

# MEMORANDUM



**TO:** Ron Munekawa, Chief of Planning, City of San Mateo

**FROM:** David Parisi, Parisi Associates

**DATE:** February 1, 2011

**SUBJECT:** Traffic and Parking Management Program for St. Matthews School and Church

## Introduction

Attached is the proposed Traffic and Parking Management Program for St. Matthews Catholic School and Church. The purpose of the program is to address traffic and parking conditions resulting from St. Matthews' activities after the construction of proposed on-site parking modifications, as well as after completion of the proposed new school gymnasium at a later date.

## Background

St. Matthews has submitted a Master Plan application for their campus. The primary component of the Master Plan is the construction of a new school gymnasium built to modern standards to support St. Matthews' elementary and junior high school sports, as well as modification of the on-site parking lot to increase the number of marked stalls from 198 to 306 parking spaces. The Master Plan includes Use Limitations associated with the provision of the gymnasium to ensure that all parking demands do not increase with the use of the gymnasium.

Hexagon Transportation Consultants, Inc., an independent traffic and parking consulting firm retained by the City of San Mateo, evaluated the potential traffic and parking impacts that could result upon the implementation of St. Matthews' proposal. According to Hexagon's "Draft Parking and Traffic Analysis Report" dated June 8, 2010:

- *"Since the project would not generate any parking demand until after 3:00 PM, the project would have no impact on the peak weekday parking demand." (Page 36)*
- *"Since the project applicant has pledged that the proposed new School Gymnasium, and the existing Auditorium, would not be used simultaneously with a weekend Mass, the project would not increase the peak weekend parking demand." (Page 36)*
- *"The project proposes to reconfigure and restripe the existing parking lot to add a net of 100 spaces... Code section 27.64.020(3) requires additional parking in an existing parking lot only for a proposed new use, and grandfathers in any deficit based on existing uses. The gym itself doesn't require additional parking spaces under the zoning code ... Even though a deficit would remain under the parking code, the project would*

*improve parking conditions by adding on-site spaces without increasing demand. Also, the applicant is committing to not using the new gymnasium or existing auditorium at the same time as Mass.” (Page 37)*

- *“There are currently 198 parking spaces located on the St. Matthews’ campus. The proposed layout creates an additional 107 parking spaces for a total of 305 spaces on the project site. With the proposed parking layout, the on-site parking supply would be adequate to accommodate the existing parking demand for Sunday mass. St. Matthews has a formal agreement for the use of the Pacific Western Bank parking lot, across the street on El Camino Real, for overflow parking. The bank parking lot plus the on-street parking spaces along Notre Dame adjacent to the church provide another 50 spaces. The total of 355 spaces would be sufficient to accommodate the busiest Mass on a typical Sunday. Thus, overflow parking on neighborhood streets potentially could be reduced. Recommendations are listed below to assist in limiting parking impacts in the adjacent residential neighborhoods.” (Page 1)*

Hexagon’s traffic and parking report makes four specific recommendations:

1. *Install pedestrian countdown signal heads at El Camino Real and Ninth Avenue intersection to facilitate pedestrian crossings of El Camino Real and use of the Pacific Western Bank overflow parking lot. (Page 1)*
2. *Provide a bike parking area for Sunday Masses. (Page 1)*
3. *In conjunction with the parking lot reconstruction, St. Matthews should discourage parishioners from parking in the neighborhood. (Page 1)*
4. *Implement a Parking and Traffic Management Plan during the annual Carnival event. (Page 2)*

The attached Traffic and Management Program incorporates all four of the above recommendations and provides comprehensive direction on many other traffic and parking related elements, including:

- Roles and responsibilities of the Traffic and Parking Committee
- Strategies to reduce vehicular traffic and evaluating trip types
- Enhancements to school drop-off and pick-up instructional materials for parents
- Provision of instructional materials for parishioners parking during Sunday Masses
- Roles and responsibilities for persons assisting school traffic and parking, Sunday Mass, and special events
- Instructions on managing traffic and parking during typical religious and school gatherings, major events (including the Carnival), minor events, funerals and weddings
- Monitoring the effectiveness of the program

In combination with St. Matthews’ Master Plan, its Use Limitations, the additional on-site parking, and the provision of the new school gymnasium, the Traffic and Parking Management Program will provide an effective means of managing traffic and parking for St. Matthews’ uses and in reducing traffic and parking effects along neighborhood streets.

## Parking Surveys

An element of the Traffic and Parking Management Program, after modifications are made to the on-site parking lot to increase its supply of marked stalls to 306 spaces, is the mandatory monitoring of parking demands during Sunday 8:45 a.m. Mass on-site, along Notre Dame Avenue, along El Camino Real, at the Pacific Western Bank, and along peripheral local neighborhood streets.

To evaluate current parking demands, however, St. Matthews monitored parking demands during most Sunday 8:45 a.m. Masses from July through October, 2010. The results of St. Matthews' surveys are shown in Appendix D of the Traffic and Management Program. According to the surveys:

- During most 8:45 a.m. Masses there are more vehicles parked on-site than the 198 marked spaces. On average, there are 225 vehicles parked on-site. The maximum parked on-site was 265 vehicles on October 24, 2010.
- When accounting for on-site parking demand, as well as parking along Notre Dame Avenue, along El Camino Real, and at Pacific Western Bank, the average parking demand is 293 vehicles. The maximum parking demand for these areas was 332 vehicles on October 24, 2010.
- On average, the total parking demand along Aragon Boulevard, Maple Street, Castillian Way, and Capastrano Way increases by six vehicles during the Sunday 8:45 a.m. Mass. The maximum increase in parking along all four streets was 10 vehicles on October 31, 2010.

Based on the surveys conducted by St. Matthews and considering current parking demands, the proposed on-site parking supply of 306 spaces plus the parking spaces along El Camino Real, along Notre Dame Avenue, and at the Pacific Western Bank will meet Sunday 8:45 a.m. Mass parking demands. On average, there will be a surplus of about 75 parking spaces in these areas during the Sunday 8:45 a.m. Mass. During maximum demands, there will usually be a surplus of about 30 parking spaces.

According to Hexagon Transportation Consultant's assumptions and assessments, St. Matthews' proposals would not increase weekday and weekend peak parking demands, but would increase parking on-site parking supply, thereby reducing off-site peak parking demands. Implementation of the Traffic and Parking Management Program would significantly improve the existing conditions.