

## MEMORANDUM

To: Dr. Phillip Rylands

From: Christopher W. Heggen, P.E.  
Kimley-Horn and Associates, Inc.

Date: August 7, 2024  
Revised September 20, 2024

**Subject: Society of the Four Arts – Parking Requirements Evaluation  
Palm Beach, FL  
Kimley-Horn #245350000**

Kimley-Horn and Associates, Inc. has prepared evaluations to review anticipated parking supply needs for potential changes to the Society of the Four Arts campus, located north of Royal Palm Way and west of Coconut Row in the Town of Palm Beach, Florida. **Figure 1** illustrates the campus boundary. The general location and configuration of existing parking is shown in **Figure 2**.

The parking requirements for the site were calculated using the requirements listed in the Town of Palm Beach Code of Ordinances. In this Code of Ordinances, the information for parking requirements can be found in Chapter 134- Zoning, Article IX- Off-Street Parking and Loading. **Table 1** below summarizes this information.

### Existing and Proposed Campus Uses

Multiple land uses are included on the Society of the Four Arts campus. These land uses include a theater, professional offices, a museum, and a library. **Table 1** below lists the existing and proposed land uses within the site and the related Town of Palm Beach parking requirements for each use.

**Table 1 – Use and Town Code Requirements**

Land Use	Spaces Required Per Unit
Theater	One per four permanent seats in the main auditorium
Professional Office	One per 250 square feet of gross leasable area (GLA)
Museum	One per 500 square feet
Library	One per 500 square feet

Information sourced from *Palm Beach Code of Ordinances, Chapter 134, Article IX.*

**Table 2** below identifies the existing land uses within the Society of the Four Arts site and the code requirements as stated in the Town of Palm Beach Code of Ordinances, Chapter 134, Article IX. This table also lists the existing intensity for each land use and the total overall parking needed for each individual land use and the entire site. Overall, a total of 268 parking spaces would be needed for the existing intensity.

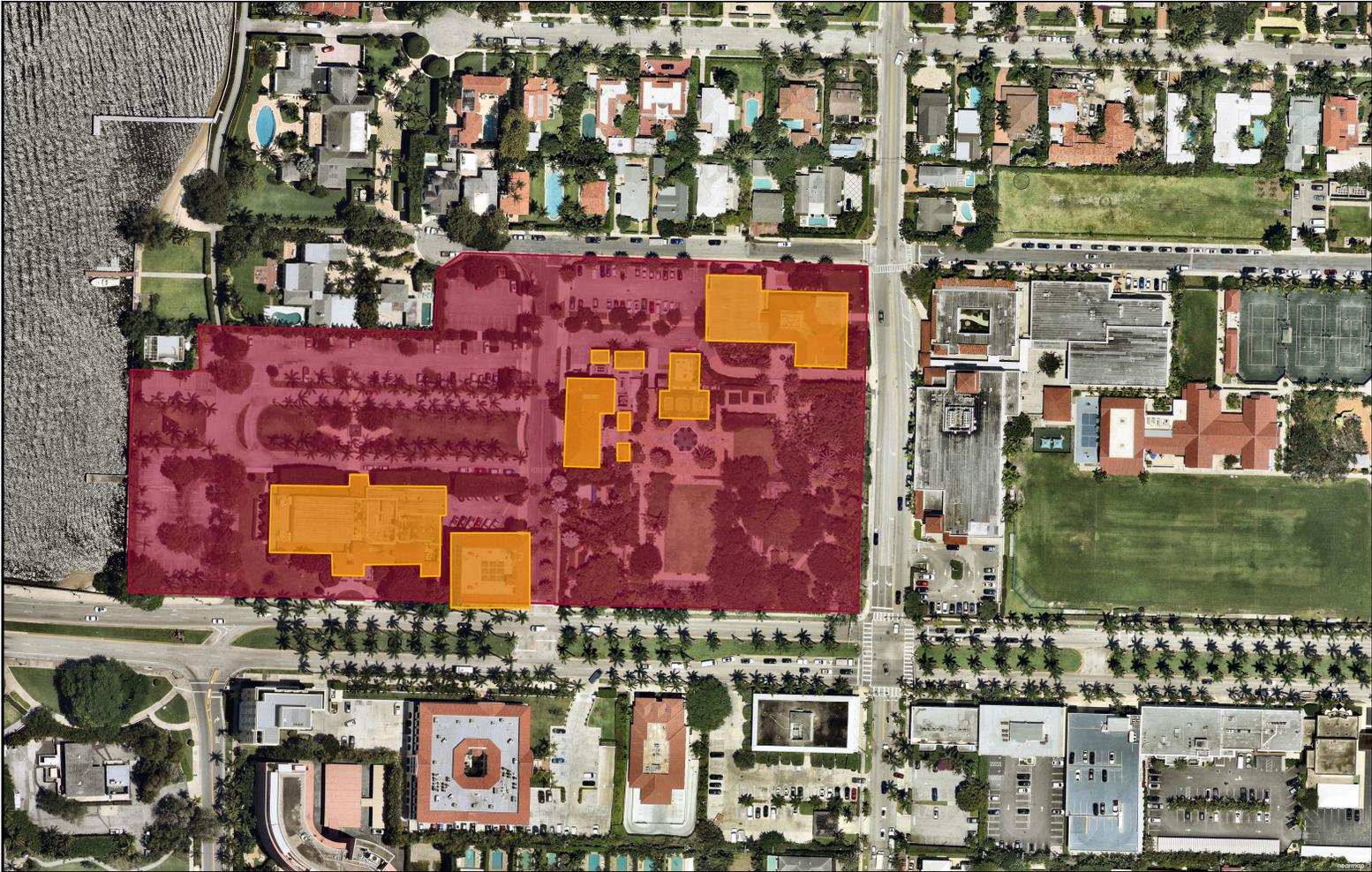
**Table 2 – Existing Parking**

Land Use	Code Requirements	Existing Intensity	Total Parking Spaces
Theater	1 per 4 seats	714 seats	179 parking spaces
Professional Office	4 per 1,000 SF	17,035 SF	68 parking spaces
Museum	2 per 1,000 SF	5,525 SF	11 parking spaces
Library	2 per 1,000 SF	4,812 SF	10 parking spaces
<b>Total</b>			<b>268 parking spaces</b>

**Table 3** below evaluates the proposed updated development program for the Society of the Four Arts site and the code requirements as stated in the Town of Palm Beach Code of Ordinances, Chapter 134, Article IX. Overall, with the new proposed development program for the campus, an overall total of 316 parking spaces would be needed for the site only based upon code requirements.

**Table 3 – Proposed Parking**

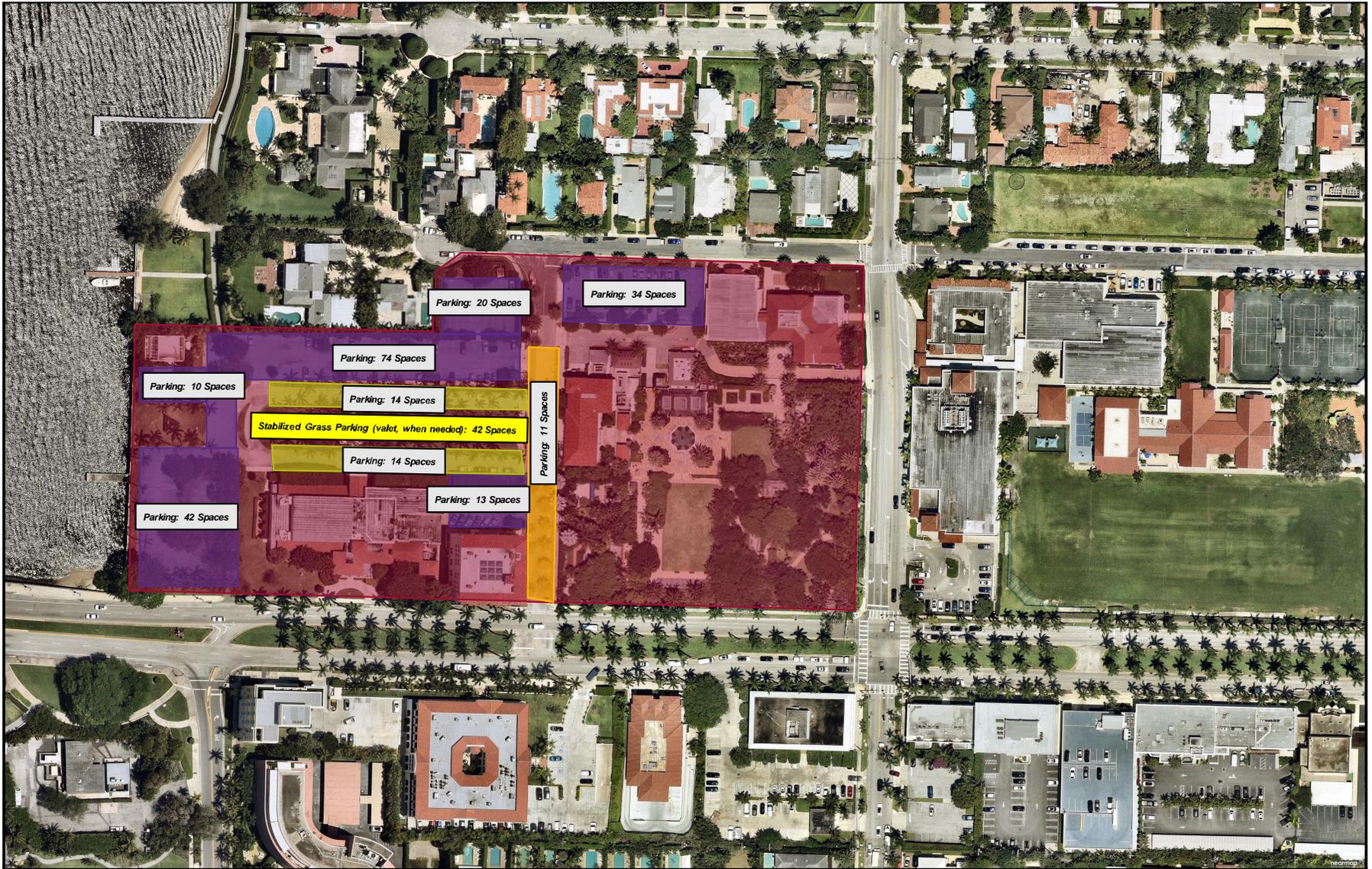
Land Use	Code Requirements	Proposed Intensity	Total Parking Spaces
Theater	1 per 4 seats	656 seats	164 parking spaces
Professional Office	4 per 1,000 SF	31,562 SF	126 parking spaces
Museum	2 per 1,000 SF	5,186 SF	10 parking spaces
Library	2 per 1,000 SF	7,800 SF	16 parking spaces
<b>Total</b>			<b>316 parking spaces</b>



**LEGEND**

- |   |                     |   |                          |
|---|---------------------|---|--------------------------|
|  | Site Location       |  | Proposed Crosswalks      |
|  | Existing Buildings  |  | Bridge Connection        |
|  | Existing Crosswalks |  | Crosswalks to be Removed |

**FIGURE 1**  
 Society For The Four Arts  
 KH #245350000  
 Existing Buildings



- Site Location
- Existing Surface Parking

**LEGEND**

- Existing Private On-Street Parking
- Existing Public On-Street Parking

**FIGURE 2**  
 Society For The Four Arts  
 KH #245350000  
 Existing Parking

**Variance from Town Code Parking Requirements**

The Society of the Four Arts campus is a unique site within the Town of Palm Beach that serves a function that is different from any other uses within the Town and, as such, does not directly match with the Town Code categories that have been applied in the initial determination of parking requirements. As such, the site will require a variance from Town Code standards. In support of that variance, the actual parking needs for the site have been calculated using an alternate methodology. In this case, the parking needs for the site were calculated using Town of Palm Beach Code parking requirements in combination with shared parking principles, recognizing that different use components within the campus experience their peak parking demands at different times of the day. Therefore, the evaluations that were undertaken included adjustments to reflect hourly variation in demand as well as differences in weekday and weekend parking demand needs. These adjustments were based upon data published by the Urban Land Institute (ULI) in *Shared Parking, Third Edition*. Following is a summary of the results of this evaluation.

**Table 4** provides a summary of the ULI-published data to determine the percent of total parking needs represented by visitor parking demand and by employee parking demand. These factors are published in Table 2-2 of ULI’s *Shared Parking, Third Edition*. This is used in subsequent calculations to determine the specific parking ratios needed for employees and for visitors.

**Table 4 – Percent of Parking Demand for Visitors vs. Employees, by Use**

Land Use	Component	Weekday		Weekend	
		Parking Ratio	Percentage	Parking Ratio	Percentage
Theater	Visitor	0.30 per seat	81%	0.33 per seat	83%
	Employee	0.07 per seat	19%	0.07 per seat	18%
	Total	0.37 per seat		0.40 per seat	
Professional Office	Visitor	0.30 per 1000 SF	8%	0.03 per 1000 SF	8%
	Employee	3.50 per 1000 SF	92%	0.35 per 1000 SF	92%
	Total	3.80 per 1000 SF		0.38 per 1000 SF	
Museum	Visitor	4.00 per 1000 SF	91%	4.50 per 1000 SF	90%
	Employee	0.40 per 1000 SF	9%	0.50 per 1000 SF	10%
	Total	4.40 per 1000 SF		5.00 per 1000 SF	
Library	Visitor	2.00 per 1000 SF	89%	1.90 per 1000 SF	49%
	Employee	0.25 per 1000 SF	11%	2.00 per 1000 SF	51%
	Total	2.25 per 1000 SF		3.90 per 1000 SF	

Note that there are two residential units on the campus; these are assumed to have dedicated parking and are not included in the analysis undertaken.

**Existing Campus Parking Needs**

Baseline parking needs calculations were then undertaken for the existing uses on campus for both weekday and weekend conditions. **Table 5** determines the parking requirements for visitors and employees for each use by applying the visitor/employee ratios identified in **Table 4** above to the parking ratios defined in Section 134-2176 of the Town's Code of Ordinances. Using the Town's Code and applying ULI adjustments in demand for weekday vs. weekend conditions, as shown in **Table 5**, a total of 247.7 parking spaces would be required on a weekday and 213.0 parking spaces would be required on a weekend if no consideration is made for time-of-day variations in parking needs.



**TABLE 5 - Baseline Parking Determination Based on the Parking for the Existing Land Uses  
Parking Ratios, Town of Palm Beach Code Of Ordinances**

Land Use	Intensity	Weekday				Weekend			
		Total Parking Ratio	Component	Parking Ratio <sup>3</sup>	Supply Required	Total Parking Ratio	Component	Parking Ratio <sup>3</sup>	Supply Required
Theater	714 seats	0.23 per seat <sup>1</sup>	Visitor Employee	0.19 per 1000 SF 0.04 per 1000 SF	135.7 spaces 28.6 spaces	0.25 per 1000 SF	Visitor Employee	0.21 per 1000 SF 0.05 per 1000 SF	149.9 spaces 35.7 spaces
Professional Office	17,035 SF	4.00 per 1000 SF	Visitor Employee	0.32 per 1000 SF 3.68 per 1000 SF	5.5 spaces <sup>5</sup> 62.7 spaces <sup>5</sup>	0.40 per 1000 SF <sup>2</sup>	Visitor Employee	0.03 per 1000 SF 0.37 per 1000 SF	0.5 spaces 6.3 spaces
Museum	5,525 SF	1.76 per 1000 SF	Visitor Employee	1.60 per 1000 SF 0.16 per 1000 SF	8.8 spaces 0.9 spaces	2.00 per 1000 SF	Visitor Employee	1.80 per 1000 SF 0.20 per 1000 SF	9.9 spaces 1.1 spaces
Library	4,812 SF	1.15 per 1000 SF	Visitor Employee	1.02 per 1000 SF 0.13 per 1000 SF	4.9 spaces 0.6 spaces	2.00 per 1000 SF <sup>3</sup>	Visitor Employee	0.98 per 1000 SF 1.02 per 1000 SF	4.7 spaces 4.9 spaces
<b>Total</b>					<b>247.7 spaces</b>				<b>213.0 spaces</b>

NOTES

- 1 adjusted based on weekday / weekend ratio of 0.925 based upon ULI-published data for parking ratios
- 2 adjusted based on weekend / weekday ratio of 0.1 based upon ULI-published data for parking ratios
- 3 adjusted based on weekday / weekend ratio of 0.88 based upon ULI-published data for parking ratios
- 4 adjusted based on weekday / weekend ratio of 0.58 based upon ULI-published data for parking ratios

## Future Campus Parking Needs

Future parking needs calculations were then undertaken for the existing uses on campus for both weekday and weekend conditions. **Table 6** determines the parking requirements for visitors and employees for each use by applying the visitor/employee ratios previously identified in **Table 4** to the parking ratios defined in Section 134-2176 of the Town's Code of Ordinances. An additional adjustment was made in the office parking to reflect that there are 26 desk spaces for employees (counted as employee parking requirements, assuming 1 space per employee) + 99 parking spaces for visitors (counting the seating capacity of 99 seats in the large conference rooms). Visitor parking demand for the office use (weekdays) was further adjusted to assume approximately no more than 40% use of the large conference rooms during daytime hours on a day in which the theater would be in full use and 100% in the early evening hours. Using the Town's Code and applying ULI adjustments in demand for weekday vs. weekend conditions, as shown in **Table 6**, a total of 293.9 parking spaces would be required on a weekday and 209.1 parking spaces would be required on a weekend if no consideration is made for time-of-day variations in parking needs.

**Tables 7 and 8** show the shared parking calculations based upon ULI time-of-day variations in parking demand for weekday and weekend conditions, respectively. As shown in **Table 7**, the overall weekday peak is projected to occur at 2:00 PM with a total calculated supply requirement of 232 spaces. As shown in **Table 8**, the overall weekend peak is projected to be 201 parking spaces at 2:00 PM.

Charts illustrating these variations in time-of-day demand for each individual use and on a cumulative basis are attached to this memorandum.



**TABLE 6 - Baseline Parking Determination Based on the Parking for the Proposed Land Uses  
Parking Ratios, Town of Palm Beach Code Of Ordinances**

Land Use	Intensity	Weekday				Weekend			
		Total Parking Ratio	Component	Parking Ratio <sup>3</sup>	Supply Required	Total Parking Ratio	Component	Parking Ratio <sup>3</sup>	Supply Required
Theater	656 seats	0.23 per seat <sup>1</sup>	Visitor Employee	0.19 per 1000 SF 0.04 per 1000 SF	124.6 spaces 26.2 spaces	0.25 per 1000 SF	Visitor Employee	0.21 per 1000 SF 0.05 per 1000 SF	137.8 spaces 32.8 spaces
Professional Office	31,562 SF	4.00 per 1000 SF	Visitor Employee	0.32 per 1000 SF 3.68 per 1000 SF	99.0 spaces <sup>4</sup> 26.0 spaces <sup>4</sup>	0.40 per 1000 SF <sup>2</sup>	Visitor Employee	0.03 per 1000 SF 0.37 per 1000 SF	0.9 spaces 11.7 spaces
Museum	5,186 SF	1.76 per 1000 SF	Visitor Employee	1.60 per 1000 SF 0.16 per 1000 SF	8.3 spaces 0.8 spaces	2.00 per 1000 SF	Visitor Employee	1.80 per 1000 SF 0.20 per 1000 SF	9.3 spaces 1.0 spaces
Library	7,800 SF	1.15 per 1000 SF	Visitor Employee	1.02 per 1000 SF 0.13 per 1000 SF	8.0 spaces 1.0 spaces	2.00 per 1000 SF <sup>3</sup>	Visitor Employee	0.98 per 1000 SF 1.02 per 1000 SF	7.6 spaces 8.0 spaces
<b>Total</b>					<b>293.9 spaces</b>				<b>209.1 spaces</b>

NOTES

- 1 adjusted based on weekday / weekend ratio of 0.925 based upon ULI-published data for parking ratios
- 2 adjusted based on weekend / weekday ratio of 0.1 based upon ULI-published data for parking ratios
- 3 adjusted based on weekday / weekend ratio of 0.88 based upon ULI-published data for parking ratios
- 4 adjusted to account for 26 employee offices/desks (employees @ 1 space / employee) + 99 seats total in large conference rooms

**TABLE 7  
WEEKDAY ADJUSTED PARKING REQUIREMENTS - ULI SHARED PARKING (Proposed)**

Land Use	Quantity*	Unit	User	Unadjusted Parking Spaces	8 a.m.	9 a.m.	10 a.m.	11 a.m.	Noon	1 p.m.	2 p.m.	3 p.m.	4 p.m.	5 p.m.	6 p.m.	7 p.m.	8 p.m.	9 p.m.	10 p.m.	11 p.m.
Theater	656	seats	Visitor	124.6	0%	1%	15%	25%	50%	75%	100%	100%	25%	1%	0%	0%	0%	0%	0%	0%
			Employee	26.2	10%	20%	50%	90%	100%	100%	100%	100%	75%	50%	25%	10%	0%	0%	0%	0%
Professional Office	31,562	SF	Visitor	99.0	20%	40%	40%	40%	40%	40%	40%	40%	40%	100%	100%	100%	50%	0%	0%	0%
			Employee	26.0	50%	90%	100%	100%	85%	85%	95%	95%	85%	60%	25%	15%	5%	3%	1%	0%
Museum	5,186	SF	Visitor	8.3	0%	0%	45%	65%	85%	95%	100%	95%	90%	85%	60%	30%	10%	0%	0%	0%
			Employee	0.8	5%	25%	75%	100%	100%	100%	100%	100%	100%	80%	75%	10%	5%	0%	0%	5%
Library	7,800	SF	Visitor	8.0	0%	100%	100%	98%	98%	78%	72%	65%	70%	79%	60%	50%	40%	0%	0%	0%
			Employee	1.0	50%	100%	100%	100%	100%	100%	100%	100%	100%	90%	75%	50%	20%	10%	0%	0%
<b>Total</b>				<b>294</b>	<b>37</b>	<b>78</b>	<b>112</b>	<b>136</b>	<b>167</b>	<b>197</b>	<b>232</b>	<b>231</b>	<b>128</b>	<b>144</b>	<b>125</b>	<b>113</b>	<b>55</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>Maximum Required</b>				<b>232</b>																

Note: Town of Palm Beach parking ratios have been subdivided into Visitor/Employee demand by applying ratios published by ULI for comparable land uses in *Shared Parking, Third Edition*.

Note: time-of day demand ratios for office (visitors) and theater (visitors and employees) have been adjusted based upon site-specific assumptions. These adjustments are highlighted in yellow.

**TABLE 8  
WEEKEND ADJUSTED PARKING REQUIREMENTS - ULI SHARED PARKING (Proposed)**

Land Use	Quantity*	Unit	User	Unadjusted Parking Spaces	8 a.m.	9 a.m.	10 a.m.	11 a.m.	Noon	1 p.m.	2 p.m.	3 p.m.	4 p.m.	5 p.m.	6 p.m.	7 p.m.	8 p.m.	9 p.m.	10 p.m.	11 p.m.
Theater	656	seats	Visitor	137.8	0%	1%	1%	25%	50%	75%	100%	100%	50%	1%	1%	0%	0%	0%	0%	0%
			Employee	32.8	10%	20%	20%	20%	30%	100%	100%	100%	75%	50%	25%	10%	0%	0%	0%	0%
Professional Office	31,562	SF	Visitor	0.9	60%	80%	90%	100%	90%	80%	60%	40%	20%	10%	5%	0%	0%	0%	0%	0%
			Employee	11.7	60%	80%	90%	100%	90%	80%	60%	40%	20%	10%	5%	0%	0%	0%	0%	0%
Museum	5,186	SF	Visitor	9.3	0%	0%	45%	65%	85%	95%	100%	95%	90%	85%	60%	30%	10%	0%	0%	0%
			Employee	1.0	5%	25%	75%	100%	100%	100%	100%	100%	100%	80%	75%	10%	5%	0%	0%	5%
Library	7,800	SF	Visitor	7.6	0%	0%	100%	90%	80%	65%	50%	35%	11%	5%	0%	0%	0%	0%	0%	0%
			Employee	8.0	10%	50%	100%	100%	100%	100%	100%	100%	50%	10%	10%	10%	10%	0%	0%	0%
<b>Total</b>				<b>209</b>	<b>12</b>	<b>22</b>	<b>41</b>	<b>76</b>	<b>114</b>	<b>169</b>	<b>201</b>	<b>193</b>	<b>107</b>	<b>28</b>	<b>18</b>	<b>7</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Maximum Required</b>				<b>201</b>																

Note: Town of Palm Beach parking ratios have been subdivided into Visitor/Employee demand by applying ratios published by ULI for comparable land uses in *Shared Parking, Third Edition*.

Note: time-of day demand ratios for theater (visitors) have been adjusted based upon site-specific assumptions. These adjustments are highlighted in yellow.



## Summary

As shown in the site plans, the total parking supply provided is 233 spaces when event valet parking (on grass) is utilized:

- 150 spaces – west campus
- 41 parking spaces – east campus
- 42 parking spaces – stabilized surface grass parking

Accounting for variations in time-of-day demand for uses on site, the peak parking needs for the campus are anticipated to be approximately 232 spaces during the weekday peak period in which the theater is in use. Therefore, the parking needs for the site are anticipated to be met.

Please contact me via phone at (561) 840-0248 or via e-mail at [chris.heggen@kimley-horn.com](mailto:chris.heggen@kimley-horn.com) if you have any questions regarding this evaluation.

## Attachments

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