



MEMORANDUM

Project: Burlington Town Center

FFF Project Number: A1636

Date: Feb. 16, 2017

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To: City of Burlington, Department of Planning and Zoning
From: Jesse Robbins, FFF
Subject: Burlington Town Center- Valet Parking Plan

The proposed Burlington Town Center parking structure will use stacked parking to maximize parking capacity. The following zoning language addresses requirements for compliant stacked parking:

Sec. 8.1.14 Stacked and Tandem Parking Restrictions
Except as otherwise provided below, all parking facilities shall be designed so that each motor vehicle may proceed to and from the parking space provided for it without the moving of any other motor vehicle.
(a) Stacked or valet parking may be allowed if an attendant is present to move vehicles. If stacked parking is used for required parking spaces, a written guarantee must be filed with the City ensuring that an attendant will always be present when the lot is in operation. The requirements for minimum or maximum spaces continue to apply for stacked parking.

The following procedures will be put in place to comply with these requirements and ensure the parking structure meets the needs of tenants and visitors:

- 1) The applicant will provide a written commitment that a parking attendant will be present when the garage is in operation.
2) Hours of operation – Garage will be open 24 hours a day, 7 days a week.
3) Stacked and Valet stalls will be signed and striped to distinguish from open stalls.
4) Valet operations for stacked parking will not impede the operational flow of the open stalls.
5) There will be an attendant on each floor where stacked parking is being utilized.
6) The attendant will park the tenant/visitor’s car and provide the vehicle owner a valet slip for retrieving the car.
7) Tenants using valet services will be directed to a spot on each floor to drop the car off for the attendant. Signs at the each entrance to each parking level will direct the customer to the valet stand.

CC:
Table with 4 columns: File A1636, Art Klugo, PC, Jesse Beck, FFF, Brian Dunkiel, DSERH, John Haselbauer, PKSB