



MEMORANDUM

To: Town of Vienna

From: Nelson\Nygaard

Date: August 20, 2021

Subject: Technical Memo #2: Parking Regulatory Reform Peer Review

This memo informs the work of identifying policy and program alternatives to existing parking requirements, by presenting a review of innovative tools, policies, and practices used for managing access to development. This review includes three local and two non-local peer cities and towns, as well as several best practices from other jurisdictions. The review focuses on identifying innovative means of managing or regulating the supply and utilization of off-street parking provided in association with development, as well as key lessons learned from implementation of such changes.

This memo contains a summary of innovative best practices in parking requirements for development. It has a particular focus on practices that effectively implement Transportation Demand Management (TDM) and other strategies to ensure that providing parking is balanced with other priorities that support growth and economic development. As noted in Technical Memo #1, the Town's Comprehensive Plan calls for the adoption of TDM strategies that can maximize the efficient and sustainable use of transportation facilities and reduce the need for driving and vehicle parking.¹

PEER TOWNS AND CITIES

The selection of peer cities was guided by the need to address key issues and opportunities identified in Technical Memo #1 which included a review of Vienna's goals and documented parking supply, conditions, management, and requirements. Each case presents an effective response to similar issues and opportunities, through off-street policies and programs that share the following core elements:

1. Zoning-based opportunities to contribute to shared solutions for accommodating travel and parking demand generated by new development;
2. A system of providing and managing public parking that is focused on supporting more growth with less parking; and
3. Coordination with TDM programs to ensure that growth is aligned with broader community multimodal and sustainability aims.

¹ <https://www.viennava.gov/home/showpublisheddocument/1358/637433006019870000>; p. 68. Accessed 8/20/21 via <https://www.viennava.gov/your-government/town-departments-at-your-service/planning-and-zoning/comprehensive-and-long-range-planning>.

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The table below summarizes parking requirements in each peer jurisdiction. Subsequent sections of this Memo describe the peers in more detail. Of note, every jurisdiction requires less parking for commercial and office uses than Vienna requires. Some allow small businesses to provide no off-street parking, which can provide incentive to use existing small buildings and thereby preserve areas of notable character such as those on Church Street.

Table 1: Summary of minimum parking requirements in peer jurisdictions

Jurisdiction	Commercial Parking	Restaurant Parking	Office Parking
Vienna, VA	1:200 (1 space per 200 square feet)	1 space per 4 seats	1:200 (1 space per 200 square feet)
Manassas Park, VA	1:250	1 space per 100 square feet of seating area, plus 1 space per 400 square feet of non-seating area	1:300
Takoma Park, MD ²	1:200	10 spaces per 1,000 square feet for patron use	~1:350 ³
Saugus, MA	1:300	1 space per 4 seats of total seating capacity	1:300
Jenkintown, PA	No parking is required for the first 450 square feet devoted to sales/service; thereafter 1:300 for space devoted to sales/service + 1 space per employee per largest shift	No parking is required for the first 400 GFA devoted to sales/service; thereafter 1:400 for space GFA devoted to sales/service + 1/employee per largest shift	1:750
Shoreline, WA	1:400	1:75 for dining or lounge area	1:500

Local Peers

Within the Washington metropolitan region, Vienna is in many respects unusual, if not unique. Many other small jurisdictions near the core of the region, such as the City of Falls Church, have more transit service and have embraced redevelopment to meet City goals. However, Takoma Park and Manassas Park each offer some comparable characteristics. The City of Manassas Park is also small, embedded in larger suburban

² Minimum parking requirements are set by Montgomery County

³ Phrased as 2.80 spaces per 1,000 square feet of gross floor area (GFA)

development, and has access (though not direct) to regional transit. Takoma Park is similar, although as part of larger Montgomery County it does not fully control its zoning and parking requirements.

Manassas Park, VA

Manassas Park, Virginia, is an independent city bordering the City of Manassas in Prince William County about 30 miles west of Washington, DC. Manassas Park consists of primarily residential neighborhoods with reasonably close proximity to both the interstate and commuter rail transportation. VA Route 28 runs through Manassas Park and connects the city to VA Route 234 and I-66. While WMATA's Metrorail rapid transit does not extend to Manassas Park, the city's approximately 15,000 residents can use VRE's Manassas Line Monday through Friday to connect to Washington, D.C. and other Northern Virginia suburbs.

The City adopted its current code in 1979 and has amended it as recently as May 2021 to update parking and mixed-use zoning standards. In April 2021, the City Council made changes to residential off-street parking requirements. In December 2019, the City adopted an ordinance limiting the maximum residential component of any development in the city center in an attempt to bring more commercial activity to a fairly residential city.

Best practices found in the Manassas Park City Code include shared parking, TDM strategies, electric vehicle charging, and bicycle parking requirements meant to encourage more multimodal travel and improve access to commercial areas in town:

- Since 1979, required parking spaces to be built with new development may be shared between non-residential uses. A reduction in off-street parking minimums may be allowed with commitments to sharing parking spaces when the separate land uses will not experience simultaneous peak demand. Applicants are not required to provide proof of complementary parking demand patterns.
- Site plans for projects within the Downtown mixed-use district are required to include projected transportation impacts, including the expected number of trips and proposed transportation demand management (TDM) measures to limit negative impacts of trip generation. The TDM plans do not require ongoing monitoring or reporting of their effectiveness.
- Site plans are also required to include proposed parking impacts. Site plans for the Downtown mixed-use district that meet minimum parking requirements may also include electric vehicle charging stations, but are not required to be provided.
- Minimum bicycle parking requirements are higher for the City Center Redevelopment District than in other areas of Manassas Park, serving as an encouragement for bicycle travel in the area.

Table 2: Bicycle parking requirements in Manassas Park, VA

Bicycle Parking Requirements		
Zoning District	City Center Redevelopment District	All Other Areas
Multi-Family Dwelling	1 per 4 dwelling units	1 per 6 dwelling units
Commercial Use (except as listed below)	1 per 1,200 gross square feet	1 per 2,000 gross square feet
Auto-dependent uses: Auto rental/repair/sales/car wash	6 per 20,000 gross square feet	4 per 20,000 gross square feet (short-term)
Hotel	1 per 20 lodging units	1 per 40 lodging units
Office uses (medical/general)	1 per 1,200 gross square feet	1 per 2,000 gross square feet
Place of assembly	1 per 1,200 gross square feet of assembly area	1 per 1,500 gross square feet of assembly area
Public Facilities	1 per 1,200 gross square feet	1 per 1,500 gross square feet

In a September 2020 Town Hall on parking and code enforcement, residents raised the need for more parking. City officials pushed back, citing that adding residential parking infrastructure is not feasible but the new downtown will create more parking for commercial users.

Takoma Park, MD

Adjacent to the Takoma neighborhood in Washington, DC, Takoma Park is a jurisdiction within Montgomery County with an approximate population of 17,000. Takoma Park is served by a variety of Montgomery County and regional transit services but does not have a rail station within municipal limits. WMATA's Metrobus and Montgomery County's RideOn Bus services run through Takoma Park, and WMATA's Red Line Metrorail stops just south of the town border at Takoma station.

New Hampshire Ave runs through Takoma Park, and, as the largest road within city limits, carries the majority of vehicle traffic. Most commercial activity in the City is centered around the intersection of New Hampshire Ave and University Boulevard in the northeast corner of the city. New Hampshire Ave is the site of The New Ave initiative, a city-led initiative to encourage public and private investment along the corridor.

While zoning is handled by Montgomery County, Takoma Park handles parking issues like meters, handicap parking, commercial vehicle parking, residential permit parking zones, enforcement, City Code and regulations, and parking hot spots. In a survey of Takoma Park business owners, nearly 75% of business owners believe their customers are affected by parking. Business owners and employees drive alone 65% of the time when commuting and compete with customers for parking.

Takoma Park is in the process of creating a parking management plan to review parking issues in the city. The Takoma Park City Council established a Parking Management Task Force in November 2019. The Task Force is expected to make recommendations to City Council by the end of 2021. To date, parking has been handled piecemeal in the

City, and the aim of the Task Force is to systematize the process and look at parking through a lens of climate change and racial equity.

Best practices in Takoma Park include the establishment of a city- and citizen-led parking management task force, special financing districts for public parking, and residential permit flexibility for businesses.

- Takoma Park established a parking management task force and is creating a parking management plan. This plan is intended to align with City environmental and equity goals, including reducing single occupancy vehicles and greenhouse gas emissions. While final recommendations will be published in late 2021, initial recommendations from consultants include parking districts, transportation demand management districts, and residential parking permit programs,
- To finance public parking facilities in connection with an urban renewal project, the City may create special taxing districts. This tax is an ad valorem tax at a rate sufficient to provide adequate funds to pay for construction of public parking.
- Takoma Park instituted permit parking programs to better use underused residential parking for businesses and non-profits, leaving available spaces for customers and avoiding building additional capacity. Takoma Park's City Code allows non-profits located with a residential zone to be issued parking permits. Businesses located in commercial zones adjacent to residential permit parking areas can apply for commercial parking permits.

National Peers

Vienna's many distinctive qualities significantly limit the candidate-pool of peer cities from which off-street parking practices can be gleaned for consideration. At the same time, the sophistication and effectiveness of off-street parking practices in several towns and cities offers the chance to import solutions that may translate very well to the Vienna context in the suburbs of a major regional city. A set of non-local peers is therefore presented below, highlighting strategic approaches that go beyond the DC-area peers described above.

Saugus, MA

Saugus, Massachusetts is a relatively dense outer-ring suburb located eight miles north of Boston in Essex County along Route 1, a higher speed six-lane major arterial lined with restaurants, shopping plazas, and other commercial sites. Route 1 is a key commuter route to the North Shore region and serves as a major through route to I-95. While containing no commuter rail station, Saugus's 28,000 residents can connect to public commuter rail transit in nearby Lynn, where there is a large park-and-ride garage, or in Wakefield and Melrose. Slightly further is rail rapid transit in Malden at the end of the Orange Line.

The Town amended its zoning code in November 2018 to include a Business Highway Sustainable Development Zoning District (BHSD) along Route 1 and Route 99 to realign an aging major arterial commercial strip corridor with the forces of market demand so it

is restructured into a form which property owners and developers will reinvest and create attractive mixed use sustainable development centers. In workshops for the Saugus United 2035 Master Plan, planners noted that one of the main responses to questions about needs in Saugus was increased parking.

Best practices in the Saugus, MA Zoning Ordinance include maximum parking standards in certain districts, reduction of minimum parking requirements through parking studies, and shared parking methodology.

- Certain mixed-use districts, like the Mills Mixed Use Overlay District and the Waterfront Mixed Use Overlay District, include maximum parking requirements as well as minimum parking requirements for certain land uses. Maximums are set at or sometimes below minimum parking requirements for other jurisdictions. These land uses include:
 - Retail business and service establishments: Maximum 1 space for each 250 square feet of gross floor area on the first floor of a building, and one space for each 400 square feet of gross floor area thereafter for all floors used for office, retail or service businesses, excluding basement storage area. Parking maximums are 20% higher than minimums.
 - Studio/1 bedroom: Maximum and minimum is 1 space per unit
 - All other residential units: Maximum 2 spaces per unit. The maximum is 33% more than the minimum.
 - Hotels: Maximum 1 space for each guest room or dwelling unit, plus 1 space for each 400 square feet of meeting, banquet or restaurant area. Parking maximums are 33% higher than minimums.
 - Theaters: Maximum 1 space for each four seats or for each 50 square feet of auditorium area, if there are not fixed seats. Parking maximums are 25% higher than minimums.
 - Mixed uses in a single building: Maximum spaces required will be the sum of the minimum requirements of the various individual uses.
- In the Mills Mixed Use Overlay District, the Waterfront Mixed Use Overlay District, and the BHSD, the Planning Board can grant a special permit to reduce minimum parking requirements provided that the decrease in off-street parking is based on a professional parking study. The parking study is required to include, at minimum, size and type of existing uses or activities on site, size and type of proposed uses or activities on site, rate of parking turnover, peak traffic and parking loads to be encountered, hours of usage of the proposed use/structure, hours of usage of other uses/structures within the district, amount of shared parking with other uses, demand for space can be met upon presentation of an acceptable shared parking agreement, availability of public transportation, bicycle and/or pedestrian facilities such as sidewalks, and other factors identified by the Planning Board.
- The zoning code includes shared parking requirements and calculation methodology for the BHSD. When calculating shared parking:

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- Multiply the minimum parking requirement for each individual use by the appropriate percentage for each of the five designated time periods.
- Add the resulting sums from each vertical column representing time periods during the day.
- The column total having the highest total value is the minimum shared parking space requirement for that combination of land uses.

Table 3: Shared parking methodology for Saugus, MA

Shared Parking Chart					
USE	Weekday			Weekend	
	Night Midnight to 7:00 a.m. (%)	Day 7:00 a.m. to 5:00 p.m. (%)	Evening 5:00 p.m. to Midnight (%)	Day 6:00 a.m. to 6:00 p.m. (%)	Evening 6:00 p.m. to Midnight (%)
Residential	100	60	90	80	90
Office/ Industrial	5	100	10	10	5
Commercial/ Retail	5	80	90	100	70
Hotel	70	70	100	70	100
Restaurant	10	50	100	50	100
Restaurant associated with hotel	10	50	60	50	60
Entertainment/ recreation	10	40	100	80	100
Day-care facilities	5	100	10	20	5
All other⁴	100	100	100	100	100

Jenkintown, PA

Located roughly ten miles north of Center City, Philadelphia, the small Borough of Jenkintown is a predominantly residential community bisected by Route 611 hosting much of its commercial activity. The borough is close to two commuter rail stations at Jenkintown-Wyncote and Noble; the Jenkintown-Wyncote station includes an almost 600-space park-and-ride lot available for permit parking or daily parking.

⁴ Allows for adjustment if appropriate documentation is submitted.

While just 0.6 square miles housing less than 5,000 residents, Jenkintown is home to a population of predominantly downtown commuters. A downtown revival beginning in the 2000s saw a resurgence of independent businesses and restaurants after the 2002 Revitalization Master Plan and culminated in the adoption of an updated zoning code in 2010. The off-street parking and loading standards in the updated code are designed to:

- Allow greater parking, loading, and access flexibility by permitting a reduced number of parking spaces under appropriate conditions; and
- Set reasonable standards and controls to assure sufficient parking capacity in the Borough.

The parking regulations include the following policies to support revitalization on Old York Road and encouragement of multimodal travel:

- New parking constructed on property abutting other nonresidential lots in any zoning district must be interconnected by access driveways to provide convenient circulation and easements to future connections. Interconnections must be easily identifiable and logically placed. This requirement works to create a park-once environment over time and the town can more easily manage spaces as a system.
- The code includes bike parking requirements for all lots containing more than 10 vehicle parking spaces to encourage bike use. Bike parking is required in a 1:10 ratio of vehicle spaces.
- Parking maximums are set to 120% of the minimum requirement for all uses.
- On-site parking reductions are allowed by special exception for nonresidential uses in the Town Center (TC), Neighborhood Commercial Residential (NCR) and Gateway (G) Districts. The Borough Council can approve a reduction up to 100% if one of the following or a combination of the following criteria are met:
 - The use is located within 750 feet walking distance from a public parking facility which has available parking spaces for the subject property.
 - On-street parking is provided directly in front of or directly behind the building.
 - Fee-in-lieu of parking spaces
 - Shared parking
- If a new land use or change in land use cannot meet the minimum on-site parking requirements in a TC, NCR, and G District, the Borough Council may allow payment of a fee-in-lieu of parking per parking space through an annual zoning use permit. The annual fee per space must be paid for each parking space reduction requested. The amount of the fee is based upon the estimated cost of renting a parking space in the Borough at the time the fee resolution is adopted and is placed in the Borough Parking Fund. The funds can be used for planning, development, and financing of a new parking facility; non-routine capital repairs, expansion, and debt service on an existing municipal parking facility; or reducing the need for parking serving these zoning districts by improving transit, pedestrian, and bicycle access to the area.

- The Borough permits shared parking in the TC, NCR, and G Districts for two or more establishments that share the same parking area, whether on the same or abutting lots. Shared parking is subject to the following conditions:
 - The Borough requires a shared parking agreement for two uses, or a shared parking district for more than two uses, which involves a contractual agreement between users. Shared parking agreements allow users the opportunity to redesign parking lots to be more efficient in serving multiple users. This redesign can include new curb cuts, restriping lots, or redesigning internal traffic circulation and pedestrian access.
 - Some portion of the shared parking lot must lie within 750 feet from a regularly used entrance into the building served by the shared parking arrangement.
 - Sufficient parking area must be set aside for the remainder of required spaces.
 - The minimum amount of shared parking required is calculated according to this formula:
 1. Calculate the minimum amount of parking required for each land use as if it were a separate use.
 2. To determine peak parking requirements, multiply the minimum parking required for each proposed land use by the corresponding percentage in the table below for each of the six time periods.
 3. Calculate the column total for each of the six time periods.
 4. The time period with the highest value shall be the minimum shared parking requirement.
- The code includes lessened parking requirements for addition or expansion of existing buildings when changes are made to less than 50% of the nonconforming building's gross floor area. Only the addition to the building would need to meet current off-street parking minimums.
- Minimum parking requirements vary across four different zoning districts in Jenkintown. The districts include Residential Districts, the Town Center District, the Neighborhood Commercial Residential District, and the Gateway Commercial District. Residential districts have higher minimum parking requirements.

Shoreline, WA

Approximately 9 miles north of downtown Seattle, Shoreline, WA is home to close to 60,000 residents in 14 primarily single-family neighborhoods. Two major commercial corridors cross Shoreline heading north-south between Seattle and the Snohomish County border, Aurora Avenue N (SR-99) and 15th Avenue NW. Paralleling Aurora is the Interurban Trail, an off-street multiuse path on the former right-of-way of the Seattle-Everett Interurban streetcar line. While Shoreline does not have access to rail transit, King County Metro's RapidRide bus route extends along Aurora through Shoreline and several other frequent all-day bus routes traverse Shoreline heading toward Seattle.

- The City of Shoreline added a commute trip reduction plan to its municipal code in 2008. The program is intended to reduce the proportion of drive-alone commute trips and vehicle miles traveled per employee. Affected employers under the commute trip reduction plan are any employer that employs 100 or more full-time employees at a single worksite covered by the commute trip reduction plan who are scheduled to begin their workdays between 6:00 a.m. and 9:00 a.m. on two or more weekdays for 12 continuous months. Construction worksites with less than two years duration of construction are excluded from the commute trip reduction plan. Seasonal agricultural employees, including seasonal employees of processors of agricultural products, are excluded from the count of affected employees. Employers meeting the definition of affected employer must identify themselves to the city within 90 days of moving into the boundaries of the commute trip reduction plan or after growing employment at a site beyond 100 workers. If an employer no longer employs 100 or more workers, the employer is no longer an affected employer and must notify the city. Affected employers are required to develop and implement a commute trip reduction program that will work towards this goal. Mandatory program elements include an employee transportation coordinator and information distribution. Additional program elements, like preferential parking for high-occupancy vehicles or reduced parking charges for high-occupancy vehicles, should be included in the plan as needed to meet commute trip reduction goals. Employers are required to file a yearly commute trip reduction program report and description with the city.
- The code includes reductions to minimum parking requirements. Up to 25% of reductions to minimum parking requirements may be approved by the Director if the site is near a high-capacity transit stop or based on a parking demand analysis done by a professional, a record of a shared parking agreement, a parking management plan, a city-approved residential parking zone is established around the development, a public access easement connects at least two different rights-of-way, and replacement of significant trees. Reductions of up to 50 percent may be approved by the Director for the portion of housing providing low-income housing units that are 60 percent of AMI or less as defined by the U.S. Department of Housing and Urban Development. This parking reduction may be combined with parking reductions that may be approved by the Director.
- Short-term and long-time bicycle parking is required based on residential uses. Short-term parking is for bicycles anticipated to be at a site for less than four hours. Long-term bicycle parking is for bicycles anticipated to be at a building site for four or more hours.

Table 4: Bicycle parking requirements in Shoreline, WA

Short-Term Bicycle Parking Requirements	
Type of Use	Minimum Number of Spaces Required
Multifamily	1 per 10 dwelling units
Commercial and all other nonresidential uses	1 bicycle stall per 12 vehicle parking spaces (minimum of 1 space)
Long-Term Bicycle Parking Requirements	
Multifamily	0.5 per unit except for units where individual garages are provided.
Commercial and all other nonresidential uses	1 per 25,000 square feet of floor area; not less than 2 spaces

OTHER JURISDICTIONS

The following cities and towns are not as comparable to Vienna, because of their size, location in the region, or other characteristics. However, they highlight relevant approaches for coordinating parking requirements, shared/public parking strategies, and Transportation Demand Management that can also be applied in Vienna. Policies include:

- Required bike parking standards
- Required electric vehicle charging spaces and make-ready spaces
- Off-street parking maximums
- Crediting on-street parking spaces in required spaces
- Allowing bike parking space provision to lower minimum vehicle parking space requirement
- Transportation Demand Management policies

Montgomery County, MD

In Montgomery County, MD, an electric vehicle charging ordinance requires 1 electric vehicle charging station per 50 parking spaces required in off-street parking standards. The required ratio can be based on land uses and land use type, right-of-way, and can include development incentives for providing higher numbers of charging stations. In some cases, electric vehicle charging may be included as a different land use, changing minimum parking requirements for that land use. In some cases, these charging stations count towards minimum parking requirements, lowering the number of traditional gas-powered vehicle parking spaces.

The County also specifies minimum and maximum bike parking requirements, with differing rates in the Commercial/Residential and the Employment Zones Agricultural,

Rural Residential, and Industrial Zones. Rates also specify the percentage that should be weather-protected secure long-term bike parking spaces. All long-term facilities must also be outfitted with an electric outlet ever five spaces to allow for electric bike charging.⁵

Howard County, MD

Howard County, Maryland, requires new developments to include one energized outlet for every 25 spaces and residential units with a garage must include appropriate electric vehicle supply equipment.⁶ Electric vehicle “make-ready” standards for requirement and installation of infrastructure to support electric vehicle charging are another type of electric vehicle policy. Make-ready standards for electric vehicles can avoid future retrofits to install chargers and avoid future expansion of parking facilities.

Arlington County, VA

Parking maximums included in the Columbia Pike Form-Based Code are used to discourage accessory parking and encourage public parking.⁷

Cambridge, MA

The City of Cambridge, MA, was one of the first cities to codify bike parking requirements with distinct requirements for long-term and short-term facilities (with rates differing by land use) as well as specific design standards.⁸ Long-term bike parking must be located within an enclosed, limited-access area designed to help protect bicycles from weather and theft. Short-term bike parking must be publicly accessible and near pedestrian entrances to the uses they are intended to serve. If short-term spaces cannot be reasonably provided on private property under development, a property owner fund the installation of bicycle parking on adjacent public land to meet requirements.

The City of Cambridge introduced the Parking and Transportation Demand Management (PTDM) ordinance in 1998 (and made permanent in 2008) as a way to reduce the drive alone rate for new developments, improve mobility and access, reduce congestion and air pollution, and increase safety by promoting other sustainable modes. The ordinance requires that developers reduce the drive alone rate by 10 percent of the average for the census tract of the development location.

⁵ https://www.montgomerycountymd.gov/COUNCIL/Resources/Files/zta/2020/20200721_19-11.pdf

⁶ <https://livegreenhoward.com/electric-vehicles/>

⁷ <https://arlingtonva.s3.dualstack.us-east-1.amazonaws.com/wp-content/uploads/sites/31/2016/12/2016-FBC-Reprint-for-web.pdf>

⁸

https://library.municode.com/ma/cambridge/codes/zoning_ordinance?nodeId=ZONING_ORDINANCE_ART6.000OFSTPA LORENICULACOTHTR_6.100BIPA

Under the PTDM ordinance, new development projects must provide a full TDM plan with an annual review of the mode split to the City if they propose to add parking above the number of registered parking spaces on the project's parcel, which is applied differently for small and large projects. The project thresholds and TDM requirements are described in the table below. The ordinance is only applicable to non-residential private developments, however, for new residential development projects, developers must conduct a traffic study for each development project over 50,000 square feet.

Table 5: Parking and TDM requirements in Cambridge, MA

Project Size	Additional Parking	PTDM Requirements
Small	5-19 additional spaces	Set of three TDM measures Small Project Form
Large	20+ additional spaces	Single-occupancy vehicle mode-share commitment Comprehensive set of TDM measures Annual monitoring and reporting

The City requires that large projects perform annual reporting, which includes:

- Employee, visitor, and/or patron survey, including SOV rate
- Biennial counts of car and bike parking occupancy and driveway ins/outs
- Status of required TDM measures

The City can enforce the requirements for plans that are not in compliance by closing the parking facility or charging \$10 per space each day until they meet their approved target. The penalties serve as a strong incentive to ensure that developers and project owners are meeting their committed targets.

Portland, OR

The City of Portland, Oregon, has a number of passenger pickup and drop-off zones under its curb management policies. No parking is allowed in those zones unless stated, and they are designated for pickup and drop-off of specific users. In passenger pickup or loading zones, space is reserved for the exclusive use of loading and unloading passengers within certain time limits.

Seattle, WA

The City of Seattle, Washington, has a "flex zone" located between vehicular travelways and the sidewalk. Seattle also has designated loading zones for people and goods and dedicated, time-limited passenger loading zones.

San Francisco, CA

San Francisco's TDM program consists of the Planning Code and TDM Program Standards. The code provides the legal framework, applicability, exemptions, and timing requirements of the TDM Program. TDM Program Standards provide specific measures

available for projects to employ as well as detailed implementation requirements. The TDM program is required for all land uses development of the following sizes:

1. Residential development with 10 units or more
2. Commercial development with 10,000 square feet or more
3. Relatively large (25,000 square feet or more) changes of use

Residential developments that are 100 percent affordable are exempt from the TDM program.

The TDM Program employs a points-based system where projects of a certain size are assigned two values, current points and target points. Current points are automatically calculated based on project characteristics. Target points consist of the minimum number of points the project needs to meet to comply with the City's TDM requirements. Developers can choose from and incorporate a variety of TDM measures into their projects to meet requirements and reduce the number of driving trips.⁹ The intention behind the menu of TDM measures is to give developers the flexibility to create a TDM program that best fits their needs. Some TDM measures have two or more possible point levels, depending on the aggressiveness of implemented measures. Once developers determine the TDM measures needed to meet requirements, a TDM plan is created and submitted with their development application.

The First Certificate of Occupancy will not be issued until an approved Pre-Occupancy Monitoring and Reporting form is received. Over the life of the project, the property owner will submit Ongoing Monitoring and Reporting Forms and supporting documentation, along with an associated administrative fee of \$1,000. Planning Department staff will conduct a site visit of projects once every three years to confirm all approved physical measures in the project's TDM plan continue to be implemented and/or installed. Through the annual reporting and site visits, if the City deems that the project is not in compliance with the approved plans, the project owner will be fined \$250 per day as a planning code violation.

Folsom, CA

The City of Folsom, California, allows developers to reduce vehicle parking spaces if additional bicycle parking is provided above minimum bicycle parking requirements.¹⁰ For multifamily residential, one bicycle parking space is required for every five dwelling units. For office and retail commercial uses, a minimum of five bicycle parking spaces are required for up to 25 required vehicle parking spaces. An additional bicycle parking space is required for every 10 additional vehicle parking spaces required or portion thereof. The maximum number of bicycle parking spaces required is 20, unless more are deemed necessary for major employment and commercial facilities by the community

⁹ https://default.sfplanning.org/transportation/tdm/TDM%20Program%20Standards_Appendix%202_17_17.pdf

¹⁰ <https://www.codepublishing.com/CA/Folsom/#!/Folsom17/Folsom1757.html#17.57>

development director. For public facilities and civic centers (municipal offices, parks, swimming pools, museums and auditoriums), the number of bicycle spaces shall be 30 percent of the vehicle parking normally required or immediately available to the facility. The maximum number of bicycle parking spaces required is 25, unless more are deemed necessary for major public facilities and civic centers by the community development director.

Aspen, CO

The City of Aspen approved Ordinance 13 in 2019, which created an integrated strategy to shift travel behavior away from single-occupancy vehicles using land use applications as a regulatory lever.¹¹ The approach combined the City's Transportation Impact Analysis (TIA) process with off-street parking requirements, addressing both on-site and mobility needs for any given development by reframing off-street parking requirements around the concept of providing access across all modes. Under this process, parking requirements can be met alone or in combination with a project's Mobility Plan by the following:

- Cash-in-lieu;
- Provision of off-street parking through on-site, off-site, and reserved and accessory spaces;
- Provision of shared parking spaces;
- Mobility Measures

These Mobility Measures are defined as transportation demand management or multimodal level of service mitigation tools. These mobility measures may satisfy the parking requirements in circumstances where the project is TIA exempt. For projects that are subject to TIA, only surplus mobility measures (anything above the minimum TIA mitigation requirements) may be used to satisfy the parking requirements¹².

¹¹ <https://www.cityofaspen.com/DocumentCenter/View/4393/ord-13?bidId=>

¹² https://library.municode.com/co/aspen/codes/municipal_code?nodeId=TIT26LAUSRE_PT500SURE_CH26.515TRPAM_A_S26.515.050MEPARE

Table 6: Mobility and parking requirements in Aspen, CO

Table 26.515-2 - Parking Requirements by Zone District				
Location	Options for Meeting Parking Requirements			
	Additional TIA Credits (Projects Subject to TIA)	Mobility Commitments (Projects Exempt from TIA)	On-Site Parking Provision	Cash-In-Lieu of Parking Fee Payment
Commercial Core (CC) and Commercial-1 (C-1) zones	Up to 2 Additional TIA Credits	Up to 2 Mobility Commitments	Up to 20% of the Requirement. Up to 100% of the requirement if subgrade.	Up to 100% of the Requirement
Remaining Commercial, Lodging, and Lodging Overlay Zones	1 Additional TIA Credit (equal to 1 Parking Unit)	1 Mobility Commitment (equal to 1 Parking Unit)	At least 60% and up to 100% of the Requirement	Up to 40% of the Requirement
Remaining Infill Area	1 Additional TIA Credit (equal to 1 Parking Unit)	1 Mobility Commitment (equal to 1 Parking Unit)	Up to 100% of the Requirement	Up to 100% of the Requirement
All other Areas	1 Additional TIA Credit (equal to 1 Parking Unit)	1 Mobility Commitment (equal to 1 Parking Unit)	At least 60% and up to 100% of the Requirement	Up to 40% of the Requirement

Colorado Springs, CO

In all uses except a mixed-use development, the Planning and Development Manager may credit immediately adjacent on-street parking in determining whether the minimum off-street parking requirements for a particular proposal if the City street immediately adjacent to the proposed property allows on-street parking, if the subject property has a minimum lot width of 30 feet adjacent to street containing the on-street parking spaces, and the scope, scale and other characteristics of the proposed use(s) are such that counting on street parking toward the minimum off street parking requirement would not generate significant off site impacts upon neighboring properties. Requests for on-street parking credits must be made as part of the project statement for a submitted new or amended development plan. In a mixed use development, the Planning and Development Manager may allow on-street parking spaces located within four hundred

feet of the development to be credited to meet up to twenty five percent of the minimum required off-street parking spaces. On-street parking credits in a mixed-use development are not allowed when a new mixed use district is created within an older or established area, unless the district includes newly created public streets that can accommodate on-street parking or where it can be demonstrated through a parking utilization study that the existing on-street parking capacity on adjacent streets is underutilized. Other jurisdictions, including Dania Beach, FL, also have on-street parking credits.

CONCLUSIONS

Each peer city in this memo presents an effective regulatory response to transportation, affordability, equity, and sustainability issues similar to ones the Town of Vienna faces. Manassas Park, Virginia uses shared parking, TDM strategies, electric vehicle charging, and bicycle parking to encourage more multimodal travel and improve access to commercial areas of the city. Takoma Park, Maryland established a city and citizen-led parking management task force, special financing districts for public parking, and residential permit flexibility for businesses to encourage efficient use of all parking assets. Saugus, Massachusetts includes maximum parking standards in certain districts, a reduction of minimum parking requirements through parking studies, and a clear shared parking methodology to calculate off-street parking requirements. Shoreline, Washington includes reductions to minimum parking requirements and bicycle parking requirements.

Vienna's current minimum parking requirements require more parking spaces than all of the local and national peers presented here. Similarly, each of these peers allows for required parking to be provided through flexible means, including on-site and off-site sharing and crediting for on-street parking and other elements.

By considering this range of policy and regulatory measures to better balance parking supply with demand, Vienna can better support progress toward Town Goals.