

**8.3 OFF-STREET PARKING AND LOADING**

**8.3.1 Applicability**

- A) ***New Development***  
 The off-street parking and loading standards of this section shall apply to the erection of any building, and to any new use established.
  
- B) ***Downtown Exempted***  
 However, within the central business district, there shall be no minimum parking requirements in existing platted areas that are, or previously have been, in commercial use.
  
- C) ***Expansions and Alterations***  
 The off-street parking and loading standards of this section shall apply when an existing structure or use is expanded or enlarged. Additional off-street parking and loading spaces shall be required to serve only the enlarged or expanded area, provided that in all cases the number of off-street parking and loading spaces provided for the entire use (pre-existing plus expansion) must equal at least 75 percent of the minimum ratio established in the Off-Street Parking Schedules of this section.
  
- D) ***Change of Use***  
 Off-street parking and loading must be provided for any change of use or manner of operation that would, based on the Off-Street Parking Schedules of this section, result in a requirement for more parking or loading spaces than the existing use.

**8.3.2 Off-Street Parking Requirements**

- A) ***Off-Street Parking Schedule "A"***  
 Unless otherwise expressly stated in this Code, off-street parking spaces shall be provided in accordance with Table 8.3-1.

**Table 8.3-1: Off-Street Parking Schedule "A"**

Use	Minimum Number of Spaces Required
<b>Residential Uses</b>	
Single-family dwelling	2 per dwelling unit
Townhouse	2 per dwelling unit plus .25 per unit for guest parking
Congregate Care	1 per dwelling unit
Assisted Living	.5 per dwelling unit or bed
All other uses	2 per dwelling unit
<b>Public and Civic Uses</b>	
Ambulatory healthcare facility with emergency department	1 per 300 square feet
Assembly hall, nonprofit	1 per 100 square feet of assembly area
Church or place of worship	1 per 4 seats in principal assembly area
Government services center	1 per 300 square feet, excluding vehicle storage areas
Hospital	1 per 2 beds plus 1 per employee
School, public or private: Elementary or Junior	2 per classroom, or 1 per 3 seats in auditorium or principal place of assembly, whichever is greater
School, public or private: Senior	10 per classroom, or 1 per 3 seats in auditorium or principal place of assembly, whichever is greater
All other	Schedule C
<b>Utilities</b>	

Article 8 / General Development Standards  
**Sec.8.3 / OFF-STREET PARKING AND LOADING**  
**Sec.8.3.2 /Off-Street Parking Requirements**

Use	Minimum Number of Spaces Required
All uses	Schedule C
<b>Recreational Uses</b>	
All uses	Schedule C
<b>Commercial Uses</b>	
Adult establishment	1 per 60 square feet
Automotive paint or body shop	Schedule B
Automotive parts	1 per 200 square feet
Automotive service station	5 spaces per each grease rack, wash rack, or service bay
Bars and Nightclubs	1 per 50 square feet of floor space devoted to public use
Beach bingo	1 per 50 square feet of floor space devoted to public use
Bed and breakfast	1 per guest room
Barber and beauty shops	3 per chair
Book stores	1 per 200 square feet
Broadcasting stations (radio and television)	1 per 200 square feet of office or administrative area
Building supplies, retail	Schedule B
Building supplies, wholesale	Schedule B
Car wash or auto detailing	1 space per 2 onsite employees with a 1 space minimum
Contractor's offices and storage yards	Schedule B
Convenience store	1 per 200 square feet
Convenience store with gas sales	1 per 200 square feet of convenience store/food sales area, plus 1 per service bay, plus vehicle stacking spaces
Day care	1 per 6-person capacity
Dispatching office	1 per 300 square feet
Dry cleaners and laundry service	1 per 300 square feet
Farmers market	Schedule B
Financial institution	1 per 150 square feet
Financial institution, with drive-through service	1 per 150 square feet, plus vehicle stacking spaces
Floral shop	1 per 200 square feet
Funeral home	1 per 5 seats in chapel, plus 1 per each hearse, ambulance, or related vehicle
Game rooms	1 per 100 square feet
Gas and fuel, retail	1 per 200 square feet
Gas and fuel, wholesale	2 per 3 employees
Glass sales	1 per 200 square feet
Greenhouse or nursery, retail	1 per 800 square feet of lot area used for open air sales or display plus additional spaces for retail sales (computed per Schedule B)
Greenhouse or nursery, wholesale	2 per 3 employees
Grocery, general	1 per 200 square feet
Grocery, specialty	1 per 200 square feet
Health/fitness centers and spas	1 per 200 square feet
Horse boarding and riding stables	1 per 3 stalls
Hotel or motel	3 spaces plus 1 space per guest room
Insurance offices	1 per 300 square feet
Kennel, indoor	1 per 300 square feet
Kennel, outdoor	Schedule B
Laundromat	1 per 3 washing machines
Laundry plants	1 per 300 square feet
Medical office or dental clinic or offices	1 per 200 square feet of gross floor space
Medical or dental laboratory	1 per 200 square feet
Monument sales, retail	Schedule B
Newsstand or gift shop	1 per 200 square feet

Use	Minimum Number of Spaces Required
Office, business or professional	1 per 300 square feet
Parking garage, commercial	None
Parking lot, commercial	None
Pawn shop	1 per 300 square feet
Personal services	1 per 300 square feet
Pet services	1 per 300 square feet
Pharmacy	1 per 200 square feet
Pilot plants	Schedule C
Printing and copying services	1 per 300 square feet
Publishing office	1 per 300 square feet
Radio, television and recording studios	2 per 3 employees plus 1 per 4 seats in studio with greatest seating capacity
Real estate sales	1 per 300 square feet
Repair and maintenance, general	Schedule B
Repair services, limited	Schedule B
Restaurant, drive-through	1 per 50 square feet of floor space devoted to public use, plus vehicle stacking spaces
Restaurant, general	1 per 50 square feet of floor space devoted to public use
Research facilities	Schedule B
Retail sales, bulky goods	Schedule B
Retail sales, general	1 per 300 square feet
Self-service storage	1 per 2 employees
Studios for arts	1 per working artist
Tailor shops	1 per 200 square feet
Tattoo parlor and body piercing	1 per 300 square feet
Theaters	1 per 5 seats
Towing service	Schedule B
Towing storage	Schedule B
Truck terminals	Schedule B
Upholstery shop	1 per 200 square feet
Vehicle inspection center	1 per service bay plus 1 per 2 employees
Vehicle sales and rental, heavy	2 spaces plus 1 per 800 square feet of floor area over 1600 square feet
Vehicle sales and rental, light	2 spaces plus 1 per 800 square feet of floor area over 1600 square feet
Veterinary clinic or hospital	Schedule B
Vocational school	Schedule C
Wholesaling, general	Schedule B
<b>Industrial Uses</b>	
All uses	Schedule B
<b>Agricultural Uses</b>	
All uses	Schedule C

- B) **Off-Street Parking Schedule “B”**  
 Uses subject to off-street parking schedule “B” shall provide the following minimum number of off-street parking spaces.

**Table 8.3-2: Off-Street Parking Schedule “B”**

Activity	Number of Spaces Required
Office or administrative area	1 per 300 square feet
Indoor sales area	1 per 200 square feet
Outdoor sales or display area (3,000 square feet or less)	1 per 750 square feet
Outdoor sales or display area (over 3,000 square feet)	
\$ Motor vehicles/equipment sales	1 per 2,000 square feet
\$ Other sales/display	1 per 1,000 square feet

Indoor storage/warehousing/vehicle service/manufacturing area	
§ 1–3,000 square feet	1 per 250 square feet
§ 3,001–5,000 square feet	1 per 500 square feet
§ 5,001–10,000 square feet	1 per 750 square feet
§ 10,001–50,000 square feet	1 per 1,250 square feet
§ 50,001 square feet+	1 per 2,000 square feet

- C) **Off-Street Parking Schedule “C”**  
 Uses that reference Schedule “C” have widely varying parking and loading demand characteristics, making it impossible to specify a single off-street parking or loading standard. Upon receiving a development application for a use subject to “Schedule C” standards, the Planning Director shall apply the off-street parking and loading standard specified for the listed use that is deemed most similar to the proposed use, or shall establish minimum off-street parking requirements on the basis of a parking and loading study prepared by the applicant. Such a study must include estimates of parking demand based on recommendations of the Institute of Traffic Engineers (ITE), or other acceptable estimates as approved by the Planning Director, and should include other reliable data collected from uses or combinations of uses that are the same as, or comparable with, the proposed use. Comparability will be determined by density, scale, bulk, area, type of activity, and location. The study must document the source of data used to develop the recommendations.

**8.3.3 Rules for Computing Requirements**

- A) **Multiple Uses**  
 Unless otherwise approved, lots containing more than one use must provide parking and loading in an amount equal to the total of the requirements for all uses.
- B) **Fractions**  
 When measurements of the number of required spaces result in a fractional number, any fraction of one-half or less shall be rounded down to the next lower whole number and any fraction of more than one-half shall be rounded up to the next higher whole number.
- C) **Area Measurements**  
 Unless otherwise specifically noted, all square footage-based parking and loading standards must be computed on the basis of gross floor area.
- D) **Occupancy- or Capacity-Based Standards**  
 For the purpose of computing parking requirements based on employees, students, residents or occupants, calculations shall be based on the largest number of persons working on any single shift, the maximum enrollment, or the maximum fire-rated capacity, whichever is applicable and whichever results in the greater number of spaces.
- E) **Unlisted Uses**  
 Upon receiving a development application for a use not specifically listed in an off-street parking schedule, the Planning Director shall apply the off-street parking standard specified for the listed use that is deemed most similar to the proposed use.

**8.3.4 Location**

- A) **General**  
 Except as otherwise expressly provided in this section, required off-street parking spaces shall be located on the same lot as the principal use. At least fifty percent of off-street parking shall be located to the sides and/or rear of the lot to maximize the street exposure of the primary structure.
  
- B) **Setbacks**
  - 1) Required off-street parking spaces and driveways must be located at least 5 feet from any required buffer or Resource Conservation Area, except driveways crossing perpendicularly through buffers.
  - 2) Off-street parking or storage of vehicles, travel trailers, or motor homes shall not be permitted within any front or street side setback area, provided that off-street parking may be permitted within that portion of any setback used for driveway access to required off-street parking areas. Storage of mobile homes is not permitted.
  
- C) **Guest Parking**  
 Guest parking shall be designated within common areas and be distributed throughout residential projects. Striped on-street parking may be counted toward guest parking requirements.

**8.3.5 Off-Street Loading Requirements**

- A) **Off-Street Loading Schedule**  
 Off-street loading spaces shall be required for industrial, major institutional, and business uses that can be expected to regularly receive or deliver goods, pursuant to the following Off-Street Loading Schedule. A loading space requirement may be modified or waived by the Town Council in the site plan approval process for a church, place of assembly office use, or any other use that can demonstrate a similar limited loading space requirements.

**Table 8.3-3: Off-Street Loading Schedule**

Gross Floor Area (square feet)	Required Number of Spaces
0 – 40,000	1
40,001 – 100,000	2
100,001 – 160,000	3
160,001 – 240,000	4
240,001 – 320,000	5
320,001 – 400,000	6
Each 90,000 over 400,000	1

- B) **Dimensions**  
 Required loading spaces shall have the following minimum dimensions: 12-foot minimum width, 25-foot minimum length, and 14-foot minimum vertical clearance.
  
- C) **Location**
  - 1) Required off-street loading spaces shall not be located within a building, but shall be on the site of the use served or on an adjoining site.

- 2) Required off-street loading spaces shall be located to the sides and/or rear of the lot to maximize the street exposure of the primary structure.
- 3) A loading area shall not be located in a required setback. In addition, street-side loading docks shall be set back at least 70 feet from the street property line or 110 feet from the street center line, whichever is greater.
- 4) No loading bay may intrude into any portion of a required parking aisle or access dimension.
- 5) Loading areas visible from a street shall be screened on three sides by a solid, decorative fence, wall, or hedge at least six feet in height.

D) **Access**

- 1) A required loading space shall be accessible without backing a truck across a street property line unless the Planning Director determines that provision of turn-around space is infeasible and approves alternative access.
- 2) An occupied loading space shall not prevent access to a required off-street parking space.

**8.3.6 Parking Lot Design Standards**

A) **Purpose**

Because parking areas frequently predominate the visual impact of a development, this section is intended to beautify and enhance these spaces without compromising vehicular and pedestrian safety. The Town does not desire parking areas which dominate a site and advocates de-emphasized parking in favor of architectural design, landscape buffers, and pedestrian amenities. Site development shall also address the safety and comfort of the pedestrian in walking within and between areas of automobile movement.

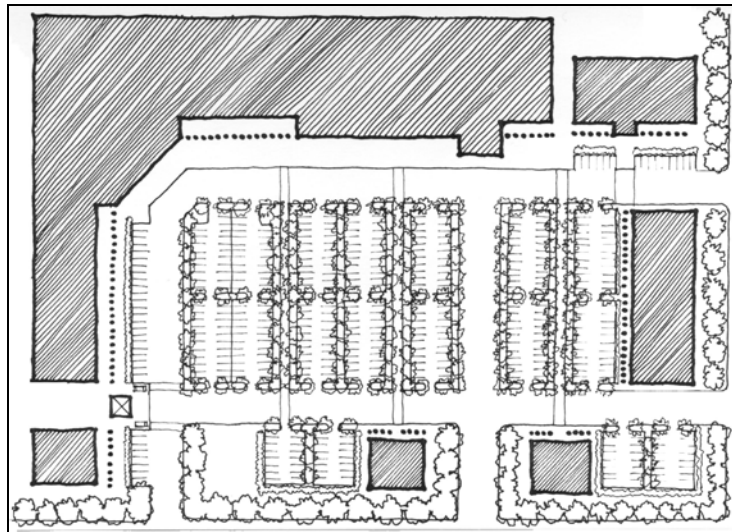


Figure 8.3.6(A): Illustration of Landscaped Parking Area

B) **Site Layout**

- 1) In order to develop a more pedestrian-oriented streetfront, no more than 50 percent of the off-street parking area (vehicle use area) for the lot, tract, or area of land developed shall be located between the front façade of the principal building and the primary abutting street. Off-street parking areas with a total of 35 parking spaces or less shall be exempt from this requirement.
- 2) Any parking areas containing more than 50 spaces shall be visually subdivided through the use of buildings, planting areas, plazas, courtyards, or landscaped islands.
- 3) Parking lots shall be designed to allow pedestrians to safely move from their vehicles to the building. On smaller lots, this shall be achieved by providing a sidewalk at the perimeter of the lot. On larger parking lots, corridors within the parking area should channel pedestrians from the car to all customer entrances. These corridors should be delineated by a paving material that is different from that of vehicular areas and by small posts or bollards, which may incorporate lighting.
- 4) Driveways to parking areas shall be no wider than current Town specifications.
- 5) All nonresidential development and all residential development in the PUD-CZ, SD-CZ, TND-CZ, and MORR districts shall comply with the "Pedestrian Flow" design standards located in Section 8.4.4.

C) **Markings**

- 1) Each required off-street parking space and off-street parking facility shall be identified by surface markings and shall be maintained in a manner so as to be readily visible and accessible at all times, except during periods of snow. Such markings shall be arranged to provide for orderly and safe loading, unloading, parking, and storage of vehicles. Markings required to be maintained in a highly visible condition include striping, directional arrows, lettering on signs, and handicapped-area designations. All paved parking spaces shall be striped white. Such striping shall be a minimum of four (4) inches wide.
- 2) One-way and two-way accesses into required parking facilities shall be identified by directional arrows. Any two-way access located at any angle other than 90 degrees to a street shall be marked with a traffic separation stripe the length of the access. This requirement does not apply to aisles.

D) **Surfacing and Maintenance**

All off-street parking areas shall be paved and kept in a dust-free condition at all times, except in the CB Conservation Buffer zoning district or for Athletic Fields only under the category of Entertainment, Outdoor where allowed in other zoning districts where parking areas shall be gravel or paved and kept in a dust-free condition at all times. Gravel parking shall at a minimum meet the following specifications:

- 1) Compacted Subgrade;

- 2) 6 Inches Aggregate Base Course;
- 3) 1.5 Inches #78M Stone; and
- 4) Drive aisles must be repaired or replaced with #78M Stone every six (6) months.

E) ***Dimensions***

- 1) *General*  
 Required off-street parking spaces shall comply with the following dimensional standards:

**Table 8.3-4: General Dimensional Standards for Required Off-Street Parking Spaces**

Use	Type of Space	Dimensions (feet)
Residential	Spaces in Garage or Carport	10 x 20
	Uncovered	9 x 18
Nonresidential	Angle Spaces	9 x 18
All	Parallel	8 x 23

- 2) *Vertical Clearance*  
 Vertical clearance for off-street parking spaces shall be 7 feet, except that an entrance may be 6.67 feet and the front 5 feet of a parking space serving a residential use may have a minimum vertical clearance of 4.5 feet.
- 3) *Spaces Near Obstructions*  
 Each parking space adjoining a wall, column, or other obstruction higher than 0.5 feet shall be increased by two feet on the obstructed side.

F) ***Access to Parking Areas***

- 1) All off-street parking spaces shall be accessible without backing into or otherwise reentering a public right-of-way, unless it is physically impossible to provide for such access. An alley may be used as maneuvering space for access to off-street parking.
- 2) When an off-street parking area does not abut a public street, there shall be provided an access drive not less than 24 feet in width for two-way traffic, connecting the off-street parking area with a public street. The access drive shall be paved in the manner required for off-street parking lots and may not traverse property in a residential district unless the drive provides access to a parking area serving a use allowed in a residential district. Where an access or service drive is such that satisfactory turn-around is not possible, a turn-around shall be provided as required by the Fire Department.

G) ***Off-Street Parking Area Landscaping, Buffering, and Screening***

Off-street parking areas shall be landscaped, buffered, and screened in accordance with the standards of Section 8.2.

**8.3.7 Use of Off-Street Parking Areas**

Required off-street parking areas are to be used solely for the parking of licensed, motor vehicles in operating condition. Required spaces may not be used for the display of goods for sale or lease or for long-term storage of vehicles, boats, motor homes, campers, mobile homes, or building materials.

A) **Vehicle Stacking Areas**

The vehicle stacking standards of this subsection shall apply unless otherwise expressly approved by the Planning Director.

1) *Minimum Number of Spaces*

Off-street stacking spaces shall be provided as follows:

**Table 8.3-5: Minimum Required Vehicle Stacking Spaces**

<b>Activity Type</b>	<b>Minimum Stacking Spaces</b>	<b>Measured From</b>
Bank teller lane	4	Teller or Window
Restaurant drive-through	6	Order Box
Restaurant drive-through	4	Order Box to Pick-Up Window
Car wash stall, automatic	6	Entrance
Car wash stall, self-service	3	Entrance
Gasoline pump island	2	Pump Island

2) *Design and Layout*

Required stacking spaces are subject to the following design and layout standards.

3) *Size*

Stacking spaces shall be a minimum of 8 feet by 20 feet in size.

4) *Location*

Stacking spaces shall not impede on- or off-site traffic movements or movements into or out of off-street parking spaces.

5) *Design*

Stacking spaces shall be separated from other internal driveways by raised medians if deemed necessary by the Planning Director for traffic movement and safety.

**8.3.8 Accessible Parking for Physically Handicapped Persons**

A portion of the total number of required off-street parking spaces in each off-street parking area shall be specifically designated, located, and reserved for use by persons with physical disabilities.

A) **Number of Spaces**

The minimum number of accessible spaces to be provided shall be a portion of the total number of off-street parking spaces required, as determined from the following schedule. Parking spaces reserved for persons with disabilities shall be counted toward fulfilling off-street parking standards.

**Table 8.3-6: Required Accessible Parking for Physically Handicapped Persons**

<b>Total Parking Spaces Required</b>	<b>Minimum Total Number of Accessible Spaces</b>	<b>Minimum Number of Van-Accessible Spaces</b>	<b>Minimum Number of Car-Accessible Spaces</b>
1-25	1	1	0
26-50	2	1	1
51-75	3	1	2
76-100	4	1	3
101-150	5	1	4
151-200	6	1	5
201-300	7	1	6
301-400	8	1	7
401-500	9	2	7
501-1,000	2% of total spaces	1 out of every 8 accessible spaces	7 out of every 8 accessible spaces
Over 1,000	20 + 1 per each 100 spaces over 1,000		

B) ***Minimum Dimensions***

All parking spaces reserved for persons with disabilities shall comply with the parking space dimension standards of this section, provided that access aisles shall be provided immediately abutting such spaces, as follows:

- 1) ***Car-Accessible Spaces***  
Car-accessible spaces shall have at least a 5-foot-wide access aisle abutting the designated parking space.
- 2) ***Van-Accessible Spaces***  
Van-accessible spaces shall have at least an 8-foot-wide access aisle abutting the designated parking space.

C) ***Location of Spaces***

Required spaces for persons with disabilities shall be located in close proximity to building entrances and shall be designed to permit occupants of vehicles to reach the building entrance on an unobstructed path.

D) ***Signs and Marking***

Required spaces for persons with disabilities shall be identified with signs and pavement markings identifying them as reserved for persons with disabilities. Signs shall be posted directly in front of the parking space at a height of no less than 42 inches and no more than 72 inches above pavement level.

**8.3.9 Off-Street Parking Alternatives**

The Planning Director shall be authorized to approve alternatives to providing the number of off-street parking spaces required by the Off-Street Parking Schedules in accordance with this subsection.

A) ***General***

- 1) ***Procedure***  
Alternative parking plans shall be reviewed and approved by the Planning Director prior to site plan approval.
- 2) ***Violations***  
Violations of approved alternative parking plans constitute a violation of this Code and will be subject to the enforcement and penalty provisions of Article 11: *Enforcement*.

B) **Off-Site Parking**

The Planning Director may approve the location of required off-street parking spaces on a separate lot from the lot on which the principal use is located if the off-site parking complies with the all of following standards.

- 1) ***Ineligible Activities***  
Off-site parking may not be used to satisfy the off-street parking standards for residential uses (except for guest parking), restaurants, convenience stores, or other convenience-oriented uses. Required parking spaces reserved for persons with disabilities may not be located off-site.
- 2) ***Location***  
No off-site parking space may be located more than 400 feet from the primary entrance of the use served (measured along the shortest legal pedestrian route) unless remote parking shuttle bus service is provided. Off-site parking spaces may not be separated from the use served by a street right-of-way with a width of more than 80 feet, unless a grade-separated pedestrian walkway is provided, or other traffic control or remote parking shuttle bus service is provided.
- 3) ***Zoning Classification***  
Off-site parking areas require the same or a more intensive zoning classification than required for the use served.
- 4) ***Agreement for Off-Site Parking***  
In the event that an off-site parking area is not under the same ownership as the principal use served, a written agreement between the record owners will be required. The agreement must guarantee the use of the off-site parking area for at least 10 years. An attested copy of the agreement between the owners of record must be submitted to the Planning Director for recordation in form established by the Town Attorney. Recordation of the agreement must take place before issuance of a Certificate of Zoning Compliance for any use to be served by the off-site parking area. An off-site parking agreement may be revoked only if all required off-street parking spaces will be provided, in accordance with the Off-Street Parking Schedules (Section 8.3.2). No use shall be continued if the parking is removed unless substitute parking facilities are provided, and the Planning Director shall be notified at least 60 days prior to the termination of a lease for off-site parking.

C) **Shared Parking**

The Planning Director may approve shared parking facilities for developments or uses with different operating hours or different peak business periods if the shared parking complies with the all of following standards.

- 1) ***Location***  
Shared parking spaces must be located within 600 feet of the primary entrance of all uses served, unless remote parking shuttle bus service is provided.
- 2) ***Zoning Classification***  
Shared parking areas require the same or a more intensive zoning classification than required for the use served.

- 3) *Shared Parking Study*  
Those wishing to use shared parking as a means of satisfying off-street parking requirements must submit a shared parking analysis to the Planning Director that clearly demonstrates the feasibility of shared parking. The study must be provided in a form established by the Planning Director and made available to the public. It must address, at a minimum, the size and type of the proposed development, the composition of tenants, the anticipated rate of parking turnover and the anticipated peak parking and traffic loads for all uses that will be sharing off-street parking spaces.
- 4) *Agreement for Shared Parking*  
A shared parking plan will be enforced through written agreement among all owners of record. An attested copy of the agreement between the owners of record must be submitted to the Planning Director for recordation in a form established by the Town Attorney. Recordation of the agreement must take place before issuance of a Certificate of Zoning Compliance for any use to be served by the off-site parking area. A shared parking agreement may be revoked only if all required off-street parking spaces will be provided, in accordance with Off-Street Parking Requirements (Section 8.3.2).

D) ***Other Eligible Alternatives***

The Planning Director may approve any other alternative to providing the requisite number of off-street parking spaces on the site of the subject development (including, but not limited to, a decrease in the number of proposed off-street parking spaces by not more than 10 percent from the minimum number of spaces otherwise required under Section 8.3) if the applicant demonstrates to the satisfaction of the Planning Director that the proposed plan will do at least as good of a job of protecting surrounding neighborhoods, maintaining traffic circulation patterns, and promoting quality urban design as would strict compliance with the otherwise applicable off-street parking standards.

The Planning Director shall consider the following factors in determining whether any such proposed alternative is acceptable:

- 1) Existing topography;
- 2) The type, amount, and location of existing vegetation;
- 3) The size and configuration of the parcel;
- 4) The location and extent of underground and overhead utilities;
- 5) Rights-of-way bounded by slopes steeper than 2:1;
- 6) Natural barriers such as waterways, rock formations, and soil conditions;
- 7) Proximity to transit stops;
- 8) Frequency of use of the parking areas;

- 9) Availability of on-street parking;
- 10) Historic or cultural sites or structures;
- 11) Interference with convenient and enjoyable use of adjacent properties;  
and
- 12) Consistency with the intent of this Ordinance.