

**CITY OF ALEXANDRIA
TRAFFIC AND PARKING BOARD PUBLIC HEARING
MONDAY, SEPTEMBER 27, 2021, 7:00 P.M.
VIRTUAL**

Due to the COVID-19 Pandemic emergency, the September 27, 2021 meeting of the Traffic and Parking Board is being held electronically pursuant to Virginia Code Section 2.2-3708.2(A)(3), the Continuity of Government ordinance adopted by the City Council on June 20, 2020 or Section 4-0.01(g) in HB29 and HB30, enacted by the 2020 Virginia General Assembly (Virginia Acts of Assembly Ch. 1283 and 1289), to undertake essential business. All the members of the Board and staff are participating from remote locations through a Zoom meeting. This meeting is being held electronically, unless a determination is made that it is safe enough to be held in person in the City Council Chamber at 301 King Street, Alexandria, VA. Electronic access will be provided in either event. The meeting can be accessed by the public through:

Register in advance for this webinar:

https://zoom.us/webinar/register/WN_bnr7PvRjTNm74GI3Y76tlQ

Meeting ID: 965 8376 7263

Passcode: 375406

SIP: 96583767263@zoomcrc.com

Passcode: 375406

Call in – **301.715.8592**

After registering, you will receive a confirmation email containing information about joining the webinar.

Public comment will be received at the meeting. The public may submit comments in advance to Alex Block at alex.block@alexandriava.gov no later than 24 hours before the meeting or make public comments through the conference call on the day of the hearing.

For reasonable disability accommodation, contact Jackie Cato at jackie.cato@alexandriava.gov or 703.746.3810, Virginia Relay 711.

**CITY OF ALEXANDRIA
TRAFFIC AND PARKING BOARD PUBLIC HEARING
MONDAY, SEPTEMBER 27, 2021, 7 P.M.
VIRTUAL**

D O C K E T

1. Announcement of deferrals and withdrawals.
2. Approval of the July 26, 2021 Traffic and Parking Board meeting minutes.
3. **WRITTEN STAFF UPDATES**
 - Dockless Mobility and Ad Hoc Scooter Task Force Recommendations
 - Capital Bikeshare Expansion
4. **PUBLIC DISCUSSION PERIOD**
[This period is restricted to items not listed on the docket]

CONSENT ITEMS

5. **ISSUE:** Consideration of a request to designate a disability parking space at 3110 Wellington Rd.
6. **ISSUE:** Consideration of a request to remove a loading zone at 300 N. Henry St and replace with 2 Hour parking.
7. **ISSUE:** Consideration of a request to convert two unrestricted parking spaces into a loading zone near 417 Hume Ave for a childcare center

PUBLIC HEARING

8. **ISSUE:** Consideration of a request to remove metered parking spaces on South Peyton Street to install a bikeshare station
9. **ISSUE:** Consideration of a request to update private signage with official City signage for approximately 33 parking spaces signed No Parking on Mondays, Wednesdays, and Fridays from 8 a.m. to 12 p.m. along N. Howard Street, N. Imboden Street, and Raleigh Avenue for access to the dumpsters for the Foxchase apartments.
10. **ISSUE:** Consideration of a request to recommend that the Council close the 100 block of King St and remove 25 parking spaces
11. **ISSUE:** Consideration of a request for permanent outdoor dining program, recommendation to Council

12. ISSUE: Consideration of an endorsement of the Curb Space and Parking chapter of the Alexandria Mobility Plan

13. STAFF UPDATES:

- Staff update on StreetLight Data
- Update on creation of an administrative process for pick-up and drop-off zones for restaurant delivery and pickup.

**CITY OF ALEXANDRIA
TRAFFIC AND PARKING BOARD PUBLIC HEARING
MONDAY, JULY 26, 2021, 7 P.M.
VIRTUAL MEETING**

MINUTES

BOARD MEMBERS PRESENT: Chairman, William Schuyler, Vice Chair, James Lewis, Jason Osborne, Annie Ebbers, Ann Tucker, Lavonda Bonnard and Casey Kane

BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: Bob Garbacz, Division Chief of Traffic Engineering, Ryan Knight, Civil Engineering IV, Cuong Nguyen, Civil Engineering II, Megan Oleynik, Urban Planner II, Victoria Caudullo, Urban Planner III, Alex Block, Principal Planner, and Martin Barna, Director of Planning and Marketing for DASH.

1. Announcement of deferrals and withdrawals: None.
2. Approval of the June 28, 2021 Traffic and Parking Board meeting minutes:

BOARD ACTION: Mr. Lewis made a motion, seconded by Ms. Ebbers to approve the minutes of the June 28, 2021, Traffic and Parking Board meeting. The motion carried unanimously.

3. **WRITTEN STAFF UPDATES:**
 - a. Duke Street Truck Route Progress
 - b. Foxchase Parking Request follow-up
4. **PUBLIC DISCUSSION PERIOD:** Ms. Skarda, Ms. Bennett, Ms. Dunning, Ms. Callahan spoke concerning the classification of Duke Street. Mr. Stilp spoke concerning the proposed residential permit parking district in Potomac Yard.

PUBLIC HEARING

5. **ISSUE:** Consideration of the creation of Residential Permit Parking District 13 in the Potomac Yard Area.

DISCUSSION: Ms. Oleynik presented the item to the Board. The Board wanted to make sure the residents of any new buildings would be eligible for permits if the new district was created.

PUBLIC TESTIMONY: Mr. Stilp and Mr. Capone spoke in favor of the request.

BOARD ACTION: Mr. Kane made a motion, seconded by Mr. Lewis to approve the request for the creation of Residential Permit Parking District 13 in the Potomac Yard Area. The motion carried unanimously.

6. **ISSUE:** Consideration of a request to adjust parking to accommodate the New DASH Network.

DISCUSSION: Mr. Garbacz and Mr. Barna presented the item to the Board. One of the Board members had concerns about the limited number of parking spaces and that trucks may park in the newly created parking spaces.

PUBLIC TESTIMONY: No one from the public spoke on this item.

BOARD ACTION: Mr. Lewis made a motion, seconded by Ms. Ebbers to approve the request to adjust parking to accommodate the new DASH network. The motion carried unanimously.

7. **STAFF UPDATES:**

- Ms. Caudulo provided an update the Bikeshare expansion.
- Mr. Garbacz stated there is no August meeting.

City of Alexandria, Virginia

Traffic and Parking Board

DATE: September 27, 2021
DOCKET ITEM: 3
ISSUE: Written Staff Updates

Dockless Mobility Program

On August 3, 2021, the Ad Hoc Scooter Task Force voted to approve a recommendation to City Council regarding the future of the Dockless Mobility Program for Council's consideration this fall. The Task Force recommended that City Council adopt a permanent Dockless Mobility Program and proposed a set of changes to incorporate into the future program. Proposed changes to the program were organized into topic area: managing improper parking, improving safety for all (riding), complaint management, managing deployments and availability, and other/miscellaneous.

The Task Force recommendation can be found [here](#) and a summary of community input from key stakeholder groups can be found [here](#). Additional information about Task Force meeting materials can be found on the [dockless mobility website](#).

The Task Force did recommend future corral locations be reviewed by the Traffic and Parking Board. Staff anticipate bringing a process to the Board for reviewing corral locations in October.

After the establishment of a permanent program, future changes to program requirements may be delegated to 1) the City Manager or designee or 2) considered by an established board or commission, such as Transportation Commission, and therefore would allow for the community to provide input during a traditional public comment period.

The Task Force's recommendations will be considered by the Council in November, 2021.

Capital Bikeshare

In 2017, the City received a grant from Virginia Department of Transportation to purchase and install 26 bikeshare stations. Between 2017 and 2021, Staff continued to work through VDOT's multi-step process to receive approval from VDOT to spend the grant funding. The City was required as part of this process to submit locations for the 26 bikeshare station locations, which staff submitted to VDOT in 2020. Final bikeshare station locations are contingent on approval by the community and Traffic & Parking Board, City departments (such as Fire, Public Works,

Stormwater, and more), and the bikeshare operator. In spring 2021, the City completed the VDOT process and received VDOT approval to purchase and install 26 bikeshare stations.

In 2017, Traffic & Parking Board approved 10 locations following community outreach through a feedback form. These locations are shown in Table 1 below. At the October 2020 Traffic & Parking Board meeting, the Board reviewed 7 bikeshare station locations and approved the removal of parking at several locations to install Capital Bikeshare stations for the expansion project. These locations are shown in Table 2 below. In Spring 2021, staff determined that 4 of the locations approved in 2017 and 1 of the locations approved in October 2020 are not feasible due to City department operations, community outreach, or the bikeshare operator’s requirements.

Table 1: *Bikeshare stations approved by the Traffic & Parking Board in 2017*

Station Number	Station Location	Public Parking Removal	Number of Docks	Right-of-Way or Private Property
1	Main Line Blvd & E Glebe Rd (Potomac Yard)	None	19	Public ROW
2	N Pickett St & Holmes Run Pkwy	None	15	Public ROW
3	Potomac Ave & E Reed Ave (Potomac Yard)	None	16	Public ROW
4	Ben Brenman Park Dr & Somerville St* (initial location infeasible – moved to Deer Park & Somerville St)	None	16	Public ROW
5	W Reed Ave & Edison St	None	12	Public ROW
6	Green St & S Washington St	None	15	Public ROW
7	Duke St & Holmes Run Trail* (initial location infeasible - moved to Duke St & Jordan St)	None	16	Public ROW
8	Barrett Branch Library - Columbus St & Queen Street* (initial location infeasible – new location to be determined)	TBD	11	Public ROW
9	Braddock Road Metro South* (determined new location closer to station entrance)	None	19	Private Property (WMATA)
26	Eisenhower Ave & Holmes Run Trail* (initial location infeasible – moved to Van Dorn Metro)	None	19	Private Property (WMATA)

Table 2: *Bikeshare stations approved by the Traffic & Parking Board in October 2020.*

Station Number	Station Location	Public Parking Removal	Number of Docks	Right-of-Way or Private Property
13	King St & Kenwood Ave (Alexandria City HS)	None	16	Public ROW
15	King St & W Braddock Rd (Safeway)	None	15	Public ROW
20	S Jordan St & Holmes Run Pkwy	Yes	14	Public ROW
21	S Pickett St & Shillings St (Modera Tempo)	Yes	15	Public ROW
22	S Reynolds St & Edsall Rd	Yes	15	Public ROW
26	Van Dorn Metro (initial location at Eisenhower & Holmes Run Trail infeasible)	None	19	Private (WMATA) ROW
10	Beatley Library & Duke St* (initial location infeasible – location to be determined)	None	13	Public ROW

In July 2021, staff shared an oral update on the expansion project with Traffic & Parking Board. The oral update provided an overview of the 12 stations that have already been approved by T&PB, by City departments, and the bikeshare operator and the 7 stations that staff planned to bring to T&PB for approval in September 2021. The 12 stations that have already been approved are listed below:

1. Main Line Blvd & E Glebe Rd (Potomac Yard)
2. N Pickett St & Holmes Run Pkwy
3. Potomac Ave & E Reed Ave (Potomac Yard)
4. Ben Brenman Park Dr & Somerville St* (initial location infeasible – moved to Deer Park & Somerville St)
5. W Reed Ave & Edison St
6. Green St & S Washington St
13. King St & Kenwood Ave (Alexandria City HS)
15. King St & W Braddock Rd (Safeway)
20. S Jordan St & Holmes Run Pkwy
21. S Pickett St & Shillings St (Modera Tempo)
22. S Reynolds St & Edsall Rd
26. Van Dorn Metro (initial location at Eisenhower & Holmes Run Trail infeasible)

Pending review by City departments for impacts to their operations, community outreach and T&PB approval, and the bikeshare operator's schedule, the City expects to begin installation of these 19 bikeshare stations in November 2021. Staff plans to continue exploring location options for the final 7 bikeshare stations in this expansion project throughout Fall/Winter 2021/2022 and

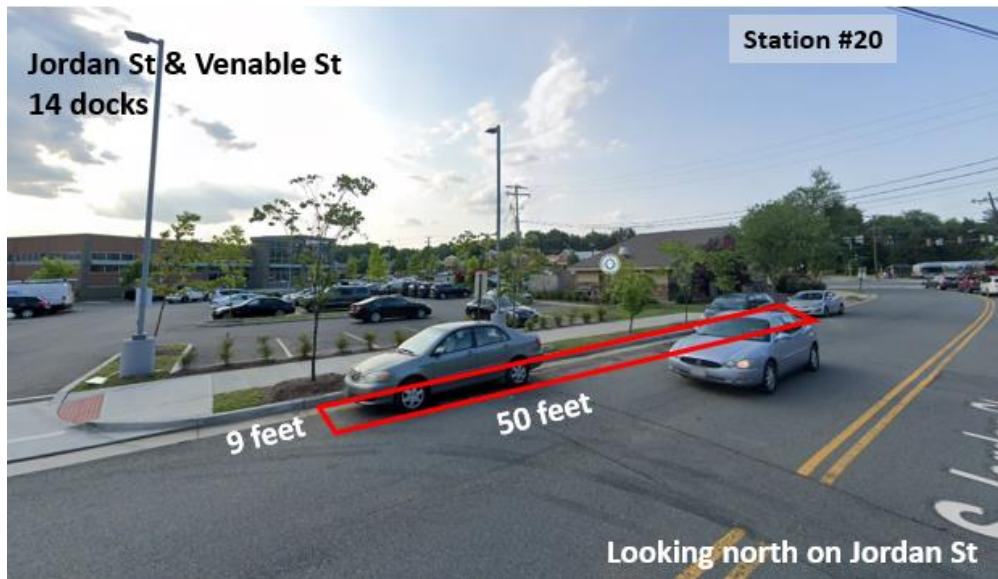
expects to begin review by City departments, review by the bikeshare operator, and conduct community outreach in Spring 2022 with installed in Summer 2022.

Changes to Previously Approved Stations

A previously approved location planned for Holmes Run Parkway at South Jordan Street is no longer feasible due to operational concerns from City staff. Staff coordinated with the Wakefield Tarleton Civic Association to identify an acceptable alternative bikeshare station location nearby. The station location has been moved 650 feet, or 0.15 miles, to South Jordan Street at Venable Avenue (Figure 1).

The modified bikeshare station location on South Jordan at Venable Avenue would locate the station in-street. On-street parking is not permitted in this location, and so this location is not included in staff's request to Traffic & Parking Board for the removal of parking for the installation of bikeshare.

Figure 1:



City of Alexandria, Virginia

Traffic and Parking Board

DATE: September 27, 2021

DOCKET ITEM: 5

ISSUE: Consideration of a request to designate a disability parking space at 3110 Wellington Road

REQUESTED BY: Juanita Torian, resident of 3110 Wellington Road

LOCATION: 3110 Wellington Road

STAFF RECOMMENDATION: That the Board makes a recommendation to the Director of T&ES to designate a disability parking space at 3110 Wellington Road.

DISCUSSION: Ms. Torian submitted a request for a disability parking space at 3110 Wellington Road through the administrative process covered under section 5-8-117 of the city code. The application is provided in Attachment 1. Based on the application, Ms. Torian meets the requirements in section 5-8-117 for a disability parking space. However, this section of the City's code does not apply to condominiums, so this request is being presented to the Traffic and Parking Board for consideration. The proposed disability parking space is about 50 feet away from her building entrance. The requested street parking space can be seen in Attachment 2.



TRANSPORTATION & ENVIRONMENTAL SERVICES
MOBILITY SERVICES DIVISION
STAFF REVIEW OF A DISABILITY PARKING SPACE APPLICATION

Applicant Name: Juanita Torian
Address: 3110 Wellington Road

Date Application Received: 06/07/21

Application Requirements per City Code 5-8-117:

(Field Staff – check appropriate box for #1, #5, and #7)
(Office Staff – check appropriate box for #2, #3, #4 and #6)

1. Off-street parking exists at this location: Yes; No
2. Applicant has a valid Virginia DMV disabled parking license plate or placard Yes; No
3. Applicant resides at the address in front of which the space is requested: Yes; No
4. Applicant's vehicle is registered to the requested address: Yes; No
5. Legal parking is available in front of the applicant's address: Yes; No
6. Medical certification received: Yes; No
7. Disability parking space already exists on this block face: Yes; No

Applicant Is Applying For A Waiver (If Yes, Check Waiver Type) Yes; No:

- Block Face Limit
- Legal Parking Space Not Available on Applicant's Side of the Street

Please provide the Permit Office with the following information by: _____ (Date)

1. Picture of the applicant's residence showing the location of the requested disability parking space.
2. A picture of any existing (or previously existing) off-street parking space located on the property of the applicant.
3. A picture and a notation on the attached aerial photograph showing the exact location of any existing on-street parking space on the same side of the block as the disability space requested in the application.
4. Pictures and notations on the attached aerial photograph associated with the request(s) for a waiver.

Field Staff Recommendation:

- Recommend approval because all requirements are met.
- Recommend denial for requirements that are not met, as indicated in Application Requirements shown above.

Signature: 

Print: Cuong T. Nguyen

Date: 8/5/2021

Attachment 2: Requested location



City of Alexandria, Virginia

Traffic and Parking Board

DATE: September 27, 2021

DOCKET ITEM: 6

ISSUE: Consideration of a request to remove a loading zone at 300 N. Henry St and replace with 2 Hour parking

REQUESTED BY: Kathleen Le, Salon Meraki

LOCATION: 300 block of N. Henry Street

STAFF RECOMMENDATION: That the Board recommend the Director of T&ES convert the loading zone in front of 300 N. Henry into 2 Hour Parking, 9 a.m. to 5 p.m., Monday-Saturday, Except for No Parking - Street Sweeping: 9 a.m. to 11 a.m. on Mondays from March 1st - October 31st.

BACKGROUND: Salon Meraki is interested in finding additional parking spaces for business patrons near their location (**Attachment 1**) at 1101 Queen Street. The salon is located in a building at the intersection of Queen and Henry streets. The building previously housed a commercial printing company on the first floor, facing N. Henry Street. Despite the commercial use, the building is located within Residential Permit Parking District 5.

The surrounding neighborhood contains a mix of residential and commercial uses. In general, the parking located in front of residential uses is signed for RPP parking (2 or 3 hour parking restrictions except for RPP holders) while the parking in front of commercial and retail uses is signed for time limits (mostly 2-hour parking), with no exemption for RPP holders.

There is no parking allowed along the area fronting N. Henry Street. The entire area between Yeaton Alley and Queen Street is restricted to loading only from 9 a.m. to 5 p.m.

Like other neighboring blocks along N. Henry Street, there is also a seasonal street sweeping restriction: no parking from 9 a.m. to 11 a.m. on Mondays between March 1 - October 31.

DISCUSSION: The applicant is requesting (**Attachment 3**) additional parking for business patrons. The existing loading zone is approximately 80 feet long, and allowing parking in this area would create approximately four new parking spaces.

Additionally, the applicant notes that the existing loading zone was particularly useful for the commercial printing business that is no longer operating. Since the departure of that business, the loading zone has been underutilized.

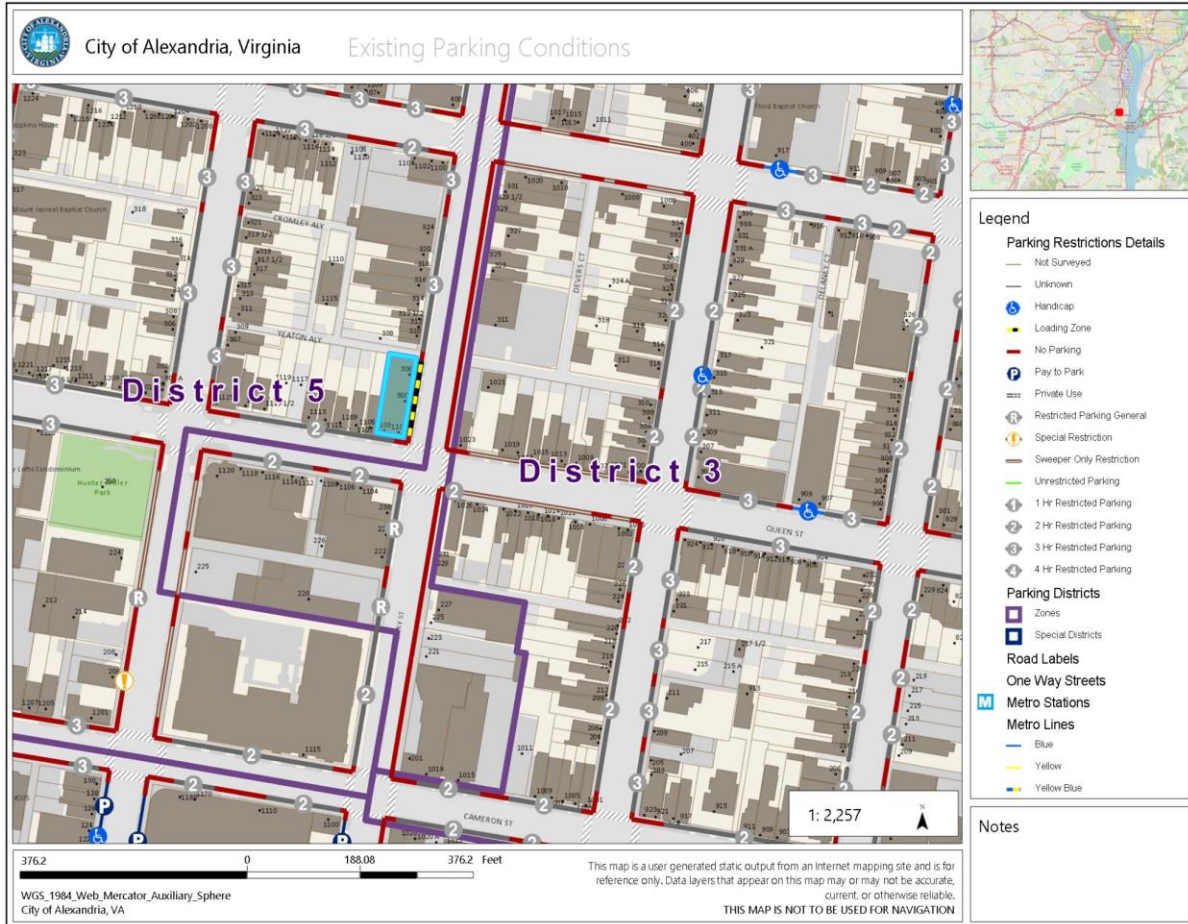
Staff worked with the applicant to develop a request that would be consistent with surrounding parking restrictions. The 9 a.m. to 5 p.m., Monday - Saturday time span is consistent with other non-RPP restrictions in the area.

Staff also note that the existing seasonal parking restriction for street sweeping would remain in place.

OUTREACH: The applicant reached out to adjacent businesses and neighbors to notify them of the proposed change. Staff requested the applicant particularly reach out to the businesses that might make use of the loading zone; all were supportive of the change to parking.

ATTACHMENT 1

Location



ATTACHMENT 2
Street View



300 N. Henry St

ATTACHMENT 3
Request



On-Street Parking Modification Request Form

City of Alexandria, Department of Transportation & Environmental Services
Mobility Services Division | 421 King Street, Suite 235 | Alexandria, VA 22314

Please fill out the first page of this application and return to megan.oleynik@alexandriava.gov or mail to Megan Oleynik, Mobility Services, 421 King Street, Suite 235, Alexandria, VA 22314. Staff will contact the Project Champion to further refine proposed solution to address the issue that the applicant is trying to address.

Reason for the Request (*What are you trying to solve/address?*):

Add parking to support local businesses. The loading zone was served a previous industrial use.

Type of On-Street Parking Modification Requested:

- Loading Zone Removal
 - Loading Zone Addition
 - Parking Removal
 - No Parking Sign Removal
 - Parking Restriction Change (Non-RPP)
- Proposed restrictions 2-Hr Parking, M-Sa, 9AM-5PM

Location: 300 block North Henry at the corner of Queen Street. Map attached.
(Map or figure may be provided as an attachment)

Approximate number of spaces affected (assume 20 feet per space): 4

Project Champion (Point of Contact) Information:

Name: Kathleen Le

Address: 1101 Queen Street

Email: merakioldtown@gmail.com

Phone Number: 703-548-4000

- Best Way to Contact:** Email Phone
Best Time of Day to Contact: Morning Afternoon



On-Street Parking Modification Request Form
 City of Alexandria, Department of Transportation & Environmental Services
 Mobility Services Division | 421 King Street, Suite 235 | Alexandria, VA 22314

We the undersigned hereby support or oppose (as indicated) the proposed on-street parking change:
 Convert the loading zone in front of 300 N. Henry into 2-Hour Parking, 9 AM to 5 PM, Monday-Saturday

Except for No Parking - Street Sweeping: 9 AM to 11 AM on Mondays from March 1st - October 31st

(Petition should include signatures from a representative, property owner, occupant, or manager for all properties, homeowners/ condo associations, and businesses adjacent to or impacted by the proposed on-street parking modification. Additional signatures may be gathered to show support.)

Name (printed)	Support or Oppose Request	Signature/Date	Address/Business/ Association	Property Affiliation (owner, occupant, manager, etc.)	Email
KEN MOFFETT	SUPPORT	8/2/21	1026 Queen St Alexandria, VA	owner	kenm18@gmail.com
Shirley Weisman	Support	8/2/21	103 Queen St. Alexandria VA	owner	betsygrose14@gmail.com
Gay Zane	Support	8/2/21	314 N. Henry	owner	Gay.Zane56@gmail.com
DAO CHAI LIN	SUPPORT	8/2/21	1104 Queen St Alexandria VA	OWNER	Daochai1@iCloud.com
Michaela Sinclair	support	8/2/21	1111 Queen St. Alexandria VA	owner	michaelsinclair@yahoo.com
Karen Leighty	Support	8/2/21	1107 Queen St Alexandria VA	owner	leightykaren@yahoo.com
PAULICK MORAN	SUPPORT	8/2/21	The Hotel Land Care 1023 Queen St	Business owner	patrickmoran@kardcare.com

City of Alexandria, Virginia

Traffic and Parking Board

DATE: September 27, 2021

DOCKET ITEM: 7

ISSUE: Consideration of a request to convert two unrestricted parking spaces into a loading zone near 417 Hume Ave for a childcare center.

REQUESTED BY: Discovery Time Learning Center

LOCATION: Near 417 Hume Ave.

STAFF RECOMMENDATION: That the Board recommend the Director of T&ES convert 2 unrestricted parking spaces on the 400 block of Hume Ave to 20 minute loading, from 7 a.m. to 10 a.m and from 3 p.m. to 6 p.m, Monday to Friday.

BACKGROUND: Discovery Time Learning Center operates an existing childcare and preschool facility at 420 Hume Ave. The Center is planning to expand to include a property across the street from their current facility at 417 Hume, located along the south side of the street. The property includes a driveway with room for 4 stacked parking spaces.

The applicant has submitted a Special Use Permit application (Attachment 3) for 417 Hume Ave. The applicant proposes a childcare facility for up to 60 children, ranging from infants to children five years of age. The facility will require eight staff persons and will have regular operation from 7:00 AM to 6:00 PM, Monday to Friday.

Conditions on Hume Ave. vary near the applicant's site. The western portion of the street is primarily residential, including a narrow roadway with parking only allowed on the north side. That parking is restricted to 2 hours, from 8 a.m. to 11 p.m., except for holders of District 11 permits.

To the east of the applicant's site, the street is wider near Richmond Highway with curbside uses along both sides, as well as multiple curb cuts to access driveways and off-street parking. Existing curbside uses include several loading zones along the north side. All parking spaces in the eastern portion of Hume Ave. are unrestricted.

DISCUSSION: Childcare facilities are a by-right use in this zone. The applicant is requesting to convert two of the currently unrestricted parking spaces to a loading zone. The applicant's

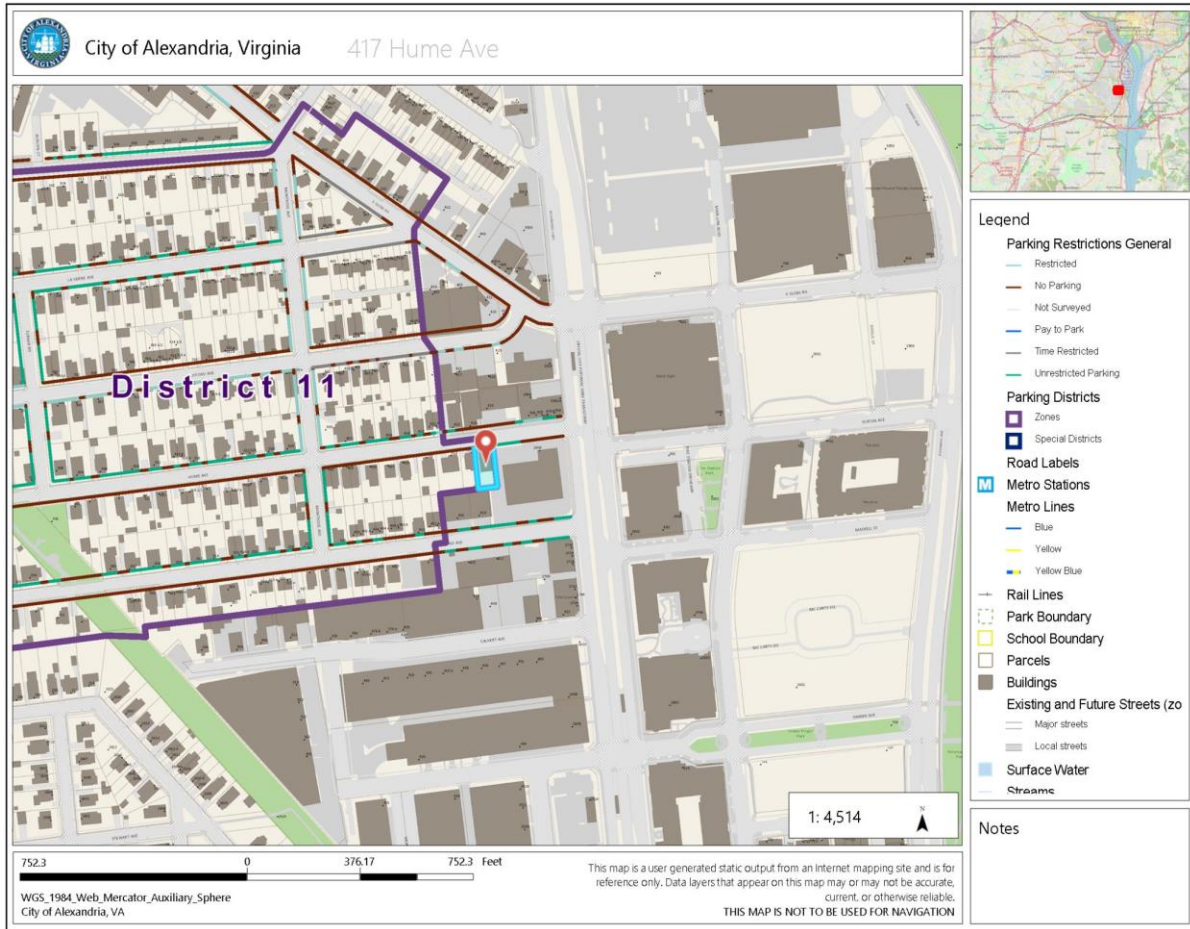
proposed hours for the loading zones would be 20 minute loading, from 7 a.m. to 10 a.m. and from 3 p.m. to 6 p.m., Monday to Friday. The applicant specifically requested on-street loading to avoid the potential hazards with parents and small children needing to cross the street to access the facility.

The applicant's original application suggested using two of the stacked parking spaces in the driveway for pick-up and drop-off. Staff do not support that option as a feasible solution, given the coordination required for using stacked spaces. On-street pick-up and drop-off is a reasonable alternative.

OUTREACH: The applicant reached out to all of the adjacent businesses to inform them of the request and most expressed support. The applicant has summarized support in Attachment 4. A representative from the most immediate business, National Tire and Battery, was unable to sign a form in support due to corporate policy, but expressed verbal support for the concept, noting that a clear loading area would discourage parents from using NTB's parking lot.

ATTACHMENT 1

Location



ATTACHMENT 2
Street View



Property at 417 Hume Avenue. Note the existing driveway on the right side of the image. The two spaces proposed for loading are on the left side, circled in red.

ATTACHMENT 3

Request

City of Alexandria, Virginia, Planning and Zoning Department
Day Care Drop-Off/Pickup Plan for Special Use Permit Staff Review

In addition to completing this form, please submit a site plan that identifies the building, the location of off-street parking spaces, and the movement of vehicles during drop-off and pick-up times.

Return to: SUP Planner, Department of Planning and Zoning, Room 2100, City of Alexandria, VA, 22314.

1. Name of day care establishment:
Discovery Time Learning Academy

2. Address:
417 Hume Avenue - Alexandria, VA 22301

3. Business owner:
Stephanie Harris

4. Business owner phone and email:
SHarris703@gmail.com: 703-930-9043

5. Description of day care establishment:

Discovery Time Learning Academy is a licensed child care and preschool program operating year-round and serving children 6 weeks – 12 years of age to meet the early childhood needs of families in Alexandria, Virginia. Our first location was established in 2014 and is also located in the City of Alexandria.

6. Number of children at the site at any one time and their ages:
60 children; Infants, toddlers, and preschoolers 6 weeks - 5 years of age

7. Number of classrooms:
4

8. Number of employees on-site at any one time:
8

9. Overall hours of operation:
7:00 AM - 6:00 PM

10. Peak times of drop-off/pickup
7:00 - 10:00 AM for drop-off and 3:00 - 6:00 PM for pick-up.

11. Number of off-street parking spaces available for the day care use:

A. Number for employees: 2

B. Number for parents/guardians (if parking and walking children into site during drop-off/pickup): 2

C. Total Number: 4 Stacked Parking Spaces

12. Method of transferring children between staff and parents/guardians:

Parents/guardians will park vehicles and walk children to meet daycare center staff.

Parents/guardians will wait in their vehicles in driveway/parking area and daycare center staff will meet children at vehicle.

Other, please describe.

13. Written description of drop-off/pickup plan including direction of travel for vehicles entering/exiting site. Attach a site plan that illustrates the proposed plan including the building, the location of off-street parking spaces, and the movement of vehicles during drop-off and pickup times.

Discovery Time Learning Academy is committed to ensuring a safe traffic pattern with minimal disruption to neighboring residents. Families will use the stacked parking driveway area as shown. During the pick-up and drop-off process, parents will park their car, and enter the center through the school entrance to ensure that their child is signed-in or signed-out. The entire process is estimated to take approximately 3-5 minutes per family. Each family will be assigned both a pick-up and drop-off window at enrollment and will use the drop-off and pick-up spaces which will be identified with signage. A maximum of ten minutes will be allotted for the pick-up and drop-off process for each family.



• 4 spaces for stacked parking

Discovery Time Learning Academy would also like to submit a request to the Alexandria Parking Board for approval of pick-up and drop-off signage in the area highlighted below. This would allow parents to have curb side access to the building during the pick-up and drop-off period for our program. During the pick-up and drop-off process, parents will park their car, and enter the center through the school entrance to ensure that their child is signed-in or signed-out. The entire process is estimated to take approximately 3-5 minutes per family.



ATTACHMENT 4

Outreach

Discovery Time Learning Academy
420 Hume Avenue
Alexandria, VA 22301

September 15, 2021

To whom it may concern:

Below is an update on obtaining signatures of support from neighbors as we apply for pick-up and drop-off signage outside of 417 Hume Avenue in accordance with the pick-up and drop-off plan that was submitted for review.

On September 14, 2021, once the current building owner of 417 Hume Avenue gave notice to tenants, we alerted our neighbors of our plans to expand to 417 Hume Avenue in the coming months. The notification occurred in-person at Hands in Motion (426 Hume Avenue), Head to Tail Grooming (430 Hume Avenue), and Legend Motors (416 Hume Avenue) and we obtained signatures with no opposition. On the same day we reached Interstate Office by phone and received verbal support from owner Jan Lepelletier. We were unable to reach NTB or Taste of Eurasia.

Notification List		
Date of Notice	Business Entity	Representative Name
9/14/21	NTB	Manager unavailable
9/14/21	Hands in Motion	[Signature]
9/14/21	Head to Tail Grooming	[Signature]
—	Taste of Eurasia	(out of business)
9/14/2021	Legend Motors C. Whyne	C. Whyne [Signature]
9/14/21	Interstate Office	notified by phone - (Jan Lepelletier)

On September 15, 2021, we were able to reach Taste of Eurasia (428 Hume Avenue) and NTB (2800 Richmond Highway). We were able to obtain an updated signature from Taste of Eurasia in support and obtain verbal support from Mr. Reggie, the on-site manager at NTB, however, Mr. Reggie did say that he was not authorized to sign the form as requested and would reach out to a corporate manager but was not sure when they would be on site again. Mr. Reggie support for the pick-up and drop-off signage also said that it would discourage parents and others from using the lot at NTB.

September 15, 2021

Hello Neighbors,

We want to make you aware that Discovery Time Learning Academy is seeking to add pick-up and drop-off signage outside of 417 Hume Avenue. The signage requested is associated with only two of the four spaces and will help to keep our families from using the street parking in front of your business during the busy pick-up and drop-off periods, 7:00 AM - 10:00 AM and 3:00 PM - 6:00 PM on weekdays as our program prepares for expansion.



Name	Date:	Support / Contest	Signature
(NTB)			
Taste of Eurasia (Follow-up)	9/15/2021	Support	Schuyler

City of Alexandria, Virginia

Traffic and Parking Board

DATE: September 27, 2021

DOCKET ITEM: 8

ISSUE: Consideration of a request to remove metered parking spaces on South Peyton Street to install a bikeshare station

REQUESTED BY: City of Alexandria, T&ES

LOCATION: 100 block of South Peyton Street

STAFF RECOMMENDATION: The Board make a recommendation to the Director of T&ES to remove metered parking spaces for the installation of a bikeshare station in Old Town on South Peyton Street.

BACKGROUND: In 2017, the City received a grant from Virginia Department of Transportation to purchase and install 26 bikeshare stations. Between 2017 and 2021, Staff continued to work through VDOT's multi-step process to receive approval from VDOT to spend the grant funding.

In July 2021, staff shared an oral update on the expansion project with Traffic & Parking Board. The oral update provided an overview of the twelve stations that have already been approved by T&PB, by City departments, and the bikeshare operator as well as the seven stations included in this docket item.

Staff continue evaluating locations for the final seven station locations.

DISCUSSION: Staff has identified seven bikeshare station locations for Traffic & Parking Board's review. One station location, on the 100 block of South Peyton Street, is located in-street and would require the removal of 2-3 metered parking spaces (Attachment 1). The remaining six station locations would be located off-street and do not require the removal of street parking (Attachment 2). The seven bikeshare station locations are detailed in Table 1 below.

Table 1: Proposed bikeshare station locations for Traffic & Parking Board review

Station Number	Station Location	Public Parking Removal	Number of Docks	Right-of-Way or Private Property
19	Peyton St & King St	Yes (2-3 metered spaces)	16	Public ROW
7	Duke St & N Jordan St (Foxchase)	None	16	Public ROW
9	Braddock Road Metro - South	None	19	Private (WMATA) ROW
12	Commonwealth Ave & Reed Ave	None	16	Public ROW
14	King St & N Pitt St	None	15	Public ROW
23	S Washington St & Wilkes St	None	12	Public ROW
25	Valley Dr & Martha Custis Dr	None	15	Public ROW

South Peyton Street at King Street

Staff are proposing a bikeshare station on South Peyton Street at King Street. The proposed bikeshare station is in-street, south of King Street on the southbound side of South Peyton Street. The bikeshare would occupy approximately 2-3 metered parking spaces along South Peyton Street. The location is adjacent to a small business, Alexandria Kitchen & Bath Studio, nearby many businesses along Upper King Street, and is 0.3 miles or a 5-minute walk to King Street Metro.

Pending review by City departments for impacts to their operations, community outreach and T&PB approval, and the bikeshare operator’s schedule, the City expects to begin installation of these 7 bikeshare stations in November 2021.

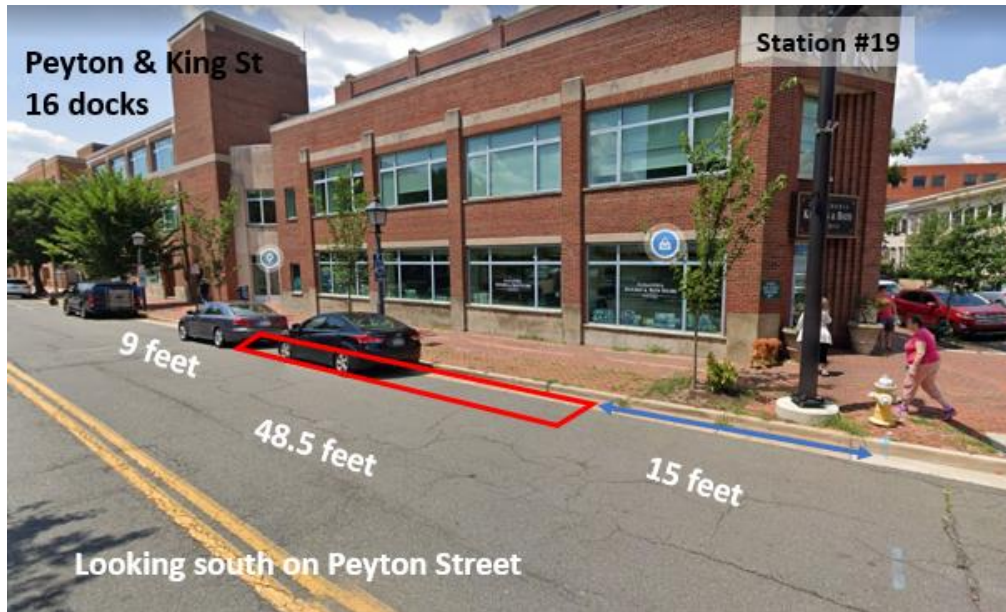
OUTREACH: Staff has made an effort to notify as many property owners, residents, and associations as possible to minimize negative impacts. Social media has also been used and will be used to alert the community of upcoming installations. The following organizations or groups were contacted.

- Civic and neighborhood associations including:
 - Old Town Civic Association
 - Upper King Street Neighborhood Association
 - Wakefield-Tarleton Civic Association
 - Hume Springs Civic Association
 - Lynhaven Civic Association
 - Arlandria Civic Association
 - North Ridge Citizens’ Association

- Condominium associations, property managers, and regional condominium management companies including:
 - Foxchase Condominiums
 - 4600 Condominiums
 - Parkfairfax Condominium Unit Owners Association
- Business associations including:
 - Old Town Business Association
- Adjacent business owners
- Private property owners, including WMATA

ATTACHMENT 1

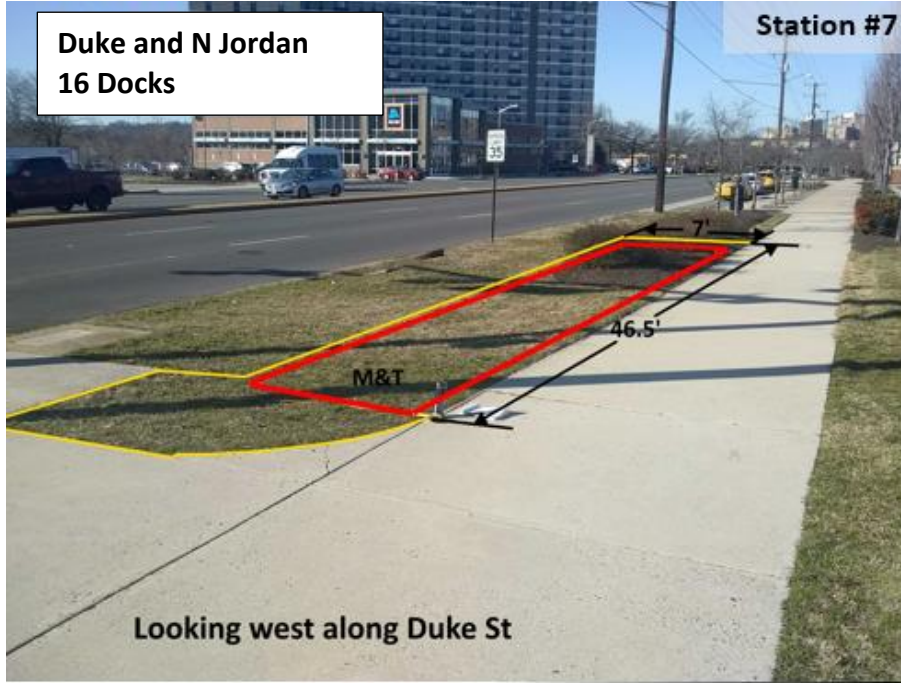
Proposed Bikeshare location (Station number 19) on South Peyton Street at King Street



ATTACHMENT 2

Bikeshare Locations that do not require parking removal

Station No. 7: Duke and North Jordan Streets:



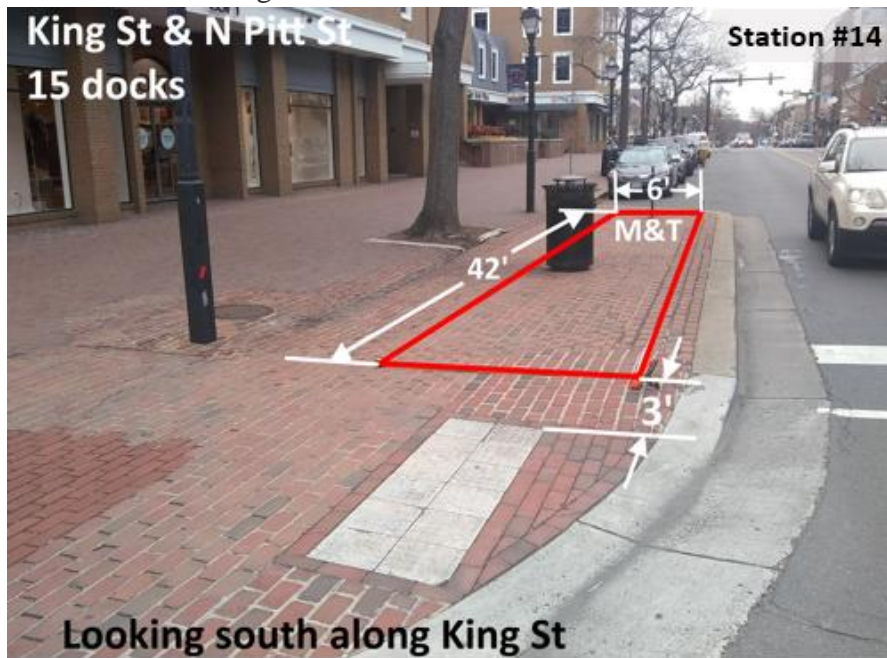
Station No. 9: Braddock Road Metro - South



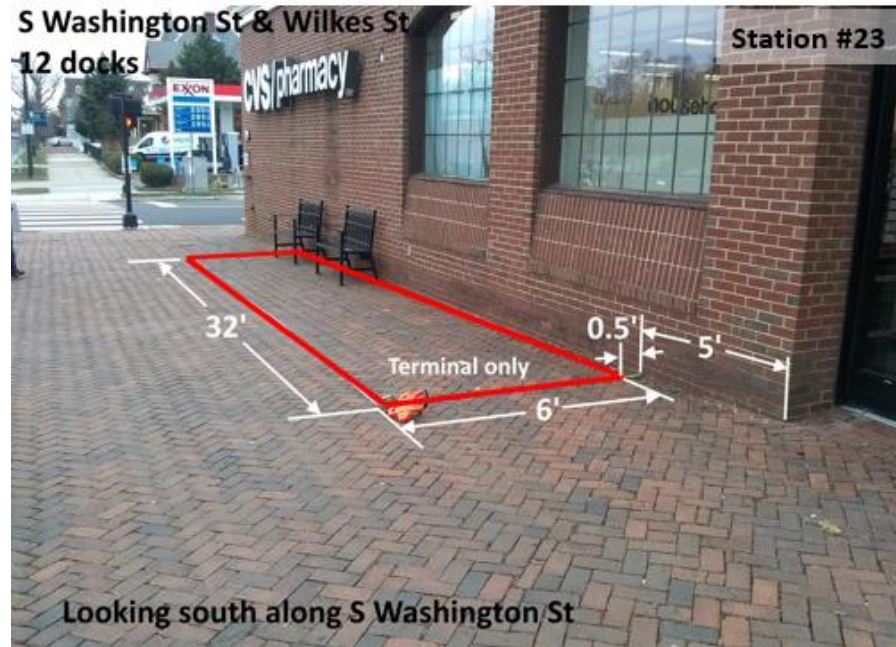
Station No. 12: Commonwealth Ave. and Reed Ave.



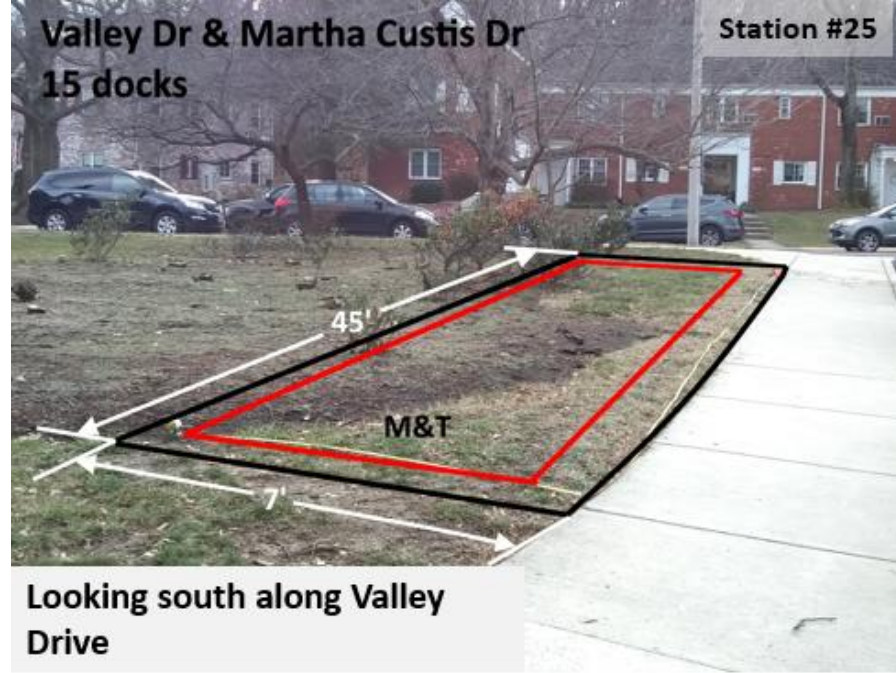
Station No. 14: King Street and N. Pitt Street:



Station No. 23: S. Washington Street and Wilkes Street:



Station No. 25: Valley Drive and Martha Custis Drive:



City of Alexandria, Virginia

Traffic and Parking Board

DATE: September 27, 2021

DOCKET ITEM: 9

ISSUE: Consideration of a request to update private signage with official City signage for approximately 33 parking spaces signed No Parking on Mondays, Wednesdays, and Fridays from 8 a.m. to 12 p.m. along N. Howard Street, N. Imboden Street, and Raleigh Avenue for access to the dumpsters for the Foxchase apartments.

REQUESTED BY: Damon Dwyer, Property Manager for Foxchase Apartments

LOCATION: N. Howard Street, N. Imboden Street, and Raleigh Avenue near Foxchase Apartments

STAFF RECOMMENDATION: That the Board makes a recommendation to the Director of T&ES to sign approximately 33 parking spaces No Parking on Mondays, Wednesdays, and Fridays from 8 a.m. to 12 p.m. along N. Howard Street, N. Imboden Street, and Raleigh Avenue for access to the dumpsters for the Foxchase apartments (Attachment 1).

BACKGROUND: The Foxchase Apartments are a large complex located between Seminary Road and Duke Street in the West End. N. Howard Street, N. Imboden Street, and Raleigh Avenue are public roads throughout the Foxchase Apartments complex that have public, head-in on-street parking. There are 11 dumpsters for the apartment complex located along these public roads. The garbage trucks are unable to service the dumpsters for trash pick-up when cars are parked across the drive aisle. The spaces requested to be posted with official City signage have been signed no parking by the apartment complex since at least 2007.

The Traffic and Parking Board heard this request at their public hearing in May 2021 and voted to defer the item due to outstanding questions and concerns that could not be addressed at that hearing because the applicant was not present. In June 2021, staff brought the item before the Board again with updated details about the proposed no parking hours, the past towing and enforcement practices, and the outreach to residents, as summarized below. The Board expressed continued concerns about how the spaces would be enforced by Parking Enforcement and that

the hours of restrictions for trash collection were too broad. Additional information on these items has been provided in the Discussion section of this memo.

DISCUSSION: The applicant first requested the 8 a.m. to 5 p.m. time restriction, (Attachment 2). In response to the Board's comments during the June 2021 meeting, the applicant has revised that request to shorten the window of time required after discussions with their garbage collection contractor to 8 a.m to 12 p.m.

Staff estimate that approximately 3 spaces will need to be signed no parking across from each dumpster location based on current signage and garbage truck movements, for a total of approximately 33 spaces.

While the apartment complex has already posted private signage on the parking spaces behind the dumpsters, as shown in Attachment 3, City Parking Enforcement is not able to enforce private signage, and private enforcement cannot enforce on the public right of way. In the past, Foxchase Management has relocated cars from these spaces in order to access dumpsters and moved them to the nearest available legal spot. The cars have not been towed off-site and vehicle owners have not been ticketed or charged. This approval will allow official City signage to be installed so that Parking Enforcement can properly enforce the spaces and the garbage trucks are able to service the dumpsters as needed.

Parking Enforcement indicated that they would enforce these posted signs like any other posted parking restriction in the City. Issuing official tickets would be the primary deterrent for parking contrary to the posted signs. This would involve Police citing vehicles in violation of the new signs with a \$40.00 citation for parking contrary to official signage. For first time offenders, assuming legal parking is available nearby, vehicles would receive a courtesy tow to a nearby space. For repeat offenders or if there is no available parking to relocate vehicles to in the vicinity, vehicles would be towed to an impound lot. In either case, the Parking Enforcement Officers would track where the vehicle was relocated to and that information and the signage would provide information on a number to call if towed.

OUTREACH: The Foxchase Apartments initiated the request to post official City No Parking signs during these hours and indicated they were notifying their residents via email of the proposed signage update and public hearing.

ATTACHMENT 1

Proposed No Parking Monday, Wednesday, Friday 8AM-12PM Restriction Locations



ATTACHMENT 2

Parking Request Form



On-Street Parking Modification Request Form

City of Alexandria, Department of Transportation & Environmental Services
Mobility Services Division | 421 King Street, Suite 235 | Alexandria, VA 22314

Please fill out the first page of this application and return to megan.oleynik@alexandriava.gov or mail to Megan Oleynik, Mobility Services, 421 King Street, Suite 235, Alexandria, VA 22314. Staff will contact the Project Champion to further refine proposed solution to address the issue that the applicant is trying to address.

Reason for the Request (*What are you trying to solve/address?*):

Cars block the dumpsters obstructing trash trucks from picking up refuse throughout community

Type of On-Street Parking Modification Requested:

- Loading Zone Removal Loading Zone Addition
 Parking Removal No Parking Sign Removal
 Parking Restriction Change (Non-RPP)
Proposed restrictions no parking at dumpster locations during trash pick up

Location: See attached map of dumpsters located throughout property
(*Map or figure may be provided as an attachment*)

Approximate number of spaces affected (assume 20 feet per space): 164

Project Champion (Point of Contact) Information:

Name: Damon Dwyer

Address: 766 N. Howard St Alexandria, VA 22304

Email: Damon.Dwyer@aircommunities.com

Phone Number: 703-489-4047

Best Way to Contact:

Email

Phone

Best Time of Day to Contact:

Morning

Afternoon

ATTACHMENT 3

Existing Signage Posted by Foxchase Apartments Management





On-Street Parking Modification Request Form

City of Alexandria, Department of Transportation & Environmental Services
Mobility Services Division | 421 King Street, Suite 235 | Alexandria, VA 22314

Please fill out the first page of this application and return to megan.oleynik@alexandriava.gov or mail to Megan Oleynik, Mobility Services, 421 King Street, Suite 235, Alexandria, VA 22314. Staff will contact the Project Champion to further refine proposed solution to address the issue that the applicant is trying to address.

Reason for the Request *(What are you trying to solve/address?):*

Cars block the dumpsters obstructing trash trucks from picking up refuse throughout community

Type of On-Street Parking Modification Requested:

- Loading Zone Removal
 - Loading Zone Addition
 - Parking Removal
 - No Parking Sign Removal
 - Parking Restriction Change (Non-RPP)
- Proposed restrictions no parking at dumpster locations during trash pick up

Location: See attached map of dumpsters located throughout property
(Map or figure may be provided as an attachment)

Approximate number of spaces affected (assume 20 feet per space): 164

Project Champion (Point of Contact) Information:

Name: Damon Dwyer

Address: 766 N. Howard St Alexandria, VA 22304

Email: Damon.Dwyer@aircommunities.com

Phone Number: 703-489-4047

- Best Way to Contact:** Email Phone
- Best Time of Day to Contact:** Morning Afternoon

City of Alexandria, Virginia

Traffic and Parking Board

DATE: September 27, 2021

DOCKET ITEM: 10

ISSUE: Consideration of recommendation to permanently close of the 100 block of King Street to car traffic

REQUESTED BY: City Staff

LOCATION: 100 Block of King Street

STAFF RECOMMENDATION: That the Traffic and Parking Board recommend that the City Council permanently by close the 100 block of King Street to car traffic and remove 25 parking spaces.

BACKGROUND: In 2015, the City completed the [Lower King Street Multi-modal Feasibility Study](#), which included several design options for reconfiguring traffic, parking, and pedestrian space along the 100 block of King Street. Following that study, in 2019 the Council directed staff to develop a pilot program to test closing the 100 block of King Street to car traffic. In consultation with stakeholders, staff developed a hybrid concept to expand seating and programming along with one lane of traffic, called King Street Place. Staff presented the pilot program to the Board in January 2020. Staff provided an update to the Council on March 10, 2020, but with the onset of the COVID-19 pandemic and subsequent “stay at home” orders from public health authorities, the pilot was placed on hold.

As the City began the re-opening process, staff developed a Temporary Outdoor Business permit for restaurant, retail, and fitness business to use adjacent parking spaces for conducting business outdoors. Given the concentration of restaurants and pedestrians along the 100 block of King Street, as well as the desire to provide expansive space for pedestrians to safely maintain distance, staff worked with the business to modified the King Street Place concept and close the 100 block to all car traffic, which took effect on May 29, 2020.

The temporary street closure was later approved by the Council and extended several times. The closure is currently approved through April 1, 2022. Council will be considering an extension of the closure and other programs developed in response to the pandemic through April 1, 2022.

DISCUSSION: Staff are seeking the Board’s recommendation to the Council to continue the 100 block of King Street pedestrian zone on a permanent basis, which requires formally closing the street to traffic and removing parking.

Prior to the closure, the block contained approximately 25 metered parking spaces. However, staff are also recommending that the on-street dining program continue. Even if the 100 block of King Street were to reopen to car traffic, it is unlikely that many useable parking spaces would return as the majority of businesses on this block are using the on-street spaces for their businesses.

Transportation impacts, including parking, traffic, and transit routes, have been considered as part of this closure. Because of the pandemic’s impact on travel demand, analyzing transportation trends is challenging. Staff are uncertain about the stability of current travel patterns and mode choices.

Parking: Within the Residential Pay-by-Phone area around lower King Street (bounded by Washington Street, Princess Street, and Wolfe Street), the overall number of parking transactions (Attachment 3) in July and August 2021 was similar to the pre-pandemic baseline. The data suggest parking demand is adjusting to the loss of these spaces and finding a new equilibrium at a similar level as before the pandemic.

Parking garage use has also partially recovered. Transient parking revenue at the City’s garages (excluding monthly accounts) has recovered to pre-pandemic levels in most of the City’s garages (Attachment 3). However, activity from monthly parking clients remains well below normal, leaving many spaces available for use.

Traffic: Travel data in the King Street area from StreetLight Data, Inc. suggest that traffic volumes in 2021 remain below 2019 levels (Attachment 4). These data are preliminary and lack precision in determining detailed travel movements and cannot capture every instance of congestion or delay. However, the data suggest no major changes from the pre-pandemic baseline.

T&ES staff plans to conduct detailed traffic counts for trucks and heavy vehicles on Duke Street as well as other adjacent streets to specifically address truck traffic this fall with completion anticipated in Spring 2022.

Transit: Prior to the pandemic, the only transit route operating on the 100 block of King Street was the King Street Trolley. During the pandemic, Trolley service was suspended and the closure of the 100 block did not impact service. The Trolley resumed service in July 2021, using existing bus stops at Market Square (corner of Fairfax and King) as the terminus and layover location for the route. If the 100 block is closed permanently, the Trolley will continue to terminate at Market Square.

DASH and T&ES Staff evaluated alternative routes for the Trolley to continue serving the Torpedo Factory and decided against any broader re-design of the routing at this time. Staff will

evaluate ridership and operations for the shortened route, as well as any potential impact from broader changes with the new DASH bus network and free bus fares.

Design: The existing street closure uses readily available planters and pedestrian fencing. If approved, Staff will remove the existing parking signs and parking meters on the 100 block of King, as well as work with other City agencies and stakeholders to develop an interim design plan for the street as generally depicted in Attachment 5. A significant change in this design is the provision of a 5-foot clear zone on the existing sidewalks on both sides of the block to allow pedestrians to continue to use the sidewalks. The existing clear zone in the center of the street will also remain open to pedestrians. The remaining area on the sidewalks and in the parking lane will be made available for businesses to use through a permit process. In July, the City Council approved \$100,000 of the American Rescue Plan Act (APRA) funding for short term improvements for this block, such as new barricades, street furniture, and signage. If the street closure is approved, staff intends to request additional ARPA funding in the next budget process to implement a more permanent design for the block.

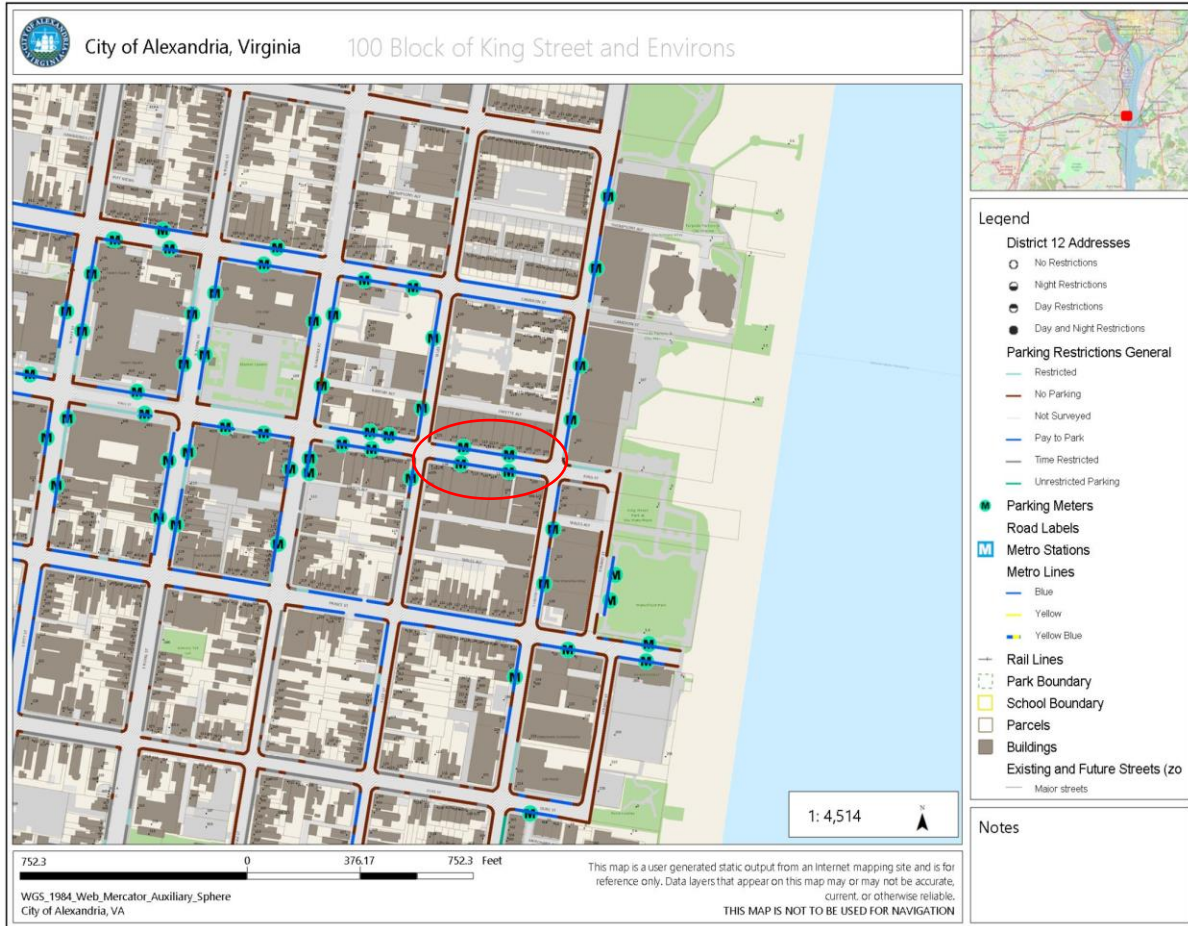
OUTREACH: The City created a feedback form to solicit input about the 100 block of King Street and other changes implemented during the pandemic. The form was open for comment from August 3 to September 10, 2021 and over 2,700 responses were provided. In general, the street closure has been extremely well received by the community. Of resident respondents, 89% had a positive experience with the 100 block pedestrian zone. 92% of residents responding wanted to see the 100 block closure continue into the future. Among business respondents, 100% of the businesses along the 100 block favored continuing the closure.

The Old Town Business Association also facilitated many meetings with businesses, residents, and key stakeholders from the 100 and 200 blocks of King Street. Businesses were overwhelmingly supportive of continuing the program, citing both an increase in business as well as an increase in activity. Many also expressed a desire to invest in high quality materials to improve the visual appearance of the street closure. Residents were also supportive of the closure noting support for local businesses and the desire for more outdoor dining and retail areas. Some residents have noted opposition to closing the block and the impact to traffic and parking on their adjacent blocks.

In addition to review by the Traffic and Parking Board, the Waterfront Commission will discussed this proposal at their meeting on September 21. The Planning Commission will hold a public hearing on October 5 to consider whether the closure is consistent with the City's Master Plan. The City Council will make the final decision on the closure after a public hearing on October 16.

ATTACHMENT 1

Location

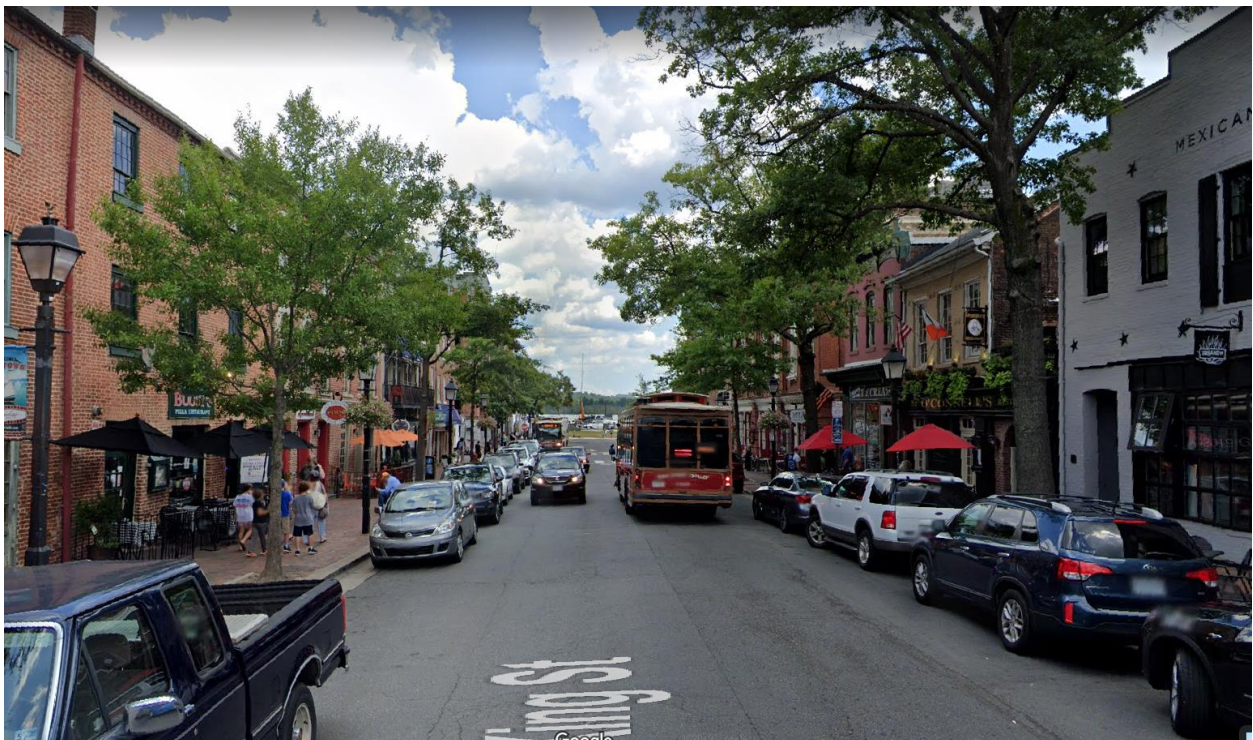


ATTACHMENT 2

Street View



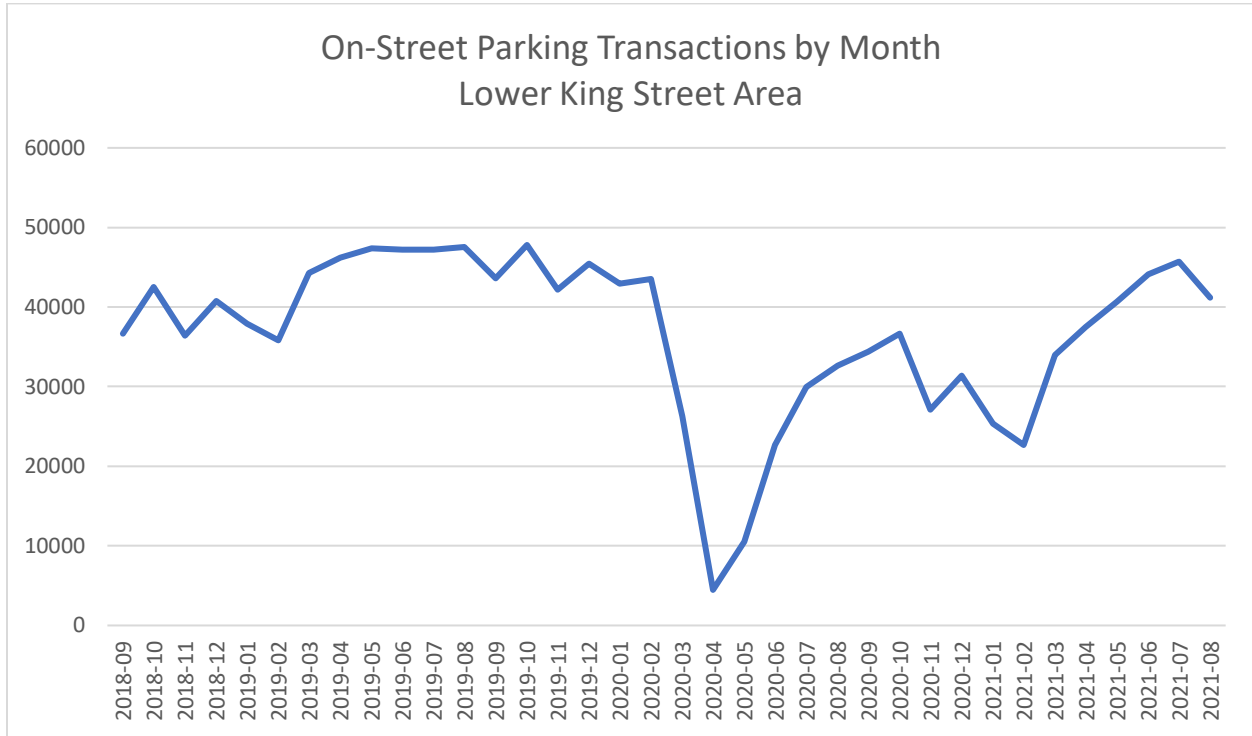
King Street Pedestrian & Dining Zone, Summer 2020. Photo Credit: Chris Cruz for Visit Alexandria



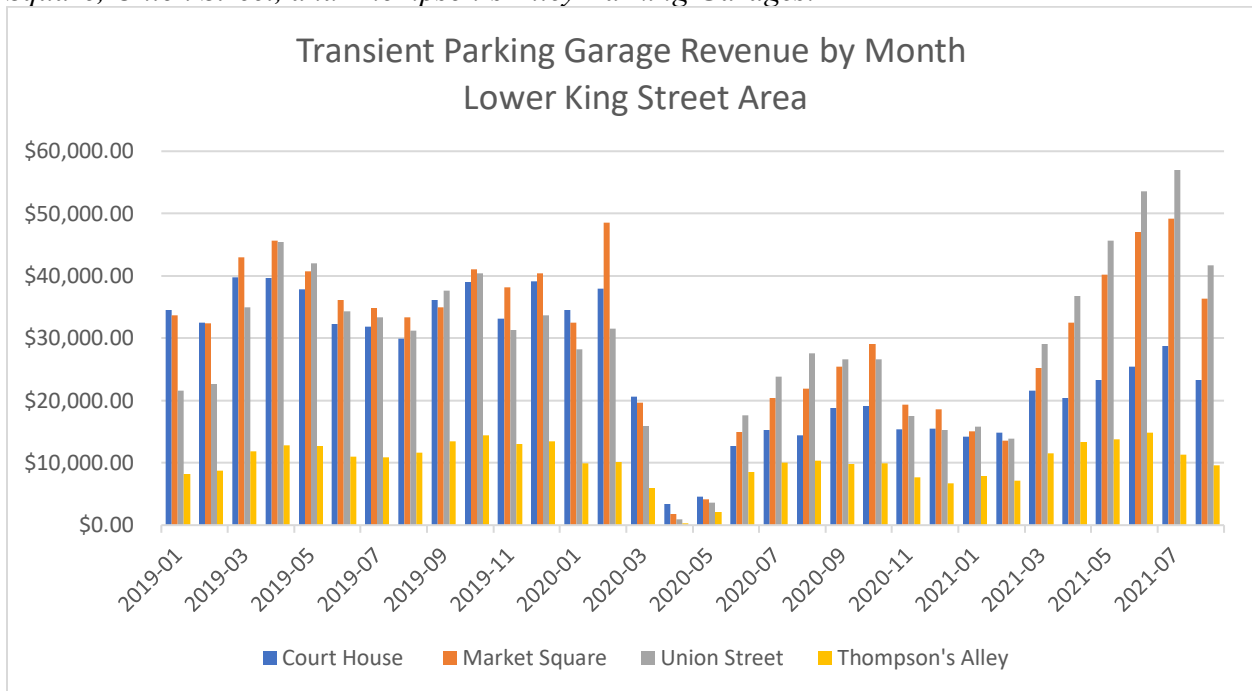
Google Streetview, July 2019

ATTACHMENT 3

Parking Data: King Street On-Street Parking Transaction Trends



Parking Data: Transient Garage Parking Revenue by Month for the Court House, Market Square, Union Street, and Thompson's Alley Parking Garages.



ATTACHMENT 4*Traffic Data – Estimated Traffic Volumes (vehicles per day) from StreetLight, Inc*

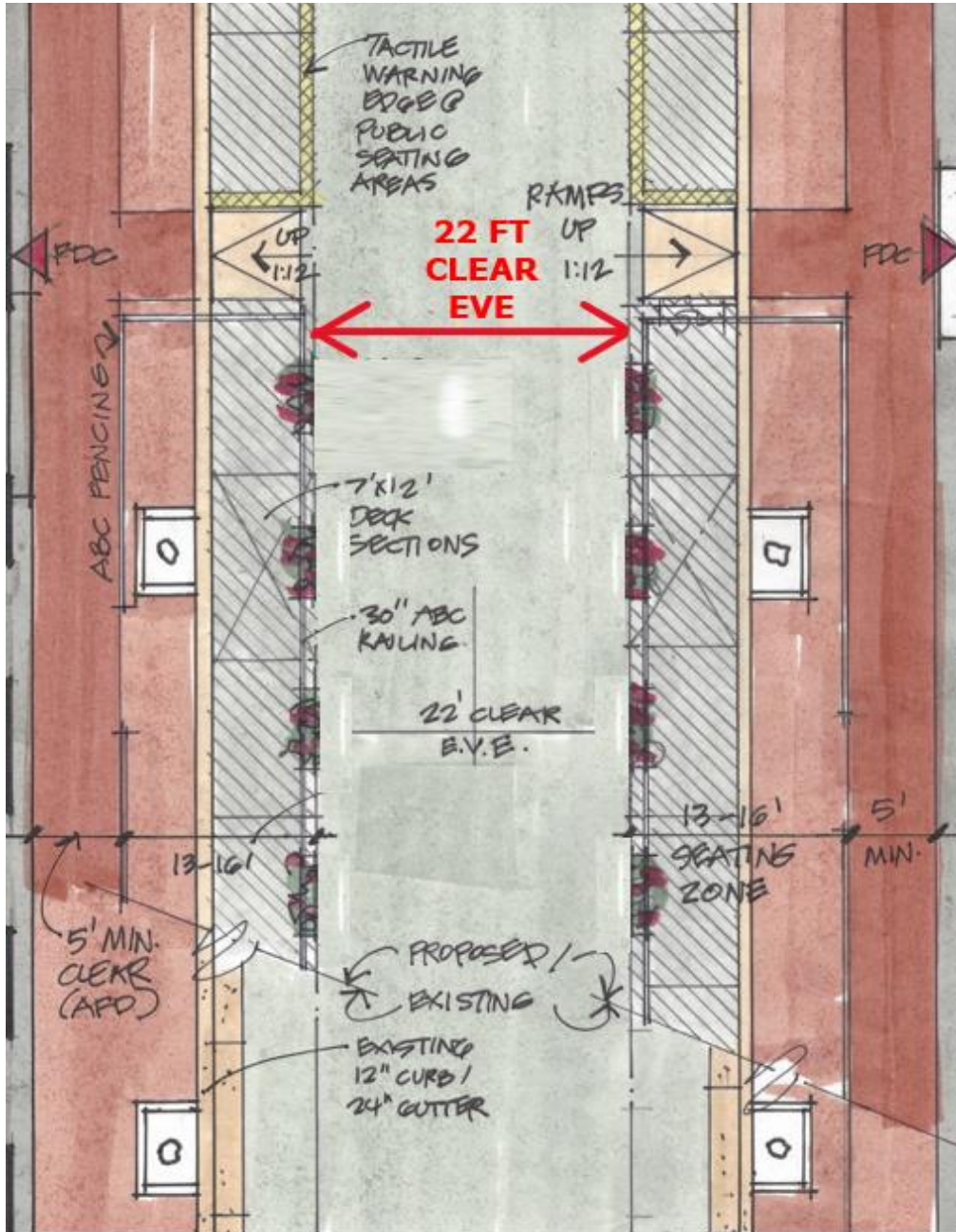
Cameron Street					
	2019	2020 (Jan, Feb)	2020 (Post Closure)	2021 (Jan-Aug)	Pct Change, 2019-2021
600 Block	4749	3854	3633	3998	-15.8%
500 Block	4065	3262	3171	3459	-14.9%
400 Block	3777	3013	3068	3343	-11.5%
300 Block	3590	2848	3058	3313	-7.7%
200 Block	3436	2744	2984	3198	-6.9%
100 Block	2944	2335	2734	2885	-2.0%
King Street					
	2019	2020 (Jan, Feb)	2020 (Post Closure)	2021 (Jan-Aug)	Pct Change, 2019-2021
600 Block	9719	7944	7616	7982	-17.9%
500 Block	9249	7510	7264	7557	-18.3%
400 Block	8590	6845	6816	7047	-18.0%
300 Block	8130	6517	6472	6600	-18.8%
200 Block	6242	4881	4817	5030	-19.4%
100 Block	3860	2920	-	-	n/a
Prince Street					
	2019	2020 (Jan, Feb)	2020 (Post Closure)	2021 (Jan-Aug)	Pct Change, 2019-2021
600 Block	3841	3244	3041	3254	-15.3%
500 Block	3787	3129	3013	3283	-13.3%
400 Block	3784	3082	3071	3271	-13.6%
300 Block	3418	2691	2839	3024	-11.5%
200 Block	1979	1424	1698	1814	-8.3%
100 Block	1318	930	1117	1197	-9.2%

Duke Street					
	2019	2020 (Jan, Feb)	2020 (Post Closure)	2021 (Jan-Aug)	Pct Change, 2019-2021
600 Block	7382	6245	6138	6505	-11.9%
500 Block	5733	4811	4825	5119	-10.7%
400 Block	5392	4469	4634	4886	-9.4%
300 Block	4467	3695	3893	4122	-7.7%
200 Block	3917	3181	3490	3688	-5.8%
100 Block	3500	2823	3183	3378	-3.5%

*Pre-Covid, Pre-Closure: Jan 1, 2020 thru March 6, 2020
 *Post Closure: July 1, 2020 - Dec 31, 2020

ATTACHMENT 5

Design Concept – Subject to Change



100 Block of King Street Concept – continuous fire lane in the center, seating areas, and continuous pedestrian access along the sidewalk next to storefronts

City of Alexandria, Virginia

Traffic and Parking Board

DATE: September 27, 2021

DOCKET ITEM: 11

ISSUE: Consideration of a recommendation to create a permanent program for commercial use parklets for outdoor dining

REQUESTED BY: City Staff

LOCATION: Citywide

STAFF RECOMMENDATION: That the Traffic and Parking Board:

- A) Approve the revised Parklet Guidelines, and
- B) Recommend the Council adopt a permanent parklet program to enable public use and commercial use parklets.

BACKGROUND: In 2019, Staff developed a pilot program for public use parklets, enabling applicants to convert parking spaces into small public parks. The proposed Pilot included a total of six (6) parklets to be installed seasonally, from Spring to Thanksgiving. Staff presented the pilot to the Board in February 2020, which recommended approval of a pilot program limited to six public parklets.

As a response to the COVID-19 Pandemic, in May 2020, City staff created a process for the temporary expansion of outdoor dining on sidewalk areas, parking lots, and on-street parking spaces. Guidelines for the location and design of these on-street dining spaces was based on a modified version of the parklet design guidelines.

Businesses may request the conversion of the parking in front of their business into a seating area or retail space, and in front of adjacent properties with written permission from the adjacent property owner. The City installed parking stops and flex posts, as well as water-filled barriers when warranted. Businesses are encouraged to add additional decoration and to activate their spaces but were not required to do so.

Throughout the course of the program, there have been 50 applicants for parking spaces outside of the 100 block of King Street, using approximately 117 parking spaces. Since the start of the

program, several applicants have removed their outdoor dining operations. Currently, approximately 104 parking on-street spaces are approved for use.

The program is currently authorized through April 1, 2022.

DISCUSSION: Staff are proposing a permanent program for both public and commercial use parklets. The goal for a commercial parklet program would be to continue to support local businesses with additional space for their operations, to activate the public right of way, and to continue enabling outdoor activities during the pandemic. Adoption of a permanent program for commercial use of parklets would include a pathway for restaurants and businesses currently utilizing the temporary program to transition to a permanent one, provided they meet all of the requirements.

For on-street dining and retail areas, applicants would be required to meet the location and design criteria in the revised parklet guidelines (Attachment 1). The design standards and location criteria for both public use and commercial use parklets would be the same. Design guidance includes requirements for a continuous edge along the street-facing sides of the parklet and a level surface to connect with the sidewalk.

All parklets would obtain a right-of-way permit to occupy parking spaces. Staff are proposing to add parklets as a permitted encroachment into the right of way, enabling commercial applicants the exclusive use of the space, similar to existing sidewalk dining programs. Staff anticipate the City will charge restaurants and other businesses similar fees as to other arrangements for exclusive use of public space.

Staff propose an administrative process for parklets:

1. Applicants submit an application to the City
2. Staff would review application for both suitability and compliance
3. Applicants will be required to provide notice to nearby stakeholders
4. Applicants sign maintenance agreement, pay fees
5. Annual permit issued

OUTREACH: The City created a feedback form to solicit input from residents, businesses, and visitors about the City's temporary outdoor dining programs, as well as other measures adopted during the pandemic. The form was open from August 3 to September 10, 2021 and received more than 2,700 responses. Among respondents:

- 91% of respondents are more likely to visit a restaurant that has outdoor seating
- 67% of respondents had a positive or very positive experience with outdoor dining in an on-street parking space during the pandemic
- 74% of respondents wanted to see outdoor dining in an on-street parking space continue permanently
- Among business respondents, 66% wanted to see outdoor dining in on-street parking spaces adopted permanently.

The Old Town Business Association also facilitated feedback from businesses; the responses were supportive of the program and it's potential to activate the City's streets with people dining outside and in the public right of way.

ATTACHMENT 1

DRAFT Revised Parklet Guidelines – Additions are underlined, deletions struck through.

Note: These guidelines are still under internal review at the date of publication – A final draft will be provided to the Board prior to the meeting

City of Alexandria

Parklet Requirements

As identified in Section 5-2-29 of the City Code, the following are required for all parklets within the public right of way.

Number of parking spaces allowed for a parklet: 1-2 typical. More than 2 spaces considered on a case-by-case basis with written support from adjacent property owners and businesses and written justification from the applicant outlining the need for a larger parklet.

Parking space definition: 20' x 7-8' metered or unmetered curbspace.

Application period: On-going basis, with annual renewals each Spring.

Timeline: Year-round.

Uses Allowed: Parklets may be used for a private, commercial use if they comply with the requirements of the Zoning Ordinance. Otherwise, parklets shall be considered public spaces.

Locations: ~~Limitations to where you can put a parklet~~

Parklets are not permitted:

- ~~No~~ In dedicated bus lanes (against the curb) or bus stop areas (minimum 50' of curb space before nearest bus stop)
- In dedicated bike lanes
- In Emergency Vehicles Easements
- ~~cannot be placed~~ Where rush hour regulations exist (e.g. Washington Street)
- ~~cannot be placed~~ Within 20 feet of an intersection ~~On corners unless there is a bulb-out (min. 20' from corner)~~ unless a specific factors related to surrounding location and design justify approval by the director of T&ES
- Within 10 feet of a curb cut to a driveway, parking lot/garage, or alley, unless approved by the director of T&ES
- Within 20 feet of a storm inlet
- On street curves or hills where horizontal or vertical sight distance is an issue
- ~~cannot block~~ Within 15 feet of a fire hydrant (15' clearance on either side required by City code)

- ~~must not~~ To obstruct or cover up access to underground public infrastructure or utility such as a manhole
- ~~cannot be~~ On a street with posted street sweeping restrictions
- ~~cannot be~~ On streets with a speed limit of more than 25 mph or with high vehicle traffic volumes (e.g. Patrick and Henry)
- ~~cannot~~ To replace a loading zone, handicap parking, or otherwise designated curbspace unless the space is reviewed by the Traffic and Parking Board pursuant to Section 5-8-3(f) and recommended to be changed
- ~~not~~ To obstruct existing or planned Capital Bikeshare stations or bike and scooter corrals

Time-specific limitations:

- ~~Not~~ On roads on the City pavement improvement plan within the upcoming year (~~information to be provided on the parklet website~~).

Applicants *may* host a parklet that is on the City’s sidewalk improvement plan within the upcoming year, with the understanding that the parklet may be required to close for a short period during sidewalk improvements. In some cases, the parklet may need to be removed completely, and then can be reinstalled. City staff can provide more information on a case-by-case basis.

Specific locations may not be approved if the City determines the parklet will obstruct the required turning radius for emergency vehicles can be maintained.

Insurance: Commercial general liability insurance is required for the duration of the parklet permit. Permittee shall maintain the types of coverages and minimum limits indicated below, unless the City Risk Manager approves a lower amount, in his sole discretion. The required minimum limits may be met by any combination of primary and excess or umbrella policies:

- a. Commercial General Liability Insurance. \$1,000,000 each occurrence with \$2,000,000 general aggregate covering all premises and operations and including bodily injury, property damage, personal injury, completed operations, contractual liability, independent contractors and products liability.
- b. Automobile Liability. \$1,000,000 combined single-limit per accident for bodily injury and property damage.
- c. Workers' Compensation and Employer's Liability. Virginia Statutory Workers' Compensation coverage including Virginia benefits and employer's liability with limits of \$500,000.

The applicant must also cover the City of Alexandria as “primary and non-contributory” additionally insured.

The City of Alexandria should be given at least 30 days advance notice of cancellation of any of the required insurances. Failure to maintain the required insurance coverage shall be deemed a default for purposes of the permit. The City shall have the right, but not the obligation, to remove the parklet at the Permittee's expense and/or to purchase such insurance at the Permittee's expense.

Maintenance: Parklet hosts are required sign maintenance agreements with the City that outline maintenance responsibilities. These agreements will include at a minimum, requirements related to the hosts responsibility to provide leaf clean-up and snow removal and to maintain the parklet to remove debris and graffiti. Watering, pruning, planting, and removal of landscaping elements will also be outlined as ~~are~~ part of maintenance responsibilities for the host.

Outreach: Applicants are required to notify all businesses, neighborhood organizations and residents on the block where they are applying to host a parklet. The property owner from whom they lease their space should be notified as well. If the applicant owns their property, indicate so in the application. Notification should include (at minimum) a basic design concept, the number of parking spaces the parklet will occupy, and the applicant's contact information. Applicants must provide the City with a list of the addresses notified and an example notice (City to provide notice template).

If the proposed parklet would occupy parking spaces other than those fronting the applicant's space, letters of support from the fronting businesses, residents, and property owners are required.

~~If the parklet proposal is accepted, the City will provide a 14-day public comment period. Notice of the application and comment period will be posted in a visible location near the site and on the City Recreation, Parks, and Cultural Activities webpage. At the close of the public comment period, City staff will review the comments and decide whether to approve, modify, or deny the parklet application.~~

~~The City will provide another on-site sign at least 5 days before a parklet is to be installed.~~

Design:

- **Buffer:** Maintain a 3'-4 feet buffer from other parking spaces and a 1 foot buffer (2 foot buffer on streets with transit) between the parklet and the travel lane. Two wheel stops and two flexible posts at minimum (City to provide and install).
- **Edge Barrier:** Provide a continuous 3-4 foot high barrier along all sides of the parklet except the side facing the sidewalk to separate parklet users from vehicle traffic. This may include planters, railings, fences, or traffic barricades. The barrier may not be within the required buffer. The Director of T&ES reserves the right to require additional barriers if determined necessary for specific locations. Where railings obstruct direct

access from the street to a Fire Department Connection, the railing must be easily removable by one person.

- **Drainage:** The parklet should not inhibit the drainage of stormwater runoff. Small channels between the base and the platform must be provided, particularly along the curb, to facilitate drainage. A minimum of 2” of vertical clearance between the pavement/gutter and the bottom of the parklet shall be provided for a minimum of 2 feet from the curb. Additional clearance may be required depending on curb height.
- **Accessibility:** Conform to ADA standards and requirements.
- **Platform Surface:** The top of the parklet must be flush with the curb and seamless connection with no more than a 1/2” gap.
- **Visibility:** Parklet should have vertical elements that make them visible to traffic. Four inch 4-inch wide orange and white retroreflective stripes shall be mounted to the outside of the railing facing oncoming traffic ~~Reflective features are strongly encouraged.~~ The structure of the parklet should not greatly obstruct visibility between the sidewalk and the roadway.
- **Emergency Access:** The parklet shall allow for visible and clear access to all building fire department connections and shall not cause any obstruction or interference with the path of egress from the building. The design of the parklet shall ensure a 6 foot wide unobstructed sidewalk clearance is maintained from front of the building to the beginning of the parklet.
- **Landscaping:** Landscaping and greenery is strongly encouraged as part of any parklet design. Applicants should consider how plants will do under the site shading conditions, and weather conditions. Watering and maintenance of any landscaping is the responsibilities of the host.
- **Lighting:** Low impact lighting may be a part of the parklet design. Lighting should be self-sustaining (battery or solar-operated). Extension cords are not permitted.
- **Awnings and other overhead coverings:** No overhead coverings are permitted in the design for the parklet except for umbrellas.
- **Signage:** For public parklets, signage must be installed in the parklet indicating it is open to the public. For commercial parklets, no signage advertising the business is permitted.
- **Removal:** Parklets should be able to be disassembled within 24 hours if necessary, for emergencies or special events. Removal of the parklet is the responsibility of the applicant, as is the disposal or storage of the parklet after removal.

City of Alexandria, Virginia

Traffic and Parking Board

DATE: September 27, 2021

DOCKET ITEM: 12

ISSUE: Consideration of an endorsement of the Curb Space and Parking chapter of the Alexandria Mobility Plan

STAFF RECOMMENDATION: That the Board endorse the Curb Space and Parking chapter of the Alexandria Mobility Plan

BACKGROUND: The Alexandria Mobility Plan (AMP) is the City’s strategic update to the 2008 Transportation Master Plan, part of the City’s Master Plan. By using the term “mobility,” this update emphasizes the importance of providing useful options to allow people to have the freedom to choose how to get around. The AMP is not an exhaustive list of specific projects; instead, it lays out the policies and strategies that will guide transportation decisions for the next ten years in pursuit of enhanced quality of life, sustainability, and equity, centered around the concept of choice.

The Plan’s core elements include a vision, guiding principles, overarching policies, and chapter specific strategies and policies. The Plan also includes performance measures in the form of plan-level key performance indicators, chapter specific metrics and targets that will enable the City to track progress at achieving the Plan’s vision and guiding principles and addressing the chapter-specific strategies. An overview of the plan is available in Attachment 1.

Vision: Recognizing that both technology and integrated transportation-land use planning offer ways to better connect individuals with where they want to go, the vision for the Alexandria Mobility Plan is: *Safe, seamless, and connected mobility options foster a thriving Alexandria for all.* This vision came from feedback during the first phase of public outreach and an AMP Advisory Committee (AMPAC) visioning workshop. It is a forward-looking vision that incorporates major themes from the outreach as well as the City’s Strategic plan focus to foster a thriving Alexandria for all.

Guiding Principles: The guiding principles of the AMP represent the more specific and measurable outcomes that the City hopes to achieve through improvements to transportation and mobility. All components of this Plan seek to advance one or more guiding principles, which, when combined, will help foster ACCESS for Alexandria: Accessible, Connected, Convenient, Equitable, Safe, and Sustainable. Each guiding

principle has one or two key performance indicators associated with it, which will be incorporated into the City's Transportation Dashboard and updated every 3 years, during the life of the Plan.

DISCUSSION: The key chapter for the Traffic and Parking Board is the Parking and Curbside Management Chapter. This chapter remained largely unchanged from the draft plan given general support received during the outreach process. The more significant changes include the addition of a new strategy to expand electric vehicle charging infrastructure and new metrics to paint a more holistic picture of parking perception in Alexandria. The resident survey metrics will also be considered for the entire city as well as for equity emphasis areas.

This chapter includes the following policies:

- A. Connect parking policy to City goals: Achieve broader City goals related to sustainability, congestion, and housing affordability through parking.
- B. Ensure parking availability: Seek to maintain parking availability in the city's residential and commercial districts, recognizing that some people may need to walk a short distance to their destination.
- C. Promote equitable allocation of curb space: Treat all curb space as a public asset that should be allocated in an equitable manner for its highest and best use, appropriate for the specific location, time of day, and time of year.

It also includes the following strategies:

1. Implement a prioritization framework for making changes to curb space.
2. Consider pricing, regulation, data, and communications to manage parking availability.
3. Reconsider parking requirements in new developments.
4. Promote electric vehicle charging opportunities*

Lastly, it includes the following metrics:

- Number of curb space changes informed by the Curbspace Prioritization Framework introduced to the Traffic and Parking Board
- Positive rating of ease of public parking (Resident Survey)
- Positive rating of availability of parking near my home (Resident Survey)*
- Positive rating of availability of on-street and garage parking near shopping (Resident Survey)*
- Number of publicly accessible level 2 or higher electric vehicle charging plugs per population*

*New from draft plan

The framework referenced in strategy 1 has been specifically reviewed by the public during the fall engagement, in focus groups, at business group stakeholder meetings, and at previous Traffic & Parking Board meetings in addition to being included in the draft plan document.

When evaluating proposals and resident requests that will impact curb space, staff will work through the framework with affected parties to understand the needs and context of the street. This framework will help guide decision-makers when evaluating requests and applications—it is not a proposal for changing the City’s streets. The framework and definitions are included in Attachment 2.

IMPLEMENTATION: Many initiatives in this Plan will not necessarily require additional resources. However, the policies, strategies, and planned transit, pedestrian, and bicycle networks will guide decision-making around grant proposals and CIP development. Every year, staff will report on progress on each of the strategies and every three years staff will publish and present an update to the Transportation Commission on the key performance metrics and chapter level metrics in the Plan. The anticipated lifecycle of this Plan is through 2030. Staff intend to begin a plan update of all chapters in 2028 to align with the target year to achieve the City’s Vision Zero goal.

ATTACHMENT 1

Alexandria Mobility Plan Overview

Executive Summary

Includes an overview of the Plan as well as all of the strategies and policies.

Overview:

Describes the context, vision, and guiding principles of the Plan, as well as four overarching policies that speak to major themes of the Plan and considerations that will need to be taken through implementation. These overarching policies are to promote equity, partnerships, flexibility and resilience, and data-driven approaches.

Each of the following topical chapters feature policies, strategies, actions, and metrics that will enhance choices for the community and address mobility needs.

Transit

Focuses on making transit in Alexandria more customer-friendly, reliable, and efficient to better serve existing customers and attract new ones.

Smart Mobility

The Smart Mobility chapter focuses on how the City can incorporate technology into the transportation network.

Streets

The Streets chapter seeks to identify ways to make City streets function better for all users through strategies that incorporate recent policies and identify new opportunities, with the goal of making the street network more efficient and safer.

Pedestrian and Bicycle

The Pedestrian and Bicycle chapter reflects the integration of the 2016 Pedestrian and Bicycle Plan Update into the format of the AMP, while tracking progress since 2016 and highlighting the remaining priorities.

Supporting Travel Options

The Supporting Travel Options chapter focuses on how the City can support alternatives to driving alone through information, incentives, partnerships, and policies.

Curb Space and Parking

The Curb Space and Parking chapter focuses on how the City can use parking—both on- and off-street—to help achieve its goals and manage competing demands for limited curb space between vehicles, bikes, buses, freight, pick-ups and drop-offs, and more.

Appendix I: Implementation

Includes anticipated time horizons for each action in the Plan.

Appendix II: Monitoring

Includes detailed information about the key performance indicators that tie to the guiding principles as well as baseline information for the chapter metrics, and 3, 6, and 9 year targets.

Appendix III: Engagement

Includes a summary of engagement activities and findings undertaken during the course of the Plan.

ATTACHMENT 2
Curb Space Prioritization Framework

Curb Space Prioritization Framework

Priority:	Residential	Main Streets	Office & Commercial Districts	Warehouse & Industrial
High  Low	City Plan Priorities			
	Access for People	Access for People	Access for People	Access for Goods
	Parking	Access for Goods	Access for Goods	Access for People
	Access for Goods	Activation	Parking	Parking
	Activation	Parking	Activation	Activation

Curb Use Categories

Examples:

City Plan Priorities	Safety improvements, bus lanes, bike lanes, green infrastructure, electric vehicle charging, and other items specifically included in City plans
Access for Goods	Loading zones, deliveries, food pick-up/drop-off
Access for People	Bus stops, pick-up/drop-off, bikeshare stations, scooter corrals
Parking	Metered parking, residential parking, bike parking
Activation	Parklets, in-street dining, public art

Land Use Categories

	Description:	Examples:
Residential	Predominantly residential uses, including detached houses, rowhouses, and apartment buildings	Cameron Station Blvd between Duke St and S. Pickett St Taney Ave between N. Jordan St and Van Dorn St
Main Streets	Mixed-use neighborhoods with office, residential, and retail uses as well as neighborhood retail corridors	Mt Vernon Ave in Del Ray King St in Old Town
Office & Commercial Districts	Areas with predominantly office, retail, and other 'Downtown' functions—often high-density and often including residential towers	Eisenhower Ave between Holland Ln and Telegraph Rd in Carlyle Duke St between Holland Ln and Dulany St
Warehouse and Industrial	Areas with mostly industrial and warehouse uses, including redeveloping areas adding retail uses and residential developments	Wheeler Ave west of S. Early St S. Pickett St west of Van Dorn St

City of Alexandria, Virginia

Traffic and Parking Board

DATE: September 27, 2021

DOCKET ITEM: 13

ISSUE: Staff Update on Pandemic Loading Zones for Restaurants

REQUESTED BY: City Staff

LOCATION: Citywide

STAFF RECOMMENDATION: That the Board provide feedback to the Council and Staff about a policy for creating loading zones for restaurants.

BACKGROUND: At the onset of the COVID-19 Pandemic, cities around the country saw a large increase in restaurant takeout and food delivery. The pandemic also compounded existing trends in food delivery with rapidly expanding use of third-party delivery services, such as Uber Eats, Door Dash, and others.

Under the City’s emergency order, T&ES staff implemented “reserved parking” and loading zones for any restaurant that requested one starting in March 2020. Staff implemented these loading zones on request if space was available.

As the City entered the reopening phases, many of the businesses opted to replace their loading zones for other uses. For example, the City implemented several zones along the 100 block of King Street that were removed when the City closed that block to traffic. Other restaurants opted to apply for outdoor dining in parking spaces rather than restaurant loading.

These emergency changes are currently approved through April 1, 2022.

DISCUSSION: Staff are proposing a permanent program to allow businesses to request and for staff to administratively approve new loading zones if they meet certain criteria. These loading zones are part of the City’s business recovery efforts. However, unlike other aspects of the program, the Traffic and Parking Board already has the authority to recommend changes to on-street parking and loading regulations.

The pandemic has provided the opportunity for experimenting with different street configurations and testing changes to curbside regulations in the real world. Staff are seeking to

incorporate these lessons into future programs, such as crafting an administrative process to handle requests for pickup and dropoff zones. This would be modeled after similar policies the Board has adopted for removal of parking at crosswalks and at bus stops for accessibility improvements.

Criteria for evaluating these zones include:

- No more than one loading zone per block face
- Coordination of loading needs among multiple businesses along a block
- Consideration of proximity to other loading zones or off-street loading facilities in the area
- Evaluation in accordance with the draft Curbside Priority Framework

NEXT STEPS: Staff will include a draft administrative policy for the Board's consideration at a future meeting.