



# TRANSPORTATION DEPARTMENT

**Subject:** Parking Justification Study Requirements

**To:** Alan Heathcoat - Transportation  
City of Glendale Development Services Department

**Prepared by:** Tony S. Abbo, P.E., PTOE  
City Traffic Engineer

A handwritten signature in blue ink, appearing to read 'Tony S. Abbo'.

**Date:** 04/21/2024

## I. Purpose:

To define the criteria to be followed in conjunction with the submittal and approval of the Parking Justification Studies that require the Transportation Department approval.

## II. Background:

In conjunction with the recently approved Unified Development Code (UDC), developers may be required to submit a parking study to justify the amount of parking proposed for their development. If the applicant desires to provide less parking spaces than identified by the UDC, they may be required to submit a Parking Justification Study (PJS) for review and approval by Development Services and Transportation Departments.

The Transportation Department's role in the review of the PJS process will be limited to studies related to a major change in land use or on requests associated with new developments.

## III. Developer Responsibility:

The Developer and/or their consultant are encouraged to contact the City to discuss the particular nature of the proposal and to determine the specific requirements for the Parking Justification Study that may be required.

The developer and or their consultant will be responsible for the following:

- 1) Holding a scoping meeting with the project planner and with the representative from the Transportation Department to ensure that the relevant land use assumptions are

made and are in accordance with the latest edition of the Institute of Transportation Engineers (ITE) *Parking Generation Manual*.

- 2) Data collection.
- 3) The preparation and submittal of a PJS report.

#### **IV. Qualifications:**

A PJS shall be prepared by a transportation professional with expertise in traffic and parking analyses. An Arizona licensed Civil Engineer is strongly recommended.

#### **V. Study Requirements:**

The PJS shall be conducted in conformance with Section 35.4.005E of the UDC.

The PJS shall include the following:

- 1) Executive summary.
- 2) Detailed description of the proposed development. This shall include the following:
  - a. Vicinity Map.
  - b. Location of the development.
  - c. Description of the proposed development (land use, indoor and outdoor facilities) and site circulation.
  - d. Site layout.
  - e. Proposed modification to existing vehicular parking spaces (if applicable).
- 3) Purpose of the study.
- 4) The required parking per the UDC: This Developer/consultant shall establish the number of parking spaces in accordance with the UDC. The proposed number of parking spaces required by the UDC shall be agreed to by the City's Development Services Department project planner prior to any work commencing on the PJS.
- 5) All existing and anticipated available parking within the proposed development and within 660 feet of the proposed use.
- 6) The proximity of the proposed parking to existing residential neighborhoods and an explanation of how uses will not place a parking burden on residential streets. Off-site parking may be restricted on narrow streets or streets that have or will have bike lanes.

7) If parking demand is proposed to include offsite parking, copies of any shared parking agreement or other evidence of a right to park in that location shall be included.

8) Data collection:

The following data shall be collected as part of the parking study:

- a. Parking Generation: The consultant shall utilize the latest edition of the ITE *Parking Generation Manual* to provide the recommended parking requirements. The land use type shall be pre-approved by the City prior to the applicant conducting the PJS to ensure that the relevant land use is being utilized.
- b. Survey Locations: If the development fails to meet the UDC and ITE parking generation requirements, A site survey shall be conducted only if the relevant land use code is not available in the latest edition of the ITE Parking Generation Manual. Existing site(s) (if applicable) and/or proxy sites that are comparable to the proposed development shall be studied. The proxy sites shall be reviewed and approved by the City Traffic Engineer or their Designee before any work on the study commences. For new developments, the proxy site study shall be approved by the City Traffic Engineer or their designee.
- c. Weekday and weekend parking utilization count shall be collected at the existing site or at a similar site if it is tied to a new development. The counts shall be as follows:
  - i. Three weekday counts Tuesday through Thursday between the hours of 11:00 AM to 2:00 PM and 4:00 PM to 7:00 PM.
  - ii. One weekend count between the hours of 11:00 AM and 2:00 PM and 4:00 PM to 7:00 PM.
  - iii. Times may be negotiated based on the nature of the development.
- d. Parking Count Frequency: The frequency of the counts shall be discussed during the scoping meeting for the project. At a minimum, the parking count shall be conducted in 5-minute intervals. The data collection should also identify the number of times in which the parking lot was full and no available spaces were available.
- e. Data collection for the parking survey should not be undertaken during holidays, or all days of the week leading up to or following holidays.

- f. It is recommended that data only be collected from November 1<sup>st</sup> through April 30<sup>th</sup> to address seasonal variations.
  - g. Data should not be collected if there is ongoing construction in the vicinity of the site.
  - h. A spreadsheet will be created that summarizes the data that was collected.
  - i. Occupancies above 100% are possible, when vehicles park illegally or in unofficial spaces (e.g. adjacent businesses). The report will list all times that parking area was fully utilized within the study period.
- 9) The consultant will not be allowed to use transit or the installation of bike racks at the site to reduce the parking requirement unless it was previously agreed to by the City Traffic Engineer or their designee. Reduction of parking must be justified from observed uses.
  - 10) Document the findings of the study and provide a report that outlines the finding and results of the study.

## **VI. Submittal to the City:**

The PJS shall be submitted to the Development Services Director or designees. The Development Services director or their designee shall forward the report to the Glendale Transportation Department for review and/or approval.

## **VII. Evaluation:**

Criteria for evaluation of a PJS shall include, but is not limited to:

- 1) Impacts to abutting properties or rights-of-way, dedicated tracts, or easements.
- 2) Compatibility with the character of the surrounding properties and their parking facilities.
- 3) Equivalence to the intent and purpose of the original parking requirements.
- 4) Impacts to safety and public services.

## **VIII. Approval Process:**

In accordance with the UDC, the PJS will be reviewed and approved by the Transportation and Development Services Departments. The Transportation Department will review and approve or reject the parking study's recommendation(s).

The Glendale Development Services Department will be the body that approves or rejects the Request for Variance from the UDC requirements.

**IX. Developer's Responsibility:**

The developer will be responsible for all costs associated with the development of the PJS.