Village of Larchmont Parking Study

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Cover Photo: Google Maps, 2018
Introduction

BFJ Planning was selected by the Village of Larchmont to conduct a Village-wide parking study focusing on the Village’s commercial districts along Palmer Avenue and Boston Post Road and the connecting areas. The study is part of a greater revitalization initiative that aims to address issues impacting merchants, residents, employees, and commuters in a comprehensive manner. The purpose of the study is to assess the use and management of the Village’s parking, identify issues and opportunities for improvement, and recommend strategies on more efficient use of this valuable Village resource. To insure community involvement in the scoping of the study’s recommendations, the project team, which included close involvement from the Mayor, a Trustee, and the Village Administrator conducted extensive stakeholder outreach through intercept surveys, interviews, in-person focus group meetings, and online surveys.

Key Principles

The study’s recommendations have been developed around the following principles, which aim to create a more efficient, equitable, and user-friendly system that meets the needs of all users.

The purpose of 2-hour time-limit parking regulations is to generate turnover

The most important goal of a 2-hour parking zone in a municipality is to generate turnover, thereby helping the local businesses. Our surveys have shown that there is an abuse of the 2-hour limitation. The key recommendations of this study are designed to generate parking turnover of those parking spaces that are the most convenient for the shoppers, service business users and restaurant patrons.

Parking management strategies aim to balance needs of short-term and long-term parkers

Parking resources need to be managed such that the most convenient on-street parking spaces are made available to the short-term parkers, who are the most sensitive to parking conditions. Long-term parking, generally geared towards employees and merchants, will be placed on the periphery of the district, requiring users to walk a block or two further.

Consistent enforcement

Parking regulations must be uniformly enforced in a clear and predictable manner. Enforcement needs to be comprehensive: in metered, non-metered and permitted parking areas. Parking fines should be set such that the first fine in a 12-month period is relatively low, but subsequent fines increase to discourage continuous violations.

Create a range of long-term parking opportunities

Some long-term parkers work on a daily basis from 9 am to 5 pm and would rather purchase a permit that provides a reasonable guarantee to park in a lot on a regular basis, others may only work part-time or use a car only part-time and would prefer to pay hourly in metered spaces that allow long-term parking. Some commercial district residents are challenged to find spaces in lots, even though they may have day, night, or day/night general parking permits. Recommendations should allow for flexible options.
Optimize shared parking

Efficient parking management implies that parking spaces are well utilized 24/7. This means that the parking system should take advantage of the different parking demand peaks of the user groups and assign residential parkers and long-term commercial parkers in the same lots. Shared parking should also be encouraged in private lots.

Parking payment and enforcement should take advantage of new technologies and be user friendly

The payment system should allow users to pay with cash or credit cards, and by using special parking apps. Enforcement should include license plate readers that can automatically verify duration and payment. Wayfinding and signage should clearly communicate when and where users can park.

Municipal lots are for parking, not storage

The parking permit system should be designed to allow residents and merchants located within the commercial districts to park during the day and/or night. It should take into consideration that residents do not necessarily use their car on a daily basis. However, the municipal parking system should not be used to store cars on a long-term basis. No car should be allowed to park continuously for more than 72 hours.

Additional revenue will be invested back into the community

A portion of the additional revenues should be allocated towards infrastructure improvements which support the park and walk philosophy. The neighborhood improvements will, in turn, create a more vibrant and enjoyable commercial district that will benefit merchants, nearby residents, and patrons.

1. Existing Conditions

The parking study area focuses on the Village’s commercial districts, which are concentrated around Palmer Avenue, Boston Post Road, Larchmont Avenue, and Chatsworth Avenue. However, the study also considers the spill-over effects that impact the surrounding residential neighborhood. As a result, the study area is generally bounded by the municipal line to the north and east, Cherry and Locust Avenues to the south, and Pinebrook and Mayhew Avenues to the west.

The purpose of this section is to provide an overview of the Village’s on- and off-street parking supply and assess the performance of these facilities under current regulations.

1.1. On-Street Parking Inventory

Regulations

The Village permits on-street parking along most public right-of-ways, as roadway space permits. Time-limited parking is generally enforced between 8am and 6pm. The default Village-wide regulation allows 4-hour parking on Village Highways unless otherwise posted. The Village prohibits on-street parking between 2am and 6am, which effectively bans overnight on-street parking. The Village currently has four types of time-limited regulations used to manage parking that supersede the Village-wide default 4-hour on-street parking regulation, as listed on the following page:
• **15-minute or 30-minute** parking for pick-up and drop-off purposes
• **2-hour non-metered** parking positioned throughout the commercial districts
• **8-hour non-metered** parking positioned on the edge of the Boston Post Road commercial district intended for employees
• **8-hour metered** parking situated near the train station intended for commuters

In addition, there are several locations that have been designated for special use:

• Police and fire department vehicle parking near Village Hall1
• Loading zones for either commercial loading or school pick-up and drop-off2
• Spaces reserved for handicapped parking dispersed throughout Village1

Figure 1 shows the location of these parking regulations.

**Supply**

The on-street parking supply for both districts was calculated by determining the length of a curb’s parkable space, which excludes driveways, space within 15 feet of a hydrant, and no-parking regulations. The **capacity**, the maximum number of vehicles that can park on a given segment, was determined using a combination of field observations and calculations.

Table 1 shows the number of time-limited parking spaces in the study area, excluding blockfaces that fall within the 4-hour default parking regulation3. Over 85% of the Village’s time-limited parking in the commercial districts is short-term parking.

**Table 1: On-Street Parking Supply by Regulation**

<table>
<thead>
<tr>
<th>Regulation</th>
<th>Palmer Avenue</th>
<th>Boston Post Road</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pick-up/Drop-Off</td>
<td>2</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>2-hour Non-metered</td>
<td>468</td>
<td>421</td>
<td>889</td>
</tr>
<tr>
<td>8-hour non-metered</td>
<td></td>
<td>96</td>
<td>96</td>
</tr>
<tr>
<td>8 hour metered</td>
<td>25</td>
<td></td>
<td>25</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>495</strong></td>
<td><strong>525</strong></td>
<td><strong>1,020</strong></td>
</tr>
</tbody>
</table>

The vast majority of the Village’s on-street parking is unmarked and parallel to the curb. Angled parking is available where roadway space permits. Segments of angled parking can be found along Franklin Avenue, Forrest Park Avenue, and Larchmont Avenue.

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1 Authorized vehicle parking zones are listed in Section 273-35, Schedule XXXI: Special Zones and Areas
2 Loading zones are listed in Section 273-27, Schedule XXIII: Loading Zones
3 Time-limit parking regulations are listed in Section 273-60, Schedule XXI: Time Limit Parking. Metered zones are listed in Section 273-32, Schedule XXVIII: Metered Parking.
Figure 1: Existing Parking Regulations

Existing On-Street Parking Regulations
- Pick-Up/Drop-off
- 2-Hour Non-metered
- 4-Hour Non-Metered
- 8-Hour Non-Metered
- 8-Hour Metered
- Village Police + Officials
- Loading Zone
- Lots

Source: Westchester County, Village of Larchmont
1.2. Off-Street Parking Inventory

The off-street parking component of this study examines nine municipal parking lots and one private lot located in the commercial districts. Three lots primarily serve as commuter lots, which are located adjacent to the Larchmont Station operated by Metro North. The remaining six lots serve a mix of short-term and long-term parking needs. All of the lots are surface parking lots with marked spaces.

Table 2 provides a list of the ten lots included in the study and their primary intended use during the daytime. The location of these facilities is shown on Figure 1.

Table 2: Study Area Parking Lots
Palmer Avenue Commercial District
West of Chatsworth Avenue

<table>
<thead>
<tr>
<th>Lot #</th>
<th>Name</th>
<th>Location</th>
<th>Primary Intended Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot 4</td>
<td>Wendt Avenue (West)</td>
<td>Wendt Avenue at Palmer Avenue (W)</td>
<td>Village General Permit and Shoppers Parking</td>
</tr>
<tr>
<td>Lot 10</td>
<td>Wendt Avenue (East)</td>
<td>Wendt Avenue at Palmer Avenue (E)</td>
<td>Village General Permit and Shoppers Parking</td>
</tr>
<tr>
<td>Lot 7</td>
<td>Bozell Plaza</td>
<td>North Avenue Between East Ave and Chatsworth Ave</td>
<td>Village General Permit and Shoppers Parking</td>
</tr>
<tr>
<td>Lot 8</td>
<td>Railroad Way</td>
<td>Railroad Way between Chatsworth Avenue and Lot 1</td>
<td>Village General Permit Parking</td>
</tr>
</tbody>
</table>

East of Chatsworth Avenue

<table>
<thead>
<tr>
<th>Lot #</th>
<th>Name</th>
<th>Location</th>
<th>Primary Intended Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot 1</td>
<td>Train Station CT-bound Side (Large Lot)</td>
<td>Depot Way West and Railroad Way</td>
<td>Village Commuter Permit Parking</td>
</tr>
<tr>
<td>Lot 2</td>
<td>Train Station CT-Bound Side (Small Lot)</td>
<td>Depot Way East and Woodland Avenue</td>
<td>Village Commuter Permit Parking</td>
</tr>
<tr>
<td>Lot 3</td>
<td>Train Station Upper Lot, NYC-Bound Side</td>
<td>Chatsworth Avenue and Railroad</td>
<td>Village and Non-Resident Commuter Permit Parking</td>
</tr>
</tbody>
</table>

Boston Post Road Commercial District

<table>
<thead>
<tr>
<th>Lot #</th>
<th>Name</th>
<th>Location</th>
<th>Primary Intended Use</th>
</tr>
</thead>
<tbody>
<tr>
<td>CVS Lot</td>
<td>CVS Pharmacy(^5)</td>
<td>Chatsworth Avenue at Addison Street</td>
<td>Shoppers Parking Only</td>
</tr>
<tr>
<td>Lot 6</td>
<td>Post Road - Addison Square</td>
<td>Larchmont Avenue at Addison Street</td>
<td>Village General Permit and Shoppers Parking</td>
</tr>
<tr>
<td>Lot 5</td>
<td>Gilder Street</td>
<td>Gilder Street</td>
<td>Village General Permit and Shoppers Parking</td>
</tr>
</tbody>
</table>

\(^5\) CVS Lot is comprised of multiple lots owned by CVS and the Village of Larchmont. The lot is policed by the Village of Larchmont as a public parking lot.
Off-Street Parking Regulations

The Village regulates its off-street parking supply using a combination of permits, time-limit regulations, and overnight parking restrictions.

- **Shoppers Parking** (2 Hours Maximum): Between 8am and 6pm, visitors may park in the non-commuter parking lots for a maximum of 2 hours. This regulation mirrors the 2-hour on-street parking zone.

- **General Parking Permit** (Village Residents and Merchants): Between 8am and 6pm, a General Parking Permit is required to park for longer than 2-hours in non-commuter parking lots.

- **Commuter Parking Permit** Non-metered parking in the commuter lots requires a permit. Lots are available as follows:
  - Lot 1 and the permit section of Lot 2 are for Village Residents only.
  - Lot 3 is open to both residents and non-residents in limited quantities

- **Commuter Metered Parking** (Village and Non-Village): Metered commuter parking comes in two forms:
  - Lot 3 pay stations or Lot 2 grey meters (Permit required): parking in Lot 3 Train Station Upper or at the grey meters located in Lot 2 Train Station CT-Bound requires a commuter metered parking permit, which is open to both residents and non-residents. Permits allow access to parking meters, which require payment between 7am and 7pm.
  - Red meters (no permit required): located in Lots 1 and 2 are available for daily parking. Meters are always in effect.

During the day, Commuter Parking Permits are required to park in Lots 1, 2, 3, and General Parking Permits are required to park in Lot 8 as well as the permit-parking section of Lot 7.

After 6pm, parkers without a permit are allowed to park in any lot until 2am. Overnight parking between 2am and 6am is allowed only with a Night or Day/ Night General Parking Permit. At one time, the Village allowed for pay-and-display overnight parking in Lots 4 and 10 in the Palmer Avenue district and Lots 5 and 6 in the Boston Post Road district.

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6 Permit parking policies are available on the Village's website: https://villageoflarchmont.org/permits-parking-information/
Off-Street Parking Supply

Table 3 provides a breakdown of the off-street parking spaces by regulation type.

Table 3: Off-Street Parking Supply by Regulation

Palmer Avenue Commercial District

<table>
<thead>
<tr>
<th>Lot #</th>
<th>Name</th>
<th>Shopper + GP Permit</th>
<th>Shopper Only</th>
<th>Metered Only</th>
<th>GP Permit Only</th>
<th>Commuter Permit</th>
<th>Total Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot 4</td>
<td>Wendt Avenue (West)</td>
<td>58</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>58</td>
</tr>
<tr>
<td>Lot 10</td>
<td>Wendt Avenue (East)</td>
<td>59</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>59</td>
</tr>
<tr>
<td>Lot 7</td>
<td>Bozell Plaza</td>
<td>16</td>
<td>25</td>
<td></td>
<td></td>
<td></td>
<td>41</td>
</tr>
<tr>
<td>Lot 8</td>
<td>Railroad Way</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Lot #</th>
<th>Name</th>
<th>Shopper + GP Permit</th>
<th>Shopper Only</th>
<th>Metered Only</th>
<th>GP Permit Only</th>
<th>Commuter Permit</th>
<th>Total Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lot 1</td>
<td>Train Station CT-Bound, Large Lot</td>
<td></td>
<td>32</td>
<td></td>
<td></td>
<td>220</td>
<td>252</td>
</tr>
<tr>
<td>Lot 2</td>
<td>Train Station CT-Bound, Small Lot</td>
<td></td>
<td>30</td>
<td></td>
<td></td>
<td>20</td>
<td>50</td>
</tr>
<tr>
<td>Lot 3</td>
<td>Train Station Upper Lot, NYC-Bound</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>328</td>
<td>328</td>
</tr>
</tbody>
</table>

District Total

<table>
<thead>
<tr>
<th>Shopper + GP Permit</th>
<th>Shopper Only</th>
<th>Metered Only</th>
<th>GP Permit Only</th>
<th>Commuter Permit</th>
<th>Total Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>117</td>
<td>16</td>
<td>62</td>
<td>30</td>
<td>568</td>
<td>793</td>
</tr>
</tbody>
</table>

Boston Post Road Commercial District

<table>
<thead>
<tr>
<th>Lot #</th>
<th>Name</th>
<th>Shopper + GP Permit</th>
<th>Shopper Only</th>
<th>Metered Only</th>
<th>GP Permit Only</th>
<th>Commuter Permit</th>
<th>Total Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>CVS Lot</td>
<td>CVS Pharmacy</td>
<td>63</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>63</td>
</tr>
<tr>
<td>Lot 6</td>
<td>Post Road - Addison Square</td>
<td>89</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>89</td>
</tr>
<tr>
<td>Lot 5</td>
<td>Gilder Street</td>
<td>64</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>64</td>
</tr>
</tbody>
</table>

District Total

<table>
<thead>
<tr>
<th>Shopper + GP Permit</th>
<th>Shopper Only</th>
<th>Metered Only</th>
<th>GP Permit Only</th>
<th>Commuter Permit</th>
<th>Total Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>153</td>
<td>63</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>216</td>
</tr>
</tbody>
</table>

Village-wide Grand Total

<table>
<thead>
<tr>
<th>Shopper + GP Permit</th>
<th>Shopper Only</th>
<th>Metered Only</th>
<th>GP Permit Only</th>
<th>Commuter Permit</th>
<th>Total Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>270</td>
<td>79</td>
<td>62</td>
<td>30</td>
<td>568</td>
<td>1,009</td>
</tr>
</tbody>
</table>
Parking Permits

As previously mentioned, the Village offers several types of parking permits that allow long-term parking in municipal lots.

**Commuter Parking Permits** are offered to park in Lots 1, 2 and 3, located on either side of the Larchmont Station platform. There are two types of commuter parking permit: Daily commuter parking permit and metered commuter parking permit. Daily permits for Lot 1 and 2 are available only to Village residents on a first come, first served basis. A limited quantity of daily permits for Lot 3 are available to Village residents and non-residents. Metered permits for Lots 2 and 3 are available to both Village residents and non-residents. Permit holders can choose whether to buy a metered permit, which allows access to parking lots, but requires additional payment at a meter or the daily permit, which covers access and meter fees. The metered permit is designed for people who do not commute every day, a practice that is becoming more common with the rising popularity of telecommuting and flexible hours.

**General Parking Permits** are offered in **Day, Night**, and **Combined Day/Night** alternatives. The permits are designed for people who live or work in the Village. The permit entitles holders to park in Lots 4, 10, and 7 in the Palmer Avenue district and Lots 5 and 6 in the Boston Post Road district. Permit holders share these lots with “shoppers”, who are permitted to park for a maximum of 2-hours between 8am and 6pm. Parking Permits for five spaces in Lot 8 are specifically assigned for that lot. Appendix B contains a map of the residential or business addresses registered to recent and current General Parking permit holders in relation to commercial district zoning.

### 1.3. Parking Occupancy and Turnover

**Methodology**

BFJ conducted parking occupancy and turnover surveys over the course of three weeks in October and early November 2017. Surveyors performed hourly surveys of all public on- and off-street parking facilities within the core of each commercial district\(^7\). Each blockface was surveyed hourly on one Wednesday between 10am and 8pm and one Saturday between 10am and 5pm. The survey hours were scheduled to cover regular business hours and capture the demand during lunch. Survey hours on Wednesdays were extended to 8pm to monitor demand in off-street parking lots.

The survey data was collected using Go-Pro cameras and BFJ staff analyzed the video to determine the number of vehicles parked during a given hour and the duration each vehicle stayed (during the survey period).

A segment’s parking occupancy is expressed as a percentage reflecting the number of vehicles parked divided by the capacity. The number of vehicles parked includes double parked and illegally parked vehicles to reflect total demand. The occupancy rate is classified into the following categories:

- Less than 70% occupancy: parking is underutilized
- Between 70%-90% occupancy: parking is well utilized and drivers are able to find a space

\(^7\) The on-street parking occupancy and turnover study area constitutes a smaller area than shown in the parking inventory.
• Greater than 90% occupancy: parking is at or over practical capacity

The average duration, expressed in hours, was calculated for each 2-hour parking segment by dividing the total number of unique vehicles parked during the survey period by the total number of hours vehicles occupied parking spaces. When the average duration exceeds the time-limit specified in the parking regulation, it implies that vehicles are parking longer than allowed.

**Weekday Results**

**Palmer Avenue District**

The Palmer Avenue district’s on- and off-street parking demand peaks at noon, when 89% of surveyed on-street parking spaces and 97% of off-street shoppers and General Permit parking were found to be occupied. The following graphs show the average parking utilization throughout the day. On-street parking demand remains high throughout the day and begins taper off during the evening. Off-street parking demand remains strong throughout the day, averaging 93% occupancy.
During the weekdays, commuter lot parking is reserved strictly for permit holders. The following charts, sized according to parking supply, show the parking utilization at several points during the day. Overall, the peak demand for commuter parking, as shown in the graphs for Lots 1 and 3, occurs in the late morning and sustains for most of the day until the early evening when commuters return back home. Lot 2, which contains the least amount of spaces and is located furthest from the platform, was found underutilized for most of the survey period. Peak demand in Lot 2 occurs in the evening likely due to use by residents.

### Weekday Commuter Lot Parking Occupancy

#### Boston Post Road District

The Boston Post Road district’s on- and off-street parking demand peaks between 12 and 2pm, when 75% of surveyed on-street parking spaces and 83% of off-street shoppers and General Permit parking were found to be occupied. As shown in the following graphs, on-street parking demand peaks at midday and experiences a smaller peak during the evening. Overall, the weekday parking demand in the Boston Post Road district was found to be lower than demand in the Palmer Avenue district.
Figure 2, on the following page, illustrates the results of the parking occupancy counts for on-street and off-street parking on a map. Figure 3 shows the average parking duration for blockfaces with 2-hour time-limit parking. In the Palmer Avenue district, the average parking duration was found to be over two hours along most blockfaces. Turnover was highest along two blockfaces between Chatsworth Avenue and East Avenue. Turnover was lowest east of Chatsworth Avenue. In the Boston Post Road district, parking durations were found to be highest on blockfaces on the periphery of the district’s core.
Parking Occupancy  
Weekday 12-2pm Average  
- Green: Less than 70%  
- Orange: 70% to 90%  
- Red: Over 90% (At Capacity)
Figure 3: Weekday Average On-Street Parking Duration

On-Street Parking Duration
2-Hour Time-Limit Spaces
Wednesday Average (10am - 8pm)

- 1 Hour or Less
- 1 to 2 Hours
- 2 to 3 Hours
- Over 3 Hours
- Parking Lots
Saturday Results

Palmer Avenue District

On Saturday, the Palmer Avenue district’s on- and off-street parking demand occurred between mid-morning and the early afternoon, when 71% of surveyed on-street parking spaces and 86% of off-street shoppers and General Permit parking were found to be occupied. The following graphs show the average parking utilization throughout the day. Overall, the off-street parking demand in this district appears to be noticeably lower during the weekends than during the week.

Palmer Avenue District Saturday Parking Occupancy

During the weekends, commuter lot parking is free and open to the public. The following charts, sized according to parking supply, show the parking utilization at noon. The capacity of Lot 3 was reduced due to the Saturday Farmer’s Market. All three lots were found to be underutilized.
Boston Post Road District

The Boston Post Road district’s on- and off-street parking demand peaks at 1pm, when 73% of on-street parking spaces and 100% of off-street shoppers and General Permit parking were found to be occupied. Off-street parking demand appears to be greater on Saturdays than during the week.

Boston Post Road District Saturday Parking Occupancy

On-Street Parking

Non-commuter Off-Street Parking

VILLAGE OF LARCHMONT PARKING STUDY
Figure 4, on the following page, illustrates the results of the Saturday parking occupancy counts for on-street and off-street parking on a map. Figure 5 shows the average Saturday parking duration for blockfaces with 2-hour time-limit parking. In the Palmer Avenue district, the average duration of parked vehicles is below two hours along most blockfaces. Parking durations of over three hours were common on blockfaces in the periphery of the district’s core. In the Boston Post Road district, average parking duration was found to be longer, with most on-street parking averaging more than 2 hours.
Parking Occupancy
Saturday 12-2pm Average
- Less than 70%
- 70% to 90%
- Over 90% (At Capacity)
On-Street Parking Duration
2-Hour Time-Limit Spaces
Saturday Average (10am - 5pm)

- 1 Hour or Less
- 1 to 2 Hours
- 2 to 3 Hours
- Over 3 Hours
- Parking Lots

Figure 5: Saturday Average On-Street Parking Duration
2. Stakeholder Outreach

The study’s public outreach strategy reflected the project team’s overall study approach – to look at each commercial district individually, recognizing that each area may have unique issues. Public outreach was conducted over the course of several months with additional efforts and conversations added as new issues developed. The input from both the public and Village staff directly informed the recommendations and implementation strategy proposed in this study. The following subsections summarize the various outreach efforts used to target key user groups and the main takeaways that informed the study recommendations.

2.1. Sidewalk Intercept Survey

In the study’s initial fact-finding stage, BFJ conducted sidewalk intercept surveys in both commercial districts on one Saturday between 11am and 4pm in early November 2017. The purpose of these surveys was to target people who patronize stores, eateries, and services in the commercial district. The surveys yielded a total of 225 surveys, 100 from the Boston Post Road district and 125 from the Palmer Avenue district. BFJ placed three surveyors on sidewalks in the commercial core and asked people to participate in a short survey to gather information about their trip purpose, length, and experience traveling to the district. The survey questions aimed to gain a better understanding of modal split and typical experience parking during midday Saturdays within the respective commercial district. Participants were also asked about their perspective on paid parking – whether it would dissuade them from visiting the commercial district and if so, if their opinion changed if paid parking made it easier to find a space. The following summarizes the main takeaways from the intercept surveys:

- Respondents were generally in support of paid parking and consider it a sensible solution for managing parking. Visitors are used to paying for parking when visiting nearby towns and villages, such as Mamaroneck. In fact, greater than 70% of respondents said “they would still come to Larchmont if they had to pay for parking”. However, some respondents brought up concerns, such as shopper convenience, neighborhood aesthetics, and overall impact on merchants.
- While most people that were interviewed stayed for the less than an hour, some respondents commented on the lack of long-term parking options. The 2-hour time limit on-street and off-street is not ideal for a long salon appointment or running errands before or after grabbing a meal.
- The current parking system is confusing for visitors that are unfamiliar with Larchmont. Visitors commented that the parking signage is not clear, it is difficult to understand the regulations, and it is hard to find information about Village parking. It was not clear to some if they are required to pay for parking.
- The survey was helpful in identifying general issues that were further explored in subsequent outreach efforts. Residents with General Parking permits expressed concerns over finding spaces in lots during evening hours and weekends.

See Appendix A for the intercept survey questions and a summary of the responses.
2.2. Listening Sessions for Merchants and Local Business Owners

The project team hosted two listening sessions for members of the Chamber of Commerce and other local merchants in February 2018. One session was held for each district to allow for targeted discussion. The project team presented the findings of the parking occupancy and turnover surveys and results from the sidewalk intercept surveys. The bulk of the session was dedicated to taking comments from participants and engaging in discussion over shared issues. The project team came away with important context behind the survey results and observations. The following summarizes the main takeaways from these meetings:

- There was consensus that many vehicles parked in the commercial district often stay beyond the time-limit and recognition of the harm this causes for the district as a whole. Participants shared many personal anecdotes about vehicles found parked in front of their storefronts and are concerned about the effectiveness of current parking enforcement. In the Palmer Avenue district, merchants believe that commuters using the Larchmont Station are often the culprits.
- One of the greatest concerns was the general lack of long-term parking options for employees. This is an issue that many businesses face given the lack of on-site parking. It is common for employees to move their car multiple times a day or stay beyond the time-limit.
- There seemed little awareness that merchants are allowed to purchase General Parking permits to park long-term in Village lots. Merchants would like these permits to be transferrable, so they can be shared among employees.
- There was interest in increasing the parking supply within the Village. Merchants were in general support of building a parking structure.
- Interest in more pick-up/drop-off parking. Some merchants have begun providing curbside delivery because it is difficult for their customers to quickly find parking.
- Some merchants complained about cars with General Parking day/night permits staying in the same spot for weeks at a time.

2.3. General Parking Permit Holder Survey

In response to concerns regarding permit parking, an online survey was sent to General Parking permit holders to gauge when permit parking demand peaks and to solicit comments on parking challenges. In addition, BFJ geocoded the addresses of permit holders to understand demand for particular lots. Overall, it was found that there is greater demand in the Palmer Avenue district, particularly for Lots 4, 10 and 7. The survey results confirmed that peak parking demand among General Parking permit holders occurs in the evening, when the 2-hour time-limit is no longer enforced. This in conjunction with parking enforcement concerns, creates a challenging situation for permit holders arriving home during the evening. Permit holders also experience issues finding parking during the weekend, due to the high shopper parking demand.

2.4. Meetings with Village Staff and Post Office Management

The project team conducted several meetings with Village staff to understand the nuances behind many of the issues brought up during the intercept survey and merchant listening sessions. Meetings were held with the Traffic Commission, the Village Clerk, and the Village Court Clerk to identify opportunities for addressing parking behavior, parking management practices, enforcement, and user-
friendliness. The feedback provided during these meetings helped to inform the implementation strategy for the study's recommendations.

The meetings with the Village Clerk and Deputy Court Clerk helped identify common pain-points users experience when parking in the Village:

- **Unclear signage:** the court will often see tickets given out to vehicles parked in bus stops and no parking zones. Often there is miscommunication due to unclear signage and faded pavement markings that are meant to delineate these zones from permitted parking zones.
- **Parking permit policies:** It is not clear when certain parking permits are in effect and where they allow you to park. Permit holders will sometimes experience issues finding a space in their preferred lot.
- **Overnight parking in lots:** regulations shown on signage conflict with conditions found in parking lots. Pay stations in Lots 4, 5, 6, and 10 are not in service.
- **Lack of long term parking for employees:** the court will often see tickets given to people found parking longer than 4 hours on residential streets.

In addition, representatives of the Village met with the Postmaster of the local Post Office on Chatsworth Avenue to discuss long-term parking needs within the Boston Post Road district. The Post Office has about 32 employees that are in need of parking at various times of the day. The facility is generally in operation between 2am and 5pm.

### 2.5. Chatsworth Elementary School Survey

The project team met with the Principal of the Chatsworth Elementary School to address on-street long-term parking issues impacting enforcement practices and parking turnover in the Boston Post Road commercial district. Chatsworth Elementary does not have on-site parking for staff. An online survey was distributed to the school’s staff to better understand the number of staff members that park their cars on-street, when they arrive and leave, and their experiences finding parking. The survey’s participation rate was near 100%. The results showed that nearly all teachers and staff use on-street parking, generally arrive between 7:00 and 8:30 am and leave by 5:00 pm. Of the 64 staff members, 61 staff members regularly drive and are in need of parking. The majority of staff experiences difficulty finding parking and half have had to move their car at least once during the month to avoid violating on-street parking regulations.
3. Recommendations

The purpose of the parking study is to create a set of parking management strategies to meet the needs of all users, including residents, merchants, employees, and visitors. The recommended approaches are guided by the principles outlined in the study’s introduction, which aim to create a more efficient, equitable, and user-friendly system.

The study’s recommendations address the key takeaways from the parking utilization study and stakeholder outreach process:

- Parking demand is highest in the off-street parking lots, which serve both short-term shoppers parking and long-term permit parking. Permit holders are experiencing issues finding parking during weekday evenings and weekends due to a combination of high demand and low turnover from non-permit holders. Regulations and parking permit policies should be adjusted and enforcement should be increased to alleviate this issue.
- On-street parking demand is highest along the arterial roadways in the commercial districts. Parkers are commonly staying longer than the limit-regulation allows in the 2-hour parking zone. This reduces the parking turnover in the commercial districts’ cores. The extent of these parking violations suggest enforcement of on-street parking should be increased in the commercial districts.
- Merchants and employees (business, school district, and government) feel there is a lack of long-term parking in the Village and as a result park in short-term parking zones or along residential streets that have a 4-hour limit. It is common practice for employees to move their car during the day to avoid tickets.
- Parking occupancies are lowest in the 8-hour non-metered zones during both Wednesday and Saturday. The zones, which are located in the Boston Post Road district, are a short walk from businesses whose employees are experiencing issues finding long-term parking and could be better utilized.
- Merchants and shoppers would like to see greater availability of short-term on-street parking for pick-up and drop-offs.
- Users have found the Village’s parking regulations and permit policies difficult to interpret due to issues with signage and information dissemination.
- Most intercept survey respondents were generally supportive of paid parking and consider it a sensible solution for managing parking. If paid parking is implemented, the payment method should address the concerns brought up by respondents such as convenience and streetscape aesthetics.

The following recommendations have been organized in three groups, On-street Parking Regulations, Off-Street Parking Regulations and Supply, and Parking System Management and User-Friendliness, followed by some brief comments on implementation.
3.1. On-Street Parking Regulations

A. Metered Parking

Paid parking zones should be established in and around the commercial districts to increase parking turnover and help with enforcement. Three time-limit zones are recommended:

- **2-hour metered** parking zone along commercial corridors designed for short-term shoppers parking. Extend regulation hours to 8pm.
- **4-hour metered** parking zone to provide longer-term parking near the commercial district and along arterial roadways.
- **8-hour metered** parking zone to provide long-term parking for employees and merchants on the periphery of the commercial districts. For example, additional on-street metered parking should be added in the Palmer Avenue district along the west blockface of Depot Way East by removing one of the multiple right turn lanes.

Figure 6 shows the recommended location for proposed on-street parking regulation changes.

B. Pick Up/Drop Off Zones

Establish additional 15-minute (metered or unmetered) pick-up/drop-off zones in the commercial districts. The proposed locations are suggested, as shown in orange in Figure 6.

- Palmer Avenue District:
  - East side of Chatsworth Avenue between Metro-north ROW and Railroad Avenue
  - Southeast corner of Larchmont Avenue and Palmer Avenue
  - Southwest corner of Chatsworth Avenue and Palmer Avenue
- Boston Post Road District:
  - Northeast corner of Boston Post Road and Larchmont Avenue
  - Northeast corner of Larchmont Avenue and Boston Post Road (Post Office)

C. School Zone Parking

A school-zone should be created along several blockfaces surrounding Chatsworth Elementary School to provide long-term parking supply for the school’s approximately 60 staff members. The School Zone should be located along one side of Chatsworth Avenue, one side of Larchmont Avenue and by the current angled 8-hour parking on Forest Park Avenue. The proposed zone is indicated in pink in Figure 6. Regulation hours should be between 7:30 am and 3:30 pm, similar to the school zone loading area regulations along Chatsworth Avenue. This approach provides secure parking for school employees and frees up shopper’s parking spaces closer to the business district.
Proposed On-Street Parking Regulations

- Pick-Up/Drop-off
- 2-Hour Metered
- 4-Hour Metered
- 4-Hour Non-Metered
- 8-hour Metered
- School Zone (7am - 3pm)
- Village Police + Officials
- Loading Zone
- Lots

Figure 6: Proposed On-Street Parking Regulations

Source: Westchester County, Village of Larchmont
Figure 6
D: Increase Overnight Parking Supply

The number of overnight parking spaces can be increased by lifting the 2am to 6am ban on overnight parking on specific roads within the Palmer Avenue commercial district. This could be a short-term solution to address shortages in spaces available to General Parking permit holders. Overnight on-street parking should be allowed in the 2-hour metered zone because it will require cars to move or pay at 8am when the time limitation would be in effect. If implemented, overnight parking should be metered to avoid competition with permit parking program. The Village should explore flexible permit rules to allow for on-street use when permit holders are unable to find a space in their assigned district or lot.

In the long term, the Village should explore feasibility of requesting amendment to Title 8, Article 39 of NYS law to allow the Village to establish an on-street residential parking permit system which would allow the permit parking program to operate on- and off-street.

E. Provide Additional Bicycle Parking

The Village should provide additional curbside bicycle racks to provide bicyclists with convenient parking that does not obstruct pedestrian movements. This parking should be placed in areas where cars are generally discouraged to park, such as adjacent to crosswalks or within 15 feet of the corner. The Village may choose to install bicycle corrals during warmer months and remove them during the winter months to make way for snow plows and piling.

3.2. Off-Street Parking Regulations and Supply

A. Metered Parking

Introduce paid parking with 2-hour limit in commercial district lots (4, 5, 6, 7, 10 and CVS parking lot) to increase turnover and help with enforcement. The regulation hours should be extended to 8pm to increase parking turnover to increase the likelihood of permit holders finding spaces during the evening.

B. General Parking Permits Assignments

Assign parking permit holders to specific areas to better monitor usage and increase efficiencies. It is recommended that the Village achieve this in a phased approach, pending the effects of the increased turnover produced from the on- and off-street metered parking.

In the initial phase, permit holders should be assigned to either the Palmer Avenue or Boston Post Road district. The Palmer Avenue district should provide access to Lots 4, 7, and 10 and the Boston Post Road district should provide access to Lots 5 and 6. The Village should explore the feasibility of allowing overnight parking at the CVS Lot until 8am when the store opens.

Once the Village has a better understanding of permit parking demand for particular lots, permit holders can be assigned to specific lots. Once the impact of parking enforcement has been realized, parking spaces may be designated for permit or shoppers parking during particular hours. Permit holders can be assigned to specific lots by the Village Clerk based on proximity to residence or business and permit type. Contingent locations should be provided in case of overflow.

To increase efficiency of the off-street parking supply, it is important to ensure reasonable turnover among resident vehicles. The Village should encourage this by implementing two policies:
• Limit parking for General Parking Day/ Night permit holders to 72 consecutive hours to increase turnover and discourage car storage.
• Limit General Parking (GP) permits to only residents living within Retail Center, Retail Business, and Multi-family housing zones in the commercial district. Exceptions should be made for multi-family buildings located adjacent to these zones, including 1299 Palmer Avenue.

C. Commuter Parking Improvements

Lots 1 and 2, located adjacent to the Connecticut-bound Metro North platform are in need of improvement. However, the site’s topography and geometry make it difficult to maximize the parking supply and improve the circulation system. The following recommendations provide strategies on how to make small, short-term improvements to the Village commuter lots:

• Increase the parking supply in Lot 1 by converting 60 degree angled parking to 90-degree parking. This would require the aisles to increase in width to at least 24’ feet long, which would require elimination of the striped walkway marked along the roadway closest to the north-bound train tracks.
• Remove wooden fences separating Lots 1 and 2 to encourage greater use of Lot 2. Currently Lot 2 is underutilized due to its separation from Lot 1. While inefficient from a circulation standpoint, the current parking arrangement in Lot 2 is efficient. To preserve the current parking capacity, minor interventions such as beautification and landscaping should be used to draw permit holders to Lot 2.

Other improvements such as regulation signage and wayfinding are included in subsequent recommendations.

D. Increase Awareness of Merchant Parking Permits

The Village should conduct special outreach to Merchants in both commercial districts to explain the various long-term parking options for their employees. Merchants are currently eligible to purchase a General Parking permit or Lot 3 permit. It is important that Merchants understand the importance of parking outside of the 2-hour zone to increase parking turnover in the core of the commercial district.

General Parking permits should be registered to the business, as opposed to a vehicle, and allowed to be shared among its employees. For example, a restaurant may choose to purchase five permits that allows five employees to park in a lot at a given time. Any additional employees will need to park in the long term spaces located on the periphery of the commercial district.

E. Village Hall Employee Parking

Village Hall currently has limited parking supply that must be shared among the fleet from the police and public works department, with few spaces for employee parking.

The Village could use parking spaces in Lot 5 (Gilder Street Lot). Village employees should park in the spaces closest to Boston Post Road, which due to the shape and layout of the lot are the most difficult to access. The results of the parking occupancy survey showed Lot 5 had 13 vacant spaces during the midday peak. There is potential for minor redesigns of the parking lot to create additional parking spaces in the back aisle. Reserving spaces in the lot will discourage staff from parking in on-street spaces on Boston Post Road and Larchmont Avenue. During nights and weekends, these spaces can be made available for public use.
The Village should also seek a shared-parking arrangement with the residential building across the street from Village Hall, which peaks during the nights and weekends when Village Hall is closed.

F. **Increase Off-Street Permit Parking Supply**

The Village should seek opportunities to increase the off-street parking supply by leasing underutilized lots near the commercial district to use for permit parking. In addition, the Village should consider the potential for use of its own parking resources such as the Flint Park parking lot on Birch Lane.

G. **Car-Share Spaces**

The Village should provide car-share spaces in lots (by entering into an agreement with Zipcar or Enterprise Carshare) to discourage additional vehicle ownership. Car-share vehicles will be given assigned spaces so users will not need to worry about finding a space upon return.

H. **Encourage Shared-Parking**

While informal agreements between different uses already exists, the Village should encourage more of these arrangements between businesses that need employee parking and residential uses with low parking occupancies during the day. The Village should work with developers to encourage shared parking arrangements in future developments.

3.3. **Parking System Management and User-Friendliness**

A. **Parking Pay Stations**

In order to enact metered parking, the Village must create a payment system that is convenient, intuitive, and helps manage enforcement. It is recommended that the Village choose a pay-by-license plate payment system which can interface with the police department’s license plate reading technology for efficient and consistent enforcement.

Parking pay stations should be added to blockfaces and lots within the proposed paid parking zone and placed so they are easy for people to access. The stations should take multiple forms of payment, including coins, credit cards, and via mobile devices.

In commuter lots, grey meters (owned by village) and existing pay stations should be replaced with the same pay stations that are selected for the commercial district to create a unified system.

B. **Wayfinding and Regulation Signage**

Wayfinding and regulation signage is often a visitor’s first introduction to a place and helps define its character. Effective signage improves the user’s experience navigating to parking, deciding on a location to park, and knowing how long they can stay and if they have to pay. Improvements to the Village’s parking signage will reduce the number of violations resulting from misunderstandings. The following actions should be taken to increase clarity of parking signage:
• Immediately remove invalid signs posted in parking lots instructing user to pay for overnight parking at a pay station.
• Standardize and improve content and clarity of signage in all lots. The typeface, size, and color schema should be legible from the driver’s seat, with additional details provided in a different signage format at pedestrian scale. Signage should clearly communicate who can park during what times.
• Parking lots should be clearly marked with the lot number and/or associated name. Entrance signage should be visible from at least 150 feet away.
• Gateway signage in the Palmer Avenue area should encourage drivers to park in commuter lots during the evening and weekends.
• Design a parking wayfinding schema in tandem with a village-wide pedestrian and bicycle wayfinding system.

Examples of best practices for gateway signage, lot signage, and wayfinding street signage are contained in Appendix C.

C. Parking System Information

Throughout the public outreach process, visitors, residents, and merchants have expressed interest in having access to easy-to-understand and reliable information about the Larchmont parking system. The Village should release a new set of parking guidelines when it unrolls its first phase of regulation changes that includes the following:

• Provide a map showing the Village’s municipal parking system in relation to places of interest. The map should include a scale that shows walking distances within 5 minutes, to encourage visitors to park and walk. The map should be part of the Village’s wayfinding system and presented online and in print at information points throughout the Village.
• Redesign the Village website to include on and off-street parking information on the same page. The information should be organized according to the user: visitors, residents, commuters, and merchants. The website should be mobile friendly, allowing users to quickly look up information on the go. It is important that the Village website is the most current and dependable source for information given the abundance of third-party parking information websites that aggregate data found on the internet.

D. Enforcement System

The Village Police Department should adopt technology to increase the consistency and coverage of enforcement and make it easier to identify which vehicles have paid for parking and have parking permits. The license plate database from which the readers identify violations should communicate with the pay stations and permit records so that the Police Department, the Village Clerk’s office, and the user have the same information.
E. Periodic Evaluation of Changes

All of the changes to the parking system that have been recommended in this study must be monitored for their effectiveness in addressing the overall goals of the study, as stated in the Key Principles in the introduction of the report. The Village Police department should conduct routine parking occupancy counts and review parking violation ticket trends to identify if regulation changes have increased parking turnover and if there is an acceptable balance between parking supply and demand. In addition, the Village should engage in periodic public outreach to determine whether the users’ needs are being met.
Appendix

A: Sidewalk Intercept Survey Questions + Summary of Results
B: Map of Commercial District Zoning & General Permit Parking Holders
C: Parking Signage Examples
Appendix A: Sidewalk Intercept Survey Questions
+ Summary of Results
1. Where do you live? If in Larchmont or Mamaroneck could you indicate the closest intersection?

______________________________________________________________________________________

2. What is the purpose of your trip here?
   - Shopping
   - Business Meeting
   - Dining
   - Work
   - Meeting Friends
   - Other ________________

3. How long do you plan to stay in this part of Larchmont?

______________________________________________________________________________________

4. How did you get here? Why?
   - Drive
   - Transit
   - Walk
   - Bike
   - Other ________________

5. Where did you park, on-street or off-street? Please indicate the location on map.

______________________________________________________________________________________

6. Was it easy to find a parking space?  
   - Yes
   - Somewhat
   - No

7. Were there times in the past when it was difficult to find parking?
   - Never
   - Rarely
   - Occasionally
   - Frequently

8. Were there times in the past when you decided against coming to Larchmont because of parking difficulties?
   - Never
   - Rarely
   - Occasionally
   - Frequently

9. Would you still come to Larchmont if you had to pay a reasonable fee for parking?
   - Yes
   - No

10. If paid parking made it easier to find a parking space, would you still come to Larchmont?
    - Yes
    - No

11. Do you have any additional comments?

______________________________________________________________________________________
Public Engagement: Intercept Survey

BFJ conducted sidewalk intercept surveys on two Saturdays in November

- Boston Post Road District – November 11
- Palmer Avenue District – November 18

Surveyors interviewed a total of 216 people
## Intercept Survey: Trip Origin and Mode

### Palmer Avenue District

<table>
<thead>
<tr>
<th>Mode</th>
<th>Larchmont or Mamaroneck</th>
<th>Other Municipality</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drive</td>
<td>71% (82)</td>
<td></td>
</tr>
<tr>
<td>Walk</td>
<td>24% (28)</td>
<td></td>
</tr>
<tr>
<td>Bike</td>
<td>3% (3)</td>
<td></td>
</tr>
<tr>
<td>Transit</td>
<td>2% (2)</td>
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</tr>
</tbody>
</table>

### Boston Post Road District

<table>
<thead>
<tr>
<th>Mode</th>
<th>Larchmont or Mamaroneck</th>
<th>Other Municipality</th>
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</thead>
<tbody>
<tr>
<td>Drive</td>
<td>74% (73)</td>
<td></td>
</tr>
<tr>
<td>Walk</td>
<td>25% (25)</td>
<td></td>
</tr>
<tr>
<td>Transit</td>
<td>1% (1)</td>
<td></td>
</tr>
</tbody>
</table>
Intercept Survey: Trip Purpose & Duration

### Palmer Avenue District

#### Trip Purpose

- **Shopping**: 54% (61)
- **Personal Business or Other**: 32% (36)
- **Meeting Friends**: 1% (1)
- **Work**: 3% (3)
- **Dining**: 11% (13)

#### Trip Duration

- **Quick Trip**: 28.00%
- **30 Min - 1 Hour**: 57.00%
- **1.25 - 2 Hours**: 11%
- **More than 2 hours**: 4%

### Boston Post Road District

#### Trip Purpose

- **Shopping**: 35% (35)
- **Personal Business or Other**: 34% (34)
- **Meeting Friends**: 2% (2)
- **Work**: 4% (4)
- **Dining**: 24% (24)

#### Trip Duration

- **Quick Trip**: 26.39%
- **30 Min - 1 Hour**: 50.53%
- **1.25 - 2 Hours**: 13.66%
- **More than 2 hours**: 9.47%
Intercept Survey: Ease of Finding Parking

Palmer Avenue District

Was it easy to find parking today?

- Yes 56% (45)
- Somewhat 24% (19)
- No 20% (16)

Were there times in the past when it was difficult to find parking?

- Frequently 57% (51)
- Occasionally 27% (24)
- Rarely 10% (9)
- Never 6% (5)

Boston Post Road District

- Yes 71% (54)
- Somewhat 12% (9)
- No 17% (13)

Were there times in the past when it was difficult to find parking?

- Frequently 41% (34)
- Occasionally 33% (27)
- Rarely 12% (10)
- Never 14% (12)
Would you still come to Larchmont if you had to pay for parking?

**Palmer Avenue District**
- Yes: 74% (64)
- No: 26% (23)

**Boston Post Road District**
- Yes: 74% (62)
- No: 26% (22)
Appendix B: Map of Commercial District Zoning & General Permit Parking Holders
Commercial District Zoning
- Retail Center
- Retail Business
- Multi-Family

General Parking Permit
- Past or Current Day, Night, Day/Night Permit Holder(s)

Appendix B: Commercial District Zoning & General Permit Parking Holders

Source: Westchester County, Village of Larchmont
Appendix C: Parking Signage Examples
Appendix C: Parking Signage Examples

Proposed Wayfinding Signage Family for Long Beach, CA

Pawtucket, RI

Campus Parking at California State University Long Beach, CA
Appendix C: Parking Signage Examples

Train Station Parking Directional Signage
West Haven, CT

Train Station Parking Lot Entrance Signage
Little Silver, NJ