# ARTICLE 12

Off-Street Parking and Loading Requirements

## 12.1. Purpose and Intent

The purpose of this article is to provide for adequate off-street parking and loading areas and pedestrian facilities. It is further the intent of these regulations to avoid undue congestion on public streets; to protect the level of service and capacity of existing streets; to avoid unnecessary conflicts between pedestrians and vehicles; to preserve and enhance the Town and to protect the public health, safety and welfare.

## 12.2. General Regulations

When any building or structure is constructed, erected, enlarged or expanded or when any use which is established, expanded or changed, off-street parking and loading areas shall be provided as specified in this article. Thereafter, such spaces shall be maintained and kept available for such use. The Town recognizes that the table of parking requirements listed below cannot and does not cover every possible situation that may arise. Therefore, in cases not specifically covered, the Planning Commission is authorized to determine the parking requirements using the standards in Section 12.3 as a guide.

## 12.3 Number of Parking Spaces Required

Off-street parking spaces shall be provided as follows:

| | | |
|---|---|---|
| 1. | Residential Uses | |
| | a. Single-family detached: | 3.0 spaces per unit |
| | b. Duplex: | 2.0 spaces per unit |
| | c. Townhouse: | 2.5 spaces per unit |
| | d. Multi-family | |
| | 1. Efficiency/one bedroom: | 1.5 spaces per unit |
| | 2. Two bedroom | 2.0 spaces per unit |
| | 3. Three bedroom | 2.5 spaces per unit |
| | f. Accessory Apartment | 2 spaces per apartment (in addition to primary structure) |
| 2. | Institutional and Community Uses | |
| | a. Public Facilities (except for General Office or Library) | 1 space per 250 square feet of gross floor area of administrative offices; plus 1 per 250 square feet of gross floor area of community room(s); and other as determined by the Zoning Administrator. |
| | b. Auditorium or Stadium: | 1.0 spaces per four seats |
| | c. Places of Worship: | 1.0 spaces per four seats |
| | d. Hospital: | 1.75 spaces per bed |
| | e. Library: | 6.0 spaces per 1000 gross square feet |

| | | |
|---|---|---|
| e. | Nursery School/Day Care: | 2.0 spaces per classroom |
| f. | Nursing Home: | 1.5 spaces per three beds plus 1.0 space per employee |
| g. | Assisted Living Facility | 1.5 spaces per one-bedroom apartment or studio plus 1.0 space per employee. |
| h. | Elementary School: | 2.0 spaces per classroom |
| i. | Middle School: | 2.0 spaces per classroom |
| i. | High School: | 0.3 spaces per student (maximum population) |
| j. | College or University | 1.0 spaces per 3 students |
| k. | Golf Course: | 40 spaces per nine holes plus 1 space per employee. |

3. Commercial Uses

| | | |
|---|---|---|
| a. | Financial Institution: | 1.0 space per 250 square feet. of gross floor area (GFA) |
| b. | General Office: | 1.0 spaces for each 300 square feet. of GFA |
| c. | Medical Office: | 1.0 spaces per 200 square feet. of GFA |
| d. | Restaurant: | 1.0 spaces per 150 square feet. of GFA |
| e. | Personal Services: | 1.0 spaces per 200 square feet. of GFA |
| f. | Retail Sales: | 1.0 spaces per 200 square feet. of GFA |
| g. | Automobile Service Station: | 2.0 spaces per service bay plus 1.0 space per employee plus additional spaces for auxiliary uses. |
| h. | Shopping Center | 1.0 spaces per 200 square feet of gross leasable area |
| j. | Guest Lodging Facility | 1.5 spaces per guest room plus 1.0 space per employee |

4. Industrial Uses

| | | |
|---|---|---|
| a. | Business Activity: | One (1) space per 800 square feet of net floor area per business activity with net being 75% of gross floor area.<br><br>A minimum of 3 parking spaces will be required per business activity. |
| b. | Outside Business Activity: | A minimum of 3 parking spaces will be required for each outside business activity. |

5. The parking requirements in this Article do not limit special requirements which may be imposed by approval of a special use permit or special exception.

6. Where fractional spaces result from the minimum calculations required in section 12.3, the parking spaces required shall be construed to be the next highest whole number.

12.4. Parking Aisle and Space Dimensions

1. Each parking space shall contain a rectangular area at least 9.0 feet wide by 18 feet long. Lines marking parking spaces may be drawn at various angles in relation to curbs or aisles, so long as the parking spaces created contain the rectangular area required by this section. Handicap spaces required per section 12.11 shall be a minimum of 12 feet wide by 18 feet in length.

2. Parking areas containing ten or more parking spaces may contain up to 20 percent compact spaces. Compact spaces shall contain a rectangular area at least 8.0 feet wide by 16 feet long and shall be clearly marked as compact spaces.

3. Parking area aisle widths shall conform to the following table, which varies the width requirement according to the angle of parking.

| | Angle of Spaces | | | | |
|---|---|---|---|---|---|
| Aisle Width | 0 | 30 | 45 | 60 | 90 |
| One-way | 13 | 13 | 13 | 18 | 22 |
| Two-way | 16 | 17 | 20 | 22 | 22 |

12.5. Location of Spaces

All off-street parking spaces shall be located on-site or within 300 feet of the lot which contains the use for which the parking is provided. Where the required parking spaces are not located on the same lot with the building or use served, or where such spaces are collectively or jointly provided and used, the owner of the site utilizing an off-site parking area to satisfy on-site parking requirements shall provide a written covenant, easement or other agreement evidencing that permission for off-street parking has been granted by the owner of the off-site parking area for use of the area as parking spaces to be counted towards the total number required for the principal use. The evidence shall be approved by the Town Attorney and recorded at the owner's expense among the land records of Loudoun County, Virginia. In addition, the owners of the off-site parking area shall be bound by a recorded covenant, easement or agreement requiring the owners and all subsequent owners, heirs, or assigns to maintain the required number of off-site parking spaces during the existence of the use to which the parking is appurtenant.

12.6. Joint Use of Off-Street Parking Spaces

1. A single parking area may contain required spaces for several different uses, but except as otherwise provided in this section, the required spaces assigned to one use may not be credited to any other use.

2. The same spaces may be credited to two or more uses to the extent that the uses operate at different times. For example, if a church parking lot is generally occupied only 50 percent of capacity on days other than Sunday, another use could make use of 50 percent of the church parking spaces on those other days. The Planning Commission shall determine, based upon

information submitted by the applicant, the appropriate proportion of shared parking.

12.7. General Design Standards in Commercial, Industrial, Institutional and Community Uses

1. Parking areas shall be designed so that vehicles may exit such areas without backing onto a public street.

2. Parking areas shall be designed so that vehicles cannot extend beyond the perimeter of such areas onto adjacent properties or public rights-of-way.

3. Parking circulation areas shall be designed so that vehicles can proceed safely without posing a danger to pedestrians or other vehicles and without interfering with parking areas.

4. No required parking shall be located in any required buffer.

5. All parking lots shall be landscaped in accordance with the requirements of Article 14.

6. There shall not be more than one entrance and exit or one combined entrance and exit along any street frontage, unless deemed necessary by the Zoning Administrator, in order to alleviate traffic congestion and interference along such street.

7. Paved pedestrian walkways shall be provided on-site as necessary to protect pedestrians and promote the safe and efficient movement of pedestrians and vehicles.

12.8. Special Provisions for Lots with Existing Buildings

Whenever a lot exists with one or more structures on it constructed prior to the effective date of this Ordinance; and (a) a change in use that does not require enlargement of a structure is proposed for such lot; and (b) the parking requirements of Section 12.3 that would be applicable as a result of the proposed change cannot be satisfied on such lot because sufficient area is not available, the lot need only comply with Section 12.3 to the extent that parking space is practically available on the lot where the development is located.

12.9. Loading Spaces

1. Whenever the normal operation of any use requires that goods, merchandise or equipment be routinely delivered to or shipped from that use, a sufficient off-street loading area must be provided in accordance with this section to accommodate the delivery or shipment operations in a safe and convenient manner.

2. The off-street loading area shall be of sufficient size to accommodate the numbers and types of vehicles that are likely to use the area, given the nature of the proposed use. The following table indicates the number of spaces that are generally

assumed to satisfy the standards of this subsection. However, the Planning Commission may require more or fewer loading spaces if reasonably necessary to satisfy these standards.

| Gross Floor Area | Number of Loading Spaces |
|---|---|
| 1,000 - 19,000 | 1 |
| 20,000 - 79,000 | 2 |
| 80,000 - 127,000 | 3 |
| 128,000 - 200,000 | 4 |

Plus one space for each additional 50,000 square feet or fraction thereof.

3. A standard loading space shall be at least 17 feet by 25 feet with a minimum vertical clearance of 15 feet.

4. Off-street loading areas shall be located and designed so that the vehicles intended to use them can:

   a. maneuver safely and conveniently to and from a public right-of-way, and.
   b. complete the loading and unloading operations without obstructing or interfering with any public right-of-way or any parking space or parking lot aisle.

5. No off-street loading area shall be used to satisfy the requirements for off-street parking, nor shall any portion of any off-street parking area be used to satisfy the area requirements for loading and unloading facilities.

6. The Planning Commission is authorized to waive the loading requirements in the B-1 district when a determination is made that the proposed use can be adequately served by an existing on or off-street loading area or where provision of a loading area is not feasible because of the location of existing buildings or structures.

7. Required off-street loading spaces may be provided jointly for two or more uses subject to the approval of the Planning Commission. The overall number of loading spaces may be reduced by the Planning Commission where adjacent uses can demonstrate that they can be adequately served by a shared loading facility.

12.10. Surface Requirements for parking areas

1. The surface of all parking areas shall be paved with a durable, dust-free and hard material, such as asphalt, concrete, brick, or some comparable material. Alternative surface materials such as porous pavement, gravel-pave, and grasscrete may be approved by the Zoning Administrator for all or a portion of the parking lot.

2. All off-street parking and loading areas shall be appropriately marked with painted lines or other markings.

3. All off-street parking and loading areas shall be properly maintained. Specifically, all off-street parking and loading areas shall be kept in good condition (for example, dust-free, free from potholes and all lines and marking kept clearly visible).

4. The perimeter of all parking areas shall be defined by curb, bricks, stones, or other similar devices.

12.11. Spaces for the handicapped

Handicap spaces for nonresidential uses shall be provided in accordance with the latest edition of the Virginia Uniform Statewide Building Code ("VUSBC") and the most current Americans with Disabilities Act Accessibility Guidelines ("ADAAG"), or their successor governing regulations and guidelines. The designated handicap spaces shall be considered part of, rather than in addition to, the required number of parking spaces. The handicap spaces shall meet the dimension requirements as set forth in section 12.4 of this Article.

**[Last Amended September 6, 2023]**