



# Planning & Economic Development

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## OFF-STREET PARKING

### WHEN IS OFF-STREET PARKING REQUIRED?

1. New Construction. Prior to the occupancy of a new structure within any zoning district.
2. Enlargement of Existing Structure. Prior to occupancy of a building that is expanded in floor area, or outdoor use is expanded in activity area, subject to the following:
  - Enlargement of an existing structure or outdoor activity area up to a maximum of additional 1,000 SF of GFA: no additional parking required.
  - Enlargement of an existing structure or outdoor activity area of more than additional 1,001 SF: parking provided as set forth in the zoning district .
  - When additional parking is required, the number of new parking spaces shall be based only on new gross square footage of the enlargement using the minimum parking ratios required as set forth under each specific zoning district provisions; unless there is an excess of vehicle parking on the site to accommodate the additional required spaces.
3. Change of Use. When an existing structure is changed from one use to another use as listed in the zoning district's use table, the following provisions shall apply:
  - If the parking requirements for each use are the same, no additional vehicle parking is req.
  - Where a change results in an intensification of use in terms of the number of vehicle parking spaces required, additional vehicle parking spaces shall be provided in an amount equal to the difference between the minimum number of spaces required for the existing use and the minimum number of spaces required for the change of use; unless there is an excess of vehicle parking on the site to accommodate the difference.
  - Existing attached commercial developments with multiple businesses and shared parking areas are exempted from this requirement.
4. Parking requirements for **C-1 zoning district**:
  - Change of commercial use to a new commercial use within an existing structure and no additional GFA: no parking requirement.
  - Conversion, expansion or creation of new residential units: 1 space/DU for studio/one bedroom; and

2 spaces for 2 or more bedroom DU is req.

- Enlargement of an existing structure up to a max of 1,500 additional SF of GFA: no parking req.
- Enlargement of an existing structure of more than 1,501 additional SF: parking provided as set forth in PMC **18.80.100(B)** and **18.140.020(B)(2)(c)**.
- New construction: parking provided as set forth in PMC **18.80.100(B)**.
- Reconstruction of an existing building: new parking required for additional square footage only; provided, that existing parking spaces are retained.
- Conversion, expansion or creation of a hotel, motel, bed and breakfast: 1 space/guestroom is required.

### WHERE CAN OFF-STREET PARKING BE LOCATED?

1. Parking spaces for dwelling units shall be located on the same site or lot with the dwelling(s).
2. Parking spaces for multifamily dwellings shall be located no more than 300' from the building that they serve.
3. Parking spaces for all other uses shall be located on the same parcel; however, parking may be located on another parcel if the parking is no further than 300' from the building or use that they are required to serve, measured in a straight line from the building, and as set forth in a joint use arrangement.
4. Joint Parking. The off-street parking requirement of two or more structures or parcels of land, where the uses' peak hours of operation do not overlap, may be satisfied with the same parking area used jointly; provided, that:
  - The joint parking facility(ies) shall contain the same number of parking spaces required by the use which requires the greatest amount of parking.
  - Satisfactory legal evidence shall be presented to the planning director in the form of deeds, leases or contracts to establish the joint use and be recorded with the Kitsap County auditor's office against all properties involved.
  - If a joint use arrangement is subsequently terminated, the requirements of this title shall apply to each use separately.
5. Parking shall not be located in required setbacks; provided, that single-family dwellings' required space may be located in the required front or side yard setback.

## HOW MANY SPACES ARE REQUIRED?

Number of parking space requirements is as set forth under each specific zoning district provisions.

- Residential: [PMC 18.70.080](#)
- Commercial (C-1): [PMC 18.80.100](#)
- Commercial (C-2, C-3, C-4): [PMC 18.80.110](#)
- Business and Employment: [PMC 18.90.090](#)

When several uses occupy a single structure or parcel of land, the total number of parking spaces shall be the sum of all requirements of the several uses computed separately.

## WHAT ARE THE REQUIRED DIMENSIONS?

1. PMC Table [18.140.040](#) sets forth the required minimum dimensions for parking spaces and drive aisles.
2. When a parking space abuts a column, wall or other obstruction, one extra foot of width to the parking space is required. Columns or other structural elements may encroach into the parking space a maximum of 6" on a side, except in the area for car door opening, 5' from the longitudinal centerline or 4' from the transverse centerline of a parking space. No wall, post, guardrail, or other obstruction, or lot line, is permitted within the area for car door opening.
3. Two additional feet beyond the last parking space in an aisle are required.
4. No more than 15 parking spaces shall be placed side by side without an intervening break by a circulation aisleway, pedestrian walkway or landscaping

## IS THE PARKING REQUIRED TO BE PAVED?

Yes. Per PMC [18.140.040\(F\)](#), all areas used for parking or maneuvering of any vehicle shall be improved with asphalt, concrete or other permanent surface approved by the city engineer.

## DRIVEWAYS

1. The minimum width of driveway into a parking area shall be 12' for one-way traffic and 24' feet for two-way traffic.
2. The owners of adjoining nonresidential properties shall provide combined driveways wherever practical. In conjunction with approval of a development, the city may require a property owner to provide an access and circulation easement to an abutting owner where joint access is reasonable to serve future development.
3. Internal circulation driveways that do not provide direct access to parking stalls must be a minimum of 20 ft. wide for two-way traffic and 15 ft. wide for one-way traffic unless otherwise specified.

## BICYCLE PARKING

Two bicycle spaces shall be required, and then one additional space provided for every 20 parking spaces; however, the maximum number of bicycle spaces required shall not exceed 20.

By providing at least 5 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.

1. Bicycle parking facilities shall be stationary racks that support the bicycle with at least one point to which the user can lock the bicycle and both wheels and frame (with the removal of the front wheel) with a high security U-shaped lock or cable lock.
2. Bicycle facilities should be located no further from a public entrance than the nearest non-ADA parking stall.
3. Bicycle parking areas should be separated from a motor vehicle parking area by a barrier, post or bollard, or by at least 5 feet of open space behind the maneuvering area.
4. Entry and directional signs shall be provided if bicycle parking facilities are not directly visible and obvious from the public right-of-way.
5. The property owner of a site shall have a continuing obligation to properly maintain any bicycle parking facilities on their property.

## ELECTRIC VEHICLE CHARGING STATION SPACES

1. There is no minimum number of charging station spaces required.
2. Electric vehicle charging stations may be reserved for parking and charging electric vehicles only. The property owner may set hours and conditions of use on the spaces and the charging stations. The owner of the property may charge a fee for charging any electric vehicle.
3. Where charging station equipment is provided within an adjacent pedestrian circulation area, such as a sidewalk or accessible route to the building entrance, the charging equipment shall be located so as not to interfere with accessibility requirements of WAC 51-50-005.

Disclaimer: this handout should not be used as a substitute for codes and regulations. The applicant/property owner is responsible for compliance with all code and rule requirements, whether or not described here. Please see the City of Poulsbo Municipal Code for complete text and requirements.

