



Date of Council Meeting: September 27, 2016

**TOWN OF LEESBURG
TOWN COUNCIL MEETING**

Subject: Residential Permit Parking for the 300 Block of Cherry Lane NE.

Staff Contact: Renée M. LaFollette, 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 Impact: This item does not impact the Department of Public Works and Capital Projects operating budget.

Work Plan Impact: No impact.

Executive Summary: A resident of the 300 block of Cherry Lane NE has requested the designation of a residential permit parking zone between Birch Street NE and Redbud Lane NE.

Background: A resident in the 300 block of Cherry Lane NE has requested the designation of a residential permit parking zone. The resident has expressed concern regarding the lack of available on-street parking from 10:00 p.m. to 6:00 a.m.

The Department of Public Works and Capital Projects conducted a survey in August 2016. The results are tabulated in the attached Parking Survey which reveals that this street meets the following section 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 who 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 resident will then be notified by letter. Permit parking materials will be distributed by the

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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 a \$1.00 fee per vehicle permit.

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) visitors 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 NE to Slack Lane NE (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 NE (9:00 a.m. to 5:00 p.m., M-F)
13. Plaza Street NE between Edwards Ferry Road and North Street NE (10:00 p.m. to 6:00 a.m.)
14. Liberty Street NW between West Market Street and Cornwall Street NW (9:00 a.m. to 5:00 p.m., M-F)
15. Slack Lane NE between Cornwall Street NE and North Street NE (9:00 a.m. to 5:00 p.m., M-F)

Attachments: (1) Map – Permit Parking Zone, 10:00 p.m. to 6:00 a.m., M-F
(2) Parking Counts
(3) Public Notice

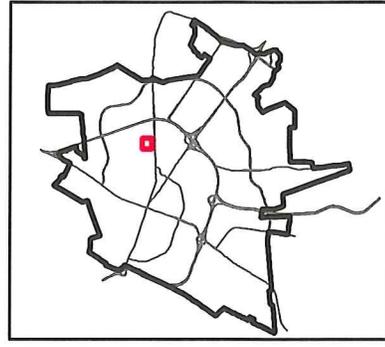
Downtown Permit
Parking Zone
Zone #13



■ Proposed Residential
Permit Parking

Except Holidays
10:00 PM - 6:00 AM; M-F

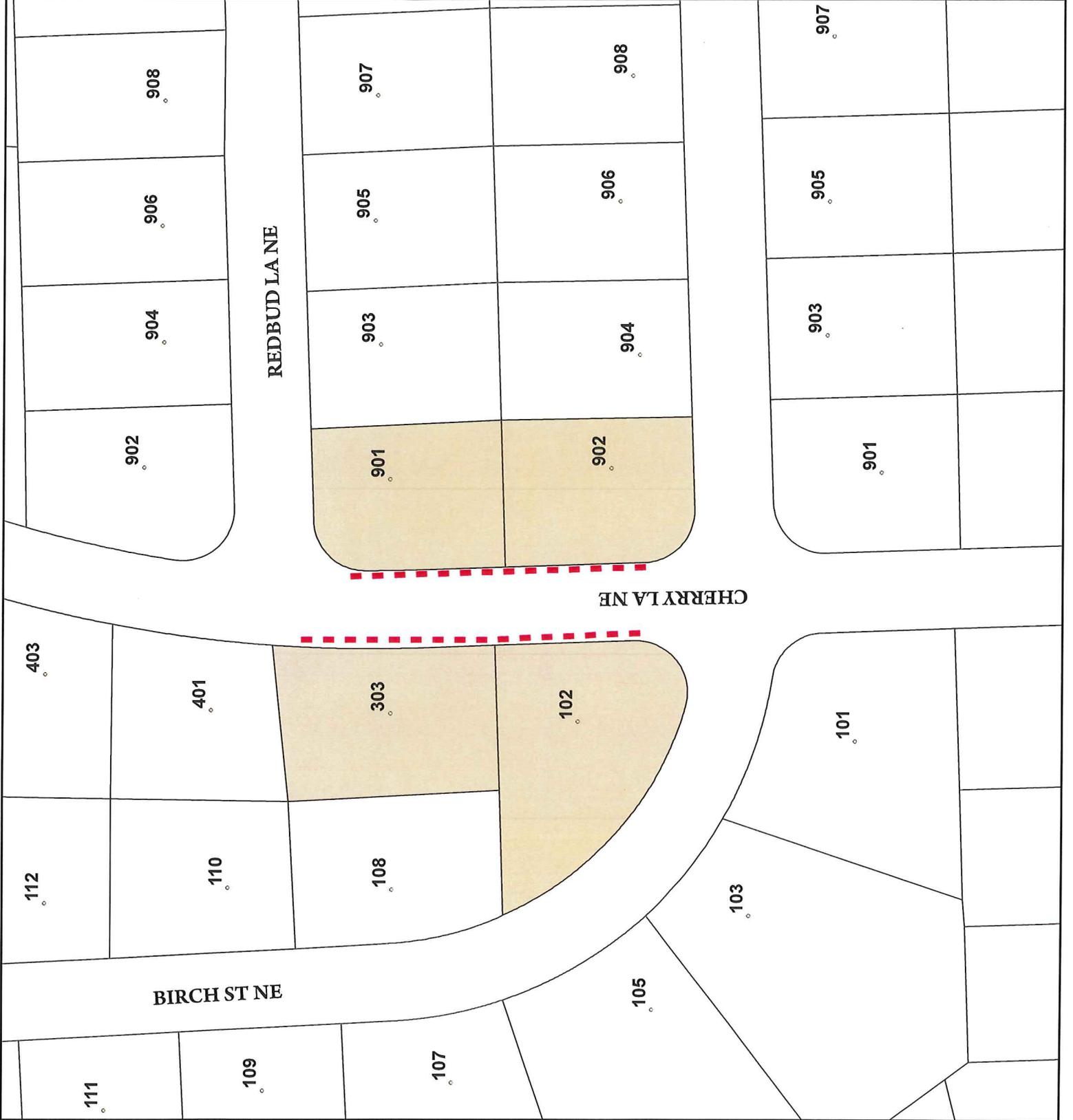
ZONE #13



0 25 50 100 Feet

Map Date: August 28, 2016

Date Source: Town of Leesburg and County of Loudoun
Map Created by: Department of Finance and
Administrative Services



PARKING SURVEY ON 300 BLOCK OF CHERRY LANE NE

Date	Time	Number of Existing On-Street Parking Places	Total Spaces Occupied	Number of Spaces Occupied by Vehicles Whose Operator <u>DOES NOT</u> Reside Within the Proposed Limits	Percentage of Spaces Occupied by Non-Residents vs. Number of Residents	Number of Spaces Occupied by Vehicles Whose Operator <u>DOES</u> Reside Within the Proposed Limits	% of Spaces Occupied
8/15/16	10:00 P.M.	16	14	8	57%	6	88%



TOWN OF LEESBURG
NOTICE OF PUBLIC HEARING
TO CONSIDER
A PROPOSED RESIDENTIAL PERMIT PARKING ZONE
FOR THE 300 BLOCK OF CHERRY LANE NE BETWEEN
BIRCH STREET NE AND REDBUD LANE NE

The **LEESBURG TOWN MANAGER** will hold a public hearing in the Town Council Chambers, 25 West Market Street, Leesburg, Virginia on **TUESDAY, SEPTEMBER 27, 2016 at 7:30 p.m.** on a proposed Residential Permit Parking Zone designation for the 300 block of Cherry Lane NE between Birch Street NE and Redbud Lane NE.

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.

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).