

**ARTICLE XVI. OFF-STREET PARKING AND LOADING REQUIREMENTS****Section 221: Definitions**

The words and phrases defined below shall have the meaning indicated when used in this section, unless otherwise specifically provided or clearly required by the context.

- (a) *Driveway*. That portion of the parking lot that consists of a travel lane bounded on either side by an area that is not part of the parking lot.
- (b) *Gross Floor Area*. The total floor area of a building measured by adding the outside dimensions of the building at each floor level intended for occupancy or storage.
- (c) *Loading and Unloading Area*. The portion of the parking lot used to satisfy the requirements of Section 230.
- (d) *Parking Aisles*. That portion of the parking lot consisting of lanes which provide access to parking spaces.
- (e) *Parking Lot*. An area used by vehicles for access, circulation, parking, and loading and unloading.
- (f) *Parking Space*. A portion of the parking lot which accommodates the parking of one vehicle.

**Section 222: Number of Off-Street Parking Spaces Required** (amended 5/12/2006; amended 11/13/14; 10/13/16)

- (a) Any use which is established, expanded or changed shall be required to provide off-street parking areas as specified in this ordinance. When there is a change in use to a use that has the same or lesser parking requirements than the previous use, no additional parking shall be required. When there is a change to a use that has a greater parking requirement than the previous use, the difference in required spaces between the previous and proposed use shall be provided, except as specified in this section. When an existing structure and/or use is enlarged or expanded, the minimum of off-street parking requirements shall be provided for the area of such enlargement or expansion. Notwithstanding the above, for special exception uses, the Town Council may require the provision of off-street parking for the entire structure or use as expanded or enlarged. (Amended 10/09/03)

The town recognizes that the table of parking requirements listed below cannot and does not cover every possible situation that may arise. Therefore, in cases not specifically covered, the town council is authorized to determine the parking requirements using the standards in the table of off-street parking requirements as a guide.

**TABLE OF OFF-STREET PARKING REQUIREMENTS**

<b>Use</b>	<b>Parking Requirement</b>
<b>RESIDENTIAL USES:</b>	
Single family detached:	2 spaces per unit
Duplex:	2 spaces per unit
Townhouse:	2 spaces/unit
Multi-family:	
• Efficiency/One bedroom	1.5 spaces/unit
• Two bedroom	2 spaces/unit
• Three bedroom	2 spaces/unit
Housing for the elderly:	2 spaces/3 units
<b>OTHER USES:</b>	
Animal Hospital:	1 space/500 sq. ft. of gross floor area (GFA) (Added 9/13/01)
Auditorium:	1 space per four seats
Automobile repair garage:	1 space per 200 sq. ft. of GFA
Automobile service station:	2 spaces/service bay plus 1 per employee plus additional spaces for auxiliary uses.
Bed & breakfast:	2 spaces/unit plus 1 per guest room
Building Supply	1 per 500 square feet of GFA (Added 10/09/03)
Car wash, recycling:	1 space/employee plus 4 stacking spaces per bay (Added 2/11/99)
College or university:	1 space per 10 students
Commercial greenhouse operations:	
•With On-Site Sales	1 space/40 sq. ft. of GFA (Amended 10/09/03)
•Without On-Site Sales	1 space/500 sq. ft. of sales area or 1 per employee, whichever is greater (Added 10/09/03)

Conference Center/Corporate Retreat/ Rural Resort	1 space/lodging unit plus 1 per employee plus such spaces as are required for assembly rooms and affiliated facilities, as determined by the Administrator
Corporate Office:	4 spaces per 1,000 sq. ft. of GFA (Added 9/13/01)
Country Inn:	1 space/guest room plus, if public restaurant, required restaurant spaces; restaurant parking spaces other than those already provided will be waived for existing buildings in the C-2 zoning district (Added 9/13/01; Amended 10/09/03)
Dry cleaner/laundromat	1 space per 300 sq. ft. of GFA; parking spaces other than those already provided will be waived for existing buildings in the C-2 zoning district (Amended 10/09/03)
Elementary school:	1.75 spaces per classroom
Financial institution:	
●Without Drive-Thru	1 space/400 sq. ft. of GFA of public area + 1 per 300 sq. ft. of GFA of office area (Added 10/09/03)
●With Drive-Thru	1 space/400 sq. ft. of GFA of public area + 1 per 300 sq. ft. of GFA of office area + 3 stacking spaces per drive up window (Added 10/09/03)
Fitness Center	1 space per 300 sq. ft. of GFA (Added 02/14/13)
Fitness Studios	1 space per 300 sq. ft. of GFA, Fitness studio parking spaces other than those already provided will be waived for existing buildings within 300 feet of a public parking facility. (Added 02/14/13)
Funeral home:	1 space/200 square feet of GFA

General office:	1.5 spaces per 1,000 sq. ft. of GFA
High school:	1 space per three students at capacity
Horseback riding and stables:	1 space per horse that could be kept at the stable at maximum capacity
Indoor theatre:	1 space per 3.5 seats
Inn:	1 space per guestroom, and required spaces for restaurant areas, if public restaurant included; required restaurant parking spaces other than those already provided will be waived for existing buildings in the C-2 zoning district (Amended 10/09/03)
Library:	1 space/500 square feet of GFA (Amended 11/13/14)
Limited Residential Lodging	1 space per guest room (Added 10/13/16)
Manufacturing, processing, creating, repairing, cleaning, assembling of goods, merchandise and equipment(Amended 10/09/03):	1 space per 400 square feet of GFA
Medical office:	1 space per 300 square feet of GFA
Middle school:	1.75 spaces per classroom
Motor vehicle-related sales with installation of parts and accessories:	1 space per 400 square feet of GFA
Motor vehicle sales:	1 space per 400 square feet of GFA
Municipal Building:	Parking required for equivalent private use (Added 10/09/03)
Museum:	1 space/500 square feet of GFA (Added 11/13/14)
Nursery school:	1 space per employee plus 1 space per 200 square feet of GFA
Nursing home:	3 spaces per 5 beds

Open air markets:	1 space per 1000 feet of lot area used for storage, display or sales (Amended 10/09/03)
Personal services:	1 space per 300 square feet of GFA; parking spaces other than those already provided will be waived for existing buildings in the C-2 zoning district (Amended 10/09/03)
Place of worship:	1 space per four seats in the principal place of worship (1 per 24 linear inches of bench) or 1 space per 100 square feet of net floor area of any accessory assembly hall, whichever results in the greater number of parking spaces (Amended 6/13/02)
Professional Office:	1 space per 300 sq. ft. of GFA (Amended 10/09/03)
Restaurant:	
•Dine In	1 space per 300 sq. ft. of public parking lot; if not, 1 per 150 sq. ft.; in both cases + 1 per 4 outside seats over 12 seats; parking spaces other than those already provided will be waived for existing buildings in the C-2 zoning district (Added 10/09/03)
•Carry-out	With Seats: 1 per 4 seats Without Seats: 1 per employee + 2 Spaces; parking spaces other than those already provided will be waived for existing buildings in the C-2 zoning district (Added 10/09/03)
Retail stores and shops:	1 space per 400 square feet of GFA; parking spaces other than those already provided will be waived for existing buildings in the C-2 zoning district (Amended 10/09/03)
Rooming and boarding houses:	1 space per bedroom

Sales and rental of goods,  
merchandise and equipment:  
(Amended 10/09/03)

- No outside storage or display
- Outside storage or display

1 space per 300 square feet of GFA  
(Amended 10/09/03)

1 space per 400 square feet of GFA  
(Amended 10/09/03)

Self-Storage Facility:

2 spaces for the office + 1 space/20  
storage units (Added 10/12/00)

Social, fraternal clubs and lodges:

1 space per 400 square feet of GFA

Spa:

1 space per treatment room

Swimming and tennis clubs or  
Privately owned recreation conducted  
Primarily outside enclosed structures  
Except a golf course:  
(Amended 10/09/03)

1 space per 200 square feet of  
building area, plus 1 space for every  
three persons that the outdoor  
facilities are designed to  
accommodate at maximum capacity

Warehouse:

1 space per 1,000 square feet of  
GFA, or 1 space per employee,  
whichever is greater (10/12/00)

- (b) All uses, except for single family detached, attached and duplex units, shall provide handicapped accessible parking in accordance with the latest edition of the Virginia Uniform Statewide Building Code (VUSBC) and the most current Americans with Disabilities Act Accessibility Guidelines (ASAAG). Such spaces shall be considered part of, rather than an addition to the required number of spaces.  
(Amended 5/15/00)

**Section 223: Fee in Lieu of Off-Street Parking Spaces**

- (a) Any applicant required to provide off-street parking due to a change of use, expansion of an existing use or new construction may request a waiver of all or a portion of the parking requirement in the commercial districts (C-1, C-2 and C-3) by making a payment to the town parking fund in accordance with the fee schedule established by the council.

- (b) An off-street parking waiver granted pursuant to this section shall run with the land, and any further change in use requiring additional parking shall require satisfaction of any additional parking requirements.
- (c) No refund of such payment pursuant to subsection (b) shall be made in the event of a subsequent change to a use requiring less parking.
- (d) Payment required by subsection (b) shall be made to the town in one lump sum prior to the issuance of a zoning permit. Payment shall not guarantee the availability of parking for the development. Funds derived from such payment shall be deposited by the town in a special parking fund and shall be used exclusively to acquire and develop off-street parking facilities for the commercial districts.

**Section 224: Parking Space Dimensions** (amended 5/15/00)

- (a) The following table provides the minimum size requirements for automobile parking spaces. Dimensions are in feet.

<u>Parking Options</u>	<u>Width</u>	<u>Length</u>
Standard, Head-in (Diagonal or Perpendicular)	9'	18'
Compact, Head-in (Diagonal or Perpendicular)	8'	16'
Parallel Parking	8'	22'
Stacking Spaces	8'	18'
Handicapped Parking	Per VUSBC Standards	

- (b) Parking areas containing ten or more parking spaces may contain up to 20 percent compact spaces. Compact spaces shall be clearly marked for small or compact cars only.
- (c) One in every eight handicapped spaces shall provide additional width for van access. The additional width space shall be at least 16 feet wide and 18 feet long.
- (d) Where wheel stops or curbing are provided for parking spaces, a one-foot reduction in the stall length shall be allowed, provided the resulting overhang does not encroach upon required landscaped areas and/or pedestrian access areas. Such overhang areas shall be graded no higher than 2 inches above the top of the curb or stop.

**Section 225: Parking Aisle and Driveway Widths**

Parking lot aisle and driveway widths shall conform to the following table, which varies the width requirement according to the angle of parking.

<u>Aisle Width</u>	<b>Parking Angle (degrees)</b>				
	<b>0</b>	<b>30</b>	<b>45</b>	<b>60</b>	<b>90</b>
One-way traffic	13'	13'	13'	18'	22'
Two-way traffic	19'	20'	21'	22'	22'

**Section 226: Location and Use of Spaces**

All off-street parking spaces shall be located on-site or within 300 feet of the lot containing the structure or use to which they are accessory. A recorded easement or agreement shall be provided demonstrating that permission for off-site parking has been granted by the owner of the off-site parking area. No off-street parking for a structure or use permitted only in a C district shall be located in an R district except upon approval of a special use permit by the Town Council as provided in Article V.

Adjacent on-street parking spaces created by a commercial use or development in conformance with an approved site plan may be applied toward the off-street parking requirement of that use or development.

Off-street parking facilities shall be used solely for the parking of vehicles in operating condition by patrons, occupants or employees of the use to which such parking is accessory. No motor vehicle repair work except emergency service shall be permitted in association with any off-street parking facilities.

**Section 227: Joint Use of Off-Street Parking Spaces**

- (a) A single parking area may contain required spaces for several different uses, but except as otherwise provided in this section, the required spaces assigned to one use may not be credited to any other use.

(Amended 5/15/00)

- (b) The same spaces may be credited to two or more uses to the extent that the uses operate at different times. For example, if a church parking lot is generally occupied only 50 percent of capacity on days other than Sunday, another use could make use of 50 percent of the church parking spaces on those other days. The council shall approve, based upon information submitted by the applicant, any proposal for shared parking.



**Section 228. General Design Requirements**

- (a) Parking areas shall be designed so that, without resorting to extraordinary movements, vehicles may exit such areas without backing onto a public street. All non-through areas that exceed 200 feet in length shall be provided with a turn-around that accommodates an AASHTO SU-30 vehicle (e.g., single-unit delivery trucks, cargo vans and mini-buses that do not exceed 30 feet in overall length). This requirement does not apply to driveways serving one or two dwelling units. (Amended 5/15/00)
- (b) Parking areas shall be designed so that sanitation, emergency, and other public service vehicles can serve the development without backing unreasonable distances or making other dangerous or hazardous turning movements.
- (c) Parking areas shall be designed so that parked vehicles cannot extend beyond the perimeter of such areas onto adjacent properties or public rights-of-way.
- (d) Parking circulation areas shall be designed so that vehicles can proceed safely without posing a danger to pedestrians or other vehicles and without interfering with parking areas.
- (e) Driveways in residential districts shall be located a minimum of five feet from any property line.
- (f) No parking for townhouses or multi-family dwellings shall be located in any required yard, buffer yard or setback. (Amended 5/15/00)
- (g) Parking spaces for commercial uses shall be: (Amended 02/10/05)
  - (i) Located behind the building setback line or 10 feet from the ultimate street right-of-way, whichever is greater. Parking areas and accessways shall not cover more than 30 percent of the front yard actually provided.
  - (ii) Set back a minimum of eight feet from all buildings.
  - (iii) Set back a minimum of five feet from property lines, except that parking shared by uses located on two different lots may extend to and over the boundary lines of the lots it serves, provided that other required setbacks are met.
  - (iv) Located outside of any required yard, buffer yard, or setback.
  - (v) The Town Council may waive the requirements of this subsection for sites within the Historic Middleburg District with existing structures built prior to 2000 where sufficient area is not available to provide the required setback and where the Town Council is satisfied that the public safety will not be unduly compromised.

- (h) Parking areas for commercial uses shall be located to the rear or side of the building which they are designed to serve. If located at the side, screening shall be provided at the lot line by landscaping or decorative walls or fences to a minimum height of three (3) feet.
- (i) Common parking areas and/or accessways shall be permitted and encouraged for commercial uses.
- (j) All retaining walls, screening, landscaping and building walls shall be protected from vehicle contact.
- (k) The minimum radius for a curb return in parking areas shall be two feet.
- (l) Parking areas shall not be used as stormwater detention facilities.

(Amended 5/15/00)

**Section 229: (Reserved)**

(Amended 5/15/00)

**Section 230: Loading and Unloading Areas for Commercial Uses**

- (a) Whenever the normal operation of any development requires that goods, merchandise or equipment be routinely delivered to or shipped from that development, a sufficient off-street loading area shall be provided in accordance with this section to accommodate the delivery or shipment operations in a safe and convenient manner.
- (b) The off-street loading area shall be of sufficient size to accommodate the numbers and types of vehicles that are likely to use the area, given the nature of the proposed development. The following table indicates the number of spaces that are generally assumed to satisfy the standards of this section. However, the commission may require more or fewer loading spaces if reasonably necessary to satisfy these standards.

<u>Gross Leasable Floor Area</u>	<u>Number of loading spaces</u>
1,000 - 19,999	1
20,000 - 79,999	2
80,000 or more	3 (Added 5/12/2006)

- (c) A standard loading space shall be at least 15 feet by 30 feet with a minimum vertical clearance of 15 feet.
- (d) Off-street loading areas shall be located and designed so that the vehicles intended to use them can (a) maneuver safely and conveniently to and from a public right-of-way, and (b) complete the loading and unloading operations without obstructing or interfering with any public right-of-way or any parking space or parking lot aisle.

- (e) No off-street loading area shall be used to satisfy the requirements for off-street parking, nor shall any portion of any off-street parking area be used to satisfy the area requirements for loading and unloading facilities.
- (f) The commission is authorized to waive the loading requirements in the C-1, C-2 and C-3 districts when a determination is made that the proposed use can be adequately served by an existing on or off-street loading area or where provision of a loading area is not feasible because of the location of existing buildings and structures.
- (g) Required off-street loading spaces may be provided jointly for two or more uses subject to the approval of the council. The overall number of loading spaces may be reduced by the council where adjacent uses can demonstrate that they can be adequately served by a shared loading facility.

### **Section 231: Surface Requirements**

- (a) Except as otherwise specifically provided in the performance standards for any use, off-street parking and loading areas, except those serving single family detached dwellings, including circulation aisles and entrances, shall be designed to provide protection against potholes, erosion, dust and storm water runoff. Storm water management will be required for the increase in runoff for a 10-year storm event. A credit for storm water management will be given for utilizing best management practices such as rain gardens and/or alternative pervious surface materials. Surface materials may include gravel, compact stone, concrete, asphalt, brick, paving and grasscrete. Alternative surface materials may be approved by the Zoning Administrator and Town Engineer, based on the total number of parking spaces and vehicle trips per day. (Amended 10/09/03; Amended 5/12/06)
- (b) All off-street parking and loading areas shall be appropriately marked with painted lines or other markings. Signs and/or pavement markings shall be used to identify designated compact and handicapped parking spaces and off-street loading areas. Adequate signs and/or pavement markings shall be provided to ensure safe movement of traffic through the parking lot.
- (c) All handicapped parking spaces shall be clearly identified by the placement of signs containing the words "RESERVED PARKING" and a handicapped logo. These signs must be a minimum of 4 feet high and 1.5 square feet in area.
- (d) All off-street parking and loading areas shall be properly maintained. Specifically, all off-street parking and loading areas shall be kept in good condition (for example, free from potholes and all lines and markings shall be kept clearly visible.)

### **Sections 232 through 235: Reserved**