



Permit Period: November 1 \_\_\_\_\_ to April 30, \_\_\_\_\_  
(Year) (Year)

Permit #: \_\_\_\_\_

Business Name: \_\_\_\_\_

## **BAINBRIDGE ISLAND DOWNTOWN WINSLOW PARKING PROGRAM AND EMPLOYEE APPLICATION**

### **Section 1. Parking Participation Requirements**

Employee parking permits (Parking Permits) are available through the Bainbridge Island Police Department (BIPD) to any downtown Winslow commercial property owner or downtown business with a valid City of Bainbridge Island business license. Each commercial property owner or licensed business wishing to participate in the program shall submit the following when making an application for, or renewal of a parking permit:

- a. The name and address of the downtown Winslow commercial property owner or business;
- b. For commercial property owners applying to participate, a complete list of all tenants located at the commercial property with employees who will be assigned a parking permit;
- c. The name of each employee that will be assigned a parking permit;
- d. The make, color and license plate number of each participating employee's vehicle;
- e. A statement, signed by the commercial property owner or the authorized representative of the licensed business, that the commercial property owner or licensed business shall: (1) comply with these regulations; (2) guarantee that all persons being issued a permit have received, read and signed a copy of these regulations; (3) maintain a current, accurate record of parking permits assigned to the commercial property owner's tenants or the employees of the business; and (4) post at the commercial property or licensed business these regulations and the map depicting the location of employee parking; and
- f. A true and correct copy of a valid business license for each of the commercial property owner's tenants that will be issued a parking permit.

### **Section 2. Issuance of Parking Permits**

Upon confirmation that an eligible downtown Winslow commercial property owner or licensed downtown business has submitted a complete and accurate Employee Parking Participation Form, and has paid the required fee, the BIPD will issue parking permits to the commercial property owner or the licensed business. The BIPD shall have the discretion to determine the number of parking permits issued to or renewed for each commercial property owner or licensed business, based on the availability of parking in the areas designated for employee parking. The BIPD shall have the right to refuse participation if the business address is outside the downtown Winslow core.

The fee for a new or renewed parking permit shall be \$20.

Parking permits shall be valid for six-month periods, except as may otherwise be specified by the BIPD. Parking permits may be renewed for six-month periods.

Each person assigned an initial or renewed parking permit must pick it up from the BIPD and sign these regulations using the Employee Parking Participation Form.

### **Section 3. Employee Parking Regulations**

A parking permit authorizes any vehicle parked in an identified area of the program displaying the permit to exceed posted parking limits. Compliance with these regulations includes the following:

- a. Persons using parking permits may use them to park only in areas designated in Section 4 and indicated on the map page.
- b. Parking Permits may be used only while the holder is actually at work at the participating downtown Winslow business or property.
- c. Persons using an employee parking permit shall not park in an employee parking designated area while traveling outside of the city unless the travel is work-related, and the work originates from and concludes at the participating business or property within a 24-hour period.
- d. Individual employees shall not transfer an employee parking permit to another person. Participating commercial property owners or businesses may do so from one employee to another.
- e. All persons who are assigned parking permits shall acknowledge receipt of the rules and regulations and the map page designating the employee parking areas, agree to review posted employee parking rules and regulations at least monthly, and obey all temporary postings by the City, or their agents or employees.

### **Section 4. Areas Designated for Employee Parking**

Employee parking areas include: [a] the City-owned gravel lot below the BPA building assigned for "Permit Parking Only" (clearly signed on the east end of the lot); and [b] designated parking on BJune Drive (note the **No Parking, boat-trailer only restriction**, on Saturday-Sunday-Holidays) and (c) Wyatt Street, north side, which serves as overflow parking. (See the attached map page).

### **Section 5. Violations**

An individual who violates any of these regulations or BIMC Chapter 10.08 may be liable for a civil parking infraction. Additionally, any downtown Winslow commercial property owner or downtown business that violates any of the provisions of these regulations or BIMC Chapter 10.08 shall not be permitted to participate in the employee parking program. Such downtown owner or business shall not be issued Parking Permits and shall return any Parking Permits previously issued to the Police Department.

## Employee Parking Participation Form

(can be copied for multiple employees)

I have received, read and understand the above rules and regulations of the Downtown Employee Parking Program, especially Section 3, and I have reviewed and understand the map page, which designates the employee parking areas (note the No Parking, boat-trailer-only restriction, on Saturday-Sunday-Holidays on BJune Dr.).

### Employer

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_



### Employee

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Permit # \_\_\_\_\_

Make, Color, License Plate Number of Vehicle: \_\_\_\_\_

#### Office Use Only

Process Date: \_\_\_\_\_ Check #: \_\_\_\_\_ Cash: \_\_\_\_\_

Master List: \_\_\_\_\_ Employee #: \_\_\_\_\_ Business #: \_\_\_\_\_