

# TEMPORARY PARKING PERMIT

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## POLICIES AND PROCEDURES

CITY MANAGER'S OFFICE  
420 COLLEGE STREET SE  
LACEY, WASHINGTON 98503

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## **Purpose**

Chapter 10.14 of the Lacey Municipal Code (Code) regulates parking upon the improved or unimproved portion of any public street, highway, alley, right-of-way, or public owned parking lot. Section 10.14.045 authorizes the City Manager to permit vehicles to park in excess of the time periods prescribed by Code pursuant to policy. This document identifies those limited and specific exceptions to the parking standards set forth in Chapter 10.14.

## **Definitions**

1. Recreational Vehicle: Motor home, mobile home, trailer, or camper.
2. Non-Resident: Individual without a permanent address.
3. City Right-of-Way: Any improved or unimproved portion of any public street, highway, alley, or publicly owned parking lot.
4. Actively Engaged with Social Services: Those persons confirmed to be working with Thurston County-based social service providers to seek permanent housing.

## **Policy**

It is the policy of the City of Lacey to authorize recreational vehicles, by permit only, to park in excess of the time periods prescribed by Chapter 10.14 – Parking. The policy recognizes permitted parking for limited but specific purposes is necessary to provide flexibility to the driving public and visitors to the City of Lacey.

### **Resident Vehicle Permit**

A Lacey homeowner or renter may request a temporary parking permit for relatives or friends visiting Lacey. The issued permit will be valid within residential zones for a properly registered recreational vehicle. The vehicle obtaining the permit must be legally parked within 150 feet of the property of the Lacey resident. The temporary parking permit allows up to 48 consecutive hours on City streets provided that no driveway or entrance is blocked and no clear-vision hazards are created by the location of the vehicle. Permits do not allow electrical cords, hoses, awnings, slide-outs, or other accessories extending from the vehicle in question. No items may be removed from the vehicle and placed in the City right-of-way.

A Lacey homeowner or renter may request no more than four (4) temporary parking permits per year. Additionally, no vehicle is eligible for more than four (4) temporary parking permits per year. Only one (1) permit will be issued to a Lacey homeowner or renter at a time. Requests for temporary parking permits may be made through the Police Department.

In order to obtain a temporary parking permit for a relative or friend visiting, a Lacey resident must provide the following:

- Proof of residency.
- License plate number of the recreational vehicle receiving the permit.
- Address or location where the vehicle will be parked.

All recreational vehicles visiting Lacey must meet all standards and requirements to legally operate on City right-of-ways.

Once a temporary parking permit is issued, it must be displayed clearly from the front window of the vehicle. If the tow vehicle is disconnected from the trailer, the permit must be clearly placed in a roadside window of the trailer. Please note, truck-mounted campers must remain connected to a vehicle at all times.

Violation of this policy will invalidate the issued permit and may render permittees and vehicles subject to the penalties outlined in LMC Section 10.14.040.

### **Non-Resident Vehicle Permit**

A recreational vehicle operated by a non-resident who is actively engaged with social services may be eligible to receive a temporary parking permit in a designated permitted parking area. These permits will only be issued by the Lacey Police Department.

To be eligible for a temporary parking permit, an individual must be actively engaged in social services and must have proof of the following:

- Valid government issued identification.
- Valid vehicle insurance.
- Valid vehicle registration.

At the time the permit is issued, the driver of the vehicle must disclose all other occupants of the vehicle. The Lacey Police Department will conduct a background check on the driver and all persons who occupy the vehicle for outstanding in-state and out-of-state warrants and registered sex offender status.

The Lacey Police Department may deny a permit if said background check reveals:

- Any occupant of the vehicle to have an existing or outstanding warrant from any jurisdiction in the United States.
- Any occupant of the vehicle to be a registered sex offender required to register with the County Sheriff or their county of residence pursuant to RCW 9A.44.130.

In order to receive a permit, the vehicle must meet all standards and requirements to legally operate on City right-of-ways.

The issued permit will only be valid within designated areas of the City for the period indicated on the permit not to exceed 12 hours per day. Designated areas will be set up in such a manner to preserve public sanitation and public security. Designated areas are identified in 'Exhibit A', attached hereto.

Once a permit is issued, it must be displayed clearly from the front window of the vehicle. Campers and trailers must remain connected to a vehicle at all times unless otherwise authorized. Permits do not allow electrical cords, hoses, awnings, slide-outs, or other accessories extending from the vehicle in question. No items may be removed from the vehicle and placed in the City right-of-way. No visitors are allowed to enter the designated parking area.

Violation of this policy will invalidate the issued permit and may render permittees and vehicles subject to the penalties outlined in LMC Section 10.14.040.

### **Permitted Parking at the RAC, Rainier Vista Community Park, and Lacey Community Center**

Individuals organizing or managing an event at the RAC, Rainier Vista Community Park, or the Lacey Community Center may request a temporary parking permit to be used at the respective location. Individuals attending or participating in events at the RAC or Rainier Vista Community Park may request a temporary parking permit to be used at the respective location. These events must be coordinated through the Lacey Parks and Recreation Department. The individual making the request must provide the following:

- Driver's License.
- License plate number of the recreational vehicle receiving the permit.
- Event organizers or event managers must provide documentation of the event they are organizing or managing that demonstrates their role in the event.

Upon review of the request, the Lacey Parks and Recreation Department may issue a temporary parking permit for use at the RAC, Rainier Vista Community Park, or the Lacey Community Center. A temporary parking permit allows up to 48 consecutive hours at the respective location provided that vehicles are legally parked.

If issued, a temporary parking permit must be displayed clearly from the front window of the vehicle. If the tow vehicle is disconnected from the trailer, the permit must be clearly placed in a roadside window of the trailer. Please note, truck-mounted campers must remain connected to a vehicle at all times.

Basic utility hookups are allowed only where available. No items may be removed from the vehicle and placed in the City right-of-way.

Violation of this policy will invalidate the issued permit and may render permittees and vehicles subject to the penalties outlined in LMC Section 10.14.040.

Any event organized by the City of Lacey requiring the use of a City of Lacey parking lot does not require the use of permits for extended parking.

Entered this 27<sup>th</sup> day of September 2019.



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Scott Spence  
Lacey City Manager

Original document shall be retained in the City Clerk's Office.

## Exhibit A

Designated Permitted Parking Area: Overflow Library Parking Lot

Address: 420 College Street SE, Lacey, WA 98503

Number of Stalls: Up to 30

Sanitation Facilities:

- One (1) 2-yard dumpster with daily week-day service.
- Three (3) portable toilets—two (2) standard, one (1) ADA.

Security:

- Four (4) temporary security cameras.
- Adjacent to the Lacey Police Department.

