

**CITY OF ALEXANDRIA
TRAFFIC AND PARKING BOARD PUBLIC HEARING
MONDAY, DECEMBER 8, 2025 7:00 P.M.
IN-PERSON AND VIRTUAL**

The December 8, 2025 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_pzlhzaGxTZ6aL6evcyI-KQ

Or an H.323/SIP room system:

H.323: 144.195.19.161 (US West) or 206.247.11.121 (US East)

Meeting ID: 944 9871 7368

Passcode: 915805

SIP: 94498717368@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 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 trafficandparkingboard@alexandriava.gov, Virginia Relay 711.

**CITY OF ALEXANDRIA
TRAFFIC AND PARKING BOARD PUBLIC HEARING
MONDAY, DECEMBER 8, 2025 7:00 P.M.
IN-PERSON AND VIRTUAL**

D O C K E T

1. Announcement of deferrals and withdrawals.
2. Approval of the October 27, 2025, 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. Parking Enforcement Pilot Contractor Program Update
 - B. Traffic and Parking Board Meeting Schedule 2026

CONSENT ITEMS

5. Parking Removal – Crossing Improvements Near Schools Phase I
6. No Turn on Red – Russell Road/Monroe Avenue/High Street
7. Loading Zone Addition – 126 North Patrick Street
8. Parking Removal - Capital Bikeshare Station Relocation 100 Block of South Royal Street
9. Motorcoach Loading Relocation and Parking Restriction Modifications – 300 and 400 Blocks of King Street

PUBLIC HEARING ITEMS

10. Curb Cut Appeal – 1612 Princess Street
11. Administrative Approval Process - Electric Vehicle Charging Only Parking Requirements for Curbside Electric Vehicle Charging

INFORMATION ITEMS

12. **STAFF UPDATES**
13. **COMMISSIONER UPDATES**

Next Meeting: Monday, January 26, 2026

**CITY OF ALEXANDRIA
TRAFFIC AND PARKING BOARD PUBLIC HEARING
MONDAY, OCTOBER 27, 2025, 7 P.M.
IN-PERSON AND VIRTUAL MEETING**

MINUTES

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

BOARD MEMBERS ABSENT: None

STAFF MEMBERS PRESENT: T&ES – Katye North, Division Chief; Alex Boulden, Division Chief; Sheila McGraw, Division Chief; Andre Williams, Civil Engineer III; Alex Carroll, Principal Planner; Max Devilliers, Urban Planner III; and Bryan Hayes, Urban Planner III.

1. Announcement of deferrals and withdrawals: None.
2. Approval of the September 15, 2025, Traffic and Parking Board meeting minutes:

BOARD ACTION: Mr. Kane made a motion, seconded by Ms. Bonnard to approve the minutes of the September 15, 2025, Traffic and Parking Board meeting. The motion carried unanimously.

3. **WRITTEN STAFF UPDATES:** The Board received written staff updates on:
 - Capital Bikeshare Station Replacement Update
 - Complete Streets Update
 - Mr. Kane requested that Ms. Carroll present on the update provided to the Transportation Commission to the Board when possible.
 - Parking Enforcement Contractor Pilot Program Update
4. **PUBLIC DISCUSSION PERIOD:** None.

CONSENT ITEMS

5. **ISSUE:** Residential Pay by Phone – 900 block of Cameron Street and 200 block of North Alfred Street

DISCUSSION: Mr. Devilliers presented the item to the Board.

PUBLIC TESTIMONY: David Eaddy stated that he had no further questions as long as permitholders were exempt from having to pay to park.

BOARD ACTION: Mr. Kane made a motion, seconded by Ms. Phelps to recommend the Director of T&ES implement a residential pay by phone requirement (\$1.75 per hour) for

the 900 block of Cameron Street and the 200 block of North Alfred Street. The motion carried unanimously.

6. ISSUE: Residential Pay by Phone – 200 block of Wilkes Street

BOARD ACTION: Mr. Kane made a motion, seconded by Ms. Phelps to recommend the Director of T&ES implement a residential pay by phone requirement (\$1.75 per hour) for the 200 block of Wilkes Street. The motion carried unanimously.

PUBLIC HEARING ITEMS

7. ISSUE: Parking Removal – Crossing Improvements on Cameron Mills Road at Woodland Terrace

DISCUSSION: Mr. Hayes presented the item to the Board. Ms. Tucker requested that City staff look at improving the intersections in the immediate vicinity further for safety.

PUBLIC TESTIMONY: Sara Abriatis testified in opposition.
Asa Orrin-Brown testified in support.
Grant Keaton testified in opposition.

BOARD ACTION: Mr. Kane made a motion, seconded by Ms. Bonnard to recommend the Director of T&ES remove one (1) parking space on Cameron Mills Road at Woodland Terrace; send a letter from the Director of T&ES to ACPS to request a re-examination of the northbound bus stop on Cameron Mills Road at Woodland Terrace; and to ask the North Ridge Citizens' Association for potential solutions for the intersection(s). The motion carried unanimously.

8. ISSUE: Curb Cut Appeal - 1612 Princess Street

DISCUSSION: Mr. Williams presented the item to the Board. Mr. Kane asked that staff consider adding a crosswalk for the existing curb ramps.

PUBLIC TESTIMONY: Paul Miller testified in opposition.
Elliott Watts testified in support.
Tamara Adams testified in support.

BOARD ACTION: Mr. Kane made a motion, seconded by Mr. Lauritzen, to defer this vote until City staff conducts a thorough field survey of vehicular traffic and parking conditions. The motion carried unanimously.

9. ISSUE: Lane Removal and Speed Limit Reduction - Edsall Road and Yoakum Parkway

DISCUSSION: Ms. Carroll presented the item to the Board. Mr. Kane asked if Fairfax County is supportive of this project, which Ms. Carroll confirmed they are. Mr. Kane

asked if there will be speed reader boards installed on Edsall Road, which Ms. Carroll confirmed there would be. Mr. Kane asked if staff could include scooter/bike corrals as part of this project, which staff responded that they would look into micromobility parking demand for Yoakum Parkway to determine if that's warranted. Mr. Kane asked if the project will include flexposts, which Ms. Carroll confirmed it would. Ms. Tucker asked if there is anything that can be installed on Edsall Road to draw attention to the lower speed limits on Edsall Road, to which Ms. Carroll responded that there is nothing that staff can legally add at this time. Ms. Mihalik asked about how the bike lanes will function at bus stops, to which Ms. Carroll responded that the City will be installing semi-permanent bus-boarding islands at each bus stop. Mr. Lauritzen asked why staff is not recommending parking-protected bike lanes, to which Ms. Carroll responded that Yoakum Parkway does not have the ideal amount of roadway width needed for doing so, but parking turnover on Yoakum Parkway is not high so there will be fewer conflicts with drivers and cyclists.

PUBLIC TESTIMONY: Yasir Nagi testified in support of Option 2.

Jacob Vawter testified in opposition of any parking loss.

Zach DesJardins testified in support of Option 2.

Ken Notis testified in support of Option 2.

Ms. Tucker asked why staff presented the cycletrack option as being on the west side of Yoakum Parkway as opposed to the east side, to which Ms. Carroll responded that RP&CA wanted to have a bike lane connection to Stevenson Park. Mr. Lauritzen asked if the design for Yoakum Parkway can be revisited in the future, which Ms. Carroll confirmed it could. Ms. Mihalik asked if no drivers would be exempt from the future parking restrictions, which Ms. Carroll confirmed there would be no exemption.

BOARD ACTION: Mr. Kane made a motion, seconded by Ms. Mihalik, to recommend the Director of T&ES make the following changes to Yoakum Parkway to improve safety:

- Replace 7 a.m.-6 p.m. parking restrictions with 3-hour parking from 8 a.m.-5 p.m. Monday through Friday
- Add up to 2 on-street parking spaces between Watergate/Cascade at Landmark and Edsall Road
- Combine the northbound left and right turn lanes at Stevenson Avenue
- Remove the southbound left turn lane at Cascade at Landmark
- Close the channelized right turn lane on the east side of the intersection of Yoakum Parkway and Edsall Road

And recommend the City Manager reduce the posted speed limit on Edsall Road and Yoakum Parkway from 35 MPH to 25 MPH. Mr. Lauritzen made a friendly amendment to implement Option 2 as presented by staff instead, which Mr. Kane rejected. Mr. Kane's original motion passed unamended 5-1 with Mr. Lauritzen opposed.

10. ISSUE: Travel Lane Changes on Diagonal Road and Reinekers Lane

DISCUSSION: Ms. Carroll presented the item to the Board. Mr. Kane noted that the traffic signal at Reinekers Lane and Duke Street does not detect bicycles and the through phase is very short. Ms. Mihalik asked about the traffic signal at Diagonal and Daingerfield Roads, to which Ms. Carroll responded that it will have video detection for bicycles. Mr. Lauritzen asked if the City plans on installing bike lanes on the 1700 block of Prince Street, to which Ms. Carroll responded that the City has a project in the pipeline for addressing minor gaps such as that one.

PUBLIC TESTIMONY: Zach DesJardins testified in support.

BOARD ACTION: Ms. Mihalik made a motion, seconded by Mr. Lauritzen, to recommend the Director of T&ES modify roadway markings and lane configurations on Diagonal Road and Reinekers Lane as well as install a 'No Turn on Red' sign on Diagonal Road at Daingerfield Road. The motion carried unanimously.

INFORMATION ITEMS

11. **STAFF UPDATES:** Sheila McGraw provided the Board with an update regarding Ms. Bonnard's final meeting and that the Board's legislative priorities are moving through the process.
12. **COMMISSIONER UPDATES:** Mr. Kane provided the Board with the following updates:

The Transportation Commission received an update from the Transportation Planning Division on Vision Zero, Complete Streets, and the city's many trails. Mr. Kane requested that Ms. Carroll provide the same presentation to the Board in the near future.

ADJOURNMENT

Ms. Bonnard moved to adjourn the meeting, seconded by Ms. Phelps. The motion carried unanimously. The meeting adjourned at 9:34 p.m.

City of Alexandria, Virginia

Traffic and Parking Board

DATE: December 8, 2025

DOCKET ITEM: 4

ISSUE: Written Staff Updates & Public Hearing Follow-up

A. Parking Enforcement Pilot Contractor Program Update

At the October 28 City Council meeting, staff gave a presentation on the pilot parking enforcement program and received input from Council on how to proceed with the program and requested additional information on several elements of the program. The presentation can be viewed [here](#) starting at 2:14. The presentation included information about how the pilot program increased parking enforcement and allowed Parking Enforcement Officers to focus on other areas of the City while ensuring Old Town has adequate coverage with the contracted officers. City Council unanimously supported continuing and expanding the pilot. Staff is working to answer questions from Council and chart out a path forward to continue to use the parking enforcement contractors to support the City's Parking Enforcement Officers.

B. Traffic and Parking Board Meeting Schedule 2026

Below is the Traffic and Parking Board meeting schedule for 2026. The meetings take place on the fourth Monday of the month unless noted with an asterisk at 7 p.m. Traffic and Parking Board meetings will be held in the temporary Council Chamber at the Del Pepper Center during the City Hall renovation project. The 2026 Traffic and Parking Board meeting schedule has been posted on the Traffic and Parking Board website.

January 26
February 23
March 23
April 27
May 18*
June 22
July 27
September 28
October 26
December 7*

City of Alexandria, Virginia

Traffic and Parking Board

DATE: December 8, 2025

DOCKET ITEM: 5

ISSUE: Parking Removal – Commonwealth Avenue at Mount Ida Avenue

REQUESTED BY: T&ES Staff

LOCATION: Northwest corner of Commonwealth Avenue and Mount Ida Avenue

STAFF RECOMMENDATION: That the Board recommend the Director of T&ES:

- Remove two on-street parking spaces at the northwest corner of Commonwealth Avenue and Mount Ida Avenue; and
- Install No Turn on Red (NTOR) restrictions for southbound Commonwealth Avenue turning right onto westbound Mount Ida Avenue.

BACKGROUND: The intersection of Commonwealth Avenue and Mount Ida Avenue serves Mount Vernon Community School (MVCS), the James M. Duncan Branch Library, and the Mount Vernon Recreation Center (Attachment 1). The signal located at the intersection operates with an exclusive pedestrian phase. In July 2025, the Board approved removal of four on-street parking spaces at this intersection. One (1) space was removed along Commonwealth Avenue and three (3) were removed on Mt. Ida Avenue.¹ Concept and design for these two new crossings was not complete in time for the July Traffic and Parking Board public hearing. During summer and fall 2025, the City refined designs for two additional crossings at this intersection, a northern crosswalk and a diagonal crossing. These crossings improve access for people walking to MVCS, the library, and the recreation center. Staff are requesting the removal of two additional parking spaces to accommodate the design for the two new crossings.

In 2024, VDOT selected the City's Crossing Improvements Near Schools Phase I project for Transportation Alternatives (TA) Set-Aside funding. The grant funds design and construction of curb extensions, median refuges, ADA-compliant curb ramps, and high-visibility crosswalks at six locations near four ACPS schools, including MVCS, with design in 2025–2026 and construction starting as soon as summer 2026 and to be completed no later than 2030. The construction schedule will not be finalized the design phase is concluded. The proposed new northern and diagonal crossings at Commonwealth & Mount Ida are advancing as part of this scope.

¹ The Traffic & Parking Board approved removal of thirteen (13) total spaces for the Crossing Improvements Near Schools Phase I project at the July 2025 public hearing.

DISCUSSION: To install the new northern crosswalk and align stop-controlled movements, the stop bar on Mount Ida Avenue must be relocated per MUTCD Section 3B.16 (Attachment 2). This section places stop lines before crosswalks to establish appropriate sight triangles and allows sufficient sight distance. Relocating the stop bar requires removing two parking spaces on the northwest corner to achieve required sight distance, maintain queuing space for one vehicle, and keep the intersection clear during the exclusive pedestrian phase. Additionally, City Code Section 10-4-41 prohibits parking within twenty feet of intersecting curb lines; the proposed removal formalizes this “daylighting” requirement and adds clearance to meet sight distance and queuing needs at this signalized corner. Where the signal’s pedestrian-exclusive phase permits diagonal crossing, crosswalk markings will follow MUTCD Section 3B.17. The attached exhibit shows the proposed diagonal crossing.

Staff recommend NTOR for southbound Commonwealth Avenue turning onto westbound Mount Ida Avenue to reduce conflicts between turning drivers and pedestrians during the exclusive pedestrian phase. High pedestrian volumes from MVCS, the library, and the recreation center, limited visibility, and diagonal/northern desire lines increase the likelihood of right-turning drivers not yielding to pedestrians crossing from the right. MUTCD supports NTOR where pedestrian volumes are high, sight distance is constrained, or turning movements create conflicts (MUTCD Part 2—Turn Prohibition Signs). NTOR will reinforce yielding behavior, shorten decision distances, and improve compliance with the pedestrian phase while new crossings are installed.

A crossing guard was historically stationed at this intersection; there is currently none. The Alexandria Police Department indicates that the existing exclusive pedestrian phase at signalized intersections mitigates the need for a crossing guard. MVCS’s crossing guard is stationed at Mount Vernon Avenue and Stewart Street intersection and Clyde and East Uhler Avenue intersection.

Data collected in September 2025 indicates high demand for both crossings. Many people cross the intersection diagonally without ADA-compliant ramps or marked crosswalks, especially during school arrival and dismissal. Adding the northern and diagonal crossings will shorten walking distances, reduce out-of-direction travel, and create self-explaining, marked options at a location without a crossing guard.

If approved, the No Turn on Red will be added to the queue for implementation. The parking spaces will be removed when construction starts, if approved. Since these parking spaces do not currently create any safety concern.

OUTREACH: In August 2023, the City engaged the public on curb extensions concepts. The City received 158 comments through an online survey, project webpage, and school coordination. The feedback showed significant support for the safety improvements, despite concerns about parking space removal in the Del Ray neighborhood.

For the current item, staff contacted two residents who submitted Alex311 requests for safety improvements at the Mt. Ida and Commonwealth Avenues intersection. They also coordinated with the Del Ray Citizens Association Traffic Calming Committee and the MVCS PTA on the proposed parking removal and new NTOR. Letters of support are attached (Attachment 3).

The City posted signs at the location linking to information about the proposed parking removal and the opportunity to submit comments for the December 8 Board public hearing.

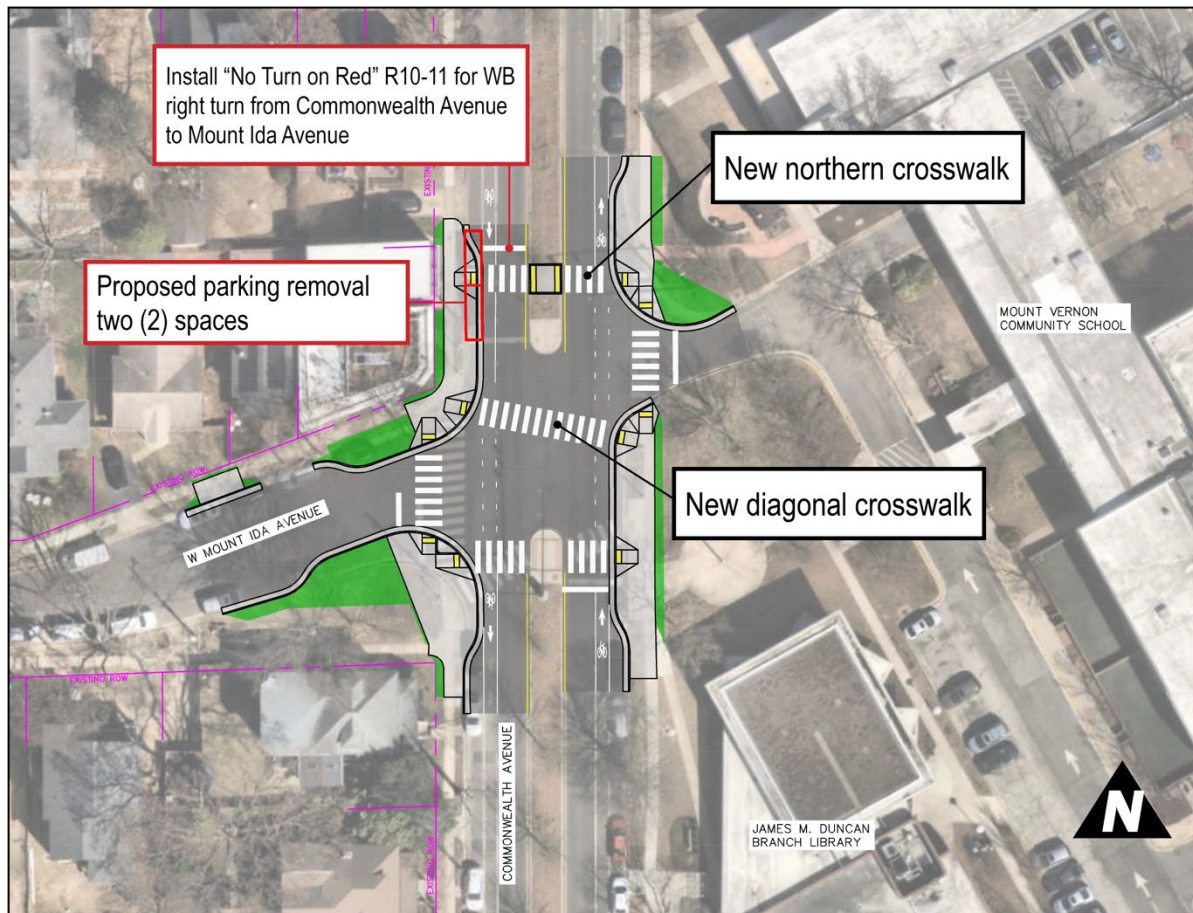
Staff sent letters to the four residents most likely affected by this change. The home at 2 Groves Avenue has off-street parking, while the homes at 3 West Mount Ida Avenue, 1 West Mount Ida Avenue, and 2602 Commonwealth Avenue do not have off-street parking. Response from residents pending.

ATTACHMENT 1: LOCATION



Map highlighting location of proposed changes in relation to nearby school, library, and recreation center.

ATTACHMENT 2: PROPOSED CROSSWALKS AND PARKING REMOVAL



Location of additional proposed parking removal, new proposed No Turn on Red restrictions, and other intersection improvements included in the Crossing Improvement Near Schools Phase I project that was previously approved in July 2025.

City of Alexandria, Virginia

Traffic and Parking Board

DATE: December 8, 2025

DOCKET ITEM: 6

ISSUE: No Turn on Red – Russell Road/Monroe Avenue/High Street

REQUESTED BY: T&ES Staff

LOCATION: Intersection of Russell Road, Monroe Avenue, and High Street

STAFF RECOMMENDATION: That the Board recommend the Director of T&ES install No Turn on Red restrictions at all approaches of the intersection of Russell Road, Monroe Avenue, and High Street.

BACKGROUND: In 2017, the City adopted the Vision Zero Action Plan to eliminate traffic fatalities and severe injuries. On October 24, 2025, a severe crash occurred at the intersection of Russell Road, Monroe Avenue, and High Street. The crash involved a person making a left turn from westbound Monroe Avenue to southbound Russell Road who struck a woman and her child in the crosswalk across Russell Road. Staff received several community requests to improve safety at this location.

DISCUSSION: The intersection of Russell Road, Monroe Avenue, and High Street is located on the eastern end of Alexandria, bordering the North Ridge and Del Ray neighborhoods. Russell Road and Monroe Avenue are classified as major collector roadways, and High Street is classified as a local street. The intersection provides access to single family neighborhoods, as well as multiple churches and childcare facilities. Emmanuel Episcopal Church and Preschool is located on the northwest corner of the intersection. The intersection is a five-legged intersection, which creates additional complexity where right turns on red could be subject to additional risk. Additionally, sight lines are limited at this intersection due to topography, vegetation, walls, and the skew of the intersection.

City staff evaluated the circumstances of the crash to identify any short-term changes that could improve safety at the intersection. Two treatments are recommended:

Leading Pedestrian Interval (LPI)

LPIs are classified by the Federal Highway Administration as a proven safety countermeasure. LPIs give people walking a head start into the intersection while all vehicle traffic is stopped. This allows people crossing to better establish their presence in the crosswalk before vehicles begin making turns. LPIs increase visibility of people crossing, reduce conflicts between people

driving and walking, increase likelihood of drivers yielding to people in the crosswalk, and enhance safety for people who may be slower to start into the intersection. City staff implemented an LPI for all crossings at this intersection in early November 2025.

No Turn on Red

No Turn on Red restrictions are recommended to be installed alongside LPIs to increase the effectiveness of the LPI. Additionally, No Turn on Red restrictions can create safer conditions for drivers by minimizing the risk of crashes between drivers turning right on red and other drivers who have the green signal. According to the Manual on Uniform Traffic Control Devices, No Turn on Red restrictions should be considered when one or more of the following conditions exists:

- A. Inadequate sight distance to vehicles approaching from the left (or right, if applicable);
- B. Geometrics or operational characteristics of the intersection that might result in unexpected conflicts;
- C. An exclusive pedestrian or bicycle phase;
- D. An unacceptable number of conflicting pedestrian movements with right-turn-on-red maneuvers, especially involving children, older pedestrians, or persons with disabilities;
- E. More than three right-turn-on-red crashes reported in a 12-month period for the particular approach; or
- F. The skew angle of the intersecting roadways creates difficulty for drivers to see traffic approaching from their left (or right, if applicable).

A No Turn on Red is already present for the westbound approach of Monroe Avenue and for High Street. Staff recommend applying this safety treatment to all approaches to minimize the risk of collisions in the future. See Attachment 2 for more details.

OUTREACH: City staff informed the North Ridge Citizens' Association, the Del Ray Citizens Association, and Emmanuel Episcopal Church of the proposed changes and the opportunity to provide comment at the public hearing.

ATTACHMENT 1: PROJECT LOCATION



Map of intersection



Northbound Russell Road approach



Southbound Russell Road approach



Westbound Monroe Avenue approach

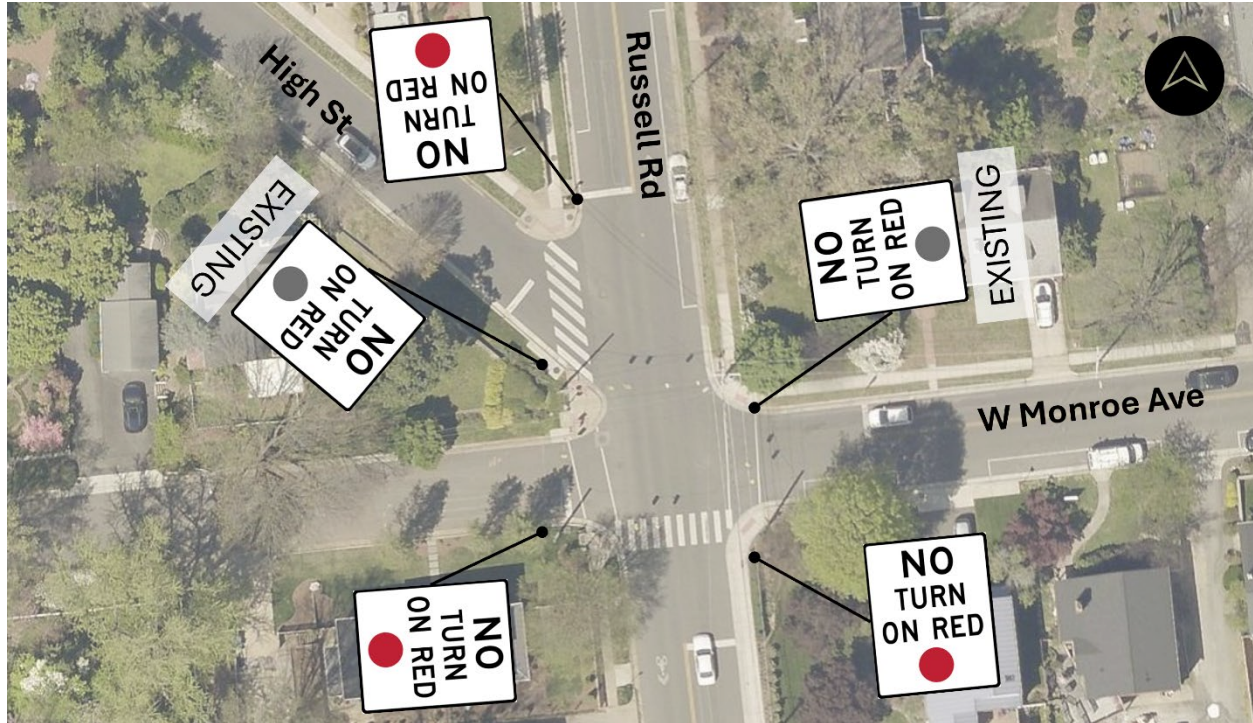


Eastbound Monroe Avenue approach



Southeastbound High Street approach

ATTACHMENT 2: PROPOSED NO TURN ON RED RESTRICTIONS



Proposed No Turn on Red restrictions

City of Alexandria, Virginia

Traffic and Parking Board

DATE: December 8, 2025

DOCKET ITEM: 7

ISSUE: Loading Zone Addition – 100 block of North Patrick Street

REQUESTED BY: LaPluma Coffee & Wine

LOCATION: West side of the 100 block of North Patrick Street at Cameron Street

STAFF RECOMMENDATION: That the Board recommend the Director of T&ES add a 40-foot-long loading zone at 126 North Patrick Street, 7 a.m. to 9 p.m., daily.

BACKGROUND: LaPluma Coffee & Wine, 1000 Cameron Street, opened at the corner of Cameron Street and North Patrick Street earlier this year. The business is open from 7 a.m. to 10 p.m. daily. The business sells coffee starting early in the morning, food all day, and wine in the evenings. The owner has goods delivered to the business most mornings, food delivered to and picked up by customers throughout the day, and customers arriving and/or leaving via rideshare in the evenings.

The owner closed the curb cut that existed on the North Patrick Street side of the property as part of the business opening to use as an outdoor patio. Removing the curb cut added one on-street parking space to this largely residential intersection.

Restrictions for the west side of the 100 block of North Patrick Street include Wednesday morning street-sweeping restrictions March through October (which would supersede the loading zone restrictions), as well as 2-hour parking restrictions 8 a.m. to 11 p.m. Monday through Saturday and 11 a.m. to 11 p.m. on Sundays (District 3 permitholders exempt). There are currently 16 on-street parking spaces, 7 homes, an 18-space parking lot, and 3 other small businesses on the west side of the block. North Patrick Street is a northbound-only major thoroughfare designated as US Route 1, and the block is situated between King Street (VA Route 7) and Cameron Street.

Parking on the east side of the 100 block of North Patrick Street is metered, and the Board recently recommended approving a request by residents to implement Residential Pay-by-Phone metered parking on the 900 block of Cameron Street. The 200 block of North Patrick Street and the 1000 block of Cameron Street remain unmetered.

DISCUSSION: Staff received a petition (Attachment 2) from the owner of LaPluma Coffee & Wine on October 16, 2025, for a new 40-foot-long loading zone to accommodate goods

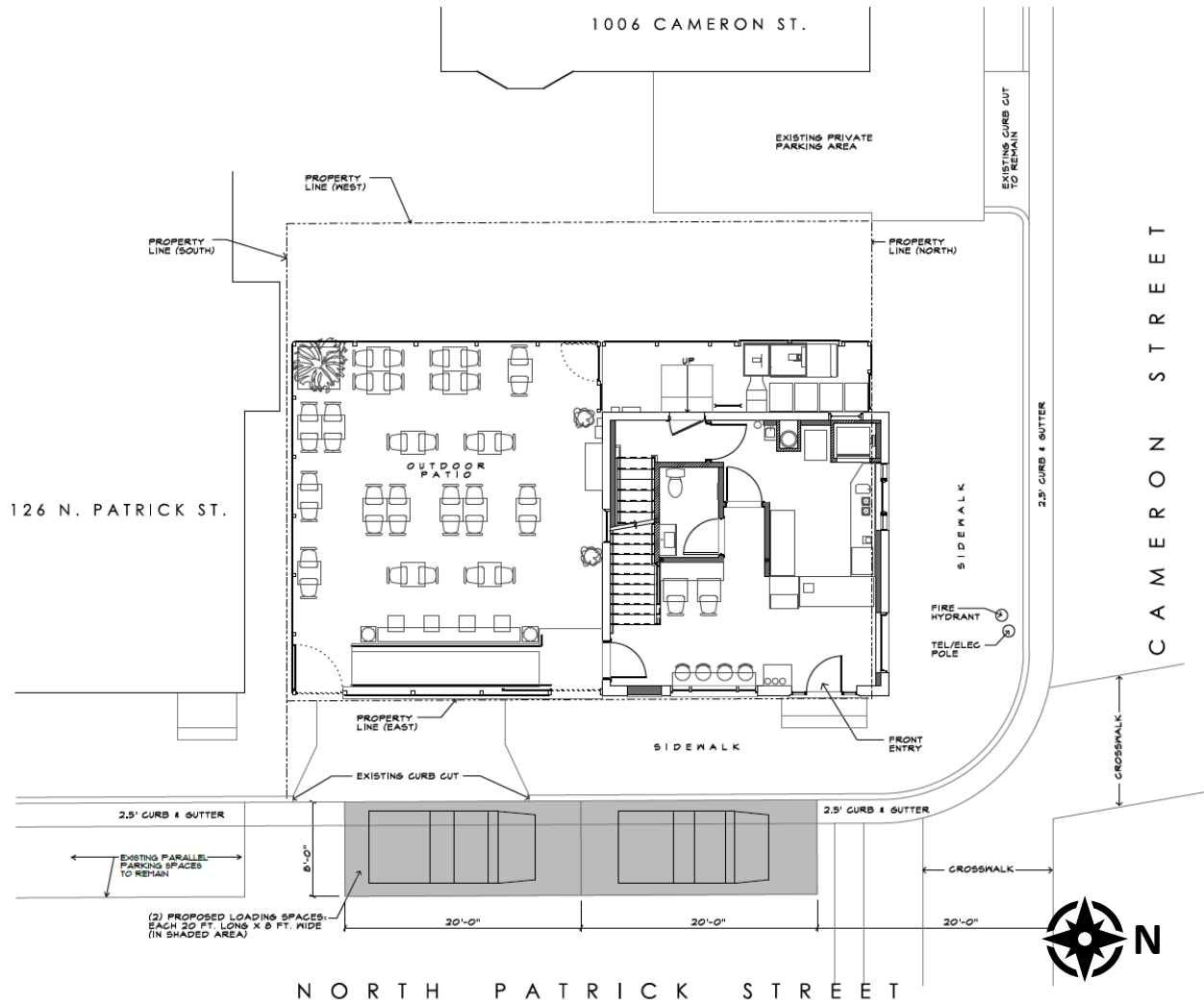
delivered, food delivery services, take-out pickup, and rideshare pickup and dropoff. The owner did not collect any signatures of support given that the loading zone would not front any other properties and half of the loading zone would simply replace what was once a curb cut for the property at 1000 Cameron Street which houses LaPluma Coffee & Wine.

1000 Cameron Street is a historic commercial building with now three fewer off-street parking spaces due to the conversion of the majority of the lot into an outdoor patio for customers. The remainder of the parking lot can accommodate three small vehicles when sharing the curb cut at 1006 Cameron Street. The building has no loading dock and parking/loading is prohibited at 1000 Cameron Street due to the placement of a fire hydrant along the curb.

Staff discussed with the owner of LaPluma Coffee & Wine via email to learn more about the businesses' delivery and ecommerce needs, and ultimately revised the hours for the loading zone to match the business' curbside demand while also allowing for resident and visitor parking when the business is closed. Given the curbside demand generated by this new small business and the importance of keeping delivery vehicles from double parking on North Patrick Street, staff feel that the recommended hours for the proposed loading zone are appropriate. The hours for and length of the loading zone can also be adjusted in the future to more accurately match demand if needed.

OUTREACH: Staff notified the Old Town Civic Association and the West Old Town Civic Association of this request via email on Friday, November 14. As of the posting of this docket, neither association indicated concerns with this proposal.

ATTACHMENT 1: LOCATION (AERIAL)



**LOCATION (STREETVIEW) - NORTHBOUND NORTH PATRICK STREET AT
CAMERON STREET**



ATTACHMENT 2: REQUEST

ON-STREET PARKING MODIFICATION REQUEST FORM



Please fill out the first page of this application and return to max.devilliers@alexandriava.gov or mail to Max Devilliers, 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?*):

REQUESTED ADDITION OF TWO DEDICATED LOADING SPACES - ONE IN-PLACE OF AN EXISTING ON-STREET PARALLEL PARKING SPACE, AND THE OTHER IN FRONT OF AN EXISTING CURB CUT THAT ALREADY SERVES THE BUSINESS PROPERTY. LOADING HOURS WILL BE FROM 7:00 AM TO 9:00 PM DAILY.

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 **LOADING HOURS: 7:00 AM TO 9:00 PM DAILY**

Location: WEST SIDE OF 100 BLOCK OF NORTH PATRICK STREET;
PLEASE SEE ATTACHED SITE PLAN DATED 15 OCT 2025
(Map or figure may be provided as an attachment)

Approximate number of spaces affected (assume 20 feet per space): 1

Project Champion (Point of Contact) Information:

Name: ILIANA MORALES LOPEZ

Address: 1000 CAMERON ST. ALEXANDRIA, VA 22314

Email: PLUMACAFE1000@GMAIL.COM

Phone Number: (703) 499-3754

Best Way to Contact:

☒ Email

☐ Phone

Best Time of Day to Contact:

☐ Morning

☒ Afternoon

Page | 2

Mobility Services
421 King Street, Suite 235
Alexandria, VA 22314

City of Alexandria, Virginia

Traffic and Parking Board

DATE: December 8, 2025

DOCKET ITEM: 8

ISSUE: Consideration of a request to remove three (3) on-street parking spaces from the 100 block of South Royal Street for a temporary Capital Bikeshare station location

REQUESTED BY: T&ES Staff

LOCATION: East side of the 100 Block of South Royal Street, between King Street and Prince Street

STAFF RECOMMENDATION: That the Board makes a recommendation to the Director of T&ES to remove three (3) on-street parking spaces from the east side of the 100 block of South Royal Street for a Capital Bikeshare station during the City Hall renovation project.

BACKGROUND: City Hall is undergoing a renovation project starting in 2026. In order to prepare the site for the upcoming work, the Market Square Capital Bikeshare station needs to be re-located off the plaza by January 2026. More about the City Hall renovation project can be found on the project website here [City Hall Renovation Project | City of Alexandria, VA](#).

The Market Square Capital Bikeshare station was first installed in August, 2012. Through September 2025, it has facilitated over 60,000 trips and is one of the top three highest ridership stations in the City. This station along with other stations in the lower King Street area by the waterfront routinely fill up during high ridership peaks, demonstrating a high demand for bikeshare in this area.

DISCUSSION: Staff is proposing to relocate the Market Square Capital Bikeshare station to the east side of the 100 block of South Royal Street just south of King Street for the duration of the City Hall renovation project (Attachment 1 and will return it to Market Square when the renovation project concludes. When the station moves back to Market Square, the proposed parking removal to accommodate the temporary bikeshare station on South Royal Street will be returned back to on-street two hour meter parking Monday through Saturday 8 a.m. to 9 p.m.

The proposed location on the 100 block of South Royal Street was selected for its proximity to the station's current location, while not conflicting with the Market Square project construction and minimizing parking removal.

Restrictions on the 100 block of South Royal Street are 2 hour paid parking Monday through Saturday 8 a.m. to 9 p.m. The east side of the block is primarily comprised of retail and commercial businesses with a couple of residential properties. The west side of the block includes The Alexandrian hotel, a café that includes on-street dining, as well as other commercial and retail businesses. The proposed bikeshare location would be on the east side adjacent to the Sur la Table store. The bikeshare station is 60 feet and requires the temporary removal of 3 parking spaces

In order to continue to accommodate the high demand at this station, the station will be expanded from 17 to 21 docks when it is moved. If approved, the station is scheduled to be relocated in mid-December.

OUTREACH: Staff contacted Sur La Table to let them know about the proposed temporary relocation of the Market Square Capital Bikeshare station to South Royal street, adjacent to their store, on November 17 to inform them that they could share their opinions at the Board hearing. As of December 1, staff have not heard back. Staff also reached out to Old Town Civic about the proposal relaying that any comments can be submitted to the Board.

ATTACHMENT 1: LOCATION (AERIAL)



ATTACHMENT 2: LOCATION (STREETVIEW, LOOKING SOUTHEAST)



City of Alexandria, Virginia

Traffic and Parking Board

DATE: December 8, 2025

DOCKET ITEM: 9

ISSUE: Motorcoach Loading Relocation and Parking Restriction Modifications –
300 and 400 Block of King Street

REQUESTED BY: T&ES Staff

LOCATION: 400 Block of King Street

STAFF RECOMMENDATION: That the Board makes a recommendation to the Director of T&ES to:

- Designate eight on-street parking spaces on the 400 block of King Street as Motorcoach loading only during the City Hall renovation project, and
- Add five metered parking spaces to the 300 block of King Street during the City Hall renovation project.

BACKGROUND: City Hall is undergoing a renovation project starting in 2026. In order to prepare the site for the upcoming work, the motorcoach loading zone along the 300 block of King Street, in front of City Hall, needs to be relocated to accommodate tour buses while Market Square is inaccessible. More about the City Hall renovation project can be found on the project website here [City Hall Renovation Project | City of Alexandria, VA](#).

The City has established designated areas for motorcoach pickup and drop off and parking in order to welcome visitors and tourists who visit the City by motorcoach or by tour bus and balance their operational needs with measures to limit intrusive effects on the City's neighborhoods, environment, and quality of life. Designated motorcoach loading and parking areas are detailed on the [City's motorcoach website](#). The Market Square motorcoach loading zone is a designated loading and unloading area for tour bus, motorcoach, and school buses. Groups headed to walking tours, the Visitor Center, the Waterfront, and other destinations in Old Town are directed to use this loading zone. This zone will not be suitable for motorcoach loading once the City Hall renovation project begins in 2026 since the plaza will be under construction.

DISCUSSION: Staff propose to relocate the Market Square motorcoach loading from the 300 block of King Street to the 400 block of King Street for the duration of the City Hall renovation project. The motorcoach loading will remain at the proposed location of the 400 block of King

Street during City Hall renovation project and will be returned to a designated space along Market Square when the City Hall renovation project concludes. When the station moves back to Market Square, the proposed parking removal to accommodate the temporary motorcoach loading on the 400 block of King Street will be returned to on-street two hour metered parking Monday through Saturday 8 a.m.to 9 p.m.

The proposed location on the 400 block of King Street was selected for its proximity to the current location, that it would not conflict with the Market Square project construction, and that the sidewalk can accommodate large groups loading and unloading into the area. The 300 block of King Street, during the construction phase, will have a reduced sidewalk during construction that is not suitable to accommodate large groups loading and unloading.

Currently, the 300 block of King Street is designated for use by Dash and Motorcoach loading. During the construction phase, the parking lane along the 300 block of King Street will remain. Dash will be using 120 feet of the block for a bus stop and layover area for their buses and the trolley. Staff proposes using the other 100 feet for on-street two-hour meter parking Monday through Saturday 8 a.m.to 9 p.m. (Attachment 2). This would accommodate five parking spaces, offsetting the parking loss from the 400 block of King Street. The net parking loss would be three spaces.

Current restrictions on the 400 block of King Street are 2 hour paid parking Monday through Saturday 8 a.m. to 9 p.m. The north side of the block is primarily comprised of retail and commercial businesses uses. The south side of the block is occupied by The Alexandrian hotel. The proposed motorcoach loading zone would be in front of the PNC Bank, Made in Alexandria, and Taco Bell.

The 400 block of King Street is approximately 165 feet, currently accommodating approximately 8 parking spaces. All eight parking spaces will be replaced with a signed motorcoach loading area that will accommodate approximately 3 motorcoaches.

If approved, the motorcoach loading will be relocated in mid-January.

OUTREACH: Staff reached out to landlord let them know about the proposed temporary relocation of the Market Square motorcoach loading zone to the 400 block of King Street and has answered their questions about the proposal and let them know how they can provide feedback to the Traffic and Parking Board. Staff have been in contact with Visit Alexandria, who works directly with tour and school groups who use the motorcoach loading area about the proposed move and will coordinate with them to get communications out to motorcoach operators if the new location is approved. Staff also reached out to Old Town Civic about the proposal relaying that any comments can be submitted to the Board.

ATTACHMENT 1: LOCATION 300 & 400 BLOCK OF KING STREET



ATTACHMENT 2: PROPOSED LOCATIONS FOR MOTORCOACH LOADING, ON-STREET PARKING, AND DASH STOP DURING CITY HALL RENNOVATION



City of Alexandria, Virginia

Traffic and Parking Board

DATE: December 8, 2025
DOCKET ITEM: 10
ISSUE: Curb Cut Appeal - 1612 Princess Street

REQUESTED BY: Resident of 1612 Princess Street

LOCATION: 1612 Princess Street

STAFF RECOMMENDATION: The Board approve the curb cut application.

BACKGROUND: The City Code Section 5-2-14 establishes a process for reviewing proposed new or modified curb cuts to ensure that driveway access points balance property access needs with public safety, pedestrian mobility, and streetscape design. A person seeking a permit for a new curb cut or repair must obtain an application from the Director of Transportation and Environmental Services (T&ES). As part of this application process, the adjacent property owners are notified and may submit an objection to the proposed curb cut. Once all information has been received, the application and supporting documents are routed for review by Planning and Zoning (P&Z), T&ES, and Recreation, Parks, and Cultural Activities (RP&CA). Following this review, a notice of the decision to approve or deny the curb cut application is sent to the applicant and any opposing property owners. Within 15 days of this decision, the applicant or the neighbor in opposition has the opportunity to appeal the application decision to the Traffic and Parking Board. The Board's role in these cases is to evaluate the appeal based on the standards of the City Code and the impacts on traffic operations, pedestrian safety, and adjacent on-street parking.

DISCUSSION: The property owner at 1612 Princess Street applied for a new curb cut. The application was initially denied based on the criteria outlined in Section 5-2-14 related to the impact to available on-street parking. The property owner appealed this decision. Per section 5-2-14(e), the appeal was brought before the Board for consideration at their October 27 meeting. The docket report including the background and considerations can be found as part of the [October 27 docket report](#), docket item number 8.

At the meeting, the Board heard from City staff, the applicant, and neighbors. The applicant was opposed to the staff recommendation appealing that the curb cut should be approved by the Board. Two neighbors provided public comment that they supported staff's recommendation to uphold the curb cut denial. The Board discussed the unofficial crossing at Buchanan Street and Princess Street and whether parking would need to be removed to facilitate a formal crosswalk.

The Board voted to defer the curb cut appeal until City staff conducted a field survey of vehicular traffic and parking conditions.

After the Board's deferral, staff conducted field surveys of parking conditions, sight distances, and crossings.

Parking Surveys

Two parking surveys were conducted on Thursday, November 6 with the results below. Based on the parking surveys conducted, staff determined that there is adequate parking to absorb parking removal for the proposed curb cut.

- 12:45 p.m.
 - Buchanan between Boyle and Princess - 11 cars in 18 legal spaces (61% occupied)
 - Princess between Buchanan and Earl - 7 cars in 20 legal spaces (35% occupied)
- 5:30 p.m.
 - Buchanan between Boyle and Princess - 6 cars in 18 legal spaces (33% occupied)
 - Princess between Buchanan and Earl - 10 cars in 20 legal spaces (50% occupied)

Sight Distances

Staff evaluated sight distances and potential parking removal for the proposed curb cut. The current speed limit on Buchanan and Princess Streets is 25 mph. During the field visit, staff determined that there is adequate sight distance at 80 feet from the potential driveway location, which is the stopping sight distance for 15 mph and a reasonable speed for vehicles to travel at through the curve. The stopping sight distance of the actual speed limit would not be met without removing multiple spaces. Some public comments during the hearing noted issues with speeding in this area. If the Board approves the curb cut, staff recommends installing an advisory 15 mph speed sign on Buchanan Street if they do not wish to remove parking. Alternatively, the Board could remove as many as six parking spaces to accommodate the curb cut and ensure adequate sight distance for a 25 mph roadway.

Crossings

Staff evaluated potential pedestrian crossing improvements at the intersection of Buchanan and Princess Streets per direction from the Board. Although not in the current work plan, staff considered the additional following pedestrian improvements detailed below and illustrated in Attachment 2. This crossing isn't planned or budgeted. The Board's decision about this curb cut application is independent of planning or budgeting for the crossing.

- Removal of existing non-standard sidewalk ramps (three total)
- Installation of directional ramps and new crosswalk ~20 feet north of the existing trees on either side of Buchanan Street
- Installation of markings to provide a consistent roadway width
- Daylighting the crosswalk to the south of Boyle Street on Buchanan Street

It was determined that a crosswalk at the location of the existing curb ramps located at Buchanan and Princess Streets would not be ideal. Therefore, staff would not recommend removing parking for a crosswalk at this location.

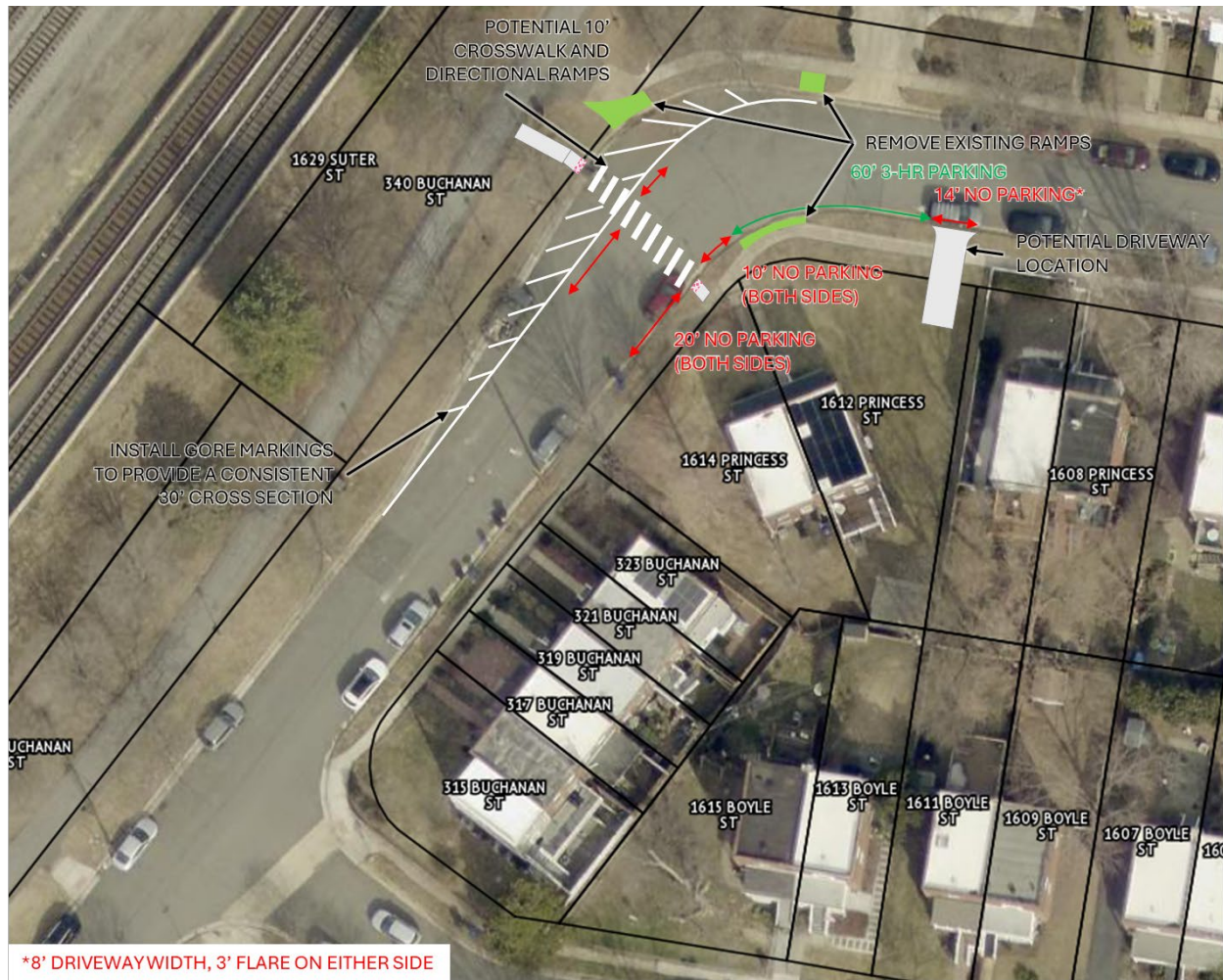
Staff recommends allowing the curb cut with the installation of a curve warning sign and an advisory 15 mph speed sign. With the curve warning sign and the advisory 15 mph speed sign, one parking space would need to be removed where the proposed curb cut is located. Without the curve warning and 15 mph speed signs, six parking spaces would need to be removed to accommodate sight distances with this curb cut based on a speed limit of 25 mph. Based on the field surveys, this location has available parking, sight-distance issues that can be addressed, and it helps solve a resident issue without significant impact to parking or safety.

OUTREACH: The applicant and opposing adjacent property owner were notified that the deferral would be brought before the Board at the December 8 Board meeting.

1612 Princess Street



ATTACHMENT 2: FIELD VISIT CROSSING CONSIDERATIONS



ATTACHMENT 3: APPLICATION



APPLICATION FOR NEW CURB CUT
OR TO WIDEN EXISTING CURB CUT 4 FEET OR MORE

CITY OF ALEXANDRIA, VIRGINIA
TRANSPORTATION & ENVIRONMENTAL SERVICES
301 KING STREET, ROOM 4130
ALEXANDRIA, VA 22314
703-746-4035 (office); 703-838-6438 (fax)
alexandriava.gov

As per City Ordinance No. 3176, approved by City Council on January 24, 1987, I, the undersigned, have notified the owners of the adjacent properties, by way of this form, within five (5) calendar days after submission of an application for a curb cut.

Applicant Email Address: pgm1212@aol.com

Property Address: 1612 Princess Street

Curb Cut Street Name: Princess Street

Request for a New Curb Cut? Yes ☒ No ☐ What is the Requested Width? 8 feet

Request for a Second Curb Cut? Yes ☐ No ☒ What is the Requested Width? _____

Will the Existing Curb Cut be Removed? Yes ☐ No ☒

Will the Existing Curb Cut be Widened? Yes ☐ No ☒ What is the Requested Width? _____

Property Owner Name: Paul Miller

Street Name and No.: 1612 Princess Street

City: Alexandria State: VA Zip Code: 22314

Home Phone: _____ Work Phone: _____ Cell Phone: 703-969-9774

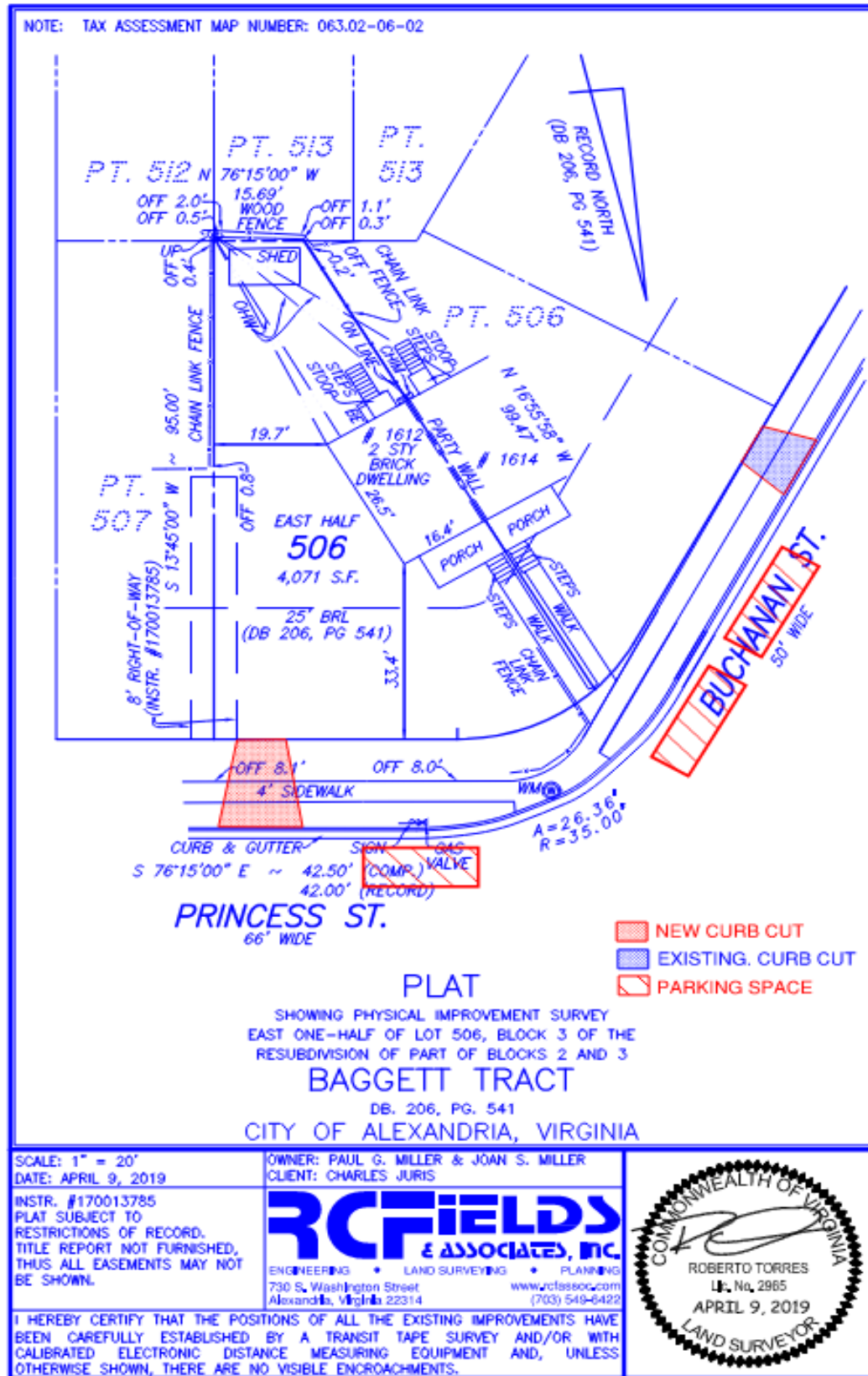
Mailing Address (if different from above): _____

THE SIGNATURE(S) OF THE PROPERTY OWNER(S) ON EACH SIDE OF YOUR PROPERTY IS REQUIRED. IF THE REQUEST IS FOR A CORNER LOT, YOU WILL NEED TO OBTAIN THE SIGNATURE OF THE PROPERTY OWNER(S) AROUND THE CORNER. IF THE PROPERTY OWNER(S) DO NOT RESIDE AT THIS LOCATION, IT IS REQUIRED THAT THE FORM BE MAILED VIA CERTIFIED MAIL TO THE OWNER(S), RETURN RECEIPT REQUESTED. AFTER THE ADJACENT PROPERTY OWNER(S) HAVE SIGNED THIS FORM, AND INDICATED WHETHER OR NOT THEY OBJECT TO THE PROPOSED CURB CUT, PLEASE SUBMIT THIS COMPLETED FORM, AND A COPY OF YOUR SURVEY PLAT, INDICATING WHERE THE CURB CUT IS TO BE INSTALLED. THE FORM AND SURVEY PLAT MAY BE MAILED TO: CITY OF ALEXANDRIA, TRANSPORTATION & ENVIRONMENTAL SERVICES, CONSTRUCTION & INSPECTION DIVISION, P.O. BOX 178, ALEXANDRIA, VA 22313. YOU MAY ALSO BRING THE FORM AND SURVEY PLAT TO OUR OFFICE AT 301 KING STREET, ROOM 4130, ALEXANDRIA, VA 22314.

Property Owner Signature: Paul Miller

Date: 30 May 2024

ATTACHMENT 4: ORIGINAL PLAN



ATTACHMENT 5: APPEAL



Paul G. Miller
1612 Princess Street
Alexandria VA 22314

August 25, 2025

Mr. Michael Moon, Director of Transportation and Environmental Services (T&ES)
City Hall, 301 King Street
Room 3000
Alexandria, VA 22314

In reference to CRB2024-00021 Letter of Denial

Dear Mr. Moon,

I am writing today to request an appeal of the denial of my application for a Curb Cut for my property at 1612 Princess Street. The application was made for the purpose of allowing me to safely charge my vehicle from the approved and installed solar panel roof array. The application in question is #CRB2024-00021, and was denied for two reasons - traffic safety and parking concerns.

During my appeal I intend to present evidence that reconsideration and approval of this request would not negatively impact parking in the neighborhood, and would pose no additional threat to safety for the applicant or other residents, pedestrians or motorists traveling through the area.

Please confirm receipt of my request and let me know regarding the availability of the Transportation and Parking Board to hear my appeal. In addition, please let me know if additional materials are required for submission of this appeal - if there are any additional forms, processes or other steps required for me to successfully request this review. At the hearing, I shall provide copies of exhibits and other materials to support my request for reconsideration.

Thank you for your time and attention, and I look forward to speaking with you and your staff in the near future.

Sincerely,


Paul G. Miller

Copy for:

CC: Andre Williams, Permits Manager
Department of Transportation and Environmental Services
4850 Mark Center Drive, Second Floor
Alexandria, VA 22311

ATTACHMENT 6: OBJECTION

APPLICATION FOR NEW CURB CUT
OR TO WIDEN EXISTING CURB CUT 4 FEET OR MORE

Curb Cut Street Name: 1612 Princess Street

Adjacent property owners have five (5) calendar days from receipt of this notification to express an objection to the proposed curb cut, either on this form or in writing, to the Director of Transportation & Environmental Services.

PROPERTY OWNERS ACKNOWLEDGEMENT

Objection: Yes ☒ No ☐

Property Owner Name: Elliott + Maria Watts Address: 1610 Princess Street
937-209-0768 EWATT509@gmail.com
Mailing Address (if different from adjacent property where curb cut is requested):

Unit 3130 Box 100, DPO AA 34034

Property Owner Signature: Elliott + Maria Watts Date: 19 May 2024

If objecting, give reason: Curb cut enables lawn parking far from the home
which is incongruent with properties in neighborhood. Loss of street
parking due to proximity to existing pedestrian curb cut, especially
considering 1612 property owners have existing curb cut/driveway on
adjoining property (1610). Safety issues with cut-location on street
curve.

Objection: Yes ☐ No ☐

Property Owner Name: _____ Address: _____

Mailing Address (if different from adjacent property where curb cut is requested): _____

Property Owner Signature: _____ Date: _____

If objecting, give reason: _____

Subject: Neighbor Objection to Curb Cut Request (CRB 2024-00021)

To: Director of Transportation and Environmental Services
From: Elliott and Maria Watts (Property Owners 1610 Princess)

We, the owners of 1610 Princess Street, Alexandria VA, object to the curb cut request for 1612 Princess St (CRB 2024-00021). We object for the following reasons:

Safety: The location of the cut would create a driveway into the blind side of the turn from Buchanan St to Princess St. The turn is slightly uphill and neither driver can see around the corner. This safety issue is one reason this portion of Princess St is a one-way. Despite the one way designation, there are multiple daily occurrences of vehicles violating the direction control and driving the wrong way on the 1600 block of Princess. Frequently they do this at a high rate of speed as they know they will be stuck and must reverse if they do not make it to the turn in the road (immediately in front of the requested curb cut location).

Parking: As in most areas of Alexandria, parking can be challenging even on the 1600 block of Princess, this is especially true during the weekdays when commuters park along Buchanan and 1600 block of Princess, to take one of two nearby metros. An additional eight foot curb cut will further limit parking on the straight portion of this area of street. Parking is further limited due to the large bend in the road that make parking untenable on the inside portion. There is also a pedestrian curb cut in front of 1612 that would likely make parking in-between the two cuts a violation. The owners contest that there is parking available on Buchanan. This is not really true during the week due to commuters; also, the residents of the 1600 block of Princess should not have to routinely park further away from their homes so one neighbor can have a curb cut. Further limiting parking in this area is an existing curb cut at 1614 Princess (owned and occupied by the same owners of 1612 Princess). Lastly, the owners of 1612 have stated they do not plan to leave their cars in the driveway. This is so they do not damage their grass - as they have no plans to construct an actual paved driveway - but would mean they are simultaneously taking away parking on the street and still using the street to park their personal vehicles.

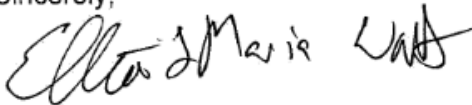
Two homes, one owner, two curb cuts, less green: The owners of 1612 also own and occupy 1614 Princess. They also already have a curb cut a long existing curb cut at 1614. While the owners are arguing that this additional curb cut will support the city's green energy plan, they should have utilized the existing cut on their property to charge a vehicle. Additionally the city and neighborhood loses ever more valuable green space.

Historic preservation: These residences are in the historically designated neighborhood of Parker Gray. Furthermore, we are fortunate to live in a very uniform housing area of Parker Gray. While some residences received permission for a curb cut and driveway installation before the designation, we object to further expansion of off-street parking. This is especially concerning when the location of the vehicle and curb cut would not be uniform with other homes (existing curb cuts and driveways lead directly to the front of the home). Essentially, the proposal allows a car to be parked in the middle of the lawn. In order to reach their charging station from the curb cut, the owners of 1612 will need to drive diagonally across the front yard from the curb cut. The owners also have stated that they will not be paving/finishing a driveway by any means and will instead drive through the grass. Alexandria is an extremely wet area and driving/parking across a front lawn will certainly begin to create muddy tracks throughout the front yard. No resident of Parker Gray parks on their front lawn and we do not believe a

precedent should be set to allow this unsightly practice which degrades the curb appeal of our historic district.

Alternate proposals: If the city and appropriate offices are inclined to support the cut, we would request an adjustment to the location of the cut nearer to the east side of 1612 and requirement the owners install a BAR approved semi-permeable parking surface. Moving the cut westward would maximize parking space further east, and make the eventual location of the car similar to that of nearby homes.

Sincerely,

A handwritten signature in black ink, appearing to read "Elliott Watts". The signature is fluid and cursive, with the first name "Elliott" being more prominent than the last name "Watts".

Elliott Watts
Maria Watts
(Residents of 1612 Princess Street)

City of Alexandria, Virginia

Traffic and Parking Board

DATE: December 8, 2025

DOCKET ITEM: 11

ISSUE: Administrative Approval Process - Electric Vehicle Charging Only
Parking Requirements for Curbside Electric Vehicle Charging

REQUESTED BY: Office of Climate Action

LOCATION: Citywide

STAFF RECOMMENDATION: That the Board approve an administrative procedure to allow the Director of T&ES to designate electric vehicle charging only parking for curbside electric vehicle charging.

BACKGROUND: In April 2021, the City finalized the Electric Vehicle Charging Infrastructure Readiness Strategy (EVRS), which acts as a roadmap to meet the electric vehicle (EV) charging infrastructure and technical needs of City residents, workforce members, and visitors as electric vehicle adoption increases and to meet the goals outlined in the City's Environmental Action Plan 2040. In order to address EVRS Recommendation A-2 – Consider Right-of-Way Charging Opportunities for Residents Lacking Off-Street Parking, the City is proposing a Curbside EV Charging Program to City Council to allow vendors to install EV chargers in the right-of-way (ROW) at no cost to the City.

DISCUSSION: In May 2023, the City finalized the Energy and Climate Change Action Plan (ECCAP), which helps the City respond to climate change impacts and environmental emergencies and align with the 2019 updated Environmental Action Plan 2040 (EAP2040) and build upon existing City energy, greenhouse gas reduction, and climate action efforts. The ECCAP establishes the following goals for EV adoption:

- 50% of personal vehicle sales are EV by 2030, and
- 100% of personal vehicle sales are EV by 2050.

In May 2021, the City finalized the Electric Vehicle Charging Infrastructure Readiness Strategy (EVRS), which acts as a roadmap for meeting the electric vehicle charging infrastructure and technical needs of City residents, workforce members, and visitors. The EVRS will help promote electric vehicle adoption so the community can benefit from the City's electric vehicle ecosystem. Alexandria residents are adopting electric vehicles at a rate faster than the national average, however analysis conducted in the EVRS shows that the City currently does not have

enough publicly accessible EV charging stations to meet the growing demand and meet the goals in the ECCAP.

The U.S. Department of Energy studies show that 80% of EV charging occurs at home. However, for residents without a dedicated driveway or garage, or that live in a multi-family community, home charging may not currently be an option. Allowing publicly accessible EV chargers to be installed in the ROW will allow more Alexandrians to purchase EVs.

Consistent with EVRS Recommendation A-2 – Consider Right-of-Way Charging Opportunities for Residents Lacking Off-Street Parking, the City is proposing a Curbside EV Charging Program to City Council to allow qualified vendors to install, operate, and maintain EV chargers in the ROW at no cost to the City. Vendor requirements under this program can be found in Attachment 1.

To support higher utilization of the chargers, staff is proposing that vendors may request an EV Charging Only parking space adjacent to the EV charging port. Section [46.2-1219.3 of Virginia Code](#) provides a mechanism to establish EV Charging Only parking spaces. Per the requirements in the code, if a charging cable is not plugged into a vehicle parked in this space, that vehicle can be issued a citation (\$25 maximum penalty). Staff will propose this code be adopted into City code.

Staff is recommending that the Traffic and Parking Board approve an administrative approval process for EV Charging Only Parking requests, found in Attachment 2. This is similar to the process used to administratively approve parklets and establishes location requirements for staff to verify before approving.

In addition to meeting the requirements, vendors must request a letter of support from the owner(s) or occupant(s) of a property to be fronted by the EV Charging Only parking space. A template for the Letter of Support can be found in Attachment 3.

EV Charging Only restrictions will not supersede any existing parking rules in that area, including but not limited to Residential Parking Permit Districts, Residential Pay by Phone, or metered parking. For example, if a charger is installed on a block with District 1 restrictions, a vehicle parking at the charger must have a District 1 sticker in order to park longer than the posted time restrictions. Likewise, if a vehicle is charging on a block with meter restrictions, the vehicle must also pay the meter and is limited to the posted time restrictions.

EV Charging Only reserved parking for the curbside EV chargers shall be permitted through the process established in these requirements and may be approved for up to five years before renewal of the license is required. Permits may be renewed, subject to continued compliance with the Curbside EV Charging Program term and payment of required fees.

The next steps for the project are as follows:

- December 17, 2026: Provide update to the Transportation Commission

- January 13, 2026: City Council Legislative Meeting for first reading and consideration of the update to the Encroachment Ordinance to create the Curbside EV Charging program, and related resolutions to adopt the VA parking code and set fees
- January 24, 2026: City Council Public Hearing for second reading and passage of the ordinance to update the Encroachment Ordinance, and related resolutions.

OUTREACH: In Fall 2023, the City issued a Request for Industry Information (RFII) to solicit information from the EV industry on available financial models for the installation of publicly accessible chargers on public property and the ROW, and to gauge interest of such a project in Alexandria. The City received responses from over 20 firms that were interested in publicly accessible charging projects with the City. Staff met with several firms that specialize in minimalistic ROW chargers to understand the various business models offered, and the types of projects that would attract vendors to install, own, and operate EV chargers at no cost to the City.

Staff has also presented on potential curbside charging projects to several civic associations, the EV Charging Condo Association Peer Group, the Transportation Commission, the Board of Architectural Review, and the Alexandria Commission on Persons with Disabilities. The City also received regular inquiries from community members about ROW charging options. Feedback from these organizations has been incorporated into the program requirements.

ATTACHMENT 1 – CURBSIDE EV CHARGING PROGRAM REQUIREMENTS.

1 Curbside Electric Vehicle Charging Requirements

1.1 *Curbside EV Charging Station Siting Standards*

- 1.1.1 Chargers cannot be installed on the following roads: King Street, Duke Street west of Route 1, Washington St. (George Washington Memorial Parkway), Patrick St., Henry Street north of Roundhouse Lane, and Richmond Highway.
- 1.1.2 Available information on the sites to assist in the Applicant’s analysis is provided in the following attachments:
 - 1.1.2.1 **Dominion Energy’s EV Hosting Capacity Tool Guide:** Guide for how to use Dominion Energy’s Electric Vehicle Capacity Map Tool to assist in the preliminary evaluation of grid capacity at potential locations
 - 1.1.2.2 **EV Density Map:** Heat map showing the location of registered EVs and PHEVs in the City of Alexandria, as of June 30, 2025. This map also shows the City’s historic districts and single family homes without a driveway or garage.
- 1.1.3 Charging stations shall be located in the “Amenity Zone” of the right-of-way, where one exists, as defined by the City’s [Complete Streets Design Guidelines](#) and as shown in **Figure 2**. Fixtures in the Amenity Zone should be installed a minimum of 2' from the front of curb (or 18" into the Amenity Zone).

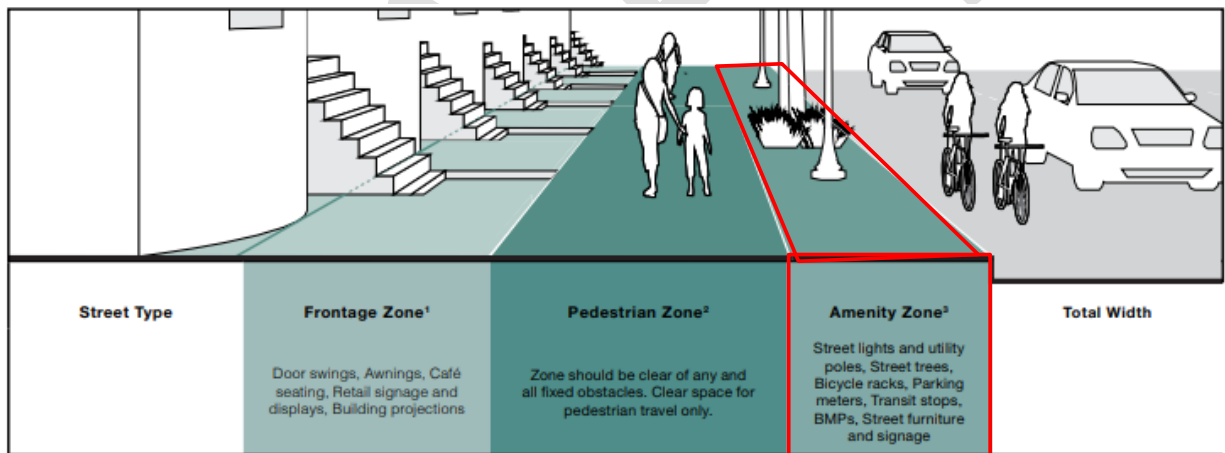


Figure 1. Depiction of Amenity Zone of the Right of Way

- 1.1.1 Vendors must install a minimum of four charging ports. Vendors may not install more than 20 charging ports, without City approval.
- 1.1.2 A vendor may not install more than two EV charging ports per block, without City approval.
- 1.1.3 EV chargers can be installed on blocks with 10 or more parking spaces.
- 1.1.4 Charging stations shall not be installed within a radius of 0.25 miles, measured in a straight line, from the nearest existing publicly accessible charging station, except charging stations that are allowed to be installed on the same block;
- 1.1.5 A vendor may reserve one parking space per EV charging port as EV Charging Only.
 - 1.1.5.1 The reserved EV Charging Only parking space shall be:
 - 1.1.5.1.1 No more than twenty (20) feet in length;
 - 1.1.5.1.2 Not be in any location where parking is currently prohibited;
 - 1.1.5.1.3 Not conflict with, or limit the potential installation of, a transit stop, shared mobility docking station, or shared mobility corral, unless approved by the City;
 - 1.1.5.1.4 Not conflict with projects identified in the most recent Alexandria's Transportation Master Plan, unless approved by the City;
 - 1.1.5.1.5 Not supersede any existing parking regulations, including but not limited to Residential Parking Permit Districts, Residential Pay by Phone, or metered parking; and
 - 1.1.5.1.6 Not replace a loading zone, handicap parking, or other specially designated curb space use, unless such space replacement and restrictions have been reviewed by the Traffic and Parking Board pursuant to Section 5-8-3(f) and recommended for modification.
- 1.1.6 Charging Stations shall comply with Chapter 3, Section 309, "Operable Parts," of the Americans with Disabilities Act (ADA) Accessibility Standards and the following siting specifications:
 - 1.1.6.1 Charging stations shall not present impediments to safe and efficient pedestrian passage, nor hinder ADA access, and will not diminish a minimum 36-inch clear sidewalk width;
 - 1.1.6.2 Charging stations shall meet ADA requirements to include maintaining unobstructed a minimum of two (2) feet from the outermost edge of curb ramp flares and a five (5) foot radius at the top edge of curb ramps;
 - 1.1.6.3 The outer edge of charging stations shall be placed a minimum of two (2) feet from the curb;
 - 1.1.6.4 The inner edge of charging stations shall not be within the clear pedestrian path of the sidewalk;
 - 1.1.6.5 Charging stations shall be a minimum of five (5) feet from an alley or driveway;
 - 1.1.6.6 Charging stations shall be a minimum of five (5) feet from a stop bar (line extended);
 - 1.1.6.7 Charging stations must be located fifteen (15) feet or more from a fire hydrant;

- 1.1.6.8 Charging stations must be located more than twenty (20) feet from intersecting curb lines;
- 1.1.6.9 Charging stations must be located more than thirty-five (35) feet from a bus stop;
- 1.1.6.10 Charging stations must display contact information of the Permit Holder to report any issues;
- 1.1.6.11 Charging stations must not obstruct sight lines.
- 1.1.7 Tree Protection
 - 1.1.7.1 Charging stations shall not be placed within fifteen (15) feet of any open tree planting space, according to the records of the City's Department of Recreation, Parks, and Cultural Activities Urban Forestry Division.
 - 1.1.7.2 No street tree shall be removed or pruned to accommodate the installation, replacement, or use of a charging station, unless recommended by a City Urban Forester.
 - 1.1.7.3 Vendors shall minimize impacts to existing street trees, and should not prevent the siting of a new street tree. Installing conduit at 90 degrees to the curb is recommended to minimize impacts.
 - 1.1.7.4 Conduit installation includes root pruning under the supervision of a certified arborist, where recommended by a City Urban Forester.
- 1.1.8 Utilities and Infrastructure Protection
 - 1.1.8.1 Charging stations shall be a minimum of three (3) feet from light poles and traffic signal poles, unless required for installation.
 - 1.1.8.2 Vendor shall not tie into City conduits for lights and signals without City approval.
- 1.1.9 Bicycle Infrastructure Protection
 - 1.1.9.1 Charging stations shall be a minimum of (three) 3 feet from bike racks.
 - 1.1.9.2 Charging stations shall not interfere with the operation of Capital Bikeshare docks and stations. This requires a minimum of six (6) feet of clearance from the rear wheel of a docked bicycle, (five) 5 feet distance from each end of a station, and should not be installed in such a way that would prevent solar access to the solar panel.

1.2 *Equipment and Operating Standards*

- 1.2.1 Chargers must be a minimalistic design and be of a design, material, and color compatible with the surrounding streetscape, and if located in an historic district, charging equipment should be compatible with the streetscape in the district and is consistent with the applicable design guidelines adopted by the Board of Architectural Review (BAR).
- 1.2.2 Specify the original equipment manufacturer and provide information on the potential charger models that the Applicant recommends installing.
- 1.2.3 Applicant shall provide documentation of cord management that adequately demonstrates how their chargers are appropriate for use in the public right-of-way. This must include how the cords will be managed to prevent becoming a hazard to pedestrians or other right-of-way users both while the cord is being stored and include that the charging cord can easily access ports on different vehicle models with varying charger port locations.
- 1.2.4 Equipment must be compliant with all applicable City, State and Federal and applicable electrical codes.
- 1.2.5 Charging stations must be certified by an Occupational Safety and Health Administration Nationally Recognized Testing Laboratory and all AC Level 2 chargers must be ENERGY STAR certified. Chargers should be certified to the appropriate Underwriters Laboratories (UL) standards for EV charging system equipment.
- 1.2.6 EVSE must provide at least one SAE J1772 connection and be compatible with SAE J3400 or the North American Charging Standard (NACS) connections now or in the future.
- 1.2.7 Applicant must install National Electrical Manufacturers Association (NEMA)-3R rated EV charging equipment.
- 1.2.8 EV chargers must be integrated into a user-friendly mobile application or web-based platform for users to locate and access available charging stations, including but not limited to, PlugShare and the U.S. Department of Energy's Alternative Data Fuels Center.
- 1.2.9 All employees and subcontractors that will be installing, maintaining, and operating the chargers must have the appropriate licenses, certifications, and training to ensure that the installation and maintenance of chargers is performed safely.

1.3 *Payment Methods*

- 1.3.1 Charging stations must:
 - 1.3.1.1 Offer a pay-per-use payment method with transparent and competitive pricing. Subscription based models may also be offered but not exclusively.
 - 1.3.1.2 Provide for secure payment methods, accessible to persons with disabilities, which at a minimum shall include a contactless payment method that accepts major debit and credit cards, and either an automated toll-free phone number or a short message/messaging system (SMS) that provides the EV charging customer with the option to initiate a charging session and submit payment.
 - 1.3.1.3 Not require a membership for use.
 - 1.3.1.4 Not delay, limit, or curtail power flow to vehicles on the basis of payment method or membership.
 - 1.3.1.5 Provide access for users that are limited English proficient and accessibility for people with disabilities. Automated toll-free phone numbers and SMS payment options must clearly identify payment access for these populations.
- 1.3.2 The Applicant shall maintain a toll-free number for payment support.

1.4 *Pricing*

- 1.4.1 The rate assessed to electric vehicle owners for charging must be competitive with rates assessed at charging stations in jurisdictions comprising the Metropolitan Washington Council of Governments.
- 1.4.2 Applicant must share with the City the plan for and detail of fees charged to the user of the EV charging station, to include access fees, per unit of time fees, per kWh fees, overtime fees, and any other fees that will be charged to the user.
- 1.4.3 The rate structure including any other fees in addition to the price for electricity to charge must be clearly displayed and explained, and must be displayed prior to initiating a charging transaction.

1.5 *Physical and Cybersecurity*

- 1.5.1 Charging station operations must protect consumer data and protect against the risk of harm to, or disruption of, charging infrastructure and the grid, and include strategies to prevent tampering and illegal surveillance of payment devices.
- 1.5.2 The Applicant shall utilize cybersecurity countermeasures that are regularly updated to prevent cyberattacks that can damage the integrity of the charging station and personal data.
- 1.5.3 Chargers and charging networks should be compliant with appropriate Payment Card Industry Data Security Standards (PCI-DSS) for the processing, transmission, and storage of cardholder data. Charging Station Operators must also take reasonable measures to safeguard consumer data.
- 1.5.4 The Applicant must provide a letter of attestation to its PCI-DSS compliance, including the level of compliance (SAQ P2PE, A, B, C, etc.). The City may request additional information based on the submitted level of compliance.

1.6 *Electrical Safety*

- 1.6.1 Charging devices must be designed to prevent electrical shocks and short circuits by monitoring the flow of energy during charging and immediately shutting off the power supply if the flow is too high. The Applicant shall be solely responsible for complying with all applicable Occupational Safety and Health Administration (OSHA), National Fire Protection Association (NFPA), National Electrical Code (NEC), and other safety regulations. An electrical permit from the City will be required.

In 2021 Virginia adopted the 2017 National Electrical Code, which includes NFPA 70 Article 625, which provides criteria for Electric Vehicle Charging System installation. Other safety features to prevent shock include:

1.7 *Approvals and Permitting*

- 1.7.1 Milestones for the Curbside EV Charger application process are summarized in **Table 1** below.

Table 1. Summary of Required Approvals and Permits

Activity	Estimated Timing	Description
1. Site Approval and Reservation	10 business days	Vendor submits required documentation to confirm that the site meets all program requirements. Site is reserved for 60 days. If a vendor has not submitted a permit application within 60 days, that site will be released.
2. BAR Approval (if located in historic district)	BAR hearings typically held the first and third Wednesdays of the month	If locating chargers in one of Alexandria's Historic Districts, the vendor must present charging station design at BAR hearing for approval. Schedule, application, and information on fees can be found here .
3. Permitting	Refer to the City's Plan Review Time Frames	Submit permit application to install EV chargers at approved locations The following permits may be required: <ul style="list-style-type: none">• Right of Way Encroachment• ROW Excavation• Electric Vehicle Charger Permit• EV Charging Only Parking

- 1.7.2 **Site Approval and Reservation** - Applicant will submit the proposed locations of EV chargers for review by City staff.
- 1.7.2.1 Preliminary site design clearly indicating key site components, including, but not limited to, the number of EV chargers, charger type, charger location, location of electrical equipment, and proposed approximate conduit runs. The preliminary plan shall also confirm that the proposed installation complies with the siting requirements. The City will provide feedback on the preliminary site design within 10 business days.
 - 1.7.2.2 All comments must be addressed to the satisfaction of the City prior to receiving site approval.
 - 1.7.2.3 Any Applicant may request a potential site for EV Charging Station Facility installation to be reserved for a period of sixty (60) days.
 - 1.7.2.4 The Applicant is expected to complete all necessary due diligence that will allow them to decide whether to submit a permit or not for the site at the end of the sixty (60) day reservation period.
 - 1.7.2.5 All due diligence for any information necessary for the successful permitting, design, or installation of EV Charging Station Facilities is the responsibility of the Applicant. The Applicant will hold the City harmless for any information discovered after the due diligence is completed which may impact the project.
 - 1.7.2.6 The Applicant will not be approved for more than one (1) reservation per site.
 - 1.7.2.7 If the Applicant does not submit a permit by the end of the sixty (60) day reservation period, the site will be released.
- 1.7.3 **BAR Approval** - The City's Board of Architectural Review (BAR) must approve the installation of any permanent equipment located in [Alexandria Historic Districts](#) prior to applying for any building or electrical permits.
- 1.7.3.1 The design of chargers or equipment installed in either of [Alexandria's Historic Districts](#) must be approved by BAR. If the design complies with the [BAR Policies for Administrative Approval](#) in the Old and Historic Alexandria District or the Residential Reference Guide in the Parker-Gray District, then the review can be completed as an administrative review by Historic Preservation. Any designs that do not comply with these documents will be reviewed by BAR. BAR hearings are scheduled for the first and third Wednesdays of each month. See the Board of Architectural Review Hearing Schedule for hearing dates and submission due dates.
- 1.7.4 **Permitting** - The Applicant shall obtain all required permits from the City and any other governmental entity having jurisdiction prior to commencing work of any nature and shall comply with all terms and conditions of any such permit. The Applicant shall furnish detailed plans of the work and other required information and shall pay all required fees prior to issuance of a permit in accordance with the rates in effect at the time of payment. The Applicant shall comply with all applicable ordinances and permitting requirements. City standard construction hours are Monday through Friday 7am-6pm and Saturday 9am – 6pm. No construction can be done on Sundays or major City holidays.
- 1.7.4.1 Permit reviews by the City will follow Code Administration's current [Plan Review Time Frames](#).

- 1.7.4.2 Permit fees will follow the current [Department of Code Administration Fee Schedule](#).
- 1.7.5 The EV Charging Only Permit requires the following outreach approvals and notice:
 - 1.7.5.1 Required approvals:
 - 1.7.5.1.1 The property owner(s) or occupant(s) that the EV Charging Only parking space is in front of must provide a Letter of Support for the designating the parking space as EV Charging Only.
 - 1.7.5.1.2 If the vendor can prove that they made a written request to the property owner/occupant of a property to be fronted by the EV Charging Only parking space and the owner/occupant did not respond within 10 business days, the City will consider this requirement satisfied.
 - 1.7.5.2 City Notice:
 - 1.7.5.2.1 The City will post a sign for 14 days at the proposed EV Charging Only parking space location indicating an EV Charging Only parking space is under consideration and inviting public comment. Notice will also be provided online through the City's website.
 - 1.7.5.2.2 If no concerns are received, the EV Charging Only parking space will be approved administratively by staff, subject to these EV Charging Only Parking Requirements for Curbside EV Charging.
 - 1.7.5.2.3 If concerns are received, the City will coordinate with the EV Charger vendor to address issues, and may require review by the Traffic and Parking Board at a public hearing.
 - 1.7.5.3 After receiving approval for an EV Charging Only permit, the City will install approved signage at the approved EV Charging Only parking space when construction is complete.
- 1.7.6 Applicant shall install an electric vehicle charging station no later than ten (10) weeks after receiving a permit.

1.8 *Site Management, Construction and Charger Installation*

- 1.8.1 The Applicant is solely responsible for planning, engineering, permitting, and construction/installation of all electrical supply equipment and EV charging stations.
- 1.8.2 The Applicant is solely responsible for installing each charger, including all materials, equipment and labor necessary that will result in fully functioning EV charging stations, and in adherence to (as applicable) any local, state and federal permits and code requirements for the installation and operation of the EV charging stations.
 - 1.8.2.1 The Applicant shall use Dominion Energy's Virginia EV Service Requirements in **Appendix 1** to provide information Dominion Energy will need to begin designing and installing utility service for EV chargers.
- 1.8.3 All costs associated with permits, installation, and ongoing charges for the charging units, including electric power, capital equipment, operations and maintenance shall be paid for by the Applicant.
- 1.8.4 City makes no promise of fitness and shall make the City Property available to Applicant in an "as-is, with all faults" condition. Applicant shall perform construction of its improvements in a manner which leaves the City Property in a condition reasonably satisfactory to the City.

- 1.8.5 The Applicant shall provide the City with a schedule of its proposed construction activities for approval at least ten business days prior to commencing any work in public facilities. The Applicant shall notify the City not less than five (5) working days in advance of such excavation or work and shall comply with the provisions of the Virginia Underground Utility Damage Prevention Act, Virginia Code Section 56-265.14, et. Seq.
- 1.8.6 The Applicant shall be responsible for obtaining any permits required to reserve street parking for work vehicles, if required. Parking of construction vehicles or storage of equipment in the right of way is not allowed.
- 1.8.7 Permits for construction work shall be posted in a manner visible from the right of way.
- 1.8.8 Upon City request, meet with the City and other users of the impacted areas to coordinate construction. A pre-construction site walk may be conducted to document the condition of surrounding public infrastructure.
- 1.8.9 The City or designees must be able to visit sites under construction, in coordination with the Applicant.
- 1.8.10 The Applicant shall provide a contact list to the City for each construction site to ensure direct communications in the event of an emergency. The Applicant shall post a sign listing emergency contact information.
- 1.8.11 Applicant shall be responsible for the removal of any and all construction related debris. If dumpsters are required, the Applicant shall be responsible for any permits for dumpster placement.
- 1.8.12 The Applicant shall provide maintenance of traffic (MOT) plans to ensure no disruption to the flow of pedestrian or vehicular traffic. The MOT plan must be consistent with the standards and guidance provided in Virginia Department of Transportation's Virginia Work Area Protection Manual, if applicable, and can be found at the following link: (<https://www.vdot.virginia.gov/doing-business/technical-guidance-and-support/technical-guidance-documents/work-area-protection-manual-and-pocket-guide/>). The Applicant shall be responsible for developing and executing the maintenance of traffic plan (pedestrian and vehicular) to the satisfaction of the City.
- 1.8.13 The Applicant shall be responsible for any portable restrooms and required permits for their use. Portable restrooms shall only be permitted to be deployed at construction sites no more than two (2) calendar days prior to the commencement of construction and removed no more than two calendar days after construction completion at each construction site.
- 1.8.14 The Applicant shall provide a desired laydown area at each construction site to be approved by the City. The City shall not be responsible for any coordination of deliveries to complete charger installation. The City shall not be responsible for securing approved laydown areas to prevent damage or theft.
- 1.8.15 Neither Applicant, nor any person acting on Applicant's behalf, shall take any action or permit any action to be done which may impair or damage any City property, including, but not limited to, any property, public street, public right-of-way or other property located in, on or adjacent thereto.
- 1.8.16 The Applicant shall maintain its facilities in good and safe condition and in a manner that complies with all applicable federal, state and local requirements, laws, ordinances, and regulations.

- 1.8.17 The Applicant shall, at all times, employ a high standard of care and shall install and maintain and use approved methods and devices for preventing failure or accidents which are likely to cause damages, injuries or nuisances to the public. Applicant shall provide all materials needed to achieve approved site safety plans to reduce risk to property or person.
- 1.8.18 The Applicant shall be responsible for restoring in kind all areas disturbed by construction activities. Restoration will be to the satisfaction of the City. The Applicant will be required to repair any public infrastructure damaged during construction to the satisfaction of the City. Upon completion a site walk will be conducted with the City to verify any damage to the public infrastructure has been repaired.
 - 1.8.18.1 Unless otherwise agreed upon, all trees, landscaping and grounds removed, damaged or disturbed as a result of the construction, installation maintenance, repair or replacement of the Applicant's facilities shall be replaced or restored, as nearly as may be practicable, to the condition existing prior to performance of work.
- 1.8.19 The Applicant shall promptly remove or correct any obstruction, damage, or defect in any public street or public right-of-way caused by the Applicant in the installation, operation, maintenance or extension of the Applicant's system. Any such obstruction, damage, or defect which is not promptly removed, repaired or corrected by the Applicant after proper notice to do so, given by the City to the Applicant, may be removed or corrected by the City, and the cost thereof shall be charged against the Applicant and payable on demand. Any expense, cost, or damages incurred for repair, relocation, or replacement to City water, sanitary sewer, storm sewer, storm drainage, the Applicant's facilities or other property resulting from construction or maintenance of the Applicant's system shall be borne by the Applicant and any and all expense and cost incurred in connection therewith by the City shall be fully reimbursed by the Applicant to the City.
- 1.8.20 If weather or other conditions do not permit the complete restoration required by this Section, the Applicant shall temporarily restore the affected property. Such temporary restoration shall be at the Applicant's sole expense and the Applicant shall promptly undertake and complete the required permanent restoration when the weather or other conditions no longer prevent such permanent restoration.

1.9 **Maintenance**

- 1.9.1 Ensure each EV charging station is operational at a minimum of 97% of the time. Uptime shall be calculated using the following guidance:
 - a. A charging port is considered "up" when its hardware and software are both online and available for use, or in use, and the charging port successfully dispenses electricity as expected.
 - b. Charging port uptime must be calculated on a monthly basis for the previous twelve (12) months.
 - c. Charging port uptime percentage must be calculated using the following equation:

$$\mu = ((525,600 - (T_{\text{outage}} - T_{\text{excluded}})) / 525,600) \times 100$$

Where:

μ = port uptime percentage,

T_{outage} = total hours of outage in previous year, and

T_excluded = total hours of outage in previous year for reasons outside the charging station operator's control, such as electric utility service interruptions, internet or cellular service provider interruptions and outages caused by the vehicles, provided that the Charging Station Operator can demonstrate that the charging port would otherwise be operational.

- 1.9.2 If the charger is “down,” or not successfully dispensing electricity as expected, due to reasons outside the charging station operator’s control such as vandalism or accidental damage, the Applicant has seven (7) days to bring the station operational again.
- 1.9.3 EV Charging Station Facilities shall be inspected and cleaned, if necessary, every sixty (60) days. The station inspection shall include removal of any litter, leaves, or debris within the station footprint; removal of any graffiti or stickers; and pressure washing as needed.
- 1.9.4 Respond to and address reports of maintenance or vandalism issues received from the City and customers within a reasonable timeframe of under three days (72 hours) (subject to parts availability). If the repair will take longer than 72 hours, timeline for when the repair will be made must be provided to the City, and notice must be placed on the stations, as well as in any app or EV charging locator service, that the station will be unavailable for X period of time.

1.10 Operations

- 1.10.1 Provide and maintain EVSE connected via a secure wireless or cellular network, to allow for remote operations, management, and configuration.
- 1.10.2 Enable and process point of sale transactions and provide flexible payment options that allow for universal public access.
- 1.10.3 Provide all software upgrades required to keep the network of EV charging stations operational.
- 1.10.4 Provide 24/7 customer support.
- 1.10.5 Each charger will be marked with the following information for users: contact information for complaints, notification of service issues, a QR code (or similar) that directs users to instructions for submitting complaints, station identification number, and basic instructions on how to use the Equipment.
- 1.10.6 Applicant shall integrate with the City’s 311 system to streamline, funnel, manage, and effectively resolve public complaints, increase accountability, and provide one point of contact for members of the public. The City plans to audit compliance with 311 processes on an annual or more frequent basis. The 311 contact information in various languages and Braille must be attached to each Charging Station according to guidance from the City.

1.11 Data Sharing

- 1.11.1 Provide quarterly usage reports to the City that summarize usage of each charger, including total kWh dispensed per charger, average charging session time, average kWh dispensed per session, average kW power per session, number of unique users, total uptime and downtime per charger, causes of downtime, maintenance issues and error codes, and any preventative or unplanned maintenance conducted.

2 Appendix

DRAFT

2.1 Appendix 1 - Dominion Energy's Virginia EV Service Requirements

DRAFT

Dominion Energy Virginia

EV Service Requirements

Use this guide to keep track of necessary items and additional considerations our team will need to begin designing and installing the utility service for your EV charging stations.



Customer Tasks

- ☐ Determine charger type, model, quantity, and locations
- ☐ Develop electronic site plans with meter location
- ☐ Complete Load Letter and have it signed by a licensed electrician
- ☐ Develop electrical riser diagram
- ☐ Gather property ownership information
- ☐ If providing a switchgear, locate drawing number

Once you have completed the above information, initiate a work request with Dominion Energy through [e-builder](#) or by calling 866-DOM-HELP.



Prepare Site for Construction

- ☐ Execute and return all agreements applicable to your project
- ☐ Submit payment if there is a cost for utility installation
- ☐ Ensure site is to final grade
- ☐ Have all private utilities marked
- ☐ If required, install customer provided conduit with pull strings and have the ends marked

Once you have completed the above information, notify Dominion Energy. We will place flags marking the utility route for new service and release the project to our construction team, then provide you with an anticipated energization date.



Site Energized

Once we have installed the utility infrastructure, we will energize your service as soon as the below items are completed:

- ☐ Electrical inspection is complete
- ☐ All Dominion Energy metering equipment is installed in compliance with our [Blue Book guidelines](#)



Additional Considerations

- ☐ Visit our [EV Capacity Map](#) to check your site for available circuit capacity
- ☐ Anticipating large electric loads? Connect with us early to discuss your electrical needs
- ☐ When conduit is installed by customer, Dominion Energy will provide a conduit specification sheet
- ☐ Provide accurate anticipated dates for when you will be ready for electrical service

ATTACHMENT 2 – ELECTRIC VEHICLE CHARGING ONLY PARKING REQUIREMENTS FOR CURBSIDE ELECTRIC VEHICLE CHARGING



City of Alexandria

Electric Vehicle Charging Only Parking Requirements for Curbside Electric Vehicle Charging

Approved by the Traffic & Parking Board on _____

Overview

Most electric vehicle (EV) charging occurs overnight at the owner's home (DOE, n.d.). Residents without off-street parking may find the lack of at-home charging a barrier to EV adoption. Allowing commercial entities to install publicly accessible EV chargers in the public right-of-way (ROW) will allow more Alexandrians to purchase EVs, helping the City meet the goals outlined in the Environmental Action Plan - 50% of car sales are electric by 2030 and 100% of car sales are electric by 2050.

EV Charging Only reserved parking for the curbside EV chargers shall be permitted through the process established in these requirements and may be approved for up to five years before renewal of the license is required. Permits may be renewed, subject to continued compliance with the Curbside EV Charging Program term and payment of permit fees.

The Traffic and Parking Board has reviewed these requirements and approved them on _____. EV Charging Only parking spaces that meet these requirements will be approved administratively by staff. 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 Transportation and Environmental Services (T&ES) and the City Manager's Office to ensure coordination and with relevant codes and requirements.

EV Charging Only Parking Locations

Per the City's proposed Curbside EV Charging Program requirements, locations for EV Charging Only parking restrictions shall meet the following requirements:

- EV chargers cannot be installed on the following roads: King Street, Duke Street west of Route 1, Washington St. (George Washington Memorial Parkway), Patrick St.,

Henry Street north of Roundhouse Lane, and Richmond Highway.

- A vendor may reserve one parking space per charging port as EV Charging Only, and vendors may install two charging ports per block;
- Charging stations shall not be installed within a radius of 0.25 miles, measured in a straight line, from the nearest existing publicly accessible charging station, except charging ports that are allowed to be installed on the same block;
- EV chargers can be installed on blocks with 10 or more parking spaces.
- The City Manager is authorized to waive restrictions on the number of ports per block or the distance between chargers if high utilization or other considerations justify the need for additional charging ports.

The reserved EV Charging Only parking space shall be:

- No more than twenty (20) feet in length;
- Not be in any location where parking is currently prohibited;
- Not conflict with, or limit the potential installation of, a transit stop, shared mobility docking station, or shared mobility corral, unless approved by the City;
- Not conflict with projects identified in the most recent Alexandria Mobility Plan, unless approved by the City;
- Not supersede any existing parking regulations, including but not limited to Residential Parking Permit Districts, Residential Pay by Phone, or metered parking; and
- Not replace a loading zone, handicap parking, or other specially designated curb space use, unless such space replacement and restrictions have been reviewed by the Traffic and Parking Board pursuant to Section 5-8-3(f) and recommended for modification.

Outreach

- Required approvals:
 - The property owner(s) or occupant(s) that the EV Charging Only parking space is in front of must provide a Letter of Support for the designating the parking space as EV Charging Only.
 - If the vendor can prove that they made a written request to the property owner/occupant of a property to be fronted by the EV Charging Only parking space and the owner/occupant did not respond within 10 business days, the City will consider this requirement satisfied.
- City Notice:
 - The City will post a sign for 14 days at the proposed EV Charging Only parking space location indicating an EV Charging Only parking space is under consideration and inviting public comment. Notice will also be provided online through the City's website.
 - If no concerns are received, the EV Charging Only parking space will be approved administratively by staff, subject to these EV Charging Only Parking Requirements for Curbside EV Charging.
 - If concerns are received, the City will coordinate with the EV Charger vendor to

address issues, and may require review by the Traffic and Parking Board at a public hearing.

ATTACHMENT 3 – LETTER OF SUPPORT TEMPLATE.

[mm/dd/yyyy]

[FULL NAME OF PROPERTY
OWNER/OCCUPANT] [CURRENT
ADDRESS OF PROPERTY
OWNER/OCCUPANT]

[CURRENT CITY, STATE, ZIP OF PROPERTY OWNER/OCCUPANT]

[PHONE NUMBER AND/OR EMAIL ADDRESS OF PROPERTY OWNER/OCCUPANT]

City of Alexandria, VA:

I, [FULL NAME OF PROPERTY OWNER/OCCUPANT], the property owner and/or occupant of [ADDRESS OF PROPERTY TO BE FRONTED BY THE PROPOSED EV CHARGING ONLY RESERVED PARKING SPACE] have no objections to [FULL NAME OF EV CHARGER INSTALLER]'s request to establish an EV Charging Only reserved parking space adjacent to a curbside EV charger in front of my property and/or business from this letter's date of signature until the end of [FULL NAME OF EV CHARGER INSTALLER]'s license term for the EV charger with the City, up to five years.

By signing this letter, I understand the following under the City's EV Curbside Charging Program:

- Qualified vendors are able to design, install, own, operate, maintain, and remove publicly accessible curbside EV chargers per the requirements of their license agreement with the City.
- Each installed charger may be accompanied by an adjacent "EV Charging Only" reserved parking space.
- The EV charger and the reserved parking space will remain publicly accessible.

By signing this letter, I confirm that I understand and do not object to the following:

- The EV Charging Only reserved parking permit will be issued for up to five years to align with the EV charger's license term. If the license is renewed, the EV Charger Installer will be required to submit the required documents, including an updated Letter of Support from any and all property owners and/or occupants of properties directly fronted by the EV charger.

- Property owners and/or occupants will always have the right to raise concerns with City staff regarding the EV Charging Only reserved parking space at any time.
- The EV Charging Only reserved parking space does not supersede any other existing parking rules (e.g., Residential Parking zone, hourly parking).
- If I vacate this property during the license term, and a subsequent property owner/occupant does not support the EV Charging Only reserved parking space, the EV Charging Only reserved parking permit shall remain in effect until the next renewal period, at which point updated Letters of Support would be required.

Sincerely,

[SIGNATURE OF PROPERTY OWNER/OCCUPANT]

[DATE OF SIGNATURE]