



**PROJECT MEMO: 23 Ocean Avenue**

**TO: Nell Donaldson  
Tom Errico**  
**FROM: Pat Carroll**  
**DATE: October 20, 2016**  
**Revised August 8, 2018**  
**RE: Parking Management Plan**

The ability to manage the on and off-site parking is critical to accommodating the needs of the project and insure that tenant parking is accommodated for both daytime and night-time use of the lot. Based on the Parking Demand Analysis completed by Traffic Resources, Inc. for this project, the total ITE demand for daytime use is 12-15 vehicles. To meet this demand, the Applicant is proposing to accommodate 9 vehicles on-site, and has obtained a Lease for up to 15 vehicles off site at the Woodford Club, 179 Woodford Street (initial 5 year term with extension options), which is two blocks southwest (approximately 950 lf by sidewalk, or less than a 4 minute walk) from the project site.

Parking management will be implemented using a number of effective tools:

- Signage will be installed that restricts use of the on-site parking for daytime non-residential use to weekday hours between 8:00 am and 6:00 pm. Evening hours, holidays, and weekends will be non-restricted, allowing residential tenants as well as occasional office tenant use. This is consistent with the way on-street parking is currently regulated in the Old Port.
- Signage will be installed directing tenants and visitors to the off-street parking lot on Woodford Street if the existing lot is filled.
- Lease restrictions for the office tenants will describe the use of on and off-site parking. It is anticipated that the number of spaces and the parking rate offered will be factored into a lease agreement for each tenant. Offering reduced parking rates for the off-site spaces is a way to provide incentive for tenants to utilize the Woodford Street parking rather than on-site.
- Some tenants may elect to offer incentives to employees for riding the Metro or biking to work, reducing the overall demand for daytime parking. This again could be worked into a lease agreement between the Owners and the tenants.
- Enforcement of the parking management will be the responsibility of the Property Owner. It is assumed that any tenant or neighbor complaints or issues will be brought to their attention and dealt with accordingly. The Applicant is aware of the neighborhood concern about increased use of on-street parking and is committed to working closely with all parties to insure minimal impact on the neighborhood.
- Monitoring of the parking is seen as an important tool to measure demand and use. The Property Owner will be responsible to monitor the parking once full occupancy is reached and periodically file reports with the Planning Authority documenting peak usage.

We believe these strategies will insure that the parking is well managed to minimize any impact on the Hersey Street residential neighborhood.



# 23 Ocean Ave

Pedestrian Route to  
Off-Street Parking

Legend

179 Woodford St

23 OCEAN AVE

PED ROUTE  
APPROX 950 ft

WOODFORDS  
CLUB PARKING

