

# INTRODUCTION

## Corporation of Shepherdstown Parking Regulations Effective August 15, 2007

The “Parking Plan” for Shepherdstown was established by Town Council in 2006 in response to the growing concern of many in the Central District of Town for whom Parking had become an increasing problem. The following regulations have been drafted by the Parking Committee at the request of the Town Council and the Mayor. They represent an attempt to provide clarity and direction for residents, business owners and employees, and visitors to the town. Shepherdstown is an historic village that was originally designed to accommodate horse and buggy traffic. It now accommodates a modern population of residents with their automobiles, a steady influx of visitors and tourists, and a growing university with inadequate parking on its east campus.

The Plan is designed to;

1. First accommodate the needs of those who live in the designated areas of Town, particularly those with no off-street parking.
2. To allow business and non-profit organizations to be able to continue to transact their business.
3. Help by providing parking for visitors to the town.

***An area bounded by High Street on the north, Washington Street on the south, Duke Street to the west, and Mill Street to the east.***

Some streets are designated “Residential Parking Only” as are some portions of some blocks.

From the outset it was understood that Parking Plan would not solve all parking issues, that would not please everyone, and that it would take cooperation to make it work.

It may not always be possible for each person to park directly in front their home, but there should be parking close by and it is hoped that those who have off-street parking will use it instead of competing with their neighbors for less than adequate on street parking.

***No matter how good a parking plan is, its success will depend solely on the consideration and respect one neighbor accords another.***

The regulations contained in this “manual” are designed by the Parking Committee and Town Council to answer as many questions as possible and to make all of the regulations regarding the parking plan clear. ***Please ask a member of the committee or the Police Department if you need clarification.***

The Committee is always open to suggestions from members of the Corporation.

Shepherdstown Parking Committee

Jim Auxer  
Rev. G. T. Schramm  
Chief Tim Johnson  
Debbie Dickinson  
Lori Robertson

## Residential Parking – Single family dwellings

Residents of the Corporation of Shepherdstown located in the “Central District” of the Town are ***required to purchase Residential Parking Permits yearly in order to park on streets designated as “Residential Parking Only”***

Residents that qualify for Residential Parking Passes are entitled to purchase two (2) Residential Parking Passes. If residents have off-street parking and choose not to park on the street they are not required to purchase parking permits.

Residential parking is in effect 24 hours a day, 7 days a week, ***with the exception*** of Sunday mornings from 8am – till noon to allow for church services.

All residents who purchase residential parking permits are permitted to park without penalty in areas designated as “Residential Parking Only” and “90 Minute Parking”.

### **Purchasing your permit:**

You must be able to prove residency in order to purchase “residential parking permits”. The following documents must be brought to the police station to prove residency:

- Electric bill, water bill or voters registration card with current physical address.
- WV Vehicle Registration Card or a Dual Registration Card if you are a part time resident.
- Valid WV Driver’s License

If a resident is a Student (living independently) the following documents must be brought to the Police Department to prove residency:

- Certification of Full Time status from the Registrar’s Office.
- Lease from landlord if a renter.
- Electric bill, water bill or voter registration card with current address.

### **Issuance of a third “Residential Parking Pass”**

All of the above requirements must be met.

- Residential Parking Passes must be renewed yearly
- Previous year’s Residential Parking Passes must be surrendered to the Police Department
- The Police Department will attach all permits to cars.
- Apartment occupants are not eligible for a third residential parking pass.

### **Guest Pass Eligibility**

Each residence that is eligible to purchase a residential parking sticker (apartment dwellers do not qualify for guest passes) may also purchase one guest parking pass which will also be good for one year. (See section of rules for guest passes).

If a resident chooses not to purchase a Residential Parking Pass, they ***are still eligible to purchase a guest pass if they meet the requirement to obtain a Residential Parking Pass.***

## Residential Parking - Apartments

***Pursuant to Title 9-207 I A, any apartment either built or converted after 1978, must provide ample parking for their tenants.***

***Therefore, any apartments built or converted into apartments after 1978 are not eligible for residential parking.***

- It is the responsibility of the Landlord, not the tenant(s), to supply proof to the Police Department that the apartment was built or converted before 1978. A Town representative will verify this information.

If you live in an apartment built or converted before 1978 you may qualify for Residential Parking Pass. The following documentation must be brought to the Police Station in order to purchase a Residential Parking Permit:

- Proof that the Apartment was built or converted before 1978.
- Current lease
- Electric bill, water bill or voters registration with card with current physical address.
- WV Vehicle Registration Card or a dual Registration Card if you are a part time student.
- Valid WV Driver's License

If a resident is a Student (not living at home with parents) the following documents must be brought to the Police Department to prove residency:

- Certification of Full Time status from the Registrar's Office.
- Lease from landlord if a renter.
- Electric bill, water bill or voter registration card with current address.

All residents who purchase residential parking permits are permitted to park without penalty in areas designated as "Residential Parking Only" and "90 Minute Parking".

Residential Parking Passes are for the use of residents. It is not up to the discretion of the landlord to allow or not allow their tenants to purchase a parking permit if the apartment and renter qualifies. Landlords are not allowed to use these parking permits for their own personal use.

Renters who are initially issued parking permits must return them to the Shepherdstown Police Department upon vacating the apartment. If not, a new parking permit will not be issued. Landlords, please emphasize this regulation with your tenants.

Apartments will not be permitted to purchase a guest pass or third residential permit.

# Business Owner/Employee Parking

## Business Owner/Employee parking eligibility requirements

- Any business with a physical address in the Residential/Commercial District of the Corporation of Shepherdstown as shown on the official town zoning map.
- A current business license with the Corporation of Shepherdstown.
- Employees constitute any persons working for or owning a business within the Residential/Commercial District of the town, as shown on the official town zoning map.
- Employee passes must be displayed from rear view mirror with the number facing the windshield

## Parking Privileges

- Any business which meets the above qualifications will be permitted to obtain up to two (2) Employees parking passes.
- It is the responsibility of the owner of the business to prove that they qualify for parking permits based on the above criteria.
- It is the responsibility of the owner to dispense and monitor legal use of the parking passes to its employees.
- Employees are not permitted to use parking passes for personal use.
- Employee parking passes are valid only when employee is working on the physical premise of the business.
- Employees/Owners are responsible to obtain and display parking permits when working in order to not incur ticketing.
- Loss of employee parking passes can be replaced at a fee of \$75.

## Areas/Rules of Parking

Owners/Employees are allowed to park in the following areas, at the stated times, provided they are adhering to the regulations below:

- Parking is regulated from 8 am until 6 pm Monday through Friday.
- Parking permitted in any 90 minute space (with pass) for the duration of shift without the need to move your vehicle.
- Parking passes not required on Saturday & Sunday.
- Employee parking is permitted only in the following three residential areas only (with pass) that are designated as residential parking:
  - New Street from Church St. to King St.
  - Church Street from German St. to Queen's Alley.
  - German Street from Princess St. to Mill St.

## Non-Profit Parking Regulations

Non-profit organizations are defined as any organization which holds a 501 (c)(3) tax exempt status. This status also extends to churches, public libraries and visitor centers. Non-profits are allowed two passes.

## Non-Profit parking eligibility requirements

- Any non-profit with a physical address in the designated areas of the Corporation of Shepherdstown, as shown on the official parking map.

- Non-profit must have a current business license with the Corporation of Shepherdstown.
- A signed letter by the President or Pastor of your organization with the physical address of your organizations office must be submitted with the request for a parking permit.

### Areas/Rules of Parking

- Non-profit volunteers are allowed to park in the following areas, at the stated times, provided they are adhering to the regulations below:
  - Parking is regulated from 8 am until 6 pm Monday through Friday.
  - Parking permitted in any 90 minute space (with pass) for the duration of shift without the need to move your vehicle.
  - Parking passes not required on Saturday & Sunday.
  - Employee parking is permitted only in the following three residential areas only (with pass) that are designated as residential parking:
    - New Street from Church St. to King St.
    - Church Street from German St. to Queen’s Alley.
    - German Street from Princess St. to Mill St.

## Visitor Parking

Visitors are welcomed and considered to be a valuable and integral part of our community. Unfortunately, due to the large student body at Shepherd University, composed mainly of commuter students, this has imposed great challenges to the Corporation of Shepherdstown. Providing parking for residents, businesses and visitors in a town with limited parking resources is our primary goal. In that regard, we

have instituted parking regulations to ensure our residents have adequate parking and to ensure visitor parking spaces are turned over as efficiently as possible.

**Definition of Visitor** – Any person(s) coming to the Corporation of Shepherdstown to attend to some type of business such as, but not limited to; shopping, attending meetings, religious services or programs, library, movies and dining. For the purpose of this section we are not necessarily referring to those visiting residents or performing professional services at a residence. Please refer to the guest pass portion of this handbook.

### Meters

- Within the Commercial/Residential district of the town, visitors may park in any metered space. Meters are enforced Monday through Friday from 8 am till 6 pm. Meters are not enforced on Saturday or Sunday.

### 90 Minute Parking

- Throughout the designated areas of the Corporation of Shepherdstown, certain sides of the street are designated as 90 minute parking.
  - Visitors may park in this 90 minute parking for only 90 minutes and then must move their vehicle.
  - Visitors must move their vehicle to a different block to avoid ticketing. Vehicles may not be on the same block for a period of three hours. Moving your vehicle up or back does not constitute moving your vehicle and you will be subject to ticketing.
- 90 minute parking is enforced Monday through Friday from 8 am till 6 pm.
  - 90 minute parking is **not enforced** after 6 pm.

- 90 minute parking is **not enforced** on Saturday or Sunday.
- Residential parking is not enforced on Sunday morning from 8am till noon. *This is the only time period it is not enforced.*

## Guest Passes

Each residence in the designated area of the Corporation of Shepherdstown is eligible for one (1) Guest Pass. There is a fee for purchasing a Guest Pass.

### Uses of Guest Pass

- The guest pass is designed to be used *only for guest visiting your home and parking as close as possible.*
- The pass is for short term guest visits no more than three (3) days in a row by the same vehicle.
- If long term uses is needed the Police Department needs to be notified.
- If a resident needs additional passes for a limited time, they can be borrowed from the Police Department during regular business hours, a deposit will be charged until passes are returned.
- *This pass is not to be used by residents on their vehicles.*
- *The pass must be displayed from the rear view mirror, number facing windshield.*
- *The Police Department has the authority to retrieve passes if it is deemed that they are being abused.*

## Additional Requirements for Purchasing Permits

**These requirements pertain to Residential, Owner/Employee, and Non-Profit Parking Permits and Guest Passes:**

Parking Permits/Passes must be renewed yearly

Previous years Parking Permits/Passes must be surrendered to the Police Department

Vehicles must be brought to the Police Department as the Police Department will attach all permits to the vehicles.

## Parking for Special Occasions

From time to time parking is designated for special occasions – funerals, weddings, parades etc. The Shepherdstown Police Department is always willing to work with residents and organizations regarding the need for parking for special occasions.

If such a need arises, residents or the heads of organizations are asked *to contact the Police Department during regular office hours to discuss the need.*

On Sunday mornings from 8 am till Noon, there are *no parking restrictions* in effect. Church members are asked to respect the needs of residents.

## **Definitions**

### **For the purpose of parking regulations in the Corporation of Shepherdstown**

Business Owner - Anyone with a physical address in the Residential/Commercial District of the Corporation of Shepherdstown as zoned on the official town zoning map. The business must have a current-valid business license with the Corporation of Shepherdstown.

Guest pass - Designed to be used only for guest visiting your home and parking as close as possible.  
The pass is for short term guest visits not more than three (3) days.

Non-profit organizations - Any organization which holds a 501 (c)(3) tax exempt status. This status also extends to churches, public libraries and visitor centers.

“Residential Only Parking” – Areas designated by the town, with signage, which limits parking to those residents who have qualified for residential parking only passes and have purchased this parking pass.

“90 Minute Parking” – Areas designated by the town, with signage, open to the public, which limits parking to a maximum time of 90 minutes. Cars must be moved to a different block in order to avoid ticketing.

Motor Vehicle – Every vehicle which is self-propelled and every vehicle by electric power obtained from overhead trolley wires, but not operated upon rail.

Vehicle – Every device in, upon, or by which any person or property is or may be transported or drawn upon a public highway, excepting device moved by human power or used exclusively upon stationary rails or tracks.

Visitor – Any person(s) coming to the Corporation of Shepherdstown to attend to some type of business such as, but not limited to; shopping, attending meetings, religious services or programs, library, movies and dining.

NOTE: The Police Department reserves the right to revoke parking permits at any time in which it is deemed the permit is being misused.

## **Appeals Process**

**In the event it is determined that the parking permit process places an unreasonable burden on your ability to get a permit, you must file a written appeal and follow the steps below:**

- 1. The Parking Committee meets to consider appeals on the second Thursday of each month at 9:45 a.m. at the Trinity Parish House. Submit your written appeal to the Police Department no later than five business days prior to the meeting, and**
- 2. Your appeal will be forwarded to the Parking Committee for consideration, and**
- 3. If step two does not provide resolution, your appeal will be forwarded to the Town Council for consideration. Town Council’s action will be final.**

## Contact Information

Shepherdstown Police Department  
 PO Box 237  
 Shepherdstown, WV 25443  
 304-876-6036  
 Office Hours – Monday – Friday, 8 a.m. to 5 p.m.

Corporation of Shepherdstown  
 P.O. Box 248  
 Shepherdstown, WV 25443  
 304-876-2312  
 Office Hours – Monday – Friday, 8 a.m. to 4 p.m.

## **Permit Fee Schedule** (SUBJECT TO CHANGE)

### RESIDENTIAL PERMITS

First Permit	\$ 5.00
Second Permit	\$ 40.00
Third Permit	\$ 50.00
Guest Pass	\$ 5.00
Replacement	\$ 50.00 each

### LANDLORDS

First Permit	\$ 5.00
Second Permit	\$ 50.00
Replacement	\$ 50.00 each

### EMPLOYERS

Each Permit	\$ 40.00
Replacement	\$ 75.00 each

### NON-PROFIT

Each Permit	\$ 5.00
Replacement	\$ 50.00 each

### CONSTRUCTION EQUIPMENT

First Week	\$ Free
Second Week through end of project	\$ 50.00 per space/per month