

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 motor vehicle or bicycle 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 motor vehicle and bicycle 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 Motor Vehicle Spaces Required	Minimum Number of Bicycle Spaces Required
Residential Uses		
Single-family dwelling	2 per dwelling unit	None
Townhouse	2 per dwelling unit plus .25 per unit for guest parking	None
Townhouse, detached	2 per dwelling unit plus .25 per unit for guest parking	None
Multi-family or apartment	1.5 per dwelling unit with 1-2 bedrooms 1.8 per dwelling unit with 3+ bedrooms	6 spaces or 1 space per 30 dwelling units, whichever is greater
Cluster Box Unit (CBU) Mailboxes	1 accessible space (Required space must be signed as “Mailbox Use Only”)	None
Mail Kiosk	2 spaces (1 must be accessible) (Required spaces must be signed as “Mailbox Use Only”)	None
Congregate Care	1 per dwelling unit	None
Assisted Living	.5 per dwelling unit or bed	None
All other uses	2 per dwelling unit	None
Public and Civic Uses		
Ambulatory healthcare facility with emergency department	1 per 300 square feet	2 spaces
Assembly hall, nonprofit	1 per 100 square feet of assembly area	4 spaces
Church or place of worship	1 per 4 seats in principal assembly area	4 spaces
Day care	1 per 6-person capacity	2 spaces
Government service	1 per 300 square feet, excluding vehicle storage areas	4 spaces
Hospital	1 per 2 beds plus 1 per employee	4 spaces or spaces for 1% of employees at planned capacity, whichever is greater
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	1 space for every 40 students above 2 nd grade and employees at planned capacity This requirement applies only to schools that have a “No Transport Zone”
School, public or private: Senior	10 per classroom, or 1 per 3 seats in auditorium or principal place of assembly, whichever is greater	1 space for every 40 students and employees at planned capacity This requirement applies only to schools that have a “No Transport Zone”
Veterinary clinic or hospital	Schedule B	2 spaces
Vocational school	Schedule C	2 spaces
All other uses	Schedule C	Schedule C
Utilities		
All uses	Schedule C	None
Recreational Uses		
Arena, auditorium, or stadium	Schedule C	8 spaces
Park, active or passive	Schedule C	4 spaces or 1 space per 25 motor vehicle spaces, whichever is greater

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Use	Minimum Number of Motor Vehicle Spaces Required	Minimum Number of Bicycle Spaces Required
Recreation facility, private (single-family dwellings or townhomes)	Subdivisions with 100 or more dwelling units shall provide: <ul style="list-style-type: none"> • 1 per 300 square feet of clubhouse with interior gathering space • 1 per 100 square feet of surface area of the pool (water area) • 2 per sports amenity (e.g., court, field, playground, park, etc.) Subdivisions with less than 100 dwelling units shall provide: <ul style="list-style-type: none"> • 1 per 300 square feet of clubhouse with interior gathering space • 1 per 200 square feet of surface area of the pool (water area) • 2 per sports amenity (e.g., court, field, playground, park, etc.) 	6 spaces or 1 space per 30 dwelling units, whichever is greater
Recreation facility, private (multi-family or apartment)	No requirement	6 spaces or 1 space per 30 dwelling units, whichever is greater
Shooting range, indoor	1 space per target + 1 space for every 300 square feet of office area	2 spaces
Shooting range, outdoor	1 space per target + 1 space for every 300 square feet of office area	2 spaces
All other uses	Schedule C	2 spaces
Commercial Uses		
Adult establishment	1 per 60 square feet	2 spaces
Automotive accessory sales and installation	1 per 300 square feet of sales/office area plus 1 per service bay	2 spaces
Automotive paint or body shop	Schedule B	2 spaces
Automotive service station	5 spaces per each grease rack, wash rack, or service bay	2 spaces
Bars and Nightclubs	1 per 50 square feet of floor space devoted to public use	2 spaces
Beach bingo	1 per 50 square feet of floor space devoted to public use	2 spaces
Bed and breakfast	1 per guest room	2 spaces
Barber and beauty shops	3 per chair	2 spaces
Broadcasting stations (radio and television)	1 per 200 square feet of office or administrative area	2 spaces
Building supplies, retail	Schedule B	2 spaces
Building supplies, wholesale	Schedule B	2 spaces
Car wash or auto detailing	1 space per 2 onsite employees with a 1 space minimum	2 spaces
Commissary	Schedule C	2 spaces
Contractor's offices and storage yards	Schedule B	2 spaces
Convenience store	1 per 300 square feet	2 spaces
Convenience store with gas sales	1 per 300 square feet of convenience store/food sales area, plus vehicle stacking spaces	2 spaces
Farmers market	Schedule B	2 spaces
Financial institution	1 per 250 square feet	2 spaces
Financial institution, with drive-through service	1 per 250 square feet, plus vehicle stacking spaces	2 spaces
Funeral home	1 per 5 seats in chapel, plus 1 per each hearse, ambulance, or related vehicle	2 spaces
Game rooms	1 per 100 square feet	2 spaces
Gas and fuel, retail	1 per employee	2 spaces
Gas and fuel, wholesale	2 per 3 employees	2 spaces
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)	2 spaces
Greenhouse or nursery, wholesale	2 per 3 employees	2 spaces

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Use	Minimum Number of Motor Vehicle Spaces Required	Minimum Number of Bicycle Spaces Required
Grocery, general	1 per 250 square feet	6 spaces or 1 space per 10,000 square feet, whichever is greater
Grocery, specialty	1 per 250 square feet	6 spaces or 1 space per 10,000 square feet, whichever is greater
Health/fitness centers and spas	1 per 200 square feet	2 spaces
Horse boarding and riding stables	1 per 3 stalls	2 spaces
Hotel or motel	3 spaces plus 1 space per guest room	2 spaces
Kennel, outdoor	Schedule B	2 spaces
Laundromat	1 per 3 washing machines	2 spaces
Medical office or dental clinic or offices	1 per 200 square feet of gross floor space	2 spaces or 1 space per 20,000 square feet, whichever is greater
Medical or dental laboratory	1 per 200 square feet	2 spaces
Monument sales, retail	Schedule B	2 spaces
Office, business or professional	1 per 300 square feet	4 spaces or 1 space per 8,000 square feet, whichever is greater
Office: Coworking Space	Schedule C	4 spaces or 1 space per 8,000 square feet, whichever is greater
Office: Call Center	Schedule C	4 spaces or 1 space per 8,000 square feet, whichever is greater
Parking garage, commercial	None	2 spaces
Parking lot, commercial	None	2 spaces
Pharmacy	1 per 400 square feet	2 spaces
Pilot plants	Schedule C	2 spaces
Radio, television and recording studios	2 per 3 employees plus 1 per 4 seats in studio with greatest seating capacity	2 spaces
Repair and maintenance, general	Schedule B	2 spaces
Repair services, limited	Schedule B	2 spaces
Restaurant, drive-through	1 per 50 square feet of floor space devoted to public use, plus vehicle stacking spaces	2 spaces or 1 space per 50 motor vehicle parking spaces, whichever is greater
Restaurant, general	1 per 50 square feet of floor space devoted to public use	2 spaces or 1 space per 50 motor vehicle parking spaces, whichever is greater
Research facilities	Schedule B	2 spaces
Retail sales, bulky goods	Schedule B	2 spaces
Retail sales, general	1 per 300 square feet	4 spaces or 1 space per 10,000 square feet, whichever is greater
Self-service storage	1 per 2 employees	2 spaces
Studios for arts	1 per working artist	2 spaces
Theaters	1 per 5 seats	4 spaces
Towing service	Schedule B	2 spaces
Towing storage	Schedule B	2 spaces
Truck terminals	Schedule B	2 spaces
Vehicle inspection center	1 per service bay plus 1 per 2 employees	2 spaces
Vehicle sales and rental, heavy	2 spaces plus 1 per 800 square feet of floor area over 1600 square feet	2 spaces
Vehicle sales and rental, light	2 spaces plus 1 per 800 square feet of floor area over 1600 square feet	2 spaces
Wholesaling, general	Schedule B	2 spaces
All other uses	1 per 300	2 spaces
Industrial Uses		
All uses	Schedule B	2 spaces
Agricultural Uses		
All uses	Schedule C	None

- 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 300 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	
\$ 1–50,000 square feet	1 per 1,500 square feet
\$ 50,001 square feet+	1 per 2,000 square feet
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.
- D) **Standards for Off-Street Compact Spaces**
 Up to 20% of off-street parking spaces may be designed for compact cars subject to the following conditions:
- 1) Compact spaces shall only be permitted when there are extra parking spaces beyond the required parking in 8.3.2 *Off-Street Parking Requirement*;
 - 2) Parking spaces should be grouped or placed in clusters rather than being scattered simply to solve parking layout difficulties; and
 - 3) Each parking space shall be clearly marked with the words "Compact Only" and such parking spaces shall comply with the dimensional standards in Table 8.3-4.
- E) **Maximum Number of Spaces Allowed**
 The minimum parking requirements shall not be exceeded by more than 25% for uses that require up to 100 spaces or 15% for uses that require more than 100

spaces. The maximum number of spaces shall only be exceeded according to the standards below.

- 1) ***Parking Analysis Requirements***
A parking analysis shall be submitted for review and approval by the Planning Director. Such analysis shall include estimates of parking demand based on recommendations of the Institute of Transportation 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. Any additional parking that is proposed to be redeveloped in the future with a use other than parking shall be labeled in the parking analysis. The study shall document the source of data used to develop the recommendations.
- 2) ***Tree Planting***
If approval is granted by the Planning Director to exceed the maximum parking requirement, then at least one (1) large tree type shall be planted for every 10 parking spaces above the maximum requirement. These trees shall be located completely within tree islands. See *Design and Development Manual* for information on large type trees. See Sec. 8.2.6.D.1 *Landscape Islands*.

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 excluding any indoor storage/warehousing space that is accessory to the primary use. Square footage of accessory indoor storage/warehousing space shall be labeled separately on the site plan. Parking requirements for all indoor storage/warehousing space shall meet the requirements in Table 8.3-2.
- 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. For multi-family or apartment uses where there is more than one building on the site, parking must be distributed to serve all buildings.

B) **On-Street Parking**

Striped, on-street parking located along a property's street frontage may be utilized to meet all or a portion of the parking requirements for that property. The location of on-street parking spaces must comply with the Town of Apex Code of Ordinances - Sec 20. - Article VIII. - Parking. This requirement to stripe such spaces is not applicable within the MORR district.

C) **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.

D) **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. For Townhouse, detached and Townhouse, guest parking shall be distributed so that there is at least one parking space within 200' of each townhouse lot.

E) **Residential Driveway Standards**

1) *Width*

Driveways serving single-family residential properties shall have a minimum width of 12 feet. Ribbon strip driveways within the Small Town Character Overlay District shall be exempt from this standard.

2) *Length*

Driveways serving all residential properties shall be at least 20 feet in length as measured from the back of the sidewalk or, where no sidewalk exists, from the back of the curb. Driveways accessed by an alley shall be exempt from this standard.

F) **Bicycle Parking Location and Design Requirements**

- 1) A development with more than one use on a single parcel shall not be required to provide more than 26 bicycle spaces. This exception shall not apply to a mixed-use development containing a multi-family or apartment use.
- 2) Bicycle parking must be publicly accessible and conveniently located to a public entrance of the building with lighting (See Table 8.6-2).

- 3) Bicycle parking shall be designed to provide space for ingress and egress and shall not impede pedestrian and vehicle circulation.
- 4) Where there is more than one building, use, or amenity on the site, or parking is shared with an adjacent site, bicycle parking must be distributed to serve all buildings, uses, and amenities.
- 5) Bicycle parking for schools shall be placed in areas proximate to student arrival/departure pathways.
- 6) See the Town's Bicycle Parking Engineering Specifications for more design details.

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.

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.

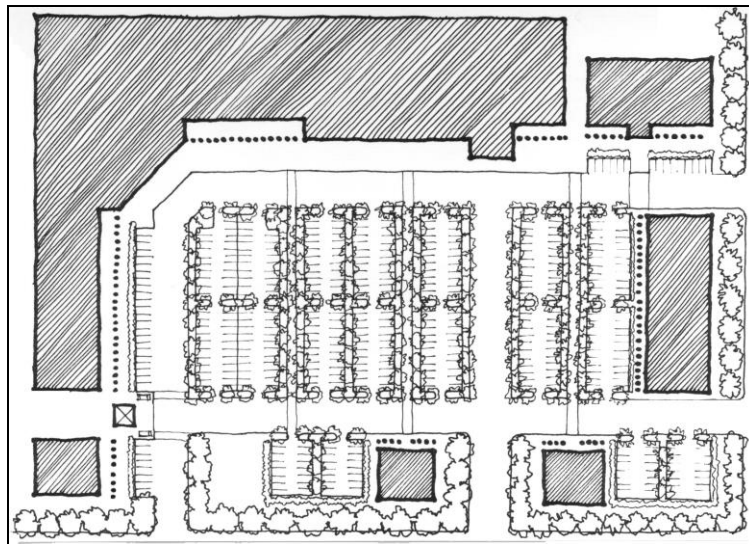


Figure 8.3.6.A: Illustration of Landscaped Parking Area

B) **Site Layout**

- 1) In order to develop a more pedestrian-oriented streetfront and to maximize the exposure of the primary structure to the primary street, no more than 50% of off-street parking spaces shall be positioned between the building and the primary street. If more than one street or internal drive abuts the property, the designation of the primary street shall be based on the functional class as determined by the Planning Director. See subsection 2 below for location requirements within the Small Town Character District. The following shall be exempt from this requirement:
 - a) Off-street parking lots with a total of 35 parking spaces or less; and
 - b) Off-street parking lots for properties zoned Light Industrial or Tech/Flex provided they are not located on a limited- or controlled-access highway, thoroughfare, major collector, or minor collector street.
- 2) No more than one double-loaded bay of parking shall be positioned between the building and the primary street for all developments within

the Small Town Character District, excluding developments within the Central Business District. If more than one street abuts the property, the designation of the primary street shall be based on the functional class as determined by the Planning Director. When parking is provided behind the building, there shall be a public building entrance on the rear of the building.

- 3) Any parking areas containing more than 50 spaces shall be visually subdivided through the use of buildings, planting areas, plazas, courtyards, or landscaped islands.
- 4) 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.
- 5) Driveways to parking areas shall be no wider than current Town specifications.
- 6) 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 Sec. 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. Permeable pavement, if used, shall comply with the North Carolina Department of Environmental Quality's Minimum Design Criteria in the NCDEQ Stormwater Design Manual. Exceptions shall apply 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 in addition to parking standards found in the Town of Apex Standard Specifications and Standard Details:
 - a) The maximum angle for angled parking shall be 60 degrees.

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	Angled and perpendicular spaces	9 x 18
	Compact (see 8.3.2(D))	9 x 15
All	Parallel	8 x 22

- 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 Sec. 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. See Sec. 8.5.5 *Operational/Physical Compatibility*.

1) *Minimum Number of Spaces*

The minimum stacking spaces from Table 8.3-5 may be provided, cumulatively, by using multiple drive-through lanes. Each lane is not required to provide the minimum number of spaces. Off-street stacking spaces shall be provided as follows:

Table 8.3-5: Minimum Required Vehicle Stacking Spaces

Activity Type	Minimum Stacking Spaces	Measured From
Bank teller lane	4	Teller or Window
Dry Cleaner	2	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
All other uses	2	Window

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

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

*Hospital Outpatient Facilities require 10% of the patient and visitor spaces be accessible.

**Rehabilitation Facilities and Outpatient Physical Therapy Facilities require 20% of the patient and visitor spaces be accessible.

- B) **Accessible Parking Space Dimensions**
 The dimensions of accessible spaces shall meet the minimum requirements of the 2010 ADA Standards for Accessible Design.
- 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), 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 600 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.

Table 8.3-8: Shared Parking Demand by Land Use and Time of Day

Land Use	Weekday		Weekend		Nighttime
	Daytime (6am-5pm)	Evening (5pm-12am)	Daytime (6am-5pm)	Evening (5pm-12am)	(12am-6am)
Residential	60%	100%	80%	100%	100%
Office/warehouse/ industrial	100%	10%	10%	5%	5%
Retail	60%	90%	100%	70%	5%
Restaurant	70%	100%	100%	70%	10%
Hotel/motel	75%	100%	75%	100%	100%
Entertainment	40%	100%	80%	100%	10%
Church or place of worship	10%	30%	100%	30%	5%
Bank	100%	5%	100%	5%	5%
Health/fitness centers and spas	70%	100%	80%	60%	5%
Medical/dental office	100%	50%	100%	5%	5%

To use this table:

- 1) Determine the minimum parking requirements in accordance with Table 8.3-1: Off-Street Parking Schedule "A" for each land use as if it is a separate use.
- 2) Multiply each amount by the corresponding percentages for each of the five time periods.
- 3) Calculate the total for each time period.
- 4) Select the column with the highest total and use this number as the required minimum number of 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 (Sec. 8.3.2).

D) ***Motor Vehicle Parking Reductions***

1) ***Tree Preservation***

See Sec. 8.2.2.B.2.C.ii for parking reductions when existing, healthy trees are preserved.

2) ***Tree Planting***

The minimum parking requirement may be reduced by two (2) spaces for each large type tree planted and located completely within an island. The number of planted trees must be above and beyond the vehicle use area shading requirement. The minimum parking requirement may not be reduced by more than 10% through tree planting. See Design and Development Manual for information on large type trees. See Sec. 8.2.6.D.1 Landscape Islands.

3) ***Pedestrian Access***

Nonresidential uses located where residents of residential and mixed-use areas within ½ mile of the subject property can walk to and from the

nonresidential use on a continuous pedestrian facility may reduce their minimum parking requirement by 10%. This reduction shall be granted if the average residential density within a ½ mile radius of the subject property is at least six (6) units per acre.

- 4) *Mixed-Use*
All mixed-use developments that are at least two (2) stories tall may reduce their minimum parking requirement by 10%. As it pertains to this parking reduction, mixed-use is defined as a combination of residential and nonresidential uses within the same building.

E) **Other Eligible Alternatives**

For Minor Site Plans and Master Subdivision Plans, 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% from the minimum number of spaces otherwise required under Sec. 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.

For Major Site Plans, the Town Council 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% from the minimum number of spaces otherwise required under Sec. 8.3) if the applicant demonstrates to the satisfaction of the Town Council that the proposed plan will do at least as good 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 and Town Council 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.

8.3.10 Parking Structures

A) ***Design Requirements***

- 1) Parking Structures shall provide:
 - a) Light-colored interior walls and ceilings with the exception of public art; and
 - b) Adequate and uniform interior lighting without glare to surrounding.
- 2) Building façades shall comply with Sec. 9.2.4 *Harmony of Design*.

B) ***Electric Vehicle Charging Spaces***

All parking structures shall provide two (2) Level 2 electric vehicle charging spaces.