

**ORDINANCE NO. 2834
BOROUGH OF MILLVALE
COUNTY OF ALLEGHENY**

**AN ORDINANCE OF THE BOROUGH OF MILLVALE, COUNTY OF ALLEGHENY, AND
COMMONWEALTH OF PENNSYLVANIA AMENDING AND REVISING THE BOROUGH OF
MILLVALE CODE, PART II: GENERAL LEGISLATION, CHAPTER 312-20, ZONING ARTICLE V,
BY AMENDING AND REVISING SECTION 312-20(H)(2)(C)[6].**

WHEREAS, the Borough of Millvale has the authority, pursuant to the Pennsylvania Municipalities Planning Code, to amend and revise land use regulations as may be necessary for the health and safety of the Borough of Millvale; and

WHEREAS, the Borough of Millvale is a densely populated urban community that looks to create thoughtful development processes in order to protect the health, welfare, and quality of life of its residents while encouraging development, and

WHEREAS, the Council of the Borough of Millvale concludes that proper land use regulations within the limits of the Borough are necessary to the community's health, safety, and general welfare as well as to the cleanliness, beauty, comfort, and safety of the Borough.

WHEREAS, the Council of Millvale Borough possesses the authority to regulate any proposed land use regulation within the Millvale Borough

NOW, THEREFORE, be it resolved by the Borough of Millvale that:

**Article V
Performance Standards and Supplementary Regulations**

§ 312-20 Supplementary regulations.

H. Parking, loading and driveways.

- (1) Parking Requirement Table identifies the parking requirements for land uses within the Borough
- (2) Parking reductions.
 - (a) Purposes. The Borough recognizes:
 - [1] The importance of providing adequate, off-street parking areas.
 - [2] A need to limit the amount of paved parking areas to preserve open space and limit stormwater runoff.
 - [3] Unique circumstances associated with land use may justify a reduction in the parking requirements.
 - (b) Applicability. Only one parking reduction may be applied to a parcel. The parking reductions below shall not be cumulative. A parking reduction shall be applied to the overall total number of parking spaces required. All parking reductions shall be reviewed and approved administratively, unless otherwise stated.
 - (c) Minimum required parking may be reduced according to the following:
 - [1] The minimum parking required for a dwelling unit shall not be reduced to less than one parking space per unit.
 - [2] Multiple Parking Occupancy. When a number of different uses are proposed within a structure, facility or complex, and the applicant can demonstrate that one or more of such uses require parking spaces at times other than normal business or operating hours, the applicant may present to the Borough a written report stating the maximum combination of all such uses will not require the total accumulative parking spaces required by the Zoning Code. If the Borough determines that a reduction in the overall parking requirement can satisfy the off-street parking needs of the combined uses, the applicant shall be permitted to reduce the number of parking spaces, in accordance with the Borough approved parking plan.

- [3] Development less than 2,000 square feet in area shall not be required to provide parking if said development is within 400 feet of a public off-street parking lot.
- [4] If a use has a lower percentage of leasable space because of cafeterias, athletic facilities or covered patios; atriums; conversion of historic residential structures to commercial use; or for other reasons; the Borough may reduce the parking requirements if the following conditions are met:
- [a] The developer submits a detailed floor plan describing how all of the floor area in the building will be used.
 - [b] The developer agrees in writing that the usage of the square footage identified as not leasable shall remain as identified, unless and until additional parking is provided to conform fully with this section.
- [5] May reduce the number of required spaces up to 25% if parking spaces are provided by three or more of the following criteria.
- [a] The use is located within 400 feet walking distance from a public parking lot.
 - [b] On-street parking is provided within 100 feet from the building.
 - [c] Shared parking agreement.
 - [d] The use is located within 250 feet of a transit location.
- [6] Parking Study. An applicant may provide a parking study under the following conditions.
- [a] The applicant shall submit a parking study using standards set forth by the Borough of Millvale Parking Study Guidelines and the Institute of Traffic Engineers (ITE).
 - [b] The parking study shall include the following:
 - i. Specific information related to the proposed use, including but not limited to building area; employees; acreage; seating capacity; visitors; customers; shifts; deliveries; and dwelling units.
 - ii. The parking demand over the course of time, including weekends and holidays.
 - iii. Estimates of parking demand may include a recommendation from the Institute of Transportation Engineers, data collected from uses that are the same or comparable to the proposed use or other relevant information.
 - iv. The proximity of the parking field to the entrances of the area.
 - v. A circulation plan for the safe and efficient distribution of vehicles through the site including delivery and special service vehicles.
 - vi. For multi-use developments, a parking study shall be submitted to the Borough based on the combined uses on the site simultaneously.
 - vii. Any other information necessary to understand current and projected parking demand, as directed by the Borough.
 - viii. The Planning Commission shall review all parking studies, with Council approval.
- [7] Shared Parking Analysis. An applicant may provide a shared parking analysis under the following conditions.
- [a] The applicant shall submit a proposed shared parking plan demonstrating how the off-street parking requirements will be met.

[b] The shared parking analysis shall include the following:

- i. Specific information related to the proposed use, including but not limited to building area; employees; acreage; seating capacity; visitors; customers; shifts; deliveries; and dwelling units.
- ii. The parking demand over the course of time, including weekends and holidays.
- iii. The proximity of the parking field to the entrances of the area.
- iv. A circulation plan for the safe and efficient distribution of vehicles through the site including delivery and special service vehicles.
- v. For multi-use developments, a parking study shall be submitted to the Borough based on the combined uses on the site simultaneously.
- vi. Any other information necessary to understand current and projected parking demand, as directed by the Borough.

[c] If a proposed parking plan satisfies all or a portion of the off-street parking requirements through off-site facilities, the applicant shall be responsible for obtaining a shared parking agreement. The final shared parking agreement shall be submitted and shall be made a part of the final developer's agreement (if applicable).

[d] The landowner shall be responsible for providing a certification that the shared parking agreement remains in effect on an annual basis. Annual certifications shall be provided to the Borough Designee by January 2 of each calendar year or the first business day thereafter by the current landowner.

[e] If the agreement outlined above is changed, the landowner shall amend the final land development plan.

[f] The Planning Commission shall review all shared parking analysis, with Council approval.

(3) Driveways.


(a) Driveways shall not be accessible from any street designated as Street Typology 1, 2 and/or 3.

(b) All private garages and all off-street parking enclosed within a primary building must be connected directly to a public street or public alley by a private driveway no wider than 12 feet. Where there are multiple off-street parking spaces in a private garage or enclosed within the principal building, the driveway may be widened to access said parking spaces.

(c) The entire flare of any return radius on a driveway must fall within the right-of-way.

RESOLVED this 12th day of November 2024 by the Millvale Borough Council by vote.

ATTEST:

BY:  James Machajewski, Jr., Council President

BY:  Eddie T. Figas, Manager/Secretary

EXAMINED AND APPROVED on this 12th day of November 2024.

ATTEST:

BY:  Brian P. Spoales, Mayor

Borough of Millvale



Parking Study Guidelines

Borough of Millvale
501 Lincoln Avenue
Millvale, PA 15209

The following are guidelines outlining the contents of a Parking Study that would be acceptable to the Borough of Millvale:

The goals of the Parking Study are to determine:

- How much parking is provided for the specific project?
- How much parking is required by code for the specific project?
- How will the parking be utilized for the specific project?
- Is sufficient parking being provided for the specific project?
- Are specific mitigation measures required to provide adequate parking for the specific project?

The requirements of a Parking Study include all the following:

- The scope of work for the parking study shall be provided by the applicant to the Borough for review and approval prior to the start of the study. The scope of work shall provide the following elements:
 - A study of at least (3) three sites comparable to the proposed use that is fully occupied or built-out.
 - The comparable sites are allowed to incorporate adjacent/nearby off-site parking, if said adjacent/nearby off-site parking it is accounted for within the parking study.
 - A full detailed description and explanation as to why the selected site is comparable to the project.
 - The parking rate for each site shall be evaluated separately.
 - The parking study shall provide the parking rate requirements from the other agencies where the sites are located.
 - Peak usage period times shall be approved by the Borough. The Borough will determine the specific hours to be analyzed based on the use and operations existing on the property.
 - It is expected for residential projects that hourly counts will be required for the early morning through evening hours (typically from 4 a.m. to 11 p.m.). For commercial projects it is expected the morning, afternoon, and evening hourly (typical business hours) counts in 15 minutes intervals will be required.
 - At least (2) two weekdays and (2) two weekend gathered data will be analyzed.
 - Data to be included in the parking study will include time of day, number of parking spaces, and other pertinent information related to the site.
 - The parking study shall include a vehicular and pedestrian circulation and access component.

PARKING STUDY REPORT FORMAT & CONTENTS

1. Title page
2. Executive summary
3. Table of contents
4. Introduction
5. Planning context
 - a. Study area
 - b. Existing site plan
 - c. Other developments within study area
 - d. Map(s) and descriptive text
 - e. Transportation network overview
 - f. Transit, cycling, and walking environment
6. Current parking assessment
 - a. Current parking inventory
 - b. Current land uses and hours of operation
 - c. Existing traffic conditions
7. Description of proposed project
 - a. Description of proposed land uses, including size (SF)
 - b. Document proposed development schedule and project phasing
 - c. Proposed hours of operation and delivery times
8. Comparable Site Selection
 - a. Comparable Site Details
 - b. Comparable Site Parking Counts

- c. Requirement Comparisons
9. Parking Analysis
 - a. Calculation of required parking for proposed project based on current zoning code standards
 - b. Assessment of existing parking conditions within the proposed development, including documentation of on-street parking
 - i. Document existing available off-street parking within the study area, both on-site and within the immediate vicinity
 - ii. Document availability of on-street and/or shared parking opportunities, include documentation of availability at multiple timeframes. Document total supply and percent utilization on a lot by-lot basis by timeframe.
 - iii. Document walking distances from parking area to demand generators. *Note topography and other environmental issues.
 - c. Calculation of peak parking demand based on all proposed project land uses.
 - d. Conduct a limited parking rate survey in the immediate area.
 - e. Conduct a shared parking analysis (based on the latest Institute of Transportation Engineers (ITE) methodology) to document peak parking accumulation patterns based on time of day, day of week, and seasonal variations.
 - i. Documentation of potential "captive marking factors" should also be included.
10. Conclusions and Recommendations
 - a. Document recommended parking to be provided (based on analysis with and without shared parking and other demand reduction factors).
 - b. Provide maps to summarize and illustrate.

REVIEW PROCESS

The completed Parking Study will be submitted to Borough for review. Borough will assess the study recommendations based on a review process. This process includes the following criteria:

Review Criteria - To approve an exception to the standard, the decision must first find that the proposed project accomplishes the general purposes of the applicable section(s) of the land use code. In reviewing the request for an exception to the standard parking ratio and in order to determine whether such request is consistent with the purposes of this subsection, as required above, the decision maker shall take into account the following:

- The anticipated number of employees or residents occupying the building
- The number and frequency of expected customers or clients
- The availability of shared parking with abutting, adjacent or surrounding land uses (if any)
- The provision of purchased or leased parking spaces in a municipal or private parking lot meeting the requirements of the Borough
- Travel demand management programs (if any)
- Any other factors that may be unique to the applicant's development request.

BOROUGH CONTACT

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