



TOWN OF LEESBURG  
NOTICE OF PUBLIC HEARING  
TO CONSIDER  
A PROPOSED RESIDENTIAL PERMIT PARKING ZONE ON  
LIBERTY STREET BETWEEN  
W. MARKET STREET AND CORNWALL STREET

The **LEESBURG TOWN MANAGER** will hold a public hearing in the Town Council Chambers, 25 West Market Street, Leesburg, Virginia on **TUESDAY, DECEMBER 8, 2015 at 7:30 p.m.** on a Proposed Residential Permit Parking Zone designation on Liberty Street between W. Market Street and Cornwall Street. This Public Hearing is in accordance with Section 32-240(b) of the Town Code (see attached map).

Additional information concerning this Proposed Residential Permit Parking Zone is available by contacting Calvin K. Grow, Transportation Engineer at 703-771-2791 or email at [cgrow@leesburgva.gov](mailto:cgrow@leesburgva.gov).

At this hearing, all persons desiring to express their views regarding this matter will be heard. Person requiring special accommodations should contact the Clerk of Council at 703-771-2733, one day in advance (TTD 703-771-4560).

\*This Public Hearing is in accordance with Section 32-240(b) of the Town Code.



Date of Council Meeting: December 8, 2015

**TOWN OF LEESBURG  
TOWN COUNCIL MEETING**

**Subject:** Residential Permit Parking on Liberty Street between West Market Street and Cornwall Street.

**Staff Contact:** Renée M. LaFollette, P.E., Director, Public Works and Capital Projects  
Calvin K. Grow, Transportation Engineer, Public Works and Capital Projects

**Council Action Requested:** None.

**Staff Recommendation:** The Department of Public Works and Capital Projects recommends that a Public Hearing be held per Section 32-240(b) of the Town Code which is required prior to designating any residential permit parking zone.

**Commission Recommendation:** Not applicable.

**Fiscal Analysis:** This item does not impact the Department of Public Works and Capital Projects operating budget.

**Work Plan Impact:** None.

**Executive Summary:** Residents of the 100 block of Liberty Street NW have requested the designation of a residential permit parking zone between West Market Street and Cornwall Street.

**Background:** All of the residents of the 100 block of Liberty Street NW between West Market Street and Cornwall Street have requested the designation of a residential permit parking zone by means of a signed petition. Residents have expressed concern regarding the lack of available on-street parking from 9:00 a.m. to 5:00 p.m. The Department of Public Works and Capital Projects conducted preliminary surveys on October 19, 2015, and October 20, 2015. The results are tabulated in the attached Parking Survey which reveals that this street meets the following sections of the Town Code:

1. Section 32-240(d)(1)a of the Town Code is met since the total number of curbside parking spaces occupied by vehicles during the survey equaled or exceeded seventy-five percent (75%) of the number of curbside parking spaces.
2. Section 32-240(d)(1)b of the Town Code is met since the total number of curbside parking spaces occupied by vehicles whose operators do not reside within the proposed residential permit parking zone equaled or exceeded twenty-five percent (25%) of the total number of occupied curbside parking spaces.

After the Public Hearing, Town staff will review all comments and send a recommendation to the Town Manager. The community will then be notified by letter. Permit parking materials will be distributed by the Finance and Administrative Services Department. Distribution of the permit parking materials requires sending notices, processing applications from each household

and verifying terms such as vehicle registration and residency, and payment of fees for all permits.

Each household is eligible for the following:

- To apply for a permit for each appropriately registered vehicle at each home address.
- To receive two (2) visitor passes.
- To receive special passes from the Town Manager for temporary, and limited, one-time events.

A vehicle parked in designated permit parking areas without a permit or related pass is subject to ticketing, fines, and towing.

Town neighborhoods that have completed this process, and have assigned residential permit parking include:

1. Appletree Drive from Birch Street to Plaza Street (10:00 p.m. to 6:00 a.m.)
2. Birch Street from Cherry Lane to Appletree Drive (10:00 p.m. to 6:00 a.m.)
3. Cherry Lane from Edwards Ferry Road to Birch Street (10:00 p.m. to 6:00 a.m.)
4. Church Street from Cornwall Street to North Street (9:00 a.m. to 5:00 p.m., M-F)
5. North Street from North King Street to Wirt Street (9:00 a.m. to 5:00 p.m., M-F)
6. Cornwall Street from Liberty Street to Memorial Drive (9:00 a.m. to 5:00 p.m., M-F)
7. Mayfair Drive from Edwards Ferry Road to North Street (10:00 p.m. to 6:00 a.m.)
8. Edwards Ferry Road from Mayfair Drive to Washington Street (10:00 p.m. to 6:00 a.m.)
9. Royal Street from Wirt Street to Liberty Street (partial) (9:00 a.m. to 5:00 p.m., M-F)
10. Cornwall Street NE from Church Street to Slack Lane (9:00 a.m. to 5:00 p.m., M-F)
11. 400 Block of Belmont Drive (9:00 a.m. to 4:00 p.m., M-F)
12. Cornwall Street NE between South King Street and Church Street (9:00 a.m. to 5:00 p.m., M-F)
13. Plaza Street NE between Edwards Ferry Road and North Street (10:00 p.m. to 6:00 a.m.)

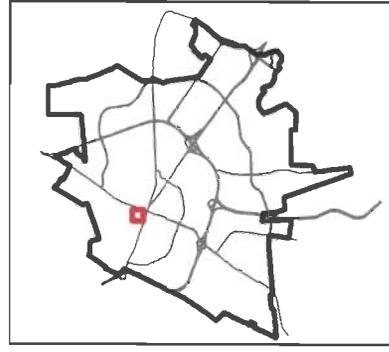
- Attachments:** (1) Map – Permit Parking Zone, 9:00 a.m. – 5:00 p.m., M-F  
(2) Parking Counts  
(3) Signed Petition, received October 19, 2005

# Downtown Permit Parking Zone



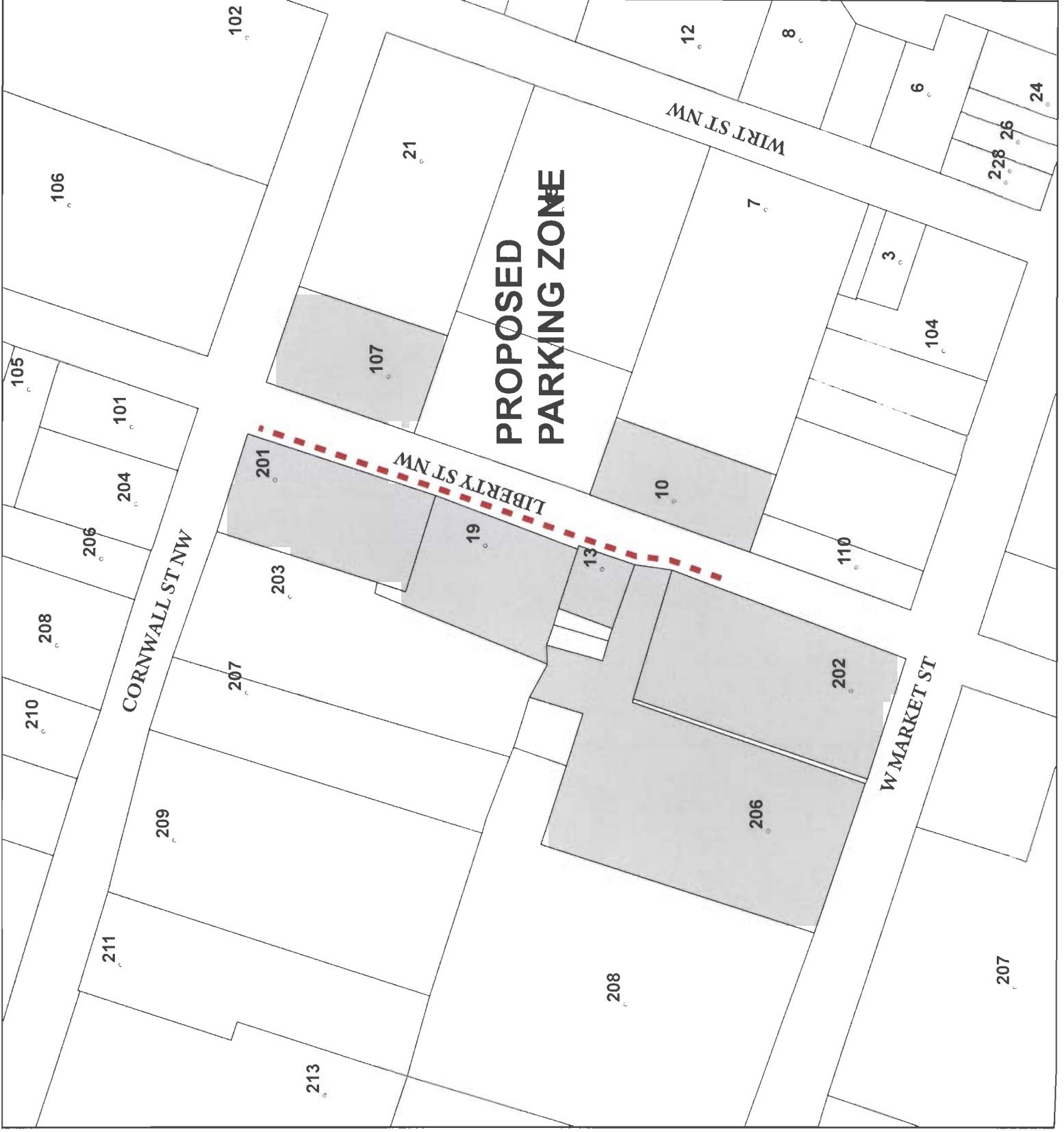
- Proposed Residential Permit Parking

Except Holidays  
9:00 AM - 5:00 PM; M-F  
(Liberty Street)



Map Created: November 2, 2015

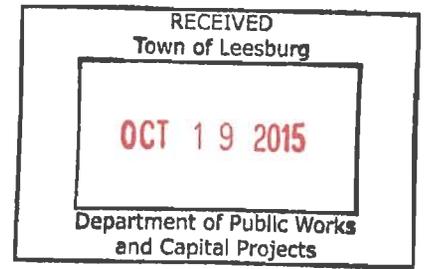
Date Source: Town of Leesburg and County of Loudoun



## PARKING SURVEY ON LIBERTY STREET NW

Date	Time	Number of Existing On-Street Parking Places	Total Spaces Occupied	% of Spaces Occupied	Number of Spaces Occupied by Vehicles Whose Operator <u>DOES NOT</u> Reside Within the Proposed Limits	Number of Spaces Occupied by Vehicles Whose Operator <u>DOES</u> Reside Within the Proposed Limits	Percentage of Spaces Occupied by Non-Residents
10/19/15	10:15 a.m.	11	10	91%	7	3	70%
10/20/15	10:00 a.m.	11	11	100	5	6	45%

WE HEREBY REQUEST THAT RESIDENTIAL PERMIT PARKING BE EXTENDED TO  
LIBERTY STREET FROM CORNWALL TO MARKET STREET.



 10/12/15  
TODD SANDERS, 201 CORNWALL

CLYDE STOVER, 107 CORNWALL



TODD SANDERS OWNER, JON ZANS, RENTER 19 LIBERTY ST. NW

 10/1/15

KURT ASCHERMANN, 13 LIBERTY ST. NW

 8/oct/15  
M/M BENJAMIN JONES, 10 LIBERTY ST. NW

  
RUSSELL BAKER, MICHAEL BAKER 202 MARKET STREET