

# CHAPTER 7. OFF-STREET PARKING

## Table of Contents

<b>ARTICLE I. OFF-STREET PARKING; WHEN REQUIRED.....</b>	<b>7-1</b>
<b>ARTICLE II. NUMBER OF PARKING SPACES REQUIRED. ....</b>	<b>7-1</b>
Sec. 7-1 Parking for residents, employees, customers and visitors.....	7-1
Sec. 7-2 Parking for company-owned vehicles not included. ....	7-1
Sec. 7-3 Maneuvering lanes not considered parking.....	7-1
Sec. 7-4 Off-street parking required by land use. ....	7-2
Sec. 7-5 Handicap accessible parking spaces.....	7-4
Sec. 7-6 Dedication to parking use.....	7-5
<b>ARTICLE III. SHARED PARKING.....</b>	<b>7-6</b>
Sec. 7-7 Shared parking between day and night users. ....	7-6
Sec. 7-8 Mixed use developments. ....	7-6
Sec. 7-9 Availability of shared spaces.....	7-7
Sec. 7-10 Recordation of shared parking agreement. ....	7-8
<b>ARTICLE IV. PROXIMITY OF OFF-STREET PARKING SPACES TO USE. ....</b>	<b>7-8</b>
Sec. 7-11 Location of parking spaces. ....	7-8
Sec. 7-12 Off-site parking.....	7-9
<b>ARTICLE V. DESIGN REQUIREMENTS FOR PARKING LOTS.....</b>	<b>7-9</b>
Sec. 7-13 Orientation to street.....	7-9
Sec. 7-14 Off-street parking spaces.....	7-9
Sec. 7-15 Access and circulation. ....	7-9
Sec. 7-16 Setback requirements.....	7-10
Sec. 7-17 Lighting of parking areas. ....	7-10
Sec. 7-18 Improvement of parking areas. ....	7-10
<b>ARTICLE VI. RESTRICTIONS ON VEHICLE PARKING. ....</b>	<b>7-11</b>
Sec. 7-19 Restrictions in residential zoning districts.....	7-11

Sec. 7-20 Inoperable vehicles..... 7-12

Sec. 7-21 Construction equipment and construction vehicles. .... 7-12

**ARTICLE VII. TRUCK LOADING.....7-12**

Sec. 7-22 Off-street truck loading; where required. .... 7-12

Sec. 7-23 Truck loading on public streets..... 7-12

---

## **CHAPTER 7. OFF-STREET PARKING**

### **ARTICLE I. OFF-STREET PARKING; WHEN REQUIRED.**

- (a) At the time of the establishment of any use, or erection of any building, or at the time any principal building is enlarged or increased in capacity by adding dwelling units, guest rooms, seats or floor area, there shall be provided permanent off-street parking spaces improved with an asphalt or concrete surface in accordance with the requirements of this Article.
- (b) Parking space defined: A space identified and set aside for the temporary parking of an automobile or other motor vehicle.

### **ARTICLE II. NUMBER OF PARKING SPACES REQUIRED.**

#### **Sec. 7-1 Parking for residents, employees, customers and visitors.**

- (a) Parking required.

Off-street automobile storage or parking spaces shall be provided to serve every property that contains a principal use with vehicular access to a street or alley, and shall be equal to at least the minimum requirements for the specific land use set forth herein.

- (b) Minimum number of parking spaces required.

The minimum number of off-street parking spaces to be provided for residents, employees, customers and visitors for each type of land use shall be determined according to Table 7.1, rounded up to the nearest whole parking space.

#### **Sec. 7-2 Parking for company-owned vehicles not included.**

Every business that stores vehicles owned by the business on site overnight (such as a company fleet), or maintains a stock of vehicles as part of its business activities (such as a car sales lot, a salvage and wrecking yard, car rental agency, etc.), shall provide for adequate parking or storage for the vehicles such that no parking occurs in a public right-of-way or in an area that has not been improved as a parking lot or storage yard. Such parking spaces shall be in addition to those required for residents, employees, customers and visitors.

#### **Sec. 7-3 Maneuvering lanes not considered parking.**

Areas designated for temporary occupancy of vehicles while maneuvering on a site, such as queuing lanes for a drive-in window, are not considered parking spaces.

- (a) Dedication to parking use.

- (1) Parking spaces provided to meet the requirements of this Article, along with the aisles and driveways necessary to provide access to those spaces, shall not be used for any other purpose than the temporary parking of vehicles. Specifically, no such parking area may be used for the sale, repair, dismantling or servicing of any vehicles;

or for the sale, display or storage of equipment, goods, materials or supplies; or for the location of garbage, refuse or waste containers.

- (2) Parking spaces provided to meet the requirements of this Article shall not be used to meet the parking requirements of any other use, except as provided for shared parking, below.
- (3) Parking spaces provided to meet the minimum requirements of this Article shall not be reduced in number nor otherwise lose their functional ability to serve the land use for which they were required.

**Sec. 7-4 Off-street parking required by land use.**

The number of off-street parking spaces to be provided for each type of land use shall be determined by the following, rounded to the nearest whole space. Developments containing two or more of the uses listed on the table shall provide the number of spaces required for each use (except as may be reduced under Shared Parking, below).

**Table 7.1: Minimum Parking Spaces by Use**

Use	Number of Parking Spaces:	Required for Each:
<b>a. RESIDENTIAL</b>		
1. Single-Family Residence	2	Dwelling Unit
2. Two-Family Residence	2	Dwelling Unit
3. Multi-Family Residence	2	Dwelling Unit
4. Retirement Community	1	Dwelling Unit
5. Membership Dwellings, Personal Care Homes, Nursing Homes	1	2 residents or beds
6. Bed & Breakfast, Rooming House, Boarding House	1	Room to be rented
7. Hotel or Motel:		
(a) Convention hotel, or a motel with a restaurant or lounge.	1½	Room
(b) Non-convention hotel or a motel with no restaurant	1	Room
<b>b. COMMERCIAL</b>		
1. Offices: general and professional offices, insurance and real estate offices	3½	1,000 sf <sup>1</sup> of GFA <sup>2</sup>
2. Banks	4½	1,000 sf of GFA
3. Offices - Medical & Dental	4½	1,000 sf of GFA

<sup>1</sup> Square feet.

<sup>2</sup> Gross floor area—the total area of all floors, measured between the exterior walls of a building.

**Table 7.1: Minimum Parking Spaces by Use**

Use	Number of Parking Spaces:	Required for Each:
4. Funeral Home	35	Viewing Room
5. Daycare Center	4	1000 sf of GFA
6. Movie Theater	1	3 Seats
7. Service Station, Gas Station, Auto Repair Shop or Garage	3 5	Service bay, plus 1,000 sf of retail space
8. Automobile, Truck, Recreation Vehicle, Manufactured Home or Utility Structure Sales	2 1 3	1,000 sf of indoor sales area, plus 2,500 sf of outdoor display, plus Service bay
9. Custom Service Restaurant:		
(a) Quality restaurant	20	1,000 sf of GFA
(b) Family Restaurant	18	1,000 sf of GFA
10. Fast Food Restaurant	15	1,000 sf of GFA
11. Bowling Center	4½	Lane
12. Amusement Parlor, Recreational Attraction, Roller Skating or Ice Skating Rink	6	1,000 sf of GFA
13. Health Club or Fitness Center	8	1,000 sf of GFA
14. Shopping Centers:		
(a) Less than 100,000 sf of GLA <sup>3</sup>	4 3 10	1,000 sf of total GLA, plus 100 movie theater seats, plus 1,000 sf of food service area
(b) 100,000-199,999 sf of GLA	4 3 6	1,000 sf of total GLA, plus 100 theater seats over 450, plus 1,000 sf of food service area
(c) 200,000-399,999 sf of GLA	4 3	1,000 sf of total GLA, plus 100 theater seats over 750
(d) 400,000-599,000 sf of GLA	4½ 3	1,000 sf of total GLA, plus 100 theater seats over 750
(e) 600,000 or more sf of GLA	5 3	1,000 sf of total GLA, plus 100 theater seats over 750
15. Supermarket	5½	1,000 sf of GFA
16. Drug Store	2½	1,000 sf of GFA
17. Dry Cleaners	2½	1,000 sf of GFA
18. Furniture or Carpet Store	2½	1,000 sf of GFA
19. Hardware or Paint Store	2	1,000 sf of GFA
20. Home Improvement Superstore	4½	1,000 sf of GFA

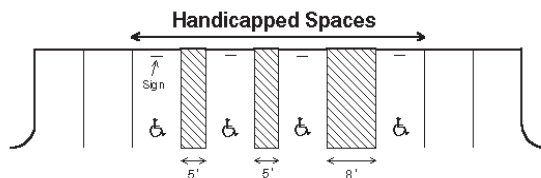
<sup>3</sup> Gross leasable area—the total area of all floors intended for occupancy and the exclusive use of tenants, specifically excluding public or common areas such as utility rooms, stairwells, enclosed malls and interior hallways.

**Table 7.1: Minimum Parking Spaces by Use**

Use	Number of Parking Spaces:	Required for Each:
21. Office Supply or Electronics Superstore	2½	1,000 sf of GFA
22. Building Supplies, Brick or Lumber Yard	2 1	1,000 sf of indoor sales area, plus 2,500 sf of outdoor display
23. Retail Sales or Service establishments not listed above	5	1,000 sf of GFA
<b>c. INDUSTRIAL AND MANUFACTURING</b>		
1. Wholesale, Office-Warehouse	1 1	200 sf of office space, plus 1,000 sf of storage area
2. Open storage of sand, gravel, petroleum, etc.	1	2,500 sf of outdoor sales area, if any
3. Warehouse, Transfer and Storage	1	600 sf of GFA
4. Warehouse including commercial sales to the public	1 1	200 sf of sales or office, plus 1,000 sf of storage area
5. Manufacturing	2½	1,000 sf of GFA
<b>d. INSTITUTIONAL AND OTHER</b>		
1. Hospital	1.8	Bed
2. Church or other Place of Worship	1	5 seats or 10 feet of pew
2. Auditoriums, live theatres, stadiums, and other places of assembly	1	3 seats
3. College (instructional space)	10	Classroom
4. Technical College, Trade School	10	Classroom
5. Senior High Schools	10	Classroom
6. Elementary & Jr. High Schools	2½	Classroom
7. Civic Clubs, Community Centers, Fraternal Lodges, etc.	1	200 sf of GFA

**Sec. 7-5 Handicap accessible parking spaces.**

(a) Handicap accessible parking spaces shall have an adjacent aisle 5 feet wide, and one in every 8 handicapped spaces shall be adjacent to an aisle 8 feet wide and the space shall be signed “van accessible.” Handicapped parking space aisles shall be clearly demarcated by lines painted on or otherwise applied to the parking lot surface.



- (b) Handicap accessible parking spaces shall be located on a surface with a slope not exceeding 1 vertical in 50 horizontal (1:50).
- (c) Handicap accessible spaces shall be provided in each parking lot in the following ratio to the total number of spaces required for the use:

**Table 7.2: Handicap Accessible Spaces Required**

Spaces Required for Use	Minimum Number of Handicap Spaces
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1,000	2% of total
1,001 and over	20, plus 1 for each 100 over 1,000

Source: Americans with Disabilities Act Accessibility Guidelines.

- (d) Method of Computation. Handicap accessible parking spaces shall be counted as part of the total number of parking spaces provided under this Article.
- (e) In addition to the requirements of this subsection, all handicapped parking shall comply with the requirements of the federal Americans with Disabilities Act. Where conflicts between this subsection and the federal regulations may occur, compliance with the Americans with Disabilities Act shall be considered as compliance with this subsection.

**Sec. 7-6 Dedication to parking use.**

Parking spaces provided to meet the minimum requirements of this Article, along with the aisles and driveways necessary to provide access to those spaces, shall not be used for any other purpose than the temporary parking of vehicles. Specifically, no such parking area may be used for the sale, repair, dismantling or servicing of any vehicles, or for the sale, display or storage of equipment, goods, materials or supplies.

---

### ARTICLE III. SHARED PARKING.

The parking spaces provided for separate uses may be combined in one lot but the required spaces assigned to each use may not be assigned to another use, except as follows:

#### Sec. 7-7 Shared parking between day and night users.

One-half of the parking spaces assigned to a church or other place of worship, theater or assembly hall whose peak attendance will be at night or on weekends may be assigned to a use that will be closed at night or on weekends.

#### Sec. 7-8 Mixed use developments.

Parking spaces may be shared by more than one use if the Planning Director finds that the total number of spaces will be adequate at the peak hours of the uses they serve. The following ratios may be used in determining the time of day and the day of the week at which the maximum number of spaces will be needed by the uses served by the shared parking facility.

---

**Table 7.3: Percentage of Required Parking Spaces by Time Period**

	Weekdays		Weekends		Nighttime
	6 am to 5pm	5pm to 1am	6 am to 5pm	5pm to 1am	1am to 6am
Office	100%	10%	10%	5%	5%
Retail	60%	90%	100%	70%	5%
Hotel	75%	100%	75%	100%	75%
Restaurant	50%	100%	100%	100%	10%
Entertainment/ Recreation	40%	100%	80%	100%	10%
Church	10%	25%	100%	100%	10%

---



By way of example, the following illustrates shared parking calculations for a particular mixed-use development:

**Example:**  
Spaces needed for uses in an example mixed-use project, calculated individually:

	<u>spaces</u>	<u>per</u>	<u>for</u>	<u>Total Spaces</u>
Office	3.5	1,000 sf	100,000 sf	350
Retail	5	1,000 sf	100,000 sf	500
Hotel w/Restaurant	1.5	room	100 rooms	225
Family Restaurant	9.5	1,000 sf	6,000 sf	57
Movie Theater	1	4 seats	800 seats	200
Church	1	3 seats	300 seats	100
<b>TOTAL if figured separately</b>				<b>1,432</b>

Spaces Required applying the Peak Demand Percentages to the Example:

	<u>Weekdays</u>		<u>Weekends</u>		<u>Nighttime</u>
	<u>6 am to 5pm</u>	<u>5pm to 1am</u>	<u>6 am to 5pm</u>	<u>6 am to 5pm</u>	<u>5pm to 1am</u>
Office	350	35	35	18	18
Retail	300	450	500	350	25
Hotel w/Restaurant	169	225	169	225	169
Family Restaurant	29	57	57	57	6
Entertainment/ Recreational	80	200	160	200	20
Church	10	25	100	100	10
<b>TOTAL</b>	<b>937</b>	<b>992</b>	<b>1,021</b>	<b>950</b>	<b>247</b>
Highest demand =	1,021	instead of	1,432		

### Sec. 7-9 Availability of shared spaces.

Parking spaces that are proposed to be shared among two or more uses must be clearly available to each use and not appear in any way to be serving a particular use, either through signage dedicating the spaces or through design techniques that would tend to orient use of the spaces to a particular business or building.

---

**Sec. 7-10 Recordation of shared parking agreement.**

Shared parking arrangements must be committed to writing in an instrument acceptable to the Planning Director, and approved by the owners of each of the affected properties or uses. The approved instrument shall be recorded and a copy of the recorded document must be supplied to the Planning Director. The document must be written to survive future changes in ownership in perpetuity, unless the agreement is dissolved with approval by the Board of Commissioners.

**ARTICLE IV. PROXIMITY OF OFF-STREET PARKING SPACES TO USE.**

**Sec. 7-11 Location of parking spaces.**

Unless otherwise provided under an approved Alternate Parking Plan, all parking spaces required to meet the minimum standards of this Article shall be located in proximity to the use the spaces serve, as follows:

---

**Table 7.4: Location of Parking Spaces**

Use	Parking Location
Single-Family or Two-Family Residence	On the same lot of the residence the parking spaces are required to serve.
Townhouse Development	Each required parking space must be within 100 feet of an entrance to the dwelling unit that it serves, as measured along the most direct pedestrian route.
Other Multi-Family Developments	Each required parking space must be within 300 feet of an entrance to the building that it serves, as measured along the most direct pedestrian route.
Church, Hotel or Motel, Hospital, Nursing Home, Membership Dwellings and similar uses	Each required parking space must be within 300 feet of an entrance to the building that it serves, as measured along the most direct pedestrian route.
Retail Sales or Retail Services Establishment, other than a Shopping Center	Each required parking space must be within 400 feet of an entrance to the building or use that it serves, as measured along the most direct pedestrian route.
Shopping Center, Office or Industrial Use, or any other use not specified above.	Each required parking space must be within 500 feet of an entrance to the building or use that it serves, as measured along the most direct pedestrian route.

---

---

### **Sec. 7-12 Off-site parking.**

If required parking spaces are not located on the same lot as the particular use, building or establishment they are intended to serve, the following shall apply:

- (a) The parking spaces must be located on a property that has the same zoning classification as the property that the spaces serve, or a less restrictive zoning classification.
- (b) No required parking spaces may be located across any State or US highway from the use they are intended to serve.
- (c) An easement (or other recordable instrument satisfactory to the Director of Planning) dedicating the off-site parking to the property that the spaces serve shall be recorded with the Clerk of the Superior Court and a copy provided to the Director of Planning. The document must be written to survive future changes in ownership in perpetuity, unless the agreement is dissolved with approval by the Board of Commissioners.
- (d) Off-site parking spaces shall be located in proximity to the use that the spaces serve, in accordance with the locational requirements of Table 7.4, above, or transportation services shall be provided, such as a shuttle bus.

## **ARTICLE V. DESIGN REQUIREMENTS FOR PARKING LOTS.**

The provisions of this Section apply to all off-street parking spaces and parking areas, whether the parking meets or exceeds the number of spaces required to serve a particular use or the parking lot is operated as a principal use on a property and not dedicated to serving a particular use.

### **Sec. 7-13 Orientation to street.**

Except for parcels of land devoted to one-family, two-family or townhouse residential uses, all areas devoted to off-street parking shall be so designed and be of such size that no vehicle is required to back into a public street to obtain access.

### **Sec. 7-14 Off-street parking spaces.**

- (a) No parking spaces shall be accessible from an access driveway within the first 20 feet of the driveway back from the street right-of-way line.
- (b) Every parking space shall provide a useable rectangular area at least 9 feet wide by 18 feet long. Access aisles shall not encroach into this minimum rectangular area. Every parking space shall be clearly demarcated by lines painted on or otherwise applied to the parking lot surface.

### **Sec. 7-15 Access and circulation.**

- (a) Access aisles in parking lots must be at least 22 feet wide for two-way traffic, and 14 feet wide for one-way traffic. One-way traffic aisles must be clearly marked with directional arrows on the pavement at each intersection with another aisle.

- 
- (b) Ingress and egress to parking areas shall be by means of paved driveways from the adjoining street. The minimum width of driveways for ingress and egress shall be the same as those specified above for aisles. Driveway width, for the purpose of this section, shall include only the pavement and not the curbs and gutters.
  - (c) The distance from a parking area access drive to the intersection of two streets, and the distance between driveways at the street, shall be based on the driveway requirements in the Project Design Standards Article of this Code.

### **Sec. 7-16 Setback requirements.**

- (a) Off-street parking for single-family and two-family residential uses shall have no setback requirements.
- (b) Off-street parking for all other uses, including multi-family residential, commercial, industrial and institutional uses, shall be set back from the front property line by at least 20 feet. An additional 10-foot setback from any buffer required along a side or rear property line shall also be maintained.
- (c) The area between the front property line and the parking area shall be used for landscaping and/or screening as required in the Landscaping, Buffers and Tree Conservation Article of this Code, and for the street-side utility easement if required (see Chapter 9 under "easements" for details).

### **Sec. 7-17 Lighting of parking areas.**

Any lights used to illuminate the parking area shall be arranged, located or screened to direct light away from any adjoining residential use.

### **Sec. 7-18 Improvement of parking areas.**

- (a) Surfacing and curbing.
  - (1) All off-street parking areas and all access drives shall be improved with a permanent dust-free surface consisting of a minimum of a 6-inch rolled stone base overlaid with a 1<sup>1</sup>/<sub>2</sub>-inch asphalt surface, or a 4-inch asphalt base overlaid with a 1<sup>1</sup>/<sub>2</sub>-inch asphalt surface. A reduction in the level of improvement required for a parking lot may only be approved as a special exception variance under the Procedures and Permits Article of this Development Code.
  - (2) In the Industrial zoning district, one of the above types of surface is required for customer, visitor and employee parking. In the Industrial zoning district the following surface will be allowed in areas of loading docks and parking of commercial trucks and other commercial equipment: a 6-inch rolled stone base, sealed with a bituminous seal with a coverage of between 0.15 and 0.25 gallons per square yard of surface area. The sealer is to be covered with a dust-free chipped rock surface of sufficient depth to prevent pick-up of the sealer coat by vehicle tires, at least 3/8-inches thick.

---

(b) Maintenance.

Off-street parking areas shall be maintained in proper repair with a dust-free surface.

(c) Drainage facilities.

For any use that will require a parking area to be newly constructed, added to, or altered in such a way as to affect drainage either on or off the site, storm water drainage plans, including grading plans, shall be submitted to and approved by the Planning Department, prior to the issuance of a building permit or occupational license.

(d) Permit required.

Construction of a new parking lot or expansion of an existing parking lot requires issuance of a development permit from the Planning Department. A permit is not required for resurfacing an existing parking area. A driveway permit is required for customary driveways for single-family and two-family residential dwellings. Permit requirements are found in the Procedures and Permits Chapter of this Code.

(e) Time limit.

All required off-street parking areas shall be ready for use, including the above surfacing requirement, before the occupancy of the use (in the case of a new building or addition) or within 45 days after the issuance of an occupational license (in the case of a change of occupancy in an existing building). An extension of time may be granted by the Planning Director due to adverse weather conditions.

## **ARTICLE VI. RESTRICTIONS ON VEHICLE PARKING.**

### **Sec. 7-19 Restrictions in residential zoning districts.**

(a) No motor vehicle designed or regularly used for carrying freight, merchandise or other property and which is licensed in excess of 18,000 pounds gross vehicle weight, nor any motor vehicle designed to carry more than 8 passengers (excluding any vehicle which is licensed as a Recreational Vehicle), shall be parked in a residential zoning district, except for deliveries.

(b) Parking of vehicles and trailers.

(1) No vehicle shall be parked overnight on a street or within a street right-of-way.

(2) Commercial vehicles of 18,000 pounds gross vehicle weight or less, buses or vans with a capacity of 8 passengers or fewer, Recreational Vehicles, travel trailers, campers, motorized homes, boats and boat trailers or haulers shall not be parked in the front yard in any residential district.

(3) Commercial vehicles of 18,000 pounds gross vehicle weight or less, buses or vans with a capacity of 8 passengers or fewer, Recreational Vehicles, travel trailers, campers, motorized homes, boats and boat trailers or haulers may be parked or stored in an enclosed garage or carport or in a rear or side yard provided they remain

---

more than 20 feet from the rear property line and ten feet from the side property line.

- (4) No such vehicle shall be occupied for sleeping or as a residence, either permanently or temporarily, when so parked.

### **Sec. 7-20 Inoperable vehicles.**

With the exception of the Industrial zoning district, inoperable vehicles may not be stored or repaired (other than in enclosed garages) on the premises.

### **Sec. 7-21 Construction equipment and construction vehicles.**

In Districts other than the Industrial zoning district, construction equipment and construction vehicles may not be stored or repaired on the premises (other than in enclosed garages), except as follows:

- (a) When being utilized for construction activities on the premises pursuant to a valid permit issued by the City for construction work necessitating use of such equipment, or when used for permitted work on the public right-of-way, or
- (b) When the equipment is used as an accessory use customarily associated with an allowable primary business use, for example, forklifts used by some businesses to move merchandise, or
- (c) When associated with a special use permit as part of an allowable primary use, such as an equipment rental business.

## **ARTICLE VII. TRUCK LOADING.**

### **Sec. 7-22 Off-street truck loading; where required.**

Any business or industrial building, hospital, institution, or hotel, in any zoning district, shall provide adequate off-street facilities for the loading and unloading of business merchandise, goods or freight within or adjacent to the building as deemed appropriate by the owner or occupants of the property. Such loading facilities, if provided, shall not obstruct freedom of vehicular traffic or pedestrian movement on the public streets and sidewalks.

### **Sec. 7-23 Truck loading on public streets.**

The loading and unloading of business merchandise, goods or freight within a street right-of-way is prohibited in all zoning districts. Loading or unloading of furniture, equipment or fixtures for the purpose of a home or business relocation may be allowed in within a street right-of-way if:

- (a) The street is classified as a "local" street as defined in this Code; and,
- (b) Vehicular and pedestrian access is not completely blocked on the street.