

SECTION 25 - OFF-STREET PARKING AND LOADING

1. Purpose. The purpose of this section is to assure that no building or other permit shall be issued until plans and evidence are presented to show how the off-street parking and loading requirements are to be fulfilled and that property is and will be available for exclusive use as off-street parking and loading space. The subsequent use of the property for which the permit is issued shall be conditional upon the unqualified continuance and availability of the amount of parking and loading space required by this Ordinance.
2. Scope. Development of off-street parking and loading areas shall be provided and maintained for any type of development as set forth in this section. Off-street parking and loading standards apply to the following types of development:

- A. A new building or structure erected after the effective date of this Ordinance.
- B. The construction or provision of additional floor area, seating capacity or other expansion of an existing building or structure; or
- C. A change in the use of a building or structure existing on the effective date of this Ordinance which would require additional off-street parking spaces or off-street loading areas under the provisions of this section.

If the expansion of an existing building or structure does not exceed 50% of the market value or the capacity of the existing building or structure is increased by less than 50% in size, additional parking spaces only need to be provided in proportion to the expansion.

If the expansion of an existing building or structure exceeds 50% of the market value or the capacity of the existing building or structure is increased by more than 50% in size, parking spaces and loading spaces must be provided for the entire use according to 7 and 8 of this section.

If the building or structure in which the change of use occurred does not require additional off-street parking or off-street loading spaces, no additional parking or loading spaces shall be required. Any use requiring one half (1/2) or more of a parking space or loading space shall be deemed to require the full space. Parking spaces and loading spaces provided to meet the requirements of this Ordinance shall not be reduced in size or number to an amount less than required by this Ordinance for the use occupying the building. The provision and maintenance of off-street parking and loading space is a continuing obligation of the property owner.

3. Location of Parking Facilities. Off-street parking spaces for one or two family dwellings shall be located on the same lot with the dwelling. Parking spaces for all other dwelling units require Site Plan Approval (see Section 22) by the Planning Commission and in addition to Section 22, must comply with the following requirements. Vehicle parking is allowed only on approved parking shoulders (streets), within garages, carports, and other structures, or on driveways or parking lots that have been developed in conformance with this code.

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- A. Except for single-family dwellings, the vehicle parking spaces required by this Section may be located on another parcel of land provided the parcel is within 500 feet from the building or use they are intended to serve. The distance from the parking area to the use shall be measured in straight lines from the nearest parking space to the building entrance following a pedestrian route (sidewalk). The burden of proving the existence of such off-premise parking arrangements rests upon the person who has the responsibility of providing parking. The right to use the off-site parking must be evidenced by a recorded deed, easement, or similar written instrument.
- B. Use of Parking Facilities/ Availability of facilities. Required parking space shall be available for the parking of operable passenger automobiles of residents, customers, patrons and employees only, and shall not be used for the storage of vehicles or materials or for the parking of trucks used in conducting the business of use. Owners of off-street parking facilities may post a sign indicating that all parking on the site is available only for residents, customers, and/or employees, as applicable. Signs shall conform to the standards of Section 24 of this Ordinance.
- C. Parking, Front Yard. Unless otherwise provided, required parking and loading spaces shall not be located in a required front yard, except in the case of a single or two-family dwelling, and except in the case of a use in a C-N District where parking spaces may be located in the rear ten (10) feet of the required 20 foot front yard, and except for uses in a C-H District where parking and loading may occur in all but the first ten (10) feet of yard area from any public right-of-way. Parking spaces may be located within a required side or rear yard.
4. Joint Use of Facilities. The off-street parking requirements of two or more uses, structures or parcels of land may be satisfied by the same parking or loading space used jointly to the extent that it can be shown by the owners or operators of the uses, structures or parcels that their operations and parking needs do not overlap in point of time. If the uses, structures or parcels are under separate ownership, the right to joint use of the parking space must be evidenced by a deed, lease, contract or other appropriate written document to establish the joint use.
5. More than One Use on One or More Parcels: In the event several uses occupy a single structure or parcel of land, the total requirements for off-street parking shall be the sum of the requirements of the several uses computed separately.
6. On-Street Parking Credit. For property within the Multiple Use Residential (R-0) Zone, the Central Commercial (C-C) Zone and Town Center (T-C) Zone Districts, and outside of the C-4 Parking District, the amount of off-street parking required may be reduced by one off-street parking space for every on-street parking space adjacent to the development. An on-street parking credit reduces the number of off-street parking spaces required. An on-street parking credit does not reserve parking spaces for the specific commercial business utilizing the credit. The Planning Commission shall review all on-street parking credits as Conditional Use Permits (according to Section 27 of this Ordinance). On-street parking shall follow the established configuration of existing on-street parking as established by the City of Tillamook. The following constitutes an on-street parking space:

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- A. Parallel parking, each 24 feet of uninterrupted curb;
 - B. Curb space must be connected to the lot which contains the use;
 - C. Parking spaces that would not obstruct a required clear vision area, nor any other parking that violates any law or street standard; and
 - D. On-street parking spaces that may be credited for a specific use may not be used exclusively by that use, but shall be available for general public use at all times. No signs or actions' limiting general public use of on-street spaces is permitted.
 - E. On-street parking is on a street that is designed and physically improved to accommodate parking within the right-of-way.
 - F. On-street parking credit shall not be considered on or adjacent to areas of town zoned Low-Density or Medium-Density Residential (R-7.5, Single-Family Residential or R-5.0, Single-Family Duplex Residential).
7. Off-Street Loading. Every use for which a building is erected or structurally altered to the extent of increasing the floor area to equal a minimum floor area required to provide loading space, and which will require the receipt or distribution of materials or merchandise by truck or similar vehicle, shall provide off-street loading space on the basis of minimum requirements as follows [Note: Commercial Buildings within the Town Center Zone shall refer to Section 17.1(9) for loading requirements]:

- A. Commercial, industrial and public utility uses, which have a gross floor area of 5,000 square feet or more, shall provide truck loading or unloading berths in accordance with the following table:

Square Feet of Floor Area	Number of Berths Required
Less than 10,000	0
10,000 - 30,000	1
30,000 - 100,000	2
100,000 and over	3

- B. Restaurants, office buildings, hotels, motels, hospitals and institutions, schools and colleges, public buildings, recreation or entertainment facilities and **any** similar use which has a gross floor area of 30,000 square feet or more shall provide off-street truck loading or unloading berths in accordance with the following table:

Square Feet of Floor Area	Number of Berths Required
Less than 30,000	0

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30,000 - 100,000	1
100,000 and over	2

- C. A loading berth(s) shall contain space large enough to accommodate the largest anticipated delivery vehicle. Where the vehicles generally used for loading and unloading exceed these dimensions, the required length of these berths shall be increased.
 - D. If loading space has been provided in connection with an existing use or is added to an existing use, the loading space shall not be eliminated if elimination would result in less space than required to adequately handle the needs of the particular use.
 - E. Off-street parking areas used to fulfill the requirements of this Ordinance shall not be used for loading and unloading operations except during periods of the day when not required to take care of parking needs.
8. Off-Street Parking. Off-street parking spaces shall be provided and maintained as set forth in this section for all uses in all zoning districts except the Downtown (C-4) Commercial District as described in Section 17(7). The minimum number of required off-street vehicle parking spaces (i.e. parking that is located in parking lots and garages and not in the street right-of-way) shall be determined based on the standards listed in subsections 4 - 7 of this section. Off-street parking spaces shall be provided as follows [Note: Commercial Buildings within the Town Center Zone shall refer to Section 17.1(9) for parking and circulation standards]:

Use	Requirement
A. Residential	
One, Two and Three-family dwellings:	Two spaces per dwelling
Multi-family dwelling containing four or more dwelling units:	One and one-half spaces per dwelling unit
Bed & Breakfast Establishments:	Two spaces per dwelling plus one per guest room for establishments of three guest rooms or more
B. Commercial	
Bank, personal services, office, (except medical and dental):	One (1) space per five hundred (500) square feet of floor area plus one (1) space per two (2) employees

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Barber shop or beauty shop:	One (1) space per service Chair or stool
Bed and Breakfast Establishments:	Two (2) spaces per dwelling plus one (1) per guest room for the establishments of three (3) guest rooms or more
Clubs; Lodge:	The same number of spaces to meet the combined requirements of the uses being conducted such as hotel, restaurant, auditorium, etc.
Eating and Drinking Establishments:	One (1) space per two hundred (200) square feet of floor area
Hotel/Motel:	One (1) space for the owner or manager, one (1) space per two (2) employees, one (1) space per guest room or suite.
Medical and Dental office or clinic:	One space per 200 square feet of floor area plus one space per 2 employees
Mortuaries, chapels:	One (1) space per four (4) seats or eight (8) feet of bench length in main chapel
Other Retail Stores:	
4000 square feet or less:	One (1) space per two hundred (200) square feet of floor area
4001 square feet or more:	One (1) space per two hundred seventy-five (275) square feet of floor area
Self-service Laundry or Dry Cleaning:	One (1) space per four (4) washing or cleaning machines

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Service or repair shops, retail stores and outlets selling furniture, automobiles or other bulky merchandise where the operator can show the bulky merchandise occupies the major area of the building:

One (1) space per six hundred (600) square feet of floor area

Supermarkets, Grocery Stores:

One (1) space per two (2) employee, plus

4000 square feet or less:

One (1) space per one hundred fifty (150) square feet of floor area

4001 square feet and over:

One (1) space per two hundred (200) square feet of floor area.

C. Commercial amusements

Bowling alley:

Five (5) spaces per lane plus one (1) space per two (2) employees

Dance Hall, Skating Rink:

One (1) space per one hundred (100) square feet of floor area plus one (1) space per two (2) employees

Miniature Golf Course:

Four (4) spaces per hole

Stadium, arena, theater:

One (1) space per four (4) seats or eight (8) feet of bench length

D. Industrial

Manufacturing establishment:

One (1) space per employee on the maximum shift

Storage warehouse, rail or trucking freight terminal:

One (1) space per employee on the maximum shift

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Wholesale establishment:	One (1) space per employee plus one (1) space per seven hundred (700) square feet of patron serving area
Public Utilities (gas, water, telephone, etc), not including business offices:	One (1) space per two (2) employees on the largest shift, plus one (1) space per company vehicle; a minimum of two (2) spaces is required
E. Institutions/ Places of Public Assembly	
Child Care Centers, having thirteen (13) or more children	One (1) space per two (2) employees; a minimum of two (2) spaces is required
Churches and similar places of worship	One (1) space per four (4) seats or eight (8) feet of bench length in the main auditorium
Convalescent hospital, nursing home, sanitarium, rest home, home for aged	One (1) space per two (2) beds for patients or resident
Golf Course, (except miniature)	Eight (8) spaces per hole, plus additional spaces for any auxiliary uses set forth in this section
Hospitals:	Two (2) spaces per patient bed.
Library, reading room, museum, art gallery	One (1) space per four hundred (400) square feet of floor area plus one (1) space per two (2) employees
Limited school service facility (i.e. non-classroom):	One (1) space per four hundred (400) square feet of floor area
Other auditorium, meeting rooms	One (1) space per four (4) seats or eight (8) feet of bench length

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Schools

Pre-school nursery
kindergarten:

Two (2) spaces per teacher

Elementary and
Junior High:

One (1) space per employee
or one and one-half (1 1/2)
space per classroom or one (1)
space per four (4) seats or eight
(8) feet of bench length in the
auditorium or assembly room,
whichever is greater

High School:

One (1) space per employee
plus one (1) space for each six
(6) students or one (1) space per
four (4) seats or eight (8) feet of
bench length in the main
auditorium, whichever is
greater

Colleges, Universities,
and commercial trade
schools for adults:

One and one-half (1 1/2) spaces
per classroom, plus one (1)
space per five (5) students the
school is designed to
accommodate or one (1) space
per three (3) seats in classrooms
whichever is greater

Welfare or correctional
institutions:

One space per five beds
for patients or inmates

G. Other uses not specifically listed above shall furnish parking as required by the Planning Commission. The Planning Commission shall use the above list as a guide for determining requirements for said other uses.

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9. Disabled Parking (as required in conformance with the Americans with Disabilities Act). The number of disabled parking spaces shall comply with the following standards. Striping and signing of the handicap space(s) shall conform to ADA Standards and are shown in the figure below, and referenced on following pages 11 - 13.

Total Number of Parking Spaces provided (per lot)	Accessible Parking Spaces	Van Accessible Parking Spaces with min 96" wide access aisle Required	Accessible Parking Spaces with min 60" wide access aisle
1 to 25	1	1	0
26 to 50	2	1	1
51 to 75	3	1	2
76 to 100	4	1	3
101 to 150	5	1	4
151 to 200	6	1	5
201 to 300	7	1	6
301 to 400	8	1	7
401 to 500	9	2	7
501 to 1000	2% of total parking provided in each lot	1/8 of Column to the left parking provided in each lot	7/8 of 1st column
1001 and over	20 plus 1 for each 100 over 1000	1/8 of Column to the left	7/8 of 1st column each one hundred

10. Development and Maintenance Standards for Off-Street Parking and Loading

Areas. Every parcel of land hereafter used as a public or private parking area, including commercial parking lots and public parking lots, shall be developed as follows:

- A. An off-street parking area for more than five (5) vehicles shall be effectively screened by a sight-obscuring fence, hedge or planting, on each side which adjoins property situated in an R-7.5, R-5.0, or R-O District or the premises of any school or like institution.
- B. Any lighting used to illuminate the off-street parking areas shall be so arranged that it will not project light rays directly upon any adjoining property in an R-7.5, R-5.0 or R-O District.
- C. Except for single-family and duplex dwellings, groups of more than two (2) parking spaces shall be so located and served by a driveway that their use will require no backing movements or other maneuvering within a street or right-of-way other than an alley.
- D. Types of surfacing required for off-street parking and loading areas
 - 1. Areas required for maneuvering of vehicles in all residential, commercial, or industrial zones shall have surfaces of asphalt, concrete, brick or other permanent, durable, dustless surfaces (excluding oil-matte surfaces). All such areas shall be so drained as to avoid flow of water across sidewalks and adjacent properties.
 - 2. Areas used for standing vehicles, including those required in industrial zones, shall have durable and dustless surfaces maintained adequately for all weather use (excluding oil-matte surfaces). All such areas shall be so drained as to avoid flow of water across sidewalks and adjacent properties.

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3. According to Section 3.02.03, Driveways, of the City of Tillamook Street and Storm Drainage Design Standards, all driveway aprons shall be paved a minimum of twenty (20) feet from the back of the sidewalk into the driveway.
 4. Areas used for standing and maneuvering of vehicles in all property within the designated Floodway shall have surfaces of durable, dustless, permeable materials. All such areas shall be designed to avoid flow of water across adjacent properties.
- E. Except for parking to serve residential uses, parking and loading areas adjacent to or within residential zones or adjacent to residential uses shall be designed to minimize disturbance of residents.
- F. Access aisles shall be of sufficient width for all vehicular turning and maneuvering.
- G. Service drives to off-street parking areas shall be designed and constructed to facilitate the flow of traffic, provide maximum safety of traffic access and egress and maximum safety of pedestrians and vehicular traffic on the site. The number of service drives shall be limited to the minimum that will allow the property to accommodate and service the traffic to be anticipated. Service drives shall be clearly and permanently marked and defined through the use of rails, fences, walls, or other barriers or markers on frontage not occupied by service drives. Service drives to drive-in establishments shall be designed to avoid backing movements or other maneuvering within a street, other than an alley.
- H. Service drives shall have a minimum vision clearance area formed by the intersection of the driveway center line, the street right-of-way line and a straight line joining said lines through points 20 feet from their intersection. Such area shall be maintained free of all visual obstructions. (See Section 4 for Definition.)
- I. Parking spaces along the outer boundaries of a parking area shall be contained by a curb or bumper rail so placed to prevent a motor vehicle from extending over an adjacent property line or a street.
11. Maximum Number of Parking Spaces Allowed. The number of parking spaces provided by any particular use in ground surface parking lots shall not exceed the required minimum number of spaces provided by this Section by more than 10%. Spaces provided on-street, or within the building footprint of structures, such as in rooftop parking, or understructure parking, or in multi-level parking above or below surface lots, may not apply towards the maximum of allowable spaces. Parking spaces provided through "shared parking" also do not apply towards the maximum number.

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12. Parking Stall Standard Dimensions and Compact Car Parking. All off-street parking stalls shall be improved to conform to City standards for surfacing, storm water management and striping. Standard parking spaces shall conform to the dimensions in the figure below. Disabled person parking spaces shall conform to the following standards and dimensions of this Section.

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(Added by Ordinance #1178, effective 10/17/02)

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13. Bicycle Parking Requirements. The following new developments shall be required to provide bicycle parking in compliance with this subsection:

- A. New multifamily residential with four or more units shall provide at least one sheltered bicycle parking space for each dwelling unit. Sheltered bicycle parking spaces may be located within a garage, storage shed, basement, utility room or similar area. In those instances in which the residential complex has no garage or other easily accessible storage unit, the bicycle parking spaces may be sheltered from sun and precipitation under an eave, overhang, an independent structure, or similar cover.
- B. New retail, office, and institutional development shall provide at least one bicycle parking space for each retail, office and institutional development. Individual uses shall provide their own parking, or spaces may be clustered to serve up to six (6) bicycles. Bicycle parking spaces should be located in front of the stores along the street, either on the sidewalks or in specially constructed areas such as pedestrian curb extensions. Inverted "U" style racks or ribbon racks are recommended. Bicycle parking shall not interfere with pedestrian passage, leaving a clear area of at least 36 inches between bicycles and other existing and potential obstructions. These spaces may or may not be sheltered.
- C. Transit transfer and park and ride lots shall provide a minimum of one bicycle parking space for every 10 motor vehicle parking spaces.
- D. Parking Lots. All public and commercial parking lots and parking structures provide a minimum of one bicycle parking space for every 10 motor vehicle parking spaces.
- E. Schools. Elementary and middle schools, both private and public, provide one bicycle parking space for every 10 students and employees. High schools provide one bicycle parking space for every 5 students and employees. All spaces shall be sheltered under an eave, overhang, independent structure, or similar cover.
- F. Colleges and trade schools provide one bicycle parking space for every 10 motor vehicle spaces plus one space for every dormitory unit. Fifty percent of the bicycle parking spaces shall be sheltered under an eave, overhang, independent structure, or similar cover.
- G. Multiple Uses. For buildings with multiple uses (such as a commercial or mixed use center), bicycle parking standards shall be calculated by using the total number of motor vehicle parking spaces required for the entire development. A minimum of one bicycle parking space for every 10 motor vehicle parking spaces is required.
- H. Exemptions. This Section does not apply to single family, two-family, and three-family housing (attached, detached or manufactured housing), home occupations, agriculture and livestock uses, or other developments with fewer than 10 vehicle parking spaces.
- I. Location and Design. Bicycle parking shall be conveniently located with respect to both the street right-of-way and at least one building entrance (e.g., no farther away than the

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closest parking space). It should be incorporated whenever possible into building design and coordinated with the design of street furniture when it is provided. Street furniture includes benches, street lights, planters and other pedestrian amenities.

- J. **Visibility and Security.** Bicycle parking shall be visible to cyclists from street sidewalks or building entrances, so that it provides sufficient security from theft and damage.
- K. **Options for Storage.** Bicycle parking requirements for long-term and employee parking can be met by providing a bicycle storage room, bicycle lockers, racks, or other secure storage space inside or outside of the building.
- L. **Lighting.** Bicycle parking shall be least as well lit as vehicle parking for security.
- M. **Reserved Areas.** Areas set aside for bicycle parking shall be clearly marked and reserved for bicycle parking only and shall not impede or create a hazard to pedestrians.

(Added by Ordinance #1187, effective 12/03/03)