

Chapter 17.490

OFF-STREET PARKING AND LOADING

17.490.010 Off-street parking requirements.

The following requirements shall be used as guidelines when determining permit application requirements and, subject to code within this chapter, may be reasonably increased or decreased by the department depending on the specific need or use. Trip demand reduction programs and the availability of public transit may also be considered in decreasing parking requirements. Off-street parking spaces shall otherwise be provided and maintained as set forth in this chapter for all uses in all zones. Any fractional parking space shall be rounded up to the nearest whole number. Such off-street parking spaces shall be provided at the time:

- A. A building is hereafter erected or enlarged;
- B. The use of a building existing on the effective date of this title is changed and/or the building enlarged, parking spaces shall be provided in proportion to the increase only, provided the increase is less than fifty percent. If the increase exceeds fifty percent, parking shall be provided for the entire structure in accordance with the requirements of this section.
- C. Refer to Chapter 17.700 "Appendix A – Parking Lots: Street Trees, Landscaping, Design" for graphical assistance.

17.490.020 General provisions.

- A. Parking analyses shall be provided for all proposed uses as outlined on relevant permit application checklists.
- B. 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. If the director finds that a portion of the floor area not less than a contiguous one hundred square feet in a retail store will be used exclusively for storage of merchandise which is not being displayed for sale, he may deduct such space in computing parking requirements, but the owners shall not thereafter use the space for any other purpose without furnishing additional off-street parking as required by Section 17.490.030.
- C. 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, if approved by the director, 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. For joint use facilities (i.e., shared-use parking and shared access facilities), a parking agreement shall be required consistent with subsection (l) of this section.
- D. Location of Parking Facilities.

1. Within high capacity transit station areas, required parking spaces shall be located on the same parcel or on another parcel no farther than eight hundred feet from the building or use they are intended to serve, measured in a straight line from the main entrance of the building. Public parking intended for the use of a public ferry terminal may be located on another parcel no farther than one thousand feet, measured in a straight line from the ferry terminal.

2. In all other areas, off-street parking spaces for dwellings shall be located on the same lot with the dwelling. Other required parking spaces shall be located on the same parcel or on another parcel not farther than three hundred feet from the building or use they are intended to serve, measured in a straight line from the main entrance of the building.

3. Off-site parking shall be connected to the building or use it is intended to serve by streets improved with sidewalks or by walkways.

4. For off-site parking, a parking agreement shall be required consistent with subsection (I) of this section.

E. Use of Parking 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 or use.

F. Parking in Required Front, Side, Rear Yards or Setbacks. Unless otherwise provided, required parking and loading spaces shall not be located in a required yard or setback, except for development of single-family dwellings or duplexes. Automobile sales may be allowed in no more than twenty-five percent of the front yard setback, as shown on an approved site plan.

G. Off-site Employee Parking. Off-site employee parking may be used to reduce the number of on-site parking spaces.

H. Development of and Maintenance Standards for Off-Street Parking Areas. In addition to requirements of Chapters 17.490 and 17.500 and the Kitsap Stormwater Design Manual, every parcel of land hereafter used as a public or private parking area, including commercial parking lots, shall be developed as follows:

1. An off-street parking area for more than five vehicles shall be effectively screened by a sight-obscuring fence, hedge, or planting, on each side that adjoins property situated in any residential zone, or the premises of any school or like institution;

2. Lighting shall be directed away from adjoining properties. Not more than one foot candle of illumination shall leave the property boundaries;

3. Except for single-family and duplex dwellings, groups of more than two 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;

4. Areas used for standing and maneuvering of vehicles shall have durable and dustless surfaces maintained adequately for all-weather use, and so drained as to avoid flow of water across sidewalks;

5. 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;

6. Service drives to off-street parking areas shall be designed and constructed to facilitate the flow of traffic, to provide maximum safety of traffic ingress and egress, and to provide 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;

7. Service drives shall have a minimum vision clearance area formed by the intersection of the driveway centerline, the street right-of-way line, and a straight line joining said lines through points twenty feet from their intersection;

8. 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, pedestrian walkway, or a street; and

9. When the parking standards require ten or more parking spaces, up to thirty percent of these may be compact car spaces, as identified in Section 17.490.040. Compact spaces shall be clearly labeled on the parking space.

~~10.—Parking for bicycles should be provided at a ratio of one space per ten vehicle spaces, and shall be required at a ratio of one space per twenty vehicle spaces. Bicycle facilities shall be adjacent to buildings and protected from weather.~~

I. Parking Agreement.

1. For off-site parking, shared-use parking, or shared access to parking, a covenant, easement or other contract approved by the director for shared parking and/or access between the cooperating property owners shall be enacted and recorded by the county with the county auditor as a deed restriction on all associated properties (i.e., the property with the use and the property providing the required parking) that cannot be modified or revoked without the approval of the director. The parking agreement shall:

a. Provide that the land comprising the required parking facilities shall not be encroached upon, used, sold, leased, or conveyed for any purpose except in conjunction with the building or use which the required parking serves;

b. For commercial uses, provide for directional signage to off-site public or visitor parking;

- c. Assign maintenance provisions for the parking facilities and landscaping;
- d. If shared use is allowed, indicate prime hours of operation for shared uses;
- e. If shared use is allowed, designate potential times of overflow, and a parking plan which will be implemented in the event of overflow.

2. If any of the above requirements are violated, the affected property owners must provide the full amount of required off-street parking for each use, in accordance with conditions of approval, unless a satisfactory alternative remedy is approved by the director.

17.490.030 Number of spaces required.

Off-street parking spaces shall be provided as follows:

Land Use	Parking Spaces Required in All Zones (Except as Modified to the Right)	High Capacity Transit Station Area Modifications
Residential		
Single-Family (attached or detached)	During subdivision, 2 per unit + 0.5 per unit on street or set aside; for historical lots or lots with no standing requirement, 3 per unit. 1 additional space for accessory dwelling units or accessory living quarters. Garages are not calculated towards any parking requirement.	2 per unit, 1 additional space per guest house, accessory dwelling unit or accessory living quarter. Garages are calculated towards parking requirement.
Multifamily (Condos/Townhouses/Apartments) and Cottage Housing	1.5 per unit + 0.5 per unit on street or set aside	Units with 1 or fewer bedrooms: 1 space per unit + 0.5 spaces per unit set aside. Units with 2 or more bedrooms: 1.5 spaces per unit + 0.5 spaces per unit set aside.
Senior Housing	0.5 per unit; 1 per on-duty employee	
Institutional/Educational/Other		

Land Use	Parking Spaces Required in All Zones (Except as Modified to the Right)	High Capacity Transit Station Area Modifications
Bed and Breakfast	1 per sleeping unit	
Motels and Hotels	1 per bedroom; and spaces to meet the combined requirements of the uses being conducted such as hotels, restaurants, auditoriums, etc.	
Club/Lodges	Spaces to meet the combined requirements of the uses being conducted such as hotels, restaurants, auditoriums, etc.	
Hospitals and Institutions	1 per bed; 1 per 2 employees; 1 per 2 guests	
Places of Worship	1 per 4 seats or 8 feet of bench length in the main auditorium	
Library and Gallery	1 per 250 gross square feet	
Preschool-Kindergarten	1 per employee; 1 per 6 children	
Elementary/Middle or Junior High School	1 per employee; 2 per classroom	
High School	1 per employee and teacher; 1 per 10 students	
Colleges, Technical School	1 per 3 seats in classroom; 1 per employee and teacher	
Stadium, Arena, Theater	1 per 4 seats or 8 feet of bench length in the main auditorium	
Bowling Alley	6 per alley	
Dance Hall, Skating Rink	1 per 200 gross square feet	

Land Use	Parking Spaces Required in All Zones (Except as Modified to the Right)	High Capacity Transit Station Area Modifications
Self Storage	1 per 3,000 gross square feet	
Commercial/Retail/Office		
Restaurants/Bars/Taverns	If under 5,000 square feet of gross floor area – 1 per 200 square feet of gross floor area; If 5,000 or more square feet of gross floor area – 20 plus 1 per each additional 200 square feet of gross floor area	1 per 400 square feet of gross floor area
Retail stores generating relatively little automobile traffic (e.g., appliance, furniture, hardware and repair stores)	1 per 400 square feet of gross floor area	1 per 800 square feet of gross floor area
Retail and personal service establishments generating heavy automobile traffic (e.g., department, drug, and auto parts stores, fitness centers, supermarkets, ice cream parlors, bakeries and beauty and barber shops)	1 per 200 square feet of gross floor area	1 per 400 square feet of gross floor area
Espresso Stands, Drive-In, and Fast Food Restaurants	1 per 80 square feet of gross floor area	
Professional Office	1 per 300 square feet of gross floor area	1 per 400 square feet of gross floor area
Shops and stores for sales, service or repair of automobile, machinery and plumbing, heating, electrical and building supplies	1 per 600 square feet of gross floor area	
Mortuaries, Funeral Homes, Crematories	1 per 75 square feet of assembly area	
Medical and Dental Office or Clinic	1 per 200 square feet of gross floor area	1 per 300 square feet of gross floor area
Bank, Financial Institutions	1 per 400 square feet of gross floor area	
Industrial		
Marinas and Moorage Facilities	1 per 4 moorage slips	

Land Use	Parking Spaces Required in All Zones (Except as Modified to the Right)	High Capacity Transit Station Area Modifications
Warehouse, Storage, and Wholesale Facilities	1 per 2 employees; 1 per company vehicle parked on site at night (if applicable); 1 per 300 square feet of office space	1 per 2 employees; 1 per company vehicle parked on site at night (if applicable); 1 per 400 square feet of office space
Manufacturing, Research, Testing, Processing and Assembly Facilities	1 per 1,000 square feet	
Winery/Brewery	1 per 800 square feet of gross floor area	

A. Deviation from Required Spaces.

1. The director may authorize a reduction up to twenty-five percent to the amount of required parking if a project proponent demonstrates that, due to the unusual nature of the proposed use, it is reasonable that the parking required by this section exceeds any likely need, or that trip demand reduction programs or public transit availability serves to further reduce parking demand.

2. An increase over ten percent or a reduction greater than twenty-five percent from the required parking ratio shall be processed pursuant to Chapter 17.560, except in high capacity transit station areas a reduction greater than twenty-five percent may be granted by the director if the reduction is supported by a parking and traffic impact analysis and the development:

- a. Provides a car share program, shuttle program, or regional transit pass/subsidy program to all residents that is adequate to offset the parking reduction;
- b. Implements recorded lease/deed restrictions that limit the combined total number of vehicles owned by tenants to the number of parking spaces available for tenants;
- c. Participates in a public parking management program or a parking improvement district with adequate capacity to offset the parking reduction;
- d. Implements an alternative transportation management plan with measures adequate to offset the parking reduction that has been approved by the director and recorded on the title of the affected properties; or
- e. Substantially replaces on-site surface parking with parking underground and/or in a structured parking facility (e.g., an under building or multi-level parking garage) located on site and/or, if otherwise allowed, off site.

B. Other Uses.

1. Other uses not specifically listed above shall furnish parking as required by the director. The director shall use the above list as a guide for determining requirements for said other uses.
2. Storage of junk motor vehicles is subject to the provisions of Section 17.105.090(I).

17.490.040 Off-street parking lot design.

A. Permeable Pavement and Parking Dimensions. Use of permeable pavement shall be evaluated and used unless determined by the county to be infeasible in accordance with the Kitsap Stormwater Design Manual. Design and construction shall be done in accordance with the Kitsap Stormwater Design Manual. Each parking space and parking lot aisle shall comply with the minimum dimension requirements in Table 17.490.040 and further displayed in Figure 17.490.040.

Table 17.490.040 Parking Lot Space and Aisle Dimensions

Parking Stall Type	Minimum Stall Dimensions		Minimum Width for Drive Aisle with Parking(C)	
	Width (A)	Length (B)	One-Way	Two-Way
Standard parallel	8 feet*	23 feet	12 feet	20 feet
Standard 45-degree	9 feet	20 feet	15 feet	20 feet
Standard 60-degree	9 feet	20 feet	18 feet	20 feet
Standard 90-degree	9 feet	20 feet	20 feet	24 feet
Compact – parallel	8 feet	16 feet	12 feet	20 feet
Compact – all degrees and angled	8 feet	16 feet	20 feet	24 feet

* For parallel stalls on street, eight-foot width may include up to one foot of gutter width.

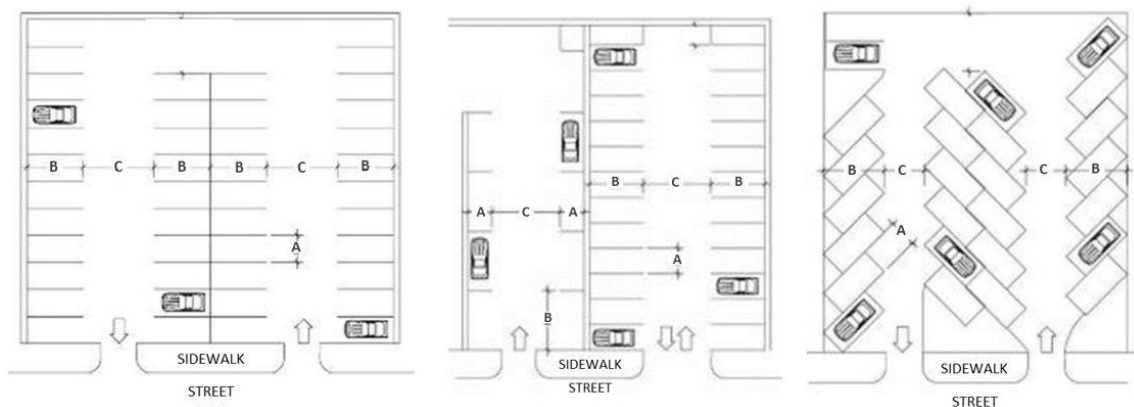


Figure 17.490.040 Parking Space and Drive Aisle Dimensions

B. Other Requirements. All surface parking lots, excluding underground or above ground parking garages, with more than fourteen stalls shall conform to Table 17.490.040.B. Landscaping shall be provided in the required front, side and rear setback area for surface parking lots and parking garages. One street tree shall be provided at the ends of each row of parking spaces, and a minimum of one street tree shall be provided for each fifteen spaces. Parking lots with one hundred or more spaces shall provide a landscape strip of street trees every other row between double-loaded rows. This design is encouraged for parking lots with more than three double-loaded rows and lots with less than one hundred spaces. Shrubs and ground cover shall be required in all landscape areas. Up to fifty percent of shrubs may be deciduous. Plant size, spacing, and installation standards shall comply with Chapter 17.500.

Table 17.490.040.B Required Landscape Area per Parking Space

Total Number of Parking Spaces	Minimum Required Landscape Area
15 to 50	15 square feet per parking space
51 to 99	25 square feet per parking space
100 or more	35 square feet per parking space

C. Screening Buffer. A screening perimeter buffer shall be provided in compliance with Chapter 17.500.

D. Pedestrian Walkways. Pedestrian walkways shall be provided from the parking lot to building entrances. Parking lots with a landscape strip between double-loaded rows shall provide pedestrian walkways next to the landscape strip leading to building entrances.

E. Refer to Appendix A, Parking Lot Design, for graphical representation of design elements for this chapter.

17.490.050 Off-street loading.

A. When Required. Off-street loading and unloading spaces shall be required for all commercial, industrial, and multifamily uses having a gross area of over four thousand square feet and which provide or receive deliveries or pick ups by trucks or truck-trailer combinations over thirty-five feet in length more frequently than once per month. Lots less than ten thousand square feet may share required off-street loading areas with adjacent properties, so long as there are no on-site alternatives, loading areas are consistent with dimensional requirements of subsection (B) of this section, and there is a written agreement between the property owners. Loading areas may share designated parking spaces, so long as loading/unloading occurs when the use is closed for business and during which time parking is not needed or used.

B. Design Requirements. Loading and unloading spaces shall be minimum forty-five feet in length, ten feet in width and provide for clearance of fifteen feet. Adequate access shall be provided to each space. Except as noted above, no area required for off-street parking may be used as a loading or unloading space.

C. Number of Spaces Required. The following number of off-street loading and unloading spaces is required:

Gross Square Feet	Required Number of Spaces
4,000 – 9,999	1
10,000 – 24,999	2
25,000 – 99,999	3
100,000 – 200,000	4
Additional 50,000 over 200,000	1

17.490.060 Handicapped parking.

Off-street parking and access for physically disabled persons shall be provided in accordance with the regulations of the Americans with Disabilities Act (ADA) and Title 14.

17.490.070 Bicycle parking.

It is the intent of these regulations to ensure there is bicycle parking that is adequate in quantity, well-located, and constructed in a manner that safely secures bicycles.

A. Bicycle parking quantity:

1. For non-residential uses, parking for bicycles shall be provided at a ratio of one (1) bicycle parking space per ten (10) required vehicle spaces. Any fractional parking space shall be rounded up to the nearest whole number. Where vehicle parking is required per table 17.490.030, at least one (1) bicycle parking space is required.

2. For schools the ratio is one (1) bicycle parking space per eight (8) students.

B. Bicycle parking location:

1. Bicycle parking shall be provided on-site, in a place accessible to the public during business hours.

2. Bicycle parking shall be within fifty (50) feet of and visible from the public entrance(s) of the use it is to serve. For sites with multiple public entrances bicycle parking distribution will be determined in coordination with DCD in a manner that fulfills the intent of these regulations.

3. Bicycle parking shall be accessible by a rideable maneuvering area of a durable and dustless surface (such as pavement, concrete, or similar materials) from all building entrances and vehicle and pedestrian points of entry to the site from a public ROW.

4. Bicycle parking spaces shall be illuminated with downcast lighting to facilitate public safety and theft reduction.

5. Bicycle parking spaces shall be an adequate distance away from utility access points such as utility vaults, manholes, gas/electric meters, fire hydrants, etc; and shall not impede the operation of objects or places that requires access, such as benches, trash bins, and mailboxes.

6. Bicycle parking spaces shall be kept free of obstructions, including temporary or partial obstructions such as items for sale, signs, garbage receptacles, vending machines, doors, etc.

C. Bicycle parking design:

1. A single bicycle parking space shall be forty (40) inches wide by ninety-six (96) inches long. (Figure 1)

a. The bicycle rack shall be inside the bicycle parking space, twelve (12) inches away from one (1) of the long sides, with the first locking point located twenty-four (24) inches back from the front of the bicycle parking space and the second locking point located fourteen (14) to twenty-four (24) inches back from the first. (Figure 3)

2. A double bicycle parking space utilizing a double-sided rack shall be fifty-two (52) inches wide by ninety-six (96) inches long. (Figure 2)

a. The bicycle rack shall be inside the bicycle parking space, centered in double space, with the first locking point located twenty-four (24) inches back from the front of the bicycle parking space and the second locking point located fourteen (14) to twenty-four (24) inches back from the first. (Figure 3)

3. Areas used for bicycle parking and maneuvering shall have durable and dustless surfaces maintained adequately for all-weather use, and so drained as to avoid flow of water across sidewalks.

D. The bicycle rack shall:

1. Accommodate common styles and sizes of bicycles including bicycles without a top tube;

2. Make contact with the bicycle frame at both locking points identified in C.1.a and C.2.a, so that, if desired, both wheels can be locked to the rack at the locking points without being removed from the bike;

3. Have a diameter no greater than three (3) inches at the locking points;

4. Be constructed of durable, rust-free materials, and not damage bicycle finishes e.g., aluminum, galvanized, and powder coat surfaces;

5. Be securely anchored to the ground, building, or other permanent structure with tamper-resistant hardware; and

6. Not require lifting the bicycle in order to use it, unless it provides some sort of mechanical advantage to assist with lifting the bicycle into position.

Figure 1

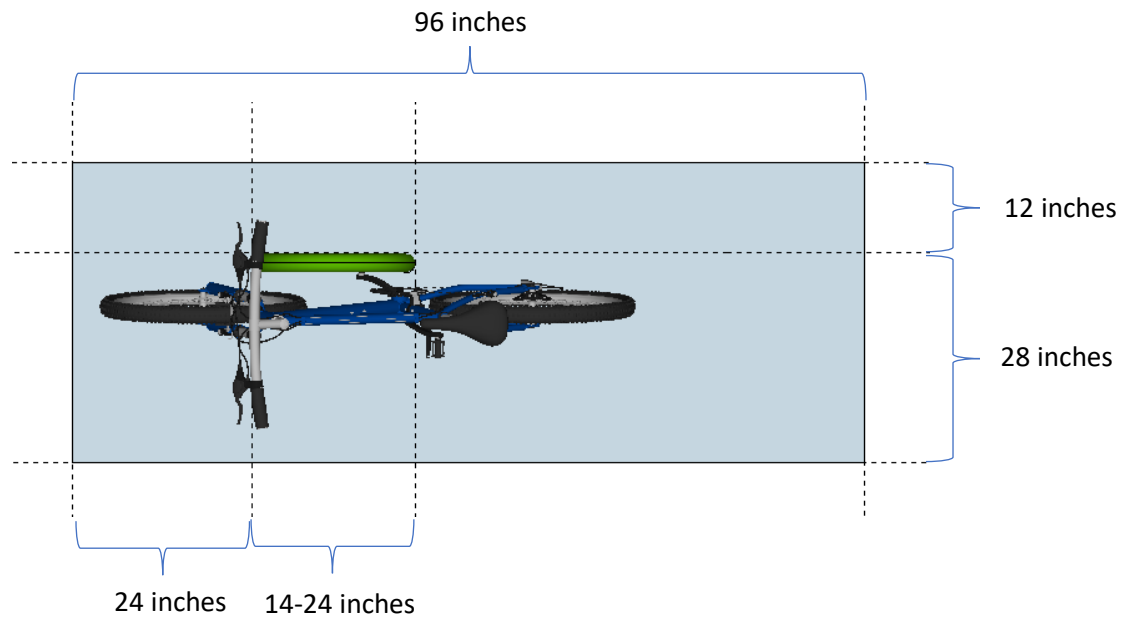


Figure 2

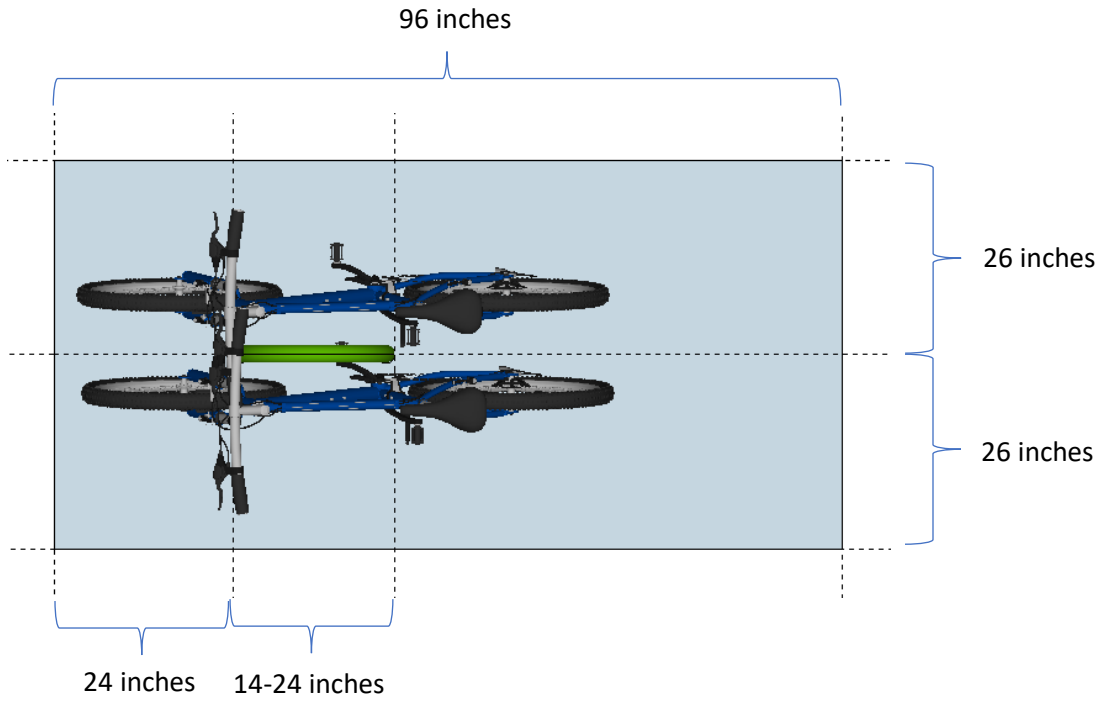


Figure 3

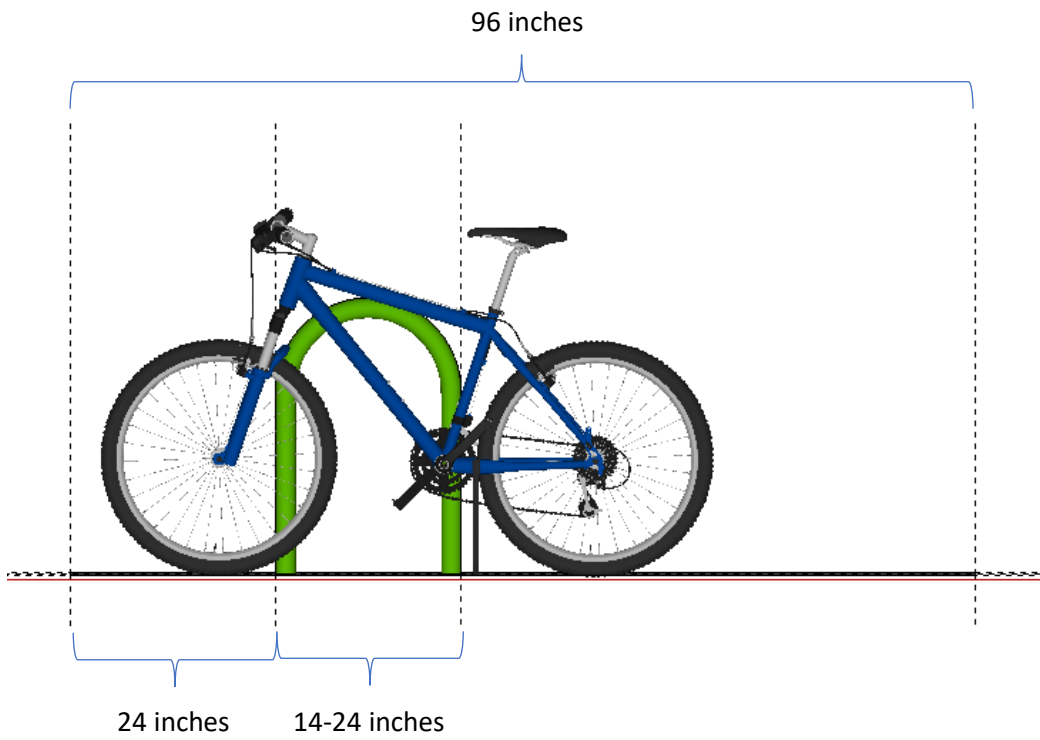


Figure 4

