



## 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, 3<sup>rd</sup> floor, and may be reached at (510) 981-7010, or [transportation@cityofberkeley.info](mailto: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 type 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.

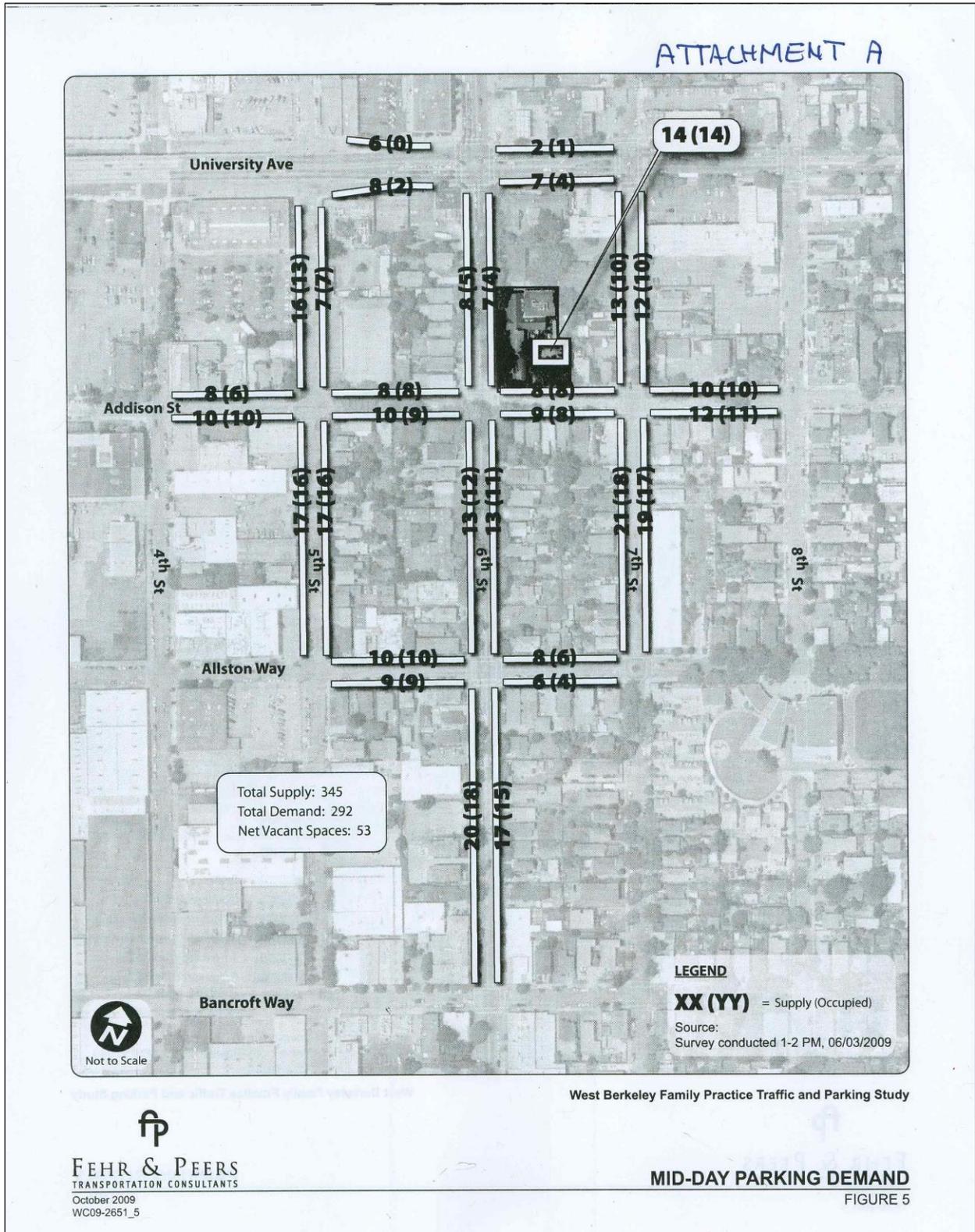
### **Step 4: Summarize Findings**

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)



**ATTACHMENT B**

**WILTEC**

**HOURLY ON-STREET PARKING OCCUPANCY SURVEY**

Phone: (626) 564-1944 Fax: (626) 564-0969 Email: info@wiltecsa.com

CLIENT: PERMIT EXPEDITORS  
 PROJECT: 1950 SHATTUCK AVENUE PARKING OCCUPANCY SURVEY  
 DATE: SATURDAY, DECEMBER 12TH, 2009  
 PERIOD: 12:00-1:00PM, 2:00-3:00PM, 6:00-7:00PM, 8:00-9:00PM AND 10:00-11:00PM  
 LOCATION: BERKELEY WAY - BETWEEN MILVIA STREET AND WALNUT STREET  
 CITY: BERKELEY  
 WEATHER: CLOUDY/RAIN

MAIN STREET	BERKELEY WAY											
	BETWEEN MILVIA STREET AND HENRY STREET				BETWEEN HENRY STREET AND SHATTUCK AVENUE				BETWEEN SHATTUCK AVENUE AND WALNUT STREET			
SIDE OF STREET	NORTH SIDE	SOUTH SIDE	NORTH SIDE	SOUTH SIDE	NORTH SIDE	SOUTH SIDE	NORTH SIDE	SOUTH SIDE	NORTH SIDE	SOUTH SIDE	NORTH SIDE	SOUTH SIDE
NO. OF SPACES	9	6	5	1	3	1	1	7	1	10	11	2
METERED / UNMETERED	UNMETERED	UNMETERED	METERED	UNMETERED	METERED	UNMETERED	UNMETERED	METERED	UNMETERED	METERED	UNMETERED	UNMETERED
CURB MARKING	REGULAR	RED	REGULAR	RED	REGULAR	YELLOW	BLUE	REGULAR	YELLOW	REGULAR	WHITE	REGULAR
12:00-1:00PM	9	6	2	0	2	0	0	6	0	5	0	5
2:00-3:00PM	7	6	2	0	1	0	0	2	0	4	0	9
6:00-7:00PM	9	6	5	0	3	0	0	6	1	3	0	8
8:00-9:00PM	9	6	5	0	3	1	0	7	1	10	0	10
10:00-11:00PM	7	5	4	0	3	0	0	7	1	9	0	10

**ATTACHMENT C**

**1950 Shattuck Avenue Parking Survey Summary**

**Weekend Results (Saturday, December 12, 2009)**

	On-Street Only						City Lot Only						On-Street and City Lot																	
	Study Area			Within 300' only (without Lot)			Capacity			Occupied			Vacant			Study Area			Within 300' only			Capacity			Occupied			Vacant		
	Capacity	Occupied	Vacant	Capacity	Occupied	Vacant	Capacity	Occupied	Vacant	Capacity	Occupied	Vacant	Capacity	Occupied	Vacant	Capacity	Occupied	Vacant	Capacity	Occupied	Vacant	Capacity	Occupied	Vacant	Capacity	Occupied	Vacant			
12:00-1:00PM	208	151	57	66	44	22	109	42	67	317	193	124	175	86	89	208	151	57	66	44	22	109	42	67	317	193	124	175	86	89
2:00-3:00PM	208	165	43	66	45	21	109	46	63	317	211	106	175	91	84	208	165	43	66	45	21	109	46	63	317	211	106	175	91	84
6:00-7:00PM	208	179	29	66	50	16	109	26	83	317	205	112	175	76	99	208	179	29	66	50	16	109	26	83	317	205	112	175	76	99
8:00-9:00PM	208	193	15	66	62	4	109	40	69	317	233	84	175	102	73	208	193	15	66	62	4	109	40	69	317	233	84	175	102	73
10:00-11:00PM	208	183	25	66	60	6	109	22	87	317	205	112	175	82	93	208	183	25	66	60	6	109	22	87	317	205	112	175	82	93

**Weekday Results (Wednesday, December 9, 2009)**

	On-Street Only						City Lot Only						On-Street and City Lot																	
	Study Area			Within 300' only (without Lot)			Capacity			Occupied			Vacant			Study Area			Within 300' only			Capacity			Occupied			Vacant		
	Capacity	Occupied	Vacant	Capacity	Occupied	Vacant	Capacity	Occupied	Vacant	Capacity	Occupied	Vacant	Capacity	Occupied	Vacant	Capacity	Occupied	Vacant	Capacity	Occupied	Vacant	Capacity	Occupied	Vacant	Capacity	Occupied	Vacant			
12:00-1:00PM	208	159	49	66	47	19	109	76	33	317	235	82	175	123	52	208	159	49	66	47	19	109	76	33	317	235	82	175	123	52
2:00-3:00PM	208	171	37	66	50	16	109	95	14	317	266	51	175	145	30	208	171	37	66	50	16	109	95	14	317	266	51	175	145	30
6:00-7:00PM	208	187	21	66	54	12	109	36	73	317	223	94	175	90	85	208	187	21	66	54	12	109	36	73	317	223	94	175	90	85
8:00-9:00PM	208	184	24	66	54	12	109	52	57	317	236	81	175	106	69	208	184	24	66	54	12	109	52	57	317	236	81	175	106	69
10:00-11:00PM	208	150	58	66	35	31	109	20	89	317	170	147	175	55	120	208	150	58	66	35	31	109	20	89	317	170	147	175	55	120

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