

PLANNING & DEVEL?PMENT

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PARKING SURVEY INSTRUCTIONS

Last Updated October 3, 2019

Purpose

The Land Use Planning Division, in concert with the Public Works Department's Transportation Division, may require parking surveys for projects subject to a discretionary permit (Administrative Use Permit, Use Permit, or Variance) issued by the Land Use Division, that request either a waiver or reduction of off-street parking requirements, or that have parking demand that exceeds minimum parking requirements. The following instructions are intended to guide the preparation of parking surveys that will allow City staff to determine whether there is adequate public parking in an area to accommodate a proposed project. Sample surveys are provided at the end of these instructions.

When Required

For projects subject to a discretionary permit, a parking survey is required in the following cases:

- Projects requesting a waiver or reduction of the applicable numeric parking requirement.
- Projects for which the Zoning Ordinance has no specific parking requirement, such as religious assembly, schools, entertainment establishments, and gyms/health clubs.
- Projects for which staff determines the parking demand may exceed the applicable numeric parking requirement.

You may submit a request to waive this requirement in your Applicant Statement if a recent prior survey provides enough information for staff to evaluate a new project in the same area, or if the waiver is for one or two parking spaces.

Step 1: Consult with Transportation Division

In order to ensure that parking surveys provide accurate and complete information, project applicants shall hire a professional with experience in conducting parking surveys, and that is acceptable to the Transportation Division. Transportation staff can provide, upon request, a list of pre-approved professionals. Once hired, and prior to initiating surveys, the professional shall consult with a traffic engineer from the Transportation Division to confirm the proposed scope of work satisfies Transportation Division and Zoning Ordinance standards. Applicants are welcome to attend this and any subsequent meetings. The Transportation Division's offices are located at 1947 Center Street, 3rd floor, and may be reached at (510) 981-7010, or transportation@cityofberkeley.info. The traffic engineer will provide input, after discussion with the applicant, on the following:

- Appropriate limits of survey area (distance from site) and possible designation of "sub-areas".
- Peak parking demand period(s) for project area (a weekday and weekend survey may be necessary).
- How to conduct the survey and prepare a written summary of findings (see steps 2-4 below).

Once submitted, both Transportation and Land Use Planning staff will review the survey. Note that if applicants contact Transportation staff prior to submitting their Planning applications, an additional charge may apply.

Step 2: Data Collection/Presentation (See Attachments A, B, and C for samples)

1. Provide, on all data-collection summary sheets, an inventory of all curb space on non-residential block faces within the survey area, including meter and non-meter time limits, curb color, residential permit parking zones, red zones, bus stops, etc.

- 2. Provide a map of the survey area showing the project location and any sub-areas. A neatly drawn "stick" diagram may be acceptable. Show the north arrow and orient map so that north is at the top of the page. Show the total number of parking spaces and percent occupied during the peak time(s) as agreed upon in the work scope.
- 3. Provide all "raw" data in Microsoft Excel format. Data shall include the details of the block-by-block information such as side of street (odd or even addresses), breakdown of number and <u>type</u> of parking spaces inventoried (e.g., metered, non-metered), times of day, date, capacity, occupancy (actual # of spaces), and percent occupancy. Also, provide a summary of the entire survey area and any sub-areas, including, at a minimum, dates, days, times, inventory, occupancy, and percent occupancy. The data format shall allow easy editing by City staff for additional analysis, as necessary.
- 4. Label all sheets with project address and date so that if sheets are separated, they can be easily traced.

Step 3: Estimate Project Parking Demand (projects with no specific parking requirement)

Unless requested by Land Use Planning staff, this step is not required for projects with a specific parking requirement under the Zoning Ordinance. Projects with no specific parking requirement (e.g., gyms/health clubs, religious assembly uses) shall provide an estimate of peak parking demand including the following information, as applicable:

- Hours/days of peak business activity (e.g., evenings for restaurants, midday for office).
- Maximum number of customers and employees.
- Data collected from a comparable development that has dedicated off-site parking or for which customer surveys have been conducted.
- Estimated modes of customer and employee travel to project site (e.g., single-occupant vehicle, bicycle, transit, etc.). If project is relocating or expanding an existing business, staff may request a survey of existing customers and employees.
- Transportation staff may compare the peak demand estimate with data compiled nation-wide by the Institute of Transportation Engineers (ITE), if such an estimate appears to be relevant.

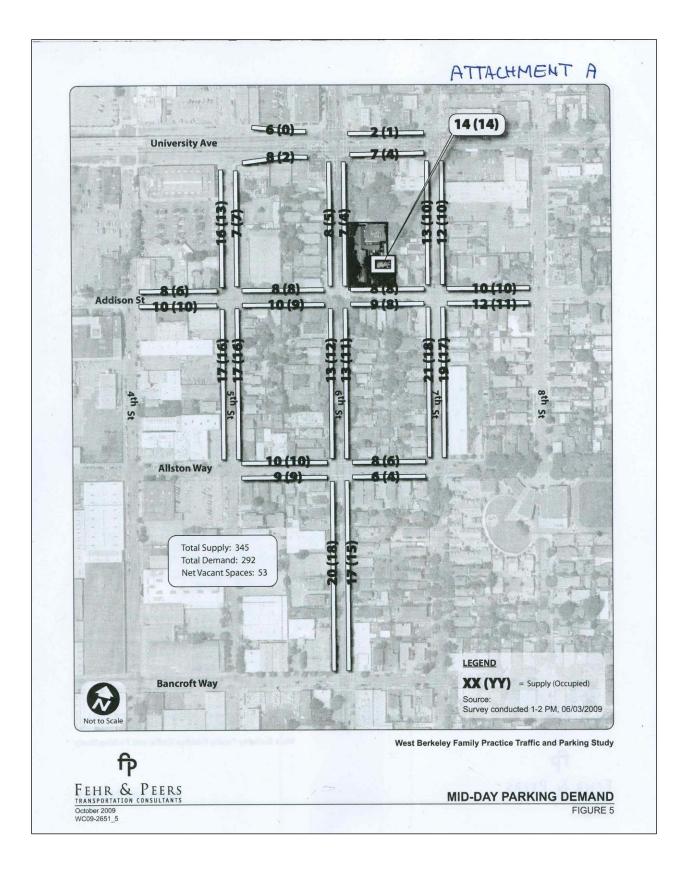
Step 4: Summarize Findings

Write a clear and concise summary of the survey data, including a discussion of how estimated parking demand would be met with a combination of on-site and public off-site parking. For larger surveys and/or those requiring engineering analysis, Transportation staff may require a cover memorandum that describes the survey design, results, unusual conditions encountered during the survey, etc. This decision will be made in Step 1.

Step 5: Submit Completed Survey

Submit a final draft of the completed survey, including Step 2 data and Step 4 findings, to Transportation staff for review. If Transportation staff has corrections, address these and re-submit. Once Transportation Division staff gives final approval, submit the completed survey to the assigned planner from Land Use Planning.

Attachments (3)



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