

Corporation of Shepherdstown  
Parking Regulations  
Effective August 15, 2007  
Last Revision October 2017

## **INTRODUCTION**

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: first, accommodate the needs of those who live within the designated Town areas, particularly those with no off street parking. Second, allow business and non-profit organizations to successfully transact business. Finally, help town residents, businesses and non-profit organizations by providing town visitors with parking options.

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

Some streets are designated “Residential Parking Only” as are some portions of some blocks. From the outset it was understood that the Parking Plan would not solve all parking issues, nor would this plan please everyone, therefore cooperation amongst all concerned is needed to make the plan succeed. Moreover, it may not always be possible for each person to park directly in front their home, but there should be parking close to each residence and it is recommended that those who have off-street parking 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, e.g.,*** 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.***

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 Members

Jim Auxer

Rev. G. T. Schramm

Chief Mike King

Meredith Wait

Lori Robertson

Frank Welch

# Corporation of Shepherdstown

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### **Residential Parking – Single family dwellings**

*In order to park on streets designated as “Residential Parking Only” residents of the Corporation of Shepherdstown (located within the “Central District” of the Town) are **required to purchase Residential Parking Permits annually**.* Residents that qualify for Residential Parking Permits are entitled to purchase a maximum of three (3) permits. 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 – until noon to allow for church services.
- All residents who purchase residential parking permits are also permitted to park without penalty in areas designated as “Residential Parking Only” and “90 Minute Parking” but are not entitled to park in metered spaces (Monday through Friday - 8:00 AM to 6:00 PM) without penalty.

#### **Purchasing a permit:**

One must be able to prove residency in order to purchase “residential parking permits”. The following documents must be presented at the police station as proof of 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

#### **Guest Pass Eligibility**

Residents eligible to purchase residential parking permits (apartment dwellers do not qualify for guest passes) may also purchase one guest parking pass which will also be good for one year.

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

Single family dwelling residents, eligible for Residential Parking Permits, may purchase one (1) Guest Pass per household. The fee is five dollar (\$5).

#### 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.
- The Police Department must be notified if long term use is necessary.
- If a resident needs additional passes for a limited time, they can be borrowed from the Police Department during regular business hours. A twenty-five dollar (\$25) per pass 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.***

**NOTE: The Police Department reserves the right to revoke parking permits any time they determine that the permit is being misused.**

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## **Tenant Parking – Rental Units (Apartments, Single Family Dwellings)**

*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 Tenant Parking Permits.*

- 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 Tenant Parking Permit. The following documentation must be presented to the Police Department in order to purchase a Tenant 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 presented 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.

Residents who purchase Tenant Parking Permits are permitted to park without penalty in areas designated as "Residential Parking Only" and "90 Minute Parking" but are not entitled to park in metered spaces (Monday through Friday - 8:00 AM to 6:00 PM) without penalty.

- Tenant Parking Permits are for the use of residents. Landlords do not have discretion to allow or not allow their tenants from purchasing a parking permit if the apartment and renter qualifies. Moreover, landlords are prohibited from using these parking permits for their 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.
- Rental Units (Apartments, Single Family Dwellings) will not be permitted to purchase a guest pass or third residential permit.

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### **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 anyone 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.
- Lost employee parking passes can be replaced for \$100.

#### **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. **Note that Employee passes are not valid at any metered spaces.**
- Parking passes not required on Saturday & Sunday.
- Employee displaying the Employee parking pass are permitted only in the following three designated residential parking areas:
  - 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.
  - Any 90 minute area

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## **Non-Profit Parking Regulations**

Non-profit organizations are defined as organizations with a 501 (c)(3) tax exempt status. This status extends to churches, public libraries, and visitor centers. Non-profits are allowed two Employee 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-profits must have current business licenses filled with the Corporation of Shepherdstown.
- A letter with the physical address of the organization, signed by the President or Pastor of the 501(c) (3), must be submitted with the request for an Employee parking pass.

### **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 their vehicle.
- Parking passes not required on Saturday & Sunday.
- Employee parking is permitted only in the following three residential areas (with pass), 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.
  - Any 90 minute area

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## **Visitor and Tourist Parking**

Visitors may park at any of the 276 parking meters located within the Corporation limits. Meters are enforced from 8:00 AM until 6:00 PM Monday through Friday but are free on all federal and state holidays. Meters are also free the day after Thanksgiving and during the designated holiday season each December (each meter will have a placard indicating that parking is free). The Corporation uses a Parking Application that allows visitors to pay for parking via smart phone when coins are unavailable (the application can be downloaded to one's device, or accessed via website - information about the application is located on each meter including: website, zone number, and parking space number).

In addition, visitors may park in areas designated "Open 90 Minute" but must move their vehicle during enforcement periods, i.e., Monday – Friday 8:00 AM until 5:00 PM to a different block after 90 minutes to avoid citation. (Please note that Open 90 Minute areas are also changed to free parking during designated summer periods.) On weekends and during summer break, the university allows visitors to park in "A" lot (located at the corner of North Princess Street and East High Street) without displaying university parking permits.

Parking for disabled visitors (displaying handicap permits) is available in designated handicap spaces, at all meters without charge, in all Open 90 Minute parking spaces, and in areas designated as "Residential Only". Parkers with vehicles displaying handicap placards may be required by police or parking enforcement officers to provide handicap registrations to ensure compliance with state laws.

### **Meter Locations (maps are available at the Visitor Center and Police Station)**

- 90 Minute parking meters are available on German Street, North and South King Streets, South Church Street, East New Street and both North and South Princess Street.
- Two hour meters are available on North King Street and North Church Street.
- Four hour meters are available on High Street and North Princess Street.
- Ten hour meters are available at the Train Station, North Mill Street, West Washington Street, South Church Street, and West High Street

### **Open 90 Minute Parking Areas**

- North and South Church Streets, West New Street, East German Street, and South King Street

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## **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 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.

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