a tabular format to show daily drive-in rates, and make the log available to the City upon request for data collection and compliance review. The log will be requested for review each July 1 and shall cover a period of no less than one calendar year. (P&Z) (T&ES)

Code Administration

No comments received

Fire

No comments received

Health

No comments received

Police

No comments received

Recreation, Parks, and Cultural Services

No comments received

STATEMENT OF CONSENT

The undersigned hereby agrees and consents to the attached conditions of this Special Use Permit #2018-0101. The undersigned also hereby agrees to obtain all applicable licenses and permits required for valet parking at 1725 Duke Street.


Applicant – Signature

12/14/18
Date

Richard Troy Thorpe
Applicant – Printed

12/14/18
Date