

SECTION 174

Off-Street Parking

174.01 Purpose

The Off-Street Parking Regulations require that developments provide parking in proportion to the need created by each use. The regulations further establish standards for the functional design of parking facilities. These regulations are intended to accommodate vehicles in a functionally satisfactory manner and to minimize external effects on neighboring properties.

174.02 General Applications

a. Applicability

Off-street parking shall be provided for any new building constructed; for new uses or conversions of existing buildings; or for enlargements of existing structures.

b. Exemptions

1. Any use within the DC Downtown Commercial District, with the exception of permitted ground level residential uses, is exempt from the off-street parking requirements. Any off-street parking facility constructed in the DC District after the effective date of this Ordinance must comply with the design standards set forth in this section.

174.03 Schedule of Off-Street Parking Requirements

Parking facilities for each use shall be provided in accord with the minimum requirements set forth in Table 174-1.

a. Computation

1. When a computation of required parking results in a fraction of 0.5 or greater, the requirement shall be rounded up to the next whole number.
2. Unless otherwise indicated, parking requirements are based on gross floor area. Gross floor areas for the purpose of this calculation exclude any interior space used for the parking or loading of vehicles.
3. When parking requirements are computed on the basis of capacity, capacity shall be determined by the building code or other official determinations of occupancy in effect for the City of Glenwood at the time the use is established.

Off-Street Parking

**Table 174-1:
Minimum Off-Street Parking Requirements**

Agricultural Use Types	
Horticulture	1 space per 1,000 square feet of sales area.
Crop/Animal Production	No requirement.
Residential Use Types	
Single-Family Residential	2 spaces per dwelling unit.
Duplex Residential	2 spaces per dwelling unit.
Two-Family Residential	2 spaces per dwelling unit.
Multi-Family Residential	1.5 spaces per efficiency or 1-BR unit; 2 spaces per 2-BR unit; 2.5 spaces for 3 or more BR unit.
Downtown Residential	No requirement.
Group Residential	1 space for each resident.
Mobile Home Residential	2 spaces per dwelling unit.
Retirement Residence	1.5 space per independent living unit; 0.5 spaces per assisted living unit;
Civic Use Types	
Administration	1 space for 300 square feet of gross floor area.
Assisted Living	1 space for 4 beds + 1 space per employee of largest shift.
Cemetery	No requirement.
Clubs	1 space per 4 person capacity.
College/University	1 space per three students.
Convalescent Services	1 space for 4 beds.
Cultural Services	1 space per 500 square feet of gross floor area.
Day Care Services	1 space per 5 person capacity + 1 space per employee of largest shift.
Group Care Facility	1 space per 4 person capacity + 1 space per employee of largest shift.
Group Home	1 space per 4 person capacity + 1 space per employee of largest shift.
Guidance Services	1 space per 300 square feet.
Health Care	1 space per 300 square feet + 1 space per employee of largest shift.
Hospitals	1 space per 2 beds + 1 space per employee of the largest shift.
Maintenance Facilities	See Schedule A.
Parks and Recreation	Established by an approved site master plan.
Postal Facilities	See Schedule A.
Primary Education	1 space per employee of largest shift + 10 stalls for visitors.
Public Assembly	1 space per 4 person capacity.
Religious Assembly	1 space per 4 person capacity in largest assembly area.
Safety Services	1 space per employee of maximum shift + 1 stall per 1,000 sq. ft.
Secondary Education	1 space per employee of max shift + 1 space for each 3 11th and 12th grade students.
Utilities	1 space per employee of maximum shift

**Table 174-1:
Minimum Off-Street Parking Requirements**

Commercial Use Types	
Agricultural Sales/Service	See Schedule A.
Auto Rental and Sales	See Schedule A.
Auto Service *	4 times service capacity.
Body Repair *	5 spaces per repair stall.
Business Support Services	1 space per 500 square feet.
Campground	1 space per camping unit.
Cocktail Lounge	1 space per 200 square feet.
Commercial Recreation	1 space per 4 person capacity. For bowling alleys, 4 spaces per lane.
Communication Services	1 space per 500 square feet.
Construction Sales	See Schedule A.
Consumer Services	1 space per 200 square feet.
Convenience Storage	1 space per 20 storage units. **
Equipment Sales/Service	See Schedule A.
Food Sales (All Types)	1 space per 200 square feet.
General Retail Services	1 space per 200 square feet.
Liquor Sales	1 space per 200 square feet.
Lodging, Bed and Breakfast	1 space per unit.
Personal Improvement	1 space per 200 square feet.
Personal Services	1 space per 300 square feet.
Pet Services	1 space per 500 square feet.
Restaurants (Drive-in)	1 space per 50 square feet of customer service area.
Restaurants (General)	1 space per 3 person capacity in dining area.
Stables/Kennels	1 space per employee + 1 stall per 5,000 sq. ft. of site area.
Surplus Sales	See Schedule A.
Trade Services	1 space per 500 square feet.
Veterinary Services	1 space per 500 square feet.

* Auto Service and Body Repair subject to other restrictions applicable under this ordinance:
See Section 4: Use Types - "Vehicle Storage"; also,
Section 6: Supplemental Use Regulations, "Outdoor Storage."

** This standard may be reduced by up to 20% at the discretion of the Building Official, if site plan review demonstrates that circulation and loading patterns accommodate adequate space for queuing and temporary parking by users during the peak hours of operation.

Table 174-1:
Minimum Off-Street Parking Requirements

Office Use Types	
Corporate Offices	1 space per 300 square feet.
General Offices	1 space per 300 square feet.
Financial Services	1 space per 300 square feet.
Medical Offices	5 spaces per staff doctor or dentist.
Miscellaneous Use Types	
Broadcasting Tower	See Schedule A.
Non-Putrescible Landfill	See Schedule A.
All Landfills	See Schedule A.
Industrial Use Types	
Agricultural Industries	See Schedule A.
Light Industry	See Schedule A.
General Industry	See Schedule A.
Heavy Industry	See Schedule A.
Railroad Facilities	See Schedule A.
Resource Extraction	1 space per employee on largest shift.
Salvage Services	See Schedule A.
Warehousing	See Schedule A.
Construction Yards	See Schedule A.

Schedule A

This schedule sets forth minimum off-street parking requirements for uses with elements that have different functions and operating characteristics

Function of Element	Requirement
Office or Administration	1 space per 300 square feet.
Indoor Sales, Display or Service Area	1 space per 500 square feet.
Outdoor Sales, Display or Service Area	1 space per 2,000 square feet.
Equipment Servicing or Manufacturing	1 space per 1,000 square feet.
Indoor or Outdoor Storage or Warehousing	1 space per 5,000 square feet.

174.04 Parking Facility Location

a. Residential Parking

1. With the exception of Downtown Residential uses, off-street parking for residential uses shall be located on the same lot or site as the use.
2. Off-street parking areas for any multi-family residential uses shall be at least six feet from any main building; and shall not be located within a required front yard or street side yard.
3. For multi-family residential uses, separately leased, detached garages may not be used to satisfy parking requirements for such uses unless terms of the lease prevent their use as private storage. Parking incorporated into the design of multi-family buildings, or within parking structures, shall be counted toward fulfillment of parking requirements.

b. Non-residential Parking

Off-street parking for non-residential uses shall be located on the same lot or site as the use, or within 300 feet of that use if the parking site is within a zoning district that permits the Off-Street Parking use type. Control of ownership or use rights to the remote off-street parking must be demonstrated as a condition of permission.

174.05 Parking for People with Disabilities

- a. Each off-street parking facility shall provide the number of parking spaces set forth in Table 174-2 designed and designated for use by people with disabilities. Every eighth parking space shall be van-accessible. Design criteria and dimensions shall be in accordance with *Federal Register, Volume 56, No 144*. Parking facilities for single-family, duplex, two-family, and mobile home residential uses are exempt from this requirement.
- b. Spaces designated for people with disabilities shall have a minimum width of 12 feet. Each handicapped space shall provide a barrier free route to an accessible building entrance, which shall not require users to walk or wheel behind parked cars. Such spaces shall be designated with an upright sign exhibiting the universal symbol for accessibility by the handicapped. All such spaces shall be designed in compliance with the standards of the Americans with Disabilities Act.

**Table 174-2:
Accessible Parking Requirements**

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

174.06 Off-Street Parking Design Standards

a. Dimensions

1. Standard parking stalls shall be 9 feet wide and 18 feet long.
2. Where parking stalls are located adjacent to landscaped areas, the paved depth of such stalls may be decreased by two feet to provide for a vehicle overhang area. The vehicle overhang area may not encroach into a required landscaped area or public sidewalk.

b. Pavement and Drainage

1. Off-street parking facilities shall be surfaced with concrete, asphalt, or brick and shall be maintained with materials sufficient to prevent mud, dust, or loose material except as provided below:

- (a) Sites within the AR and RR Districts are exempt from this requirement.
- (b) In residential areas, all parking spaces and driveways used for parking shall be paved; however, this requirement does not extend to driveways not used under any conditions for parking.
- (c) In GI Districts, the paving requirement for certain parking and loading areas more than 50 feet back from any public right-of-way may be waived, following review and approval of a specific site plan by the Zoning Administrator.

2. Off-street parking facilities shall be designed and built to prevent the free flow of water onto adjacent properties. Parking lot design which discharges water onto public right-of-way is subject to review and approval by the City Engineer.

c. Landscape and Screening Requirements

Landscape requirements for off-street parking facilities are set forth in Section 173.07

d. Entrances and Exits

1. Adequate access to each parking facility shall be provided by means of clearly defined and limited driveways or access points. Such driveways shall be designed to direct non-residential traffic away from residential areas.

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2. Parking facilities other than driveways for single-family, duplex, two-family, or mobile home residential uses must permit vehicles to enter streets in a forward position.
3. Ninety degree head-in parking from any public right-of-way shall be permitted only in the DC district, or as part of a specific Planned Development design.

e. Design and Pedestrian Access

1. Parking lots providing over 100 stalls should be divided into smaller parking fields not exceeding 50 stalls to reduce the visual impact of large parking expanses. Divisions should be made with landscape strips, peninsulas, or grade changes.
2. Commercial or office parking lots shall be designed to separate pedestrians from vehicles to the maximum degree possible and to provide protected pedestrian paths within parking areas which lead to store, building, or shopping center entrances.
3. Sidewalks and walkways in commercial developments should link to the city's sidewalk and trail system where available, and shall provide a safe pedestrian route from adjacent public sidewalks and trails.

f. Safety Features

1. Parking facilities shall be designed to provide visibility of and between pedestrians and vehicles when circulating within or entering or leaving the facility; and shall not create blind, hidden, or hazardous areas.
2. Circulation patterns shall be designed in accord with accepted standards of traffic engineering and safety.

g. Maintenance

All parking facilities shall be maintained to assure the continued usefulness and compatibility of the facility. Acceptable maintenance includes keeping the facility free of refuse, debris, and litter; maintaining parking surfaces in sound condition; and providing proper care of landscaped areas.

h. Adjustment for Conditional Uses and Planned Mixed Use Projects

1. For uses subject to a Conditional Use Permit approval, the Planning Commission may adjust the minimum requirements of this section, in order to provide design, usability, attractiveness, or protection to adjoining uses in a manner equal to or greater than the minimum requirements of this section
2. In mixed use projects, different uses may have complementary parking requirements. This can result in a parking requirement that is less than the sum of parking required for each use and added separately. The Planning Commission may authorize an adjustment to the total parking requirement for separate uses located as part of a common development, or for separate uses located on adjacent sites and served by common parking facilities. All parking facilities subject to the mixed use adjustment must be located in a common facility, equally accessible and usable to all served uses.

174.07 Bicycle Parking

a. Parking Requirements

1. Each parking facility providing 50 spaces or more shall provide parking accommodations for bicycles as provided by the Table 174-3:

**Table 174-3:
Bicycle Parking Requirements**

Number of Parking Stalls	Required Bicycle Spaces
50-100	5
100-150	8
150-200	10
Over 200	2 additional spaces for each 50 parking stalls

2. Bicycle parking facilities shall include bicycle racks secured to prevent easy removal, bicycle lockers, or bicycle posts or bollards expressly designed for the secure storage.

3. The location of bicycle parking facilities shall be at least as convenient to the main entrance of the primary use as the most convenient automobile parking not reserved for use by disabled people.

4. Bicycle parking should be located to prevent hazards or obstructions to the normal flow of pedestrians into a use.

174.08 Off-Street Loading

a. Loading Requirement

In any district with every building or part thereof hereafter erected, having a gross floor area of ten thousand square feet or more, which is to be occupied by manufacturing, storage, warehouse, goods display, retail store, wholesale store, market, hotel, hospital, mortuary, laundry, dry cleaning or other uses similarly requiring the receipt or distribution by vehicles of material or merchandise, there shall be provided and maintained on the same lot with such building, at least one off-street loading space plus one additional such loading space for each twenty thousand square feet or major fraction thereof of gross floor area, so used, in excess of ten thousand square feet.

b. Design Standards

1. Each loading space shall be at least 12 feet wide by 40 feet long, with a vertical clearance of at least 14 feet.

2. Loading spaces and access areas shall be paved.

3. Off-street loading areas are subject to the landscaping and buffering requirements for parking facilities set forth in this Section 173.

c. Schedule of Loading Spaces

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Loading spaces for each use requiring them shall be provided in accord with the minimum requirements set forth in Table 174-4.

**Table 174-4:
Off-Street Loading Requirements**

Gross Floor Area of Use (square feet)	Number of Required Loading Spaces
5,000 or less	None
5,001 - 25,000	1
25,001 - 75,000	2
Larger than 75,000	3

174.09 Stacking Requirements for Drive-Through Services

- a. Commercial establishments providing drive-in or drive-through services shall provide minimum on-site stacking distance as provided by Table 174-5.
- b. The City Engineer may reduce these requirements for specific projects, provided that the applicant can present a traffic study prepared by a professional traffic engineer demonstrating that such reduction is appropriate to the function of the project. A reduction must be approved by the Public Works Director.

**Table 174-5:
Off-Street Stacking Requirements**

Type of Operation	Minimum Stacking Space
Financial Services with Drive-Up Tellers	3 vehicles per window or kiosk
Financial Services with Drive-Up ATM	3 vehicles per ATM station
Self-service or automatic car wash	Entrance: 3 vehicles per bay Exit: 1 vehicle per bay
Fast food restaurant	Behind menu board: 3 vehicles Behind first service window: 3 vehicles
Photo processing, dry cleaning, or other drive-up personal services	2 vehicles per service window
Gas stations	2 vehicles per pump
Gated parking lot, community entrance, or overhead door	1 vehicle per gate or door

Note: Minimum vehicle lane shall be 12 feet. Vehicle length = 20 feet.

174.10 Parking for Personal and Recreational Vehicles

a. Applicability

This section permits the parking of personal vehicles on a single lot in a residential district subject to specific conditions. Personal vehicles include: passenger cars; vans; pick-up trucks; camper shells, toppers, and other similar appurtenances intended for attachment to a personal vehicle; trailers under 25 feet in length, and boats under 25 feet in length. Measurement of boats shall include the boat trailer to which it is attached. The maximum height of any Personal Vehicle shall be eight feet from grade. Trucks, tractor cab units, trailers, recreational vehicles, boats over 25 feet in length and vehicles over ten tons gross empty weight shall be defined as heavy commercial vehicles.

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b. Location of Parking

1. Parking is permitted within any enclosed structure when such structure conforms to the regulations of its zoning district.
2. Parking of personal vehicles is permitted on a prepared driveway (outside of an enclosed structure) within the front yard setback, but shall in no case encroach upon the public right-of-way.
3. In Residential Districts, paved and prepared parking must be set back at least two (2) feet from an adjacent side lot line.
4. Parking of personal vehicles may occur in the rear yard setback (outside of an enclosed structure and not on the front yard paved driveway) if the Zoning Administrator determines that such parking conforms to the provisions of the Zoning Ordinance, meets the following conditions:
 - (a) The parking space is provided on a prepared surface and connected to a dedicated public right-of-way and/or alley.
 - (b) The paved parking does not exceed the maximum impervious coverage limit for the lot.
5. Heavy commercial vehicles, including tractor cab units that exceed 10 tons gross vehicle weight shall not be parked on any lot within a residential zoning district. Recreational vehicles shall not be parked within a residential zoning district, except as provided below.

c. Special Provisions for Recreational Vehicles and Boats

Parking and storage of recreational vehicles and boats within residential districts is subject to the following additional conditions. These conditions are in addition to those requirements for the parking of Personal Vehicles.

1. Recreational vehicles and boats must be maintained in a clean, well-kept state.
2. Recreational vehicles and boats equipped with liquefied petroleum gas containers must ensure that such containers must meet the current standards of the Interstate Commerce Commission, the United States Department of Transportation, or the American Society of Mechanical Engineers. Any valves must be closed at all times that the vehicle is not in preparation for immediate use. Leaks in containers must be repaired immediately.
3. Recreational vehicles may be parked temporarily by non-paying guests for a maximum of three consecutive days or fourteen days total during any calendar year. Cooking in the recreational vehicle is prohibited at all times.
4. Recreational vehicles and boats may not be permanently connected to utility lines.
5. Recreational vehicles and boats may not be used for the storage of goods, materials, or equipment other than those items which pertain to the use of the vehicle.

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6. If feasible on a lot, recreational vehicles and boats may be parked outside of required front yard and street side yard setbacks.

174.11 Supplementary Regulations: Storage and Parking of Unlicensed or Other Vehicles

The storage or keeping of motor vehicles not having a properly issued current motor vehicle registration and current motor vehicle license plate properly displayed is prohibited on any lot, parcel or tract of land or part thereof, situated within the zoning jurisdiction of the City of Glenwood, except for motor vehicles stored within a fully enclosed building or held for sale by a licensed motor vehicle dealer at his/her place of business in a zoning district which permits such use.

See Chapter 51 City Code of Ordinances