



# Memorandum

To: Alan Varela, Director  
Michael Vos, Zoning Enforcement Officer  
Shahab Biazar, City Engineer

From: Charlene Johnson, AICP, Senior Planner and James K. Strozier, FAICP, Principal

Date: June 17, 2025

Re: Response to Comments to Parking Analysis for Self-storage at 9616 Universe Boulevard NW

This memo provides a response to comments from Alan Varela via Shahab Biazar for the Parking Reduction Study for the Self-Storage at 9616 Universe Boulevard NW. Staff comments are in italics followed by the applicant's responses.

- 1) *Is there a shared parking agreement within Ventura Plaza? Does each lot have their own parking area? There are extra parking spaces amongst the restaurant and retail uses on other pads nearby.*

**Applicant Response:** There is not a specific shared parking agreement between lots within Ventana Square. The CC&Rs for the shopping center includes a perpetual easement for ingress and egress by vehicular and pedestrian traffic and vehicular parking. Each lot has its own parking area.

- 2) *Can you clearly show the property lines. There are currently three lots. A replat will be required combining all lots into one. Are you going to be meeting all the required setbacks under the current zoning?*

**Applicant Response:** The revised site plan shows the property line more clearly. There are not three lots. The proposed development is on Tract H-6B-1. The plat creating the tract was approved on August 16, 2024 (SD-2024-00074). AGIS until recently showed the previous lots prior to replat. The recent updates show the correct tract boundaries (see attached Plat/Address Assignment).

The proposed site plan will meet all the required setbacks under the MX-M zone for side setbacks, which is 0 feet. Because this is an interior lot that does not abut a street, all lot lines follow side setbacks dimensions per the IDO Setback definition. The lot is surrounded by other MX-M properties that will be developed as commercial uses. The proposed site plan provides setbacks of approximately 51 feet on the north, 44 feet on the south, 31 feet on the west, and 22 feet on the east.

- 3) *The building is fairly long and there is no access behind the building. Has Fire Department reviewed the plan for accessibility?*

**Applicant Response:** The development has an approved Fire 1 Plan dated March 18, 2025.

- 4) *On the notes it is mentioned that one handicap parking space is provided. Two handicap parking space as shown on the site plan should be provided based on the original required 40 parking spaces, and one must be a van handicap parking space.*

**Applicant Response:** The ADA Parking note on the site plan was corrected to state that two parking spaces are provided. The proposed site plan shows two ADA parking spaces including 1 van space.

- 5) *On the north side of the building, four of the spaces are not shown as actual parking spaces. Bollards are shown within the proposed parking spaces.*

**Applicant Response:** The four parking spaces are identified as loading spaces that can also be used for parking spaces if needed. The bollards are shown abutting the sidewalk.

- 6) *A detailed TCL plan must be approved prior to building permit approval.*

**Applicant Response:** Agreed. The Preliminary TCL has been submitted and is in review for the Major Amendment Site Plan application.

Thank you for your consideration. Please let us know if you have any other questions or clarifications.

*\* Attached: Reduced Parking Exhibit (Revised), Plat/Address Assignment, Approved Fire 1 Plan, Parking Study (Revised).*

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Michael Vos, Zoning Enforcement Officer  
Shahab Biazar, City Engineer

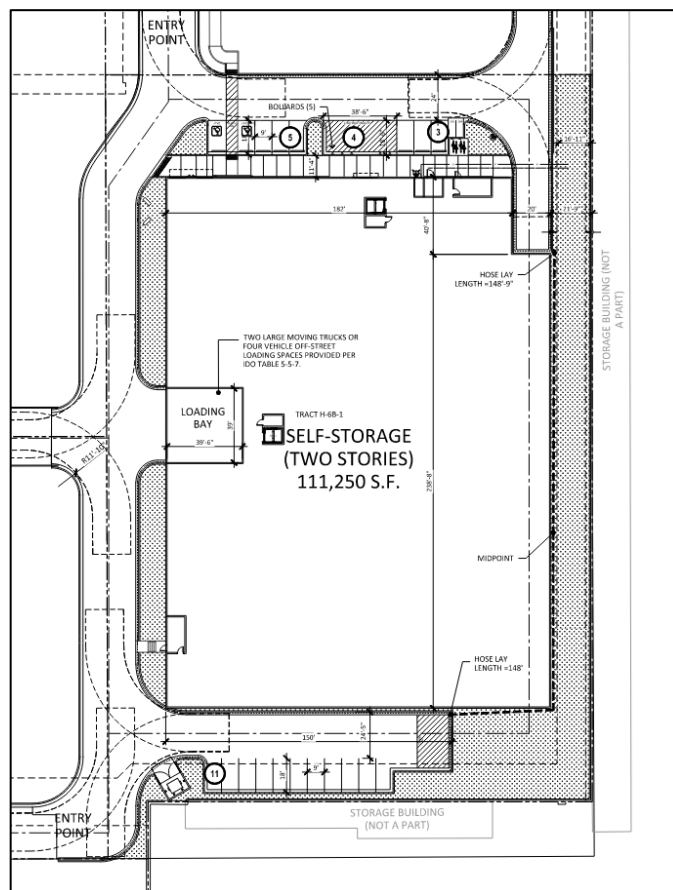
From: Charlene Johnson, AICP, Senior Planner and James K. Strozier, FAICP, Principal

Date: May 23, 2025 / Revised June 17, 2025

Re: Parking Analysis for Self-storage at 9616 Universe Boulevard NW

## INTRODUCTION

The purpose of this Parking Study is to provide a justification for a reduction in parking spaces through an alternative parking plan for a proposed 111,250 square self-storage facility. Per the Integrated Development Ordinance (IDO) the proposed site plan would require 40 parking spaces, 37 for self-storage and 3 spaces for office. The proposed site plan shows 23 on-site parking spaces, 11 spaces located on the north side of the building, including two ADA spaces, and 12 spaces on the south (see proposed conceptual site plan below). The following memo explains the reasons supporting a reduction of parking requirements per *IDO 5-5(C)(5)(f) Parking Study Reduction*.



STORAGE BUILDING PARCEL AREA:	97,966 S.F. (2.25 ACRES)
STORAGE BUILDING AREA (TWO STORIES):	111,250 S.F.
STORAGE BUILDING FOOTPRINT AREA:	55,625 S.F.
PARKING REQUIRED:	
OFFICE: 3.5 SPACE PER 800 S.F.	3 SPACES
SELF-STORAGE: 1 SPACE PER 3000 S.F.	37 SPACES
TOTAL PARKING REQUIRED	40 SPACES
PARKING PROVIDED:	23 SPACES
MOTORCYCLE PARKING REQUIRED:	2 SPACES
MOTORCYCLE PARKING PROVIDED:	2 SPACES
BICYCLE PARKING REQUIRED:	4 SPACES
BICYCLE PARKING PROVIDED:	4 SPACES
ADA ACCESSIBLE SPACES REQUIRED:	1 SPACES
ADA ACCESSIBLE SPACES PROVIDED:	2 SPACES
LANDSCAPING REQUIRED (15% OF PARCEL AREA):	14,694 SF
LANDSCAPING PROVIDED:	SF
TRACT H-6B-1 PARCEL AREA:	98,202 S.F. (2.2544 ACRES)

Proposed Site Plan and Parking Calculations

## PROJECT OVERVIEW

The site is located in a third-row retail pad within the Ventana Square development, near the northeast corner of Universe Boulevard and Paseo del Norte Boulevard. The subject property a single interior lot surrounded by commercial properties and will utilize a shared drive entry to the north. Each lot has its own parking area. The CC&Rs for the overall shopping center includes a perpetual easement that allows for ingress and egress for pedestrian and vehicular traffic and vehicular parking.

Circulation on the subject property will be focused on the western side, where a loading bay for two large trucks is located. The proposed self-storage facility is a two-story building totaling 111,250 square feet containing approximately 600 storage units and a reception office. Standard office and access hours are shown below:

### Office Hours:

- Monday – Friday: 9:30 AM to 6:00 PM
- Saturday: 9:00 AM to 5:30 PM
- Sunday: Closed

### Access Hours:

- Daily: 6:00 AM - 10:00 PM

Customers with leased units will have secured keypad access to the facility. The facility will employ 2 to 3 full-time staff, with 1 to 2 working the same shift.

## METHODOLOGY

This study reviews several alternative ways to assess the parking demand including trip generation, industry insights, ABQ Comprehensive Plan policies, existing facilities located in the city, and peer city reviews.

### IDO Parking Requirements

The City of Albuquerque Integrated Development Ordinance (IDO) provided prescriptive guidance and regulations for off-street parking and loading spaces.

**TABLE 1: IDO TABLE 5-5-1: MINIMUM OFF-STREET VEHICLE PARKING REQUIREMENTS**

Self-Storage	1 space /3,000 square feet GFA
Office	3.5 spaces / 1,000 square feet GFA
<b>Total Parking Required</b>	<b>40 Spaces</b>

**TABLE 2: IDO TABLE 5-5-7: OFF-STREET LOADING SPACE REQUIREMENTS**

Other Non-residential Uses	Minimum: 1 space / 50,000 square feet ground floor GFA or part thereof <b>Maximum: 2 spaces</b>
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### Parking Generation Assumptions

This Parking Study relies on the Institute of Transportation Engineers (ITE) 11<sup>th</sup> Edition to evaluate trip generation and assume parking spaces at peak hour (the highest traffic volume). ITE classifies Self-storage as “Mini-warehouse” ITE Land Use Code - 151. Mini warehouse has a .15 Average PM Peak Hour Trip Rate per 1,000 sf of Gross Leasable Area (GLA).

ITE “trips” refers to the entry and exit of per PM Peak Hour. To determine the required parking spaces per trip using ITE Trip Generation, this study uses the following methodology:

- PM Peak Hour Trip Rate x Unit in 1,000 sf of Gross Floor Area (GFA)
- Parking Demand = Peak Hour Trips / 2 (1/2 trip)

TABLE 3: PARKING DEMAND PER ITE 11 <sup>TH</sup> GENERATION EDITION	
Mini-warehouse Average Trips (per 1,000 sf GLA)	ITE Average PM Peak Hour Trip Rate - .15
PM Peak Hour Trips	.15 x 111.25 = 17 trips
Parking Demand	17 / 2 = 9 spaces
Parking Spaces Provided	23 spaces

Based on the above analysis, the self-storage facility proposed at 111,250 square feet, parking demand would be approximately 9 parking spaces at the PM Peak Hour.

### Industry Insight

Extra Space Storage, which owns and operates several storage facilities in the Albuquerque Metropolitan Area, has provided insight into the number frequency of customers and the number of parking spaces needed to safely manage traffic on the site.

#### New Leased Units per Day

- At maturity a large climate-controlled facility in Albuquerque will average 30-50 rentals per month (approximately 50 in the summer and 30 in the winter). One to two rentals per day are normal.
- During the “lease-up phase” a large facility in Albuquerque could do 80 to 120 rental units per month (2.6 to 4 per day). The most any facility in Albuquerque has ever done was 131 rental units in one month (4.2 per day).

#### Visitors per Day

- Existing customer visits start near zero with a new facility and slowly ramp up until maturity. At maturity, facilities average about 15-25 visitors (existing customers) per day in Albuquerque.
- Visits are spread throughout the day from about 7:00 am to 10:00 pm. Peak hour is around lunchtime.

#### Duration of Visits

- The length of a median visit is 21 minutes, and the average is 95 minutes. This includes customers coming and going as part of a major moving event (moving trucks, multiple drivers, etc.) which typically only occurs twice in a customer’s tenure.
- Moving trucks utilize the loading dock and loading spaces on site, not the regular parking spaces.

#### Busy Seasons and Days

- Saturday is the busiest day for visits with about 10% more traffic than average. Tuesdays are about 10% less.
- Summer is busier than winter. April through August is about 20% busier than November through March.

In summary, in the peak season on peak days, a large store in Albuquerque may occasionally reach a maximum of 15 customers on site at the same time during the busiest hour. The allowance of 23 parking spaces far exceeds the parking needs for this use.

### **ABC Comprehensive Plan**

The ABC Comprehensive Plan provides policy guidance that supports reduced parking minimums through the following policy:

*Urban Design Policy 7.4.2 - Parking Requirements: Establish off-street parking requirements based on development context.*

*a) Discourage oversized parking facilities.*

A reduction in parking will implement this policy by providing right-sized parking for a self-storage facility. As shown in the above analysis, self-storage generates minimal customer trips per day, requiring fewer parking spaces than required in the IDO.

### **Self-Storage Similar Facilities and Peer City Parking Requirements**

Self-storage applications were approved in Albuquerque with lower parking requirements as follows:

- **Ladera Crossing Self-storage:** 101,000 GSF. Parking required per IDO - 34 spaces. Parking provided - 14.
- **Ventura Self-storage:** 96,000 GSF. Parking required per IDO – 29. Parking provided – 15.

A review of nearby peer cities revealed that many zone codes provide lower requirements for self-storage.

- **Tucson, AZ:** The City of Tucson, Arizona Unified Development Code requires 1 parking space / 5,000 square feet GFA. There is no additional parking space required for office use. Under this requirement the proposed self-storage would require 22 parking spaces.
- **San Antonio, TX:** The City of San Antonio, Texas Unified Development Code requires 4 parking spaces plus two for manager's quarters and two large truck loading spaces.

### **CONCLUSION**

Based on the data above, the 23 parking spaces provided are more than adequate for the proposed self-storage project. A reduction in parking from 40 to 23 is supported through ITE trip generation data, industry data, ABC Comprehensive Plan policy, and an analysis of similar projects in Albuquerque and peer city parking standards.

Thank you for your consideration of this request.



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PARCEL NUMBERS: \_\_\_\_\_

EXISTING ZONING: -  
SITE AREA: 231,217 SF (5.31 ACRES)

PROPOSED USE: SELF-STORAGE

- 2-STORY BUILDING FOR SELF-STORAGE USES AS IS  
CONDITIONALLY ALLOWED IN THE MX-M ZONE (APPROVED BY  
THE ZHE, VA-2022-00127 AND VA-2022-00128). FACILITY  
SHALL COMPLY WITH USE SPECIFIC STANDARDS IDO SECTION  
4-3(D) (29).

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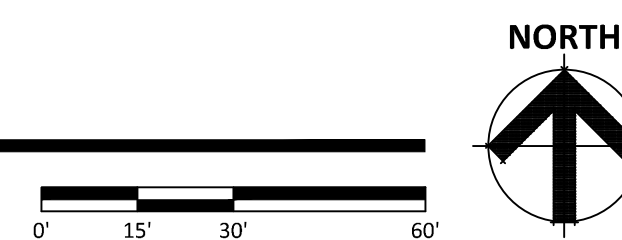
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**SCALE: 1" = 30'-0"**



NEC OF PASEO DEL NORTE BLVD AND UNIVERSE BLVD

ALBUQUERQUE, NM 87114

DATE: 05-2-2025 (PRELIMINARY) REVISED: 06-17-2025

SP-1  
OPTION 1

RKAA# 22116.00

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