

Parking Impact Study

Rules and Regulations Guide Book



THE CITY OF
COLUMBUS

ANDREW J. GINTHER, MAYOR

DEPARTMENT OF
PUBLIC SERVICE

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Introduction

I. Who We Are

The Department of Public Service delivers essential services that positively impact City of Columbus’ residents’ lives every day. The Department consists of five divisions: Design and Construction; Infrastructure Management; Mobility and Parking Services; Refuse Collection; and Traffic Management.

The Division of Mobility and Parking Services is committed to providing safe, equitable and predictable mobility and parking options for all residents, guests and visitors in the City of Columbus. We aim to increase mobility choice, manage congestion, and facilitate access to goods and services in a city experiencing enormous growth. Specifically, the Division of Mobility and Parking services works with development applicants to:

- Identify parking impacts of proposed development and changes of use; and
- Determine mitigation needs to offset parking impacts.

II. Purpose of this Guide

In 2024, the City of Columbus initiated a series of zoning code reforms to align with the current and future needs of the community. In an effort to proactively manage on-street parking supply for existing and future users, Chapter 4310 of the Columbus City Code allows for the requirement of a Parking Impact Study.

A Parking Impact Study quantifies parking impacts associated with a new development and the expansion or change in use of an existing development within a parcel with a 2024 Zoning Code district designation. Results of a Parking Impact Study are used to determine if mitigation strategies are required to address parking spillover impacts on adjacent streets.

This guide provides rules and regulations which allow the City of Columbus to be proactive in managing limited on-street parking and curbside resources, while meeting broader housing, mobility and affordability objectives. Topics addressed in this guide include:

- The parking and mobility considerations involved in a site plan review.
- Circumstances for when a parking impact study is required.
- Instructions and methodology for completing a parking impact study.
- Instructions on how to determine if mitigations are required.
- Details of programmatic mitigations and parking management fees that may be required.



III. Authority

Pursuant to the authority granted under Chapter 4310 of the Columbus City Codes, 1959, as amended by Ordinance #2115-2024, the Director of Public Service hereby adopts, establishes and publishes these rules and regulations to be effective at the earliest time allowed by law.

These rules and regulations supersede all previously promulgated rules and regulations for a Parking Impact Study. However, these rules and regulations do not supersede the Parking Variance Guidelines requirements as required in Section VI(D).

IV. Definitions

The following words, terms and phrases, when used in these rules and regulations, shall have the meanings ascribed to them, except when the context clearly indicates a different meaning:

- *Administrator* means the Administrator of the Division of Mobility and Parking Services in the Department of Public Service.
- *Critical Curb Access Needs* is a use or building's curbside loading and access needs that must be met for the use or building to perform its core operational functions safely and successfully. Examples include mail delivery, commercial goods delivery, solid waste servicing areas, passenger pick-up and drop-off, and on-demand delivery spaces.
- *Department* means the City of Columbus Department of Public Service.
- *Development* means the construction or alteration of buildings, structures, parking facilities or roadways within a parcel or parcels of land, or a parcel of land to be subdivided into multiple parcels of land.
- *Development Application* refers to all proposals for new development, expansion, or change in use of an existing development within a parcel with a 2024 Zoning Code district designation.
- *Director* when used without clarification means the Director of the Department of Public Service, or designee.
- *Division* refers to the Division of Mobility and Parking Services, unless otherwise specified.
- *Managed Parking Area* means a block or portion of a block located in the public right-of-way that has a time limit, payment, permit or special use requirement to utilize the curbside space.
- *Mitigation* is the act of reducing impacts of parking spillover on adjacent streets and increasing mobility options.
- *Non-residential* means any development that is not a residential development.
- *Parking Impact Study* means a report that determines the impact a development will have on a nearby public parking system and identifies any additional costs for the City of Columbus that are necessary to manage the parking impact of said proposed development.
- *Parking Spillover* means assumed vehicle parking demand that is not satisfied on-site and therefore increases nearby public on-street parking occupancy.
- *Public Parking Systems* means an assemblage of publicly owned or publicly managed facilities designated for the temporary placement of vehicles, as outlined in Columbus City Code Section 4310.

- *Residential* means any development that consists of single-unit dwellings, apartments, condominiums, townhomes, a residential hotel, an extended stay hotel or any combination of these elements.
- *Vehicle Parking Demand* means one vehicle per residential unit and one vehicle per 50% of the standard parking minimum requirement set forth in Section 3312 of the Columbus City Codes.

Parking Impact Review - Rules & Regulations

V. Step 1: Site Plan Review

A checklist must be completed for all Development Applications as outlined in Exhibit A and submitted to the Division of Mobility and Parking Services at DPSDevelopmentparkingstudy@columbus.gov. Upon receipt of the checklist, the Division will respond within ten (10) business days with indication whether or not a Parking Impact Study will be required, and the parameters of that study.

The checklist review will include, at minimum, determination of the appropriate curb management, mobility and critical curb access needs within the public right-of-way immediately adjacent to the development site and/or within the immediate vicinity of the site. Such considerations may include, but are not limited to, the addition of or modifications to:

- Paid and/or time-limited parking
- Permit parking
- Loading and delivery zones, including uses such as rideshare pickup/drop off, valet, etc.
- ADA-compliant street parking
- Car-share parking
- Bicycle parking
- Bike share, mobility hubs, or other forms of shared mobility device parking
- Transit stops and associated infrastructure

All proposed curb management improvements or modifications will be reviewed for compliance with Division standards. This review may also identify new curb management improvements necessary to accommodate mobility, parking and critical curb access needs generated by the project. These improvements may be required in the site development plans as a condition of final site compliance or permit approval. This review will also consider planned improvements to the public right-of-way that may impact the use of the adjacent curb in the future.

The Division of Mobility and Parking Services will coordinate any recommendations or requirements with development review conducted by the Division of Traffic Management and any other requirements of the Department of Public Service. Applicants should consult the Division of Traffic Management's Development Traffic Studies Rules and Regulations for other review requirements that may be applicable to their project.

VI. Step 2: Parking Impact Study

Applicability - When is a parking impact study required?

Determination of when a Parking Impact Study is required is based on consideration of such factors as:

- Site proximity to nearby Public Parking Systems;
- Size and land use of the proposed development;
- Amount of on-site parking and/or loading spaces in the proposed development;
- The zoning classification of the proposed development; and
- Any other factors deemed relevant in promoting the purpose of Code Section 4310.

Specifically, the following criteria apply:

- A. A Parking Impact Study is required for Development Applications when any of the following conditions are met:
 1. A proposed residential development of more than ten (10) residential units provides less than one (1) vehicular parking space per unit.
 2. A proposed non-residential development greater than twenty-five hundred (2,500) square feet in size provides less than fifty percent (50%) of the standard required parking minimums for the subject use as defined in Title 33 of the Columbus City Code.
- B. A Parking Impact Study is not required for Development Applications when any of the following conditions are met:
 1. The property site is located in a managed parking area, and ALL blocks within seven hundred and fifty (750) feet of the property site have managed parking.
 2. If the project is utilizing a state of Ohio Low-Income Housing Tax Credit (LIHTC) program as determined by the Department of Development. In the case of mixed-use projects, a Parking Impact Study may be required for the portion of the project not directly tied to the LIHTC program.
- C. When a Development Application is proposing more than ten (10) residential units, zero (0) parking spaces, and does not require a Parking Impact Study, the project will require the implementation of mitigation strategies per the requirements in Section VII(B).
- D. For zoning districts that require minimum on-site parking, Development Applications should follow the Department of Public Service Parking Variance Review Guidelines.

Waiver of Parking Impact Study

The Division Administrator has the authority to waive a Parking Impact Study if the preparation would result in unnecessary or duplicate analyses—when considering the following factors—including but not limited to:

- Planned parking facility or parking management improvements.
- Previous studies in the vicinity of the site (either privately or publicly funded).
- Voluntary commitment of mitigations by the applicant.

Parking Impact Study - Data Collection

The applicant may complete a Parking Impact Study on their own or through contracted consultant services. However, the Division of Mobility and Parking Services will confirm the Parking Impact Study parameters in response to the applicant's submittal of the Site Plan Review Checklist. To complete the study, the following conditions must be met:

- A. Parking occupancy must be counted on all on-street and publicly available off-street parking locations as determined by the Division on a project-by-project basis. Generally parking occupancy will be counted within seven hundred fifty (750) feet of the project site.
- B. Parking occupancy counts shall be taken on a typical day so as best to determine parking demand under normal conditions. Counts are not to be taken during special events, poor weather conditions, holidays or any other condition that may have a significant impact on parking.
- C. One (1) parking occupancy count is required at a single point in time, on one (1) weekday, Monday through Friday, during each of the following time periods:
 1. Between the hours of 5:00 AM and 7:00 AM;
 2. Between the hours of 11:00 AM and 1:00 PM; and
 3. Between the hours of 6:00 PM and 8:00 PM.
- D. One (1) parking occupancy count is required at a single point in time, on one (1) weekend day, to be a Saturday unless otherwise specified, during each of the following time periods:
 1. Between the hours of 5:00 AM and 7:00 AM;
 2. Between the hours of 11:00 AM and 1:00 PM; and
 3. Between the hours of 6:00 PM and 8:00 PM.
- E. Photographs or video of each block/off-street parking area studied shall be provided, including time stamp, to validate counts.
- F. Presence of mobility options proposed within the plan or existing adjacent to the project site should be noted. Examples of mobility options include the presence on-site or adjacent to the site of a COTA transit stop, bike share station and/or dedicated car share vehicle space.
- G. Data shall be provided to the Division using the provided template and meeting data standards as outlined in Exhibits B, C and D.
- H. In the event that the study area is adjacent to or includes streets within a municipality other than the City of Columbus, the Division will contact staff from that municipality to gather input on parking conditions in the area.
 1. For the purposes of this evaluation, the streets within another municipality will not be considered as providing capacity for overflow demand not managed on site, though they may be required to be studied in order to understand existing parking demands in the area.

The Division of Mobility and Parking Services shall review the Parking Impact Study within thirty (30) days of submission and determine whether or not mitigation methods are required, according to Section VII.

Determination of Impact

The results of a Parking Impact Study will determine if action is required to mitigate the proposed development's impact on nearby Public Parking Systems. Division staff will provide a determination of

impact in writing to the development applicant upon final review and acceptance of a completed Parking Impact Study. Determination of impact is based on consideration of the existing and projected supply of nearby public parking and the local market demand for parking or loading activity near the proposed development.

Specifically, the following calculations apply:

$$\text{Aggregate Demand (\%)} = \frac{\text{Existing On-Street Occupancy} + \text{Projected Spillover}}{\text{Existing On-Street Supply}}$$

- A. To determine the parking impact from a Development Application, the results of the Parking Impact Study will document the existing typical occupancy of surrounding public parking systems. The existing on-street occupancy plus the projected parking spillover from the proposed development will determine the aggregate demand. The overall aggregate demand will determine if a mitigation action is required, and if so, which mitigation tier is applicable as noted in Section VII.
- B. Parking Spillover is determined based on assumed typical parking demand, as follows:
 - 1. Typical parking demand for residential development is assumed at a parking ratio of one (1) vehicle parking space per residential unit.
 - 2. Typical parking demand for non-residential development is assumed at a parking ratio of fifty percent (50%) of the standard minimum parking requirement for the subject use as defined in Title 33 of the Columbus City Code.
- C. When on-site parking is proposed to be provided at a lower ratio than the typical parking demand as defined in these Rules and Regulations, the difference of the actual parking provided and the typical demand is used to calculate the projected spillover.
- D. To determine the impact of projected spillover, use the following calculation:
 - 1. Seventy-five percent (75%) of parking spillover is assumed to utilize the closest inventory of on-street public parking.
 - 2. Twenty-five percent (25%) of parking spillover is assumed to utilize other non-public parking and/or other transportation options.

Determination of impact example:

- Proposed development: 80 residential units
- Proposed on-site parking: 40 spaces (0.5 parking ratio)
- Existing on-street parking supply: 250
- Existing on-street occupancy per Parking Impact Study: 200
- Projected spillover: 30
 = (80-40) * 75%
- Aggregate Demand: 92%
 = (200 + 30)/ 250
- Project qualifies for Tier II Mitigation.

$\text{Aggregate Demand (92\%)} = \frac{200 + 30}{250}$

VII. Step 3: Mitigations

Mitigation Requirements

- A. Mitigations are required for Development Applications when a Parking Impact Study determines the on-street parking demand increases to an aggregate of seventy percent (70%) or higher.
 - 1. Required mitigations are tiered based on the level of impact as follows:
 - a. Tier I = 70.0 - 79.9% aggregate on-street demand
 - b. Tier II = 80.0 - 99.9% aggregate on-street demand
 - c. Tier III = 100%+ aggregate on-street demand
 - 2. Tier I impacts require the implementation of one (1) programmatic mitigation.
 - 3. Tier II impacts require the implementation of two (2) programmatic mitigations and the deposit of a Parking Management Fee.
 - 4. Tier III impacts require the implementation of three (3) programmatic mitigations and the deposit of a Parking Management Fee.

Tier	Aggregate On-Street Demand*	Mitigations
Tier I	70.0 – 79.9%	Programmatic (1)
Tier II	80.0 – 99.9%	Programmatic (2) + Fee
Tier III	100%+	Programmatic (3) + Fee

- B. For residential development applications proposing zero (0) on-site parking spaces, but for which a Parking Impact Study is not required (e.g. the development is located within a Managed Parking Area), programmatic mitigations are required.
 - 1. Required mitigations are tiered based on the number of residential units as follows:
 - a. More than ten (10) units but less than fifty (50) requires the implementation of one (1) programmatic mitigation.
 - b. Fifty (50) or more units but less than one hundred (100) requires the implementation of two (2) programmatic mitigations.
 - c. One hundred (100) or more units requires the implementation of three (3) programmatic mitigations.
- C. The results of a Parking Impact Study will not require additional on-site parking, if not otherwise proposed by the applicant.

Programmatic Mitigations

A. For any required programmatic mitigation, the development applicant must provide documentation of a five (5) year commitment to sustaining the program. Programmatic mitigations include but are not limited to:

Category	Mitigation Examples
Active Transportation	Secure Bike Parking Bike and Scooter Share Micro Mobility Infrastructure
Transit	Transit Pass Compensation
Sustainable Transportation	Car Share High Occupancy Vehicles (ex- shuttles)
Parking Management	Shared Parking Agreement Loading Zones for Critical Access Needs
Other Transportation Demand Mitigation (TDM) Efforts	Rideshare credits Multi-modal Information & Education Employee/Resident Incentive Programs

B. The Administrator reserves the right to request additional documentation to verify the validity of such programs being implemented including but not limited to agreements, program marketing material, purchase orders and program contact information.

Parking Management Fee

- A. A Parking Management Fee is required to mitigate Tier II and Tier III on-street aggregate parking demand impacts.
- B. The Parking Management Fee represents the current expenses related to operating and administering a managed parking program including but not limited to:
 1. Enforcement operations
 2. Permitting operations
 3. Permit issuance
 4. Parking restriction signage
 5. Staff administration
- C. The Parking Management Fee is assessed on a per block face (side of street) basis and is dependent on the scale of parking impacts created by a new Development Application. The current per block face Parking Management Fee is five thousand seven hundred and twenty-five dollars (\$5,725). This is a one-time fee.
- D. In order to ensure that the Parking Management Fee is fair and represents current cost levels, it shall be reviewed and adjusted periodically by the Director, with adjustments to the fee schedule coming in to force on July 1 of each year.

- E. The Parking Management Fee shall be due prior to issuance, zoning clearance, and approval from the Department of Public Service. All funds shall be collected by the Division of Mobility and Parking Services and deposited in the Mobility Enterprise Fund.
- F. Parking Management Fee monies shall be used for the management of parking and mobility programs in zone districts that do not require minimum on-site parking.
- G. If an approved Development Application is abandoned and no construction activities are initiated within six (6) months of payment, the Administrator shall have the authority to provide a full refund of the Parking Management Fee. Prior to any refund of the Parking Management Fee, the applicant must submit written confirmation to the Department of Building and Zoning Services and Department of Public Service that the proposed development project has been withdrawn and that any future proposed development project will require a new site compliance plan submittal.

Appeals

- A. An applicant that wishes to appeal the requirement to mitigate parking impacts shall submit a form provided by the Department, which contains the following minimum information:
 - 1. The name, address, telephone number, and email address of the applicant and co-applicant(s) as necessary;
 - 2. The reason for the requested appeal; and
 - 3. Any other information reasonably required by the Department for the purpose of processing and considering the application and subsequent petitions under the requirements of these rules and regulations.
- B. A written appeal must be sent to the Division of Mobility and Parking Services within fifteen (15) calendar days from the issuance of mitigation requirements.
- C. The Director shall convene a hearing on the matter within thirty (30) days of receipt of the notice of appeal.
- D. The Director's decision on an appeal shall be final.
- E. Please refer to Code Section 4310 for further appeal details.

BY ORDER:

KELLY SCOCCO, DIRECTOR
DEPARTMENT OF PUBLIC SERVICE

Exhibits

Exhibit A: Site Plan Review Checklist

Applicant Information

Applicant Name:
Email:
Phone:

Project Information

Project Name:
Site Address/Location:
Brief Description of Project & Proposal (Land Use, Proposed Zoning District, Size, Density):

Brief Description of planned parking (How many on-site spaces provided? Is off-site parking provided? Explain.):

Existing on-street curbside conditions (within 750 ft of site)

Paid, permit, time limit parking:
Loading, ADA, and special use zones:
Shared mobility, bike parking, transit assets:

Proposed on-street curb conditions

Paid, permit, time limit parking:
Loading, ADA, and special use zones:
Shared mobility, bike parking, transit assets:

Exhibit B: Parking Study Template (On-Street)

Example Counts											
Street (name of street segment being counted)	Blockface	From	To	Total Existing Spaces	Example Count	Available Spaces	Example Occupancy %	Day of Week	Date	Time	Photo Taken?
FRONT ST (Example)	W	W BROAD ST	W LONG ST	14	14	0	100% (Count total/Existing Spaces)	Wednesday	1/2/2019	6:30 AM	Y
FRONT ST (Example)	E	W BROAD ST	W LONG ST	14	7	7	50%	Wednesday	1/2/2019	6:45 AM	Y
Morning Counts - Weekday											
Street (name of street segment being counted)	Blockface	From	To	Total Existing Spaces	Morning Count	Available Spaces	Morning (5-7am) Occupancy %	Day of Week	Date	Time	Photo Taken?
TOTAL MORNING COUNT + OCCUPANCY											
Mid-Day Counts - Weekday											
Street (name of street segment being counted)	Blockface	From	To	Total Existing Spaces	Mid-day Count	Available Spaces	Mid-day (11am-1pm) Occupancy %	Day of Week	Date	Time	Photo Taken?
TOTAL MID-DAY COUNT + OCCUPANCY											
Evening Counts - Weekday											
Street (name of street segment being counted)	Blockface	From	To	Total Existing Spaces	Evening Count	Available Spaces	Evening (6-8pm) Occupancy %	Day of Week	Date	Time	Photo Taken?
TOTAL EVENING COUNT + OCCUPANCY											
Additional Mobility Notes:											

Exhibit C: Parking Study Template (Off-Street)

Example Counts								
Parking Lot Studied	Total Existing Spaces	Example Count	Available Spaces	Example Occupancy %	Day of Week	Date	Time	Photo Taken?
Kroger	125	50	75	40% (Count total/Existing Spaces)	Tuesday	10/29/2019	6:30 AM	Y
E Spring and N Pearl	200	180	20	90%	Tuesday	10/29/2019	6:45 AM	Y
Morning Counts - Weekday								
Parking Lot Studied	Total Existing Spaces	Morning Count	Available Spaces	Morning (5-7am) Occupancy %	Day of Week	Date	Time	Photo Taken?
TOTAL MORNING COUNT + OCCUPANCY								
Mid-Day Counts - Weekday								
Parking Lot Studied	Total Existing Spaces	Mid-day Count	Available Spaces	Mid-day (11am-1pm) Occupancy %	Day of Week	Date	Time	Photo Taken?
TOTAL MID-DAY COUNT + OCCUPANCY								
Evening Counts - Weekday								
Parking Lot Studied	Total Existing Spaces	Evening Count	Available Spaces	Evening (6-8pm) Occupancy %	Day of Week	Date	Time	Photo Taken?
TOTAL EVENING COUNT + OCCUPANCY								
Additional Mobility Notes:								

