

December 19, 2003

Memorandum

To: Executive Branch Agency Heads

From: James T. Roberts
Director, Department of General Services

Re: Capitol Square Parking 2004

The Joint Rules Committee of the General Assembly recently directed that parking on Capitol Square at any time beginning January 12, 2004 be restricted exclusively to one (1) passenger vehicle for each member of the House of Delegates, and the Senate of Virginia, the Lieutenant Governor, the Attorney General, the Clerks of the respective houses, and the Chief of Staff to the Governor. A decal or permit must be displayed in the vehicle of each person authorized to transit the Square. Access to Capitol Square will be controlled by the Division of Capitol Police.

Following the adjournment of the 2004 Reconvened Session of the General Assembly and continuing through the 2006 regular and Reconvened Session of the General Assembly, vehicles on Capitol Square shall be limited exclusively to construction, emergency, maintenance and service type vehicles.

I wanted you to be aware of these changes in so far as they may affect your travel plans during the upcoming legislative session(s) or in visiting other facilities at the Seat of Government.

cc: The Honorable William H. Leighty
The Honorable Sandra D. Bowen
Colonel George B. Mason, Jr.
Richard Sliwoski
Bruce E. Brooks