



November 20, 2023

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Our Lady of Snows Parking Space Requirements

This letter has been prepared to identify parking requirements for the expansion to the existing Our Lady of Snows facility located in Reno, Nevada. Our Lady of Snows is a church and K-8 private school. The expansion involves demolishing 4,650 square feet (SF) of office space and constructing 31,250 SF of school and office space. The existing church has 120 off-street parking spaces, 6 of which are Americans with Disability Act (ADA) Accessible. The expansion will remove 39 parking spaces south of the church and add 47 parking spaces to the west parking lot for a total of 128 parking spaces.

The parking space requirement was calculated for the existing and proposed land uses. The existing site is comprised of a 517-seat church, 12 elementary school classrooms, and two (2) middle school classrooms. To determine parking requirements for the proposed expansion, classrooms within the proposed expansion were first identified. All remaining portions of the proposed expansion were categorized as office for purposes of determining parking requirements. The proposed expansion is comprised of ±26,000 SF of office space, four (4) elementary school classrooms, and two (2) middle school classrooms. While enrollment is not defined, an enrollment of 400 students was assumed.

The City of Reno Code of Ordinances (May 2023) defines the minimum required amount of parking space based on the land use and parking district of the site. The Our Lady of Snows facility falls under the “Level 2 Parking District”. Per the requirements outlined in 18.04.705, the parking spaces required for the entire site with the proposed expansion are shown in **Table 1**.

For a conservative analysis of the parking space requirement for the existing 517-seat church, the Institute of Transportation Engineers (ITE) Parking Generation Manual, 5th Edition, was used. The ITE Parking Generation Manual informational report is standard reference based on parking studies performed at numerous locations throughout the country. To estimate the parking demanded at the church, ITE land use code 560 – Church was used. The calculated parking demand for the church is shown in **Table 1**.

Table 1 – Parking Space Requirements

Use	Quantity	Unit	Parking Space Rate	Parking Spaces Required
Church (Existing)*	517	Seats	22 per 100 seats	114
Elementary School (Existing)	12	Rooms	1 per room and 1 per 100 students	12 see below
Middle School (Existing)	2	Rooms	2 per room and 1 per 100 students	4 see below
Office (Proposed)	26,000	SF	1 per 400 SF	65
Elementary School (Proposed)	6	Rooms	1 per room and 1 per 100 students	6 see below
Middle School (Proposed)	2	Rooms	2 per room and 1 per 100 students	4 see below
Elementary and Middle School	400	Students	1 per 100 students	4

*Church parking requirement is based on ITE Parking Generation Manual, 5th Ed.

The school and office space uses are anticipated to be primarily used during the weekday, and the church is anticipated to be primarily used during the weekend. Therefore, a total of 95 parking spaces are required for weekday use and 114 parking spaces are required for weekend use. The proposed Our Lady of Snows Expansion is anticipated to provide 78 parking spaces at the west lot and 50 parking spaces on Lander Street for a total of 128 parking spaces.

It should be noted that if parking on the east side of Lander Street cannot be counted for the parking requirement, the number of total parking spaces would be 102. While this would be in compliance with the requirement for weekday use, it would not meet the requirement currently stated in the report for the weekend requirement of 114 spaces. In this case, the City of Reno Level 2 parking requirement for Religious Assemblies is 1 stall per 300 SF. The existing church is approximately 8,175 SF. Per City of Reno Code for Level 2 Parking, the church would require 28 parking stalls for weekend use. This requirement is considerably lower than the ITE Parking Generation Manual, 5th Ed. As such, even without counting the stalls located on the east side of Lander Street, in either scenario the proposed Our Lady of Snows Expansion meets the standards set by the City of Reno Code of Ordinances.

Please contact me at 775-200-1981 or david.giacomin@kimley-horn.com should you have any questions regarding this analysis.

Sincerely,

 David J. Giacomin
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David Giacomin, P.E., PTOE, RSP₁
Project Engineer

