



SUPPLEMENTING TITLE 11, OF THE LOMBARD VILLAGE CODE WITH  
CHAPTER 127 VALET PARKING

PAMPHLET

ORDINANCE 5151

PUBLISHED IN PAMPHLET FORM THIS 25th DAY OF June, 2002,  
BY ORDER OF THE CORPORATE AUTHORITIES OF THE VILLAGE OF LOMBARD,  
DUPAGE COUNTY, ILLINOIS.

Suzan L. Kramer  
Village Clerk

**AN ORDINANCE SUPPLEMENTING TITLE 11,  
OF THE LOMBARD VILLAGE CODE WITH CHAPTER  
127 VALET PARKING**

WHEREAS, the Village of Lombard maintains Business Regulations for Restaurants and Food which are found in Title XI of the Code of Lombard, Illinois; and,

WHEREAS, the Code establishes procedures for amending or supplementing the Code; and,

WHEREAS, the Board of Trustees deem it reasonable to periodically review said Code and make necessary changes.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LOMBARD, DU PAGE COUNTY, ILLINOIS, as follows:

SECTION 1: That Title XI of the Lombard Village Code is supplemented by adding a new Chapter 127 to read in its entirety as follows:

**CHAPTER 127 VALET PARKING**

**127.01 PURPOSE.**

(A) To provide for the safe operation of valet parking services where the transfer of motor vehicles between customers and the attendant takes place on a public street;

(B) To prohibit the obstruction of the ordinary flow of traffic and designated "No Parking" zones in the course of operating a valet parking service; and

(C) To designate those places throughout the Village where valet parking services may be legally provided by a business.

**127.02 DEFINITIONS.**

For the purpose of this Chapter the following definitions shall apply unless the context clearly indicates or requires a different meaning:

**ATTENDANT:** A person who drives a customer's motor vehicle while providing valet parking services.

**BUSINESS:** A business located in the Village which makes valet parking services available to its customers.

**CUSTOMER:** Any person granting temporary custody of a motor vehicle to an attendant for the purpose of valet parking services.

**LOADING ZONE:** Pickup and discharge points for valet parking services.

**PERSON:** Any individual, partnership, co-partnership, firm, company, corporation, association, joint stock company, trust, estate, political subdivision, or any other legal entity, or its legal representatives, agents or assigns.

**VALET PARKING OPERATIONS:** The performance of valet parking services by any valet parking operator.

**VALET PARKING OPERATOR:** Any business who employs one or more attendants for the purpose of providing valet parking services to the customers of the business, or who contracts with an independent contractor to provide said valet parking services to the customers of the business.

**VALET PARKING SERVICES:** A parking service provided to accommodate customers of any business, which service is incidental to the business and by which an attendant, on behalf of the business, takes temporary custody of the customer's motor vehicle and moves, parks, stores and/or retrieves the motor vehicle for the customer's convenience while the customer is patronizing the business.

### 127.03 PERMIT REQUIRED.

No person or business shall provide valet parking services in the Village unless a valet parking plan for that business has been approved by the Village, and a valet parking permit has been issued; all in accordance with this Chapter.

### 127.04 APPLICATION.

The applicant for a valet parking permit shall complete an application therefor, in a form approved by the Village and shall submit same, to the Village's Department of Community Development. The applicant shall be responsible for submitting the valet parking plan along with said application. All applications shall include the following information:

- (A) The emergency contact name(s), address(es), and telephone number(s) for the business and, where the valet parking services are being provided by other than employees of the business, for the independent contractor providing said valet parking services on behalf of the business.
- (B) The days and hours of operation.
- (C) The number of attendants being used to provide valet parking services.
- (D) If parking spaces off of the property of the business, or parking spaces on the property but that are shared with others businesses (e.g. parking spaces in a shopping center parking lot), are to be utilized to provide the valet parking services, a letter from the off-site property owner or the owner of the spaces that are shared with other businesses, agreeing to the use of said parking spaces for valet parking services.
- (E) Copies of any leases or other written agreements pursuant to which the applicant is authorized to use real property which it does not own for the temporary storage of customer's motor vehicles in conjunction with the providing of valet parking services.
- (F) If the valet parking operations will be performed for the business by an independent contractor, a fully executed contract between the business and said independent contractor shall be submitted as part of the permit application.
- (G) Permit applications must be accompanied by a certificate of insurance in the event that the loading zone proposed is on a public right-of-way, or the parking of motor vehicles occurs in a public parking lot under the jurisdiction of the Village, evidencing Comprehensive Garage Keepers, Primary Physical Damage, Garage Keepers Liability and Workers Compensation Insurance covering all attendants who will be providing the valet parking services. Said insurance policies shall maintain limits no less than:
  - (1) Garage Keepers Primary: \$300,000 combined single limit per occurrence.
  - (2) Physical Damage: \$150,000 combined single limit per occurrence.
  - (3) Garage Keeper's Liability: \$1,000,000 combined single limit per occurrence.
  - (4) Workers Compensation limits as required by the State Statute and Employers Liability limits of \$1,000,000 per accident.

The Village, and its officers, employees and agents, shall be named as additional insured and said certificate of insurance shall contain a statement that said policies shall not be changed or canceled without thirty (30) days prior written notice to the Village of Lombard.

(H) Any other information deemed necessary by the Village's Director of Community Development.

### 127.05 VALET PARKING PLAN.

The applicant for a valet parking permit shall file, as part of the application, a valet parking plan, drawn to scale, which shall specify:

- (A) All buildings, parking lot layouts, streets and fire hydrants within 150 feet of where the valet parking operations will take place.
- (B) The location and number of parking spaces reserved for the providing of valet parking services.
- (C) The location of the loading zone.
- (D) The parking pattern and traffic circulation routes relative to the valet parking operations.
- (E) The location of all structures to be used in conjunction with valet parking operations.
- (F) The location of any sign(s) proposed to be used in conjunction with the valet parking operations.

### 127.06 VALET PARKING PERMIT FEE.

All applicants for a valet parking permit must submit a non-refundable fee of \$150.00 along with an original permit application or a non-refundable renewal fee of \$50.00 for those renewing a previously issued valet parking permit where no changes have been made to the valet parking plan. Where changes have been made to the valet parking plan, a \$150.00 fee shall be required in relation to the renewal of a valet parking permit. There shall be no proration of the permit fee even where the permit will relate to less than a full calendar year period.

#### 127.07 ISSUANCE OF VALET PARKING PERMIT.

(A) Valet parking permits may be purchased at anytime during a calendar year, but all permits shall expire on December 31<sup>st</sup> of the same calendar year.

(B) No valet parking permit shall be issued to any business which is not in compliance with all provisions of this Code and all other Village codes and ordinances.

(C) Valet parking permits shall be non-transferable.

(D) No valet parking permit, or renewal thereof, shall be issued to any business who has violated any of the provisions of this Chapter two (2) or more times within a 180-day period prior to the date of the application, or three (3) or more times within the 365-day period prior to the date of the application.

(E) Within ten (10) days after a change in status of any of the information required by this Chapter, the business shall file an amended application for a valet parking permit.

(F) An inspection of the property to be used for valet parking operations, to document existing conditions; shall be performed by the Village prior to issuance of a valet parking permit. Applications shall be filed no less than five (5) business days prior to the scheduled start of valet parking operations to allow sufficient time for such inspection.

#### 127.08 SPECIFIED MOTOR VEHICLE STORAGE AREAS AND LOADING ZONES FOR VALET PARKING OPERATIONS.

(A) The holder of a valet parking permit shall at all times conduct valet parking services in accordance with this Chapter and in accordance with an approved valet parking plan.

(B) All private property loading zones shall be a minimum of twenty-five (25) feet in length and loading shall take place in a driveway or parking lot.

(C) All public right-of-way loading zones shall be the public street area immediately adjacent to the curb, and not more than two standard parking spaces in length, as designated in an approved valet parking plan.

(D) No loading zone shall be effective unless and until the designation is approved and proper signage has been installed.

- (B) A business providing valet parking operations may temporarily store customer's motor vehicles on private nonresidential property under the ownership of the business or in relation to which the business has a written lease or agreement which allows for said parking.

- (F) A business providing valet parking operations may temporarily store customer's motor vehicles in Village owned parking lots specifically designated by the Village at the time of the issuance of the valet parking permit.

- (G) A business shall provide the minimum number of parking spaces required by this Code. Off-site parking spaces used for valet parking services shall not count towards the required number of parking spaces for the business.

**127.09 PROCEDURES APPLICABLE TO THE PROVISION OF VALET  
PARKING SERVICES PROVIDED PURSUANT TO A VALID VALET  
PARKING PERMIT.**

- (A) Fire lanes shall not be used to park or store motor vehicles, even temporarily, and shall not be blocked or impeded by any valet parking operations.
- (B) Motor vehicle circulation in a parking lot or street shall not be impeded by valet parking operations.
- (C) All motor vehicles accepted by an attendant shall be immediately removed to the storage area specified in the approved valet parking plan.
- (D) Valet parking operations shall only be conducted in areas shown on an approved valet parking plan.

- (E) Each business, upon approval of a valet parking permit by the Village, shall be allowed to display a sign indicating the availability of valet parking services. Any sign used in conjunction with the provision of valet parking services shall comply with Section 153.239 of this Code.

- (F) Dashboard Ticket: Every valet parking operator shall place, or cause to be placed, on the dashboard of each customer's motor vehicle, a ticket stating the business name and its phone number in such a manner so as to be conspicuously visible through the windshield of the customer's motor vehicle.

- (G) Attendant Insignia: Every attendant shall, while on duty, wear conspicuously placed on the attendant's clothing an insignia which identifies the valet parking operator for whom the attendant is working.

- (H) Valet Parking Receipt: All attendants must, upon taking custody of a customer's motor vehicle, issue a numbered receipt to the customer, containing the name, address, and telephone number of the business providing the valet parking services, a statement that the business has liability insurance as required by this Chapter and the charge for the valet parking services.
- (I) Valid Driver's License: Every attendant shall carry on his/her person a valid driver's license at all times while in control of a customer's motor vehicle.
- (J) Every business shall, at all times that valet parking operations are being conducted, have, on-duty at the business, one or more persons authorized to accept service of Notices of Ordinance Violations on behalf of the business.

### 127.10 GENERAL PROHIBITIONS.

- (A) No person shall park any motor vehicle in any manner which violates the provisions of this Chapter or any other duly adopted Village parking regulations.
- (B) In conducting valet parking operations, no person shall obstruct the normal flow of traffic or block or occupy a "No Parking Zone."
- (C) No attendant shall drive a motor vehicle or park a motor vehicle in relation to the providing of valet parking services in such a manner as to violate any law related to the driving or parking of motor vehicles. Any ticket issued, or fine imposed in relation thereto, for any parking violations incurred by an attendant in control of a motor vehicle while said motor vehicle is in the custody of a valet parking operator, shall be the sole responsibility of the business.

### 127.11 VIOLATIONS OF THIS CHAPTER AND PERMIT REVOCATION.

Any violation of the provisions of this Chapter by any person may be cause for the Village Manager, or his or her designee, to revoke a valet parking permit.

### 127.12 LIABILITY OF VILLAGE LIMITED.

The Village assumes no liability for any aspect of a valet parking operation or for the failure or neglect of any person associated with such an operation. The provisions of this Chapter shall not apply to any business establishment that provides patron parking entirely and solely on its premises for guests or patrons of the business establishment and does not offer valet parking services.



127.13 PENALTY.

Any person, firm, or corporation violating any provision of the Chapter shall be fined not less than one hundred dollars (\$100) nor more than seven hundred fifty dollars (\$750) for each offense; with a separate offense being deemed committed for each separate violating act or omission or, for ongoing continuing violations, on each day on which a violation continues.

SECTION 2: That this Ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

Passed on first reading this 6th day of June, 2002.

First reading waived by action of the Board of Trustees this \_\_\_\_\_ day of \_\_\_\_\_, 2002.

Passed on second reading this 20th day of June, 2002.

AYES: Trustees Destephano, Tross, Koenig, Sebby, Florey, Soderstrom

NAYS: None

ABSENT: None

Approved by me this 20th day of June, 2002.

*William J. Mueller*  
William J. Mueller  
Village President

ATTEST:

*Suzan L. Kramer*  
Suzan L. Kramer, Village Clerk

APPROVAL AS TO FORM:

Thomas P. Bayer, Village Attorney

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