

DRAFT

2007 City of Milpitas
Parking Task Force Work Program

Prepared for:

Milpitas City Council

April 17, 2007

Prepared by:

Economic Development Commission

Introduction and Background

At the November 13, 2006 Economic Development Commission Meeting, The commission recommended that the City Council appoint a Task Force to review and update the City's parking Section of the Zoning Ordinance. Specific issues that were discussed included:

1. Design criteria – application of existing parking standards do not allow design flexibility to account for irregular shaped parcels or small lots.
2. Use Analysis – specific uses and peak demand for those uses must be taken into account during the planning and approval process.
3. Townhouse and Condominium Parking – existing parking standards do not reflect higher auto ownership of residents and that impact on visitor parking.

On January 2, 2007, the Milpitas City Council approved the Economic Development Commission's recommendation to appoint a Parking Task Force to review the City's Parking Section of the Zoning Ordinance and make recommendations to amend the Ordinance to be more flexible and reflective of the infill challenges facing the Milpitas business community development.

City Staff prepared a Draft Work Plan for the Citywide Parking Study. A subcommittee of the Economic Development Commission reviewed the Work Plan at a meeting on March 19th and the Economic Development Commission recommended approval to the City Council at its meeting on April 9th.

Task 1 Review of Existing Parking Conditions and Standards

Task 1.1 Review of Existing Commercial Center Parking Supply

Staff will research the major commercial shopping centers within the City identifying the size of the center, uses and parking supply available. Parking studies conducted over the past three years will be reviewed and summarized. A windshield survey will be performed during peak parking periods to identify adequacy of parking supply. Various churches and religious facilities will be surveyed on weekends to determine if parking provided is adequate.

Task 1.2 Review of Existing Office/Employment Center Parking Supply

Major Business Parks and Employment Centers will be reviewed, including building square footage, number of employees and parking supply provided. Recent parking studies (if available) will be reviewed and summarized. A windshield survey will be conducted during peak parking periods to verify the adequacy of the parking supply.

Task 1.3 Review of Existing Residential Parking Supply

Staff will research and review recent single family and multi-family residential projects constructed over the past five to seven years. Review of these developments will include the number of dwelling units, number of resident parking spaces and the number of guest parking spaces provided. A windshield survey will be performed during peak parking periods to identify adequacy of the parking supply. Projects that contain tandem parking configurations will be identified and surveyed to determine if higher than normal guest parking usage is a result of tandem parking.

Task 1.4 Review of the City of Milpitas Parking Section of the Zoning Ordinance

The City's Zoning Ordinance, Parking Section will be reviewed and summarized for off-street parking requirements and design criteria for parking spaces. The Midtown Specific Plan will also be reviewed for parking requirements and a comparison to the City's Ordinance prepared. Specific issues such as Tandem Parking and compact parking space ratios will be highlighted.

Task2 Deliverable: Staff will prepare a Technical Memorandum summarizing the tasks above and documenting the findings. A Draft will be presented to the Parking Task Force for review and comment. A Final Draft will be presented to the Economic Development Commission for approval and recommendation to the Planning Commission and City Council.

Task 2 Review of Literature and other Agencies Parking Standards

Task 2.1 Review of National Literature

National literature on parking will be reviewed and summarized. These publications will include, but not be limited to the Institute of Transportation Engineers *Parking Generation* and the American Planning Association *Off-Street Parking Requirement*. Other publications including *The Cost of Free Parking* will be reviewed and summarized as well.

Task 2.2 Compilation of Other Agency Parking Standards

City Staff will work with The Parking Task Force to determine appropriate cities similar to Milpitas for comparison. Staff will then review and summarize parking sections from those identified cities and other Agency Zoning Ordinances locally and from around the State. Summary comparison tables will be prepared including off-street parking requirements, parking stall design standards and compact/standard parking space requirements. This parking compilation will be compared to the City's current parking standards.

Task 2 Deliverable: A Technical Memorandum will be prepared summarizing the findings from the national literature review and comparison of other agencies parking standards. A Draft will be presented to the Task Force for review and comment. A Final Draft will then be forwarded to the Economic Development Commission for approval and recommendation to the Planning Commission and City Council.

Task 3 Public Outreach Program

Task 3.1 Conduct Public Outreach Meetings

Staff, working with the Task Force, will host a series of Public Outreach meetings to solicit input from the public on parking issues they feel impact the City. Staff will prepare presentation materials, advertise meetings using several media sources and summarize public comment at the meetings. These meetings could include, but not be limited to the Milpitas Chamber of Commerce, Milpitas Downtown Association and a general public meeting. A special meeting will be held with representatives from the various religious organizations within the City to better understand their parking requirements and special event demand.

Task 3.2 Planning Commission and Citizens Advisory Commission Outreach

Discussion items will be placed on the Planning Commission and Citizens Advisory Commission agendas to solicit their input on key parking issues facing the City. Staff will prepare presentation materials and summarize comments from both meetings.

Task 3 Deliverable: A technical Memorandum will be provided summarizing the comments and issues raised from all Public meetings and Commission meetings. A Draft will be presented to the Task Force for their review and comment. A Final Draft will be forwarded to the Economic Development Commission for their review.

Task 4 Comprehensive Update of the Parking Section of the Zoning Ordinance

Task 4.1 Draft Parking Section of the Zoning Ordinance

Based on information collected in the tasks above, public comments received and input from the Commissions, Staff will prepared a Draft Parking Section of the Zoning Ordinance. The Ordinance will include off-street parking requirements, design criteria for parking stalls and compact/standard parking stall standards for different types of land uses. A section will also be developed addressing Mixed-use/shared parking and Transit Oriented Development (TOD) parking requirements.

Task 4.2 Finalize Parking Section of the Zoning Ordinance

The Draft Parking Section of the Zoning Ordinance will be presented to the Task Force for review and comment. A Final Draft will then be forwarded to the Economic Development Commission for approval and recommendation to the Planning Commission and City Council for public input and adoption.

Task 4.3 Public Hearings

Staff will prepare all legal ads, presentation materials and attend all public meetings for the adoption of the Zoning Ordinance. It is anticipated the Economic Development Commission, Planning Commission and City Meetings will be attended.

Task 4 Deliverable: Draft and Final copies of the Milpitas Parking Section of the Zoning Ordinance.

Schedule

Task 1 – 2 to 3 months

Task 2 – 1 to 2 months

Task 3 – 2 to 3 months

Task 4 – 2 months

Total 7 to 10 months

Economic Development Commission

Monday April 9, 2007 6::00 PM

City of Milpitas Parking Task Force

1. Membership – 9 – 11 members

- **EDC – Vince Songcayawon**
- **EDC – Donald Peoples**
- **EDC – Frank De Smidt**
- **EDC – Zeya Mohsin**
- **City Council Representative**
- **Planning Commission Representative**
- **Great Mall of the Bay Area General Manager**
- **Commercial Real Estate Broker (Ed Mendence)**
- **Shopping Center Owner**
- **HOA Representative – Starlight Pines or Sunnyhills**
- **Midtown Milpitas Condominium owner**
- **Developer/Home Builder Representative**

2. Meetings/Schedule/Location

- **Monthly or as needed**
- **Late afternoon – 5:00 –7:00 PM**
- **City Hall – Committee Room**

3. City Staff Support

- **Diana Whitecar – Economic Development Director**
- **Joe Oliva – Principal Transportation Planner**
- **Keyvan Irannejad – Chief Building Official – as needed**
- **Officer Jay Johnson – Traffic Division – as needed**
- **Felix Reliford – Principal Planner – as needed**