

ARTICLE 8: PARKING

Introduction: This Article of the Burlington Comprehensive Development Ordinance establishes the requirements for off-site parking throughout the city. It also includes parking for bicycles and requirements for institutional parking management plans.

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PART 1: GENERAL REQUIREMENTS

Sec. 8.1.1 Purpose

It is the purpose of this article to:

- (a) Ensure there are adequate parking and loading facilities to serve the use or uses of the property;
- (b) Ensure that parking facilities are designed to provide proper circulation, reduce hazards to pedestrians, and protect the users of adjoining properties from nuisance caused by the noise, fumes, and glare of headlights which may result from the operation of vehicles parking off the street;
- (c) Reduce congestion in the streets and contribute to traffic safety; and
- (d) Encourage alternate modes of travel that will reduce dependence upon the single-occupancy automobile.

These regulations are enacted under the provisions of *24 V.S.A. Chapter 117*

Sec. 8.1.2 Applicability

No structure shall be erected or altered, or any use changed or established, unless or until the provisions of this Article have been met. No onsite parking shall be required or provided within the Urban Reserve District.

Sec. 8.1.3 Parking Districts

The demand for parking is highly dependent on the context within which a given use or structure is located. Factors such as proximity to other related uses, availability of public transportation and alternative forms of and supports for transportation, the density of land uses, and the ability to share parking with nearby uses are all factors which influence the demand for individual and dedicated off-site parking. For the purposes of this Article, the following three (3) Parking Districts as illustrated in Map 8.1.3-1 are hereby created:

(a) Neighborhood Parking District:

This parking district encompasses the primarily residential neighborhoods of the city where the demand for off-site parking is largely dependent on the needs and characteristics of and transportation resources available to an individual site or land use.

(b) Shared Use Parking District:

This parking district recognizes that opportunities exist to share parking demand between related nearby land uses, and that travel to and between these uses may not be strictly automobile dependent.

(c) Multimodal Mixed-Use Parking District:

This parking district recognizes the opportunity for extensive sharing of parking demand between nearby mixed land uses makes travel to and between proximate land uses largely independent from an automobile; and that an array of non-vehicular transportation modes, public parking facilities, and frequent transit service greatly reduces the need for independent on-site parking for individual land uses.

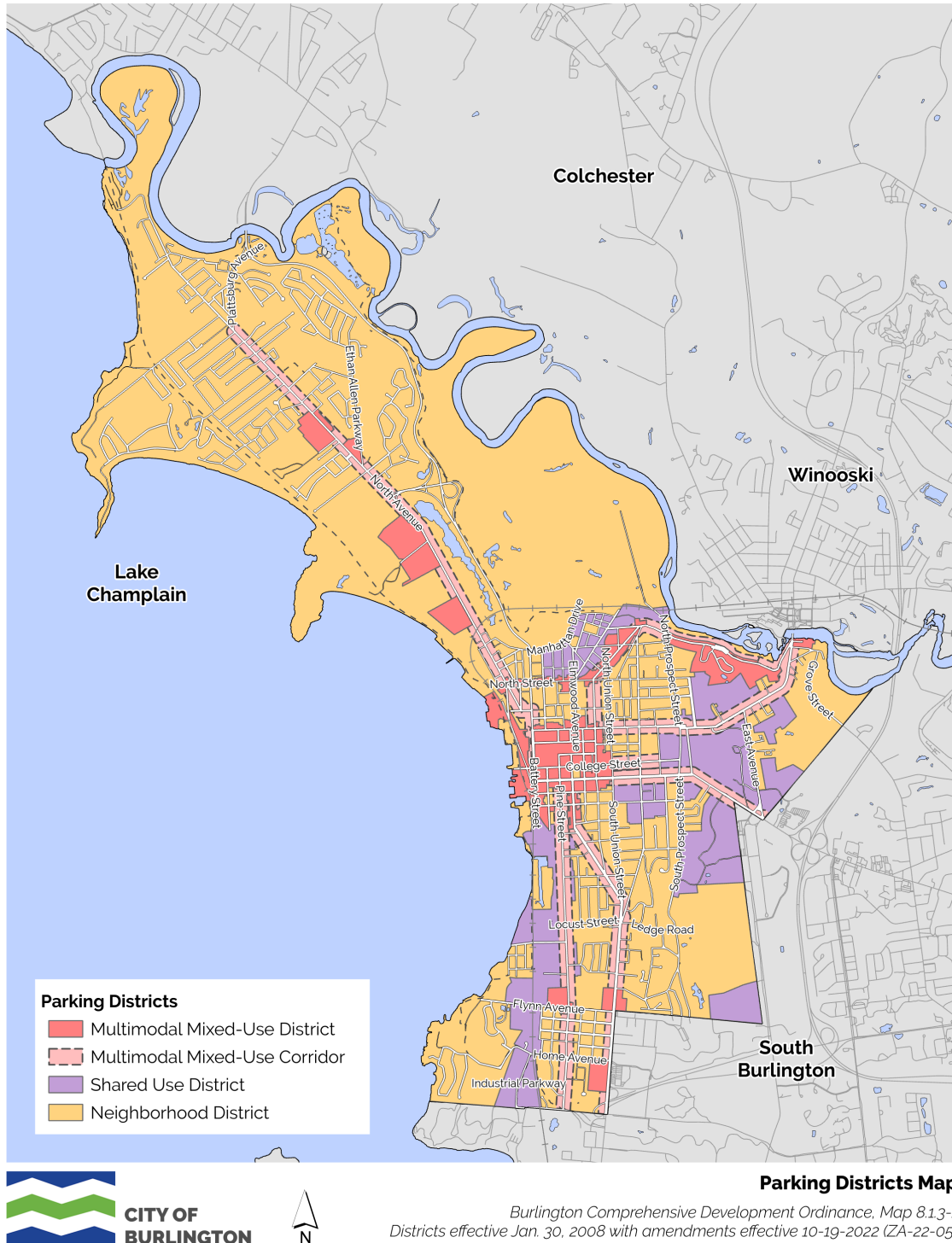
This Parking District includes all properties in the following Zoning Districts:

- (a) Downtown Core (FD6)
- (b) Downtown Center (FD5)
- (c) Downtown Waterfront – Public Trust (DW-PT)
- (d) Neighborhood Activity Center (NAC)
- (e) Neighborhood Mixed Use (NMU)
- (f) NAC – Riverside (NAC-R)
- (g) NAC – Cambrian Rise (NAC-CR)

The Parking District also includes the properties located at 0 and 52 Institute Road.

With the exception of those properties subject to Part 3 - Institutional Parking Management Plans, this Parking District also includes all properties with street frontage on the following major thoroughfares to a maximum depth of 200-ft.:

- (a) North Avenue from Battery Park to Plattsburg Avenue
- (b) Colchester Avenue
- (c) Pearl Street
- (d) North Winooski Avenue
- (e) Riverside Avenue from N. Winooski Ave to Colchester Ave
- (f) Battery Street
- (g) Main Street
- (h) College Street to South Williams Street
- (i) Pine Street
- (j) Saint Paul Street
- (k) Shelburne Street



Map 8.1.3 -1 Parking Districts

Sec. 8.1.4 Existing Structures

Any structure or land use lawfully in existence prior to the adoption of this ordinance shall not be subject to the requirements of this Article as long as the kind or extent of use is not changed, and provided further that any parking facilities now serving such structures shall not in the future be altered.

Within the Multimodal Mixed-Use Parking District, an administrative permit may be requested to remove the minimum off-street parking requirements associated with permits issued prior to December 16, 2020. This provision does not apply to permits containing public parking provided in exchange for an Article 4 Development Bonus (See Sec. 4.4.1 (d) (5) (A)). For those permits, the public parking provided shall be maintained. This provision does not apply within the Neighborhood or Shared Use Parking Districts.

Sec. 8.1.5 Existing Structures - Change or Expansion of Use

Whenever there is an alteration or conversion of a structure or a change or expansion of a use which does not involve complete redevelopment or substantial rehabilitation of the structures on a lot:

- The parking and TDM requirements of this Article shall apply only to the new use or net new area of the expanded use, and
- Existing parking may exceed the maximum limits per Table 8.1.9-1 as a result of a change of use or change in the intensity of a use(s) on a lot, and
- Changes to existing parking in Shared Use and Neighborhood Parking districts is not precluded by Sec. 8.1.4.

Sec. 8.1.6 (Reserved)**Sec. 8.1.7 (Reserved)****Sec. 8.1.8 Minimum Off-Street Parking Requirements**

Requirements for a minimum number of off-street parking spaces have been recognized as an impediment to building housing and other desired uses, inhibit the expansion of alternative transportation and transportation demand management, and act as an instrument to overbuild parking and incentivize single occupancy automobile use. Therefore, minimum off-street spaces are eliminated in all parking districts for all uses except for applications seeking to exceed occupancy of a dwelling unit by more than four (4) unrelated adults. Such applications are subject to the parking requirements of Sec. 4.4.5 (d), 4, C, Residential Occupancy Limits.

Sec. 8.1.9 Maximum On-Site Parking Spaces

The total number of off-street parking spaces provided in any parking district shall not be more than as allowed in Table 8.1.9-1 below:

- (a) Where a use is not listed, the maximum parking requirements shall be determined by the administrative officer based upon a determination that the use is substantially equivalent in use, nature, and impact to a listed use.
- (b) When the calculation yields a fractional number of maximum spaces, the number of spaces shall be rounded to the nearest whole.

Table 8.1.9-1 Maximum Off-Street Parking Requirements			
	Neighborhood Districts	Shared Use Districts	Multimodal Mixed-Use Districts
RESIDENTIAL USES¹	Per Dwelling Unit except as noted		
Multi-unit attached dwelling units, studio units or 1-bedroom dwelling unit.	3	2	1
Single Family detached and Duplex	3	2	2
1. Adjusted for development with inclusionary housing units per Sec. 8.1.8(c)			
RESIDENTIAL USES - SPECIAL¹	Per Dwelling Unit except as noted		
Assisted Living	1	1	1
Boarding House (per two (2) beds)	1	1	1
Community House	1	1	1
Convalescent Home (per four (4) beds)	1	1	1
Dormitory (per two (2) beds)	1	1	1
Emergency Shelter	1	1	1
Group Home (per two (2) beds)	1	1	1
Historic Inn (per room, in addition to single-family residence)	1	1	1
Sorority & Fraternity (per two (2) beds)	1	1	1
NON-RESIDENTIAL USES	Per 1,000 square feet of gross floor area (gfa) except as noted		
Adult Day Care (per two (2) employees)	1	1	1
Agricultural Use	1	1	1
Amusement Arcade	3	2	1
Animal Boarding/Kennel/Shelter	3	3	2
Animal Grooming (per grooming station)	1	1	1

Table 8.1.9-1 Maximum Off-Street Parking Requirements			
	Neighborhood Districts	Shared Use Districts	Multimodal Mixed-Use Districts
Animal Hospitals/Veterinarian Office	4	3	2
Appliance & Furniture Sales/Service	3	3	1
Aquarium	2	1	1
Art Gallery/Studio	4	3	3
Auction Houses	4	3	3
Automobile & Marine Parts Sales	3	3	2
Automobile Body Shop	3 plus 1/bay	3-plus 1/bay	2 plus 1/bay
Automobile Repair/Service	3 plus 2/bay	3 plus 2/bay	2 plus 1/bay
Automobile Sales – New & Used (for public and employee parking only; unregistered for-sale vehicles exempt from limits)	3	2	2
Bakery	3	3	3
Bank, Credit Union	3	3	2
Bar/Tavern	5	4	3
Beauty/Barber Shop (per station/chair)	1	1	1
Bicycle Sales/Repair	3	2	1
Billiard Parlor (per game table)	1	1	1
Boat Repair/Service	3	2	2
Boat Sales/Rental	3	2	2
Boat Storage	4	3	2
Bowling Alley (per lane)	4	3	2
Building Material Sales	4	3	3
Café (per four (4) seats)	1	1	1
Camp Ground (per camping space)	1	1	1
Car Wash (stacking spaces per wash bay)	5	4	4
Cemetery	1	1	1
Cinema (per four (4) seats)	1	1	1
Club, Membership	4	3	3
Community Center	4	3	3
Community Garden (per ten (10) plots)	1	1	1
Conference Center	4	3	2

Table 8.1.9-1 Maximum Off-Street Parking Requirements			
	Neighborhood Districts	Shared Use Districts	Multimodal Mixed-Use Districts
Contractor Yard (per 1,000 gfa of office space)	3	3	2
Convenience Store	4	3	2
Convention Center	n/a	n/a	3
Courthouse	n/a	n/a	3
Crematory (per FTE employee)	1	1	1
Crisis Counseling Center	5	4	3
Daycare - Home (6 children or less)	1	1	1
Daycare - Large (Over 20 children) (per two (2) employees)	1 plus 1 drop-off per 5 children	1 plus 1 drop-off per 5 children	1 plus 1 drop-off per 5 children
Daycare - Small (20 children or less) (per two (2) employees)	1 plus 1 drop-off per 5 children	1 plus 1 drop-off per 5 children	1 plus 1 drop-off per 5 children
Dental Lab	3	2	1
Distribution Center (per 3,000 gfa)	1	1	1
Dry Cleaning Plant	2	1	1
Dry Cleaning Service	3	3	2
Film Studio	4	3	3
Fire Station (per apparatus)	n/a	n/a	n/a
Food & Beverage Processing	2, plus 4 per 1,000 gfa devoted to patron use	1, plus 3 per 1,000 gfa devoted to patron use	1, plus 2 per 1,000 gfa devoted to patron use
Fuel Service Station (per employee/shift)	3	3	2
Funeral Home (per four (4) seats)	1	1	1
Garden Supply Store (per 1,000 gfa of retail area.)	4	3	2
General Merchandise/Retail	4	3	2
Grocery Store	4	3	2
Hazardous Waste Collection/Disposal (per two (2) employees on the largest shift)	1	1	1
Health Club	4	3	2

Table 8.1.9-1 Maximum Off-Street Parking Requirements			
	Neighborhood Districts	Shared Use Districts	Multimodal Mixed-Use Districts
Health Studio	3	2	1
Hospitals (per patient bed)	3	2	2
Laundromats (per washing machine)	1	1	1
Library	2	1	1
Lodging	1	1	1
Lumber Yard (per 1,000 gfa of retail area.)	4	3	2
Manufacturing-Light	2, plus 4 per 1,000 gfa devoted to patron use.	1, plus 3 per 1,000 gfa devoted to patron use.	1, plus 2 per 1,000 gfa devoted to patron use.
Manufacturing	2, plus 4 per 1,000 gfa devoted to patron use.	1, plus 3 per 1,000 gfa devoted to patron use.	1, plus 2 per 1,000 gfa devoted to patron use.
Marina (per berth)	1	1	1
Medical Lab	3	2	1
Museum	1	1	1
Office - General	3	2	2
Office - Medical, Dental	4	3	2
Office – Technical	3	2	2
Open Air Markets	1	1	1
Operations Center - Taxi (per three (3) employees)	1	1	1
Operations Center - Truck/Bus (per 1,000 gfa) (registered transit vehicles exempt from limits)	1, plus 1 per 1 employee	1, plus 1 per 1 employee	1, plus 1 per 1 employee
Park (per playing area)	6	5	1
Parking Garage – Private	N/A	N/A	N/A
Parking Lot – Private	N/A	N/A	N/A
Performing Arts Center (per four (4) seats)	1	1	1
Performing Arts Studio	1	1	1
Pet Store	3	3	1
Pharmacy	4	3	2

Table 8.1.9-1 Maximum Off-Street Parking Requirements			
	Neighborhood Districts	Shared Use Districts	Multimodal Mixed-Use Districts
Photo Studio	3	3	1
Photography Lab	1	1	1
Police Station	n/a	n/a	n/a
Post Office	2	1	1
Post Office - Local	3	2	2
Printing Plant	2	1	1
Printing Shop	3	2	2
Public Transit Terminal	1 per 200 gfa of public waiting space	1 per 200 gfa of public waiting space	1 per 200 gfa of public waiting space
Public Works Yard/Garage (for public and employee parking only; fleet parking exempt from limits)	1	1	1
Radio & TV Studio	3	2	2
Rail Equip. Storage & Repair	1	1	1
Recording Studio	2	1	1
Recreational Facility - Indoor (per four (4) seats)	1	1	1
Recreational Facility - Outdoor (per playing field)	19	15	10
Recreational Facility - Outdoor Commercial	Larger of 1 per 4 seats or 19 per playing field	Larger of 1 per 4 seats or 15 per playing field	Larger of 1 per 4 seats or 10 per playing field
Recreational Vehicle Sales – New and Used	3	2	2
Recycling Center - Large above 2,000 gfa	1	1	1
Recycling Center - Small 2,000 gfa or less	1	1	1
Research Lab	3	3	2
Restaurant	5	4	3
Restaurant – Take-Out	5	4	3
Salon/Spa	5	4	4
School - Secondary (per Classroom)	9	7	5
School - Primary (per Classroom)	2	2	2

Table 8.1.9-1 Maximum Off-Street Parking Requirements			
	Neighborhood Districts	Shared Use Districts	Multimodal Mixed-Use Districts
School – Preschool Large (per two (2) employees)	1 plus 1 drop-off per 5 children	1 plus 1 drop-off per 5 children	1 plus 1 drop-off per 5 children
School – Preschool Small (up to 20 children) (per two (2) employees)	1 plus 1 drop-off per 5 children	1 plus 1 drop-off per 5 children	1 plus 1 drop-off per 5 children
School - Trade/Professional	6	5	3
School, - Post-Secondary	3	2	2
Solid Waste Facility - Incinerator, Landfill, Transfer Station	1	1	1
Tailor Shop	3	2	1
Vehicle Salvage	1	1	1
Warehouse	1	1	0
Warehouse - Self Storage Facility	1 per resident manager, plus 1 per 100 leasable storage spaces	1 per resident manager, plus 1 per 100 leasable storage spaces	1 per resident manager, plus 1 per 100 leasable storage spaces
Warehouse - Retail	4	3	3
Wholesale Sales	2	1	1
Worship, Place of (per four (4) seats)	1	1	1

(a) **Exemptions:** The following shall not be included in the maximum number of allowable spaces required by this section:

1. Public Parking: Spaces provided and available for use by the public shall not be counted towards the maximum. Such spaces shall be available to the public at a minimum of nights and weekends, and be signed or marked accordingly;

2. Carpool, Vanpool, and Car-Share Parking: Spaces dedicated for vehicles participating in a carpool, vanpool, or car-share program shall not be counted towards the maximum. Such spaces shall be reserved for such use, and be signed or marked accordingly; and,

3. Alternative Fueled Vehicle Parking. Parking spaces dedicated for vehicles operating on primarily alternative fuels including but not limited to electric, natural gas, and hydrogen shall not be counted towards the maximum. Such spaces shall

be reserved for such use, and be signed and/or the space painted with the words “Alternative Fueled Vehicles Only.”

4. ADA Accessible Parking: Parking spaces specifically designed, located and reserved by persons according to the standards in the Federal Americans with Disabilities Act (ADA) as administered by the Dept. of Public Works.

5. Institutional Parking: Parking spaces, provided by institutions, that have been approved as part of a plan per the standards of Article 8, Part 3: Institutional Parking Plans

6. Driveways: Parking for residential uses within driveways compliant with the standards of Sec. 8.1.12 (b), Front Yard Parking Restricted and Residential Driveways.

7. Waiver of Maximum Parking Limitations. Parking in excess of the maximum parking limitation of this section, may be waived by the DRB pursuant to the following requirements:

- A. The applicant requesting the waiver shall also provide:
 - (i) a peak demand parking study for two similar uses in the area; and,
 - (ii) a TDM Plan pursuant to the requirements of Sec. 8.1.16
- B. The following additional review criteria shall be addressed regarding how:
 - (i) The need for additional parking cannot reasonably be met through provision of on-street parking or shared parking with adjacent or nearby uses;
 - (ii) The proposed development demonstrates that its design and intended uses will continue to support high levels of existing or planned transit and pedestrian activity; and,
 - (iii) The site plan indicates where additional parking can be redeveloped to a more intensive transit supportive use in the future.

Sec. 8.1.10 Off-Street Loading Requirements.

Outside of the Multimodal Mixed-Use Parking District, every structure constructed after the effective date of this ordinance and used for non-residential use shall provide sufficient space for the unloading and loading of vehicles. The adequacy of any proposed loading areas shall be considered as part of the site plan and traffic circulation review. Such loading areas shall have access to a public alley or a public street in such a way to minimize conflicts with the circulation of other vehicles and pedestrians, be screened from public view, and provide safe and effective access to the city’s street network.

Sec. 8.1.11 Parking Dimensional Requirements

The following standards in Table 8.1.11-1 below shall be applicable in all Parking Districts to ensure safe, adequate, and convenient access and circulation. These

standards shall be adhered to except in situations where a lesser standard is deemed necessary by the DRB after consultation with the city engineer due to site topography, location of existing or proposed structures, lot configuration, and/or the need to preserve pervious lot coverage for on-site stormwater management, existing trees, and mature vegetation.

Mechanical access parking shall be exempt from the dimensional requirements of this section.

Table 8.1.11-1 Minimum Parking Dimensions			
Parking Space Type	Space Width (A)	Space Length(B)	Vertical Clearance (C) (Stall and Aisle)
Standard			
Parallel	8.0'	18.0'	7.5'
45° Angle ²	9.0' ¹	18.0'	7.5'
60° Angle ²	9.0' ¹	18.0'	7.5'
90° Angle ²	9.0' ¹	18.0'	7.5'
Compact³	Compact spaces must be clearly identified with pavement marking and signage.		
Parallel	7.5'	15.0'	6.8'
45° Angle ²	8.0'	16.0'	6.8'
60° Angle ²	8.0'	16.0'	6.8'
90° Angle ²	8.0'	16.0'	6.8'
Tandem	9.0'	36'	7.5'
Scooter/Motorcycle	4'	8.0'	6.8'
Aisle Width (D)			
Aisle width (one-way)	12' 14' for 60° angled spaces 90° angled spaces not permitted		7.5'
Aisle width (two-way)	20' 23' for 90° angled spaces		7.5'

¹ The minimum stall width may be reduced to 8.5' for spaces dedicated to residential uses.

² Angled spaces may be either head-in or back-in.

³ The overall proportion of compact spaces may not exceed 50%.

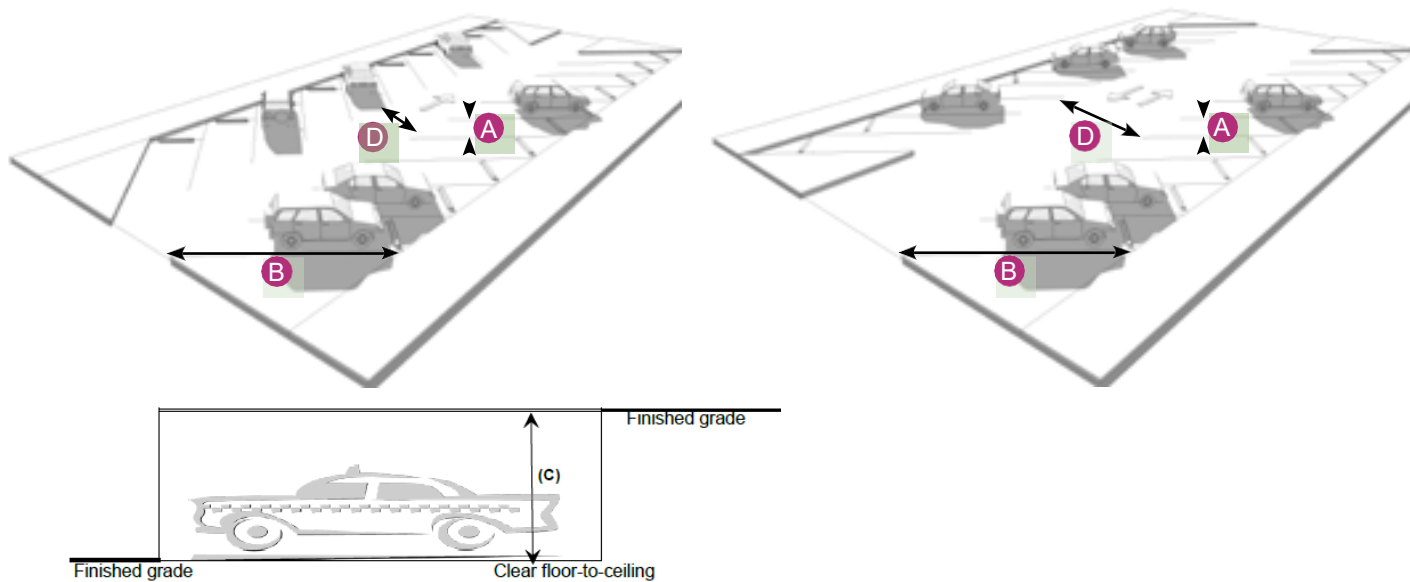


Illustration 8.1.11-A - Parking Dimensions

Sec. 8.1.12 Limitations, Location, Use of Facilities

(a) Shared Parking for Off-Site Use:

Parking may be used by onsite or offsite users. Parking may not be the primary use of any property unless it is approved as such with a zoning permit where allowed.

(b) Front Yard Parking Restricted and Residential Driveways:

Parking spaces in all residential zoning districts shall be located to the side or rear of the principal residential structure. Parking spaces shall not be located within a front yard setback except within a driveway and located to the side or rear of the principal residential structure.

Notwithstanding the above paragraph, parking spaces may be located within a driveway in front of garages that have been converted to habitable space.

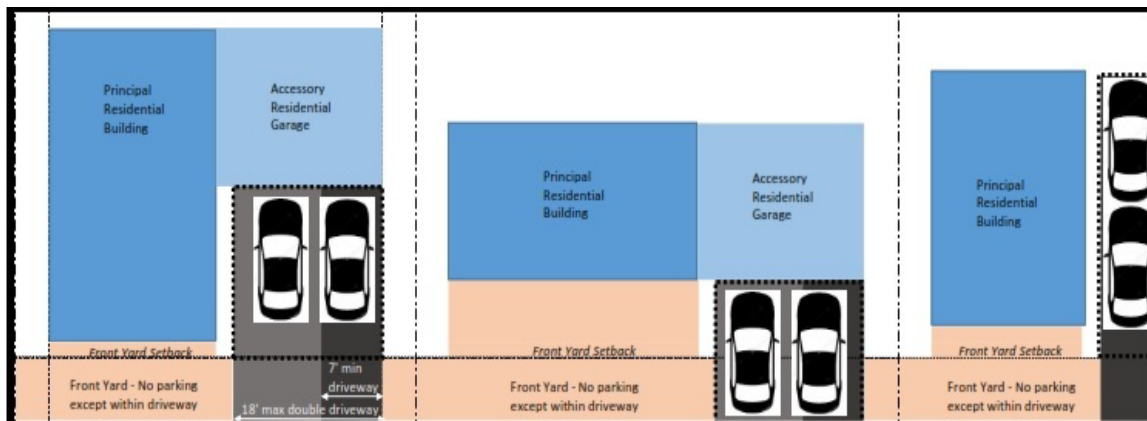


Figure 8.1.12-1 (*Illustrative purposes only*)

The provisions of this subsection shall not be applicable during such times as when the winter parking ban pursuant to Section 20-56 of the Code of Ordinances is in effect.

Residential driveways shall be a minimum of 7 feet in width or consist of two 1.5' driveway strips made of pavement or pervious pavement. The maximum width for single or shared access driveways shall be 18' except where a physical barrier taller than 6" (other than a structural column) exists along one side of the parking stall. In such cases, the maximum width may be increased by 1'. Where such a physical barrier exists along both sides of the parking stall, the maximum width may be increased by 2.' In a residential district, driveways and parking areas shall be set back a minimum of 5' from side and rear property lines. Driveways that have a slope of 5% or greater (towards the right of way) shall be made of a solid surface including conventional pavement, pavers or pervious pavement.

(c) Availability of Facilities:

Required parking pursuant to this Article shall be available for parking of operable passenger vehicles used by residents, customers and employees only, and shall not be used for the storage or display of vehicles or materials. The distribution of parking spaces for any and all individual uses will be required to be arranged in such a way as to ensure optimal access and use by the patrons of such use(s).

Sec. 8.1.13 Parking for Disabled Persons

Parking spaces for disabled persons in all Parking Districts shall comply with current the Americans with Disabilities Act guidelines and shall be at least eight feet (8') wide with an adjacent access aisle at least five feet (5') wide. Parking access aisles shall be part of an accessible route to the building or facility entrance. Accessible parking spaces shall be designated as reserved for the disabled by a sign showing the symbol of accessibility. Painting of the paved area for the dedicated parking spaces alone shall not be sufficient as the sole means of identifying these spaces.

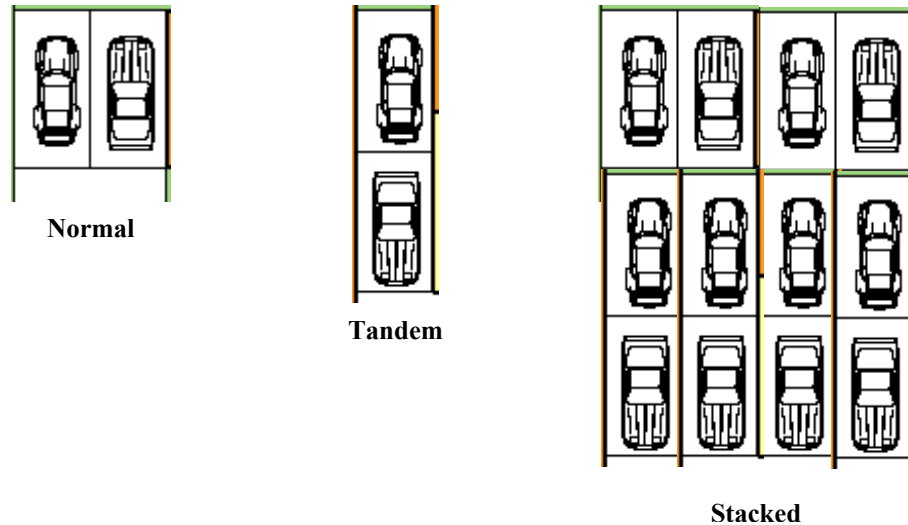
Sec. 8.1.14 Stacked and Tandem Parking Restrictions

Except as otherwise provided below, all parking facilities in all Parking Districts shall be designed so that each motor vehicle may proceed to and from the parking space provided for it without the moving of any other motor vehicle. The requirements for minimum or maximum spaces continue to apply for stacked and Tandem parking.

- (a) Stacked or valet parking may be allowed if an attendant is present to move vehicles. If stacked parking is used for required parking spaces, a written guarantee must be filed with the City ensuring that an attendant will always be present when the lot is in operation.
- (b) Tandem Parking shall be allowed for all dwelling units (whether attached or detached). Each dwelling unit may have a pair of tandem parking spaces, however

any pair of tandem parking spaces shall not serve more than one dwelling unit . Tandem parking shall also be allowed for dedicated employee-only parking where signed as such.

- (c) Stacked parking shall be allowed for single-family detached dwelling units and Accessory Dwelling Units with no requirement for an attendant to be present.



Sec. 8.1.15 (Reserved)

Sec. 8.1.16 Transportation Demand Management

- (a) **Purpose:** This section requires the implementation of a Transportation Demand Management (TDM) Program for certain projects for the purpose of advancing the goals of the City's land use and transportation plans, and promoting public health, safety, welfare, and protection of the environment by:

- Reducing parking demand;
- Reducing car ownership;
- Reducing vehicle miles traveled (VMT), single occupant vehicle usage and congestion; and,
- Increasing transit use and non-motorized travel;

(b) **Applicability:**

- (1) A Transportation Demand Management Program shall be required for all projects in any Parking District involving any one or more of the following:

Table 8.1.16-1 Transportation Demand Management Program Required			
Project Type	Applicable Projects	Affordable Projects	Small Projects
	<ul style="list-style-type: none"> • Creation of 10 or more dwelling units • A non-residential or Mixed Use development with a building footprint of eight thousand (8,000) sq.ft. or more; or the creation of fifteen thousand (15,000) sq.ft. or more of gross floor area 	Projects involving one or more “Applicable Projects” and that also contain at least 75% of dwelling units meeting or exceeding the affordability criteria of Article 9, Inclusionary & Replacement Housing, or housing rented to tenants receiving federal or state rental assistance	Creation of five (5) to nine (9) dwelling units
Applicable TDM Sections	All provisions of Sec. 8.1.16 (c)	Sec. 8.1.16 (c) 1. and Sec. 8.1.16 (c) 4. only	Sec. 8.1.16 (c) 3. b. only

For projects that were issued permits with TDM requirements prior to January 31, 2023, an administrative permit amendment may be requested to align the permit with the TDM requirements set forth herein.

(c) **Transportation Demand Management (TDM) Program:** A TDM Program shall include each of the following elements at a minimum:

(1) **Outreach and Education:**

- a. Designation of a Transportation Coordinator who directly, or indirectly through membership in a Transportation Management Association, shall be responsible for each of the following:
 1. Prepare and always make available to all residents and employees informational and educational materials regarding available TDM strategies and opportunities for increased use and participation;
 2. Preparation and dissemination of an annual travel survey of all residents and employees; and,
 3. Record-keeping and reporting to City upon request of all TDM activities offered and rates of participation (including parking utilization if applicable).

(2) **TDM Strategies:** In addition to compliance with the on-site Bicycle Parking requirements found in Article 8, Part 2, each TDM Program must incorporate TDM strategies to minimize the amount of parking demand associated with the project. At a minimum, a TDM Program shall select no less than two (2) of the following TDM strategies, which shall be selected and filed with the Administrative Officer on an annual basis:

- a. Maintain an ongoing and active membership in a Transportation Management Association (TMA);
- b. Provide GMT Transit passes to all residents and employees at a minimum discount of 50%;
- c. Provide a free car share membership to all residents and employees;
- d. Provide a free bike share membership to all residents and employees;
- e. If not already provided through a TMA membership, provide residents and employees with a shuttle service, guaranteed ride home program, or ride to a nearby transit center.

(3) **Parking Management:** Where on-site or off-site parking is also made available:

- a. Conduct parking utilization studies at least annually for a period of 7 years from receipt of a Certificate of Occupancy;
- b. With the exception of permanently affordable housing units, the cost of parking shall be un-bundled from all residential and non-residential leases and deeds and made available at a market rate;
- c. Where parking spaces are made available to off-site users, parking spaces may be made available by a renewable lease, provided the term of any lease does not exceed one (1) year; and,
- d. Priority parking spaces: when on-site parking is provided, the following must be located in closest proximity to a primary building entrance and/or public street frontage:
 - 1. ADA Accessible spaces;
 - 2. Bicycles, scooters, and motorcycles spaces;
 - 3. Car-share: where 1 space must be offered for projects with 20 or more residential units, subject to an agreement with a car-share provider; and,
 - 4. Carpool and/or Vanpool vehicles: where more than 20 spaces are available for non-residential uses. In such cases, 5 spaces or 5% of the parking spaces on site, whichever is less, must be reserved for carpool/vanpool use before 9:00 AM on weekdays.

(4) **TDM Agreement:** Each TDM Plan shall include a signed commitment to and acknowledgement of each of the following on a form provided by the Administrative Officer:

- a. Commitment to ongoing implementation of the TDM requirements as set forth above;

- b. Acknowledgement that the project has no claim to the ongoing availability of nearby on-street public parking, and that, as is the case with other on-street public parking, the City retains the right to charge for, restrict or remove such on-street parking at any time;
- c. Acknowledgement that failure to maintain transportation demand management as required above is a violation of this ordinance, and understanding that, pursuant to Sec. 2.7.8 of this ordinance, no zoning permit or certificate of occupancy may be granted until any such violation has been remedied; and,
- d. Commitment to notify any subsequent owners and tenants in writing of their obligations under this section as part of any purchase and sale and/or lease agreements.

Review and Enforcement: The Administrative Officer shall be responsible for determining compliance with the TDM Program requirements as set forth above, and ongoing implementation shall be included as a condition of any discretionary or administrative permit required for development subject to the conditions of this Section.

Failure to maintain a TDM Program as required above shall be a violation of this ordinance, and pursuant to Sec. 2.7.8 of this ordinance no zoning permit or certificate of occupancy may be granted without a TDM Program in effect.

Guidelines regarding compliance with these TDM requirements shall be developed and provided to applicants by the Administrative Officer.

PART 2: BICYCLE PARKING

Sec. 8.2.1 Intent

It is the intent of this subpart to:

- (a) Ensure the provision of parking spaces that are designed for bicycles and to ensure that bicycle parking needs of new land uses and development are met, while ensuring bicycle parking spaces are designed and located in a consistent manner. Provide bicycle access to employment, commercial destinations, and other transportation alternatives;
- (b) Provide safe, convenient, and adequate bicycle parking facilities that:
 - 1. Meet the demands of the use of the property;
 - 2. Reduce hazards to pedestrians;
 - 3. Enhance the visual quality of the city;
 - 4. Reduce the adverse impacts associated with the bicycle parking, which includes bicycles parked on parking meters, signs, trees, etc; and,

5. Encourage the use of bicycles which has the effect of reducing traffic congestion, influencing modal split, and increasing the safety and welfare of residents and visitors to the city.

Sec. 8.2.2 Applicability

Bicycle parking requirements as set forth in this subpart shall apply to new development, changes in land use, and changes to a structure that cause an increase or decrease of 25% or greater in gross floor area, seating capacity, or number of dwelling units.

Sec. 8.2.3 Joint Use of Bicycle Parking Facilities

Required bicycle parking spaces for two (2) or more adjacent uses or structures may be satisfied by the same parking facilities used jointly, provided that such right of joint use and maintenance is evidenced by a deed, lease, contract, reciprocal easement, or similar written instrument establishing the joint use, and that the facilities are within 200 feet of the building or parcel housing the use.

Sec. 8.2.4 Bicycle Parking Requirements

Bicycle parking for all uses and structures in all Parking Districts shall be provided in accordance with Table 8.2.4-1.

- (a) Where no requirement is designated, and the use is not comparable to any of the listed uses, bicycle parking requirements shall be determined by the DRB upon recommendation of the city's bicycle and pedestrian planner based upon the capacity of the facility and its associated uses.
- (b) When the calculation yields a fractional number of required spaces, the number of spaces shall be rounded to the nearest whole number.
- (c) Where bicycle parking is required, the minimum number of bicycle parking spaces provided at each site shall be two (2), not including long term parking.
- (d) Bicycle parking that meets the requirements for both long term and short term bicycle parking may contribute to the minimum requirement of one type or the other but not both.

Table 8.2.4-1 Bicycle Parking Requirements

	Specific Use	Long Term Spaces	Short Term Spaces
	Per Square Feet of Gross Building Area, except as noted otherwise		
RESIDENTIAL			
Household Living	Multi unit	1 per 2 bedrooms	1 per 10 units
Group living	Elderly housing	1 per 10 units	1 per 10 units
	Fraternity, sorority, & dormitory	1 per 3 residents	1 per 6 residents
Temporary lodging	Hotel, motel, bed & breakfast, boarding house, campground	1 per 20 rooms/sites	2 per 20 rooms/sites
COMMERCIAL			
Office		1 per 5,000 sq. ft.	1 per 10,000 sq. ft.
	Medical, dental	1 per 5,000 sq. ft.	1 per 8,000 sq. ft.
Retail sales and service		1 per 12,000 sq. ft.	1 per 2,000 sq. ft.
	Auto, boat, motorcycle related sales, service and retail	1 per 30,000 sq. ft.	1 per 10,000 sq. ft.
	Restaurants, bars, taverns	1 per 1,000 sq. ft.	Per 500 sq. ft. of seating space
INDUSTRIAL			
Industrial, manufacturing, production, and warehousing		1 per 20,000 sq. ft.	1 per 25,000 sq. ft. (at least 2 per public entrance)
PERMITTED PUBLIC/INSTITUTIONAL USES			
Colleges or Universities	Excluding dormitories	1 per 15,000 sq. ft.	1 per 1,000 sq. ft.
Daycare, except home		1 per 20,000 sq. ft.	1 per 10,000 sq. ft.
Schools	Grades 2-5	1 per 20,000 sq. ft. plus 1 per 10 of student capacity	2 per classroom
	Grades 6-12	1 per 20,000 sq. ft. plus 1 per 10 of student capacity	4 per classroom
Community Services	Museums, aquariums, libraries, community centers,	1 per 20,000 sq. ft.	1 per 1,500 sq. ft.

	municipal buildings, post office		
Medical Center	Excluding medical or dental offices	1 per 10,000 sq. ft.	1 per 20,000 sq. ft.
Worship, places of		1 per 20,000 sq. ft.	1 per 20 seats
Recreation, government owned	Parks	Per DRB review	1 per 10 daily users
OTHER			
Terminal	Taxi/Bus/Passenger/ Ferry	As determined during Site Plan Review by DRB	As determined during Site Plan Review by DRB
Parking	Parking lot, garage; public or private	1 per 20 automobile spaces (minimum of 6)	1 per 10 automobile spaces (minimum 6)- to be located within view of entrance

Sec. 8.2.5 Limitations

- (a) No bicycle parking spaces required by this standard shall be rented or leased to employees or residents residing at the location at which bicycle parking is required; however, a refundable deposit fee may be charged. This does not preclude a bike parking rental business.
- (b) Short term bicycle parking may be provided within the public street right-of-way. Provision of bicycle parking within the right-of-way requires an encumbrance permit issued at the discretion of the City Council with recommendation from the Department of Public Works.

Sec. 8.2.6 Location & Design Standards

- (a) All bicycle parking facilities shall be installed in accordance with the Association of Pedestrian and Bicycle Professionals' "Bicycle Parking Guidelines." (Revision 1.0. September 2015)
- (b) Short term bicycle parking or a sign leading thereto shall be visible from the main entrance of the structure or facility.
- (c) Short term bicycle parking shall be as convenient to cyclists as auto parking.
- (d) Short term bicycle parking may be provided within the interior of a building. In such cases, the bicycle parking must be located such that it is immediately apparent and accessible to the public, such as within the front lobby. Outdoor directional signage shall indicate the availability of such parking indoors.
- (e) Bicycle parking facilities such as bicycle racks and lockers shall provide sufficient security from theft and damage. Bicycle racks shall be securely anchored to the ground, shall allow the bicycle wheel and frame to be locked to the rack, and shall be in a location with sufficient lighting and visibility.

- (f) Bicycle parking facilities shall be visually compatible and of a design standard consistent with their environment and the development standards of Art 6.
- (g) Required bicycle parking spaces shall be of a sufficient dimension to accommodate a full-sized bicycle, including space for access and maneuvering.
- (h) Bicycle parking facilities shall be sufficiently separated from motor vehicle parking areas to protect parked bicycles from damage by motor vehicles.
- (i) The surfacing of bicycle parking facilities shall be designed and maintained to be clear of mud and snow.
- (j) Bicycle parking facilities shall be kept in place and maintained for year-round use.
- (k) Covered bicycle parking facilities are encouraged whenever feasible.
- (l) Existing bicycle parking may be used to satisfy the requirements of this section provided the rack design is consistent with Association of Pedestrian and Bicycle Professionals' "Bicycle Parking Guidelines."

Sec. 8.2.7 Payment in Lieu

In instances wherein the total requirement for short term bicycle parking cannot be accommodated onsite, the applicant may make a payment to the Department of Public Works to construct short term bicycle parking facilities in the public street right-of-way. The payment shall be sufficient to cover the cost of the bicycle parking equipment (i.e. such as racks), installation, and 5 year estimated maintenance costs. The short term bicycle parking is met or as much as may be reasonably accommodated in the public right-of-way as determined by the Department of Public Works, whichever is less. The option to provide an in lieu payment shall be at the discretion of the Director of public Works or their designee and will be based on evidence that short term bicycle parking cannot be accommodated onsite. Alternatively, within the right-of-way per Sec. 8.2.5 (b).

Sec. 8.2.8 Long Term Bicycle Parking

- (a) Long term bicycle parking shall:
 - 1. Protect bicycles from the weather;
 - 2. Provide secure storage that prevents theft of the bicycle and accessories; and,
 - 3. Be located in a well lit area.
- (b) Long Term bicycle parking requirements can be met in any of the following ways:
 - 1. A bicycle storage room;
 - 2. Bicycle lockers, pods, or lids;
 - 3. Lockable bicycle enclosure; or

4. By certifying to the city's bicycle and pedestrian planner that employees may store their bicycles within their workspace and that residents may store their bicycles within their dwelling unit.
- (c) When long term parking is required, showers and changing facilities for employees shall be required in accordance with Table 8.2.8-1, except for parking garages, parking lots, and residential units, which are exempt from the requirements of this section. Shower and changing facilities shall be provided onsite or through an agreement for offsite use.

Table 8.2.8-1 Shower and Changing Facilities	
Required Long Term Spaces	Minimum Number of Required Shower and Changing Facilities
1-4	1
5-10	2
11-20	3
21+	4 plus one for each additional 15 Long Term spaces or part thereof

Sec. 8.2.9 Waivers from Bicycle Parking Requirements

- (a) Requests for reductions to bicycle parking requirements shall be made and documented separately from requests made for reductions in the automobile parking requirements.
- (b) The requirements of Sec. 8.2.5 may be reduced upon approval of the DRB based upon recommendation of the city's bicycle and pedestrian planner to the extent that the applicant can demonstrate the regulation is unnecessarily stringent due to:
 1. The characteristics of the use, structure, or facility makes the use of bicycles unlikely;
 2. The characteristics of the site or area preclude the installation of bicycle parking; and/or,
 3. Results from a documented survey of bicycle parking use in similar situations.
- (c) For reductions granted due to the characteristics of a site or area, applicants must mitigate the loss of bicycle parking through contribution into the capital fund. The amount shall be equal to the cost required for installation of required bicycle parking.

PART 3: INSTITUTIONAL PARKING PLANS

Sec. 8.3.1 Intent

It is the intent of this part to:

- a. Ensure that city streets in nearby neighborhoods are not unfairly burdened by parking demands from post-secondary educational or medical institutions; and,
- b. Recognize the unique ability of institutions to manage their own parking resources in a comprehensive and creative way.

Sec. 8.3.2 Applicability

Each post-secondary educational or medical institution within the Institutional district shall provide off-street parking and loading facilities consistent with its needs according to the standards specified in this Article.

In order to accomplish the intent of this Part, each such institution, either individually or collectively, shall prepare, maintain, and monitor a comprehensive parking management plan for their respective campus or institution.

Sec. 8.3.3 Institutional Parking Management Plans

An Institutional Parking Management Plan shall include the following:

- (a) A narrative that outlines how the proposed parking management plan addresses the specific needs of existing and anticipated development and effectively satisfies the intent of this Article and the goals of the Municipal Development Plan.
- (b) Information specifying the current and anticipated numbers over the ensuing 5 year period for: number of students of all academic programs (full-time, part-time, commuter, on-campus, off-campus, and continuing education), faculty and staff (full-time and part-time), patients and visitors being served by the institution;
- (c) An analysis of the anticipated parking demand by user group, time of day and/or demand by use and parking provided to meet that demand currently and anticipated over the ensuing five-year period;
- (d) Information specifying the number and composition of the institution's vehicle fleet, where these vehicles are regularly kept, and designated "service vehicle-only" parking;
- (e) Strategies used to reduce or manage the demand for parking which may include but are not limited to:
 1. Policies which restrict and/or prohibit the bringing of vehicles to the institution for various users or groups of users;
 2. A telecommuting program;

3. Programs and employee and student subsidies to encourage the use of public transit, car-share, walking, and bicycling;
 4. Implementation of a shuttle service system serving off-site parking;
 5. Implementation of a parking permit system to allocate parking throughout the system; and,
- (f) Implementation of a monitoring, compliance and enforcement system to measure and ensure compliance with the plan.

Sec. 8.3.4 Review and Approval of Institutional Parking Management Plans

(a) Plan Approval

Such a plan shall require review and approval by the DRB, after consultation with the planning commission, and after a public hearing. In order to approve a proposed Institutional Parking Plan, the DRB shall find:

- a. the proposed Institutional Parking Plan adequately serves existing and proposed development and user groups by the institution(s);
- b. the proposed Institutional Parking Plan effectively meets the intent of this Article and the goals of the municipal development plan.

Such a plan, if approved by the DRB, shall be applicable for a period not to exceed five (5) years, and may be amended as necessary pursuant to the requirements of this Part. The DRB may approve one extension of up to six (6) months so long as the extension is requested prior to the Plan's expiration.

(b) Annual Reporting

The institution shall provide a report annually to the administrative officer regarding the implementation and performance of the approved plan and any significant changes in the size or makeup of user groups, parking supply, travel by mode for user groups, availability and utilization of parking management strategies, anticipated development activity, and any other conditions impacting supply and/or demand.

Failure to submit such annual report shall be a violation of this ordinance.

Sec. 8.3.5 Review and Approval of Applications for Future Development

Pursuant to Sec. 2.7.8 of this ordinance, no zoning permit or certificate of occupancy may be granted for projects which will impact the supply of or demand for parking without an approved or amended plan. Projects such as routine maintenance, repair, equipment installation, walkways, landscaping, installation of public art, and the like are exempt from this requirement so long as they do not result in a change of use, habitable area, or parking facilities upon which a plan's supply and demand calculations are based.

- (a) In reviewing any application for development from a post-secondary educational or medical institution within the Institutional district, the DRB shall find that the proposal is included and addressed within an approved Institutional Parking Plan and that the proposal is consistent with the approved Plan.
- (b) Any development proposed by a post-secondary educational or medical institution within the Institutional district that is not included and addressed within an approved Institutional Parking Plan shall only be approved pursuant to the underlying parking requirements of Parts 1 and 2 of this Article and upon approval of an amendment to an approved plan.

In addition to application requirements specified in *Article 3* and this Part, the Institutions(s) shall submit an amendment to an approved plan that addresses how the development is consistent with or modifies supply and demand calculations and applicable TDM strategies contained in the approved Plan. Amendments may be in the form of an addendum that addresses any relevant sections of an approved Plan. The amendment shall be approved by either the administrative officer or DRB based on the underlying application type. Such developments shall be reflected in subsequent annual reports submitted to the administrative officer, and future plan updates.