

**MARYMOUNT UNIVERSITY  
PARKING MANAGEMENT PLAN**

## **Introduction**

Marymount University (Marymount) is a co-educational, Catholic university located at 2807 North Glebe Road in Arlington County, Virginia. Marymount offers undergraduate and graduate level courses to part-time and full-time resident and commuter students. In response to the needs of students, faculty and staff, Marymount proposes to construct a new multi-purpose building on an existing 169 space surface parking lot surrounded by Old Dominion Drive, North 26<sup>th</sup> Street, and Yorktown Boulevard.

A Parking Management Plan (PMP) will serve to guide Marymount in how to best accommodate their on-site and off-site transportation-related impacts. The Plan will detail how parking can be managed and enforced, how loading can be accommodated, and how the transportation impacts of Marymount can be mitigated.

The PMP proposes the majority of parking for Marymount to mostly operate as an “open parking system”. An “open parking system” is a system that does not restrict parking by specific users. In other words, spaces would be “open” to anyone, and would operate on a first come, first served basis. This system allows the greatest flexibility for the parking of vehicles and maximizes the utilization of each parking space.

A total of 885 parking spaces would exist on Marymount’s campus with the development of the project as proposed. A total of 124 reserved spaces for faculty, visitors, and buses are proposed to continue on-site, as they exist today. The remaining parking spaces (761) would be open to all parking permit holders.

Over the years, Marymount has established transportation-related policies for its students, faculty and staff. In order to incorporate all of these existing policies within one document and to provide guidance for the future, Marymount proposes to implement this PMP. This PMP will address Marymount’s existing and proposed policies in the following areas related to transportation:

- 1. Parking Permits**
- 2. Arlington County Residentially Zoned Parking**
- 3. Enforcement**
- 4. Campus Safety**
- 5. Event Parking**
- 6. Pick-up and Drop-off**
- 7. Pedestrian Circulation**
- 8. Circulation and Signage**
- 9. Loading Management Plan**
- 10. Transportation Demand Management**
- 11. Shuttle Bus Service**

## 12. Bus Stops

## 13. Parking During Construction

### 1. Parking Permits

All students, faculty and staff, who park on campus, must register their vehicle with Marymount and obtain a parking permit. All students, faculty and staff may park in any space in any lot or garage on campus which is not designated as “Reserved”, with the exception of resident students who may only park in the new garage. Below is a campus map identifying the location of parking lots and the parking garage.



## A. Students

All students utilizing parking on Marymount property must obtain, read, and abide by the Parking Rules and Regulations for the current academic term and must display the proper parking permit on their vehicle in accordance with the Parking Rules and Regulations. Students obtain their parking permit from either the Office of Campus Safety or on-line.

Student parking permits are divided into two categories: Resident and Commuter. The conditions for using each type of permit are as follows:

- Resident Permit – A resident student is any student living in the Marymount residence halls on the main campus. Resident students paid a total of \$200 in the 2006-2007 academic year, for both the fall and spring semesters. This fee is adjusted annually. The purchase of a permit does not guarantee that a space will be available. Note that resident freshmen and sophomore students are not permitted to have vehicles on campus. Note that resident students are only permitted to park in the new garage.
- Commuter Permit – Commuter students paid \$50 in the 2006-2007 academic year, per semester. In the fall semester, students may purchase a permit for both the fall and spring semesters for a total of \$100. This fee is adjusted annually. The purchase of a permit does not guarantee that a space will be available.

Designated parking areas for students with parking permits:

- The Main Parking Lot.
- The New Parking Garage, located at the corner of North 26<sup>th</sup> Street and Old Dominion Drive. Note that resident students are only permitted to park in the new parking garage.
- The Parking Garage, located next to the Library.
- The Ballston Center Parking Lot.
- Mt. Olivet United Methodist Church Parking Lot, located at 1500 North Glebe Road. This parking lot is served by the M.U.S.T. (Marymount University Shuttle Transit) system.

<u>Parking Lot</u>	<u>Users</u>	<u>Spaces</u>
Faculty Lot	Faculty	65
Main Lot	All	110
26th Street Lot	All	378
Parking Garage	All	292
Reserved Lots	Faculty, Visitors, Buses	59
<b>Total</b>		<b>904</b>

Students may not park in any space marked “Reserved” for any purpose, at any time, including weekends and holidays. Resident students may only park in the new garage.

**B. Faculty and Staff**

Faculty and Staff are not currently charged to park on campus. However, this policy may be revisited in the future in order to adequately manage parking on campus.

All faculty and staff utilizing parking on Marymount property must obtain, read, and abide by the Parking Rules and Regulations for the current academic term and must display the proper parking permit on their vehicle in accordance with the Parking Rules and Regulations. Faculty and staff obtain their parking permit from either the Office of Campus Safety or on-line.

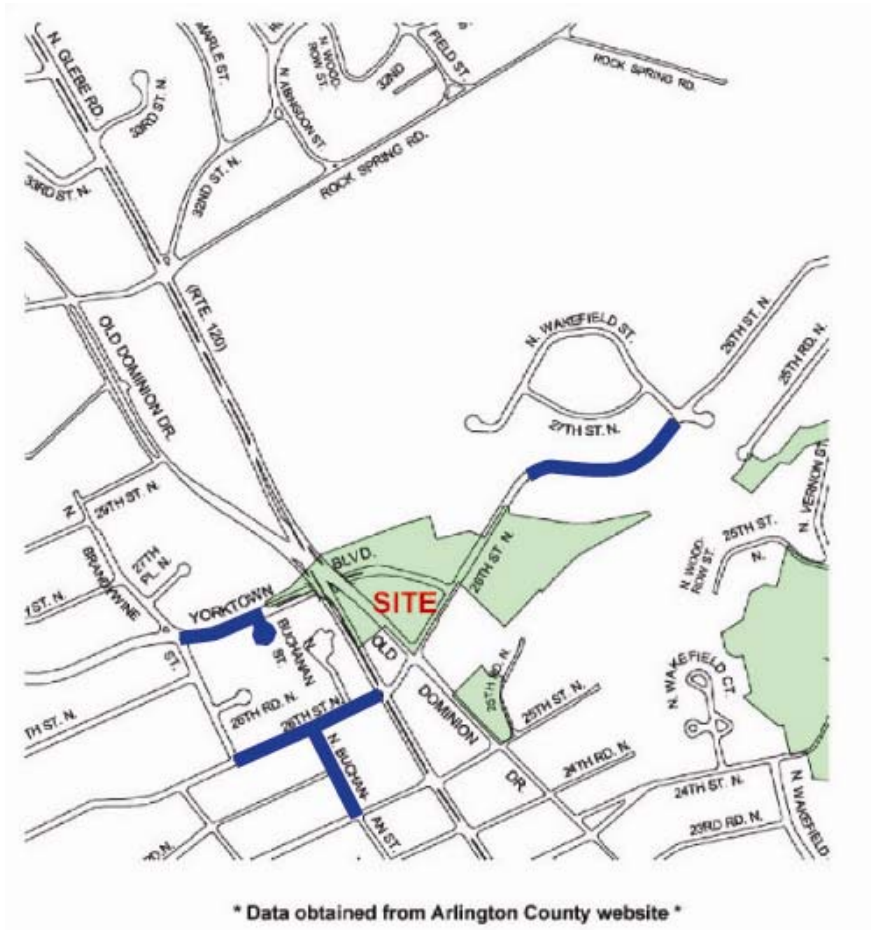
**C. Visitors**

Student guests may park in student parking areas and must obtain and display a guest parking permit, which can be obtained from the Office of Campus Safety. Students are responsible for their guest’s adherence to the Parking Rules and Regulations and any fines received by that guest as a result of a violation of the Parking Rules and Regulations. There is no charge for a guest parking permit.

Marymount guests who park on campus are required to obtain and properly display a guest parking permit, which can be obtained from the Office of Campus Safety. Marymount guests are permitted to park in designated areas as identified in the Parking Rules and Regulations.

**2. Arlington County Residentially Zoned Parking**

Students, faculty and staff are prohibited from parking in residentially zoned areas and are advised during the Student and Employee Orientations that the County will enforce these parking restrictions. The map below identifies the residentially zoned parking areas surrounding the campus and will be provided to students, faculty and staff at the Student and Employee Orientation.



### 3. Enforcement

Marymount will continue to enforce its existing parking policies. Violations of the Parking Rules and Regulations include:

- Parking in a fire lane
- Parking in an area other than the user's designated parking area
- Parking in any unauthorized space
- Parking in two spaces
- Parking on a yellow line
- Blocking the flow of traffic
- Speeding or reckless driving
- Failure to obey traffic direction
- Failure to obey traffic sign
- Two cars registered in the same name on campus at one time

Notices of violation are placed on the windshield of the vehicle, and fines are indicated on the violation form. Fines are cumulative and double after 10 days from the issued date. All violation fines must be paid at the Cashier's Office. Failure to pay fines may result in the withholding of the privileges of registration, transcripts, and graduation and/or booting or towing a vehicle. Security personnel cannot void violations. Any individual wishing to appeal a violation must fill out an Appeal Form, available at the Office of Campus Safety, within seven days of the date of violation. Some violations, such as parking in a fire lane or blocking the flow of traffic, parking a non-registered vehicle, or failure to pay fines may warrant the immediate placement of a boot on a vehicle or towing of the vehicle. Failure to pay for the removal of the boot within three days may result in the vehicle being towed from the campus at the expense of the person to whom the car is registered.

#### **4. Campus Safety**

Marymount is committed to maintaining a safe campus environment for students, employees and guests. Marymount maintains well-lit areas and walkways, which are patrolled by Campus Security. Marymount encourages students, employees and guests to be careful and vigilant, to report anything or anyone suspicious to Campus Security, and to utilize the Security Guard Escort Service when needed. Security Guard Escort Service is available free of charge to all students, employees and guests.

#### **5. Event Parking**

Parking for events, which are anticipated to accommodate parking for more than fifty (50) vehicles, will be accommodated on campus mainly in the existing garage and surface parking lots. If an event is expected to generate more vehicle traffic than the campus can accommodate, over-flow parking will be provided at off-site locations. Marymount shuttles will transport individuals between the off-site parking locations and campus. Temporary signage, Campus Safety Staff and/or attendants will be used to help direct event patrons to appropriate parking areas. The tandem spaces in the new garage can be used for event parking, if necessary.

Event buses will park on the internal roadways on campus. Currently, four (4) buses can park on Marymount's internal roadways. If additional room for buses is needed, buses will park at a pre-arranged off-site location and not on the surrounding neighborhood roadways. Below is an aerial map identifying the location for on-campus event bus parking.



Directions for event-goers will route vehicles to campus via Glebe Road and Old Dominion Drive. Event materials will encourage the use of transit to the Ballston Metro. Marymount shuttles will transport these event patrons to and from campus.

## **6. Pick-up and Drop-off**

The pick-up and drop-off area for the campus is located near the Gazebo, which is adjacent to The Lodge. This location is centrally located on the campus and is ideal for accommodating students, faculty, staff, and guests with special needs. This location also provides ample space for facilitating vehicular circulation and on-site queuing if needed. Additionally, the Marymount shuttle buses will pick-up and drop-off individuals at this location. People using the Gazebo drop-off area to access the new building and/or new parking garage would do so via the proposed pedestrian bridge, adjacent to the Gazebo on the main campus, or for an event on the campus would utilize the network of sidewalks on campus. Below is a campus map identifying the location of the Gazebo.



## 7. Pedestrian Circulation

A network of sidewalks and the proposed pedestrian bridge spanning Yorktown Boulevard will facilitate pedestrian circulation on the campus. Directional signage for specific buildings will be placed on campus to guide pedestrians to their destination. Maps will be provided at the Student and Employee Orientations and will also be available online. Campus-wide directories will be strategically placed on campus to facilitate pedestrian movement.

## 8. Circulation and Signage

Vehicular circulation will occur internal to both garages, with signage guiding vehicles to above- and below-grade parking levels. Directional signage for drivers will be located at site entrances to guide drivers to their parking destination.

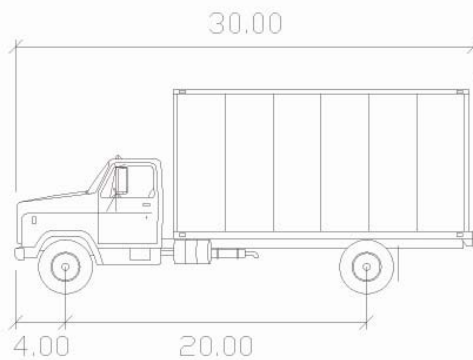
Further, Marymount will use “Lot Full” signs indicating when the garages are at capacity; however, this will not restrict traffic flow into the garages. Notwithstanding a posted “Lot Full” sign, vehicles may enter the garages to turn around in order to maintain the traffic flow on

Yorktown Boulevard. Marymount Campus Safety Staff will monitor parking using surveillance technology, which will be utilized to accurately evaluate the availability of parking in both garages.

## 9. Loading Management Plan

Loading will occur at the loading docks on campus. All large deliveries will continue to occur at the existing main loading dock on campus. The loading dock in the new building can accommodate up to an industry standard single-unit (SU) – 30 truck. Below is an image of a typical delivery vehicle.

TYPICAL SU-30 VEHICLE



SU	feet
Width	: 8.00
Track	: 8.00
Lock to Lock Time	6.00
Steering Angle	: 31.80

## 10. Transportation Demand Management and Shuttle Bus Service

A Transportation Demand Management (TDM) plan will provide guidance to Marymount on how it can best mitigate their transportation impacts to the surrounding roadways. This TDM details the programs that Marymount has previously provided, as well as programs that Marymount will support and implement to further reduce single occupancy vehicle trips to and from its campus. These services and programs include the shuttle bus service, carpool/vanpool parking spaces, flex/zip car (which is highly accessible to the Ballston campus, which Marymount provides frequent shuttle service to and continues to look into providing for its students), and providing transportation info as well as Smart Trip card to students, faculty and staff.

Marymount currently manages their transportation demand in several ways and will continue to do so with the completion of the new building and new parking garage. Marymount operates weekday shuttle service between the campus and the Ballston Metro and the Ballston Center several times hourly between 7:00 AM and 10:30 PM. Between 10:30 PM and 12:00 midnight, the shuttles run as needed. This shuttle service is free to faculty, staff, and students and encourages the use of transit and other modes of transportation. Additionally, Marymount has designated 18 reserved carpool and vanpool spaces, which are located in the main parking lot. The “Metro Checks” program is also available to employees to encourage the use of Metro.

Marymount will continue to encourage other modes of transportation to and from campus. Additionally, Marymount is looking into the feasibility of the following: a) the installation of parking meters along 26<sup>th</sup> Street and Yorktown Boulevard; b) coordinating ridership with Arlington Transit (“ART”); and c) allowing the use of a car share program on campus.

Shuttle bus service between the Main Campus, Mt. Olivet, the Ballston Center, and the Ballston-MU Metro, is provided to all students, faculty and staff. The timetable for service is provided below and is available through the Office of Campus Safety, inside the lobbies of Rowley and Gerard halls, the Student Center, the Main Security Station; and from shuttle bus drivers. Shuttle schedules will also be distributed at Student and Employee Orientations. There is no charge for shuttle bus service. A current Marymount ID card is required. Specific details for shuttle usage are included on the Shuttle Bus Timetable. Students arriving at the Ballston-MU Metro after normal shuttle hours may call (703) 284-1600 up until midnight, and a shuttle will be dispatched for transportation to the Main Campus.

### WEEKEND SCHEDULE

Main Campus-Olivet	Ballston Metro
8:45 a.m.	8:55 a.m.
9:05 a.m.	9:15 a.m.
9:30 a.m.	9:45 a.m.
10:00 a.m.	10:15 a.m.
10:30 a.m.	10:45 a.m.
11:00 a.m.	11:15 a.m.
11:30 a.m.	11:45 a.m.
12:00 p.m.	12:15 p.m.
OFF	
1:30 p.m.	1:45 p.m.
2:00 p.m.	2:15 p.m.
2:30 p.m.	2:45 p.m.
3:00 p.m.	3:15 p.m.
3:30 p.m.	3:45 p.m.
4:00 p.m.	4:15 p.m.
4:30 p.m.	4:45 p.m.
OFF	
6:00 p.m.	6:15 p.m.
6:30 p.m.	6:45 p.m.
7:00 p.m.	7:15 p.m.
7:30 p.m.	7:45 p.m.
8:00 p.m.	8:15 p.m.
9:00 p.m.	9:15 p.m.
9:30 p.m.	9:45 p.m.
10:00 p.m.	10:15 p.m.

Fri. : 10:30 p.m. - 2:00 a.m., every 30 minutes

Sat.: 10:30 p.m. - 2:00 a.m., every 30 minutes

Sun.: 10:30 p.m. - midnight, every 30 minutes

END OF SERVICES

### The regular stops for shuttle service are

Main Campus, Woodlee Arms, Mt. Olivet church parking lot, Comfort Inn, Ballston Center, and Ballston-MU Metro. On weekdays, between 7 a.m. and 10:30 p.m., a shuttle will depart from each stop every 20 minutes. From 10:30 p.m. to midnight, the shuttle will run every 30 minutes.

## 12. Bus Stops

WMATA (Metro) Bus line 23 A,C has nearby stops on Glebe Road at North 25<sup>th</sup> Street and North 26<sup>th</sup> Street. Bus stops for public transportation are not planned on Marymount's campus. Instead, Marymount operates its own shuttle service and has two stops on campus. Both of these shuttle stops are planned to remain in their existing locations after build-out of the new project. These stops are located near the gazebo, adjacent to The Lodge and near the front of Butler Hall.

## 13. Parking During Construction

### A. Student, Faculty, Staff and Guest Parking

During construction of the new facilities and in order to accommodate construction-vehicle parking on campus, student, faculty, staff and guest parking will be supplemented in nearby parking lots and/or garages if necessary. Temporary parking will be provided

to sufficiently offset the parking spaces displaced on site as a result of construction of the new facilities. Students, faculty, staff and guests will park in these off-campus parking facilities, and where possible, the existing shuttle service will be used to transport individuals to and from the off-campus parking facilities.

### **B. Construction-Vehicle Parking**

During construction of the new facilities, existing parking facilities on campus will be designated for construction-employee parking. The said employees will be directed to park in these areas. Marymount will instruct the said employees that parking on neighborhood streets is prohibited.

### **C. Pre-Construction Meeting**

Before commencing any clearing or grading of the existing surface parking lot, Marymount will hold a meeting with representatives from neighboring civic associations to review the following: construction hauling route, location of construction worker parking, off-campus parking facilities, temporary pedestrian and vehicular circulation, and hours of construction.