

Parking Impact Study Guidelines

November 18, 2014

As part of the Alternative Compliance process regarding parking requirements in the TOD Overlay Zone development review process, applicants can either follow the parking requirement standards or they have the option of providing, at their cost, a parking impact study.

The following are guidelines outlining the contents of parking impact study that would be acceptable to the City of Fort Collins:

PARKING IMPACT STUDY REPORT FORMAT & CONTENTS

1. Title Page
2. Executive Summary
3. Table of Contents
4. Introduction
5. Planning Context
 - a. Study area
 - b. Existing site plan
 - c. Other developments within study area
 - d. Map(s) and descriptive text
 - e. Transportation network overview
 - f. Transit, cycling and walking environment
6. Current Parking Assessment
 - a. Current parking inventory
 - b. Current land uses
 - c. Existing traffic conditions
7. Description of Proposed Project
 - a. Description of proposed land uses, including size (sq.ft.)
 - b. Document proposed development schedule and project phasing
8. Parking Analysis
 - a. Calculation of required parking for proposed project based on current land use code
 - b. Assessment of existing parking conditions within a three block radius of the proposed development, including documentation of on-street parking
 - i. Document existing available off-street parking within the study area, both on-site and within the immediate vicinity (3 block radius)
 - ii. Document availability of on-street and/or shared parking opportunities, include documentation of availability at multiple timeframes. Document total supply and percent utilization on a lot-by-lot basis by timeframe
 - iii. Document walking distances from parking areas to demand generators. Note topography and other environmental issues.
 - c. Calculation of peak parking demand based on all proposed project land uses
 - d. Conduct a limited parking rate survey in the immediate area
 - e. Conduct a shared parking analysis (based on the latest Urban Land Institute (ULI) Shared Parking methodology) to document peak parking accumulation patterns based on time of day, day of week and seasonal variations
 - i. Documentation of potential “captive market factors” should also be included

- f. Identify opportunities to reduce parking demand through the application of advanced parking management and TDM alternatives and their estimated reduction in parking demand by strategy
9. Conclusions and Recommendations
 - a. Document recommended parking to be provided (based on analysis with and without shared parking and other demand reduction factors)
 - b. Provide maps to summarize and illustrate.

CITY PLANNING REVIEW

The completed Parking Impact Study will be submitted to City planning staff for review. City staff will assess the study recommendations based on a standard alternative compliance application review process. This process includes the following criteria:

Review Criteria - To approve an exception to the standard, the decision maker must first find that the proposed project accomplishes the general purposes of the applicable section(s) of the land use code. In reviewing the request for an exception to the standard parking ratio and in order to determine whether such request is consistent with the purposes of this subsection, as required above, the decision maker shall take into account the following:

- The anticipated number of employees or residents occupying the building
- The number and frequency of expected customers or clients
- The availability of nearby on-street parking (if any)
- The availability of shared parking with abutting, adjacent or surrounding land uses (if any)
- The provision of purchased or leased parking spaces in a municipal or private parking lot meeting the requirements of the city
- Travel demand management programs (if any)
- Any other factors that may be unique to the applicant's development request.

The decision maker shall not approve an exception to the general office parking standard unless it:

- Does not detract from continuity, connectivity and convenient proximity for pedestrians between or among existing or future uses in the vicinity
- Minimizes the visual and aesthetic impact along the public street of the proposed increased parking by placing parking lots to the rear or along the side of buildings, to the maximum extent feasible
- Minimizes the visual and aesthetic impact of such additional parking on the surrounding neighborhood
- Creates no physical impact on any facilities serving alternative modes of transportation
- Creates no detrimental impact on natural areas or features
- Maintains handicap parking ratios in compliance with current AADAG requirements
- For projects located in D, L-M-N, M-M-N and C-C zone districts, conforms with the established street and alley block patterns, and places parking lots across the side or to the rear of buildings
- Is supported by a travel demand management program which has been submitted to and approved by the city.