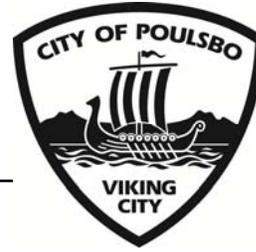


# Poulsbo Planning Department

## Off-Street Parking & Loading

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07/2014

### When is off-street parking required?

Pursuant to PMC 18.52.010, parking shall be provided at the time:

1. A building is erected;
2. A building existing on the effective date of the ordinance (March 2003) codified in title 18.52.010 is enlarged to the extent that the cost of construction exceeds 50% of the market value of the building or to the extent that the building's capacity is increased by more than 50% in terms of the units used below;
3. The use of the building existing on the effective date of the ordinance (March 2003) is changed and the building is enlarged. Parking spaces shall be provided in proportion to the increase only, provided the increase is less than fifty percent. If the increase exceeds 50%, parking shall be provided for the entire structure in accordance with the requirements of Chapter 18.52.

These guidelines vary for the Downtown Core Commercial Zoning District. Pursuant to PMC 18.24.060(B), in the DC district, off-street parking and loading are required as follows:

1. All new commercial structures in the downtown core shall provide parking and loading in accordance with Chapter 18.52.
2. Whenever an existing commercial structure is enlarged and the gross floor area added exceeds 50% of the pre-enlargement gross floor area, off-street parking and loading shall be provided for the increased gross floor area. These standards are instead of the requirements found in Ch. 18.52.010(B) and (C).
3. Any new residential unit shall provide parking and loading in accordance with Chapter 18.52.

### Where can off-street parking be located & how many spaces are required?

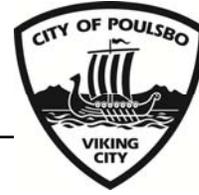
Off street parking is required for all uses as specified below. Parking spaces for dwellings shall be located on the same lot as the residence; parking for all other uses may be located on the same parcel or another parcel within 300 feet of the building or use they are intended to serve.

#### *Residential*

1. Single-family, duplex and triplex: two per dwelling. One additional space shall be provided for accessory units;
2. Multifamily dwelling containing four or more units: one and one-half per dwelling unit;
3. Elderly, low income and public housing: one per one dwelling unit;
4. Rooming or boarding house: one per sleeping unit.

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*Commercial Residential*

1. Motels: one per bedroom plus one per employee per peak shift;
2. Hotels: one per bedroom. Spaces to meet the combined requirements of the uses being conducted such as hotel, restaurants, auditoriums, etc.;
3. Clubs/Lodges: spaces to meet the combined requirements of the uses being conducted such as hotel, restaurants, auditoriums, etc.;
4. RV camping park: one space for one RV space.

*Institutions*

1. Hospitals and institutions: one per bed, and one per two employees.

*Places of Public Assembly*

1. Church: one per four seats or eight feet of bench length in the main auditorium;
2. Library, art gallery: one per two hundred fifty square feet of gross floor area;
3. Preschool, nursery, kindergarten, day care: one per three children;
4. Elementary, junior high school: one per employee and two per classroom;
5. High school: one per employee and teacher and one per ten students;
6. College, commercial school for adults: one per three seats in classrooms;
7. Other auditorium, meeting rooms: one per four seats or eight feet of bench space or, if there is no fixed seating, one per fifty square feet of assembly area;
8. Parks: determined at project review.

*Commercial Amusements*

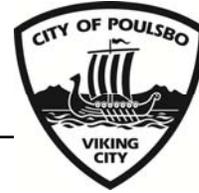
1. Stadium, arena, theater: one per four seats or eight feet of bench length in the main auditorium;
2. Bowling alley: five per alley;
3. Dance hall, skating rink: one per twenty square feet of gross floor area;
4. Health and racquet club: one space per two hundred square feet.

*Commercial*

1. Retail stores generating relatively little automobile traffic such as appliance, furniture, hardware and repair stores: one per three hundred square feet of gross floor area;
2. Retail and personal service establishments generating heavy automobile traffic such as department, drug, and

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- auto parts stores, supermarkets, ice cream parlors, bakeries and beauty and barber shops: one per two hundred square feet of gross floor area;
3. Drive-in and fast food restaurants: one per seventy-five square feet of gross floor area including outdoor seating areas, with a minimum of five; provided, drive-in window holding and stacking area shall not be considered parking spaces;
  4. Restaurants, Drinking Places.
    - a. If under four thousand square feet of gross floor area: one per two hundred square feet of gross floor area,
    - b. If four thousand or more square feet of gross floor area: twenty plus one per each additional one hundred square feet of gross floor area over four thousand square feet;
  5. Shops and stores for sales, service or repair of automobile, machinery and plumbing, heating, electrical and building supplies: one per six hundred square feet of gross floor area;
  6. Mortuaries, funeral homes: one per seventy-five square feet of assembly area;
  7. Medical and dental office or clinic: one per two hundred square feet of gross floor area;
  8. Bank, professional office (except medical/dental): one per four hundred square feet of gross floor area;
  9. Marinas and moorage facilities: one per two moorage slips, except for guest moorage.

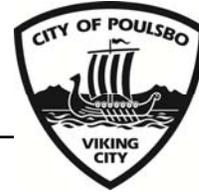
*Industrial, Warehouse*

1. Warehouse, storage, and wholesale facilities: one per two anticipated employees on duty simultaneously, one per each anticipated company vehicle parked on the site at night on a regular basis and one per three hundred square feet of office space;
2. Manufacturing, research, testing, processing and assembly facilities: one per five hundred square feet.

*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. Pursuant to PMC 18.52.030(I), the number of parking stalls may be decreased if an applicant provides adequate alternative parking provisions as set forth in a parking demand study and proposed alternatives and which is accepted and approved by the Review Authority.*

**Is bicycle parking required?**

One bicycle space shall be required for every twenty vehicle spaces provided. By providing at least five covered bicycle parking spaces, one vehicle parking space may be eliminated. No more than two vehicle parking spaces or ten percent, whichever is less, shall be replaced with covered bicycle parking spaces.



### When is off-street loading required?

Off-street loading and unloading spaces are required for all uses having a gross floor area of over four thousand square feet to which or from which deliveries or pickups are made by trucks or truck-trailer combinations over thirty-five feet in length more frequently than monthly.

*The following number of off-street loading and unloading spaces is required:*

1. For uses having more than four thousand but less than ten thousand square feet of gross floor area: one space;
2. For uses having more than ten thousand but less than fifty thousand square feet of gross floor area: two spaces;
3. For uses having more than fifty thousand square feet but less than one hundred thousand square feet of gross floor area: three spaces;
4. For uses having over one hundred thousand square feet of gross floor area: three spaces plus one additional space for every additional fifty thousand square feet of gross floor area.

### Where can I find information on parking lot dimensional standards?

Standard parking stall dimensions are 9 feet by 20 feet. Pursuant to PMC 18.52.020(F)(8), if the parking standards require 10 or more parking spaces, up to 25% may be labeled for compact cars. Compact stalls may be 8 feet by 17 feet. For more information on dimensional requirements, please see the table and figure in PMC 18.52.040.

### Where can I get additional information?

- This memo is intended to provide a summary of the off street parking and loading requirements and does not include all applicable regulations. The complete code requirements are found in Chapter 18.52 of the Poulsbo Municipal Code (PMC).
- Contact the Poulsbo Planning Department by phone, e-mail, or in person.