



Draft Memorandum

Date: November 11, 2014
To: Ms. Tricia Schimpp, City of San Mateo
From: Gary Black and Jane Clayton
Subject: Parking Study for Century Centre Office Complex

Hexagon Transportation Consultants, Inc. has completed a parking study for the proposed parking structure for the Century Centre Office Complex at 1400 and 1450 Fashion Island Boulevard in San Mateo, California. The existing ground-level parking lot at the Century Centre Office Complex includes 852 parking spaces and is overflowing. The complex is currently providing valet parking services in the parking lot and shuttling vehicles to an off-site location. The project proposes to construct a new three-level (two elevated levels), 303 space parking garage. The proposed garage will be located in the existing at-grade parking lot currently serving the complex and will increase the on-site parking capacity from 852 spaces to 1013 spaces, for a net increase of 160 parking spaces for the complex (see Figure 1).

The purpose of this study was to conduct a parking demand analysis for the Century Centre Office Complex and to compare the office complex's parking demand to the proposed parking capacity of 1013 spaces.

Existing Parking Operations

The parking lot at the Century Centre Office Complex includes a total of 852 parking spaces and is currently divided into two sections: one for the 1400 Fashion Island Boulevard building (referred to as the "Harvest" building) and one for the 1450 Fashion Island Boulevard building (referred to as the "Fisher" building). Access to most of the parking spaces in the Fisher section is restricted by automatic gates; employees from the Fisher building have electronic passes that provide entry. Access to the Harvest spaces is unrestricted.

Both the Fisher and the Harvest buildings have retained valet services to park some cars off-site at the San Mateo County Fairgrounds. The valet services for the two buildings operate separately, and juggle vehicles throughout the day among the available parking spaces, the drive aisles where vehicles may be double-parked, and the off-site location. Some employees from both the Fisher and the Harvest buildings have Parking Permits, which allow them to park their own car in a regular parking space in the Fisher or Harvest section of the lot; these drivers do not need to hand their keys to a valet attendant when they park. Employees who do not have a Parking Permit must give their keys to a valet attendant when they park and state when they expect to depart. Some of these vehicles are moved to the off-site location by the valet service in the morning and are returned to the parking lot in the afternoon. Some employees park on the street near the site, since a driver who doesn't have a Parking Permit may find it more convenient to park there than to hand in their keys to a valet attendant.

Parking Survey

Hexagon conducted a parking survey on Thursday, November 6, 2014, that counted vehicles parked in three locations: (1) the office complex's parking lot, (2) the off-site parking location at the San Mateo County Fairgrounds, and (3) nearby on-street parking.

The survey included an hourly count of the cars parked on Fashion Island Boulevard adjacent to the Century Centre complex, but excluded any cars parked there by individuals working as valets on the site or by individuals who walked to or from a different site.

The parking survey was conducted on an hourly basis between 8:00 AM and 5:00 PM. Results are shown in Table 1. Many employees arrive for work well before 8:00 AM and many employees are also still at work after 5:00 PM, but it was assumed that the peak parking demand would occur between 8:00 AM and 5:00 PM, based on conversations with the valet attendants prior to the survey.

The peak parking demand for all three parking locations combined (on-site, off-site, and on-street) was 945 vehicles and occurred at 12:00 Noon. At that time, there were 855 vehicles parked on the office complex’s parking lot, 63 vehicles parked at the fairgrounds location, and 27 vehicles parked nearby on the street.

**Table 1
Parking Survey Results for Century Centre Office Complex**

	Century Centre Parking Lot	Off-site Parking (Fairgrounds)	On-Street Parking ^a	Total
8:00 AM	369	14	28	411
9:00 AM	616	22	28	666
10:00 AM	758	38	28	824
11:00 AM	825	63	27	915
Noon	855	63	27	945
1:00 PM	794	63	27	884
2:00 PM	852	40	27	919
3:00 PM	869	21	23	913
4:00 PM	805	6	21	832
5:00 PM	528	2	17	547

Notes:

(a) On-street parking spaces adjacent to the Century Centre on Fashion Island Boulevard were counted, excluding valets and anyone who walked to or from a different site.

Bold indicates peak parking count for that location.

Additional Parking Capacity Needs

After the 3-level parking garage is constructed on a portion of the existing parking lot, there would be a total of 1013 parking spaces available, 710 on the lot and 303 in the garage. Based on the peak parking demand of 945 spaces, the available parking spaces after the garage is built would be 93% occupied.

In general, it is not recommended that parking be designed for a 100% occupancy rate. Some reserve capacity is needed so that drivers need not hunt for a long time for an available space and for peak surges or unusual days. Thus, a design safety factor of 10% is suggested when a parking demand analysis has been conducted for the site in question. (A 15% factor is recommended if the demand has been estimated from standard parking rates based on other locations.) Thus, if a parking demand analysis shows a need for 500 spaces, the design should provide another 50 spaces (Weant, R. and Levinson, H., *Parking*, 1990).

According to the project applicant, the building located at 1400 Fashion Island Boulevard (the Harvest building) was 87% occupied when the traffic survey was conducted (22,940 SF vacant out of a total 172,322 SF), and the 1450 Fashion Island Boulevard building (the Fisher building) was 100% occupied (103,282 SF). Thus, out of a combined total of 275,604 SF, the office complex is currently 92% occupied. Since it is typical for multi-tenant buildings to have some vacant space, this represents an occupancy rate that can be regarded as virtually fully occupied. However, we note that if both buildings were 100% occupied, parking demand would be slightly higher than the surveyed level.

Based on an observed peak parking demand of 945 vehicles, we conclude that the proposed garage – which would bring total on-site spaces to 1013 – would not provide more capacity than is warranted by the existing demand and the existing occupancy rate. In fact, using a standard 10% design safety factor, the observed parking demand would suggest that 1040 spaces should be provided, based on the current occupancy level.

If the proposed garage were to provide more spaces than can be justified by the current demand and current occupancy level, then the surplus spaces could be regarded as growth-inducing by creating excess parking capacity. However, that is clearly not the case here. Because the proposed garage would not provide more capacity than is warranted, it would not be growth-inducing. The proposed parking capacity is within the range that is appropriate for the observed level of parking demand at the Century Centre Office Complex.