

**ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS**

CATEGORY:
Committees/Boards/Commissions/Examiners

CODE NUMBER: AC-11-20

TITLE: Boca Grande Parking Permits

ADOPTED: 12/02/2025

AMENDED:

ORIGINATING DEPARTMENT:
County Attorney's Office

Purpose/Scope:

This administrative code supplements the Boca Grande Parking Ordinance provided under Chapter 28, Lee County Code of Ordinances. This code provides the criteria for issuance of Parking Permits for use within designated areas located on the Lee County portions of Gasparilla Island and requirements for permit parking on Gilchrist Avenue. In the event of a conflict between this Code and Chapter 28, Lee County Code of Ordinances, Chapter 28 shall prevail.

Policy/Procedure:

A. Gilchrist Avenue Median Parking

(1) Parking on Gilchrist Avenue Median is prohibited, except as follows:

- a. Parking is permitted without a permit on Sundays between 8am and 1pm on the portion of the Gilchrist Avenue Median between 3rd and 5th Street.
- b. Parking is permitted without a permit on the portion of the Gilchrist Avenue Median between 3rd and 5th Street for Event Parking.

(2) Event Parking on the Gilchrist Avenue Median is subject to the following:

- a. The Event must be expected to exceed the available Gilchrist Avenue on-street parking within one block of the facility or location of the Event.
- b. For purposes of this Code, "Within One Block of the Facility" shall mean with respect to the following Gilchrist Organizations:

Lighthouse Methodist Church – Those areas of Gilchrist Avenue which are located between Second and Fourth Streets, and Third Street from Park Avenue to the Gulf.

St. Andrews Episcopal Church - Those areas of Gilchrist Avenue which are located between Third and Fifth Streets, and Fourth Street from Park Avenue to the Gulf.

First Baptist Church - Those areas of Gilchrist Avenue which are located between Third and Fifth Streets, and Fourth Street from Park Avenue to the Gulf.

**ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS**

CATEGORY:
Committees/Boards/Commissions/Examiners

CODE NUMBER: AC-11-20

Gasparilla Inn Beach Club - Those areas of Gilchrist Avenue which are located between Fourth and Fifth Streets, and the parking lot located between Fifth Street and the Gulf.

- c. The Event must be sponsored by organizations whose facilities are located on Gilchrist Avenue as of January 1, 2025.
- d. Parking for the Event is limited to the portion of the Gilchrist Avenue Median between 3rd and 5th Street within one block of the facility or location of the Event.
- e. Prior to the start of the designated event, an authorized organization must provide written notice to the Lee County Sheriff's Office of the time of the event, location of median parking, and number of guests anticipated to attend the Event.
- f. The authorized organization must also include notice of the time of the event, location of median parking, and number of guests anticipated to attend the Event on the organization's website.
- g. Nothing within this Code shall guarantee exclusive use of the Gilchrist Avenue Median for parking of Vehicles by attendees of the Event or that adequate Vehicle parking will be available to all Event attendees.
- h. Parking of Vehicles on the median within the designated area will be on a first-come, first-served basis.

(3) No designated event parking on any portion of the Gilchrist Avenue Median may be permitted between 9pm and 6am.

(4) No decal or parking permit will be issued for designated events, each responsible Organization must notify its guests and invitees of the location for Median parking and the start and end times for designated event parking.

(5) Vehicles that remain parked within the Median after the designated event time will be subject to parking fines, towing, or any other enforcement action for improper parking.

B. Parking Permits for Designated Parking Areas.

(1) Parking permits will be available on the following basis:

- a. A Resident (df) parking permit ("A" decal or coded sticker) shall be available to any Vehicle owned by or leased to a Resident. Subject to availability of space, it shall entitle the Vehicle to which it is issued and upon which it is properly displayed to be parked in those zones designated residential, non-residential, or general on the official parking zone map and appropriate signage.
- b. A Hotel Guest (df) parking permit ("B" placard) shall be available to any Vehicle owned or leased to a registered guest of a hotel/motel located on Gasparilla Island.

**ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS**

CATEGORY:
Committees/Boards/Commissions/Examiners

CODE NUMBER: AC-11-20

Subject to availability of space, it shall entitle the Vehicle to which it is issued and upon which it is properly displayed to be parked in those zones designated residential, non-residential, or general on the official parking zone map. The hotel/motel will provide hotel guests with a copy of the official parking zone map and placard.

- c. An Island Employee (df) parking permit ("C" decal or coded sticker) shall be available to any Island Employee for use on their personal vehicle. Subject to availability of space, it shall entitle the Vehicle to which it is issued and upon which it is properly displayed to be parked in those zones designated residential, non-residential, or general on the official parking zone map. The employer will provide the employee with a copy of the official parking zone map.
- d. House Guest (df) parking permits ("D" placards) shall be available to each household owned by a Resident. D placards shall entitle the Vehicle upon which it is properly displayed to be parked in a residential zone. D placards shall be used only by House Guests or service providers during the period of their stay as a house guest or while providing services. Additional permits may be issued to a household on a temporary basis as needed.

(2) For the purposes of this Code, in accordance with Chapter 28, Lee County Code of Ordinances, the following definitions (as amended) shall apply:

- a. Hotel Guest: A registered guest of a hotel or motel located on Gasparilla Island.
- b. Hotel/Motel as defined in section 34-2, Land Development Code.
- c. House Guest: A visiting guest of a Resident which includes a guest who rents the unit.
- d. Island Employee: a person who owns a business located on Gasparilla Island or who is a person employed for wages or salary at a not-for-profit or commercial establishment on Gasparilla Island. Island Employee includes volunteers of a not-for-profit establishment on Gasparilla Island.
- e. Person: Any natural person, individual, firm, association, joint venture, partnership, estate, trust, business trust, syndicate, fiduciary, corporation and any other group or combination.
- f. Resident: Any Person or people who reside permanently or seasonally in a single-family or multi-family residence on Gasparilla Island. Gasparilla Island when evaluating residency includes those who own property in Lee or Charlotte County portions of Gasparilla Island.
- g. Vehicle: Any powered device in, upon or by which any person or property is, or may be, transported or drawn upon a Gasparilla Island street including automobiles, trucks, golf carts, motorcycles, electric bicycles, scooters and motor-driven cycles.

**ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS**

CATEGORY:
Committees/Boards/Commissions/Examiners

CODE NUMBER: AC-11-20

- h. Property: residential or commercial building located within the Lee County portion of Gasparilla Island.
- (3) Parking in a Residential Zone is restricted to the following Vehicles:
 - a. Vehicles displaying an A, B, C, or D permit are permitted to park in all Residential Zones.
 - b. Vehicles parked for attendance at an event sponsored by an organization whose facilities are located, as of January 1, 2025, on Gilchrist Avenue are permitted to park in that area of the Residential Zone that is within one block of the sponsoring organization's facility.
- (4) No permit is required to park a Vehicle in a Non-Residential Zone. However, parking in a Non-Residential Zone is limited to 3 hours between 9 AM and 5 PM. Exceptions to the 3-hour limitation are as follows:
 - a. A Vehicle displaying a C permit is not restricted to the 3-hour limit in Non-Residential zones.
 - b. A Vehicle displaying a B permit is not restricted to the 3-hour limit in a Non-Residential zone that is adjacent to the hotel/motel where the permit holder is a registered guest.
 - c. Vehicles displaying an A, B, C, or D permit and Vehicles parked for attendance at an event sponsored by organizations located, as of January 1, 2025, on Gilchrist Avenue are not subject to the 3-hour restriction in those parking areas located at the western end of 5th Street, between Gilchrist Avenue and the Gulf of Mexico.
- (5) Permit Application requirements.
 - a. Application for each Parking Permit must be submitted on approved Lee County forms.
 - b. Parking Permits are valid for 1 year.
 - c. With the exception of registered Hotel Guests, Parking Permits may only be used for the non-commercial, private use of the Permittee on the Vehicle assigned to the Permit.
 - d. Prior to issuance of a Residential parking permit or House Guest parking permit, the applicant must provide sufficient evidence demonstrating ownership of the Property (df) or the existence of a current lease or utility bill in the applicant's name. If there is a change of ownership or tenant, then the parking permit becomes invalid and a new permit must be acquired in the new owner or lessee's name.

**ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS**

CATEGORY:
Committees/Boards/Commissions/Examiners

CODE NUMBER: AC-11-20

- e. Only Island Employers may apply for a Parking Permit for each of the Employer's Employees. The Island Employer must provide as part of the application submittal, sufficient evidence demonstrating ownership of the business property or a copy of a lease for the Property. If there is a change of ownership or tenant, then the new Employer must apply for new parking permits for its employees in the new owner or lessee's name.

Island Employee parking permits will be limited to one permit per employee to be used on the employee's personal Vehicle. The Permit will be registered to a specific Vehicle. The Island Employee Permit application must include the Vehicle Identification information required under subsection (6)(a) below.

- f. Requests to issue Hotel Guest Parking Permits may be requested by a Hotel/Motel (df) located on Gasparilla Island. The request to issue the Hotel Guest Parking permit must be submitted with sufficient evidence to demonstrate the applicant manages or operates a Hotel/Motel (df) on Property located on Gasparilla Island. Only Hotel/Motel Management personnel may apply.

To be approved, the Placard must provide the Hotel name and address, guest reservation number, duration of the Guest's stay, and Vehicle Identification information required under subsection (6)(a).

Once approved, the Hotel/Motel management must provide the Lee County Sheriff's Office with a copy of the approved Placard to be used by the Hotel/Motel.

Hotel Guest Placards may only be issued to registered guests of the Hotel/Motel. Hotel Guest Placards may not be used for Hotel Employees or its Vendors and may not be sold or otherwise used as part of any day pass program. Repeat violations of these restrictions may result in the revocation of the Hotel/Motel's authorization to issue Hotel Guest Parking Placards.

- g. Hotel Guest and House Guests Placards must be displayed prominently on the Vehicle in accordance with subsection (6)(a) below.

(6) General Permit Requirements:

- a. Vehicle Identification: Each Permit must be assigned to a Vehicle. The application must include the make, model, and license plate number for the Vehicle. Permit applications for Vehicles that do not have a license plate (Golf carts, scooters, etc.) must request a specific, Lee County issued numerical Parking Permit number for identifying the Vehicle the permit will be assigned to. Prior to parking, the Vehicle owner must affix, paint, or otherwise imprint the Parking permit number on each Vehicle that does not have a license plate. The size of the Permit number font may not be less than 1 inch.
- b. Failure to properly display a Permit or for violations of any of the provisions in this Division may result in a written citation, fine, or towing of the Vehicle. The County

**ADMINISTRATIVE CODE
BOARD OF COUNTY COMMISSIONERS**

CATEGORY:
Committees/Boards/Commissions/Examiners

CODE NUMBER: AC-11-20

shall not be responsible for the payment of any fees necessary for the release of the Vehicle. Any cost incurred by the County in the towing and storage of the vehicle shall be paid by the Vehicle owner.

- c. Issuance of a parking permit does not guarantee that parking in applicable parking areas will be available. Parking by Permit will be available on a first come first served basis.
- d. Parking permit decals for Zone A and C must be placed on the exterior of the vehicle on the bottom left of the car's rear window or the left side of the rear bumper Parking permit decals for Zone D must be properly displayed on the inside front windshield of the Vehicle. If the Vehicle does not have a windshield, the parking permit must be displayed on the Vehicle in a manner that clearly shows the permit number or placard and Vehicle identification information. Parking permit placards must be properly displayed on the dashboard of the Vehicle.
- e. Use of a Parking Permit in a manner that is not authorized by this Code or Chapter 28, Lee County Code of Ordinances, including (but not limited to) the unauthorized use of the Permit with Vehicles not assigned to the Permit, may result in the Permit being revoked and no further parking permits being issued to the Applicant or the Property.