

Supplemental Form: DOWNTOWN PARKING EXEMPTION

Submittal Requirements: Complete the supplemental application requirements listed below. A complete application includes both the Development Application Form and this Supplemental Form. Section 17 of the Creswell Development Code, Parking and Access Standards, is included beginning on page 2 of this form. Bicycle parking may also be a requirement, and will be reviewed for compliance with staff

Creswell Code Section 17.4.0, Table 17.4.1(8)

Commercial uses in the Downtown Commercial District may apply for an exemption from the required automobile parking requirements. The Planning Commission may grant a partial or complete exemption when it is shown that the lot or parcel lacks sufficient space to accommodate the anticipated use and also to provide the required number of parking spaces.

Total number of required Off-Street Parking spaces based on requirements listed in Table 17.4.1 in the Creswell Development Code: _____

Number of Off-Street Parking spaces that can be provided: _____

Describe the proposed exemption, and explain why the requirement cannot be met:

Creswell Development Code
Section 17
Parking and Access Standards

Section:

17.1.0	Purpose
17.2.0	Procedures and Compliance
17.3.0	General Provisions
17.4.0	Off-Street Parking Requirements
17.5.0	Design, Size, and Access
17.6.0	Parking Lot Plan
17.7.0	Bicycle Parking Facilities

17.1.0 Purpose. The purpose of this Section is to provide adequate capacity and appropriate location and design of on-site parking and loading areas as well as adequate access to such areas. The parking requirements are intended to provide sufficient parking in close proximity for residents, customers, and/or employees of various land uses. These regulations apply to both motorized vehicles and bicycles.

17.2.0 Procedures and Compliance. Wherever a new or expanded building or use is proposed, a development permit or business license shall not be issued until compliance with this Section has been met. A Parking Lot Plan shall be prepared and submitted for review and approved in accordance with the requirements of this code. For land use requests requiring other actions, such as site plan review, the Parking Lot Plan shall be made part of the overall Site Plan.

17.3.0 General Provisions

- A. Provision and Maintenance. The provision of required off-street parking for motor vehicles and bicycles, and loading facilities for motor vehicles is a continuing obligation of property owners. Building permits or other permits will only be issued after review and approval of site plans showing the location of permanent access, parking, and loading facilities. Parking lots shall be maintained by the property owner or tenant in a condition free of litter and dust, and deteriorated conditions shall be improved to maintain conformance with these standards.
- B. Unspecified Requirements. Vehicle and bicycle parking requirements for uses not specified in this Section shall be determined by the Planning Commission based upon the requirements of similar specified uses.
- C. New Structure or Use. When a structure is constructed or a new use is commenced, on-site vehicle and bicycle parking and loading spaces shall be provided in accordance with Sections 17.4.0 and 17.6.0, or as otherwise modified through an approved planned development.
- D. Alteration of Existing Structures. When an existing structure is altered to the extent that the existing use is intensified, on-site vehicle and bicycle parking shall be provided in the amount required for such intensification.
- E. Change in Use. When an existing structure or use is changed from one use to another and the vehicle and bicycle parking requirements for each use are the same, no additional parking shall be required. However, where a change in use results in an intensification of use in terms of the number of required parking spaces, additional parking shall be required to meet the new use.
- F. Time of Completion. Required parking spaces and loading areas shall be improved and available for use prior to issuance of a temporary occupancy permit and/or final building inspection.
- G. Inoperative Motor Vehicles. In the Residential District, all motor vehicles incapable of movement under their own power or lacking legal registration shall be stored off the street in a screened space, garage, or carport.

- H. Truck Parking. In the Residential District, no overnight parking or trucks or other equipment on wheels or tracks exceeding a 1-ton capacity used in the conduct of a business activity shall be permitted except vehicles and equipment necessary for agricultural uses on the premises where such use is conducted.
- I. Mixed Uses. In the case of mixed uses, the total required parking shall be the sum of requirements of individual uses computed separately.
- J. Conflicting Parking Requirements. When a building or use is planned or constructed in such a manner that more than one standard is applicable, the use that requires the greater number of parking shall govern.
- K. Availability of Parking Spaces. Required parking spaces shall be unobstructed, available for parking of vehicles and bicycles of residents, customers, patrons, and employees only, and shall not be used for storage of vehicles or materials or for parking of vehicles and bicycles in conducting the business or use and shall not be used for sale, repair, or servicing of any vehicle or bicycle.
- L. Location of Required Parking.
 - 1. On-street parking shall not be utilized to meet the minimum requirements, except where otherwise modified in another section. Street right-of-way shall be excepted when determining contiguity, except arterials and collectors where there is no controlled intersection within 100 feet of the subject property.
 - 2. Except for residential uses, required parking facilities may be located on an adjacent parcel of land not farther than 500 feet from the building or use they are intended to serve. Where parking is located on a parcel not owned by the applicant, a lease or other evidence of agreement shall be submitted demonstrating that the use of the facilities are exclusively for the applicant.
 - 3. Required parking facilities for two (2) or more uses, structures, or parcels of land may be satisfied by the same parking facility used jointly, to the extent that it can be shown by the owners or operators that the needs of the facilities do not materially overlap (e.g., uses primarily of day time versus night time uses) and provided that such right of joint use is evidenced by a deed, lease, contract, or similar written instrument establishing such joint use.
 - 4. Required parking shall not be located in a required front or side yard setback area abutting a public street except in the Industrial District. For single-family and duplexes, required parking may be located in front of a garage.
 - 5. Parking areas shall be setback from a lot line adjoining a street the same distance as the required building setbacks. Regardless of other provisions, a minimum setback of five (5) feet shall be provided along the property fronting on a public street. The setback area shall be landscaped as provided in this Ordinance.
 - 6. Bicycle parking required for all uses in all districts shall be provided on the development site in accordance with Section 17.4.0 below.
- M. Fractions. When the sum of the required vehicle and bicycle parking spaces is a fraction of a space (0.5 space or more of a space) a full space shall be required.
- N. Maximum Parking Allowed. No site shall be permitted to provide more than 30 percent in excess of the minimum off-street vehicle parking required by Section 17.4.0 below.
- O. Off-Street Parking Requirements. Off-Street parking spaces shall be provided according to Table 17.4.1:

**TABLE 17.4.1
OFF-STREET PARKING REQUIREMENTS**

<u>Land Use</u>	Number of Parking Spaces	Number of Bicycle Spaces
(1) Residential Uses		
Single-Family Dwelling or Manufactured Home on Individual Lot	2 spaces per dwelling unit.	0
Duplex	2 spaces per unit	0
Multi-Family Dwellings with 4 or more units <ul style="list-style-type: none"> • Studio and 1 bedroom • 2, 3 and 4 bedroom 	1 visitor space per every 5 units and: 1 space per unit 2 spaces per unit	1 space per dwelling unit Type 2
Residential Home; Residential Facility; or Board, Lodging or Rooming House	1 space for each accommodation plus 1 additional space per 2 employees	10% of vehicle spaces or 2 spaces whichever is greater. Type 2
Manufactured Home Park	2 spaces per manufactured home plus 1 space for guest parking for each 4 homes	0
(2) Commercial Residential Uses		
Recreational Vehicle Park	1 space per recreational vehicle space plus 1 visitor space for each 8 spaces	5% of vehicle spaces or 2 spaces, whichever is greater Type 2
Motel or Hotel	1 space per rental unit	5% of vehicle spaces or 2 spaces, whichever is greater Type 2
Civic, Social, or Fraternal Organizations	Spaces to meet the combined requirements of the uses being conducted such as hotel, restaurant, auditorium, etc.	5% of vehicle spaces or 2 spaces whichever is greater Type 2
Bed and Breakfast	1 space per guest room plus one space for the owner/innkeeper.	5% of vehicle spaces or 2 spaces whichever is greater Type 3
(3) Institutions and Public Assembly Uses		
Welfare or correctional institution	1 space per 5 beds for patients or inmates.	5% of vehicle spaces or 2 spaces whichever is greater Type 1
Elderly Housing	1 space per 4 beds for patients or residents plus 1 space for each employee	5% of vehicle spaces or 2 spaces whichever is greater Type 3
Hospitals	1 space per 2 beds plus 1 space per staff doctor plus 1 space per 2 full-time employees	5% of vehicle spaces or 2 spaces whichever is greater Type 3
Church and other places of religious assembly	1 space per 4 seats or every 8 feet of bench or every 28 sq. ft. of rooms with no fixed seats	5% of vehicle spaces or 2 spaces whichever is greater Type 2
Library and museum	1 space per 500 square feet of floor area plus 1 space for each employee	30% of vehicle spaces Type 3

<u>Land Use</u>	Number of Parking Spaces	Number of Bicycle Spaces
Day Care Facility, Family Day Care, Preschool	1 space per attendant in addition to residential parking requirements. Resident attendants are not counted in parking requirements for attendant parking	5% of vehicle spaces or 2 spaces whichever is greater Type 2
Elementary School	1.5 spaces per full-time employee	1 per every 12 students Type 1
Middle School	1.5 spaces per full-time employee	1 per every 10 students Type 1
High School, College and Business, Technical and Instructional Facility	1.5 spaces per classroom, plus one space per 10 students (per 5 students over 18 year of age) the facility is designed to accommodate, or the requirements for Auditoriums, whichever is greater.	8 per classroom Type 3
Auditorium, stadium or theater	1 space per 4 seats or 8 ft of bench length, or every 28 sq. ft. where no permanent seats or benches are maintained.	5% of vehicle spaces or 2 spaces whichever is greater Type 2
(4) Commercial Recreation Uses		
Bowling Alley	5 spaces per lane plus 1 space per employee	5% of vehicle spaces or 2 spaces whichever is greater Type 1
Dance Hall; Skating Rink	1 space per 100 sq. ft. of floor area.	5% of vehicle spaces or 2 spaces whichever is greater Type 1
(5) Commercial Uses		
Supermarkets; grocery stores, food stores <ul style="list-style-type: none"> • 2,500 sq. ft. or less • 2,501 to 4,000 sq. ft. • 4,001 to 10,000 sq. ft. • 10,000 or more sq. ft. 	1 space per 200 sq ft of floor area. 1 space per 150 sq. ft. of floor area. 28 spaces plus six spaces for each additional 1,000 sq ft of gross floor area in excess of 4,000 sq. ft. 64 spaces plus five spaces for each additional 1,000 sq. ft. of gross floor area in excess of 10,000 sq. ft.	5% of vehicle spaces or 2 spaces whichever is greater 5% of vehicle spaces or 2 spaces whichever is greater 5% of vehicle spaces or 2 spaces whichever is greater 5% of vehicle spaces All Type 1
Services 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	1 space per 600 sq. ft. of gross floor area.	5% of vehicle spaces or 2 spaces whichever is greater Type 1

<u>Land Use</u>	Number of Parking Spaces	Number of Bicycle Spaces
Other retail stores except as otherwise specified herein	1 space per 200 sq. ft. of gross floor area.	5% of vehicle spaces or 2 spaces whichever is greater Type 3
Clinics and health services	1 space per 300 sq. ft. of gross floor area plus 1 space per 2 employees	5% of vehicle spaces or 2 spaces whichever is greater Type 3
(5) Commercial Uses, continued		
Other office buildings, business and professional offices	1 space for every 400 sq. ft. of gross floor area	5% of vehicle spaces or 2 spaces whichever is greater Type 3
Eating and Drinking Establishments	1 space per 100 sq. ft. of gross floor area	5% of vehicle spaces or 2 spaces whichever is greater Type 3
Drive-through coffee shops	No parking spaces required; minimum vehicle stacking distance 60' (3 cars) per window	None required
Mortuaries	1 space per 4 seats or 8 feet of bench length in chapels	5% of vehicle spaces or 2 spaces whichever is greater Type 3
Convenience store	1 space per 400 sq. ft. of gross floor area	5% of vehicle spaces or 2 spaces whichever is greater Type 3
(6) Industrial Uses		
Manufacturing establishment	1 space per employee on the largest shift plus 1 space for each company vehicle permanently stored on the site	5% of vehicle spaces or 2 spaces whichever is greater Type 4
Storage warehouse; wholesale establishment	1 space per employee on the largest shift plus 1 space per 800 sq. ft. of floor area.	5% of vehicle spaces or 2 spaces whichever is greater Type 4
(7) Other Uses 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.		
(8) Exceptions Commercial uses in the Downtown Commercial District may apply for an exemption from the parking requirements. The Planning Commission may grant a partial or complete exemption when it is shown that the lot or parcel lacks sufficient space to accommodate the anticipated use and also to provide the required number of parking spaces.		

17.5.0 Design, Size, and Access.

17.5.1 Surfacing. All areas used for standing and maneuvering of vehicles shall have durable and dustless surfaces composed of either asphalt or concrete. Parking lot surfacing shall not encroach upon the public right-of-way.

17.5.2 Size of Space.

- (a) Typical: 8.5 feet x 20 feet
- (b) Compact: 8 feet x 16 feet

All off-street parking stalls shall be improved to conform to City standards for surfacing, stormwater management, and striping. Standard, compact and disabled person parking spaces shall conform to the standards and dimensions in this Section.

17.5.3 Compact Car Parking. Not more than 35% of the total parking spaces in a parking lot may be designated for compact cars. Minimum dimensions for compact spaces shall be 8 feet by 16 feet. Such spaces shall be signed and/or the space painted with the words "Compact Car Only".

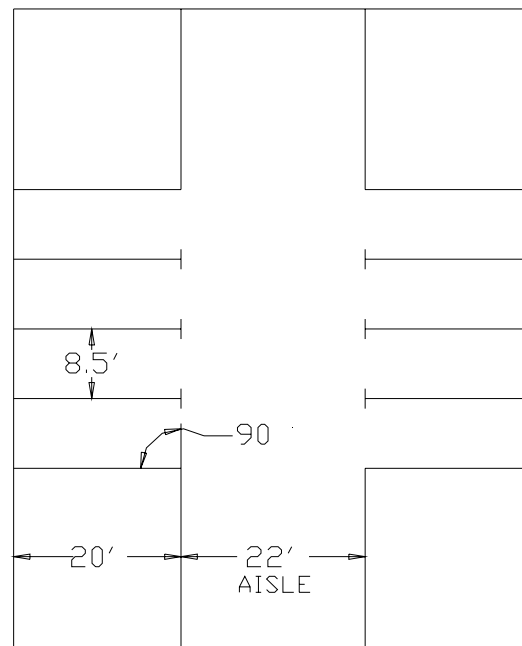
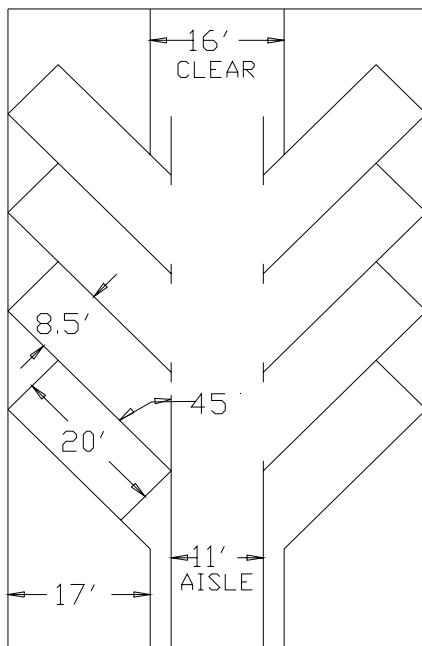
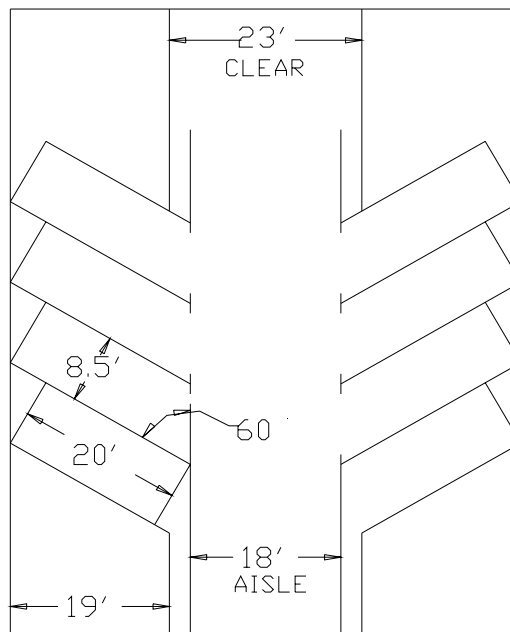
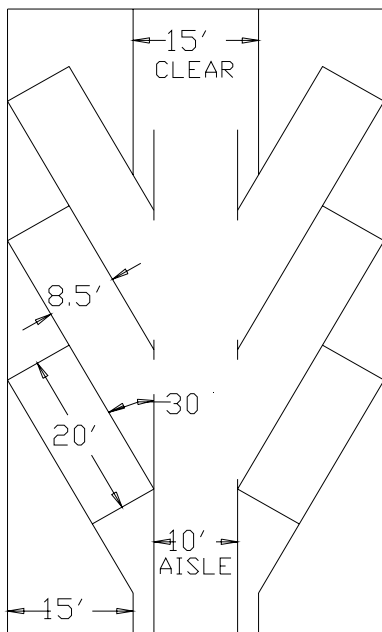
17.5.4 Disabled Person Parking. Disabled person parking spaces shall be provided for all structures required to provide such parking under Oregon Revised Statutes or other applicable regulations, according to Table 17.5.4. One in every eight disabled person parking spaces, but not less than one, shall be van accessible.

- A. Disabled Person - Regular: minimum nine (9)-foot parking space with an six (6)-foot wide aisle
- B. Disabled Person – Van Accessible: minimum nine (9)-feet wide with an eight (8)-foot wide adjacent access aisle.
- C. Two (2) adjacent accessible parking spaces may share a common access aisle.
- D. Universal: minimum 11-foot parking spaces with five-foot aisles. Provision of all required parking spaces in conformance with "Universal Parking Design" is permitted.

**TABLE 17.5.4
DISABLED PERSON PARKING**

Minimum Required Number of Total Parking Spaces	Required Number of Accessible Spaces
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 and more	2% of total spaces up to 20 then plus 1 for every 100 spaces

17.5.5 Minimum Aisle Dimensions. Minimum aisle dimensions shall be as shall be as shown in the following diagrams.



- 17.5.6 Drainage.** Adequate drainage shall be provided to dispose of the run-off generated by the impervious surface area of the parking area. Provisions shall be made for the on-site collection of drainage waters to eliminate sheet flow of such waters onto sidewalks, public rights-of-way, and abutting private property. All drainage systems must be approved by the City Engineer and shall be constructed in conformance with the Master Storm Drainage Facilities and Management Plan.
- 17.5.7 Perimeter Curb.** All parking areas except those required in conjunction with a single- or two-family dwelling shall provide a curb of not less than six (6) inches in height along the perimeter of all parking areas.
- 17.5.8 Wheel Bumper.** All parking stalls fronting a sidewalk, alleyway, street or property line, except for those required in conjunction with a single-family or two-family dwelling, shall provide a secured wheel

bumper not less than six inches in height nor less than six feet in length, to be set back from the front of the stall a minimum of 2 1/2 feet. A linear curb (continuous or in short sections) may be used to fulfill this requirement provided that if adjacent to a sidewalk or landscape area, 2 1/2 feet of additional sidewalk or landscape width is provided to allow for vehicle encroachment.

- 17.5.9 Turnaround.** Except for single-family and two-family (duplex) dwellings, groups of more than two parking spaces shall be so located and served by an aisle or turnaround that their use will require no backing movements or other maneuvering within a street right-of-way, other than an alley.
- 17.5.10 Striping.** Lots containing more than two (2) parking spaces shall have all spaces permanently and clearly marked.
- 17.5.11 Screening.** Off-street parking and loading spaces in groups of more than four (4) shall be screened and buffered in accordance with the requirements applicable to the use, as specified in the applicable section of this Development Code.
- 17.5.12 Landscaping.** Landscaping is required for all parking and maneuvering facilities once the minimum parking requirement has been met. Where possible, parking and maneuvering facilities shall include landscaping not less than seven (7) percent of the area devoted to outdoor parking facilities, including required buffering. Said landscaping shall be provided throughout the parking area, be provided with underground irrigation facilities, and protective curbs or raised wood headers. Landscaping may include walkways where necessary and other attractive features (see definition for Landscaping in Section 23). Landscaping must comply with the visual clearance standards of the district as well as Section 14.2.12. Said landscaping shall consist of the following:
- A. One shade tree per eight parking spaces. Trees shall be a minimum of six feet tall. The trees must be trimmed to provide at least 8 feet of clearance above sidewalks and 12 feet clearance above street and roadway surfaces.
 - B. All parking areas with more than 20 spaces shall include landscape islands with trees to break up the parking area into rows of not more than 12 contiguous parking spaces. All landscaped areas shall have minimum dimensions of 4 feet by 4 feet to ensure adequate soil, water, and space for healthy plant growth.
 - C. The remaining landscaping area shall be primarily covered by living plant materials and other landscaping features included in the definition for landscaping in Section 23.
 - E. Entryways into parking lots shall be bordered by a minimum five (5) feet wide landscaped planter strip. No sight-obscuring plantings are allowed within vision clearance areas.
 - D. Buffering and screening is required under the following conditions:
 - 1. Parking and maneuvering areas located adjacent to a road right-of-way or driveway shall be buffered by at least a five (5) foot landscaped strip between the parking area and road right-of-way. This buffer may include a decorative wall, arcade, trellis, evergreen hedge, or similar screen parallel to the street or driveway. The buffer must allow for visual surveillance of the site for security. Evergreen hedges used for these purposes must be a minimum of three (3) feet in height upon maturity, and include breaks approximately every 30 feet.
 - 2. A minimum of a five (5) foot buffer is required for parking and maneuvering areas adjacent to a building. The buffer should include a raised pathway, plaza, or landscaping. Raised curbs, wheel stops, or other design features shall be used to protect buildings from being damaged by vehicles. When parking areas are located adjacent to residential ground-floor living space, a landscape buffer is required to fulfill this requirement. Evergreen hedges used for these purposes must be a minimum of three (3) feet in height upon maturity, and include breaks every 30 feet.

- 17.5.13 Lighting.** Artificial lighting shall be provided in all required off-street parking areas. Lighting shall be directed into the site and shall be arranged to not produce direct glare on adjacent properties. Light elements shall be shielded and shall not be visible from abutting residential properties.
- 17.5.14 Access.** Location and design of all access to and/or from arterials and collectors (as designated in the Transportation System Plan) is subject to review and approval by the Planning Commission or other responsible jurisdiction including but not limited to Lane County and ODOT. Where practical, access from a lower functional classification street shall be required instead of access from a higher functional classification street.
- 17.5.15 Requirements for Drive-Through Uses.** In connection with drive-through establishments, (including but not limited to restaurants, pharmacies, menu boards, banks and automatic teller machines) there shall be a specially designed area clear of the public right-of-way for a single row of six (6) or a double row of three (3) vehicles between the property entrance and the pick-up window or service area. This area shall not interfere with the safe and efficient circulation of other parking areas on the property.
- 17.6.0 Parking Lot Plan.** Fifteen (15) copies of a Parking Lot Plan, drawn to scale, and one (1) 8-1/2" x 11" or 11" x 17" scaled reduction shall accompany development permit applications. The Plan shall show all those elements necessary to indicate that the requirements of this Ordinance are being fulfilled and shall include, but is not limited to:
- A. Delineation of individual parking spaces.
 - B. Circulation area necessary to serve spaces.
 - C. Access to streets, alleys and properties to be served.
 - D. Curb cuts.
 - E. Type of landscaping, fencing or other screening materials.
 - F. Abutting land uses.
 - G. Grading, drainage, surfacing and subgrading details.
 - H. Location of lighting fixtures.
 - I. Delineations of all structures and obstacles to circulation on the site.
 - J. Specifications of signs and bumper guards.
 - K. Location of planter bays where required.
 - L. Amount of floor area space applicable to the parking requirement for the proposed use.
- The number of required copies of the Parking Lot Plan may be adjusted by the Planning Director.

17.7.0 Bicycle Parking Facilities

- A. Covering requirements for bicycle parking facilities shall be as follows:
 - 1. Type 1: Parking need not be covered
 - 2. Type 2: Bicycle parking must be covered if vehicle parking is covered.
 - 3. Type 3: 50 percent of all spaces must be covered, exclusive of the first two.
 - 4. Type 4: All spaces must be covered.
- B. Required bicycle parking facilities shall be located no further than 50 feet from a public entrance.
- C. Bicycle Parking Facilities Design Standards:
 - 1. Bicycle parking facilities shall either be stationary racks that accommodate bicyclist's locks securing the frame and both wheels, or lockable rooms or enclosures in which the bicycle is stored.
 - 2. Bicycle parking spaces shall be at least six (6) feet long and two (2) feet wide. Upright bicycle storage structures are exempted from the parking space length standard.
 - 3. A five (5) foot aisle for bicycle maneuvering shall be provided and maintained beside or between each row of bicycle parking.
 - 4. Bicycle racks or lockers shall be anchored to the surface or to a structure.
 - 5. Covered bicycle parking facilities may be located within a building or structure, under a building eave, stairway, entrance, or similar area, or under a special structure to cover the parking. The cover shall leave a minimum seven (7) foot overhead clearance and shall extend over the entire parking space. If a bicycle storage area is provided within a building, a sign shall be placed at the area indicating that it is for bicycle parking only.