



Addendum 3: Parking Lots

Type I Minor Site Plan & Design Review

Changes to parking lots must demonstrate compliance with pedestrian circulation, outdoor lighting and landscaping standards. Addendum 4: Landscaping, Addendum 5: Outdoor Lighting and Addendum 6: Pedestrian Circulation may be required.

3.1 General Standards – must be completed for all parking lot modifications.

The parking lot is required to be hard surfaced.

Proposed surface: ☐ Concrete ☐ Asphalt ☐ Other: _____

If parking spaces are inside a building interior, the ceiling height shall not be less than 7 feet in height.

Ceiling height: _____ ☐ Not Applicable

Parking areas must be located behind, below or on sides of buildings. Does the proposal comply? ☐ Yes

☐ No

Staff only: Standards met? Yes No Not Applicable Initials _____

3.2 Repaving of Previously Approved Parking Lots with No change to Striping

Does the proposal include repaving a previously approved parking lot? ☐ Yes ☐ No – if no, proceed to Section 3.3.

File number and date of previous parking lot approval: _____

Aerial photos identifying the location of the previously approved parking lot striping are required. Have the photos been provided? ☐ Yes ☐ No

A site plan identifying the proposed parking lot striping is required. Has a site plan been provided? ☐ Yes ☐ No

Does the parking lot striping match the exact location as the previously approved striping (an exemption is granted for ADA stalls)? ☐ Yes ☐ No

Staff only: Standards met? Yes No Not Applicable Initials _____

3.3 Number of On-Site Parking Stalls

*The number of parking spaces shall comply with the minimum and maximum standards listed in **Table 17.52.020** (inset below). Uses not listed below are subject to a Type II review process. The parking requirements are based on spaces per one thousand square feet net leasable area unless otherwise stated.*

Does the proposal include changes to the number of on-site parking stalls? ☐ Yes ☐ No – if no, proceed to Section 3.4.

LAND USE	PARKING REQUIREMENTS per 1000 sf of net leasable area	
	MINIMUM	MAXIMUM
Hotel, Motel	1.0 per guest room	1.25 per guest room
Correctional Institution	1 per 7 beds	1 per 5 beds

Senior housing, including congregate care, residential care and assisted living facilities; nursing homes and other types of group homes;	1 per 7 beds	1 per 5 beds
Hospital	2.00	4.00
Preschool Nursery/ Kindergarten	2.00	3.00
Elementary/Middle School	1 per classroom	1 per classroom + 1 per administrative employee + 0.25 per seat in auditorium/assembly room/stadium
Multi-Family: Studio	1.0 per unit	1.25 per unit
Multi-Family: 1 Bedroom	1.25 per unit	2.00 per unit
Multi-Family: 2 Bedroom	1.5 per unit	2.00 per unit
Multi-Family: 3 Bedroom	1.75 per unit	2.50 per unit
High School, College, Commercial School for Adults	0.20 per # staff and students	0.30 per # staff and students
Auditorium, Meeting Room, Stadium, Religious Assembly Building, Movie Theater	.25 per seat	0.5 per seat
Retail Store, Shopping Center, Restaurants	4.10	5.00
Office	2.70	3.33
Medical or Dental Clinic	2.70	3.33
Sports Club, Recreation Facilities	Case Specific	5.40
Storage Warehouse, Freight Terminal	0.30	0.40
Manufacturing, Wholesale Establishment	1.60	1.67
Light Industrial, Industrial Park	1.3	1.60

A change in use within an existing habitable building located in the MUD Design District or the Willamette Falls Downtown District is exempt from additional parking requirements. The required number of parking stalls may be reduced in the Downtown Parking Overlay District by 50%. The minimum required number of stalls may be reduced by up to 10% when the property is adjacent to an existing or planned fixed public transit route or within 1,000 feet of an existing or planned transit stop. Additional reductions may be allowed in the Type II Site Plan Process.

Land Use: _____ Net Leasable Square Footage: _____

File number and date of previous parking lot approval (if applicable): _____

Parking reductions proposed: ☐ Downtown Parking Overlay (50% reduction)
☐ Transit Route (10% reduction)

of Spaces Allowed (based on chart above): Maximum: _____ Minimum: _____

of Existing Parking Stalls on site: _____ # of Proposed Parking Stalls on site: _____

Staff only: Standards met? Yes No Not Applicable Initials _____

3.4 Shared Parking and On-Street Parking

Is all of the minimum parking accounted for onsite? ☐ Yes– if yes, proceed to Section 3.5. ☐ No

Shared Parking

Is shared parking proposed? ☐ Yes ☐ No – if no, proceed to the On-Street Parking section.

of parties are involved in the proposed shared parking agreement: _____

List all parties involved: _____

Are all of the proposed shared parking facilities within 1,000 feet of all uses? ☐ Yes ☐ No

Location of parking lot: _____

Location of properties utilizing the parking lot:

Address: _____ Distance to Parking lot: _____ ft

Address: _____ Distance to Parking lot: _____ ft

Address: _____ Distance to Parking lot: _____ ft

A copy of a recorded deed, lease, contract, or other similar document authorizing joint use is required. Has the document been provided? ☐ Yes ☐ No

On-Street Parking

Is On-Street parking proposed? ☐ Yes ☐ No – if no, proceed to section 3.5.

On-street parking may be counted toward the minimum standards when it is on the street face abutting the subject land use. An on-street parking space must not obstruct a required clear vision area and it shall not violate any law or street standard. A site plan shall be submitted demonstrating compliance for the on-street parking stalls.

Dimensional Standards for all Stalls:

Angle of Parking Stall	Length of Uninterrupted and Available Curb	Number of On-Street Stalls Abutting Property
0 (Parallel)	22'	
45/60 degree	15'	
90 degree	12'	

Public Use Required for Credit. On-street parking spaces counted toward meeting the parking requirements of a specific use may not be used exclusively by that use but shall be available for public use at all times. Signs or other actions that limit public use of on-street spaces are prohibited.

Are the stalls available for public use at all times? ☐ Yes ☐ No

Are there any signs or other actions that limit public use of the parking stalls? ☐ Yes ☐ No

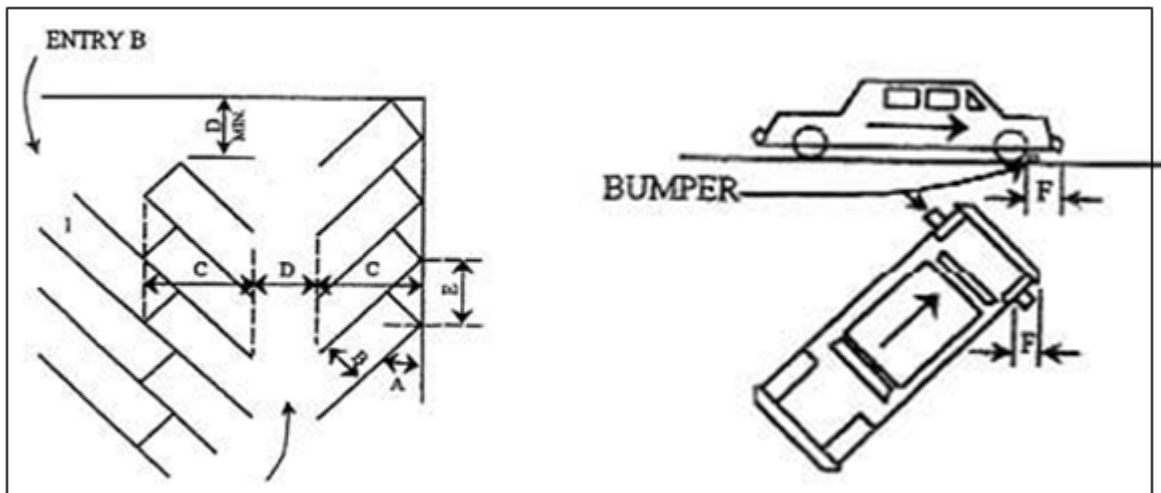
Staff only: Standards met? Yes No Not Applicable Initial _____

3.5 Change in Parking Space Sizes, Lot Layout and Circulation

Does the proposal include changes to the parking lot layout, spaces sizes or circulation? ☐ Yes ☐ No – if no, this addendum is complete.

Describe proposed parking lot layout and/or circulation changes in detail: _____

A Parking Angle	Standard Compact	B Stall Width	C Stall to Curb	D Aisle Width	E Curb Length	F Overhang
0 Degrees		8.5'	9.0'	12'	20'	0'
30 Degrees	Standard Compact	9' 8'	17.3' 14.9'	11' 11'	18' 16'	
45 Degrees	Standard Compact	8.5' 8.5'	19.8' 17.0'	13' 13'	12.7' 11.3'	1.4'
60 Degrees	Standard Compact	9' 8'	21' 17.9'	18' 16'	10.4' 9.2'	1.7'
90 Degrees	Standard Compact	9' 8'	19.0' 16.0'	24' 22'	9' 8'	1.5'



Up to 35% of the minimum required parking may be compact while the remaining minimum may be standard.

Minimum Number of Parking Stalls Required: _____ Number Required multiplied by 0.35: _____%

Standard

of Standard Stalls onsite: _____

Parking Angle: _____

Stall Width: _____

Aisle Width: _____

Curb Length: _____

Stall to Curb Length: _____

Overhang: _____

Compact

of Compact Stalls onsite: _____

Parking Angle: _____

Stall Width: _____

Aisle Width: _____

Curb Length: _____

Stall to Curb Length: _____

Overhang: _____

Other

of Compact Stalls onsite: _____

Parking Angle: _____

Stall Width: _____

Aisle Width: _____

Curb Length: _____

Stall to Curb Length: _____

Overhang: _____

Staff only: Standards met? Yes No Not Applicable Initial _____

Note: There may be more information required once your application has been reviewed.