

DATE: December 5, 2025

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

FROM: Mavis Stanfield, Planner
Department of Planning and Zoning

SUBJECT: Special Use Permit #2025-0068
Administrative Review for New Use
Site Use: Valet parking
Applicant: UniPark
Location: near 121 King Street
Zone: KR / King Street urban retail

Request

Special Use Permit #2025-00068 is a request to operate valet parking service using three public ‘Loading Zone’ spaces located on the east side of North Lee Street, at its northeastern corner with King Street, as illustrated below in Figure 1. The valet parking would serve three restaurants: Il Porto, the Fish Market, and Landini Brothers, located at 121, 105 and 115 King Street, respectively.

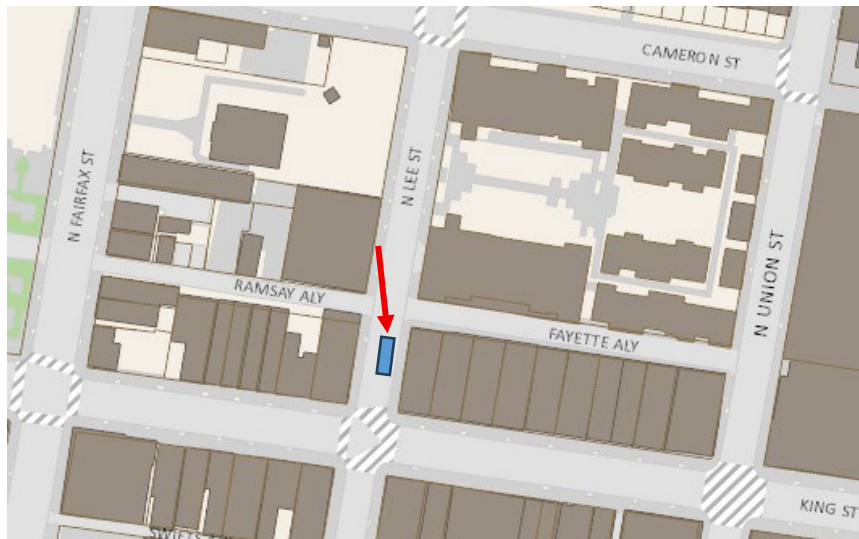


Figure 1: Location of applicant proposed valet parking on North Lee Street

Valet parking would operate from 5 p.m. to 10 p.m. on Friday and Saturday initially, for a trial period and, if successful and managed without impacts to the neighborhood, would eventually operate seven days a week from 5 p.m. to 10 p.m. Three attendants, one on-site supervisor and two

runners, would service the site and approximately 25 cars per day would be expected to use the service. The cars would be stored at 40 spaces in the UniPark parking garage located at 221 Queen Street. A-frame sidewalk signs would denote the location.

As proposed, the operation would occupy the equivalent of three parallel parking spaces on the east side of North Lee Street next to IL Porto Ristorante. To ensure smooth passage of public traffic and to avoid any back up into the pedestrian walkway, if more than three vehicles arrive at the same time, the supervisor would advise any drivers of vehicles after the third vehicle to pull aside in front of the staging area with their hazard lights on and to remain in their vehicle until the next available attendant arrives to ensure those vehicles can be moved in case on an emergency. Any guest who did not want to wait would be asked to self-park at the garage.

Community Outreach

Public notice was provided through eNews, via the City's website, and by posting a placard on the site. Notice was also sent via email to the Old Town Civic Association. Staff received one comment regarding possible adverse effects on pedestrian and traffic flow. Staff responded that strict conditions would be imposed on the operation to address these concerns. Staff further noted that P&Z inspector verified citizen reports of condition violations could lead to citations and fines.

Staff Action

Staff support the applicant's request for valet parking use, however, not at the requested location due to 1) the potential for traffic congestion across the King Street intersection, 2) unsafe conditions for pedestrians at the intersection, and 3) unsatisfactory fire emergency access. Staff can approve the valet service to locate in the loading zone across the street on the west side of North Lee Street. Given the busy holiday season, staff can also approve the use of Fayette Alley for a three-month period between December 6, 2025 and March 6, 2026 (Figure 2). The valet would not have exclusive use of the loading zone on North Lee Street. Others, such as delivery vehicles, could also use the loading zone.

In its review of the SUP request, T&ES Mobility Services division staff indicated that use of the proposed east side of Lee Street would not afford adequate passage of vehicles; however, valet service on the west side would. The width of Lee Street at this location is about 28 feet wide. Removing seven feet for the existing parking and loading on the west side leaves 21 feet for two-way travel (already less than the desired 22' width). If seven feet on the east side were designated for valet service, this would leave a width of 14 feet for the two-way travel allowed on this street. That is not wide enough to accommodate two-way traffic and would result in backups, potentially into the intersection where there is a high pedestrian volume.

Staff offer the use of the 'Loading Zone' on the west side of North Lee Street for valet service as shown in Figure 2. Staff also offer the applicant short-term use of Fayette Alley for valet service during a three-month period between December 6, 2025 and March 6, 2026. Approval of valet pick-up and drop-off at the Fayette Alley would be subject to the restrictions noted in Condition #11, if the applicant chooses to exercise this option. Special Use Permit conditions prohibit unattended vehicles in the alley so they can be moved immediately during an emergency, as well as other requirements to ensure orderly valet service in the alley.

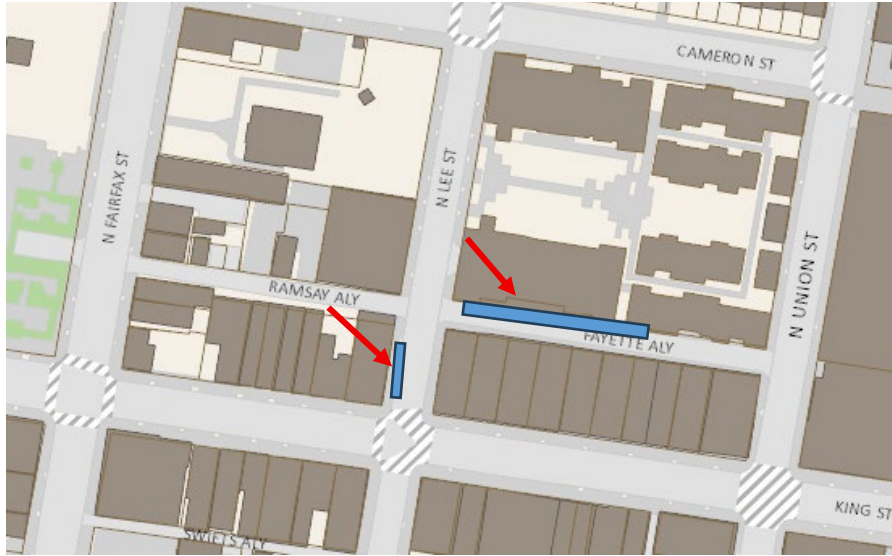


Figure 2: Locations of staff approved valet parking areas on North Lee Street and Fayette Alley

To avoid potential problems with the proposed operation, staff recommend a series of conditions to mitigate impacts and ensure proper operation and management, including:


- limiting the location and use of the valet loading zone;
- requiring the applicant to store vehicles in the garage at 221 Queen Street;
- prohibiting vehicles from being stored on the street;
- requiring sufficient staff as needed to maintain an adequate level of service;
- requiring a six-month review of all aspects of the valet program and subsequent annual reviews; and,
- requiring the A-frame sidewalk sign to be removed when the valet is not in operation.

Staff hereby approve the Special Use Permit for valet service subject to the staff action and conditions in the report.

ADMINISTRATIVE ACTION - DEPARTMENT OF PLANNING AND ZONING:

Date: December 5, 2025

Action: Approve


Tony LaColla, AICP
Land Use Services Division Chief

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

CONDITIONS OF SPECIAL USE PERMIT #2025-00068

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 controlling interest. (P&Z)
2. The applicant shall conduct employee training sessions on an ongoing basis, including as part of any employee orientation, to discuss all SUP provisions and requirements. (P&Z)
3. The valet service permitted by this approval shall conform to the staff approved valet locations as outlined in the staff action section of the staff report. (P&Z)
4. The valet service may be provided from 5 p.m. to 10 p.m., daily. At all other times, the valet service parking zone shall revert to normally allowed parking uses. (P&Z)
5. All valet-parked vehicles shall be stored in the parking garage indicated in the valet parking application at 221 Queen Street. (P&Z)
6. Sufficient staff and resources shall be provided to operate the valet service safely and effectively within the boundaries of the designated valet parking area. Double parking, staging outside the valet parking area, vehicles stored in the valet loading zone over 10 minutes and vehicles stored in locations other than 221 Queen Street shall be considered indicators of inadequate staffing to meet vehicle volumes. If the Directors of P&Z and T&ES determine that there is inadequate valet staffing, they will require additional staffing and/or resources necessary to comply with this condition. (P&Z)
7. A maximum of two portable A-frame signs may be used solely to identify valet parking operations associated with this special use permit. Placement of the signs shall not block sidewalk access and shall maintain a minimum five-foot wide clearance. Signs shall only be displayed during permitted valet service hours and removed at all other times. (P&Z)
8. No vehicle associated with and under care of the valet parking service shall be parked or temporarily stored by an attendant on streets. (P&Z) (T&ES)
9. In the event the City shall have a permanent need for the permitted valet parking, the applicant shall cease operations within 60 days of notification by the City. (P&Z)
10. Six months after operation, the valet parking shall be reviewed for compliance with the SUP conditions and for its effectiveness in handling the drop-off, ferrying, parking and retrieving vehicles efficiently and effectively, without interfering with non-valet parking and traffic. If on review the directors of P&Z and T&ES determine that the valet parking program has operated successfully and in compliance with its permit, then the permit shall be extended indefinitely, with a similar review to occur at the end of each one-year period

from that point forward. As part of the initial or annual review, the directors of T&ES and P&Z may require the operator to adjust the features of the program or, alternatively, may docket the SUP for Planning Commission and City Council review, if 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; or the Director has determined that new or revised conditions are needed to offset land use impacts not addressed in the City Code. (P&Z)

11. Should the applicant decide to use the Fayette Alley location, the additional conditions apply:
 - (a) The applicant is permitted to use the north side of the 100 block of Fayette Alley between December 6, 2025 and March 6, 2026. After March 6, the applicant shall only use the loading zone on the west side of North Lee Street, near the intersection of King Street.
 - (b) The applicant shall use only the north side of Fayette Alley along the brick wall for queuing of vehicles waiting to be valet parked.
 - (c) Owners of vehicles wishing to use the valet parking shall enter from North Lee Street.
 - (d) Vehicles shall not be left unattended in Fayette Alley and shall be moved immediately from the alley in the event of a fire or police emergency.
 - (e) The applicant shall ensure that the business owners on the north side of the 100 block of King Street load or unload on the south side of Fayette Alley immediately abutting the rear of their building and that the businesses do not park in the alley.
 - (f) The applicant shall ensure that valet customers do not idle or queue on North Lee Street as they wait to enter Fayette Alley.
12. The applicant shall comply with the additional conditions when using the loading zone on the west side of North Lee Street near the King Street intersection:
 - (a) Any vehicles associated with valet service may not be left unattended for more than 10 minutes.
 - (b) The applicant shall ensure that valet service customers do not idle or queue on the southbound side of North Lee Street outside the loading zone.

CITY DEPARTMENT COMMENTS

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

Transportation & Environmental Services

F-1 Does not support the valet on the Il Porto side of North Lee Street as it would create issues and confusion with traffic flow, which could be problematic for the pedestrians crossing in this area, and inadequate EVE access would result. Staff previously established in July 2025 that the valet could use the loading zone on the west side of North Lee near the King Street corner. (Mobility Services)

Code Enforcement:

No comments received.

Health Department:

No comments received.

Parks and Recreation:

No comments received.

Police Department:

No comments received.

Fire:

F-1 The proposed location of the “three parking space staging area” appears to run from the corner of Lee and King to the alley behind the structures on the 100 block of King. This is the location a fire engine will be parking to attach to the fire hydrant in front of Il Porto. Because of the placement of the parklet in front of the hydrant on King, this parking position on Lee is the only viable position to allow the fire engine to utilize that hydrant. Fire understands the need for vehicles to access those areas for deliveries and taxi services because of the closure of King. However, we ask that any approval of this permit include provisions that no parking be allowed on that corner and no unattended vehicles are to be permitted at any time. In the event of an emergency, passenger vehicles will need to be quickly moved to allow access for the fire engine.

Fire has an overall concern for the volume of vehicle and pedestrian traffic in that block, and we are concerned that the operations of this valet service have the potential to make this congestion much worse. Although we have no statutory objection to the permit, we ask that the city closely monitor the operations of this valet service to ensure that it truly is an efficient movement of vehicles in and out of the “staging area” and is not allowed to become an overcrowded, de facto parking area that blocks critical access.

STATEMENT OF CONSENT

The undersigned hereby agrees and consents to the attached conditions of this Special Use Permit #2025-00068. The undersigned also hereby agrees to obtain all applicable licenses and permits required for the valet service located near 121 King Street.

David Acevedo

Applicant - Signature

12/5/25

Date

David Acevedo

Applicant – Printed

12/5/25

Date