



December 6, 2024

Ms. Britney Ward, PE  
City Engineer/Assistant Public Works Director  
Sandy City Public Works  
8775 South 700 West  
Sandy, UT 84070

Dear Britney,

The proposed site at 9352 South 670 West is planned to develop as a small office building to serve Architectural Components Inc.

Total office space in the building is 5,908 square feet (see attached site plan):

- The main floor has 1,536 square feet of office with 5,666 feet of storage space that will be used for project materials.
- The upper floor has 4,372 square feet of office.

The proposed site is currently vacant. The site is planned to have a full access onto 670 West.

The purpose of this memo is to determine the trip generation for the proposed office building and to review transit availability in the area.

### **Trip Generation**

The Institute of Transportation Engineers (ITE) Trip Generation (11<sup>th</sup> Edition) handbook was used to estimate trips for the office. ITE Land Use 712 – Small Office Building was selected as the representative land use (offices less than 10,000 square feet of gross leasable area). The trip generation statistics are included in the appendix. The trip generation will be completed based on the square footage of the building. Table One shows Peak Hour Trips as taken from ITE. Table Two shows the trip distribution for the peak hour trips developed in the previous table.

***Small Office Building– 9352 South 670 West, Sandy, Utah***

***Trip Generation Letter***

**Table One**

**Trip Generation**

Facility	ITE Land Use	Size (1,000 sf)	Peak Hour Trip Rate	Trips
<b>AM Peak Hour</b>				
Small Office Building	712	5.9	1.67	10
<b>PM Peak Hour</b>				
Small Office Building	712	5.9	2.16	13
<b>Weekday</b>				
Small Office Building	712	5.9	14.39	85

Table Two shows the overall trip distribution for the peak hours for the office.

***Small Office Building– 9352 South 670 West, Sandy, Utah***

***Trip Generation Letter***

**Table Two**

**Trip Distribution**

Facility	Trips	Percent Inbound	Percent Outbound	Trips In	Trips Out
<b>AM Peak Hour</b>					
Small Office Building	10	82%	18%	8	2
<b>PM Peak Hour</b>					
Small Office Building	13	34%	66%	4	9

Based on the above trip generation, this project is below the threshold of trips where a traffic study should be required.

Therefore, based on traffic generation, this site should be approved without further study.

## Transit Availability

With this limited building size and roughly 15 employees, it is unlikely that UTA would entertain any changes to existing transit.

The only routes with stops in a reasonable walking distance are:

- F590 that travels along 9000 South from the Jordan Valley Light Rail Station (Red Line) to the Historic Sandy Light Rail Station (Blue Line). This route has a stop at Sandy Parkway and 9000 South that is a 15 minute walk (0.7 miles).
- F202 that travels along 700 West and Sandy Parkway from the Fashion Place Light Rail West Station (Red Line) to the South Jordan front runner station. This route has a stop at Sandy Parkway and 9000 South that is a 15 minute walk (0.7 miles) or another stop at the Larry Miller SLCC Campus that a 20 minute walk (0.9 miles).

Therefore, further transit study is not necessary.

Please feel free to call with questions.

Sincerely,

Randy Wahlen, PE  
President

  
A handwritten signature of Randy J. Wahlen is written over a circular blue-green stamp. The stamp contains the text 'LICENSED PROFESSIONAL ENGINEER', 'No. 189322', 'RANDY J. WAHLEN', and 'STATE OF UTAH'. The signature is written in cursive and appears to read 'Randy J. Wahlen'.

# Land Use: 712

## Small Office Building

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### Description

A small office building is the same as a general office building (Land Use 710) but with less than or equal to 10,000 square feet of gross floor area. The building typically houses a single tenant. It is a location where affairs of a business, commercial or industrial organization, or professional person or firm are conducted. General office building (Land Use 710) is a related use.

### Additional Data

Attorney office, mortgage company, financial advisor, insurance agency, home health care provider, and real estate company are examples of tenants included in the small office building database. The diversity of employer types results in a wide range in employee density in the database. Densities range from a high of 1,300 to a low of 240 square feet per employee with an overall average of nearly 600 square feet per employee (a value much larger than the average observed in a general office building study sites).

In addition to the significant difference in employee density, small office buildings tend to be dominated by a single tenant (or very few) that are more service-oriented than a typical general office building. The result is more frequent and regular visitors and higher trip generation rates.

The technical appendices provide supporting information on time-of-day distributions for this land use. The appendices can be accessed through either the ITETripGen web app or the trip generation resource page on the ITE website (<https://www.ite.org/technical-resources/topics/trip-and-parking-generation/>).

The sites were surveyed in the 1980s and the 2010s in Alberta (CAN), California, Texas, and Wisconsin.

### Source Numbers

418, 890, 891, 959, 976

# Small Office Building (712)

Vehicle Trip Ends vs: 1000 Sq. Ft. GFA  
On a: Weekday

Setting/Location: General Urban/Suburban

Number of Studies: 21

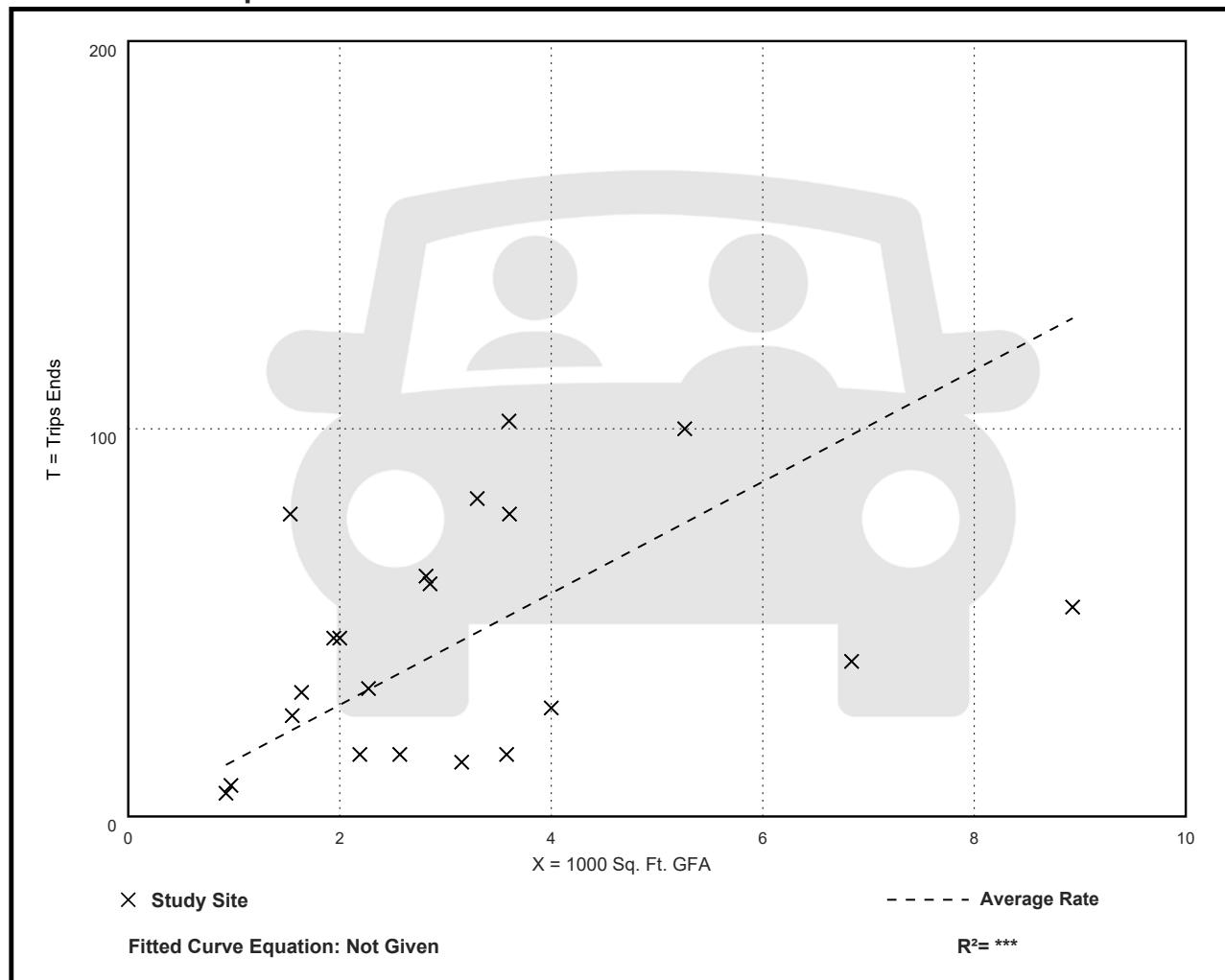
Avg. 1000 Sq. Ft. GFA: 3

Directional Distribution: 50% entering, 50% exiting

## Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
14.39	4.44 - 50.91	10.16

## Data Plot and Equation



# Small Office Building (712)

Vehicle Trip Ends vs: 1000 Sq. Ft. GFA

On a: Weekday,

Peak Hour of Adjacent Street Traffic,

One Hour Between 7 and 9 a.m.

Setting/Location: General Urban/Suburban

Number of Studies: 21

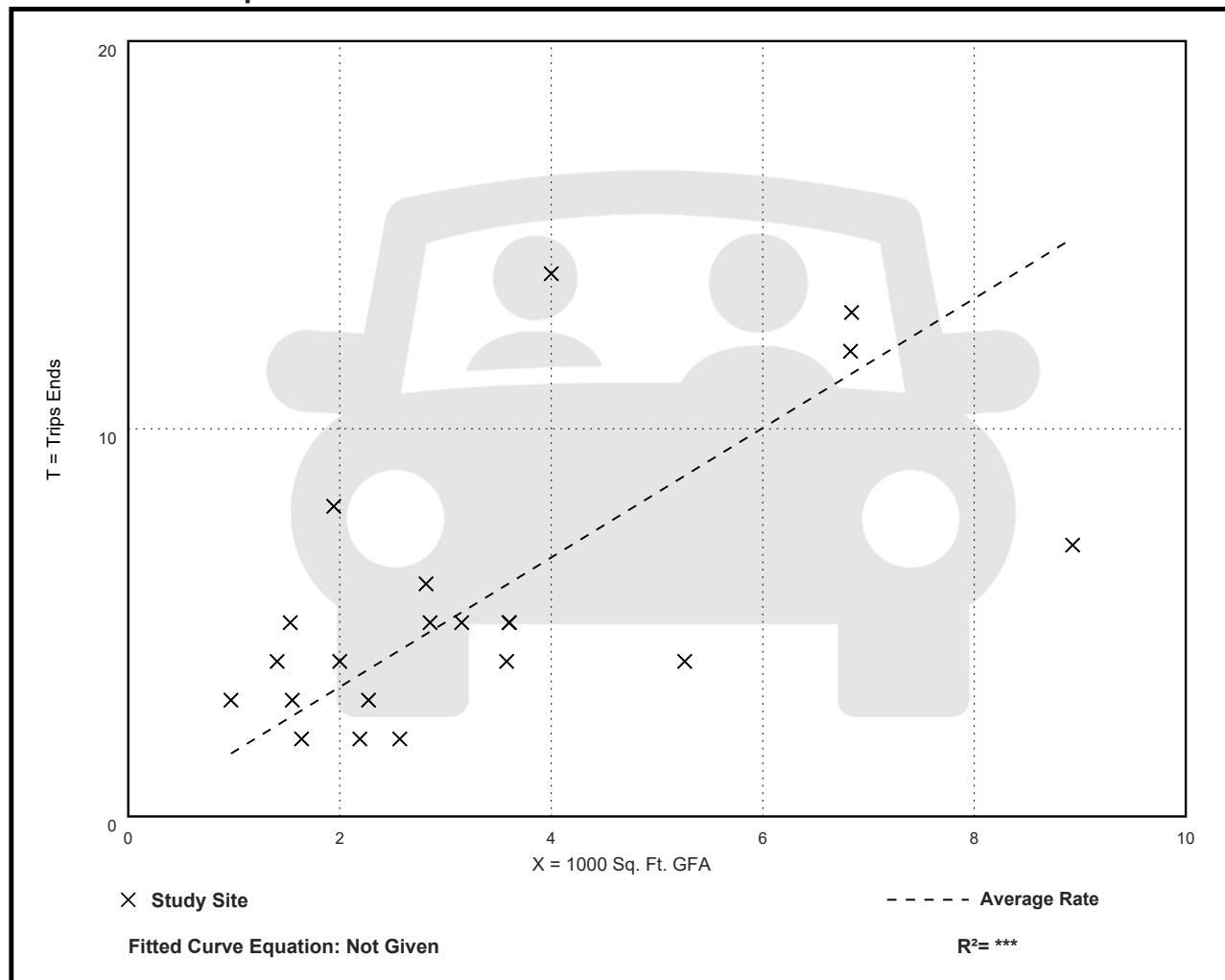
Avg. 1000 Sq. Ft. GFA: 3

Directional Distribution: 82% entering, 18% exiting

## Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
1.67	0.76 - 4.12	0.88

## Data Plot and Equation



# Small Office Building (712)

Vehicle Trip Ends vs: 1000 Sq. Ft. GFA

On a: Weekday,

Peak Hour of Adjacent Street Traffic,

One Hour Between 4 and 6 p.m.

Setting/Location: General Urban/Suburban

Number of Studies: 21

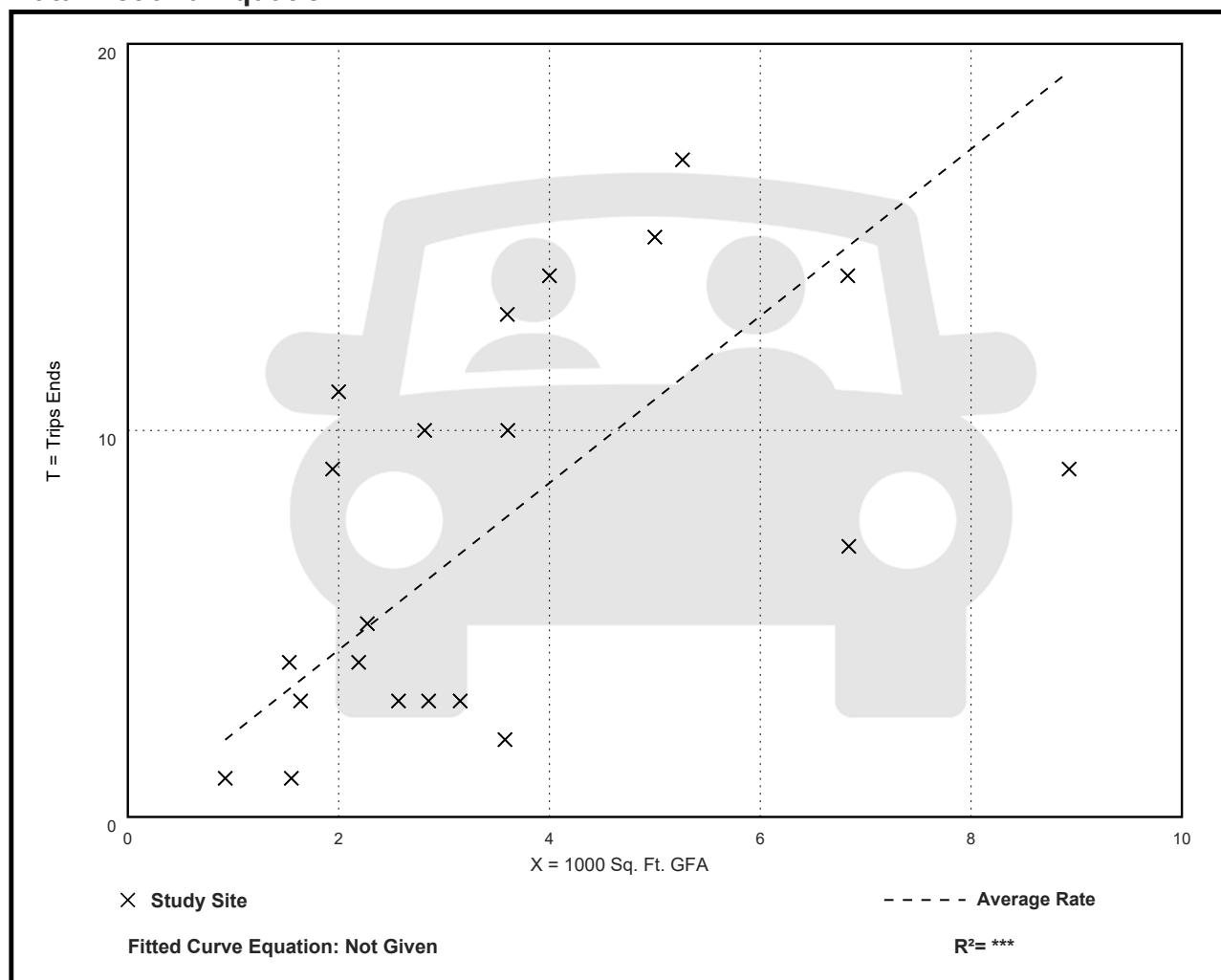
Avg. 1000 Sq. Ft. GFA: 3

Directional Distribution: 34% entering, 66% exiting

## Vehicle Trip Generation per 1000 Sq. Ft. GFA

Average Rate	Range of Rates	Standard Deviation
2.16	0.56 - 5.50	1.26

## Data Plot and Equation



September 1, 2025

Michelle Shaffer  
Project Manager  
Architectural Components Inc.



Re: Architectural Components, New Building, 9352 South and 670 West, Sandy, Utah –  
Parking Demand Analysis

Dear Michelle:

Falcon Traffic Engineering appreciates the opportunity to submit a parking demand analysis for the above referenced site. The proposed site would combine two existing buildings (2774 West 15250 South, Bluffdale and 9070 South 300 West, Sandy) into one new building that would allow for improved employee engagement and centralized management. The proposed office building would not change the staffing with the two existing buildings housing 18 employees. The above-mentioned business currently employs 18 employees at two separate locations with a total of 3,084 square feet.

The proposed site at 9352 South 670 West is planned to serve the new Architectural Components Inc.

Total office space in the building is 5,792 square feet (see attached site plan):

- The main floor has 1,508 square feet of office with 5,687 feet of warehouse/storage space that will be used for project materials.
- The upper floor has 4,284 square feet of office.

Based on 4 spaces per thousand sf for an Office Building and 1 space per thousand sf for a warehouse per Sandy City Code Sec. 21-24-8, 29 spaces would be required (see attached site plan with detailed calculations). The site plan has been updated to provide 27 parking spaces, which would require a 7% reduction of the parking code.

The Sandy City requirements for parking reduction up to 10% require at least one of the five mitigating factors of the code. A Parking Demand Analysis was conducted with the purpose of meeting the Sandy City Parking, Access and Circulation requirements for parking reduction, as shown in *italics* below. These requirements can be accessed in Title 21.24 section Sec. 21-24-3 - Special Access and Parking Provisions from the Sandy City Code of Ordinances:

*(c) Parking Reduction. Developments are required to provide a certain number of parking stalls, as determined by this title, based on the land uses associated with the site. In some cases, it may be appropriate to allow for less than the required amount of parking. At the time of site plan review, a Parking Plan shall be submitted showing all proposed parking spaces, the overall circulation system, and justification for requesting reductions in parking space requirements as specified below:*

*(1) Reduction up to Ten Percent. The Director may approve a reduction of up to ten percent of the amount of required parking upon satisfactory review of one or more of the following that applies to the request:*

*a. Parking Demand Analysis. A study provided by a licensed transportation engineer that demonstrates projected usage of residents, employees, and customers of the proposed land uses or similarly situated land uses in other locations.*

*b. Market Demand Analysis. A study provided by a qualified real estate market analyst that estimate current market demand for a particular land use. For the purpose of this section, a real estate analyst shall be defined as a real estate professional with expertise in financial analysis in support to the financing, acquisition, marketing and leasing of real property based on the study of economic conditions and market trends.*

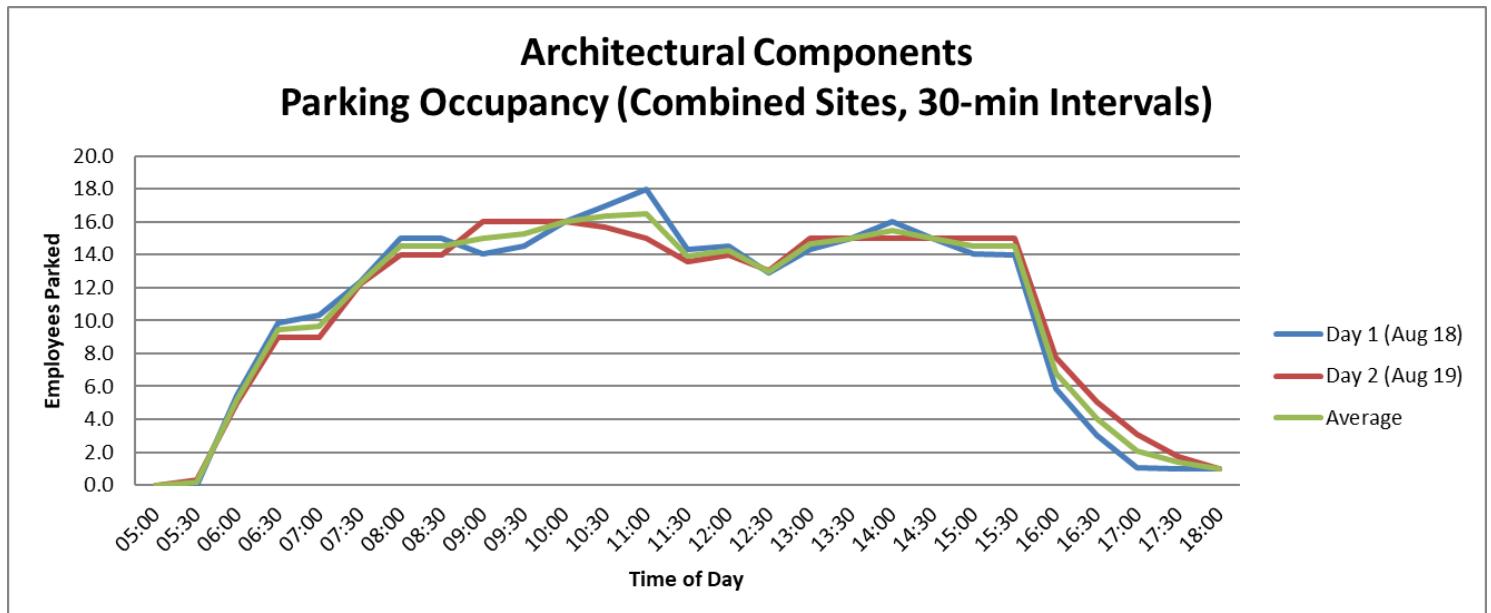
*c. Walkability and Multi-Modal Design. Provide a site plan design that demonstrates walkable elements and promotes multiple modes of transportation. A study by a licensed transportation engineer shall provide a quantitative analysis of the anticipated parking demand and automobile trips based on the proposed design.*

*d. Proximity to Transit. A site that is within a half-mile ADA route distance of existing or immediately planned local fixed mass transit station that would help reduce the number of needed parking stalls and automobile trips.*

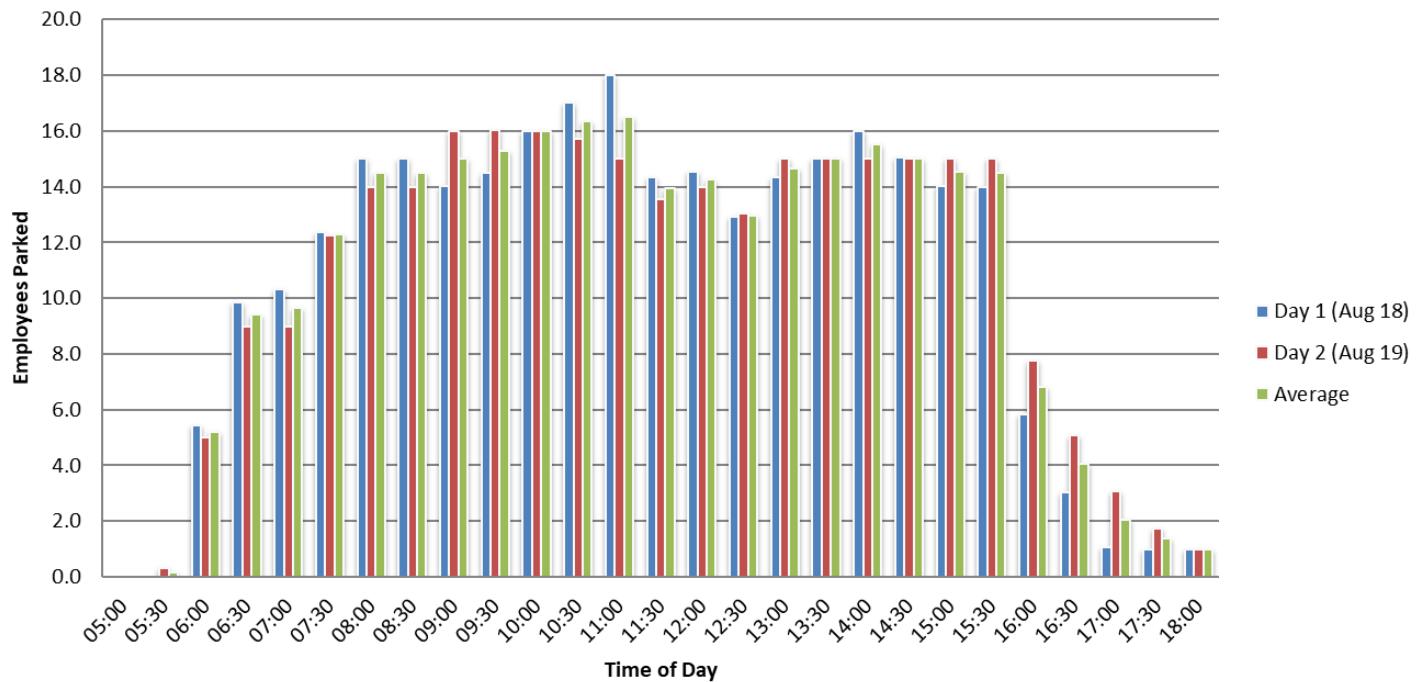
*e. Low to Moderate Income Housing. A housing development that is proposing to set aside at least 20 percent of their units for residents that qualify for at least 80 percent low to moderate income.*

(2) *Reduction above Ten Percent. The Planning Commission may approve a reduction above ten percent of the amount of required parking. Upon satisfactory review of two or more of the criteria listed in subsection (c)(1) of this section, they may approve up to a 15 percent reduction. Upon satisfactory review of three or more of those criteria, they may approve up to a 20 percent reduction. Upon satisfactory review of four or more of those criteria, they may approve up to a 25 percent reduction.*

The parking demand analysis used a parking survey for the times that employees and visitors parked at the site. The data was collected on August 18 and 19 of 2025 for each building. The full data is in the appendix, but it shows that the peak parking for the site (based on employees/visitors was 18 spaces, with an average peak over the two days of 16.5 spaces. The average parking over the two days was 11 spaces. The following graphs are the results of the employee data (the appendices show the full data):



## Architectural Components Parking Occupancy Comparison (Bar)

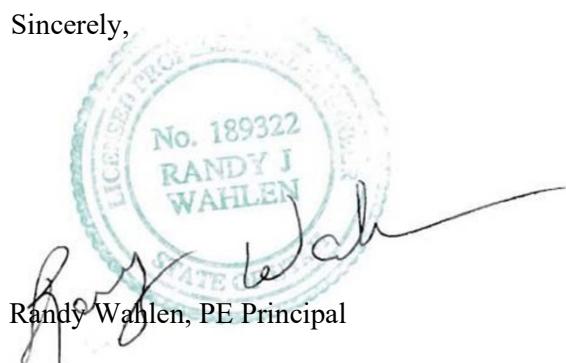


It should be noted that the above demand only had a single visitor on one of the day of the counts. While visitors to this business are not frequent, there should be some spaces for deliveries and the occasional visitor. The above parking demand counts show that there would be nine additional spaces (and a loading dock) for visitors and deliveries during the peak parking demand. This should be more than adequate.

It is the conclusion of this parking demand memo that 27 spaces could be easily be justified by the parking demand analysis.

Please contact me with any questions.

Sincerely,

  
Randy J. Wahlen  
No. 189322  
RANDY J  
WAHLEN  
PE Principal

Sandy Office	In	Out	In	Out	Sandy Office	In	Out	In	Out
<b>8/18/2025</b>					<b>8/19/2025</b>				
Employee 1	6:00 AM	4:15 PM			Employee 1	5:50 AM	4:30 PM		
Employee 2	6:35 AM	7:40 AM	9:45 AM	12:30 PM	Employee 2	9:00 AM	11:30 AM		
Employee 3	6:30 AM	11:40 AM	12:35 PM	4:30 PM	Employee 3	6:00 AM	7:40 AM	9:45 AM	4:00 PM
Employee 4	6:00 AM	11:30 AM	11:45 AM	4:00 PM	Employee 4	6:00 AM	11:30 AM	11:45 AM	4:00 PM
Employee 5	6:00 AM	11:30 AM	11:50 AM	4:00 PM	Employee 5	6:15 AM	4:30 PM		
Employee 6	6:00 AM	4:00 PM			Employee 6	6:30 AM	4:00 PM		
Employee 7	7:30 AM	4:15 PM			Employee 7	7:30 AM	4:15 PM		
Employee Superintendent	10:30 AM	11:30 AM			Employee Superintendent	9:00 AM	10:50 AM		
Employee AC Delivery/Runner	11:00 AM	12:00 PM			Employee AC Delivery/Runner	NA			
Employee 8	8:00 AM	4:00 PM			Employee 8	7:45 AM	4:00 PM		
Employee 9	6:30 AM	4:15 PM			Employee 9	6:30 AM	4:00 PM		
<b>Visitor</b>					<b>Visitor</b>				
none					none				
<b>AC Van Dock/ Pick up -Drop Off Material-</b>					<b>AC Van Dock /Pick up -Drop Off Material</b>				
<b>No Park Installer</b>					1	6:00 AM	6:20 AM		
1	6:00 AM	6:20 AM	3:30 PM	3:45 PM	2	3:30 PM	3:45 PM		
2	6:30 AM	6:45 AM			3	10:20 AM	10:35 AM		
3	6:30 AM	6:45 AM							
4	6:10 AM	6:30 AM							
5	6:45 AM	7:00 AM							
<b>FedEx Delivery No Parking</b>					<b>FedEx Delivery No Parking</b>				
1	9:46 AM	9:50 AM			1	9:30 AM	9:35 AM		
<b>Box Truck Delivery /No Parking - Dock Delivery</b>					2	2:00 PM	2:10 PM		
Estes	12:30 PM	12:55 PM			<b>Box Truck Delivery /No Parking - Dock Delivery</b>				
UPS	2:00 PM	2:15 PM			Estes	12:30 PM	12:55 PM		
					UPS	1:30 PM	1:40 PM		
Bluffdale Office	In	Out	In	Out	Bluffdale Office	In	Out	In	Out
<b>8/18/2025</b>					<b>8/19/2025</b>				
Employee 1 Installer park, no office	6:30 AM	4:00 PM			Employee 1	6:00 AM	9:45 AM	1:00 PM	5:00 PM
Employee 2	7:20 AM	3:00 PM			Employee 2	7:30 AM	5:40 PM		
Employee 3	7:30 AM	12:15 PM	1:00 PM	6:00 PM	Employee 3	7:30 AM	5:40 PM		
Employee 4	8:00 AM	11:30 AM	1:20 PM	5:00 PM	Employee 4	7:45 AM	6:00 PM		
Employee 5	8:00 AM	4:00 PM			Employee 5	7:45 AM	12:30 PM	1:00 PM	5:00 PM
Employee 6	10:00 AM	2:30 PM			Employee 6	7:50 AM	4:00 PM		
Employee 7	6:00 AM	9:00 AM	11:00 AM	5:00 PM	Employee 7 Installer park, no office	6:30 AM	4:00 PM		
Employee AC Delivery/Runner - same person at Sandy	6:25 AM	8:30 AM			Employee AC Delivery/Runner - same person at Sandy	NA	NA		
Employee Superintendent same person at Sandy	6:17 AM	12:30 PM	2:00 PM	4:00 PM	Employee Superintendent same person at Sandy	6:15 AM	7:30 AM		
<b>Visitor</b>					<b>Visitor</b>				
1	12:45 PM	12:55			none				
<b>AC Van Dock /Pick up -Drop Off Material</b>					<b>AC Van Dock /Pick up -Drop Off Material</b>				
1	6:30 AM	7:30 AM			None				
2	8:45	9:00 AM			<b>FedEx/UPS Delivery No Parking</b>				
None					None				

8855 South 700 West Sandy,

Phone: 801-561-7662

November 25, 2024

Mike Wilcox  
Sandy City Community Development  
10000 Centennial Parkway  
Sandy, Utah 84070  
mwilcox@sandy.utah.gov

RE: 9352 S 670 W, Sandy, UT

Dear Mr. Evans:

The project plan for the property listed above has been reviewed by our Project Manager, Scott Nielsen, and **has been approved**, completed and passed final inspection as of December 11<sup>th</sup> 2024.

If you have any questions, please feel free to call 561-7662.

Sincerely,



Scott Nielsen  
Project Manager