

**CITY OF ALEXANDRIA  
TRAFFIC AND PARKING BOARD PUBLIC HEARING  
MONDAY, OCTOBER 28, 2024 7:00 P.M.  
IN-PERSON AND VIRTUAL**

The October 28, 2024, meeting of the Traffic and Parking Board is being held in person in the City Council Chambers at 301 King Street, Alexandria, VA and electronically. All the members of the Board and staff are participating either in-person or from remote locations through a Zoom meeting. The meeting can be accessed by the public via Zoom through:

Register in advance for this webinar:

[https://zoom.us/webinar/register/WN\\_QnSq6UGgQIC760gl6mx15g](https://zoom.us/webinar/register/WN_QnSq6UGgQIC760gl6mx15g)

Or an H.323/SIP room system:

H.323: 162.255.37.11 (US West) or 162.255.36.11 (US East)

Meeting ID: 973 6631 1792

Passcode: 915805

SIP: 97366311792@zoomcrc.com

Passcode: 915805

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 [trafficandparkingboard@alexandriava.gov](mailto:trafficandparkingboard@alexandriava.gov) no later than 24 hours before the meeting or make public comments through the conference call or in person on the day of the hearing.

For reasonable disability accommodation, contact Sheila McGraw at [Sheila.mcgraw@alexandriava.gov](mailto:Sheila.mcgraw@alexandriava.gov) or 703.746.4401, Virginia Relay 711.

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TRAFFIC AND PARKING BOARD PUBLIC HEARING  
MONDAY, OCTOBER 28, 2024 7:00 P.M.  
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**D O C K E T**

1. Announcement of deferrals and withdrawals.
2. Approval of the September 23, 2024 Traffic and Parking Board meeting minutes.
3. **PUBLIC DISCUSSION PERIOD**  
[This period is restricted to items not listed on the docket]
4. **WRITTEN STAFF UPDATES & PUBLIC HEARING FOLLOW-UP**
  - A. Speed Camera Program Update
  - B. Edsall Road & Yoakum Parkway Corridor Improvements Projects
  - C. Sanger Avenue Public Engagement
  - D. Mill Road Corridor Improvements
  - E. Parking Near Intersections and Daylighting Update
  - F. North Early Street Request for Residential Permit Parking District Update
  - G. Council Approval of King-Bradlee Service Road Changes
  - H. Traffic and Parking Board Schedule 2024 Schedule Update

**PUBLIC HEARING ITEM**

5. Parking Removal, Signal Changes, Overall Pilot Approval – 200 Block of King Street Pilot Closure

**INFORMATION ITEMS**

6. **STAFF UPDATES**
  - Traffic and Parking Board Budget Priorities Letter
  - City Council Transportation Project Updates
7. **COMMISSIONER UPDATES**

**Next Meeting: Monday, December 9, 2024**

**CITY OF ALEXANDRIA  
TRAFFIC AND PARKING BOARD PUBLIC HEARING  
MONDAY, SEPTEMBER 23, 2024, 7 P.M.  
IN-PERSON AND VIRTUAL MEETING**

**MINUTES**

**BOARD MEMBERS PRESENT:** Vice Chair Ann Tucker, Annie Ebbers, Lavonda Bonnard, Casey Kane, Ashley Mihalik, and Kursten Phelps.

**BOARD MEMBERS ABSENT:** Chair James Lewis

**STAFF MEMBERS PRESENT:** T&ES – Katye North, Division Chief; Sheila McGraw, Principal Planner; and Max Devilliers, Urban Planner III.

1. Announcement of deferrals and withdrawals: None.
2. Approval of the July 22, 2024, Traffic and Parking Board meeting minutes:

**BOARD ACTION:** Mr. Kane made a motion, seconded by Ms. Ebbers to approve the minutes of the July 22, 2024, Traffic and Parking Board meeting. The motion carried unanimously.

3. **WRITTEN STAFF UPDATES:** The Board received written staff updates on:
  - Parking Enforcement Contractor
    - Ms. Bonnard asked if staff had received feedback from the public, to which Ms McGraw responded that the Police Department (APD) meets with the contractor biweekly for feedback and relays some public feedback to T&ES staff as needed or requested. APD will evaluate the value and performance of the contractor at the end of the pilot year (January 2025).
  - Capital Bikeshare
    - Ms. Phelps requested more Capital Bikeshare (CaBi) stations in the West End. Mr. Kane urged the need for a CaBi station at the Del Pepper Community Resource Center and asked if staff needs the Board to escalate the issue to City Council.
  - Scooter Corrals
    - Ms. Tucker noted that the font size on the scooter corral etiquette signs is too small.
  - Curbside Management Workplan
    - Mr. Kane noted how helpful and powerful the Curb Space Prioritization Framework has been.
4. **PUBLIC DISCUSSION PERIOD:** Bob Cox spoke in support of the South Pickett Street Corridor Improvements as well as Duke in Motion and bike lanes generally. Mr. Cox also

noted his support for removing a travel lane in each direction on Cameron Station Boulevard, where he lives. Mr. Cox also requested that the equipment stored adjacent to the disability parking space in the Market Square Garage be moved to enable the space to be fully accessible.

## CONSENT ITEMS

### 5. **ISSUE:** Disability Parking Space Addition – 3906 Old Dominion Boulevard

**BOARD ACTION:** Mr. Kane made a motion, seconded by Ms. Ebbers, to recommend the Director of T&ES designate one disability parking space at 3906 Old Dominion Boulevard. The motion carried unanimously.

### 6. **ISSUE:** Loading Zone Addition – 215 South Union Street

**BOARD ACTION:** Mr. Kane made a motion, seconded by Ms. Ebbers, to recommend the Director of T&ES add a loading zone at 215 South Union Street, 7 a.m. to 2 p.m., Monday through Saturday. The motion carried unanimously.

## PUBLIC HEARING ITEMS

### 7. **ISSUE:** Loading Zone Removal – 215 North Payne Street

**DISCUSSION:** Mr. Devilliers presented the item to the Board. Ms. Mihalik raised concerns that deliveries would continue to be conducted in the travel lane, to which Mr. Devilliers responded that the president of the Loop assured staff that he would work the drivers to have them deliver goods in the property's parking lot. Mr. Kane asked if APD ever cites drivers for obstructing a travel lane or double parking, to which Mr. Devilliers responded that he would check with APD and report back.

**PUBLIC TESTIMONY:** Brian Comer testified in support stating that the new coffeeshop and gym generate new additional parking demand in the neighborhood and the additional parking supply would help to meet that new demand, and confirmed that delivery drivers most often do not use the loading zone to unload.

**BOARD ACTION:** Ms. Mihalik made a motion, seconded by Ms. Phelps to recommend the Director of T&ES remove the loading zone at 215 North Payne Street and replace with the same restrictions on the remainder of the block. The motion carried unanimously.

### 8. **ISSUE:** Daylighting Administrative Procedure

**DISCUSSION:** Mr. Devilliers presented the item to the Board. Ms. Ebbers asked why the administrative approval for daylighting crosswalks is cumbersome, to which Mr. Devilliers responded that the procedure still requires a substantial amount of community outreach which defeats the purpose of streamlining the process for achieving daylighting

more quickly and to prioritize safety over parking. Mr. Kane noted that the City should include a reminder about Sec. 10-4-41 of the City Code when mailing the annual Residential Parking Permits. Mr. Kane raised concerns about this procedure and the signature requirement being exceptionally burdensome for those who may be affected by decreased visibility but don't necessarily live on the block or even near where daylighting is necessary.

**PUBLIC TESTIMONY:** Asa Orrin-Brown testified in support of staff's efforts to streamline daylighting requests but testified in opposition to the proposed requirement of collecting signatures of support from 100% of the property owners and/or occupants of the properties directly fronted by the proposed removal of parking.

Elena Hutchinson testified in support of staff's efforts to streamline daylighting requests but testified in opposition to the proposed requirement of collecting signatures of support from 100% of the property owners and/or occupants of the properties directly fronted by the proposed removal of parking.

Kevin O'Brien testified in support of staff's efforts to streamline daylighting requests but testified in opposition to the proposed requirement of collecting signatures of support from 100% of the property owners and/or occupants of the properties directly fronted by the proposed removal of parking.

Ken Notis testified in support of staff's efforts to streamline daylighting requests but testified in opposition to the proposed requirement of collecting signatures of support from 100% of the property owners and/or occupants of the properties directly fronted by the proposed removal of parking. Mr. Notis also requested that staff be provided with additional funding for installing infrastructure in the roadway to physically daylight intersections in addition to signage.

Mike Doyle testified in support of staff's efforts to streamline daylighting requests but testified in opposition to the proposed requirement of collecting signatures of support from 100% of the property owners and/or occupants of the properties directly fronted by the proposed removal of parking. Mr. Doyle also requested that staff consider near-miss data when evaluating the eligibility and need for daylighting in certain locations. Ms. Mihalik asked if Mr. Doyle could elaborate and state if Police or other entities consider near-miss data, to which Mr. Doyle responded that near-miss data is crowdsourced and shows that most near-misses occur in Old Town, Del Ray, and on Beauregard.

Zack DesJardins testified in support of staff's efforts to streamline daylighting requests but testified in opposition to the proposed requirement of collecting signatures of support from 100% of the property owners and/or occupants of the properties directly fronted by the proposed removal of parking.

Ms. Phelps raised the idea of the applicant simply logging the attempts to conduct outreach to the property owners and/or occupants fronted by the proposed parking removal as proof of outreach. Ms. Phelps also suggested that staff could post the locations at which daylighting was approved and implemented and where it was denied

on a daylighting-specific webpage. Mr. Kane suggested that there be two different procedures, one for who live on the block where daylighting is desired, and one for those who do not. Mr. Kane also stated that opposition must have a valid reason for opposing given how we must prioritize safety. Mr. Kane suggested that staff create a separate flow chart for each option that requestors can employ to daylight (e.g., 20 feet, 40 feet, NTIP, etc.) as well as a flow chart showing how daylighting has been implemented thus far.

**BOARD ACTION:** Ms. Phelps made a motion, seconded by Ms. Ebbers, to approve an administrative procedure to allow the Director of T&ES to remove up to 40 contiguous feet of on-street parking in addition to the 20 feet that staff can currently remove without Board approval per Sec. 5-8-3 (f) (1) for each approach for the purposes of daylighting an intersection, and that:

- requestors not be required to collect any signatures of support
- those opposed can request that the Board reconsider the decision to implement daylighting after signage installation, and
- staff report back on the performance, lessons learned, and suggestions for improvement of the procedure after the first round of daylighting is implemented via this procedure.

Mr. Kane suggested that the Intersection Daylighting Form be updated to reflect changes discussed and asked if the Board should recommend forgoing the form from the motion, to which Ms. Tucker responded that the Board doesn't typically make motions regarding forms to enable staff to make edits as needed. The motion carried four to two, with Ms. Mihalik and Ms. Tucker opposed.

## **INFORMATION ITEMS**

9. **STAFF UPDATES:** Ms. McGraw provided the Board with an update regarding:
- Traffic and Parking Board Legislative and Budget Priorities and finalizing the FY2024 TPB Report
  - 200 Block of King Street Closure Pilot Update
  - New TPB Inbox for Public Comment
  - July TPB Items going to City Council
  - October & November Meetings

Ms. Tucker requested future Written Updates on the Automated Red Light Camera and Speed Camera Safety Programs as well as License Plate Reader Technology.

10. **COMMISSIONER UPDATES:** Mr. Kane provided the Board with the following updates:
- There were many comments received for the changes proposed for the Duke Street Service Road.

## **ADJOURNMENT**

Ms. Ebbers moved to adjourn the meeting, seconded by Mr. Kane. The motion carried unanimously. The meeting adjourned at 10:04 PM

# City of Alexandria, Virginia

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## Traffic and Parking Board

**DATE:** October 28, 2024

**DOCKET ITEM:** 4

**ISSUE:** Written Staff Updates & Public Hearing Follow-up

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### A. Speed Camera Program Update

In 2022, the Traffic & Parking Board approved a recommendation to City Council to adopt an ordinance authorizing the use of speed cameras in school zones. Last year, the City launched its first speed camera program on three corridors and within four school zones.

City staff recently presented a program update to the Joint City Council/School Board Subcommittee and reported out initial program findings. The [presentation](#) has been published on the [program webpage](#), along with the [full report](#). Key highlights include:

- Vehicle speeds declined almost universally at all three locations
- 82% of citations were issued to non-Alexandria residents
- 5% of drivers received three or more citations

Next steps for the program include installing speed safety cameras at three additional locations. The locations will be announced this fall.

### B. Edsall Road & Yoakum Parkway Corridor Improvements Projects

Earlier this year, the City was awarded a technical assistance grant from the Metropolitan Washington Council of Governments Transportation-Land Use Connections (TLC) Program to study corridor improvements on Edsall Road between South Pickett Street and the City boundary with Fairfax County. This project is part of the City's Complete Streets Five-Year Work Plan.

The project kicked off in September and is beginning with an existing conditions assessment. Part of that effort will include an initial community engagement phase to understand people's experiences along the corridor. The City will also be gathering input on Yoakum Parkway, which intersects with Edsall Road and also presents opportunities for improvement.

The initial phase of community engagement will take place this fall. TLC projects must be complete by June 30, 2024, and it is expected that the project will conclude with recommended improvements for the Traffic & Parking Board's consideration.

Additional information will be made available on the [project webpage](#).

### **C. Sanger Avenue Public Engagement**

Sanger Avenue, between North Beauregard Street and Van Dorn Street, was identified as a corridor of concern due to a high number of crashes, proximity to elementary schools and recreation centers, and barriers to walking, biking, and accessing transit. The City is working to identify safety improvements that can be implemented when the street is resurfaced next summer and will be conducting engagement with nearby residents this fall. The City will likely bring this to the Traffic and Parking Board for a public hearing in early 2025.

### **D. Mill Road Corridor Improvements**

Mill Road is scheduled to be resurfaced in Fiscal Year 2026. As part of the Complete Streets Five Year Plan, staff identified opportunities to improve safety and access on this corridor as part of routine maintenance and in accordance with the adopted Complete Streets Policy. A project has been initiated. Staff are currently collecting data and analyzing roadway function. Nearby residents and businesses will be engaged later this year. The City will likely bring this to the Traffic and Parking Board for a public hearing in Spring 2025 and construction could begin as soon as July 2025.

### **F. North Early Street Request for Residential Permit Parking District Update**

In anticipation of the opening of the newly constructed Alexandria City High School (ACHS) Minnie Howard Campus, several residents reached out to staff with concerns about parking issues that might result from the new campus. Residents submitted a petition to create a new parking permit district for North Early Street. As part of the process, staff conducted the required survey of parking conditions to determine if the parking conditions met the thresholds established in the City Code for creating a new parking district ([Section 5-8-73](#)). These requirements include that at least 75 percent of the parking spaces in the proposed district must be occupied, and if that threshold is met, 25 percent of the vehicles parked must be from outside the district. When surveyed this fall, the parking conditions did not meet these requirements and the petition did not qualify for a new parking district, so staff are unable to move forward with this request. Staff will continue to coordinate with residents if conditions change and look at smaller parking changes to the block to help alleviate congestion at intersections.

### **G. Council Approval of King-Bradlee Service Road Changes**

At October 8 City Council meeting, the Council voted to approve the Traffic and Parking Board's and Staff's recommendation to convert a portion of the King Street Access Road from two-way traffic to one-way traffic westbound between South Taylor Street and Menokin Drive



with a dedicated transit only lane, to implement the proposed project design. In addition to the transit lane, the project seeks to install an improved sidewalk, separated and dedicated space for people biking, scooting and e-biking, enhanced bus facilities, stormwater treatment and roadway improvements, to improve the safety and mobility of all roadway users and to meet stated city goals.

After receiving Traffic and Parking Board project approval and City Council support to apply for a competitive SmartScale grant in June, staff completed a SmartScale grant application in August for construction funding. A preliminary decision is expected in early 2025 with final notification in summer 2025.

#### **H. Traffic and Parking Board Schedule 2024 Schedule Update**

The Traffic and Parking Board schedule for the remainder of the 2024 calendar year has been updated to address attendance conflicts in November around the Thanksgiving holiday. The remaining two Traffic and Parking Board meeting for the calendar year will be held on October 28 and December 9. The updated schedule can be found [here](#).

# City of Alexandria, Virginia

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## Traffic and Parking Board

**DATE:** October 28, 2024

**DOCKET ITEM:** #5

**ISSUE:** Parking Removal, Signal Changes, Street Closure, & Update to Parklet Requirements– 200 block of King Street

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**REQUESTED BY:** Staff & City Council

**LOCATION:** 200 Block of King Street

**STAFF RECOMMENDATION:** That the Board:

- Recommends the Director of T&ES remove 17 parking spaces and modify the traffic signal at the intersection of Fairfax and King Streets; and
- Recommends the City Council approve the ordinance approving a temporary closure of the 200 block of King Street; and
- Approve the revisions to the Parklet Requirements.

**BACKGROUND:** In 2021, the City Council approved the permanent closure of the 100 block of King Street, following a temporary closure that had been implemented to provide additional space for pedestrians and outdoor dining during the pandemic. In 2022, after a similar temporary closure, the Council approved the permanent closure of the unit block of King Street and a portion of the Strand. At the September 10, 2024, City Council meeting, the Council requested staff to explore expanding the street closure to the 200 block of King Street through a temporary pilot program that could help evaluate the merits of a permanent closure (Attachment 1).

The 200 block of King Street is a two-way street headed east and west with parking on both sides of the street (Attachment 2). Similar to the 100 block of King, the block is predominately commercial. However, this block has a greater mix of retail and restaurants as well as some residences on upper floors of buildings. This block also includes the City’s Visitor Center at the corner of N. Fairfax Street and King Street. One of the restaurants on the block participates in the City’s parklet program and two others have expressed interest in applying for a permit. Approximately 17 parking spaces remain on this block; one is reserved for 15-minute Visitor Center parking and the rest are 2-hour, metered parking from Monday-Saturday from 8 a.m. to 9

p.m. This block has a significant slope from west to east and the west end of the block terminates at a four-way traffic signal.

**DISCUSSION:** The street closure and pedestrianization of the unit and 100 blocks of King Street have been well received by the community and the businesses on these blocks. The extension to the 200 block is a natural continuation of this pedestrianized space and has been occasionally closed for short periods in connection with special events. However, there are some conditions on this block that warrant additional consideration prior to a permanent closure. Staff are proposing a two phase, temporary closure to experiment with the closure and address specific issues as needed.

Phase 1 will cover the upcoming holiday season and run from November 22, 2024, to January 6, 2025. The block would be reopened for the remainder of January and February during colder weather to allow for tweaks to the closure and address issues that arose during this first phase. The second phase closure would begin in the spring and run through early January 2026. This would allow time for more robust community engagement and if a permanent closure was supported, Council could take official action in Fall 2025 prior to expiration of Phase 2. The Traffic and Parking Board would review a permanent closure and make a recommendation to the Council.

Staff has, and continues, to coordinate with many internal and external stakeholders to address specific conditions for this block and the closure. The following provides an overview of the primary issues being considered during this closure:

- **Traffic:** Since this is the last block of King Street before vehicular access ends at the 100 block, closing this block to vehicles will not significantly impact traffic in the area. The intersection of King and Fairfax Streets is signalized, and the signal and signage will need to be modified to direct vehicles heading east on King to turn right or left on Fairfax Street. This may improve traffic by keeping vehicles on Fairfax Street as opposed to turning at Lee Street which is narrower and more residential.

Staff will be collecting data on vehicle and pedestrian volumes during the closure to determine if changes to traffic circulation need to be made. This pilot closure presents the opportunity to test various traffic scenarios that could provide information about how a permanent closure could operate. Staff will update the Traffic and Parking Board if changes to the traffic flow are implemented as part of this pilot.

- **Emergency Vehicle Access:** Similar to the other two blocks, a 22-foot wide clear zone is required for the length of the block for emergency vehicle access. No structures can be located within this zone, including moveable furniture, but pedestrians are permitted. Additionally, a five-foot wide path is required on both sidewalks to provide egress and space for emergency personnel to access buildings in an emergency. This also has the benefit of providing more visibility for retail storefronts.
- **Parking:** Closing this block will eliminate 16 metered parking spaces and 1 short term space for the Visitor Center. These spaces can be accommodated in nearby off-street

parking, including the Market Square garage on North Fairfax Street. Since vehicles will be forced to turn at Fairfax Street, the garage will be a convenient option. Additionally, new garage signage indicating spaces available have been added to the City's garages, which provides additional information about parking availability.

- **Activation:** The current parklet and outdoor dining/retail program is available to all the businesses on this block and staff is working with the businesses to encourage participation. Staff recommends updating the Parklet Requirements, which are approved by the Board, to allow the Director of T&ES to waive the requirement for a platform during the temporary street closure (Attachment 3). Currently, the Director is only allowed to waive this requirement on permanent street closures. This update removes a potential barrier for the 200 block businesses to participate in the parklet program and help activate the street. For the areas that are not being used by businesses, staff will be coordinating with Old Town Business on ways to introduce some pop-up activities and additional seating area.
- **Transit:** Closure of this block does not impact transit routes since the bus and trolley currently turn north on Fairfax Street prior to this block. Some improvements to the existing bus stops on the 100 block of North Fairfax Street may be required to improve turning movements and pedestrian visibility, particularly if there may be more pedestrians in the vicinity.

The City Council is reviewing an ordinance to approve the temporary closure at their meeting in November. The ordinance confirms the temporary nature of the closure and establishes a time frame for when vehicles will be restricted on the block. Prior to this meeting, the Planning Commission will review the proposal to determine compliance with the City's Master Plan.

Staff recommends the Board support the removal of parking and traffic signal changes which are necessary for the temporary closure. Staff also recommends the Board approve the changes to the Parklet Requirements to waive the requirement for the platform on this block.

**OUTREACH:** Staff has coordinated with several internal stakeholders, including the Alexandria Fire Department, Alexandria Police Department, T&ES (Transportation Engineering, Public Works), and Recreation, Parks, and Cultural Activities (RP&CA) (Park Operations and Special Events). Staff has also coordinated with Old Town Business and Visit Alexandria to help engage with the businesses and residents on this block. A meeting with these businesses and residents will be scheduled prior to implementing the temporary closure to discuss issues to be aware of during the pilot and ideas for activating the block.

# ATTACHMENT 1: COUNCIL MEMO

## *City of Alexandria, Virginia*

### MEMORANDUM

DATE: SEPTEMBER 10, 2024

TO: MEMBERS OF THE CITY COUNCIL

FROM: MAYOR JUSTIN M. WILSON & COUNCILMAN JOHN TAYLOR  
CHAPMAN

SUBJECT: EXPANDED KING STREET PEDESTRIAN PLAZA

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In October of 2021, City Council voted to make the closure of the 100-block of King Street to cars permanent.<sup>1</sup> A year later, Council voted to close the unit block of King Street as well<sup>2</sup>.

While additional work is scheduled to provide the permanent treatment of both closures<sup>3</sup>, these changes have been quite popular with residents and visitors alike. These closures have provided new public spaces and supported expanded visitation.

There remains pent-up demand for properly programmed public spaces in this area and an extension of the King Street Pedestrian Zone into the 200-block of King has been suggested by residents and business owners as a way to enhance the appeal of our “Main Street.”

A potential 200-block closure would require the same careful analysis of deliveries, disabled access, and public safety response that occurred as part of the 100-block closure. Yet, the City’s experience in the 100-block has shown that these potential challenges can be addressed reasonably.

We have successfully used pilots to experiment with new concepts in Old Town through the years. Last year, the City closed the 200-block in support of the busy Scottish Christmas Walk weekend. We would ask that City staff return to Council with proposals for a longer pilot closure this year, perhaps from the Tree Lighting through First Night, so that the concept can be fully explored. Any pilot proposal should include measures to gauge success and a schedule for Council action resulting from the pilot’s results.

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<sup>1</sup> <https://alexandria.legistar.com/LegislationDetail.aspx?ID=5180740&GUID=33D4069D-D1CE-4B35-8130-88B7882109B0>

<sup>2</sup> <https://alexandria.legistar.com/LegislationDetail.aspx?ID=5924862&GUID=D72EA090-332D-4ED1-98AB-6D822E860460>

<sup>3</sup> <https://www.alexandriava.gov/transportation-planning/lower-king-street-pedestrianization-project>

Cc: James Parajon, City Manager; Adriana Castañeda, Transportation & Environmental Services; Karl Moritz, Planning & Zoning; Alexandria Waterfront Commission; Alexandria Planning Commission; Old Town Civic Association; Old Town Business & Professional Association; VisitAlexandria; Gloria Sitton, City Clerk

**ATTACHMENT 2: LOCATION (AERIAL) AND (STREETVIEW)**







*200 block of King Street at Fairfax Street looking east*



*200 block of King Street at Lee Street looking west*



# ATTACHMENT 3: PARKLET REQUIREMENTS



## City of Alexandria

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### Parklet Requirements

Approved by the Traffic & Parking Board on November 15, 2021

Updated and approved by the Traffic & Parking Board on April 25, 2022, ~~and~~ February 27, 2023, and  
October 28, 2024

#### Overview

Parklets are an extension of the sidewalk into the parking lane to be used for open space, public seating, or extra space associated with a business, such as a restaurant or a retail establishment. As referenced in [Section 5-2-29 of the City Code](#), parklets are permitted encroachments within the public right of way, subject to compliance with these Parklet Requirements approved by the Traffic and Parking Board. Parklets shall not be installed/set up prior to receiving a Right of Way – Parklet Permit from the Department of Transportation & Environmental Services.

Parklets are typically 20 to 30 feet long and 6 feet wide, and in no case shall a parklet extend into a vehicular or bicycle travel lane, or into a designated emergency vehicle easement.

Parklets may be used for a private commercial use if the Parklet Host complies with the requirements of the Zoning Ordinance (specifically Section 7-1500). Commercial parklets must be in operation during all hours that the associated business is in operation, however, retailers have the option to remove merchandise from the parklet during inclement weather. Otherwise, parklets shall be considered public spaces and open to the public at all times. The different types of permitted parklets are defined in the following section.

Parklets shall be permitted through the process established in these requirements and may be approved for up to one year. Permits may be renewed, subject to continued compliance with the Parklet Requirements and payment of permit fees.

Specific parklet requirements may not apply on streets permanently or temporarily closed to traffic (e.g., the Unit and 100 blocks of King Street), or a different standard may apply. These exceptions are noted in italics under the associated requirement.

The Traffic and Parking Board has reviewed these requirements and approved them on November 15, 2021. Removal of parking to accommodate parklets that meet these requirements will be approved administratively by staff. After receiving extensive feedback at numerous meetings with business owners in the spring of 2022, City staff developed several proposed updates to these Parklet Requirements which were reviewed and approved by the Traffic and Parking Board on April 25, 2022. Updates to these Requirements were proposed by City staff once more following the permit application process in late 2022 and approved by the Traffic and Parking Board on February 27, 2023. **Additional amendments were approved by the Board on October 28, 2024 related to parklets requirements on blocks that are temporarily closed.** Furthermore, the City will review these requirements at least once every two years, and report back on the program to the Board. Any changes to these requirements will be considered at a public hearing before the Board.

These requirements have also been coordinated with internal City departments including Fire, T&ES, Police, Planning and Zoning, and Code Administration to ensure coordination and compliance with relevant codes and requirements.

## **Types of Parklets**

Parklets can be public (open to the public at all times) or commercial (used for a private business). The City of Alexandria currently permits three kinds of parklets:

### **Annual Commercial Parklet**

- Can be in place permanently but must be removed as needed
- Annual cost relative to parklet length and location
- Anything that the business is permitted to sell can be sold in the parklet
- Must meet the Parklet Requirements

### **Short-Term Commercial Parklet**

- Cannot be in place for longer than 6 days
- Annual cost is \$100 plus \$30-40 daily per occupied parking space
- Anything that the business is permitted to sell can be sold in the parklet
- Does not require a full build-out of a platform

### **Annual Public Parklet**

- Can be in place permanently but must be removed as needed
- Annual cost relative to parklet length but more affordable than a commercial parklet
- Nothing can be sold in the parklet
- Must advertise it as open to the public at all times
- Must meet the Parklet Requirements

## Parklet Locations

Parklets are NOT permitted:

- In dedicated bus lanes (against the curb) or bus stop areas (minimum 50 feet of curb space before the nearest bus stop sign, unless there is a curb extension for the bus stop)
  - The Parklet Host may request a written exemption from City staff for this specific requirement if warranted due to extenuating circumstances
- In dedicated bike lanes
- In Emergency Vehicles Easements
- Where rush hour regulations exist (e.g., Washington Street)
- Within 20 feet of an intersection, unless specific factors related to the 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 (also known as a storm drain)
- On street curves or hills where horizontal or vertical sight distance is an issue
- Within 5 feet of a fire hydrant
- To obstruct or cover up access to underground public infrastructure or utility, such as a manhole, with a platform or planter
- On a street with posted street sweeping restrictions
- On streets with a speed limit of more than 25 mph or with high vehicular traffic volumes (e.g., Patrick and Henry Streets)
- To replace a loading zone, handicap parking, or otherwise designated curbspace unless the space and restrictions are reviewed by the Traffic and Parking Board pursuant to Section 5-8-3(f) and recommended to be changed
- To obstruct existing or planned Capital Bikeshare stations or bike and scooter corrals

Parklets located on streets on the City's [Planned Paving List](#) within the upcoming year will be conditionally approved with a requirement that the parklet host must remove the parklet within 30 days of notice by the City. The City reserves the right to require removal with a shorter notice if emergency conditions warrant removal.

Parklet Hosts *may* operate 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.

Each parklet location will be reviewed for potential impacts to fire access. Specific locations may not be approved or design adjustments may be required if the City determines the parklet will obstruct the required turning radius for emergency vehicles and access to FDCs.

## Design Requirements

Parklets must meet the following design requirements. Exceptions for parklets on streets that are permanently **or temporarily** closed to traffic and short-term parklets are noted in italics.

### Table of Contents

- **PLATFORM**
  - *Platform Surface* .....5
  - *Parklet Width* .....5
  - *Barrier*.....6
  - *Drainage* .....6
  - *Materials*.....6
  - *Removal*.....6
  - *Freestanding* .....6
- **SAFETY**
  - *Buffers* .....7
  - *Visibility* .....7
  - *Emergency Access*.....7
- **FURNITURE**
  - *Tables and Chairs* .....7
  - *Landscaping*.....8
  - *Lighting* .....8
  - *Signage*.....8
  - *Freestanding* .....8
- **WEATHER PROTECTION**
  - *Generators and Fuel-Fired Heaters* .....8
  - *Electric Heaters* .....8
  - *Overhead Coverings* .....9

## PLATFORM

**Platform Surface:** All annual parklets are required to be situated atop a platform placed on the street.

- The top of the parklet platform must be flush with the curb to provide seamless connection with no more than a 0.5-inch gap.
- Conform to Accessible and Usable Building and Facilities (ICC/ANSI A117.1) and Virginia Construction Code.
- *Short-term Parklets **and Parklets on blocks that are permanently or temporarily closed** are not required to have a platform.*

**Parklet Width:** Parklets shall not exceed 6 feet total in width (extending from the curb) to accommodate a buffer between the parklet and the travel lane.

- The Parklet Host may request a written exemption from City staff for a wider parklet on blocks without mass transit, with lower traffic volumes and speeds, wider travel lanes, or permanently closed to vehicular traffic.

**Barrier:** Provide a continuous 3- to 4-foot-high railing/barrier (measured from the top of the platform) along all sides of the parklet except the side facing the sidewalk. This may include freestanding planters, freestanding railings, or other freestanding barricades.

- Barriers must be at least 50% “open” per the Planning & Zoning Department’s outdoor dining requirements—please refer to the City of Alexandria’s [Outdoor Dining Design Guidelines](#) for additional barrier design requirements.
- Heavy barrier elements such as planters shall not be situated in the direct path from the street to the main door/egress.
- The barrier may not be within the buffer—nor less than two feet from the curb if the barrier is placed on the street as opposed to the platform—and may not extend into an emergency vehicle easement.
- The Director of T&ES reserves the right to require additional barriers if determined necessary for specific locations.
- Barriers **must be freestanding and easily removable by one person without tools.**
- *A continuous barrier for the parklet is not required on streets permanently or temporarily closed to traffic unless necessary to comply with another regulation, such as ABC regulations related to serving alcohol.*

**Drainage:** A minimum of 6 inches of vertical clearance between the pavement and the bottom of the parklet surface shall be provided for a minimum of 1 foot from the curb along the entire length of the parklet.

- The Parklet Host may request a written exemption from City staff for these specific requirements if warranted due to curb and/or roadway conditions.
- *Short-term temporary parklets that do not construct a platform and are set up on existing pavement must ensure any barriers or furnishings are outside of the gutter pan to allow water and debris to flow freely.*

**Materials:** The parklet platform shall be assembled with sustainable and durable weatherproof materials and contain walking/rolling surfaces that are firm, stable, and slip-resistant. Materials must comply with specific design standards established in the City of Alexandria’s [Outdoor Dining Design Guidelines](#).

**Removal:** Parklets must be disassembled within 24 hours in the case of an emergency request by the City or a utility company. Removal of the parklet is the responsibility of the Parklet Host, as is the disposal or storage of the parklet once removed.

**Freestanding:** Parklet platforms must be entirely freestanding.

- Dining furniture, planters, and barriers are prohibited from being fixed to the parklet platform.

- Parklet platforms are prohibited from being fixed to public infrastructure, such as the curb/sidewalk or the street.
- It is prohibited to make alterations to public property without the appropriate City-issued permit.

## SAFETY

**Buffers between Parklets and Parking/Loading spaces:** Parklets must maintain a 4-foot buffer between the parklet barrier and any other parking/loading spaces.

- Any 4-foot buffers must be counted toward the total length of the parklet which will increase the cost of the annual parklet permit fee accordingly.
- A 4-foot buffer is not required wherever parking/loading is prohibited nor between abutting parklets.
- Parklet Hosts will not be charged additional for any Fire Department-mandated egress zones (e.g., between two parklets).
- The City will provide and install two wheel stops and two flexible posts at minimum.
- *The buffer is not required for parklets on streets that are permanently or temporarily closed to traffic.*

**Visibility:** Parklet should have vertical elements that make them visible to traffic. 4-inch-wide orange and white retroreflective stripes shall be mounted to the outside of the railing/barrier facing oncoming traffic. The parklet should not greatly obstruct visibility between the sidewalk and the roadway.

- *This requirement may not be required for parklets on streets permanently or temporarily closed to traffic.*

**Emergency Access:** Parklet furniture must be arranged to allow for a clear path from the street to any fire department connections (FDCs) located on the façade of the building. Heavy parklet furnishings such as umbrella bases and planters shall not be situated in the direct path between the street and any main door/egress point. The design of the parklet shall ensure a minimum 5-foot-wide continuous and unobstructed path on the sidewalk is maintained.

- *Parklets on streets permanently or temporarily closed to traffic shall not be situated in the direct path between the street and the FDC.*

## FURNITURE

**Tables and Chairs:** For commercial parklets, refer to the City of Alexandria's [Outdoor Dining Design Guidelines](#) for permissible tables and chairs.

- The tables and chairs shall be made of sustainable and durable weatherproof materials. These materials must comply with specific design standards established in the City of Alexandria's [Outdoor Dining Design Guidelines](#).

- Per Section 603.6 of the Virginia Existing Building Code (VEBC), restaurants may not add outdoor seats in excess of 20% of the total indoor occupant load without providing additional lavatories.
- Tables and chairs must remain set up (i.e., not stacked) or brought indoors when the parklet is not in operation. Tables and chairs can be locked to one another or other objects if remaining set up in the parklet when not in use.

**Landscaping:** Parklet Hosts should consider how plants will do in specific locations and weather conditions. Watering and maintenance of any landscape are the responsibilities of the host. Landscape container or planter design and size are subject to design standards established in the City of Alexandria’s [Outdoor Dining Design Guidelines](#) and cannot be bolted to the parklet platform or street/sidewalk. Landscaping design shall not create a continuous barrier that causes an obstruction to Fire Department access.

**Lighting:** Parklets shall only have low-impact lighting that is either battery- or solar-operated.

- Extension cords are not permitted anywhere in/on the parklet, and electrical work in the public right of way shall not be permitted.
- Electricity may not be drawn from the public streetlights.
- Lighting affixed to poles higher than the 4-foot-high railing/barrier may require additional review.

**Signage:** For commercial parklets, no signage or branding is permitted.

- *For public parklets, signage must be installed in the parklet indicating it is open to the public and signage may state that the parklet is sponsored by the Parklet Host.*

**Freestanding:** All furnishings must be entirely freestanding.

- Dining furniture, planters, and barriers are prohibited from being fixed to one another or the parklet platform.
- Dining furniture, planters, and barriers are prohibited from being fixed to public infrastructure—such as the curb/sidewalk or the street—or trees.
- It is prohibited to make alterations to public property without the appropriate City-issued permit.

## **WEATHER PROTECTION**

**Generators and Fuel-fired Heaters:** These items require a Fire Prevention Permit issued by the Fire Department prior to use. These items are subject to a building permit review and fire prevention permit review by the Department of Code Administration and Fire Department prior to installation.

**Electric Heaters:** These items require an Electrical Permit issued by the Department of Code Administration prior to use and must be UL listed and rated for outdoor use. Fans and heaters affixed to poles higher than the 4-foot-high railing/barrier may require additional review.



**Overhead Coverings:** No overhead coverings, including tents (permanent or temporary), are permitted in/on the parklet except for umbrellas, subject to design standards established in the City of Alexandria's [Outdoor Dining Design Guidelines](#).

- Umbrellas must be cranked down and secured with a bungee cord at close of business every day and in anticipation of storms/high winds.
- Umbrella bases shall not be situated in the direct path between the street and any FDCs or main doors/egress points.
- No umbrella canopy or any other parklet furnishings shall extend outside of the designated parklet area, including into the street or five-foot-wide clear path on the sidewalk.

## **Maintenance Requirements**

Parklet Hosts are required to sign a Maintenance Agreement with the City that outlines maintenance responsibilities. A template of this agreement can be found [here](#) and key responsibilities are summarized below. Violations of this requirement will result in the termination of a parklet permit and removal by the host will be required.

Parklet subsurface and surface elements shall be kept clean and in a state of good repair at all times. This includes, but is not limited to, the following:

- Sweep the parklet surface and the area surrounding the parklet
- Water and maintain the parklet's vegetation
- Clean the parklet platform, seating, and other parklet elements
- Remove any debris, litter, grime, or graffiti from the parklet surface and around the parklet
- Clean out the gutter area prior to and after storms to ensure gutters are unobstructed
- Replace any failing parklet elements or components
- Provide pest control as necessary

Drainage function of the gutter pan area (the two feet of roadway along the curb) shall be maintained at all times.

Leaf removal and snow removal in and surrounding the parklet, including the sidewalk, is the responsibility of the parklet host.

The City is not responsible for any damage to the parklet resulting from storm recovery or snow removal operations.

Parklets may be subject to temporary removal for City purposes including, but not limited to, streetscape or other public improvements in the area, public utility repair and replacement, and public safety reasons. The temporary removal will be at the Parklet Host's expense. Except in emergency situations, the City will provide 30 days of notice to remove the parklet. Emergency access may be required with shorter notice depending upon specific circumstances.

Upon permanent removal of the parklet, either at the City's direction or expiration of the parklet permit, the Parklet Host shall restore the area to its original condition, or a condition approved by the City.

## Insurance Requirements

The Parklet Host shall be required to maintain, in force, insurance as described below and approved by the City for the duration of the Permit, which limits may be satisfied (in whole or in part) with an excess/umbrella policy. Proof of acceptable insurance shall be required prior to approval of a permit. The Parklet Host shall provide a complete copy of any policy including any endorsements and related documents via PDF, if requested. The Parklet Host's Insurance Coverage shall:

- Be an occurrence-based policy
- Be primary and non-contributory for any claims related to this Permit
  - Claims Made policies are not acceptable
- Be acceptable to the City and placed with companies that have an A.M. Best minimum Rating of A, Class VII or better
  - Insurers must also be authorized to do business under the laws of the Commonwealth of Virginia
- Not be changed or canceled unless the insured and the City of Alexandria is notified in writing at least 30 days prior
  - 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

The required minimum limits may be met by any combination of primary and excess or umbrella policies as follows:

- Commercial General Liability Insurance
  - Coverage with limits no less than:
    - \$2,000,000.00 Annual Aggregate
    - \$1,000,000.00 per Occurrence
    - \$1,000,000.00 Products and Completed Operations
    - \$1,000,000.00 Personal and Advertising Injury
      - The Certificate of Insurance should explicitly state that the "The City of Alexandria is an additional insured with respect to general liability."
- Automobile Liability
  - Comprehensive automobile liability insurance in the amount of no less than \$1,000,000 per accident for each owned, non-owned, and hired vehicle that is used in any way to complete the Work<sup>1</sup>, as required under the laws of the Commonwealth of Virginia, whether the vehicle is registered in Virginia or not.
- Workers' Compensation and Employer's Liability
  - If the business employs at least three employees, Statutory Limits of Workers' Compensation Insurance is required under the laws of the Commonwealth of Virginia, and Employer's Liability Insurance with limits of at least \$1,000,000 per accident for Bodily Injury by Accident and Bodily Injury by Disease.

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<sup>1</sup> Any task conducted for the benefit of the business while operating the vehicle.

## Required Documents for Permit Application

For examples of how each of these documents should be completed prior to being submitted, please see our Parklet Permit Guide with sample photos and images [here](#).

- Site Plan
  - Shows the location of the parklet from an aerial point of view
  - Provides a plan showing the parklet area. All drawings must be to-scale and must include the following:
    - Business name and address
    - The extent of your building frontage and immediately adjacent businesses (property lines must be shown)
    - Location of any Fire Department Connections (FDC) on building face/façade
    - Sidewalk width (building face to curb edge)
    - Sidewalk elements (i.e., tree wells, lamp posts, fire hydrants, signs, parking meters, light poles, trash receptacles, and any other streetscape element)
    - Relevant measurements (parklet length and width)
    - Proposed configuration/locations of any tables, chairs, planters, and/or umbrellas
    - Location of barriers
    - Location of designated handicapped accessible seating area (for restaurants only)
- Design Plan
  - Shows the design of the parklet—and the materials it will be constructed with—from a pedestrian’s point of view and includes:
    - Relevant measurements (parklet height; curb height; barrier and/or planter height, length, and width)
    - Photos (or manufacturer’s specification sheets) and dimensions of any proposed furniture, including tables, umbrellas, chairs, planters, barriers, rope
- Proof of Outreach and Notice
  - Letter(s) of Support
    - If any part of the parklet (including the required buffer) is located in front of any properties not occupied by the Parklet Host, Letters of Support from the businesses, residents, and/or property owners of said properties are required.
    - If the Parklet Host is not the owner of the building that the parklet is in front of, the property owner must provide a Letter of Support for the parklet. If the Parklet Host owns the property, indicate so in the application.
      - For a Letter of Support template to use, click [here](#).
  - Public Notice

- Fill out the Parklet Notice template [here](#) and submit to the following stakeholders:
  - The presiding neighborhood organization (contact list provided online or ask Max Devilliers)
  - All businesses and residents on the block where the parklet is located
- Certificate of Insurance
  - For an example of a valid Certificate of Insurance for operating a parklet, click [here](#).
- Maintenance Agreement
  - Fill out the Maintenance Agreement [here](#).
- Commercial Use Details (Supplemental Application)
  - NOTE: Only applicable for commercial parklets
    - Fill out this Supplemental Application [here](#).

## Application Process

### Step 1: Pre-Submittal Meeting

- Contact Max Devilliers ([max.devilliers@alexandriava.gov](mailto:max.devilliers@alexandriava.gov)) in T&ES – Mobility Services to discuss proposed location and design concept

### Step 2: Outreach

- Required approvals:
  - If the Parklet Host is not the owner of the building that the parklet is in front of, the property owner must provide a Letter of Support for the parklet. If the Parklet Host owns the property, indicate so in the application.
  - If any part of the parklet is located in front of any properties not occupied by the Parklet Host, Letters of Support from the businesses, residents, and/or property owners of said properties are required.
    - If the Parklet Host can prove that they made a written request to the property owner and/or occupant of a property to be fronted by the parklet and the owner/occupant did not respond within 10 business days, the City will consider this requirement satisfied
    - If a property fronted by the parklet is vacated and the subsequent property owner/occupant opposes the parklet, the parklet shall not be shortened/removed until the following renewal period (i.e., October 1)
- Notification:
  - The parklet host must provide notice to all businesses, neighborhood organizations, and residents on the block where they are applying to host a parklet.
  - Parklet Hosts must provide the City with a list of the addresses notified and an example notice (City to provide notice template).
- City Notice:
  - The City will post a sign for 14 days at the proposed parklet location indicating a parklet is under consideration and inviting public comment. Notice will also be provided online and through the City's eNews.
  - If no concerns are received, the parklet will be approved administratively by staff, subject to these Parklet Requirements.
  - If concerns are received, the City will coordinate with the Parklet Host to address issues, and may require review by the Traffic and Parking Board at a public hearing.
  - If a parklet is proposed to be located on a blockface where one or more parklets already occupy a total of at least 80 feet of curbspace length, the application will be reviewed by the Traffic and Parking Board at a regular monthly meeting.

### **Step 3: Submit Documents into APEX**

- An application for a parklet shall be submitted to the T&ES Permit Office/APEX and must include all of the Required Documents listed on Pages 12-13:
  - Site Plan
  - Design Plan
  - Proof of Outreach and Notice
  - Certificate of Insurance
  - Maintenance Agreement
  - Commercial Use Details (Supplemental Application)

NOTE: Reviewing departments will include specific conditions of approval for the permit. The application will be reviewed by the following departments:

- T&ES – Mobility Services
- T&ES – DROW
- T&ES – Operations
- Fire
- Code Administration
- Planning and Zoning

### **Step 4: Approval and Installation**

- After all reviewing departments have approved the application, , all fees have been paid, and the maintenance agreement is signed by all parties, the T&ES Permit Office will issue the permit
- Once the Parklet Host installs the parklet, the Parklet Host must call the City for an inspection.
  - T&ES Construction & Inspection will inspect the parklet to ensure it is consistent with the location approved in the permit and that appropriate buffers and safety features (wheel stops, reflectors, etc.) are installed.
  - The Fire Department shall inspect the parklet to ensure it does not impede egress from buildings and there is adequate fire access to all hydrants and FDCs.

### **Step 5: Annual Renewal**

- The City will send a reminder about permit renewals 30 days prior to the permit expiring. The reminder will note that, if the permit is not renewed, the parklet must be removed by the date the permit expires.
- Permits will be approved through September 30<sup>th</sup> and can be renewed annually. If there are no changes to the design and location, the permit will be renewed upon payment of fees and submission of updated documents (insurance, maintenance agreement, letters of support, etc.).
  - Note: Locations will be reviewed for potential impact from proposed paving in the next year and will be conditioned accordingly if the parklet will need to be removed.

## Permit Fees

Parklet permit fees were approved by the City Council on March 8, 2022, to be effective starting October 1, 2022. Permit fees for the first year were 50% of the approved fee for any permit issued and valid between October 1, 2022, and September 30, 2023. The final resolution on parklet permit fees can be found online [here](#).

Permit fees for parklets shall be based on the square footage that the parklet occupies, including the required buffer area, and will be assessed as follows:

- Annual parklets that are open to the public at all times: \$2 per square foot
  - This may be a good option for retailers! If interested, reach out to Maxime Devilliers (Max.Devilliers@alexandriava.gov)
- Annual parklets in which a commercial business operates:
  - Within the King Street Retail Strategy area: \$21 per square foot
  - All other areas: \$14 per square foot
- Short-term (i.e., in place for less than 7 days) parklets in which a commercial business operates:
  - Annual review of plans and location: \$100
  - Temporary Reserved Parking signage: \$30 per day per non-metered parking space (i.e., 20 feet in length); \$40 per day per metered parking space