

ARTICLE 8: Off-Street Parking

8-05 Applicability

Any building or other structure erected, altered, or used, and any lot used or occupied, shall provide at least the minimum number of off-street parking spaces as set forth in the Article, together with adequate passageways or driveways or other means of circulation and access to and from a street. In addition, any development subject to approval of a site development plan shall adhere to all of the applicable provisions of this Article.

8-10 General Provisions

- a) When units of measurement used to determine the number of parking or loading spaces result in fraction of a space, any fraction greater than or equal to one-half (0.5) shall require one (1) space.
- b) Except as otherwise specified in this article, the term “floor area” shall mean the gross floor area in the case of a building or structure which is owner-occupied or the gross leasable area in the case of a building or portion thereof which is renter-occupied.
- c) When parking and loading requirements are based on gross floor area, such area shall be measured from the outside edges of the building and shall include all enclosed space.
- d) When parking or loading requirements are based on gross leasable area, such area shall include the total area for which a tenant owns or pays rent and which is designed for the tenant’s occupancy and exclusive use. Common hallways, stairwells, elevator shafts, mechanical equipment rooms, and similar non-leasable area shall be excluded from parking or loading tabulations.
- e) When parking or loading requirements are based on the number of seats, and benches or pews are used, each eighteen (18) lineal inches of such seating shall be determined to equal one (1) seat. In cases where fixed seats, pews, or benches are not used, but temporary or portable seating is used, each seven square feet of floor area available for temporary seating shall equal one seat.
- f) Garage spaces on a lot may be counted towards the minimum number of required parking spaces.
- g) Except as otherwise specified in this article, parking space requirements related to the number of occupants of a building shall be based on the maximum occupancy load of the structure. Parking space requirements based on the number of employees on the site shall be for the shift having the greatest number of employees.
- h) In general, uses that are combined on the same lot shall provide the number of parking spaces in accordance with the cumulative total of each of the uses separately, unless a shared parking arrangement or other alternative parking strategy is employed as set forth in Section 8-40.

8-20 Off-Street Parking Requirements by Zoning District

The following table in Section 8-20.10 lists minimum off-street (i.e. on-site) parking requirements for uses permitted within the Town’s traditional character zoning districts. All such uses shall be subject to the minimum off-street parking requirements unless one or more alternative parking strategies are employed as set forth in Section 8-40 or modified parking standards are included as a proffer or as a condition of the approval of a special use permit, variance, or other conditionally-permitted use.

8-20.10 Minimum Parking Space Requirements

Abbreviations:
du = dwelling unit
sq. ft.= square feet of floor area

Use:	TTC	TAC	RC	TI	TRH	TRL	RR
Residential:							
Duplex					1.5 per du		
Live-work unit	1 per du				1.5 per du		
Mixed-use dwelling	1 per du						
Multi-family					1 per 1-bedroom du; 1.5 per 2-bedroom du; 2 per du with more than 2 bedrooms		
Single-family					2 per du		
Townhouse					Same as multi-family		
Lodging:							
Bed & breakfast		1 per guest room plus 2 for permanent occupants of the premises					
Boarding house					0.75 per bedroom plus 1 per employee		
Country inn		Same as bed & breakfast plus 1 per 75 sq. ft. of dining area				Same as TAC, RC, & TI	
Hotel/motel		1 per room plus 1 per employee					
Retail, Service, & Wholesale:							
Art studios		1 per 500 sq. ft.					
Barbershop		1.5 per chair					
Beauty parlor, nail salon, or tanning shop		1.5 per chair					
Convenience store		5 per 1,000 sq. ft.					
Furniture & cabinet shop		1 per 1,000 sq. ft.					
Grocery store/supermarket		1 per 500 sq. ft.					
Laundromat/dry cleaner		3 per 1,000 sq. ft.					
Pet store		1 per 500 sq. ft.					

Use:	TTC	TAC	RC	TI	TRH	TRL	RR
Pharmacy		2.5 per 1,000 sq. ft.					
Restaurant		1 per 150 sq. ft.					
Retail establishment		1 per 200 sq. ft. for the first 10,000 sq. ft.; 1 per 250 sq. ft. of additional floor area					
Self-service storage		1 per 250 sq. ft. of office space not to exceed 4 spaces maximum					
Shopping center		1 per 200 sq. ft. plus additional spaces as required herein for offices, theaters, banks, personal services, eating establishments, and/or other uses					
Technology service establishment		1 space per 250 sq. ft.					
Wholesale bakery		1 per employee plus 1 per 500 square feet open to the public plus 1 per company vehicle stored on-site					
Wholesale establishment – Other							
Wholesale printing/photo processing							
Office/Professional:							
Animal hospital		1 per employee plus 4 per 1,000 sq. ft.					
Animal kennel		Same as animal hospital					
Assisted-living facility		1 per employee plus 1 per du					
Bank		1 per 250 sq. ft.					
Broadcasting studio		1 per employee plus 1 per 500 sq. ft.					
Data center		1 per 300 sq. ft.					
Funeral home/crematorium		1 per 75 sq. ft. of assembly area					
Medical office/clinic		1 per 200 sq. ft.					
Movie & recording studio		1 per employee plus 1 per 500 sq. ft.					
Nursing home		1 per employee plus 1 per 4 beds					
Professional office		1 per 300 sq. ft.					
Automobile-Dependent:							
Car wash		1 per employee					
Drive-in facility		1 per 100 sq. ft. plus 1 per employee					

Use:	TTC	TAC	RC	TI	TRH	TRL	RR
Drive-through		1 per employee					
Motor vehicle sales		1 per employee plus 1 per 500 sq. ft. of enclosed sales area plus 1 per 2,500 sq. ft. of open sales area plus 2 per automotive service bay and/or 1 per 2 motorcycle service bays					
Repair garage		1 per employee plus 2 per automotive service bay and/or 1 per 2 motorcycle service bays					
Service station		1 per employee plus 2 per service bay					
Civic/Entertainment:							
Arcade/game room		1 per 300 sq. ft.					
Church		1 per 8 seats or 4 occupants					
Club		1 per 8 occupants					
Conference center		1 per 8 occupants					
Government building		1 per employee plus 1 per 1,000 sq. ft.					
Library		1 per 25 patrons based on the maximum occupancy load					
Museum, art gallery, or antique store		1 per 300 sq. ft.					
Public transportation facility							
Theatre		1 per 5 occupants					
Education:							
Childcare center		1 per employee plus 1 per 1,000 sq. ft.					
Schools		1 per employee plus 1 per 25 classroom seats (elementary), 1 per 15 classroom seats (middle), or 1 per 10 classroom seats (high)					
Agricultural/Industrial:							
Manufacturing – Heavy				Same as light manufacturing			
Manufacturing – Light		1 per 1,000 square feet or 1 per employee, whichever is greater					
Utility facility							

Use:	TTC	TAC	RC	TI	TRH	TRL	RR
Warehouse				1 per 5,000 square feet or 1 per employee, whichever is less, plus 1 additional space			
Accessory/Other:							
Accessory dwelling							
Accessory structure (non-dwelling)							
Structure > 40,000 ft ²							

8-30 Minimum Design Standards and Improvements

- a) Marking of Spaces: Parking and loading spaces shall be marked by durable painted lines or curbs extending the length of the space. Signs and/or pavement markings shall be used as necessary to ensure safe traffic operation and to identify designated handicapped parking spaces and loading spaces. The provisions of this subsection shall not apply to off-street parking spaces serving single-family detached dwellings or duplex dwellings.
- b) Standard Parking Space Dimensions: All parking spaces shall be designed as standard parking spaces except as otherwise expressly allowed or required herein. Standard parking spaces shall be a minimum of 9 feet in width and 18 feet in length, except for parallel parking spaces which shall be a minimum of 22 feet in length.
- c) Internal Pedestrian Connections: Sidewalks shall be constructed to ensure direct pedestrian connections between parking areas and all buildings on the site. Sidewalks shall be hard-surfaced and must be at least four (4) feet wide, provided that the Zoning Administrator may allow permeable surfaces if approved as part of an overall Low-Impact Development (LID) design for the parking lot for the purposes of stormwater management.
- d) Overall Internal Circulation Pattern: All off-street parking and loading facilities shall be designed and constructed in a manner so as to provide for adequate circulation within the site and safe and convenient access onto adjoining streets. Among the factors to be considered during the review of parking and loading areas shall be the following: number and location of entrances and drive aisles; need for acceleration, deceleration and turning lanes, and other traffic control improvements; the general arrangement and delineation of parking and loading areas; the quality and quantity of landscaping provided; the means of access to buildings for fire fighting equipment and emergency vehicles; and the needs of the disabled and all pedestrians.
- e) Entrances and Exits: Driveway entrances shall be designed to accommodate all vehicle types having occasion to enter the site, including delivery vehicles.
- f) Paving: Unless otherwise exempted under the provisions of this Ordinance, all off-street parking

and loading areas including aisles and entrances shall be paved with durable dust-free hard surface, provided that the Zoning Administrator may allow permeable surfaces if approved as part of an overall Low-Impact Development (LID) design for the parking lot for the purposes of stormwater management. Curb and gutter shall be installed where deemed necessary by the Zoning Administrator within off-street parking and loading areas in order to manage storm drainage, channelize traffic, protect buildings and landscaping areas, and separate pedestrian and vehicular circulation areas. The requirements of this subsection shall not apply to off-street parking areas serving single-family detached or duplex dwellings.

- g) Lighting: Any lighting used to illuminate off-street parking and loading areas shall be arranged, installed and maintained in order to deflect, shade and focus lights away from adjacent public or private properties. Modifications to installed lighting may be required by the Zoning Administrator upon determination that the lighting constitutes a hazard or a nuisance.
- h) Setbacks and Landscaping: All parking and loading areas shall comply with the setback and landscaping requirements of Article 5 and Article 9 of this Ordinance.

8-40 Alternative Parking Strategies

The alternatives described herein are intended to promote more creative design, including density and intensity of development consistent with the intent of the Town's traditional character zoning districts, and reduce impervious area by allowing the parking requirements of Section 8-20 to be satisfied, in whole or in part, by street parking, shared parking, off-site stand alone parking, or transportation demand management. One or more parking alternatives may be used in combination with one another or with on-site parking to attain the minimum number of required parking spaces, provided that sidewalks and other means of permitting safe movement of pedestrians between the parking area or spaces and the use or structure they serve shall be provided.

8-40.10 Street Parking

Street parking consists of parking spaces located in a public or private right-of-way. Each parking space that is in a public or private right-of-way abutting the lot shall count as a parking space for the purpose of meeting the minimum parking space requirements in Section 8-20.

8-40.20 Shared Parking

Shared parking allows parking spaces to be shared among two (2) or more uses that typically experience peak parking demands at different times and is located on the same lot or on nearby lots. Because parking spaces are shared, the total number of parking spaces that would otherwise be required may be reduced. In addition to all other applicable requirements of this section, the following requirements shall apply to shared parking:

- a) The applicable approving authority, whether the Zoning Administrator, Planning Commission or Town Council, may waive up to 20% percent of the required combined parking spaces based on the cumulative total to accommodate the reuse of existing development or the development of new uses, which in combination will share the parking

load, provided that each use participating in the shared parking experiences peak parking demands at different times.

- b) Before making the decision to allow shared parking and to the reduce the combined number of parking spaces required, the applicable approving authority, whether the Zoning Administrator, Planning Commission or Town Council, may require the applicant to submit a parking study to determine the peak parking demand periods or other information needed to determine the viability of shared parking under the particular circumstances of the application.
- c) Parking spaces reserved for specific individuals or classes of individuals shall not be counted toward the parking spaces that can be shared, except for those spaces designated and marked for use by handicapped persons only.

8-40.30 Stand Alone Parking

Stand alone parking allows parking areas to be located on a lot other than the lot on which the use served by the parking areas is located. Stand alone parking is not required to be located on a lot under the same ownership as the lot on which the use served by the parking is located. In addition to all other applicable requirements of the section, the following requirements shall apply to stand alone parking:

- a) A site development plan for new stand alone parking areas shall be submitted and approved in accordance with the applicable requirements of Article 12.
- b) At least one (1) sign shall be posted in the parking area identifying the off-site use served by the parking area.
- c) Pedestrian access shall be available within a walking distance of 500 feet for nonresidential uses and 300 feet for residential uses, measured from the nearest point of the building lot to an entrance to the parking area.

8-40.40 Transportation Demand Management

Transportation demand management (TDM) is a set of tools that provide an alternative to parking spaces upon a demonstration that the number of vehicle trips, upon which the minimum number of parking spaces required herein are based, will be reduced. TDM tools include, but are not limited to, mass transit, car pooling, and park and ride (e.g. commuter) lots.

- a) An applicant seeking to reduce the number of required parking spaces through TDM shall submit to the Zoning Administrator a parking study demonstrating how the number of required spaces may be reduced through TDM.
- b) The Zoning Administrator may reduce the number of on-site parking spaces using TDM alternatives if the parking study submitted by the applicant demonstrates that the use of TDM tools can effectively eliminate the need for some of the required parking spaces.

8-40.50 Legal Instrument Required

If stand-alone or off-site shared parking is to be provided, the applicant shall submit with the application for a site development plan or zoning permit an instrument that restricts the use of

that part of the land on which parking is provided to that use, and assures that a minimum number of parking spaces as required by this section shall be established and maintained for the life of the use. The instrument shall be in a form that is suitable for recording, shall be subject to review and approval as to form and substance by the Town Attorney, and shall be recorded in the office of the clerk of the circuit court of the county once the site plan or zoning permit is approved. As the parking requirements for the use or structure change, subsequent instruments may be submitted, reviewed, approved and recorded that rescind or modify the prior instrument.

8-50 Handicapped Spaces

A portion of the total number of required off-street parking spaces in each off-street parking lot shall be specifically designated, located and reserved for use by persons with physical disabilities. The minimum number of accessible spaces to be provided shall be a portion of the total number of off-street parking spaces required as determined by the following table, provided that the requirements of this section shall not apply to single-family detached or duplex dwellings:

Total Number of Off-Street Parking Spaces Required	Total Number of Spaces Accessible for Handicapped Use
1-25	1
26-50	2
51-75	3
76-100	4
101-150	5
151-200	6
201-300	7
301-400	8
401-500	9
501-1,000	2% of total spaces
Over 1,000	20 plus one for each 100 over 1,000

- a) Location, Dimensions, and Grade: All handicapped parking spaces shall be located in close proximity to building entrances and pedestrian walkways. The dimensions of parking spaces reserved for persons with disabilities shall comply in all respects with all requirements of Building Code, provided that loading areas of sufficient width as determined by the Building Official shall be provided immediately abutting such spaces as well as handicapped ramps and/or curb cuts to provide safe access from the parking space to pedestrian walkways and building entrances. The maximum grade of parking spaces, loading areas, and ramps designed for persons with disabilities shall be determined by the Building Official.
- b) Signs: Required spaces for persons with disabilities shall be identified with signs and/or pavement markings identifying the spaces as reserved for persons with disabilities. Such signage shall comply with the applicable size and content requirements of the Building Code and Virginia Department of Transportation specifications.

8-60 Stacking Spaces

All uses which include a drive-up window or which are characterized by patrons remaining in their vehicles to receive service shall provide on-site stacking spaces in order to alleviate traffic congestion. Stacking spaces shall be a minimum of ten (10) feet in width inclusive of gutter pans and twenty (20) feet in length. All stacking areas shall be separate from other vehicular or pedestrian circulation aisles and parking spaces. The number of stacking spaces required shall be determined by the following schedule:

- a) Fast Food Restaurant: A minimum of seven (7) spaces as measured from the drive-thru window.
- b) Car Washes: A minimum of three (3) spaces per car wash bay as measured from the bay.
- c) Financial Institutions: A minimum of three (3) spaces per lane for each drive-thru window and/or automatic teller machine (ATM).
- d) Other Uses: For other uses not specifically provided for herein, the Zoning Administrator shall make a determination regarding the number of stacking spaces required based on the listed use that most closely approximates the proposed use and information provided by developer or owner regarding the proposed use.