

# City of Alexandria, Virginia

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## MEMORANDUM

MEMORANDUM TO INDUSTRY NO. 01-19

DATE: JANUARY 16, 2019

TO: DEVELOPERS, ARCHITECTS, SURVEYORS, & ENGINEERS

FROM: <sup>H.D.</sup> HEATHER DIEZ, DEPUTY DIRECTOR, DEPARTMENT OF TRANSPORTATION  
AND ENVIRONMENTAL SERVICES

SUBJECT: PARKING MANAGEMENT PLAN TEMPLATE

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As part of the site plan review process for many major developments in the City of Alexandria, developers are required to submit a Parking Management Plan (PMP) for review with the Final Site Plan Submission for approval by the City's Departments of Planning and Zoning (P&Z) and Transportation and Environmental Services (T&ES). PMPs are intended to promote thoughtful and effective parking management practices and to confirm that new developments are managed in a way that is consistent with the transportation, mobility, and land use goals of the City of Alexandria.

T&ES has developed a City of Alexandria Parking Management Plan Template to provide guidance for the development and submittal of PMPs. The purpose of this template is to assist applicants in the preparation of PMPs, to promote more consistent PMP submittals in order to streamline approvals, and to have a more efficient City review process with fewer required revisions. The standard condition will be updated to reference this template and to include in DSUP/DSP conditions as appropriate.

### FORMATTING AND SUBMISSION GUIDELINES

Parking Management Plans should be submitted in report format following the Parking Management Plan Template. Site plans, figures, and analyses may be provided as attachments to the main report as appropriate. PMP documents should be submitted electronically to the P&Z project manager at the time of the Final Site Plan submittal. Staff reserves the right to request a draft PMP with the Preliminary Plan submission, depending of the level of complexity for the parking.

### ATTACHMENT:

- 1) City of Alexandria Parking Management Plan Template
- 2) Updated standard condition for Parking Management Plans

## **ATTACHMENT 1: City of Alexandria Parking Management Plan Template**

### **City of Alexandria Parking Management Plan (PMP) Template**

For more information on the Parking Management Plan (PMP) template, see Alexandria Memorandum to Industry No. 01-19. Parking Management Plans should be submitted in report format. It is recommended the report generally follow the format shown below. Site plans, figures, and analyses may be provided as attachments to the main report as appropriate. The complete PMP should be submitted electronically to the P&Z project manager at the time of the Final Site Plan submittal.

#### **Items Required for All PMPs:**

##### **1. Cover Page**

Name of project, site plan number, date, name of report preparer.

##### **2. Narrative**

Provide a general project summary and a narrative with descriptions of the proposed development and parking facilities.

##### **3. Site Plans**

Provide on-site architectural floor plans or surface lot plans on which vehicle parking and/or parking access are located. Include the following graphical elements where applicable:

- a) Parking space dimensions and labeled as compact or standard
- b) Distribution of compact/standard/accessible spaces
- c) Parking space allocation (i.e. employee parking, resident parking, short term/visitor parking, carpool/vanpool parking, electric vehicle parking)
- d) Drive aisle width dimensions
- e) Pedestrian access points and walkways
- f) Bicycle access points and bicycle parking locations
- g) Traffic flow arrows
- h) Vehicle queuing lanes
- i) Location of access/control gates at entry points
- j) Location of access/control gates at internal entry points (e.g. between retail and residential level)
- k) Location of overhead doors
- l) Location of pay stations and any other access, revenue control, or automated parking control equipment.
- m) Outline of wayfinding signage plan for all users of all modes of transportation

##### **4. Management Details**

Provide a written explanation of how the parking facility is anticipated to be managed, operated, and enforced, including but not limited to:

- a) Facility staffing needs for peak, non-peak, and overnight hours
- b) Access and accommodation for various user groups
- c) Permit issuing
- d) Enforcement
- e) Hours of operation

##### **5. Pricing and Payment Details**

Provide an explanation and summary of the anticipated approach to parking pricing/rate structure as well as payment and validation options.

**Items Required Based on Context:**

6. Peak Period Contingency Plan

7. When applicable, provide a contingency plan detailing how parking will be managed during peak periods and events, particularly for churches, auditoriums, or other gathering spaces. Curbside Management Plan

When applicable, provide a curbside management plan demonstrating how pick-up/drop-off and any other curbside uses will function.

8. Off-site Agreements

When applicable, provide any off-site agreements, detailing the number of spaces leased, days/hours leased, and total capacity analysis of partner parking facilities.

9. Shared Parking Analysis and Management

When applicable, provide a shared parking analysis and details about the management of spaces.

10. Valet Parking Plan

When applicable, provide a valet parking plan, to include:

- a) Brief narrative description of how the valet will function
- b) Diagram showing how cars will be shifted in and out of spaces at peak usage.
- c) Contact information for valet operator or potential valet operators
- d) Location of receiving garage/lot and number of spaces leased off-site (if applicable)
- e) Lease agreement for off-site spaces (if applicable)

11. Queuing Analysis

When applicable, provide a queuing analysis at the garage/lot entrances. The queuing analysis shall demonstrate that no queuing will occur in the public right-of-way based on 90% probability. The queuing analysis shall demonstrate that any internal queuing based on 90% probability. The analysis should factor in delay associated with control devices. An internal stacking diagram shall be provided.

## **ATTACHMENT 2: Updated Standard Condition**

### **Development Standard Conditions (in “Construction Management” section)**

#### **Revised Condition:**

1. Provide a Parking Management Plan with the Final Site Plan submission. The Parking Management Plan shall be approved by the Departments of P&Z and T&ES prior to the release of the Final Site Plan and comply with the requirements of the Parking Management Plan Template provided in Memo to Industry 01-19.

#### **New Condition:**

1. Provide a Parking Management Plan with the Final Site Plan submission. The Parking Management Plan shall be approved by the Departments of P&Z and T&ES prior to the release of the Final Site Plan and comply with the requirements of the Parking Management Plan Template provided in Memo to Industry 01-19.\*(P&Z)(T&ES)