

**MONTGOMERY COUNTY PARKS  
AND PLANNING DEPARTMENTS  
WHEATON HEADQUARTERS  
PARKING STUDY  
MONTGOMERY COUNTY, MARYLAND**

Prepared for:  
Maryland-National Capital Park and Planning Commission  
Montgomery County Parks and Planning Departments

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## **INTRODUCTION**

This report presents the results of a parking study of the planned Maryland-National Capital Park and Planning Commission's (M-NCPPC) new headquarters in Wheaton, Maryland. The subject site is in the Wheaton Central Business District (CBD) in Montgomery County, Maryland, adjacent to the Wheaton Metro Station.

The M-NCPPC has indicated a need for a total of 132,000 gross square feet (GSF) of space for approximately 359 employees and a 150-200 seat public hearing room. The Wheaton headquarters will be housing approximately 55 fleet vehicles for employee use. An inventory of M-NCPPC fleet vehicles can be found in Appendix A. These vehicles can be stored at nearby public garages. Information regarding the garage capacities for Wheaton is in Appendix B.

### **Background**

The headquarters that was contemplated in downtown Silver Spring in 2007 was a 140,000 square foot building for 424 employees, which included a 125-seat public hearing room. The 2007 study was based not only on employee surveys, but also interviews with management staff and the TDM coordinators at both Planning and Parks Departments. The capacity of the public garage adjacent to Silver Place was evaluated to determine if it can be used as the parking garage for the Silver Spring site. The parking demand study was conducted for 2011, as well as projecting the expanded number of employees in 2025, and the resulting recommendations were as follows:

- i. Based on prevailing MRO parking ratio, 259 and 275 parking spaces were needed for 2011 and 2025, respectively
- ii. To meet the Silver Spring TMD goal of 50% non-drivers mode split (employees), 195 and 206 parking spaces were recommended in 2011 and 2025, respectively

One of M-NCPPC's primary stated goals for the new headquarters in Wheaton is a green building and exemplary sustainable design. M-NCPPC wishes to provide adequate, but not excessive, parking for employees and visitors. Accordingly, M-NCPPC wishes to take a fresh look at the parking needs for employees at the new location that is near the Wheaton Metro Station. The demand for visitor parking and the number of fleet vehicle spaces are not included in this study.

## Survey

A survey of employees at the following five M-NCPPC office locations that are planning to move to Wheaton was conducted between January 30, 2013 and February 15, 2013:

Montgomery Regional Office (MRO)	150 employees
Parkside	99 employees
Hillandale	19 employees
Shady Grove	6 employees
Saddlebrook	<u>16 employees</u>
	290 employees

Based on the survey results, future parking demand was determined. The result is based on two measures: (1) predicted characteristics at the future Wheaton office location and (2) any Transportation Demand Management (TDM) measures that could affect the parking demand.

## Purpose

The purpose of this study is to identify employee parking characteristics, investigate incentives that could reduce parking demand, and identify M-NCPPC's parking needs at the new Wheaton Headquarters.

## Scope

The scope of the parking study was determined in consultation with M-NCPPC staff. Previous documents for the Silver Spring parking study and new data that was collected through an on-line survey of employees were used to evaluate the parking needs for the Wheaton headquarters.

Specific tasks completed in this study included:

1. Reviewed M-NCPPC's 2007 headquarters parking projections and other background materials.
2. Conducted a transportation survey of M-NCPPC employees.

3. Estimated current M-NCPPC employee parking demands based upon the employee transportation survey findings.
4. Reviewed available data from M-NCPPC pertaining to sites that are planned to consolidate in the Wheaton office and to evaluate future parking demand based on predicted travel and parking characteristics of these locations.
5. Identified alternative TDM measures to encourage M-NCPPC employees and visitors to travel by modes other than single-occupant private automobile.
6. Determined M-NCPPC parking needs as the percentage of employees driving alone or driving a carpool and the total number of predicted employee's presence at the new headquarters in Wheaton. An additional 15 spaces will be available on site for the handicapped and volunteers that was not included in the total future employee parking demand.

### **Summary of Conclusions**

The results of the survey of employees has revealed that most employees drive alone, and their main reasons for driving alone are that they need their car before or after work and that they do not desire to depend on others for their commute. The non-driver mode share, which includes all employees who are passengers of an automobile or use transit, walk, or bike to work, are only 20 percent during the peak period.

Based on the percentage of non-driver mode share and employee presence on a typical work day, approximately 245 employee parking spaces are needed. This figure includes parking spaces for the commissioners. It's the Commission staff's desire to provide some on-site parking spaces to address the need for reserved spaces for the commissioners, the handicapped, volunteers, and bicycles at the new headquarters.

The survey also reveals that implementation of TDM measures could result in a reduction of the employee parking demand as more employees could shift from driving alone to using other modes of transportation such as transit.

These conclusions are discussed in detail later in this report.

## **EXISTING PARKING CONDITIONS**

### **Overview**

This section evaluates existing parking conditions at M-NCPPC offices. A survey of M-NCPPC employees was used to evaluate existing parking demands.

A summary of the existing parking use by employees reveals the following attributes:

- M-NCPPC has no formal employee Transportation Demand Management (TDM) Plan at this time.
- M-NCPPC employees receive free permits to park in the surface parking lots at all locations.
- Employees are reimbursed for use of their personal vehicles for Commission business.
- The Commission has always provided free parking for employees. However, free parking is not a stated benefit.
- Planning Board members and senior Planning staff members have reserved parking spaces at MRO.
- The Chairman uses a reserved parking space every day. The other four (4) Commissioners do not use their spaces every day because they are not full time employees of the Commission.
- Employees from other offices can park in employee spaces for public meetings.
- TDM measures can affect the need for parking.
- There are a few designated preferred parking spaces for carpoolers at MRO.

### **Current Work Place**

A total of 290 M-NCPPC employees working at the following locations were surveyed between January 30, 2013 and February 15, 2013 to determine their current travel characteristics:

- Montgomery Regional Office (MRO), 150 employees.
- Hillandale, 19 employees.
- Parkside, 99 employees.
- Saddlebrook, 16 employees.
- Shady Grove, 6 employees.

All of the employees at MRO, Hillandale, and Parkside will be consolidated to the new headquarters in Wheaton in addition to some of the employees from Saddlebrook and Shady Grove.

## **Employee Characteristics**

The characteristics of an employee's work trips at each work location were obtained through an on-line survey. The survey form included 14 questions (Appendix C), and the results are presented in Appendix D.

As shown in Table 1, 194 of the 290 employees, or 67 percent, responded to the survey. This level of response indicates a high level of confidence in the result of data for future planning of the parking facility at the new headquarters. Below is a discussion of the key points from the survey.

A modest number of employees carpool to work: 12 of the 193 employees that responded to this question, or six (6) percent, carpool to work. The main reason for not sharing a ride is that people need their vehicle before or after work.

Employees do not take public transit because they need their car before or after work and/or because public transit takes too much time.

Table 2 indicates that, on average, 76 percent of all survey respondents currently drive to work alone. The percentage of employees that drive alone remained consistent from the previous year. Table 3 indicates that 75 percent of all survey respondents intend to drive to the Wheaton office alone, which remains consistent with the current findings.

Employees indicated that fleet vehicles are always available or are available most of the time. Approximately 12 percent of the survey respondents use fleet vehicles every day or nearly every day; approximately 14 percent use fleet vehicles two or more times a week. Employees seldom use their personal vehicle for M-NCPPC business. Approximately 28 percent of the employees surveyed use their personal vehicle at least once every two weeks.



Table 1  
Employees Surveyed by Office Location

Office Location	Number of Surveyed Employees	Number of Respondents	Response Rate
MRO	150	100	67%
Hillandale	19	11	58%
Parkside	99	76	77%
Saddlebrooke	16	3	19%
Shady Grove	6	4	67%
Total Respondents	290	194	67%

Table 2  
Existing Mode Split

Mode	Monday	Tuesday	Wednesday	Thursday	Friday	Weekday Average
Drove alone	78%	74%	78%	75%	77%	76%
Carpool/Vanpool Driver	3%	4%	4%	4%	4%	4%
Carpool/Vanpool Rider	3%	3%	2%	3%	2%	3%
Bus	2%	4%	3%	3%	2%	3%
Rail	10%	10%	10%	11%	9%	10%
Bicycle	1%	2%	0%	2%	1%	1%
Walk	1%	2%	2%	2%	2%	2%
Other	2%	2%	1%	1%	2%	1%
Total	100%	100%	100%	100%	100%	100%

Table 3  
Predicted Mode Split

Mode	Weekday
Drive alone	75%
Carpool/Vanpool	3%
Bus	5%
Rail	15%
Bicycle/Walk	2%
Total	100%

## **FUTURE PARKING DEMAND**

This section evaluates the future parking demand for the Wheaton headquarters. The parking demand for the total of 359 employees who are expected to be housed in the Wheaton headquarters in the future was determined by using the presence factor of the existing travel characteristics at all sites multiplied by the driver mode split predicted by the result of the survey question.

The future parking demands at the Wheaton office is a function of total number of employees multiplied by the auto driver mode split, and an average presence factor of the weekdays excluding Friday. Fridays were excluded from calculating the presence factor because data from Fridays show lower employee presence at work. Therefore, an average of all weekdays including Fridays would distort the data to predict an inaccurate parking demand. The formula is shown as:

(Number of employees X auto driver mode split X presence factor = employee parking demand).

The presence factor accounts for typical daily employee absenteeism due to vacation, sick leave, or other reasons. The auto driver mode split and the presence factor were derived from the surveys.

As shown in Table 4, the parking demand at the Wheaton headquarters using current travel characteristics is 0.71 parking spaces per employee. Predicted future parking demand is estimated to be 0.68 parking spaces per employee. The auto driver mode share for the predicted conditions was estimated to be 76.5 percent based on the following results from Table 3:

- 75 percent of employee survey respondents selected “drive alone” as their future mode of transportation to the Wheaton office.
- Of the 3 percent of employee survey respondents that selected “carpool/vanpool,” it is estimated that half (1.5 percent) will be the driver of the carpool or vanpool since the majority of existing carpools currently contain 2 people.

This ratio is slightly higher than the previous survey completed in 2007 (0.64 in 2007 to 0.68 in 2013), but is lower than the parking ratio calculated using the current employee travel characteristics (0.71 current to 0.68 predicted future).

Table 4  
 Parking Demand for Wheaton Headquarters

Wheaton Headquarters	Future Number of Employees (A)	Average Auto Driver Mode Split (Mon-Thurs) (B)	Average Presence Factor (Mon-Thurs) (C)	Existing Employee Parking Demand (D) (AxBxC)	Parking Ratio (Spaces/Employee) (E) (D/A)
Existing Travel Characteristics	359	80%	0.89	256	0.71
Predicted Wheaton Characteristics	359	76.5%	0.89	245	0.68

The new headquarters would require 0.68 parking spaces per employee, or 245 parking spaces for 359 employees including parking spaces for the commissioners. The implementation of certain TDM measures may reduce the parking ratio. The M-NCPPC staff has indicated that some on-site parking spaces should be provided to address the need for reserved spaces for the commissioners, the handicapped, volunteers, and bicycles.

The Commission should consider how many parking spaces, under what condition, and at what location, must be provided for fleet vehicles and visitors. There should be a separation between short term and long term visitor's parking at the new headquarters. The Commission receives many visitors who are there for obtaining permits or dropping off plans who need a short term and convenient location to park while those visitors who are attending meetings need long term parking. This is a subject that requires further consideration to determine ultimate parking demand and locations.

### **Transportation Demand Management Strategies**

The adopted Wheaton Central Business District (CBD) Sector Plan recommends establishment of a Transportation Management District (TMD) at this location with a goal of 30 percent Non-Auto Driver Mode Share (NADMS) for employees working in the area. The new Commission headquarters in Wheaton should strive to meet that goal. The goal is achievable since the survey result indicates that the future NADMS for commission employees are already about 23.5 percent. In order to reach a 30 percent NADMS and reduce the demand for employee parking at Wheaton, certain TDM strategies should be implemented to encourage use of alternate modes of transportation. Of those surveyed, 137 employees selected "drive alone" as their current mode of transportation. These 137 employees were asked about TDM strategies that would change their travel behavior. Based on the result of the survey, the following strategies seem to be the most effective in changing employees' commuting characteristics:

- More flexible hours (Flextime): 35 of 110 employees (32%) indicated that more flexible hours would change their commuting decision.
- Monthly subsidy for transit: 32 of 117 employees (27%) indicated that a monthly transit subsidy would change their commuting decision.
- More frequent public transit service or more convenient stops: 25 of 110 employees (23%) indicated that more frequent public transit would change their commuting decision.

- Employees having to pay their own parking fees at a public parking facility: 24 of 112 employees (21%) indicated that having to pay their own parking fees would change their commuting decision.

Overall, the above strategies are likely to affect the employees' travel behavior, and consequently, their parking demand. However, the change in travel behavior cannot be quantified in absolute terms from the survey results.

Other strategies that are effective include:

- Providing an opportunity, upon request, for a car sharing service to have access to conveniently located parking space available to rent at market rate.
- Provide bus stop improvements for Georgia Avenue and other surrounding streets such as weather cover and seating for passengers.
- Establish monthly parking fees for single occupant vehicles.
- Provide carpools with a parking subsidy equal to one-half the single-occupant vehicle monthly parking rate.
- Provide a complimentary SmarTrip card to employees.

These strategies encourage employees to use alternate modes of transportation other than the private automobile, helping reduce the auto driver mode split. The effect of the TDM strategies should be measured yearly. Adjustments to the strategies can be made, if necessary, to improve the non-auto driver mode split in Wheaton.

## **Recommendations**

The following recommendations are offered to help optimize the supply of parking at the new headquarters:

- Up to three (3) spaces should be reserved for employees who attend meetings but do not regularly work at the new headquarters.
- To discourage parking, employees should get a \$120 monthly transit subsidy (maximum allowed without being considered taxable income) in lieu of a parking permit.
- People using transit or those that do not drive to work should be given the priority of using fleet vehicles.
- Carpool use has increased over time. Encourage carpool use by reserving spaces for carpoolers at the most convenient locations to the building entrances. Include coworkers and other Wheaton CBD employees in a shared database of

- potential carpoolers to provide more choices for carpooling. Provide matching service for potential carpoolers area-wide.
- Visitor parking should be designated in the nearby public parking garages to accommodate users of the proposed 150-200 seat auditorium.
  - Information counter visitors should be provided with a maximum of three (3) designated paid short term parking (meter parking) near the building entrance.
  - There are an estimated 55 fleet vehicles moving to Wheaton, and they should be parked in the nearest public parking garage to the headquarters but at less convenient locations.
  - Reservations must be required for staff use of fleet vehicles to manage the fleet more efficiently.
  - Fleet vehicles should be used for Guaranteed Ride Home vehicle and/or for car sharing.

## **CONCLUSIONS**

*The conclusions of this parking study are as follows:*

- 1. All employees at MRO, Parkside, and Hillandale will be consolidated at Wheaton Headquarters. In addition, some employees from Saddlebrook and Shady Grove will also be consolidated at the Wheaton Headquarters.*
- 2. Most employees do not take public transit because they need their car before or after work and/or because they do not like to depend on others for a ride.*
- 3. The MRO, Parkside, Hillandale, Saddlebrook, and Shady Grove employees have an average weekday non-driver mode share of 20 percent during peak periods based on the survey results.*
- 4. The number of parking spaces for 359 employees, which includes Planning Board members, was calculated based on predicted parking ratios for the Wheaton office and existing weekly presence characteristics. Prevailing parking ratio at Wheaton location will be 245 employee parking spaces.*
- 5. The project should consider some on-site parking spaces to address the need for reserved spaces for the commissioners, the handicapped, volunteers, and bicycles.*
- 6. The implementation of TDM measures such as more flexible hours or a monthly subsidy for transit could affect employees travel behavior, based on survey results.*
- 7. The need for parking spaces for fleet vehicles and visitors should be reviewed by the Planning Board in light of (1) efficiencies that will be realized by consolidating employees from five facilities at one location, (2) the availability of public parking in garages adjacent to the Wheaton site, and (3) the possible implementation of transportation management tools to reduce demand.*





## **Appendix A**

### **M-NCPPC Fleet Vehicle Inventory**



## M-NCPPC New Regional Headquarters - Fleet Vehicles Inventory

Divisions	Number	Description
<b>Commissioners' Office</b>	<b>1</b>	1. Ford Taurus #20
<b>Planning Department</b>		
Pool Vehicles	7	1. Chevy Malibu #37 2. Chevy Malibu #38 3. Chevy Malibu #71 4. Honda Hybrid #85 5. Honda Hybrid #89 6. Honda Hybrid #103 7. Chevy Van #283
Director's Office	1	1. Ford Taurus (UM)
Development Applications and Regulatory Coordination	4	1. Ford Explorer #56 (forest conservation inspector) 2. Ford Explorer #107 (forest conservation inspector) 3. Ford Escape Hybrid #96 (forest conservation/site plan inspector) 4. Ford Escape Hybrid #56 (forest conservation/site plan inspector)
Functional Planning and Policy	1	1. Chevy Malibu #26 (Historic Preservation)
<b>Total for Planning</b>	<b>13</b>	
<b>Department of Parks</b>		
Pool Vehicles @ Parkside	11	1. Chevy Blazer 2000 #46 2. Ford Wagon 2002 #57 3. Toyota Prius 2003 #64 4. Chevy Tracker 2003 #75 5. Honda Civic 2005 #86 6. Honda Civic 2004 #87 7. Honda Civic 2005 #88 8. Honda Civic 2008 #105 9. Ford Escape 2009 #110 10. Ford Escape 2009 #111 11. Chevy Astro (Van) 2000 #270
Director's Office	2	1. Ford Escape Hybrid 2008 #102 (Director) 2. Ford Escape Hybrid 2006 #91 (Courier)
Enterprise	5	1. Ford Hybrid Escape SUV #98 (Chief) 2. Chevy Impala 2003 #76 3. Chevy Malibu 2003 #79 4. Chevy Van 2001 #238 5. Ford Escape 2009 #112
Facility Management	1	1. Chevy Blazer, #84 (Property Management)
Public Affairs and Community Partnerships	1	1. Chevrolet K1500 (Truck) 2006 #396 (Volunteer Services)

Park Development	8	<ol style="list-style-type: none"> <li>1. Chevrolet Suburban # 381 (Survey)</li> <li>2. Chevrolet Blazer #83 (Survey-utility)</li> <li>3. Chevrolet Blazer 2003 #72 (Construction Manager)</li> <li>4. Chevrolet Blazer 2002 #59 (Construction Manager)</li> <li>5. Chevrolet Blazer #74 (Construction Manager)</li> <li>6. Ford Escape Hybrid 2006 #93 (Inspector)</li> <li>7. Ford Escape Hybrid 2009 #109 (Inspector)</li> <li>8. Ford Escape Hybrid 2010 #202 (Inspector)</li> </ol>
Park Planning and Stewardship	1	<ol style="list-style-type: none"> <li>1. Chevrolet K1500 (pickup truck) 2001 #300</li> </ol>
Park Police	12	<ol style="list-style-type: none"> <li>1. Chevy Tahoe 2011 #830 UM (Chief)</li> <li>2. Chevy Tahoe 2011 #832 UM (Assistant Chief)</li> <li>3. Chevy Caprice 2011 #834 UM (Lt. Bridgeman)</li> <li>4. Chevy Caprice 2011 #835 UM (Lt. Louketis)</li> <li>5. Ford Crown Victoria 2003 #721 UM (A/Lt. Kellogg)</li> <li>6. Ford Crown Victoria 2006 #771 UM (Sgt. Richards)</li> <li>7. Ford Crown Victoria 2003 #720 M (Ofc. Giang)</li> <li>8. Chevy Impala 2004 #731 M (Ofc. Pirtle)</li> <li>9. Chevy Impala 2004 #741 M (Ofc. Brew)</li> </ol> <p>Spares Vehicles:</p> <ol style="list-style-type: none"> <li>1. Chevy Impala 2001 #999 UM</li> <li>2. Chevy Tahoe 1999 #747 UM</li> <li>3. Ford Crown Victoria 2007 #779 UM</li> </ol>
<b>Total for Parks</b>	<b>41</b>	
<b>Grand Total</b>	<b>55</b>	
UM- unmarked vehicle M- marked vehicle		

## **Appendix B**

### **Wheaton Garage Capacity**



**Wheaton Vacancy Counts  
(FY12)**

Date	Short-Term				Long-Term				Totals						
	Capacity	Chained Off	Number Vacant	Number Occupied	Percent Occupied	Capacity	Chained Off	Number Vacant	Number Occupied	Percent Occupied	Capacity	Chained Off	Number Vacant	Number Occupied	Percent Occupied
<b>Garage 45</b>															
Jul-11	0	0	0	0	0%	615	118	161	336	55%	615	118	161	336	55%
Aug-11	0	0	0	0	0%	615	118	228	269	44%	615	118	228	269	44%
Sep-11	0	0	0	0	0%	615	118	156	341	55%	615	118	156	341	55%
Oct-11	0	0	0	0	0%	615	118	209	288	47%	615	118	209	288	47%
Nov-11	0	0	0	0	0%	615	118	157	340	55%	615	118	157	340	55%
Dec-11	0	0	0	0	0%	615	118	140	357	58%	615	118	140	357	58%
Jan-12	0	0	0	0	0%	615	118	147	350	57%	615	118	147	350	57%
Feb-12	0	0	0	0	0%	615	118	153	344	56%	615	118	153	344	56%
Mar-12	0	0	0	0	0%	615	118	156	341	55%	615	118	156	341	55%
Apr-12	0	0	0	0	0%	615	118	165	332	54%	615	118	165	332	54%
May-12	0	0	0	0	0%	615	118	190	307	50%	615	118	190	307	50%
Jun-12	0	0	0	0	0%	615	118	163	334	54%	615	118	163	334	54%
<b>Lot 13</b>															
Jul-11	116		49	67	58%	35		10	25	71%	151	0	59	92	61%
Aug-11	116		69	47	41%	35		9	26	74%	151	0	78	73	48%
Sep-11	116		61	55	47%	35		6	29	83%	151	0	67	84	56%
Oct-11	116		54	62	53%	35		3	32	91%	151	0	57	94	62%
Nov-11	116		49	67	58%	35		3	32	91%	151	0	52	99	66%
Dec-11	116		51	65	56%	35		8	27	77%	151	0	59	92	61%
Jan-12	116		49	67	58%	35		4	31	89%	151	0	53	98	65%
Feb-12	116		31	85	73%	35		1	34	97%	151	0	32	119	79%
Mar-12	116		38	78	67%	35		3	32	91%	151	0	41	110	73%
Apr-12	116		46	70	60%	35		7	28	80%	151	0	53	98	65%
May-12	116		44	72	62%	35		2	33	94%	151	0	46	105	70%
Jun-12	116		66	50	43%	35		7	28	80%	151	0	73	78	52%
<b>Lot 14</b>															
Jul-11	39		20	19	49%	62		28	34	55%	101	0	48	53	52%
Aug-11	39		20	19	49%	62		23	39	63%	101	0	43	58	57%
Sep-11	39		31	8	21%	62		27	58	56%	101	0	58	43	43%
Oct-11	39		25	14	36%	62		23	39	63%	101	0	48	53	52%
Nov-11	39		13	26	67%	62		11	51	82%	101	0	24	77	76%
Dec-11	39		30	9	23%	62		25	37	60%	101	0	55	46	46%
Jan-12	39		16	23	59%	62		12	50	81%	101	0	28	73	72%
Feb-12	39		25	14	36%	62		23	39	63%	101	0	48	53	52%
Mar-12	39		25	14	36%	62		33	29	47%	101	0	58	43	43%
Apr-12	39		17	22	56%	62		25	37	60%	101	0	42	59	58%
May-12	39		26	13	33%	62		28	34	55%	101	0	54	47	47%
Jun-12	39		24	15	38%	62		30	32	52%	101	0	54	47	47%
<b>Lot 17</b>															
Jul-11	42		32	10	24%	22		18	4	18%	64	0	50	14	22%
Aug-11	42		36	6	14%	22		14	8	36%	64	0	50	14	22%
Sep-11	42		25	17	40%	22		20	2	9%	64	0	45	19	30%
Oct-11	42		36	6	14%	22		15	7	32%	64	0	51	13	20%
Nov-11	42		27	15	36%	22		13	9	41%	64	0	40	24	38%
Dec-11	42		34	8	19%	22		13	9	41%	64	0	47	17	27%
Jan-12	42		32	10	24%	22		14	8	36%	64	0	46	18	28%
Feb-12	42		37	5	12%	22		10	12	55%	64	0	47	17	27%
Mar-12	42		32	10	24%	22		0	22	100%	64	0	32	32	50%
Apr-12	42		32	10	24%	22		0	22	100%	64	0	32	32	50%
May-12	42		34	8	19%	22		0	22	100%	64	0	34	30	47%
Jun-12	42		27	15	36%	22		0	22	100%	64	0	27	37	58%

**Wheaton Vacancy Counts  
(FY12)**

Date	Short-Term				Long-Term				Totals						
	Capacity	Chained Off	Number Vacant	Number Occupied	Percent Occupied	Capacity	Chained Off	Number Vacant	Number Occupied	Percent Occupied	Capacity	Chained Off	Number Vacant	Number Occupied	Percent Occupied
Jul-11	12		6	6	50%	38		22	16	42%	50	0	28	22	44%
Aug-11	12		6	6	50%	38		9	29	76%	50	0	15	35	70%
Sep-11	12		10	2	17%	38		24	14	37%	50	0	34	16	32%
Oct-11	12		3	9	75%	38		6	32	84%	50	0	9	41	82%
Nov-11	12		8	4	33%	38		24	14	37%	50	0	32	18	36%
Dec-11	12		9	3	25%	38		21	17	45%	50	0	30	20	40%
Jan-12	12		6	6	50%	38		15	23	61%	50	0	21	29	58%
Feb-12	12		7	5	42%	38		20	18	47%	50	0	27	23	46%
Mar-12	12		9	3	25%	38		19	19	50%	50	0	28	22	44%
Apr-12	12		6	6	50%	38		18	20	53%	50	0	24	26	52%
May-12	12		7	5	42%	38		12	26	68%	50	0	19	31	62%
Jun-12	12		6	6	50%	38		13	25	66%	50	0	19	31	62%
<b>Lot 33</b>															
Jul-11	8		6	2	25%	31		22	9	29%	39	0	28	11	28%
Aug-11	8		4	4	50%	31		19	12	39%	39	0	23	16	41%
Sep-11	8		8	0	0%	31		18	13	42%	39	0	26	13	33%
Oct-11	8		6	2	25%	31		19	12	39%	39	0	25	14	36%
Nov-11	8		5	3	38%	31		10	21	68%	39	0	15	24	62%
Dec-11	8		4	4	50%	31		15	16	52%	39	0	19	20	51%
Jan-12	8		7	1	13%	31		15	16	52%	39	0	22	17	44%
Feb-12	8		7	1	13%	31		19	12	39%	39	0	26	13	33%
Mar-12	8		6	2	25%	31		19	12	39%	39	0	25	14	36%
Apr-12	8		7	1	13%	31		21	10	32%	39	0	28	11	28%
May-12	8		7	1	13%	31		20	11	35%	39	0	27	12	31%
Jun-12	8		7	1	13%	31		17	14	45%	39	0	24	15	38%
<b>Lot 34</b>															
Jul-11	217	0	113	104	48%	803	118	261	424	53%	1020	118	374	528	52%
Aug-11	217	0	135	82	38%	803	118	302	383	48%	1020	118	437	465	46%
Sep-11	217	0	135	82	38%	803	118	251	434	54%	1020	118	386	516	51%
Oct-11	217	0	124	93	43%	803	118	275	410	51%	1020	118	399	503	49%
Nov-11	217	0	102	115	53%	803	118	218	467	58%	1020	118	320	582	57%
Dec-11	217	0	128	89	41%	803	118	222	463	58%	1020	118	350	552	54%
Jan-12	217	0	110	107	49%	803	118	207	478	60%	1020	118	317	585	57%
Feb-12	217	0	107	110	51%	803	118	226	459	57%	1020	118	333	569	56%
Mar-12	217	0	110	107	49%	803	118	230	455	57%	1020	118	340	562	55%
Apr-12	217	0	108	109	50%	803	118	236	449	56%	1020	118	344	558	55%
May-12	217	0	118	99	46%	803	118	252	433	54%	1020	118	370	532	52%
Jun-12	217	0	130	87	40%	803	118	230	455	57%	1020	118	360	542	53%
<b>TOTALS</b>															



## **Appendix C**

### **Survey Questions**



**1. M-NCPPC Office Location**

- MRO
- Hillendale
- Parkside
- Saddlebrook
- Shady Grove
- Other

\_\_\_\_\_

**TODAY'S DATE**

**2. On the most recent day you worked at your regular work location, what time did you arrive at work and what time did you leave?**

Arrived \_\_\_\_\_ AM PM

Depart \_\_\_\_\_ AM PM

**3. Last week, how did you get TO work each day? For each day you worked at your regular work location, check the box in Section A, "How I traveled to work" for the type of transportation you used that day. If you used more than one type on any day, e.g., you walked to a bus stop then rode the bus, check ONLY the box for the type you used for the longest distance part of your trip.**

**For each day you did not work or did not work at this location, check one box in Section B, "Why I was not at my regular work location." For any day you are not scheduled to work (e.g., Sunday), check "Regular day off."**

Section A How I traveled TO work	Days worked at regular work location last week						
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Drove alone in a car, truck, or SUV							
Drove myself and others (carpool or vanpool driver)							
Rode with others (carpool or vanpool rider)							
Took Metrobus, Ride-On, or other bus							
Took Metrorail, MARC, Amtrak, or VRE train							
Bicycled (entire trip from home to work)							
Walked (entire trip from home to work)							
Other _____							

Section B Why I was NOT at my regular work location	Days NOT at regular work location last week						
	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Compressed schedule (e.g., 9/80 schedule) day off							
Regular day off							
Teleworked, worked at home or telework center all day							
Meeting out of office, sick, vacation, or holiday all day							

**4. If you carpooled or vanpooled last week, how many people, including yourself, were usually in the vehicle?**

\_\_\_\_\_ total number of people in the vehicle

\_\_\_\_\_ total number of Parking & Planning staff in the vehicle

**5. If you drove single occupant vehicle to work, what are the main reasons for not sharing a ride? Please check up to three (3) reasons.**

- Need car at work for M-NCPPC business
- Need my car at work for personal errands
- Need my car before or after work
- Live close to work
- Don't have anyone with whom to ride
- Don't like to depend on others for a ride
- Irregular work schedule
- Takes too much time
- Costs more than driving alone
- Need a specially equipped vehicle
- Other

**6. If you drove single occupant vehicle to work, what are the main reasons for not taking transit? Please check up to three (3) reasons.**

- Need car at work for M-NCPPC business
- Need my car at work for personal errands
- Need my car before or after work
- Live close to work
- Costs more than driving alone
- Takes too much time
- Metro station too far from home
- Bus Stop too far from home
- Bus and train consistency
- work schedule doesn't fit train schedule
- Other

**7. Thinking back to one year ago, how did you usually get to work? (If you used more than one type of transportation then, check the one you used most often).**

- drive alone
- carpool
- vanpool
- bus
- metro
- bicycle/walk
- train

**Did you work at your current work location one year ago?**  yes  no

8. How many miles is it from your home to your regular work location? \_\_\_\_\_ miles  
 How long does it typically take you to travel from home to this location? \_\_\_\_\_ minutes  
 Last week, what was the longest time it took you to travel from home to work? \_\_\_\_\_ minutes  
 What is your home zip code? \_\_\_\_\_

9. On days that you drive to work, even if you only drive occasionally, where do you park?  
 I never drive to work (skip to Q10)  
 I park:  in a lot/garage at my work location  
 in a public lot/garage off-site  
 on the street  
 other \_\_\_\_\_

10. How frequently do you typically use M-NCPPC fleet vehicles for business purposes? (Check one):  
 Every day or nearly every day     Two or more times a week     Once a week     Once every two weeks  
 Once a month     A couple of times a year     Never

11. Is a fleet vehicle available when you need one? (Check one):  
 Always available     Available most times     Only occasionally     Never available

12. Do you ever use your personal vehicle for M-NCPPC business? (Check one):  
 Every day or nearly every day     Two or more times a week     Once a week     Once every two weeks  
 Once a month     Never

13. Assuming the new headquarters is located across the street from the Wheaton Metro station/busbays:  
 How do you intend to travel to work on a daily basis?  
 drive alone     carpool     vanpool     bus     metro     bicycle/walk     train

14. If you are planning to drive alone to the Wheaton office, how would the following measures change your transportation choice?  
 For each Commuting Service listed on the left, please check if the service would encourage you to use the type of transportation noted. For example, check "Yes," for "monthly subsidy for transit," if that service would encourage you to use transit. If you already use the type of transportation noted, check the box "Use Now."

Commuting Service	Would this service encourage you to use a carpool, vanpool, transit, or bicycling to get to work?			
	Yes	Maybe	No	Use Now
1. Assistance to form a <u>carpool or vanpool</u>				
2. Free parking for <u>carpools and vanpools</u>				
3. Monthly subsidy for <u>vanpools</u>				
4. Monthly subsidy for <u>transit</u>				
5. Route/schedule information for <u>transit</u>				
6. Ride in case of emergency for <u>carpool, vanpool, transit</u>				
7. More flexible hours (Flextime)				
8. Prizes, contests, and drawings for <u>ridesharers</u>				
9. Use of M-NCPPC vehicles for business purposes during the day				
10. Employee pay market parking fees for those driving alone				
11. Child care facilities at or near my work site				
12. More frequent public transit service or more convenient stops				
13. Secure locker or other storage for bicycle				
14. Free shuttle from Metro Station				
15. Others _____				

# **Appendix D**

## **Survey Results**



Question 1: Where is your office located?

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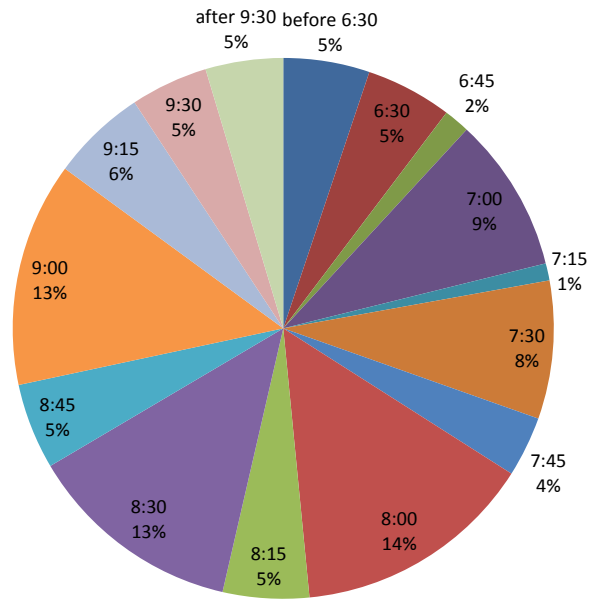
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<b>Office Location</b>	<b>Number of Surveyed Employees</b>	<b>Number of Respondents</b>	<b>Response Rate</b>
MRO	150	100	67%
Hillendale	19	11	58%
Parkside	99	76	77%
Saddlebrooke	16	3	19%
<u>Shady Grove</u>	<u>6</u>	<u>4</u>	<u>67%</u>
Total Respondents	290	194	67%

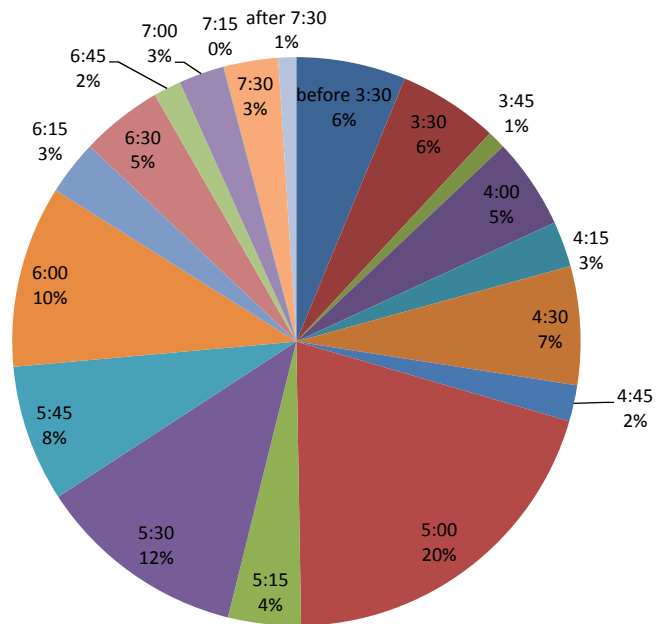
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### Question 2: Arrival Times

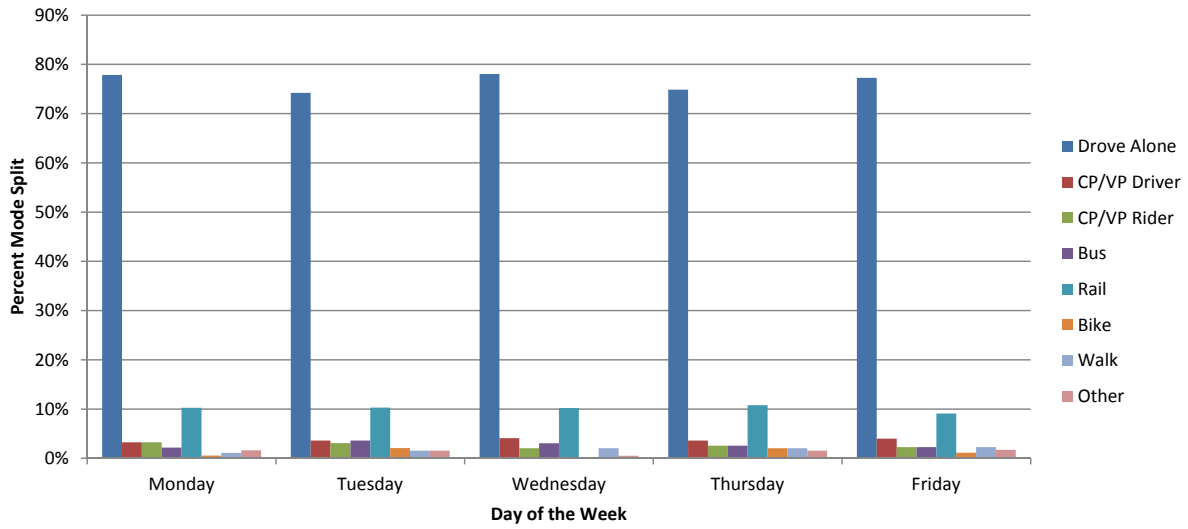


### Question 2: Departure Times

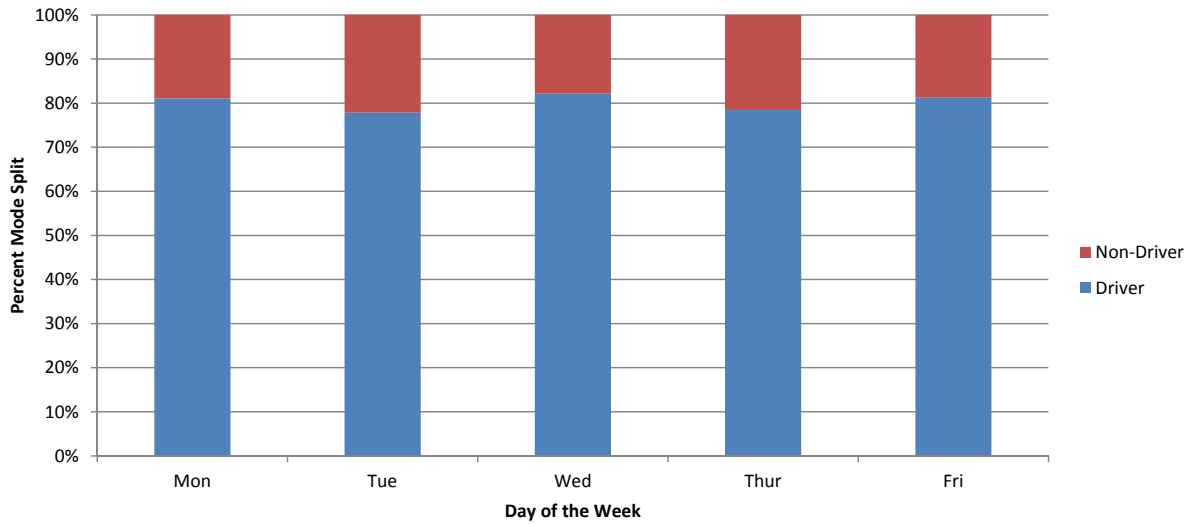




### Question 3: Mode Split for All Respondents



### Question 3: All Respondents Drive and Non-Driver Split



Question 3

Non-driver Mode Share for Each Location

Site Location	Drove Alone	CP/VP	Transit	Other Mode	Total
MRO	59%	6%	23%	12%	100%
Parkside	88%	7%	0%	5%	100%
Hillandale	82%	18%	0%	0%	100%
Shady Grove	100%	0%	0%	0%	100%
Saddlebrooke	100%	0%	0%	0%	100%

Note: Other Mode is walk, bike, or "other" selection.

Question 3: For each day you did not work, select the reason why.

Reason	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Compressed Schedule	4	0	0	0	11	1	1
Regular Day Off	4	2	1	2	5	85	85
Teleworked	5	1	1	3	8	0	0
Meeting/Sick/Vacation/Holiday	12	11	5	6	8	0	0
<b>Presence Factor (130 Respondents)</b>	<b>0.81</b>	<b>0.89</b>	<b>0.95</b>	<b>0.92</b>	<b>0.75</b>	<b>0.34</b>	<b>0.34</b>

Question 4: Total Number of People in the Carpool

Number of People in CP	Number of Responses
2 people	11
7-10 people	1

Question 5:  
Main reasons for not sharing a ride

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<b>Reason</b>	<b>Responses</b>
Need car at work for MNCPPC business	11
Need car at work for personal errands	33
Need car before or after work	99
Live close to work	36
Don't have anyone to ride with	59
Don't like to depend on others for a ride	44
Irregular work schedule	47
Takes too much time	26
Costs more than driving alone	3
Need a specially equipped vehicle	1
Other	31

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Question 6:  
Main reasons for not taking public transit

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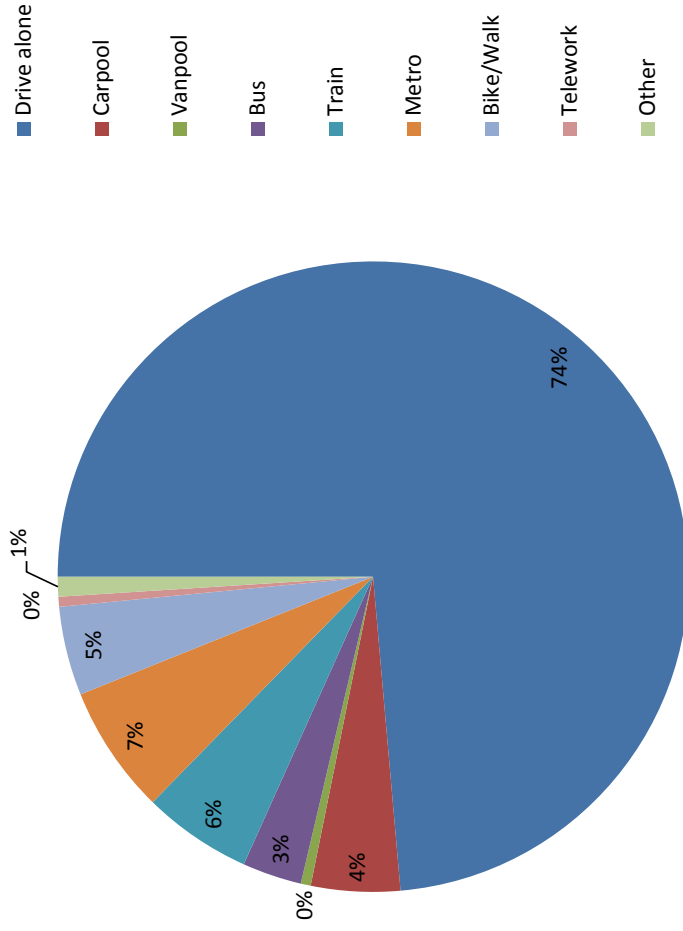
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<b>Reason</b>	<b>Responses</b>
Need car at work for MNCPPC business	10
Need car at work for personal errands	28
Need car before or after work	76
Live close to work	29
Don't have anyone to ride with	33
Don't like to depend on others for a ride	76
Irregular work schedule	49
Takes too much time	31
Costs more than driving alone	17
Need a specially equipped vehicle	20
Other	37

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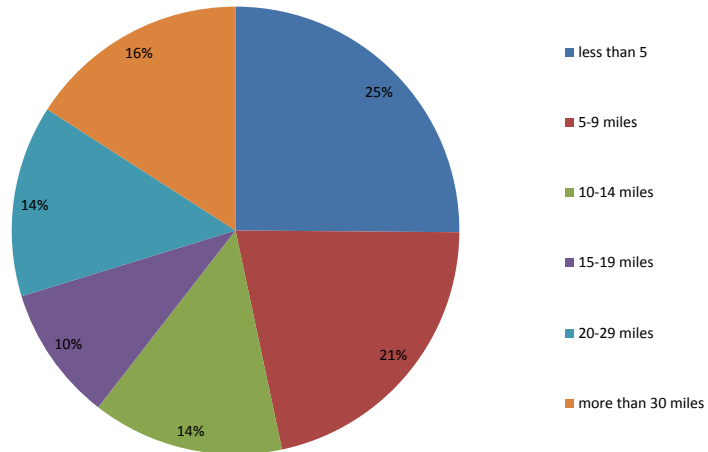
### Question 7: How did you get to work one year ago?



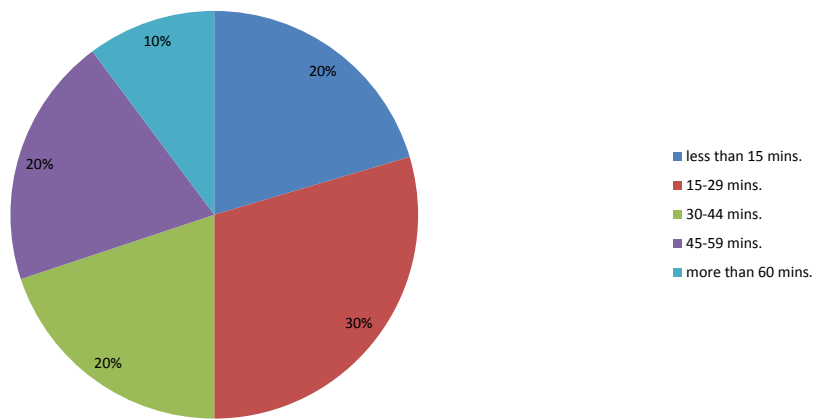
Question 7:  
 Did you work at your current work location one year ago?

Answer	Responses
Yes	171
No	24

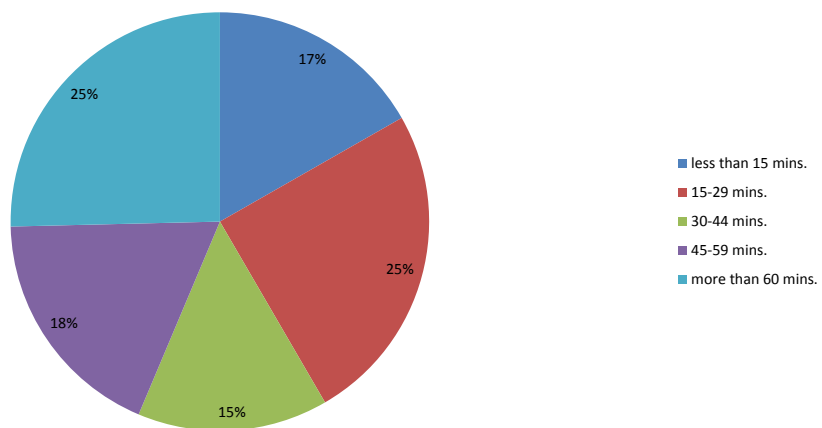
**Question 8: How many miles from home is your office?**



**Question 8: How long does it take to travel from home to work?**



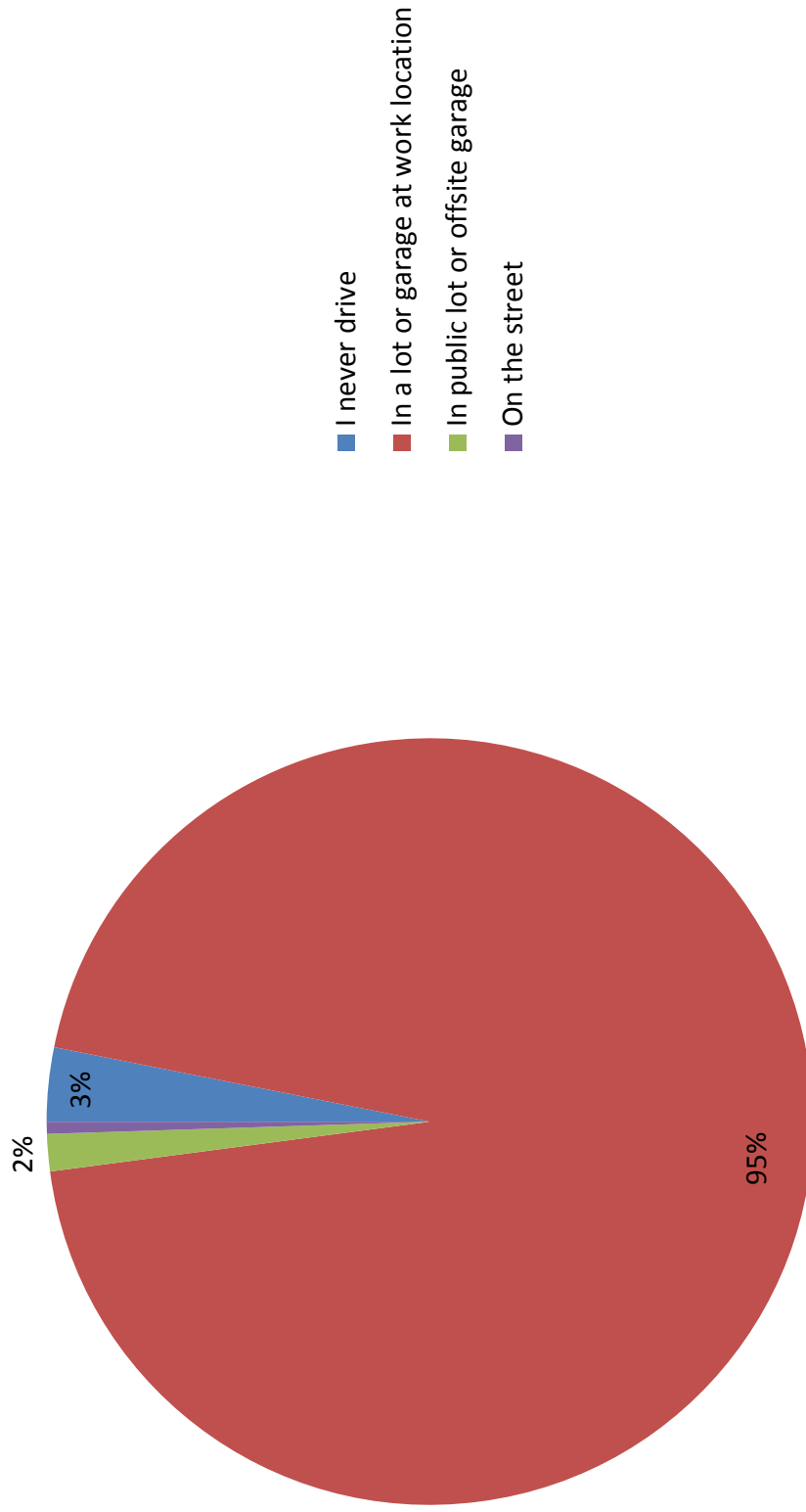
**Question 8: What is the longest time it has taken you to travel from home to work?**



Question 8:  
What is your home zipcode?

Zipcode		Zipcode	
20002	3	20862	1
20003	1	20866	1
20005	1	20871	2
20007	1	20874	3
20008	3	20876	1
20009	1	20877	2
20010	1	20882	4
20011	1	20895	7
20015	2	20901	7
20016	1	20902	9
20018	1	20903	4
20019	1	20904	5
20187	1	20905	4
20194	1	20906	2
20601	1	20910	16
20659	1	20912	8
20705	2	20985	1
20706	1	21029	1
20707	3	21042	1
20708	2	21043	1
20710	1	21044	2
20721	1	21045	1
20721	1	21046	1
20724	1	21113	2
20732	1	21114	1
20735	2	21122	1
20740	2	21157	1
20759	1	21163	1
20769	1	21222	3
20770	1	21230	1
20772	1	21237	1
20774	1	21401	2
20781	1	21403	2
20782	1	21701	1
20784	1	21702	1
20814	3	21710	1
20815	3	21738	1
20816	1	21769	1
20817	2	21770	4
20832	2	21771	2
20833	1	22041	1
20837	1	22042	1
20841	1	22101	1
20850	4	22124	1
20851	3	22302	1
20852	2	22305	1
20853	7		

### Question 9: When you drive to work, where do you park?



Question 10:  
How often do you use fleet vehicles?

	<b>Responses</b>	<b>Percent of Total Respondents</b>
Every day	23	12%
Two or more times a week	27	14%
Once a week	22	11%
Once every two weeks	26	13%
Once a month	24	12%
A few times a year	44	22%
Never	31	16%

Question 11:  
Is a fleet vehicle available when you need one?

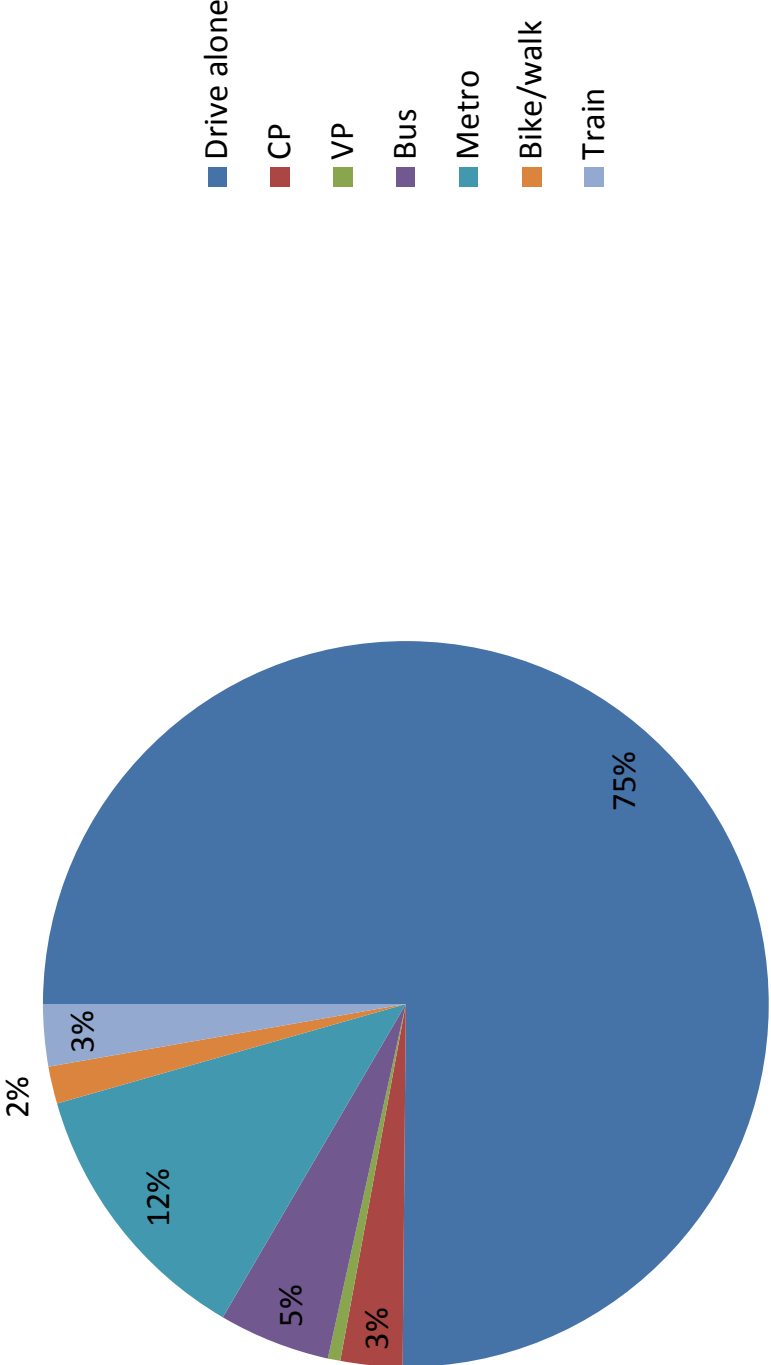
	<b>Responses</b>	<b>Percent of Total Respondents</b>
Always	79	42%
Most times	94	51%
Occasionally	8	4%
Never	5	3%

Question 12:  
Do you ever use personal vehicle for MNCPPC business?

	<b>Responses</b>	<b>Percent of Total Respondents</b>
Every day	8	4%
Two or more times a week	15	8%
Once a week	13	7%
Once every two weeks	19	10%
Once a month	25	13%
A few times a year	84	43%
Never	32	16%



**Question 13: How do you intend to travel to the Wheaton office on a daily basis?**



Question 14: Would the following Commuter Services encourage you to travel by carpool, vanpool, public transit, or bicycle?

Commuter Service	Yes	Maybe	No	Use Now
Assistance to form a CP/VP	14	39	77	5
Free parking for CP/VPs	16	33	80	3
Monthly subsidy for VP	17	28	84	0
Monthly subsidy for transit	44	48	45	13
Route/schedule info for transit	10	22	88	5
Ride in case of emergency for carpool, vanpool, transit	20	32	73	2
More flexible hours (Flextime)	44	22	65	9
Prizes, contests, and drawings for ridesharers	5	14	101	2
Use of MNCPCC vehicles for business purposes during the day	15	12	69	36
Employees driving alone required to pay market rate for parking	37	43	58	0
Child care facilities at or near my work site	11	11	100	1
More frequent public transit service or stops	36	42	54	2
Secure locker or other storage for bike	17	17	94	0