

## SECTION 8 - OFF-STREET PARKING AND LOADING

- 8.1 SCOPE OF REGULATIONS - The off-street parking and loading provisions of this Ordinance shall apply as follows:
- 8.1.1 For all buildings and structures erected and all uses of land established after the effective date of this Ordinance, accessory parking and loading facilities shall be provided in accordance with the regulations of the district in which such buildings or uses are located provided, however, that in the event a building permit has been issued prior to the effective date of this Ordinance, and provided that construction is begun within 60 days of such effective date and diligently prosecuted to completion, parking and loading facilities need not be provided as required herein.
- 8.1.2 When the intensity of use of any building, structure or premises shall be increased through the addition of dwelling units, gross floor area, seating capacity or other units of measurement specified herein for required parking or loading facilities, parking and loading facilities as required herein shall be provided for such increase in intensity of use.
- \* 8.1.3 Whenever the existing use of a building or structure shall hereafter be changed to a new use, parking or loading facilities shall be provided as required for such new use. However, if said building or structure was erected prior to the effective date of this Ordinance, additional parking or loading facilities shall be required only in the amount which the requirements for the new use would exceed those for the existing use, if the latter were subject to the parking and loading provisions of this Ordinance. If such standards are physically impossible to attain, the Planning Commission may grant a Variance to this section by following the procedures established in Section 14 of this Ordinance when the following conditions are determined to exist:
- (a) There appears to be adequate on-street parking available in the immediate vicinity of the proposed use.
  - (a) No physically feasible method appears available for the applicant to meet the standards in the vicinity of the proposed use.
  - (c) The Commission finds that the use proposed is compatible with the surrounding area and would enhance development in the vicinity.
- \*\* 8.1.4 At the time of erection or enlargement of any building containing one or more dwelling units, or of the addition of one or more dwelling units to or within an existing building, unless otherwise prohibited in this Ordinance, there shall be provided and maintained not less than four vehicle spaces - two (2) automobile garage spaces and two (2) spaces which need not be covered - for each new or added dwelling unit in any one or two family structures, and not less than one (1) automobile garage space plus one (1) additional on-site parking space for each new or added unit in any multi-family structure.

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\* Amended by Ord. #582, 9/27/76

\*\* Amended by Ord. #716, 12/13/83; and by Ord. #901, 2/21/96; and by Ord. #965, 8/24/01; and by Ord. #999, 5/27/04; and by Ord. #1006, 4/21/05; and by Ord. #1030, 7/27/07;

Furthermore, there shall be provided and maintained not less than four vehicle spaces - two (2) automobile garage spaces and two (2) spaces which need not be covered - for each dwelling unit in any one or two family structure when any of the following occurs:

- 600 or more square feet of gross floor area is added to the dwelling
- Any floor area modification proposed to a home that is currently 3,000 square feet or larger, or that results in a dwelling becoming 3,000 square feet or larger
- Any floor area modification proposed to a dwelling that currently has four or more bedrooms, or that results in an increase in the number of bedrooms from three or fewer to four or more
- Two or more bedrooms are being added to such dwelling, regardless of whether any existing bedrooms are eliminated

Notwithstanding this section, all secondary dwelling units shall comply with the parking standards set forth in Sections 8.4.1(f) and 24.3(i) of the Belmont Zoning Code.

8.1.5 APPLICATION - Any application for a building permit shall include therewith a plot plan, drawn to scale and fully dimensioned, showing any parking or loading facilities to be provided in compliance with this Ordinance.

\* 8.1.6 IN LIEU FEE – The Council may adopt by resolution an in-lieu parking fee to be charged to the respective property owner for each parking space eliminated by variance within the Downtown Specific Plan Area. When a property is participating in an assessment district, which provides off-street public parking, the assessment shall be considered an in-lieu parking fee for the number of public off-street parking stalls represented by the proportion of such assessment. The City Council may set the amount of the in-lieu fee from time to time by resolution.

## 8.2 GENERAL REGULATIONS

8.2.1 EXISTING PARKING AND LOADING FACILITIES - Accessory off-street parking or loading facilities which are located on the same site as the building or use served, and which were in existence on the effective date of this Ordinance, or were provided voluntarily after such effective date, shall not hereafter be reduced below, or if already less than, shall not further be reduced below the requirements of this Ordinance for such building or use.

8.2.2 CONTROL OF OFF-STREET PARKING FACILITIES - Where required parking facilities are provided on land other than the site on which the building or use served by such facilities is located, they shall be and remain in the same possession and ownership as the site occupied by the building or use to which the parking facilities are accessory. No such off-site parking facilities shall be authorized where the plan calls for parking facilities other than on the same site until and unless the Commission has reviewed the plans, heard the applicant and made

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\* Amended by Ord. #901, 2/21/96

findings that the common ownership and possession of the site and the site of the parking facilities are reasonably certain to continue and that the off-site parking facilities will be maintained at all times during the life of the proposed use or building.

- \* 8.2.3 JOINT PARKING FACILITIES – Off-street parking facilities for more than one building, structure or use, or for mixed uses, may be provided collectively in any zoning district in which separate parking facilities for each constituent use would be permitted, provided that the total number of spaces so located together shall not be less than the sum of the separate requirements for each use. Within the Village Center Area the total number of spaces located together may be reduced up to 15% from the sum of the separate requirements for each use if it can be shown that peak demand can be accommodated. This shall be approved pursuant to Section 11.7 – Administrative Approvals.
  
- \* 8.2.4 USES IN PROXIMITY TO TRAIN STATION PARKING – Reduction in required on-site parking may be allowed through the use permit processes provided the building or use served is located within 300 feet of the train station parking facility. The distance shall be measure by the shortest route of effective pedestrian access site to site. A reduction of 25% may be granted provided that the applicant can demonstrate that off-site public parking facilities can meet peak demand. Administrative Approval shall be governed by Section 11.7, Administrative Approvals.
  
- \* 8.2.5 USE OF PARKING AND GARAGE FACILITIES - Off-street parking and garage facilities accessory to residential use and developed in any residential district in accordance with the requirements of this Section shall be used solely for the storage of passenger automobiles owned by occupants of the dwelling structure to which such facilities are accessory or by guests of said occupants. Under no circumstances shall required parking and garage facilities, accessory to residential structures, be used for the storage of commercial vehicles or for the parking of automobiles belonging to the employees, owners, tenants, visitors or customers of business or manufacturing establishments.
  
- \* 8.2.6 LOCATION OF REQUIRED PARKING FACILITIES - The location of off-street parking and garage spaces in relation to the use served shall be as follows: All distances specified shall be walking distances between such parking spaces and a main entrance to the use served.
  - (a) For Uses in a Residence District - Parking and garage space accessory to dwellings shall be located on the same site as the use served. No parking outside of the required driveway and parking area shall be permitted between the front of the dwelling and the front property line. In the aforementioned area, additional parking, paving for parking, and circular driveways are not permitted. Any variance from this standard is subject to the procedure of Section 14 and findings of Section 8.1.3(c).

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\* Amended by Ord. #901, 2/21/96

Spaces accessory to uses other than dwellings in Residential Districts may be located on a site adjacent to, or directly across a street or alley from the site occupied by the use served; but in no case at a distance in excess of 300 feet from such use.

- (b) Uses in Commercial and Manufacturing Districts - All required parking spaces shall be within 500 feet of the use served, except for spaces accessory to dwelling units, not including a transient hotel, which shall be within 300 feet of the use served. For uses within the General Commercial C-2 Zoning District, parking spaces in the public right-of-way immediately fronting the parcel containing the use or development may be used in calculating and satisfying the total number of required parking spaces. However, no parking spaces accessory to a use in Commercial or Manufacturing District shall be located in a Residential District, unless authorized by the Commission in accordance with Section 11.

\* 8.2.7 PROHIBITION ON CUMULATIVE ADMINISTRATIVE PARKING REDUCTIONS – Only one administrative reduction in the required number of parking areas may be granted per parcel or development. Administrative parking reductions are not cumulative.

### 8.3 DESIGN STANDARDS - PARKING AREAS

\*\* 8.3.1 SIZES AND TYPES - Dimensions of required, off-street parking spaces and permitted ratios of standard and handicap spaces should be as follows:

- (a) Uniform Parking Space - The uniform, required, off-street parking space or garage space shall be clear space not less than 8 ½ feet in width and not less than 18 feet in length, including front bumper overhang of planters, walk, etc. of two feet from wheel stop, exclusive of access drives or aisles, ramps, columns, posts or other uses of space.
- (b) Handicapped Parking Space - Parking for vehicles properly identified for use by handicapped persons shall be provided in all parking facilities, other than single family residential, unless specifically exempted by the Building Official/Zoning Administrator, in accordance with the following table:

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\* Added by Ord. #901, 2/22/96

\*\* Amended by Ord. #543, 6/24/74; by Ord. #666, 1/4/80; and by Ord. #901, 2/21/96

<u>Total Number of Parking Spaces</u>	<u>Minimum Number of Handicapped Spaces Required</u>
0 - 100	1 for each 30 or fraction thereof
101 - 200	4 plus 1 for each 100 or fraction thereof over 100
201 - 500	5 plus 1 for each 100 or fraction thereof over 300
Over 500	7 plus 1 for each 200 or fraction thereof over 500

Spaces for the physically handicapped shall be located as near as would be practical to primary entrance to a single building or shall be located to provide for safety and optimum proximity to the entrances of greatest incidence of use, and located so that a handicapped person is not compelled to pass behind other parked cars.

If only one space is provided, it shall be 14 feet wide and lined to provide a nine foot parking area and a five foot unloading area. If adjacent spaces are provided, two spaces can be established within a 24 foot side area lined to provide a nine foot parking area on each side and a six foot unloading area in the center. In each space, a concrete wheel bumper shall be provided so as to provide a minimum of 18 feet length of parking surface.

Pedestrian walkways shall be provided from each parking space to the related facilities, with curb cuts and ramps as required. Ramps shall not encroach into any parking area, but may encroach into the loading area of the space by not more than 60 inches.

The surface slope of the parking space shall not exceed ¼ inch per foot. Each space reserved for the handicapped shall be identified by permanent official sign and appropriate symbol. Overhead clearance to parking spaces for handicapped parking shall be no less than 8.25 feet.

- (c) Backup Distance - Where one or two parking spaces are provided for a single-family residence and the vehicles will back directly onto a street, the minimum on-site driveway length shall be 18 feet totally within private property and the minimum clear back up distance, measured from the back of parking space, shall be 26 feet.
- (d) Where parking spaces are grouped in a parking lot, the minimum aisle width varies according to the angle of parking as shown below:

<u>Parking Angle</u>	<u>Uniform Parking Space</u>	<u>Uniform One Way</u>	<u>Aisle Width Two Way</u>
90o	8.5'x18'	20'	26
60o	8.5'x18'	14'	19
45o	8.5'x18'	13'	19
30o	8.5'x18'	11'	18

\* (e) Minimum Garage Dimension - A garage containing two parking spaces shall have an inside dimension of not less than 20 feet by 20 feet; however, any garage constructed prior to April 21, 2005 having a minimum interior dimension of 17 feet in width by 18 feet in depth shall be considered a legal nonconforming two-car garage for purposes of this Ordinance. Any such dwelling with a 17' X 18' legal nonconforming garage may continue its nonconformity provided the square footage necessary to establish a 20' x 20' garage be reserved from the maximum permitted dwelling floor area for a future garage upgrade.

\*\* 8.3.2 ACCESS - Access to such garage space or parking space shall conform to the following:

(a) Not to exceed 25 lineal feet in width at the street property line.

(b) Be not less than 12 feet wide.

\*\*\* (c) That portion of any required driveway between the garage and/or parking space and the public right-of-way shall be entirely within the boundary of the lot or parcel on which the use served by said driveway is located, except in the case where it is impractical to comply with this regulation the Zoning Administrator may permit, in writing, the construction of a driveway over other lots or parcels if said driveway meets all of the standards of the City of Belmont, is designed to the satisfaction of the Zoning Administrator, and does not constitute a hazard or adverse safety condition. Appropriate easements shall be provided by the applicants to insure permanent access across all property.

8.3.3 LIGHTING - Any lighting used to illuminate off-street parking areas shall be directed away from residential properties in such a way as not to create a nuisance.

8.3.4 SIGNS - Accessory signs are permitted on parking area in accordance with the provisions of this Ordinance.

8.3.5 SCREENING AND LANDSCAPING - All open automobile parking areas containing more than four parking spaces shall be effectively screened on each side adjoining or fronting on any property situated in a Residential District or any institutional premises by a wall, fence or densely planted compact hedge not less

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\* Amended by Ord. #1006, 4/21/05

\*\* Amended by Ord. #901, 2/21/96

\*\*\* Amended by Ord. #491, 11/13/72; and by Ord. #901, 2/21/96

than four feet nor more than six feet in height. Such required screening shall conform with the front and side yard setback requirements of the district in which the parking is located.

\* 8.3.6 SURFACING - All open off-street parking areas shall be improved so that surfacing is consistent with National Pollutant Discharge Elimination System (NPDES). The off-street parking area shall also be painted with lines showing parking spaces and with directional arrows showing traffic movements.

\*\* 8.4 SCHEDULE OF PARKING REQUIREMENT - For the following uses, accessory off-street parking spaces shall be provided as required hereinafter. Parking spaces required on an employee basis shall be based on the maximum number of employees on duty or residing, or both, on the premises at any one time. Requirements are for parking spaces unless garages are specified.

When determination of the number of off-street parking spaces required by this Section results in a requirement of a fractional space, any fraction of one-half or less may be disregarded while a fraction in excess of one-half shall be counted as one parking space.

Refer to Section 8.3.1 to determine handicap parking provisions and allowable ratio of standard car spaces.

#### 8.4.1 RESIDENTIAL USES, AS FOLLOWS:

- \*\*\* (a) One Family Dwellings – Four vehicle spaces - two (2) automobile garage spaces and two (2) spaces which need not be covered for each dwelling unit.
- (b) Two Family and Multi-Family Dwellings (including Apartment Hotels) - One garage space for each dwelling unit in any two family or multiple family structure, plus one paved open parking space or garage for each such dwelling unit.
- (c) Hotels, Motels - One for each dwelling unit or lodging room.
- (d) Lodging Houses - One garage space for each two lodging rooms, plus one garage space for the owner or manager.
- (e) Private Clubs and Lodges (with sleeping facilities for guests) - One for each two lodging rooms plus parking spaces equal in number to ten percent of the capacity in persons (exclusive of lodging rooms capacity of such club or lodge).
- \*\*\*\* (f) A Single Family Dwelling with a Secondary Dwelling Unit – Notwithstanding Section 8.1.4, either an existing or new single-family detached dwelling with either a new studio, one-bedroom, or two bedroom

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\* Amended by Ord. #901, 2/21/96

\*\* Amended by Ord. #666, 1/4/80

\*\*\* Amended by Ord. #965, 8/24/01

\*\*\*\* Amended by Ord. #617, 12/13/83; and by Ord. #999, 5/27/04

secondary dwelling unit shall be provided with four off-street parking spaces (Minimum of two automobile garage spaces).

#### 8.4.2 RETAIL AND SERVICE USES

- (a) Retail Stores - One for each 250 square feet of floor area accessible to the public. Floor area accessible to the public shall include all square footage not used for storage of merchandise, equipment rooms, elevator shafts, stairwells, and restrooms. Parking for storage rooms shall be calculated pursuant to Section 8.4.7 if stock employees are present. If the floor area accessible to the public is unknown, 90 percent of the gross floor area shall serve as the basis for determining the parking requirements.
- \* (b) Automobile Service Stations - Two spaces for each working bay, plus one space for each employee on the largest shift.
- \*\* (c) Automobile Laundry - One for each two employees, plus ten storage spaces for each conveyor lane or wash rack.
- (d) Bowling Alleys - Three for each alley.
- \*\*\* (e) Establishments Dispensing Food or Beverages for Consumption on the Premises – One space for each 60 sq. ft. of customer area plus one space for each 600 sq. ft. of kitchen and storage area.
- (f) Furniture and Appliance Stores, Household Equipment or Furniture Repair Shops - One for each 600 square feet of floor area.
- (g) Motor Vehicle Sales and Machinery Sales - One for each 400 feet of floor area.
- \*\* (h) Theaters (indoor) - One for each five seats.
- (i) Mortuary - Six for each chapel or parlor, plus one for each funeral vehicle kept on the premises.

- \*\* 8.4.3 OFFICES - BUSINESS, PROFESSIONAL, FINANCIAL AND GOVERNMENT - One for each 250 square feet of net floor area and one for each 333 square feet of net floor area within the Specific Plan Area when office and retail uses are mixed. Net floor area shall include all square footage not used for elevator shafts, stairwells, restrooms, storage, equipment rooms (exclusive of photocopy and data processing centers), main hallways and lobbies. If the net floor area is unknown, 90% of gross floor area shall serve as the basis for determining the parking requirements.

#### 8.4.4 WHOLESALE ESTABLISHMENT (but not including warehouses and storage buildings other than accessory) - One for each 600 square feet of floor area.

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\* Amended by Ord. #470, 6/14/71

\*\* Amended by Ord. #901, 2/21/96

\*\*\* Amended by Ord. #470, 6/14/71; Ord. #901, 2/21/96

8.4.5 SERVICE AND REPAIR FACILITIES (Other than auto service station) - One space for each 500 square feet of gross floor area plus one space for each 2,000 square feet of exterior area devoted to such uses.

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8.4.6 COMMUNITY SERVICE USES, as follows:

(a) Auditoriums for Schools and Colleges - One parking space shall be provided for each six permanent seats.

Adequate space shall also be provided for buses used in connection with the activities of the institution, and all loading and unloading of passengers shall take place upon the premises.

(b) Places of Assembly, including Religious Assembly, Public/Private Community Rooms & Recreation Buildings, and other similar uses:

1. One space per each four fixed seats, or if there are no fixed seats, one space per each 60 square feet in the main meeting room.
2. Twenty-four (24) inches of seating space on a bench or pew shall count as one seat.

(c) High Schools, Colleges, Universities, Church Schools, and Business, Professional and Trade Schools - One for each employee and one for each 20 students based on the maximum number of students attending classes on the premises at any one time during any 24-hour period.

(d) Health Center, Government Operated - Three for each staff and visiting doctor.

(e) Hospitals - One for each two hospital beds, plus one for each two employees (other than staff doctors), plus one for each doctor assigned to the staff.

(f) Libraries, Art Galleries and Museums - Public - One for each 1,000 square feet of gross floor area.

(g) Stadiums, Arenas, Auditoriums (other than college or school), Convention Halls, Dance Halls, Exhibition Halls, Skating Rinks and other similar places of assembly - Parking spaces equal in number to 20 percent of the capacity in persons shall be provided.

(h) Public Utility and Public Service Uses - One for each three employees, on duty at any one time, plus spaces adequate in number, as determined by the Zoning Administrator, to serve the public.

(i) Schools - Nursery, Elementary and Intermediate (public or private) - One for each employee.

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\* Amended by Ord. #987, 6/13/03

- \* 8.4.7 WAREHOUSE AND STORAGE BUILDINGS - One space for each 2,000 square feet of gross floor area.
- 8.4.8 MISCELLANEOUS USES, as follows:
- (a) Fraternities, Sororities, and Dormitories - One for each five members living on the premises, plus one for the manager.
  - (b) Private Clubs and Lodges (without sleeping facilities for guests) - Parking spaces equal in number to ten percent of the capacity in persons.
  - (c) Rest Homes, Nursing Homes, Sanitariums, Convalescent Homes or Institutions for the Aged or for Children - One for each four beds, plus one for each two employees (other than staff doctors), plus one for each doctor assigned to the staff.
  - (d) Theaters - Automobile Drive-In. Reservoir parking space equal to ten percent of the vehicle capacity of such theaters.
- 8.4.9 COMBINED AND OTHER USES - When two or more uses are located on the same site or within the same building, parking spaces shall be required in number equal to the sum of the separate requirements for each such use unless otherwise authorized by the Commission in accordance with Section 14.

For uses not listed heretofore in this schedule of parking requirements, parking spaces shall be provided on the same basis as required for the most similar listed use, or as determined by the Zoning Administrator.

## 8.5 LOADING REQUIREMENTS

### 8.5.1 GENERAL

- (a) LOCATION - All required loading berths shall be located on the same site as the use served. No loading berth for vehicles over two tons in capacity shall be closer than 50 feet to any property in a Residential District unless completely enclosed by building walls, or a uniformly solid fence or wall, or any combination thereof, not less than six feet in height. No permitted or required loading berth shall be located within 25 feet of the nearest point of any street intersection.
- (b) SIZE - Unless otherwise specified, a required loading berth shall be at least ten feet in width by at least 25 feet in length, exclusive of aisle and maneuvering space, and shall have a vertical clearance of at least 14 feet.

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\* Amended by Ord. #470, 6/14/71

- (c) ACCESS - Each required off-street loading berth shall be designed with appropriate means of vehicular access to a street or alley in a manner which will least interfere with traffic movements.
- (d) SURFACING - All open off-street loading berths shall be improved with a compacted base, not less than five inches thick, surfaced with not less than three inches of plant mix asphalt, concrete or some comparable material approved by the City Engineer.
- (e) REPAIR AND SERVICE - No motor vehicle repair work or service of any kind shall be permitted in conjunction with loading facilities provided in any Residential or Commercial District.
- (f) Space allocated to any off-street loading berth shall not, while so allocated, be used to satisfy the space requirements for any off-street parking facilities or portions thereof.
- (g) The Zoning Administrator shall determine the number of loading berths required for uses other than those prescribed herein.

8.5.2 TABLE OF LOADING SPACE REQUIREMENTS - Off-street loading berths shall be provided for the uses listed in the following table on the basis of gross floor area of building or portions thereof devoted to such uses in the amounts shown herein. Off-street loading berths shall be required only when access is available from a public alley, driveway easement or adjacent off-street parking area. No loading berths shall be required when only street access is available.

**TABLE OF LOADING SPACE REQUIREMENTS**

<u>USE</u>	<u>GROSS FLOOR AREA (IN SQUARE FEET)</u>	<u>SPACES NUMBER</u>
a. Retail Store	5,000 to 12,000	1
	12,000 to 25,000	2
	25,000 to 40,000	2
b. Office Buildings, & Banks	10,000 to 100,000	1
	Each additional 100,000*	1
c. Restaurants and Other On-Site Food or Beverage Sales Outlets	5,000 to 12,000	1
	Each additional 12,000*	1
d. Theaters	8,000 to 25,000	1
	Each additional 20,000*	1
e. Hotels, Clubs, Lodges, Auditoriums and Places of General Assembly	10,000 to 20,000	1
	20,000 to 100,000	2
	Each additional 10,000*	1
f. Wholesale Sales Outlets	15,000 to 100,000	1
	Each additional 100,000*	1
g. Hospitals, Sanitariums, and Other Institutions	20,000 to 100,000	1
	Each additional 100,000	1
h. Funeral Homes	8,000 to 50,000	1
	Each additional 50,000	1

\* or fraction thereof