

DIVISION B: Off-Street Parking and Loading

Section 5-1100

Off-Street Parking and Loading Requirements.

5-1101

Compliance Required.

- (A) **General Requirement.** Except as provided elsewhere in this Ordinance, there shall be provided, at the time of the erection of any building, or at the time any principal building is enlarged or increased by adding dwelling units, guest rooms, seats or floor area, or before conversion from one type of use or occupancy to another, permanent parking and off-street loading space in the amount specified and pursuant to the requirements of this Section. Parking space may be provided in a garage or properly surfaced open area
- (B) **Application to Addition or Change in Use.** When a change in intensity of use of any building or structure would increase the required parking by ten (10) or more spaces, cumulatively from the date of this Ordinance, through an addition or change in the number of dwelling units, gross floor area, gross leasable area, seating capacity, or other units of measurements specified herein, the increment of additional required parking shall be provided in accordance with this Section unless a special exception permit is granted by the Council in accordance with Section 6-1300. If fewer than ten {10} spaces are required by a change or series of changes in use, the Zoning Administrator may waive up to the incremental required number of parking spaces, after determining that the granting of the waiver will not be detrimental to the public welfare and will be consistent with the County of Loudoun Comprehensive Plan.
- (C) **Review of Parking and Loading Facilities Plan.** Certification of Minimum Parking Requirements. Each application for a subdivision, site plan, zoning permit, or certificate of occupancy submitted to the Zoning Administrator shall include information as to the location and dimensions of parking and loading space; and the means of ingress and egress to such spaces. This information shall be in sufficient detail to determine if the requirements of this Ordinance are met and shall contain such information as is required by applicable provisions of the Land Subdivision and Development Ordinance.

- (D) **Procedures for Reduction of Parking.** No existing parking or loading space, and no parking or loading space hereafter provided, which meets all or part of the requirements for parking or loading space set forth in these regulations, shall be reduced or eliminated so as to create a parking and loading space not meeting the criteria contained herein. Reductions in parking and loading spaces may be permitted by the Zoning Administrator where spaces are no longer required by these regulations or alternative spaces meeting the requirements of these regulations are provided.

5-1102

Number of Parking and Loading Spaces Required.

(A) **Standards for Computation.**

- (1) **Floor Area.** Gross Floor Area, GFA, as used in this section shall be as defined in Article VIII of this Ordinance.
- (2) **Building Capacity.** The capacity of the building expressed in number of persons shall be determined by the Fire Prevention Code adopted by the County of Loudoun.
- (3) **Fraction of a Space.** When the calculation of the number of required parking and loading spaces results in a requirement of a fractional space, any fraction up to and including one-half ($1/2$) shall be disregarded, and fractions of over one-half ($1/2$) shall be interpreted as one (1) whole parking or loading space.
- (4) **Commercial Vehicles.** In addition to the requirements in the tables below, one (1) off-street parking space shall be required for each commercial vehicle which is directly associated with permitted and special exception uses, and which is to be parked on the premises during normal business hours. Required loading spaces may be credited as part of the total space needed for commercial vehicles.

- (B) For the purposes of this Article only, and for calculating parking and loading requirements hereunder, uses are grouped as follows:

(1) **Residential Uses.**

- (a) **Single Family Dwellings**, detached houses and duplexes, townhouses and other single family attached dwelling units.
- (b) **Multi Family Dwellings**, includes condominium and apartment buildings where common vehicular entrances, parking areas etc., are provided for more than one unit.
- (c) **Elderly Housing**, any multifamily building that is occupied not' less than 90% by persons 60 years of age or older.
- (d) **Accessory Dwelling Units**, associated with any other use, including living quarters for each caretaker, watch keeper, servant and tenant.
- (e) **Sleeping Rooms**, including boarding, lodging, and bed and breakfast homestays, rectories and convents which are rented or used on an individual basis by non-family members.
- (f) **Commercial Lodgings**, including hotels, motels, motor lodges and. motor courts.
- (g) **Congregate, Convalescent & Nursing Homes**, where unrelated persons reside under supervision for special care, treatment, training or other purposes, on a temporary or permanent basis.
- (h) **Child Care Centers**, where unrelated persons are cared for during limited periods each day in a supervised facility.

(2) **Retail/Service Uses.**

- (a) **General Retail**, including antiques, art, art supplies, bicycles, books, camera and photographic supplies, china and glass-

ware, clothing, coin and stamp, crafts/needlework, discount/mass merchandising, drapery/curtain/window coverings, dry goods, fabrics and sewing accessories, floor coverings, furriers and fur apparel, gifts/novelty/souvenirs, hobby, jewelry, linens/sheets/towels, leather/luggage/ suitcases, musical instruments, optical shops, newspapers and magazines, retail florist (no greenhouse), paint and wall coverings, pet shops, records/audio/stereo/TV, school and office supplies, second hand and resale, shoes, small electrical appliances, specialty, stationary, tobacco, toys, and other such retail uses as determined by the Zoning Administrator.

- (b) **Convenience Retail**, including bakeries and confectioneries (non-manufacturing), butchers/meat shops, dairy products, eggs and poultry, fish and seafood, fruit and vegetables, frozen desserts (without tables), grocery/supermarkets, liquor, laundry/dry cleaning (pickup station only), pharmacy/drug, not to exceed 10,000 sq. ft. GFA each.
- (c) **Service Retail**, including drapery services, direct selling, appliance repair, tool and appliance rentals, mail order, merchandise vending, film/video rentals, printing/copy, shoe repair, pawn shops, photographic studios, key and lock, tailoring and dressmaking, upholstery, optical shops.
- (d) **Hard Goods Retail**, automotive parts and supplies (without repair facilities), furniture, hardware, wholesale florists, garden supply, greenhouses, lumber and building supplies, household appliances, lighting and electrical supplies, medical appliances and supplies, pool and patio furniture, and sales display and showrooms for any building product (including millwork, cabinets, plumbing,

glass and mirror, fencing, swimming pools/spas/hot tubs, etc.).

- (e) **Shopping Centers**, with two or more individual stores, GFA provided in the same building or attached buildings totaling more than 10,000 square feet.
- (f) **Personal Care Services**, including barber and beauty shops, cosmetology and cosmetic salons, diet counseling centers, electrolysis/hair removal salons, and fingernail salons.
- (g) **Coin Operated Laundry and Coin Operated Dry Cleaning Facilities**, with or without attendant services and/or a pickup station for outside dry cleaning service.
- (h) **Other Retail/Service Uses**, including animal clinics/ veterinarian offices, kennels and pounds.
- (1) **Temporary Retail**, including wayside stands and outdoor markets.

Motor Vehicle Sales & Service, including automotive sales, gasoline and/or diesel fuel stations, automotive rental agency, marine craft sales and service, engine and motor repair shops, automotive glass/muffler painting/tire/upholstery repair shops, recreational and sports vehicle sales and service.

(3) **Food and Beverage Services.**

- (a) **Restaurant**, including restaurants, and banquet rooms, with or without dancing and entertainment facilities, which provide only seated table service.
- (b) **Family Restaurant**, without a bar or lounge area. which provides seated service at tables, or counters, and. only incidental carryout service.

- (c) **Fast Food**, including delicatessens, carryout, drive-in, etc., which provides quickly or previously prepared foods from a counter and which may or may not have a separated indoor or outdoor seating area.

(4) **Office and Business Services.**

- (a) **General Business Services**, including accounting, advertising, architectural/engineering/urban planning, auditing, bookkeeping, business and management consulting, charitable, collection services, commodity or security broker/dealer, consumer protection, corporate, credit reporting, currency exchanges, data processing, detective services, employment agencies, employment services, exterminating services, financial consulting, general business offices, income tax preparation, insurance agencies/brokers/service offices, interior decorating (without furniture showrooms), loan companies, labor unions, legal offices, newspaper and news, newspaper distribution, philanthropic or professional membership business associations, publishing offices (without printing plants), public relations, real estate offices, religious, research labs, social service agencies, stenographic services, syndicator offices, title abstracting, travel agencies and window cleaning services.
- (b) **Financial Institutions**, including banks, savings and loans, credit unions, with or without drive-in facilities.
- (c) **Medical Offices**, dentists, physicians, chiropractors, psychiatrist/psychologist, nonresidential psychiatric alcoholic and narcotic treatment centers, dental and medical laboratories, medical clinics and outpatient surgery/treatment centers. offices for the fitting and repair of hearing aids, prosthetic appliances, etc.

- (5) **Industrial/Manufacturing**, including all uses defined in the permitted and special exception Use tables, including flex-industrial use.
- (6) **Storage/Processing/Wholesaling**, including all uses defined in the permitted and conditional use tables, except as provided below:
 - (a) **Mini Warehouse**, with secured, individual storage units which are leased for a fee to individual companies or persons.
- (7) **Materials Supply and Construction Uses**, including all uses defined in the permitted and special exception use tables.
- (8) **Communication and Private Utility Uses**, including all uses defined in the permitted and special exception use tables.
- (9) **Governmental Uses**, including all uses defined in the permitted and special exception use tables.
- (10) **Educational Uses**, including all uses defined in the permitted and special exception use tables.
- (11) **Cultural, Recreational, and Entertainment**.
 - (a) **Public Assembly**, including art galleries, auditoriums, community and recreation centers, libraries, museums, movie and drama theatres, stadiums and arenas, outdoor theatres/festival/drama, stadiums and arenas, and mausoleums.
 - (b) **Public Recreation**, including bowling alleys, gymnasiums, health clubs, roller and ice skating, tennis, racquetball, swimming and other recreational facilities.
- (12) **Miscellaneous Uses**.
 - (a) **Public Assembly**, including churches, synagogues, temples, funeral homes,

mortuaries, crematoria, civic/social/
fraternal association meeting places.

- (b) **Hospitals**, including sanitariums, and residential alcoholic, psychiatric and narcotic treatment facilities.

(C) **Additional Rules for Computing Parking Requirements.**

- (1) **Uses Not Listed.** The Zoning Administrator shall have the right to determine the required parking and loading facilities for uses not specifically listed in the tables herein, based upon the most similar use(s) that are listed and the most recent editions of the ITE Trip Generation Manual. Such determination by the Zoning Administrator shall be in writing and shall be appealable to the Board of Zoning Appeals.
- (2) **Uses listed but not shown as permitted or permissible within this ordinance.** The categories of uses set forth in Section 5-1102 are intended to be descriptive of various types of activities, but shall not be construed to allow any uses not specifically enumerated in the schedules of permitted or special exception uses for each zoning district
- (3) **Accessory Uses.** Storage, stock, kitchen, office and other areas accessory to the principle use of a building, or portion of a building, are to be included in the calculation of floor area of the principle use, unless noted otherwise herein.
- (4) **Alterations, Expansions and Changes in Use.** For alterations, expansions, or changes in use, prior to the issuance of a zoning or occupancy permit, the Zoning Administrator shall determine in writing, based on information submitted by the applicant, the impact of the proposed change on the parking requirement for the building, and the adequacy of the parking provided.

- (D) **Parking and Loading Requirements by Use.** The computation of the minimum off-street parking and loading

requirements for each permitted use shall be based upon the standards in the following tables, subject to the adjustments and/or minimums required or allowed in this section.

Such parking and loading regulations shall apply only to new construction or expansion of an existing use. In the case of an expansion of an existing use, only the expansion shall be required to meet these regulations. The existing use and parking areas shall be deemed to be exempt from said regulations.

| Use | Parking Space <u>Required</u> | Loading Spaces <u>Required</u> |
|---|--|--|
| <u>Residential</u> | | |
| Single Family Dwelling Unit | 2/dwelling unit in agricultural districts; 2.5/dwelling unit in all other districts. Garage and driveway parking spaces count towards required spaces. | None |
| Multi/Family Dwelling Unit | | |
| Studio | 1.25/dwelling unit | None |
| 1 bedroom | 1.5/dwelling unit | None |
| 2 or 3 bedrooms | 2/dwelling unit | None |
| 4 or more bedrooms | 2.5/dwelling unit | None |
| Active Adult/Age Restricted Dwelling Unit | 1.75/dwelling unit for buildings 4 stories or less in height 1.25/dwelling unit for buildings 4 stories or more in height | None |
| Elderly Housing/Independent Living Unit | .25/Independent living unit | None |
| Accessory Dwelling Unit | 1/accessory apartment or dwelling unit | None |
| Sleeping Rooms | 1/unit or room plus 2 for owners/managers | None |
| Commercial Lodgings | 2 for owners/managers plus - 1/sleeping room or unit plus any spaces required for restaurant/restaurant/banquet and meeting rooms | As required for restaurant/lounge and meeting rooms; minimum one for lodgings with 50 or more rooms. |
| Congregate, Continuing Care & Congregate Housing Facilities | .33/resident plus 1.5/day shift employee | One |
| Child Care Facilities | .2/person in licensed capacity pins one per employee not residing on the premises | None |

| Use | <u>Parking Spaces Required</u> | <u>Loading Spaces Required</u> |
|--|--|---|
| <u>Retail/Service</u> | | |
| General and Convenience Retail | 4/1,000 sq ft of GFA; minimum of 4 spaces per establishment | None for the first 10,000 sq. ft. then one/30,000 sq. ft. up to 70,000 sq. ft. plus one/80,000 sq. ft. thereafter. |
| Wayside Stands/ Christmas Tree Stands | Any parking provided shall be on-site | None |
| Nurseries/ Farm Markets | Minimum of 10 spaces shall be provided for the first five acres of outdoor sales area with one additional space for each ten acres over five acres. Off-site parking is prohibited. | |
| Bed and Breakfast Homestay | 2.5/dwelling unit 1/guest room | None |
| Bed and Breakfast Inn | 2.5/dwelling unit 1/guest room 1/employee | None |
| Country Inn | 1/guest room 15/1,000 sq. ft. of GFA for restaurants & kitchen area only | None |
| Service Retail. | 2.5/1,000 sq ft of GFA; minimum of 3 spaces per establishment | Same as general retail |
| Hard Goods Retail | 3.5/1,000 sq ft of GFA interior sales space plus 1.5/1,000 feet of interior storage and/or exterior display/sales area; minimum of 4 spaces per establishment | Same as general retail |

| <u>Use</u> | <u>Parking Spaces Required</u> | <u>Loading Spaces Required</u> |
|--|---|--|
| <u>Shopping Centers</u> | | 1/50,000 sq ft up 100,000 sq ft plus one/ 100,000 sq ft up to 500,000 sq ft plus one/ 200,000 sq ft thereafter |
| Smaller Shopping Centers (Small strip-type centers) | 4/1,000 sq. ft. of GFA for centers with up to 100,000 sq. ft. | |
| Larger Integrated Shopping Centers (Non-enclosed centers) | 4/1,000 sq. of GFA for centers over 100,000 sq. ft. | |
| Shopping Centers (Mall-type centers) | 3.5/1,000 sq. ft. of GFA for centers with up to 400,000 sq. ft. | |
| | 3.8/1,000 sq. ft. of GFA for centers with 400,000 to 600,000 sq. ft. | |
| | 4.25/1,000 sq. ft. of GFA for centers with over 600,000 sq. ft. | |
| Personal Care Service | 2/treatment station but not less than 1/1,000 sq. ft. GFA | None |
| Coin Operated Laundries | 1 space/ 2 machines | None |
| Other Retail/service Uses | As determined by the Zoning Administrator | Same as general retail |
| Temporary Retail. | As determined by the Zoning Administrator | None |
| Motor Vehicle Sales & Service | 2.5/1,000 sq ft of GFA interior sales space plus 1.5/1,000 sq ft of external display (but not including stock areas not open to the public) plus 3/service. bay | Same as industrial |

| <u>Use</u> | <u>Parking Spaces Required</u> | <u>Loading Spaces Required</u> |
|--|---|--|
| <u>Food and Beverage</u> | | |
| Restaurant | 20/1,000 sq. ft. of GFA minimum of 1 space | 1/40,000 sq ft of GFA; |
| Fast Food | 20/1,000 sq. ft. of GFA kitchen, counter and waiting areas plus 0.5/seat provided | With indoor seating area, one; with no seating area; none |
| <u>Office and Business Services</u> | | |
| General Offices | 4/1,000 sq. ft. of GFA for up to 30,000 sq. ft.; 3.3/1,000sq.ft. GFA thereafter | None for the first 30,000 sq ft then. one/100,000 sq ft thereafter |
| Financial. Institutions | 2.5/1,000 sq. ft.. of GFA; stacking space for drive- through windows to be determined by Zoning Administrator | None for the first 10,000 sq ft GFA then one/50,000 sq ft up to 110,000 sq. ft plus one/10,000 sq ft thereafter |
| Medical. Offices | 6.0/1,000 sq. ft. of GFA for the first 5,000 sq. ft. plus 3.5/1,000 sq. ft. GFA. thereafter | None for the first 5,000 sq ft then one for each 100,000 sq ft GFA thereafter |
| <u>Industrial/Manufacturing</u> | | |
| | 2/1,000 sq. of GFA plus any required spaces for office, sales or similar space | 1/25,000 sq ft GFA. up to 500,000 sq ft plus one for the next 50,000 sq ft plus one/ 100,000 sq ft there- after |
| <u>Storage/Processing Wholesaling</u> | | |
| | 0.5/1,000 sq. ft. GFA plus any required spaces for office, sales, etc. | One the first 50,000 sq ft GFA plus one space/100,000 s ^q ft thereafter |

| <u>Use</u> | <u>Parking Spaces Required</u> | <u>Loading Spaces Required</u> |
|----------------------|--|--|
| <u>Miscellaneous</u> | | |
| Public Assembly | .25/person in permitted capacity | 1/100,000 sq fl GFA |
| Hospitals | 1.5/employee on main shift; plus 1/doctor on staff; plus 112 beds for in-patient services; plus 1.5/250 square feet for out patient services | 1/100,000 sq ft GFA up to 500,000 sq ft plus one/200,000 sq ft thereafter. |

(F) **Adjustments to Parking Requirements.**

- (1) **Procedure.** In the specific instances set forth in Paragraphs 2 through 5 below, the Council may by special exception approve a reduction in required parking spaces. Applications for such a reduction shall include the following information in addition to those requirements of Section 6-1300.
 - (a) A parking demand analysis which substantiates the need for a reduced number of spaces.
 - (b) A plan showing how the parking spaces shall be provided on the site.
 - (c) A covenant must be executed guaranteeing that the owner will provide the additional spaces if the Zoning Administrator, upon thorough investigation of the actual utilization of parking spaces at the building or complex, recommends to the Board of Zoning Appeals that the approved reduction be modified or revoked. Said covenant shall meet the same requirements for covenants set forth in Section 5-1103. The Zoning Administrator will review the above completed application and make a recommendation to the Board of Zoning Appeals. The Board of Zoning Appeals may impose such additional conditions as are deemed necessary to protect and to

assure compliance with the objectives of this section.

- (2) **Shared Parking and Loading Facilities.** In the case of mixed uses (not qualifying as accessory or complementary uses) or two or more buildings upon a single lot or unified parcel, the total requirements for parking and loading facilities shall be the sum of the requirements of the various uses computed separately. However, cumulative parking requirements for mixed-use occupancies may be reduced where it can be determined by the Zoning Administrator that the peak requirement of the several occupancies occurs at different times (either daily or seasonally), and the parking demand can be provided on the premises.
- (3) **Captive Market.** Parking requirements for retail and restaurant uses may be reduced where it can be determined that some portion of the patronage of these businesses comes from other uses (i.e., employees of area offices patronizing restaurants) located within the same building or a maximum walking distance of 400 feet
- (4) **Availability of Public Parking.** Parking requirements may be reduced if a property has available to it a sufficient supply of existing under-utilized public parking spaces in both off-street public parking lots and/or on-street public parking spaces, and where the applicant adequately demonstrates that such availability will continue in the future.
- (5) **Alternative Transportation Reductions.**
 - (a) **Transit** A reduction of up to 20% of the required parking may be granted for any use, building or complex within 1,000 feet of any regularly scheduled bus stop, equal to the substantiated and verifiable projections of use of public transportation by users of the building or complex.
 - (b) **Carpooling/Vanpooling.** A reduction of up to 20% of required parking, based on

substantiated and verifiable projections of reduction in parking demand, may be granted for any building or complex exceeding 50,000 square feet GFA that institutes and maintains a carpooling/vanpooling program.

- (c) **Shuttle Service.** A reduction of up to 10% of required parking, based on substantiated and verifiable projections of reduction in parking demand, may be granted for any building or complex that provides and maintains a regular shuttle service.
- (d) **Maximum Reduction.** A combination of the reductions allowed pursuant to (a), (b), and (c) above may be granted provided that the total reduction of required parking does not exceed 35%.

5-11.03 **General Location Requirements.**

- (A) **Parking Facilities.** All parking facilities shall be provided on the same lot or parcel of land being served, or on a separate lot or parcel of land within five hundred (500) feet of the principal entrance of the building lot being served, if the zoning classification of such separate lot or parcel of land is the same as or less restrictive than the classification of the lot upon which the use is located.
- (B) **Loading Spaces.** All required loading spaces shall be located on the same lot or parcel as the uses being served.
- (C) **Requirements For Multiple Property Ownership.** Wherever required off-street parking facilities are proposed to be provided elsewhere than on the lot or parcel of land on which the principal use served is located, when such facilities are collectively or jointly provided and used, and/or when the parcels or lots are owned by different parties, the facilities shall be in the same possession, either by deed or long term lease, as the property occupied by the principal use. A certified true copy of the recorded deed or long term lease must be filed with the County of Loudoun prior to site plan or subdivision approval. There shall further be a covenant on the separate parcel or lot guaranteeing the maintenance of the required off-street Parking facilities during the existence of said principal use. Said covenant shall:
 - (1) Be executed by the owner of said lot or parcel of land and the parties having beneficial use thereof;

- (2) Be enforceable by either the parties having beneficial use thereof or both;
- (3) Be enforceable against the owner, the parties having beneficial use, and their heirs, successors and assigns or both; and
- (4) Be first recorded in the Office of the Clerk of the Circuit Court.