

APPENDIX **E**

LIHUE CIVIC CENTER-COUNTY OF KAUA'I

7/7/2005

PARKING STANDARDS PER CZO AND DP

CZO Standards for Office Space: 1 stall for 200 Net SF; DP Standards for Office Space: 1 stall for 400 Net SF plus 1 stall for every 3 employees.

CZO Standards for Retail Space: 1 stall for 300 Gross SF plus 1 stall for every 3 employees;

DP Standards for Retail Space: 1 stall for 400 Net SF plus 1 stall for every 3 employees.

BUILDING	NET SF	EMPLOYEES**	CZO STND.	CZO STALLS	DP STND.	DP STALLS
Historic County Building	11,419	26	200	58	400	38
Annex I	7,774		200	39	400	20
Kapule Building*	21,590	84	200	108	400	82
Moikeha Building	47,460	127	200	238	400	161
Piikoi Building (full build-out)*	42,076	48	200	211	400	122
County Buildings (All Buildings/Full build-out)	130,319	285		654		423

*SF from K. Nitta

**Employee counts from K. Nitta; counts for Annex I and Piikoi Expansion areas unknown at this time and are not included in the above calculations.

Other Facilities	GROSS SF	EMPLOYEES	CZO STND.	CZO STALLS	DP STND.	DP STALLS
Big Save	16,900	85	300	85	400	71
Kauai Historical Society				10		10
Kauai Museum (not including expansion)	9,300	7	300	34	400	26
Other Facilities				129		107

Total Existing County Civic Center Requirement (Includes Other Facilities):	783		530
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Existing Onsite County Parking

Location	Standard Stalls	HC Accessible	Total
Rice Street Parking Lot	125	7	132
Hardy Street Parking Lot	222	5	227
Parking Lot East of Big Save	71		71
Historic County Building Parking Lots	115	4	119
Totals	533	16	549

CONCLUSION: EXISTING PARKING FACILITIES EXCEED REQUIREMENTS BY 15 STALLS BASED ON DP STANDARDS (DEPENDENT ON FUTURE EMPLOYEE COUNT, OK UP TO 45 ADD'L EMPLOYEES) BUT SHORT 230 STALLS BASED ON CZO STANDARDS.

Additional Parking Required for Future Employees:	EST. ADD'L EMPLOYEES	ADD'L DP STALLS	TOTAL COUNTY DP	SF	DP STALLS
Unoccupied† Piikoi (21,000 SF)	50	17	447	21,000	53
Unoccupied Annex	20	7		7,774	20

(† verified by D. Haigh 11/29/04)

LIHUE CIVIC CENTER-STATE OF HAWAI'I PROPERTIES

11/27/2004

PARKING STANDARDS PER CZO AND DP

CZO Standards for Office Space: 1 stall for 200 Net SF; DP Standards for Office Space: 1 stall for 400 Net SF plus 1 stall for every 3 employees.

CZO Standards for Retail Space: 1 stall for 300 Gross SF plus 1 stall for every 3 employees;

DP Standards for Retail Space: 1 stall for 400 Net SF plus 1 stall for every 3 employees.

BUILDING	NET SF*	EMPLOYEES**	CZO STND.	CZO STALLS	DP STND.	DP STALLS
State Office Building	47,614	175	200	239	400	178
Courthouse	20,167	59	200	101	400	71
Health Center and Annex	13,743	58	200	69	400	54
Former Police Station (to be demolished?)		0	200	0	400	0
County Buildings (All Buildings/Full build-out)	81,524	292		409		303

**SF from Stanley Doi/State DAGS, 11/30/2004 email.*

***Employee counts from Stanley Doi/State DAGS, 11/1/2004 email.*

Existing Onsite State Parking

Location	Total	Total Onsite	Draft MP Onsite
State Office Building	17	17	17
State Office Building (below building)	38	38	38
Courthouse Parking Lot	26	26	26
South of State Office Building/Courthouse	64	64	63
Health Center & Annex, Old Police Station	141		
Totals	286	145	144

LĪHU'Ē CIVIC CENTER PARKING STUDY

Draft: June 2004

Parking is one of the major issues to be tackled in the Master Plan being prepared for the County of Kaua'i (the "County") and its Līhu'ē Civic Center Site Improvements project (Contract #6897). An enduring hot topic for Līhu'ē, parking is necessary within the Civic Center to serve both employees and customers of the County. However, parking should not dominate the atmosphere and presence of the Civic Center as it currently seems to do in Līhu'ē. When prioritizing solutions for the master plan, a balance must be obtained between providing sufficient parking and creating a livable Civic Center.

The Master Plan project site is bounded by Kūhiō Highway, Rice Street, Hardy Street, and 'Umi Street. However, other nearby properties have been included in the study when exploring potential solutions. Existing County parking facilities are summarized in this report. In addition, an analysis of County parking needs as determined by the parking survey distributed to the County Departments in September is provided. Various parking concepts and potential solutions are also highlighted in this report.

Existing County Parking Facilities

The County currently has a total of 549 onsite parking stalls within the Civic Center project area.

- 132 stalls are located in the parking lot facing Rice Street, 7 of which are designated handicap accessible stalls.
- In front of Big Save facing Hardy Street, there are 227 stalls. Five of these stalls are marked for handicap accessibility.
- There are 71 stalls on the eastern side of Big Save; eight are located within the loading area behind Big Save.
- Opposite 'Eiwa Street in front of the Historic County Building, there are 25 stalls facing the County Lawn.
- To the west of the Historic County Building along 'Eiwa Street, there is a 41-stall parking lot, one of which is a handicap accessible stall.
- Behind the Historic County Building is a looped parking lot that is split between the State and the County. The County's portion has 53 parking stalls with four striped as handicap accessible.

Existing County parking facilities are summarized in Table 1.

On-street parking within the Civic Center project site consists of 69 parallel parking stalls on Hardy, 'Umi, Rice, and 'Eiwa Streets. There are seventeen stalls on 'Umi Street, seventeen stalls on Hardy Street, twenty stalls on 'Eiwa Street, and fifteen stalls on Rice Street. The six stalls in front of the Kaua'i Museum on Rice Street are regulated during the morning and afternoon rush hours. Parking is not permitted between 7:00 to

9:00 A.M. and from 3:00 to 5:00 P.M. There are no on-street parking stalls on Kūhiō Highway between Hardy and Rice Streets.

Table 1: Existing Parking Facilities

Location	# of Standard Stalls	# of Handicap Accessible Stalls	Totals
<i>Onsite Parking</i>			549
Along Rice Street	125	7	
Along Hardy Street	222	5	
East of Big Save	71		
Historic County Building Lots	115	4	
<i>Off-street Parking</i>			69
Hardy Street	17		
‘Umi Street	17		
‘Eiwa Street	20		
Rice Street	15		
<i>Total Project Site Parking</i>			618

The County also has parking facilities at the Lihu‘e War Memorial Convention Center. It is located outside the project site boundaries, but within walking distance. The War Memorial is located off Hardy Street between Wilcox Elementary School and the intersection with Rice Street. There are 224 stalls within the main parking lot. There are an additional 30 angled stalls along the northern driveway and 24 stalls within the interior fence for employees. The main lot serves customers for the War Memorial facility as well as the staff and customers of the County Housing and Prosecuting Attorney’s offices that are located in portables on the western side of the parking lot. During regular office hours when no events are scheduled at the War Memorial, the main parking lot remains relatively empty. When the traffic engineer from M&E Pacific visited Lihu‘e to perform traffic counts in September and October 2003, he estimated about thirty cars were parked at the War Memorial lot. The Housing offices will eventually be moved into the Pi‘ikoi Building shifting their parking needs to the Civic Center project site. It is believed the Prosecuting Attorney will remain in the portables.

County Parking Needs Assessment

There are four major parties assigned to parking stalls within the County parking lots: the County Offices, Big Save Market, the Kaua‘i Historical Society, and the Kaua‘i Museum. For this study, the State of Hawai‘i and the adjacent commercial property owners parking needs were not assessed.

Big Save, the Kaua`i Historical Society, and the Kaua`i Museum

According to County parking information, Big Save Market requires 85 stalls for both their employees and customers. In addition, they require loading stalls which are currently accommodated in the rear loading area near the Kaua`i Museum. The Kaua`i Museum is currently assigned 22 stalls and recently requested another five to ten stalls for their expansion. For this study, 30 stalls will be assigned to the Museum. The Kaua`i Historical Society requested ten stalls for their employees and customers.

County Parking Survey

A parking survey was distributed to County Department and Division Heads in August 2003 to determine the County's parking needs within the Lihu'e Civic Center. The survey is attached as Exhibit A. Responses were returned in September 2003. The survey was distributed to only those departments located within the project site. They include the County Council, the Mayor's Office, County Attorney's Office, the Finance Department (including Accounting, Driver's License, Purchasing, Information Technology, Tax Collection, Motor Vehicle Registration, and Real Property), Fire Department, Personnel Services, Planning Department, Public Works Department (DPW Administration, Building Division, Engineering Division, DPW Fiscal, Parks and Recreation, Roads & Highways, Solid Waste, and Wastewater), Liquor Control, Office of Economic Development, and the Office of Community Assistance (Administration, Elderly Affairs, County Housing Agency, Recreation Agency).

The questionnaire asked respondents to calculate the number of parking stalls assigned to their division as well as to determine actual parking needs. In addition, parking counts were divided into employee personal cars, customer parking requirements, and county vehicles. To check for potential variations in parking needs throughout the day, respondents were asked to report typical work hours and when peak customer service periods occur. Respondents were also asked if there were any cars that could be located offsite to ease parking demand.

Based on the surveys, County employees require 285 stalls for their personal cars. However, several divisions volunteered to locate a total of 17 stalls offsite which could potentially lower the employee parking needs to 268. The number of County vehicles currently parked within the Civic Center totals 69. Customer parking needs at their peak hours totaled 166 stalls. When adjusting for the time of day, the number of customer stalls needed at any one time during regular County hours (7:30 AM – 4:30 PM) is reduced to 80 to 90 stalls. It is recognized that there are other instances when parking requirements peak such as during elections or particularly well-attended Council meetings. However, these peaks are temporary and infrequent. It would not be efficient to build parking facilities to accommodate these irregular peaks and therefore they are excluded from the calculation of customer parking needs.

The parking needs for the Civic Center are summarized in Table 2.

Table 2: Number of Parking Stalls Needed

Users	Number of Parking Stalls
<i>County</i>	<i>434 - 444</i>
Employee Personal Vehicles	285
County Vehicles	69
Customers*	80-90
<i>Others</i>	<i>125</i>
Big Save	85
Kaua'i Historical Society	10
The Kaua'i Museum	30
<i>Current Parking Needs</i>	<i>559 – 569</i>
<i>Potential Pi'ikoi Building Expansion (21,000 SF)</i>	<i>Additional 70stalls</i>

*Note: Estimated peak demand during regular County work hours (7:45 AM – 4:30 PM)

The parking estimates include the approximately 8,000 SF of renovations occurring at the Pi'ikoi Building for the Office of Community Assistance currently located in the County Portables near the War Memorial. It also includes the parking needs for the Information Systems and Purchasing Offices which presently occupy offices within the Pi'ikoi Building. However, it does not include the remaining 21,000 SF of space that the Pi'ikoi Building may house since it is unclear which County Departments may be located here and what their potential parking needs will be. Should the Pi'ikoi Building be fully occupied, an estimated 70 additional stalls would needed based on the County's Lihu'e Development Plan requirements of one stall per 400 SF of net office space and 1 stall per 3 employees.

Special Parking Needs

Various County divisions require special parking facilities. These are summarized below in Table 3.

Table 3: Special Parking Needs

Division	Special Parking Needs
Mayor's Office	4 reserved stalls (Mayor, Executive Secretary, PIO, Administrative Assistant)
County Council	1 van
Drivers License	2 road test vehicles
Fire Department	1 loading stall
Engineering Division	1 van

Parking Survey Findings

Based on current parking needs and parking availability within the immediate Civic Center, there should be sufficient parking spaces for County uses. There are 618 County stalls within the two-block project site and nearly 550 stalls are located onsite. Roughly 570 spaces are needed for County uses during typical peak customer periods.

Existing street parking should easily accommodate the estimated County parking overflow. However, commercial properties surrounding the Civic Center often compete for street parking since many do not have sufficient onsite parking facilities.

Furthermore, existing parking facilities will not be able to accommodate the future potential occupancy of the remaining 21,000 SF within the Pi'ikoi Building. Additional parking facilities or solutions will be needed when the Pi'ikoi Building becomes fully occupied.

Other Parking Issues

It has been noted by various County staff that the County parking lots often reach capacity since non-County users park at the County parking lots. Specifically, it was noted that employees and customers of the State offices often park at County parking lots rather than in State parking facilities since the State requires that both customers and employees pay for parking within State parking lots. The State has installed parking meters at their customer stalls and charges employees for assigned parking spaces while the County parking lots are free, easily accessible, and unmonitored. The exact number of stalls occupied by State-related vehicles within County parking lots is unknown and most likely fluctuates on a daily basis.

The same could be said for adjacent commercial properties which do not have sufficient onsite parking facilities. Customers will park at the County parking lots since they are free, unmonitored, and conveniently located in the heart of the Civic Center. However, this issue has been argued both as a problem and as a necessity. These customers take spaces away from County use. However, these customers may be combining multiple activities into one vehicle trip and thereby reducing traffic in the area. For example, they may be parking in the County lot to stop by the Post Office or bank but also renew a drivers license at the County Building. Part of the vitality of a Civic Center is its mix of uses and the convenience of locating them close together in a central area. Neighboring retail and commercial establishments bring people to the Civic Center and vice versa and therefore the County should consider supporting these businesses by providing public parking for all customers of the Civic Center.

Options for the Master Plan

In order to meet the parking needs identified in this study, the County can either increase parking capacity or reduce and control parking demand. Preliminary concepts are highlighted in this section.

Increasing Parking Capacity

Several options for increasing parking capacity are currently being studied. Since there are no vacant or undeveloped properties within the project site, the only way to increase parking capacity within the Civic Center is to build above or below ground. Adding a deck or two of parking within the Civic Center may not be desirable from an aesthetics perspective. Underground parking lots would allow surface areas to be developed as parks or open plazas. Unfortunately, the costs of doing so are potentially high. According to Rider Hunt Levett & Bailey, these multi-level parking facilities range from \$40-60/SF (\$14,000 to \$21,000 per stall) for above ground parking structures to \$70-105/SF (\$24,500 to \$36,750 per stall) for underground parking facilities. Both of these estimates exclude site work. In comparison, surface parking lots typically cost \$10-20/SF (\$3,500 to \$7,000 per stall) to construct. Other elements such as difficult site conditions, construction labor costs, and specialized engineering and design costs could further add to the expense.

Other options explored included properties outside of the project area. These include the War Memorial parking lot, the County parcel opposite Kūhiō Highway, and the property near the former Līhu'e Plantation Building behind the Post Office.

War Memorial Site

For the War Memorial parking lot, additional parking level(s) could be built above the existing parking lot to increase its capacity. It is also located on the interior of the block and would be hidden from the view of public streets. It could also serve Līhu'e Park users and customers of nearby businesses. However, its location is about a five to ten minute walk from the various County buildings, and County employees may be averse to walking this distance to and from their cars.

County Parcel Opposite Kūhiō Highway

The County parcel opposite Kūhiō Highway (TMK: 3-8-14-29) was also considered. However, due to the limited size and irregular footprint of the parcel, an efficient parking layout would be difficult. The adjacent Grove Farm parcel was also considered (TMK: 3-8-04:01 portion). The concept suggested by County staff and members of the community was to develop the County parcel into a park and the adjacent site into a multi-level parking structure to take advantage of the grade change. A pedestrian bridge or crossing at Kūhiō Highway would be required and an added expense. However, this bridge would also help tie in the residential area across Kūhiō Highway with the Civic Center. After further discussion, this concept was tabled due to the

potentially high costs associated with it. The property would need to be acquired from Grove Farm and the site may require considerable site work since it is part of a drainageway. Further engineering studies will be needed to determine its feasibility. This option could be included as a long-term solution to be further investigated as the Pi'ikoi Building reaches capacity and additional parking is needed.

Līhu'e Plantation Building

The third site under consideration involves the parcel on which the former Līhu'e Plantation Building is located behind the Post Office. At a Līhu'e Business Association meeting, owner Grant Welsh had offered to provide the land if others were willing to share in the cost of building a parking structure on the property. No interest was indicated at the time and no further studies were done. However, recent discussions with Mr. Welsh indicates that his offer is available should the County wish to pursue the concept.

Potential for Joint Parking Facilities with the State

Informal communications with representatives of the State Department of Accounting and General Services (DAGS) in both Līhu'e and Honolulu were held regarding the possibility of developing joint parking facilities. Based on the initial discussions, the State representatives were open to suggestions and recommended that formal dialog regarding these concepts be initiated with a memorandum to their Comptroller, Mr. Russ K. Saito. Details of these conversations have been recorded in Correspondence Records submitted to the County dated October 16, 2003 and December 3, 2003. Potential sites identified in these initial conversations include the former Police Station property (with the potential of building offices above the parking) and a parking structure at the War Memorial (with the potential for arrangements with the Department of Education and Wilcox Elementary School).

Reducing and Controlling Parking Demand

One of the problems cited for the apparent shortage of parking at the Civic Center is its use by other non-County users. The County could consider instituting a decal or control card system with access to parking lots managed by attendants and parking arms. Employees would be able to exit by displaying special stickers or using control cards. County customers (including Big Save, Kaua'i Museum, and the Kaua'i Historical Society) could continue to park for free by obtaining a validation stamp at the respective office or business. This validation privilege could be extended to neighboring businesses' customers as well should the County wish to do so. All others would need to pay to park at the County lots.

Another method of reducing parking demand is to reduce the number of cars that come to the Civic Center. Incentives could be offered to employees who carpool or do not drive to work. For example, preferential parking spaces could be given to those who

carpool. The County could also subsidize Kaua'i Bus passes if its use is convenient or offer bonuses to those who are able to walk or bicycle to work.

Larger County Priorities

In reviewing the findings of this study, it is important to place parking considerations within the context of the larger Civic Center goals. Parking is but one design aspect of the Līhu'e Civic Center Site Improvements Master Plan. In addition to individual parking solutions, the County should consider what its parking priorities will be in conjunction with other larger design goals for the Civic Center such as increasing open space, improving pedestrian pathways, and creating a sense of place and pride in the Līhu'e Civic Center.

Lihue Civic Center Parking Assessment Questionnaire

Please respond to the questions below. You may attach additional sheets if necessary. Please return the completed questionnaire to: Doug Haigh, Chief, Building Division, County of Kaua'i, 4444 Rice Street, Suite 175, Lihue, HI 96766. Fax number: 241-6806.

1.	County Division/Agency	
2.	Contact Name (person filling out this form)	
3.	Phone Number	
4.	Email Address	
5.	How many parking stalls does your Division/Agency currently occupy?	
	a. Of these, how many are occupied by employees' personal cars?	
	b. Of these, how many are occupied by County vehicles? Please note any oversize vehicles, vans, trucks, etc.	
	c. How many stalls are currently occupied by customers at your peak business hour?	
	d. At what time is your peak business hour?	
6.	How many parking stalls does your Division/Agency actually need?	
	a. Of these, how many would be occupied by employees' personal cars?	
	b. Of these, how many would be occupied by County vehicles? Please note any oversize vehicles, vans, trucks, etc.	
	c. Of these, how many could be located off-site?	
	d. Do you expect the number of customer parking stalls you need to change in the future? If so, by how many?	
7.	What are your daily work hours (staff)?	
8.	What hours are you open to the public?	
9.	Any other comments (continue on back if more space is needed)?	

Lihue Civic Center

PARKING STUDY SUMMARY TABLE (County Parking Questionnaire, 9/2003)

TENANT/OCCUPANT	Number of Stalls			
	Employees (Personal)	Customers (peak hr)	County Vehicles	Special Vehicles/ Notes
County Employees:				
County Council	26	30	1	1 van
Mayor's Office	10	12	1	1 VIP
County Attorney	12	2	0	0
<i>Finance Department</i>	0	0	0	0
Accounting	14	2	0	0
Drivers License	11	10	2	2 road test
Purchasing	6	0	1	0
Information Technology	12	4	0	4=temp hires
Tax Collection	5	15	0	0
Motor Vehicle Registration	10	25	0	0
Real Property	15	1	5	0
Fire Department	6	4	5	1 loading, 6 offsite ok
Personnel Services Department	7	0	0	0
Planning Department	21	6	4	0
<i>Public Works Department</i>				
DPW Administration	4	3	2	3 offsite
Building Division	29	5	16	0
Engineering Division	16	6	9	1 van, 6 offsite
DPW-Fiscal	3	0	0	0
Parks and Recreation	2	0	1	0
Roads/Highways	2	3	2	2 offsite
Solid Waste	5	2	2	0
Waste Water	4	4	2	0
Liquor Control	4	20	1	0
Office of Economic Development	13	0	1	0
Office of Community Assistance: Admin, Elderly Affairs, Kauai County Housing Agency, Recreation Agency	48	12	15	0
<i>County Subtotals:</i>	285	166	69	17 can be offsite
<i>Adjusted County Subtotals:</i>	268	*80-90	69	17 offsite
Other Tenants:				
Kauai Historical Society	10			
Big Save	85			
Kauai Museum	30			
<i>Other Tenants Subtotal:</i>	125			
<i>GRAND TOTAL:</i>	559			
red=morning peak (before noon)	12			
blue=afternoon peak (12 noon - 4 pm)	10			
gray=infrequent peak	65			
*excludes infrequent customers (peak hits only once a month or so), or "after hours" (after 4pm)				

Existing Number of Striped Parking Stalls				
On County Lots:				
<i>Northside of County/Big Save Lot</i>	<i>227</i>			
<i>Eastside of County/Big Save Lot</i>	<i>63</i>			
<i>Loading Area</i>	<i>8</i>			
<i>Southside of County/Big Save Lot</i>	<i>132</i>		<i>Total Onsite:</i>	<i>430</i>
<i>In front of Historic County Bldg.</i>	<i>25</i>			
<i>West of Historic County Bldg.</i>	<i>41</i>			
<i>County half of shared State/Ctny lot</i>	<i>53</i>			
Existing County Parking Lots Subtotal:	549			
Street Parking:				
<i>Along Eiwa Street</i>	<i>20</i>			
<i>Along Hardy (betw. Kuhio, Eiwa)</i>	<i>9</i>			
<i>Along Hardy (betw. Eiwa, Umi)</i>	<i>8</i>			
<i>Along Rice (betw. Kuhio, Eiwa)</i>	<i>12</i>			
<i>Along Rice (betw. Eiwa, Umi)</i>	<i>3</i>			
<i>Along Umi Street</i>	<i>17</i>			
Street Parking Subtotal:	69			
Total Existing Parking:	618			
War Memorial Parking Lot				
County Use (estimate by Traffic Eng, 9/03)	30			
Existing Number of Striped Parking Stalls	224			
*does not include parking within fence and employee parking				
CONCLUSIONS AND ASSUMPTIONS:				
-Existing onsite parking is close to being adequate for current users when adjusted for customer peaks.				
-Existing street parking seems adequate to accommodate existing 10-20 stall deficiency.				
-State parking lots not included in determining capacity or design needs.				
-Parking goal: parking needs should be met onsite. Street parking will be considered "bonus" capacity to accommodate overflow during high peak times and for surrounding businesses.				
-During regular business hours, War Memorial parking lot has excess capacity.				