

PHILLIPS COUNTY ADMINISTRATIVE OFF-STREET PARKING AND LOADING GUIDELINES

SECTION 1 OFF-STREET PARKING REQUIREMENTS

A. OFF-STREET PARKING REQUIREMENTS BY USE TYPE. Table 1 provides off-street parking requirements by Use Type.

Table 1. Parking Requirements by Use Type

Type of Use	Parking Requirement
(A) Residential Uses	
(A)(1) Dwellings	Two (2) spaces per dwelling unit
(A)(2) Residential hotel; rooming or boarding house	Four (4) spaces per every five (5) guest accommodations
(A)(3) Housing restricted to aged, disabled, etc.	One-half (1/2) space per unit
(B) Commercial Residential Uses	
(B)(1) Hotel	One (1) space per each two (2) guest rooms, plus one (1) space per each two employees
(B)(2) Motel	One (1) space per guest room or suite plus one (1) additional space for the owner or manager
(B)(3) Club or Lodge	Spaces to meet the combined requirements of the uses being conducted, such as a hotel, restaurant, auditorium, etc.
(C) Institutions	
(C)(1) Convalescent hospital, nursing sanitarium, rest home, or home for the aged.	One (1) space for every two residents, units, or beds (whichever is higher).
(D) Places of Public Assembly	
(D)(1) Church	One (1) space per each four (4) seats or eight (8) feet of bench length in the main auditorium
(D)(2) Library or reading room	One (1) space per each four hundred (400) feet of floor area plus one (1) space per each two (2) employees
(D)(3) Pre-school nursery or kindergarten	Two (2) spaces per each teacher
(D)(4) Elementary or Intermediate	One (1) space per each classroom plus one (1) space per administrative employee ; or
	One (1) space per each four (4) seats or eight (8) feet of bench length in the auditorium or assembly room, whichever is greater.
(D)(5) High School	One (1) space per each classroom plus one (1) space per each administrative employee plus one (1) space for each six (6) students or one (1) space for each four (4) seats or eight (8) feet of bench length in the main

Type of Use	Parking Requirement
	auditorium, whichever is greater.
(D)(6) Vocational School	One (1) space per each five (5) seats in classrooms.
(D)(7) Other auditoriums or meeting rooms	One (1) space per each four (4) seats or eight (8) feet of bench length, whichever is greater.
(E) Commercial Amusements	
(E)(1) Stadium, arena, or theater	One (1) space per each four (4) seats or eight (8) feet of bench length
(E)(2) Bowling alley	Five (5) spaces per each alley plus one (1) space per each two (2) employees
(E)(3) Dance hall or skating rink	One (1) space per each one hundred (100) feet of floor area plus one (1) space per each two (2) employees.
(F) Commercial	
(F)(1) Retail store, except as provided	One (1) space per each one hundred twenty-five (125) square feet of floor space
(F)(2) Service or repair shop or retail store handling exclusively bulky merchandise, such as automobiles and furniture	One (1) space per each four hundred (400) square feet of floor area
(F)(3) Bank or office	One (1) space per each four hundred (400) square feet of floor area (except medical and dental)
(F)(4) Medical or dental	Three (3) spaces for each doctor plus clinic (1) space per each two (2) employees
(F)(5) Eating or drinking establishment	One (1) space per each one hundred (100) square feet of floor area
(F)(6) Mortuary	One (1) space per each four (4) seats or eight (8) feet of bench length in chapels
(G) Industrial	
(G)(1) Storage warehouse, manufacturing establishment, or air, rail, or truck freight terminal	One (1) space per each employee
(G)(2) Wholesale	One (1) space per each employee plus one (1) space per each seven hundred (700) square feet of patron serving area

B. MEASUREMENT. Where square feet are specified, the area measured shall be the floor area primary to the functioning of the particular use of property and shall exclude stairwells; elevator shafts; hallways; ornamental balconies; space occupied by heating, air conditioning or other utility equipment; and space devoted to off-street parking or loading. The number of employees of a new or expanding business shall be estimated in a manner approved by the Board of Adjustment and the number of employees of an established business shall be determined from an examination of its payroll.

1. 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.

2. Owners of two or more uses, structures, or parcels of land may propose to utilize the same parking and loading spaces when the hours of operation do not overlap.

C. DESIGN REQUIREMENTS FOR PARKING LOTS.

1. Areas used for standing and maneuvering of vehicles shall have durable surfaces maintained adequately for all weather use and so drained as to avoid the flow of water across sidewalks.

2. Parking spaces along the outer boundaries of a parking lot shall be contained by a curb at least four (4) feet from the property line or by a bumper rail.

3. Artificial lighting which may be provided shall be so deflected as not to shine or create glare in any residential district or on any adjacent dwelling.

4. Access aisles shall be of sufficient width for all vehicle turning and maneuvering.

5. Except for dwellings, 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 right-of-way other than an alley.

SECTION 2 OFF-STREET LOADING

The following off-street loading requirements shall be required at time of Building Permit. A Parking and Loading Plan shall be filed with the County.

A. SCHOOL LOADING. Any school having a capacity greater than twenty-five (25) students shall include a driveway designed for continuous forward flow of passenger vehicles for the purpose of loading and unloading children.

B. MERCHANDISE, MATERIALS, OR SUPPLIES. New or substantially altered buildings or structures which receive and distribute material or merchandise by truck shall provide and maintain off-street loading berths in sufficient number and size to adequately handle the needs of the particular use. Off-street parking areas used to fulfill the requirements of these regulations shall not be used for loading and unloading operations except during those periods of the day when they are not required to accommodate parking needs.

SECTION 3 GENERAL PROVISIONS- OFF-STREET PARKING AND LOADING

- A.** Property owner is responsible for the provision and maintenance of off-street parking and loading spaces.
- B.** Any increase use of a any lot or building change in a manner that increases off street parking or loading requirements shall require additional parking or loading be provided and may require an updated Parking and Loading Plan.
- C.** Required parking and loading shall be improved as required and made available for use before the final inspection is completed by the Administrator. The Administrator may grant an extension of time provided a performance bond, or its equivalent, is posted equaling the cost to complete the improvements. In the event the improvements are not completed within one year's time, the bond or its equivalent shall be forfeited and the improvements constructed under the direction of the County.
- D.** If parking or loading space has been provided in connection with an existing use or is added to an existing use, the parking or loading space shall not be eliminated if elimination would result in less space than is required by this Article.
- E.** Off-street parking spaces for dwellings shall be located on the same lot with the dwelling. Other required parking spaces shall be located not farther than three hundred (300) feet from the building or use they are required to serve, measured in a straight line from the building.
- F.** Required parking spaces shall be available for the parking of operable passenger automobiles of residents, customers, patrons, and employees only, and shall not be used for storage of vehicles or materials or for the parking of trucks used in conducting the business or use.
- G.** Off-street parking and loading zones shall be surfaced with gravel or the equivalent and shall be graded to prevent drainage problems.

SECTION 4 PARKING AND LOADING PLAN

- A.** The Applicant for a building permit or Land Use Change Permit shall submit a plan, drawn to scale, indicating how the off-street parking and loading requirements are to be fulfilled, including the following. The Administrator may waive one or more of these materials if the Administrator determines that the information is not necessary to determine whether the information satisfies the applicable requirements in this Article.

1. Delineation of individual parking and loading spaces;
2. Circulation area necessary to serve spaces;
3. Access to streets and property to be served;
4. Curb cuts;
5. Dimensions, continuity, and substance of screening;
6. Grading, drainage, surfacing and sub-grading details;
7. Delineation of obstacles to parking and circulation in finished parking area;
8. Specifications as to signs and bumper guards; and
9. Other pertinent information.

SECTION 5 MODIFICATION OF PARKING AND LOADING GUIDELINES

These Administrative Parking and Loading Guidelines may be amended by the Administrator in a manner consistent with the terms and intent of the Phillips County Land Use Code with approval by the BOCC in a public meeting.