



# TOWN OF OCCOQUAN

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**TOWN MANAGER**  
Kirstyn Jovanovich

## STAFF REPORT

**TO:** The Honorable Town Council

**CC:** Adam Linn, Chief of Police

**FROM:** Kirstyn Jovanovich, Town Manager

**DATE:** December 31, 2020

**SUBJECT:** Timed Parking District Plan  
Town Council Meeting - January 5, 2021

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This Timed Parking District Plan is proposed as requested by the Town Council. The proposed plan creates a timed parking district with three zones within the downtown business district. The timed parking district would increase availability of on-street parking spaces, reduce the practice of long-term parking in the district, and reduce non-patron use of prime business parking during peak business hours within the district. The timed parking district is generally depicted below as portions of the Town's Old and Historic District.



### Proposed Hours and Time Restriction

Staff is recommending setting restricted parking hours from 7 a.m. to 7 p.m. daily, within three parking zones: Zone 1 restricted to four (4) hour parking; Zone 2 restricted to eight (8) hour parking; and Zone 3 restricted to 20-minute parking (approximately eight (8) spaces).

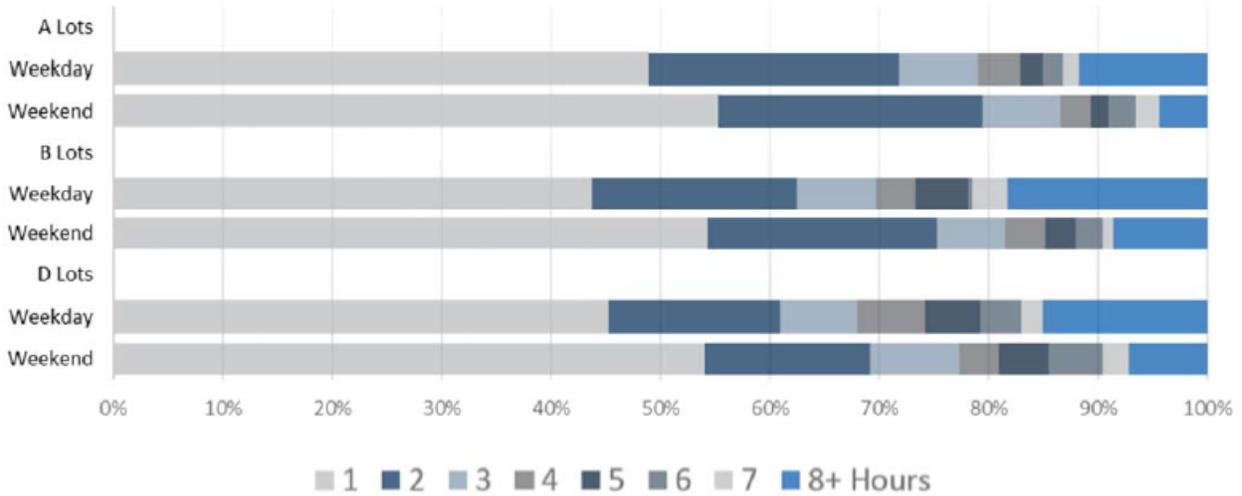
Generally, on-street parking is Zone 1, town parking lots and identified spaces at the Mill Street cul-de-sac is Zone 2, and Zone 3 parking is located strategically within the district to promote carry-out business activities. The map below identifies general locations of the 4-hour, 8-hour and 20-minute parking zones.



### Data Collection and Detail

The Town of Occoquan Parking Study prepared by JMT in November 2017, with staff support, collected and analyzed parking data during the month of August 2017. The data was collected in four groups: on-street public parking, off-street town-owned parking, private residential parking, and private commercial parking. The data sample showed that on average, vehicle parking duration is 2.2 hours.

**Figure 8: Parking Duration by Lot**

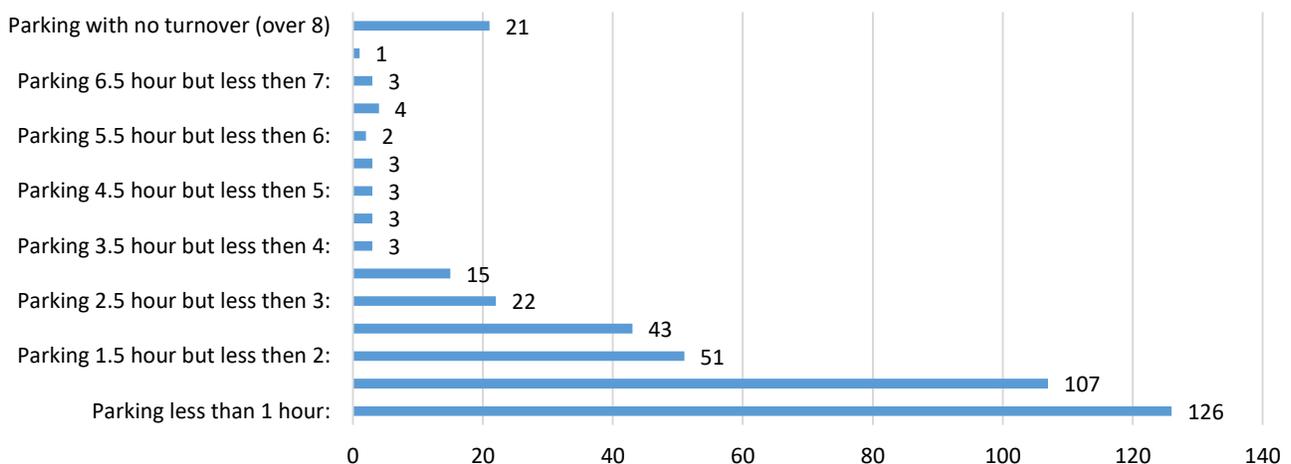


A Lots = on-street public parking  
 B Lots = off-street town-owned parking  
 D Lots = private, mostly commercial (includes lots closest to Mill Street area)

In addition, staff and volunteers recently completed sample collections on Saturday, December 5, 2020 from 9 a.m. to 4:45 p.m. and December 13, 2020 from 10:00 a.m. to 4:30 p.m. Staff collected data on vehicle parking only in on-street parking spots on Mill Street.

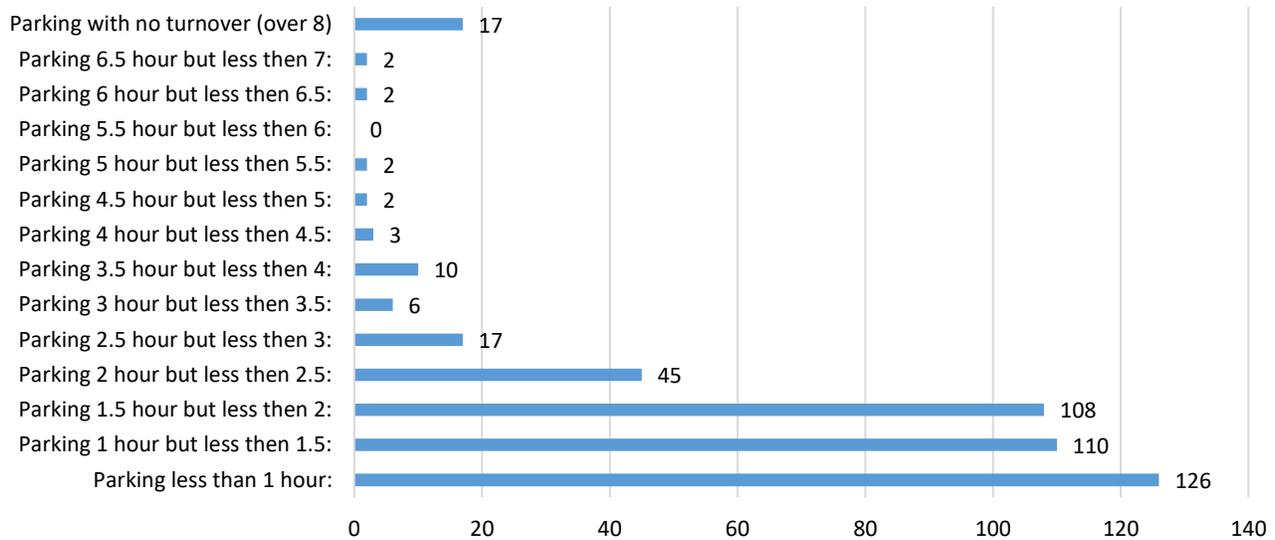
On December 5, the sample survey of 119 parking spaces and 407 vehicles indicated that 91% of the vehicles surveyed stayed for four hours or less, with 80% staying for two hours or less. There were 21 vehicles that did not move during the entire survey period, equaling 18% of all surveyed parking spaces. In addition, a majority of the vehicles parked over five hours were noted as residents and business employees or owners.

**Mill Street Parking Survey - December 5, 2020**



Similar to the previous week’s collection, on Sunday, December 13, the sample survey of 119 parking spaces and 450 vehicles indicated that 94% of the vehicles surveyed stayed for four (4) hours or less, with 86% staying for two (2) hours or less. Four percent (4%) of the vehicles observed did not move during the survey period; however, those 17 vehicles accounted for 14% of the available parking on Mill Street.

### Mill Street Parking Survey - December 13, 2020



Staff recognizes that these are only sample surveys and are a snapshot of parking use during a weekend day of the peak business season. However, in addition to the previous parking surveys performed in 2017, this data provides a snapshot of use to aid in the decision-making process regarding timed parking.

While the December 5 and December 13 data snapshots indicate that most vehicles were parked for less than three (3) hours (86% and 92%, respectively), based on recent community feedback and given the limited number of people impacted (between 3% and 5% of vehicles surveyed parked between three (3) and four (4) hours), staff is recommending that the Timed Parking Plan initially set Zone 1 parking to a four (4) hour limit. This will address concerns expressed recently by members of the business community regarding the hour limitation and with the implementation of zones, will reduce opportunity for parking spot changes by individuals utilizing 4-hour parking for longer durations. In addition, given the likelihood of continued growth within the Town, staff is recommending an annual review of the Timed Parking District time limits utilizing regularly collected data.

### Residential Permit Parking Program

Recognizing that the Old and Historic District is a mixed-use community with both business and residential uses, staff is proposing a Residential Permit Parking Program be implemented as part of the Timed Parking Program. Residents who live within the Timed Parking District

are eligible for an annual permit that would allow them to park unrestricted, with the exception of Zone 3 (20-minute parking.) Permits will be issued to occupants based on off-street parking availability for the residence. There is no fee and no restriction on number of vehicles per eligible household for an annual permit. Temporary visitor passes may be obtained from Town Hall, effective for a 48-hour period.

Businesses are not eligible to obtain a permit to park unrestricted anywhere within the restricted zones. Staff will maintain a list of eligible addresses and proof of residency and compliance with the Town's vehicle license fee program is required to obtain a permit(s). This is a staff managed program.

### **Implementation and Education**

Staff is proposing that the Timed Parking District Plan go into effect after February 1, 2021. Staff has purchased and has been trained on the necessary enforcement equipment. Upon approval of the Timed Parking District Plan, staff would begin an education program before enforcement commences. This would include installation of signage, program education materials provided to affected businesses and residents, rollout of the residential parking permit program, and information provided through the Town's traditional and electronic communication platforms.

### **Next Steps**

Upon approval of this plan, including any policy adjustments proposed by the Town Council, staff would move forward with the implementation phase, including purchasing signage, staff training, residential permit program launch, and business and residential education program. In addition, staff is preparing Code updates needed for enforcement to be presented at the February 2, 2021 Town Council meeting.

With approval of the Plan, staff anticipates complete roll-out of the program can begin March 1, 2021.