

## TECH MEMO

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DATE: April 13, 2021

TO: Amy Gunter  
Rogue Planning

FROM: Kelly Sandow P.E.  
Sandow Engineering



RE: Main Street Sanctuary Trip Generation and Parking Estimate

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The following provides a trip generation and parking estimate for the proposed Sanctuary remodel at 599 E Main Street in Ashland, Oregon. The previous use of the 4,630-sf building was a church sanctuary and office/gathering space. The proposal is to remodel the space, maintaining the existing square footage for use as an office space. This letter provides a trip and parking estimation to determine the change of impact that the proposal has on the adjacent streets.

Additionally, the staff report for the project, dated May 11, 2021, suggests that impacts of the site should include a comparison to the target use of the site, 1,745 sf commercial building.

### **TRIP GENERATION**

The trips generated by the site are estimated using the ITE Trip Generation Manuals, 10<sup>th</sup> Edition. The vehicle trips for the previous use, church, are estimated using ITE Land Use Code 560- Church. The estimation of trips is based on the number of seats in the congregation area. As discussed in the application, the estimation is approximately 244 seats. The vehicle trip generation for the proposed use, office, is estimated using ITE Land Use Code 712- Small Office Building. This land use is categorized as buildings with 1 tenant and less than 5,000 square feet. The vehicle trips for the target use, retail, is estimated using ITE Land Use Code 820- Shopping Center. ITE combined all non-specific retail uses into one land-use code, 820- Shopping Center in the 10<sup>th</sup> Edition. There is no distinction between the specialty retail and shopping center in the current manual. The trip generation estimates are performed for the weekday PM peak hour and weekend peak hour. Table 1 shows the Trip Generation estimates of each land use.

TABLE 1: TRIP GENERATION ESTIMATE

Time	Size	Rate	Trips
<b>PM Peak Hour</b>			
560- Church	224	0.03	7
<b>712- Small Office</b>	<b>4.63 ksf</b>	<b>2.45</b>	<b>11</b>
810- Retail	1.724 ksf	$\ln(T)=0.74 \times \ln(x)+2.89$	27
<b>Saturday Peak Hour</b>			
560- Church	224 seats	0.44	99
<b>712- Small Office</b>	<b>4.63 ksf</b>	<b>0.40</b>	<b>2</b>
820- Retail	1.724 ksf	$\ln(T)=0.79 \times \ln(x)+2.79$	25
<b>Sunday Peak Hour</b>			
560- Church	224 seats	1.24	271
<b>712- Small Office</b>	<b>4.63 ksf</b>	<b>0.23</b>	<b>1</b>
820- Retail	1.724 ksf	21.1	37

As shown in Table 1, the peak hour of the previous church use is Saturday and Sunday, with 271 trips during the Sunday Peak period. The proposed office use is estimated to have the peak usage during the weekday of 11 trips and very few trips generated during the weekend (1-2 trips). The target use of retail would have a weekday peak hour trip peak trip generation of 27 trips and a weekend trip generation of 37 trips on Sunday. The proposed office has less of a trip generation impact on the neighborhood than the church or the retail target use for general daily use.

Additionally, the proposed office use will use the gathering space for the occasional large meeting/gathering related to the specific office trade. These types of gatherings are not included in the trip generation calculations as they are not part of the normal daily functions and larger meetings/gatherings typically occur only a few times a year. The target use of the site, specialty retail, will also hold meetings/gatherings related to the retail at establishment i.e., product launches, anniversary gatherings, sales, or holiday parties, etc. The frequency and size of special event gatherings for retail use would be similar in size and frequency of special event meetings and gatherings for an office building. There is no substantial impact from trips generated by the proposed office use over the target use of retail for this site.

### **PARKING**

As per the City findings, the estimated required parking is 61 spaces for the previous church use, 9 for the proposed office use, and 5 for the target retail use. As there is no off-street

parking for this site, all parking is on-street. The impact from the uses is a measure of the typical daily parking demand for each of the uses. The ITE Parking Generation Manual 6<sup>th</sup> Edition provides an hourly distribution for the parking demand for each of these uses. For the church use, the peak demand is on Saturday and Sunday and occurs between 9:00 am and 1:00 pm. The proposed office use has a parking demand for during a typical weekday from 7:00 am to 7:00 pm. The peak demand for parking occurs on the weekdays from 11:00 am and 12:00 pm and between 4:00 pm and 5:00 pm. There is little to no parking demand for office on the weekends. A retail use has a parking demand on the weekend and weekdays with the peak parking demand from 12:00-1:00 pm for the weekdays and weekends. Table 2 shows the distribution for a typical weekday.

TABLE 2: PARKING DISTRIBUTION WEEKDAY

Time of Day	Small Office	Retail
7-8 am	0	0
8-9 am	2	1
9-10 am	6	2
10-11 am	8	3
11 am- 12 pm	9	4
12-1 pm	7	5
1-2 pm	8	5
2-3 pm	8	5
3-4 pm	8	4
4-5 pm	8	4
5-6 pm	8	4
6-7 pm	1	4
7-8 pm	0	4
8-9 pm	0	3
9-10 pm	0	2
10-11 pm	0	1

Adjacent uses to the site are mostly residential, with some commercial use to the south and west. Residential uses typically experience a peak parking demand between 7 pm and 7 am for weekdays and consistently high demand throughout the day on the weekends. During the

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weekday between 7 am, and 7 pm, the parking demand for residential reduces by up to 64% from the peak usage. The office use has the peak parking demand between 8 am and 6 pm. The peak parking for these two uses is not simultaneous. The office use has a peak parking demand while the demand for the adjacent residential uses is at the lowest. The retail uses have weekday parking demand that peaks at the noon hour and extends to 11 pm. There will be parking demand overlap with the residential uses and the retail use. Additionally, the retail use will have a parking demand on Saturday and Sunday that coincides with a high parking demand for the residential uses.

While the church has a low demand for parking during the weekday, the weekend demand for parking is high and substantially conflicts with the parking demand for the adjacent residential neighbors.

Within a comfortable walking distance (0.15 miles) there is approximately 6,288 linear feet of on-street parking (not including parking south of Siskiyow Blvd, as Siskiyow Blvd would likely be a walking barrier for parking). There are an estimated 315 on-street parking spaces within this area. There is sufficient on-street parking available for use from the proposed office use.

### **CONCLUSION**

The proposed office use is estimated to have a maximum parking demand of 9 spaces, with the demand occurring outside of the peak demand for the adjacent neighborhood during a typical weekday. There is negligible parking demand on the weekend for office use. A retail use would see similar weekday demand but would have a higher demand on the weekend, therefore, having a greater impact on the neighborhood. The previous use, church, had the greatest impact with little demand during the weekday when more on-street parking is available and the highest demand when the neighborhood has its peak demand.

The office has less of an impact on parking within the adjacent neighborhood when compared to the previous church use or the target retail use.