



OFF-STREET PARKING

PH-023

Community Development Department

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Chapter 15.550 OFF-STREET PARKING

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15.550.010 Purpose.

The purpose of this chapter is to provide adequate parking for all uses allowed in this title, to reduce demand for parking by encouraging alternative means of transportation including public transit and bicycles, and to increase pedestrian mobility by:

- A. Setting minimum off-street parking standards for different land uses and districts that assure safe, convenient and adequately sized parking facilities;
- B. Recognizing that developed properties are likely to support a variety of different uses over time; and
- C. Providing for parking and storage of bicycles. [Ord. 4656 § 1 (Exh. O2), 2013.]

15.550.020 Authority and application.

- A. The regulations of this chapter apply to all off-street parking areas in all zoning districts within the [city](#) of Ellensburg.
- B. The regulations of this chapter apply to all new [development applications](#), all new parking [lot](#) construction or enlargement. In addition, these regulations shall apply at the time of enlarging, moving or increasing the capacity of

existing structures by creating or adding dwelling units, commercial or industrial floor space, or seating facilities, and shall also apply when an existing land use within an existing structure is changed to a category of land use as set forth below that is different than the category of land use (as set forth in Table 15.550.040(A)) for which the existing parking facility was designed and installed.

C. Whenever a building or use is expanded, enlarged or altered, additional off-street parking will be required for such expansion, enlargement or alteration based on the additional square footage of the expansion, enlargement or alteration, not on the total square footage of the building. However, in the event of enlargement or alteration of a structure, no additional off-street parking need be provided where the number of parking spaces required for such expansion, enlargement, or alteration is less than 10 percent of the off-street parking requirement specified in this chapter.

D. Before an occupancy permit may be granted for any new or enlarged building or for a change of use in any existing building, the use shall be required to meet the provisions of this chapter.

E. If this chapter does not specify a parking requirement for a land use, the director shall establish the minimum requirement based on a study of anticipated parking demand. Transportation demand management actions taken at the site shall be considered in determining anticipated demand. In the study the applicant shall provide sufficient information to demonstrate that the parking demand for a specific land use will be satisfied. Parking studies shall be prepared by a professional engineer with expertise in traffic and parking analyses, or an equally qualified individual as authorized by the director. [Ord. 4656 § 1 (Exh. O2), 2013.]

15.550.030 Parking plan – Building permit, surety bond, and occupancy requirements.

A. Building Permit. No building permit nor parking lot construction or enlargement shall be issued until a parking plan showing provisions for the required off-street parking, as specified in this chapter, has been submitted and approved by the director. The plan shall clearly indicate the proposed development, including parking lot location, size, shape, design, number of spaces, curb cuts, lighting, landscaping, and other features and appurtenances required by this chapter. The landscaping requirements for parking areas shall also meet the requirements of Chapter 15.570 ECC. The parking plan shall show/state the number of parking spaces and handicap spaces required and provided.

B. Surety. Before a building permit is issued for any building or structure for which this chapter requires off-street parking and where such off-street parking is not to be contained within the building for which the building permit is requested, the director may require that the applicant provide the city with a surety bond or other sufficient security approved by the city attorney guaranteeing to the city the installation and improvement of the required off-street parking

within a time not to exceed six months following the completion of the building(s) for which such off-street parking is to be provided.

C. Occupancy. All required off-street parking areas must be completed and landscaped prior to occupancy of any structure except as provided in Chapter 15.570 ECC, Landscaping. [Ord. 4656 § 1 (Exh. O2), 2013.]

15.550.040 Computation of required off-street parking spaces.

A. Spaces Required. Except as modified in subsections below, off-street parking areas shall contain at a minimum the number of parking spaces as stipulated in the following table. Off-street parking ratios expressed as number of spaces per square feet means the usable or net square footage of floor area, exclusive of nonpublic areas. Nonpublic areas include but are not limited to building maintenance areas, storage areas, closets or restrooms. If the formula for determining the number of off-street parking spaces results in a fraction, the number of off-street parking spaces shall be rounded to the nearest whole number with fractions of 0.50 or greater rounding up and fractions below 0.50 rounding down.

Table 15.550.040(A). Computation of required off-street parking spaces.

Category of Land Use	Minimum Parking Spaces Required
RESIDENTIAL/LODGING	
Dwelling, single-family/duplex/townhouse	2.0 per <u>dwelling unit</u> ; for <u>structures</u> containing more than 4 bedrooms, one additional space for each bedroom in excess of 4 shall be provided. NOTE: Tandem parking to accommodate 2-car garages are permitted for single-family and <u>duplex</u> dwelling units.
<u>Accessory dwelling unit</u>	1.0 per unit
Apartment:	
Studio units	1.2 per <u>dwelling unit</u>
Studio units in C-C zone outside of the downtown historic district	0.7 per <u>dwelling unit</u>
One bedroom units	1.5 per <u>dwelling unit</u>
One bedroom units in C-C zone outside of the downtown historic district	0.7 per <u>dwelling unit</u>

Table 15.550.040(A). Computation of required off-street parking spaces.

Category of Land Use	Minimum Parking Spaces Required
2 bedroom units or larger	1.0 per bedroom
<u>Cottage housing</u>	1.5 per <u>dwelling unit</u>
<u>Senior housing</u>	1.0 per <u>dwelling unit</u> (this may be reduced based on the characteristics of the use)
<u>Adult family home</u>	2.0 per <u>dwelling unit</u> ; for <u>structures</u> containing more than 4 bedrooms, one additional space for each bedroom in excess of 4 shall be provided. NOTE: Tandem parking to accommodate 2-car garages are permitted
<u>Senior citizen assisted housing</u>	1.0 per 2 dwelling or sleeping units
<u>Community residential facilities</u>	1.0 per 2 bedrooms
<u>Boarding houses, lodging houses, sororities, fraternities</u>	1.0 per bedroom
Hotel/motels (where restaurants and conference facilities are included, see standards for applicable use)	1.0 per guest room
<u>Bed and breakfast</u> guesthouse	1.0 per guest room, plus 2.0 per facility
GENERAL <u>RETAIL</u> AND SERVICE	
Offices, banks, medical clinics, supermarkets, <u>retail</u> shops, <u>department</u> stores, or similar uses	1.0 per 300 square feet of <u>gross floor area</u>
General <u>retail</u> or service use with drive-in facility	Same parking for <u>retail</u> and service as provided herein, plus sufficient off-street drive-through stacking area to accommodate 3 <u>vehicles</u> without negatively impacting other required parking areas, ingress and egress into such parking areas, or traffic on public <u>streets</u>
<u>Day care</u> facility	1.0 per employee plus 1.0 temporary loading parking

Table 15.550.040(A). Computation of required off-street parking spaces.

Category of Land Use	Minimum Parking Spaces Required
FOOD AND BEVERAGE	per each 8 full-day equivalent children
Restaurant, taverns, or similar uses where patrons sit down for service	1.0 per 200 square feet of <u>gross floor area</u> for sit-down facilities with a minimum number of 5 spaces required
Drive-in restaurant Drive-in coffee stand	Same parking as restaurant plus sufficient off-street drive-through stacking area to accommodate 6 <u>vehicles</u> without negatively impacting other required parking areas, ingress and egress into such parking areas, or traffic on public <u>streets</u> 2.0 per facility plus sufficient off-street drive-through stacking area to accommodate 6 <u>vehicles</u> without negatively impacting other required parking areas, ingress and egress into such parking areas, or traffic on public <u>streets</u>
<u>PLACES OF ASSEMBLY</u>	
Churches, funeral homes, mortuaries, clubs, lodges, museums, auditoriums, <u>theaters</u> , conference facilities, public or commercial recreational facilities, or similar uses	0.25 per <u>person</u> of maximum <u>occupancy</u> as established by the fire marshal with a minimum of 5 spaces required
INDUSTRIAL AND LAND CONSUMPTIVE USES	
Wholesale trade, warehousing (including <u>miniwarehouse</u> facilities), processing and manufacturing facilities, heavy equipment repair, lumber <u>yard</u> , car sales, or similar land consumptive but low traffic generation uses	1.0 per 1,500 square feet of <u>gross floor area</u> for <u>structures</u> up to 20,000 square feet in gross size with a minimum of 5 spaces required OR 1.0 per 2,000 square feet of <u>gross floor area</u> for <u>structures</u> greater than 20,000 square feet in gross size NOTE: For <u>vehicle</u> sales <u>lots</u> , the sales area is not considered to be a parking facility and does not have

Table 15.550.040(A). Computation of required off-street parking spaces.

Category of Land Use	Minimum Parking Spaces Required
	to comply with the requirements of this chapter. However, all required parking must be designed and reserved for customer parking only.
PUBLIC AND QUASI <u>PUBLIC USES</u>	
<u>Hospital</u>	1.5 per each 5 beds with a minimum of 5 spaces required
Elementary and junior high <u>schools</u>	1.0 per classroom, plus 1 per 50 students
High <u>schools</u> , college or university, trade <u>school</u> , or business <u>school</u>	1.0 per classroom, plus 1 per 10 students
Governmental office	1.0 per 350 square feet of <u>gross floor area</u>

B. Uses in the C-C Zone. There are no off-street parking requirements for any uses in the C-C zone, except residential uses located outside of the downtown historic district shall provide at least 0.7 parking spaces per bedroom (studio apartments shall be considered a one bedroom apartment).

C. Shell Building Permit Applications. When the city has received a shell building permit application, off-street parking requirements shall be based on the possible tenant improvements or uses authorized by the zone designation and compatible with the limitations of the shell permit. When the range of possible uses result in different parking requirements, the director shall establish the amount of parking based on a likely range of uses.

For example, an applicant submits a permit for a 5,000 square foot shell building in the C-H zone. The zone allows for a range of retail, personal, and general service retail uses. Most permitted uses in this zone fall in the category of general retail and service uses in Table 15.550.040(A) which requires one space per 300 square feet of gross floor area. Restaurants require more parking (one space per 200 square feet of gross floor area). While the director might find it unreasonable to require parking for the “worst case scenario” in terms of possible use types, he or she will typically choose a requirement that falls between the possible use scenarios. In this case, the odds are that most possible uses fall in the general retail and service use category with a lower parking requirement, though a slightly higher parking requirement would make sense given the possibility of a use such as a restaurant, which requires greater parking. Thus, a compromise standard, requiring a minimum of one space per 275 square feet of gross floor area would be reasonable in this instance.

D. Other Provisions of Code. Where other provisions of this code stipulate reduced minimum parking requirements, those provisions shall apply.

E. Bicycle Parking. [Multifamily](#) and nonresidential [developments](#) shall provide for bicycle parking per the standards below:

1. Amount of Bicycle Parking.

Table 15.550.040(B). Computation of required off-street bicycle parking spaces.

Category of Land Use	Minimum Parking Spaces Required
Single-family dwelling	None
Multifamily dwelling	0.5 space per dwelling unit (units with private garages are exempt)
Hotel/motels	1.0 per 20 guest rooms
Offices, banks, medical clinics, supermarkets, retail shops, department stores, or similar uses	1.0 per 5,000 square feet of gross floor area for up to 50,000 square feet, then 1.0 per 10,000 square feet beyond 50,000
Restaurant, taverns, or similar uses where patrons sit down for service	1.0 per 800 square feet of gross floor area
All other uses	1.0 per 5 required vehicle parking spaces

2. Parking Location and Design – Nonresidential Uses. Bicycle facilities for patrons shall be located within 100 feet of the [building](#) entrance and located in safe, visible areas that do not impede pedestrian or [vehicle](#) traffic flow. Proper lighting of area is required per Chapter [15.580](#) ECC.

3. Parking Location and Design – Residential Uses. Bicycle facilities for residents shall be located within 100 feet of all [building](#) or individual unit entrances and located on the ground level in safe, visible areas that do not impede pedestrian or [vehicle](#) traffic flow. Proper lighting of area is required per Chapter [15.580](#) ECC.

4. Bicycle parking hardware shall be [installed](#) according to its manufacturer’s instructions, allowing adequate clearance for bicycles and their riders.

5. Projects in the C-C zone may contribute to a bicycle parking fund (subject to establishment by the [city](#)) maintained by the [city](#) in lieu of required parking set forth in Table 15.550.040(B). Calculation of the required fund contributions will be based on the cost to purchase, install, and maintain bicycle parking and associated [improvements](#). The cost will be adjusted annually by the [city](#). The fund will be used by the [city](#) to provide bicycle parking in the C-C zone and in other locations within the [city](#).

F. **Primary Use.** The minimum number of parking spaces shall be computed based on the primary uses on the property, except as stated in subsection (G) of this section that addresses [accessory uses](#). When there are two or more separate primary uses on a property, the required off-street parking for the property is the sum of the required parking for the individual primary uses.

G. **Accessory Use.** When more than 20 percent of the [gross floor area](#) on a property is in an [accessory use](#), the required off-street parking shall be calculated separately for the [accessory use](#) and for the primary use and then added together for the total required off-street parking. When 20 percent or less of the [gross floor area](#) on a property is in an [accessory use](#), the required off-street parking shall be calculated on the [gross floor area](#) of the [building](#) as if it were all under the primary use.

Examples:

1. A 40,000 square foot [building](#) containing a 30,000 square foot warehouse space (75 percent of total) and a 10,000 square foot accessory office space (25 percent of total). The minimum parking requirement would be calculated separately for the office use and the warehouse use and then added together.

2. The same 40,000 square foot [building](#) containing a 35,000 square foot warehouse space (88 percent of total) and a 5,000 square foot accessory office space (12 percent of total). The required parking would be based solely on the [gross floor area](#) of the [building](#) as if it were all the primary use (40,000).

H. **On-Street Parking.** On-street parking immediately adjacent to the property may be counted towards the parking requirement for nonresidential uses.

I. **Off-Site Parking.** [Off-site](#) parking is not permitted for residential uses outside of the C-C zone, except for guest parking provisions associated with local access [streets](#) per ECC [15.410.040\(B\)\(2\)](#). For nonresidential uses, a maximum of 25 percent of the required off-street parking for a [building](#) or use may be located on a separate [lot](#) of record.

Specifically:

1. The location of the [off-site](#) parking shall be within 600 feet of any property line of the property for which the [off-site](#) parking is provided;
2. [Off-site](#) parking facilities are subject to applicable design provisions in this division, including site orientation standards in Chapter [15.510](#) ECC, site planning and design elements in Chapter [15.520](#) ECC, and landscaping standards in Chapter [15.570](#) ECC;
3. There shall be sidewalks or paved pedestrian paths between the [off-site](#) parking site and the use for which the [off-site](#) parking is provided;
4. There shall be adequate lighting to provide safe walking between the [off-site](#) parking and the use for which the [off-site](#) parking is provided;
5. The owner of the [off-site](#) parking property shall execute a covenant in a form acceptable to the [city](#) attorney that shall clearly:
 - a. Identify the legal description of the property that is to benefit from the [off-site](#) parking [lot](#) and the legal description of the [off-site](#) property that is to be encumbered in whole or in part by the covenant;
 - b. Specify the terms and conditions of the such encumbrance; and
 - c. Clearly state that the terms of the covenant cannot be modified or revoked without the written consent of the [city](#) council.

The covenant shall be recorded with the Kittitas County auditor's office to run as a deed restriction on both the benefited and encumbered properties as long as the business requiring these [off-street parking spaces](#) is in operation. A copy of the recorded covenant shall be provided to the community [development](#) department. [Ord. 4656 § 1 (Exh. O2), 2013.]

15.550.050 Continued use of required parking spaces.

- A. Continued Use. Required [off-street parking spaces](#) must be available for the continued use of residents, customers, or employees of the use and the continued use of a [building](#) or [structure](#) or property for which off-street parking is required shall be conditioned upon the continued existence of such off-street parking.
- B. Assignment Prohibited. Required [off-street parking spaces](#) may not be assigned in any way to another use on another site except as provided in ECC [15.550.060](#) relating to cooperative parking facilities.

C. Use for Non-Parking Purposes Prohibited. Required [off-street parking spaces](#) shall not be used for the parking of equipment or for storage of materials or goods or inoperable [vehicles](#). Use of required off-street parking for commercial or other purposes in conjunction with special events of a limited and specific duration shall require separate review and approval by the [director](#) in conjunction with the special event function.

D. Maintenance Required. The off-street parking required by this chapter shall be maintained in a good and functioning condition as determined by the [director](#) based on a review and recommendation by the public works [department](#). [Ord. 4656 § 1 (Exh. O2), 2013.]

15.550.060 Cooperative parking facilities.

Cooperative parking facilities may be provided subject to the approval of the [director](#) where two or more land uses can be joined or coordinated to achieve efficiency of vehicular and pedestrian circulation, economy of space, and a superior grouping of [buildings](#) or uses. When cooperative parking facilities can be provided, the [director](#) may reduce the [on-site](#) parking requirements based on the following criteria:

A. Peak demand occurs at distinctly different times.

B. The minimum required parking for a multi-tenant facility shall be based upon the minimum amount necessary to satisfy the highest average daily peak demand generated by the uses at a single time period. In no case shall the minimum required parking for a multi-tenant facility be less than 60 percent of the total required for all uses in the facility.

C. The continuation of the cooperative facility shall be assured by a sufficient legal document, such as a covenant or reciprocal [easement](#) agreement, or by participation in a local [improvement](#) district or parking cooperative or association. If a covenant is used, the owner of the [off-site](#) parking property shall execute a covenant in a form acceptable to the [city](#) attorney that shall clearly:

1. Identify the legal description of the properties that are to benefit from the cooperative parking facilities and the legal description of the property that is to be encumbered in whole or in part by the covenant;
2. Specify the terms and conditions of the such encumbrance; and
3. Clearly state that the terms of the covenant cannot be modified or revoked without the written consent of the [city](#) council.

The covenant shall be recorded with the Kittitas County auditor’s office to run as a deed restriction on both the benefited and encumbered properties. A copy of the recorded covenant shall be provided to the community development department.

D. Shared parking associated with multi-tenant retail and commercial facilities will be considered to be a cooperative parking facility. Lease agreements recorded per subsection (C) of this section will satisfy the requirement for a sufficient legal document.

E. In the event that the uses subject to the cooperative parking facility agreement change to different categories of use than the original uses, the new uses must be reviewed by the director to ensure that there is adequate on-site parking for the new use combined with the other uses subject to the cooperative parking facility agreement. [Ord. 4656 § 1 (Exh. O2), 2013.]

15.550.070 Loading space requirements.

A. Every nonresidential building engaged in retail, wholesale, manufacturing, or storage activities, excluding self-service storage facilities, shall provide loading spaces in accordance with the standards listed below:

Table 15.550.070(A). Loading space requirements for retail, wholesale, manufacturing, or storage activities, excluding self-service storage facilities.

<u>Gross Floor Area</u>	Required Number of Loading Spaces
10,000 to 40,000 square feet	1
40,001 to 96,000 square feet	2
96,001 to 160,000 square feet	3
160,001 to 196,000 square feet	4
For each additional 70,000 square feet	1 additional

B. Every building engaged in hotel, office building, restaurant, hospital, auditorium, convention hall, exhibition hall, sports arena/stadium or other similar use shall provide loading spaces in accordance with the standards listed below:

Table 15.550.070(B). Loading space requirements for hotel, office building, restaurant, hospital, auditorium, convention hall, exhibition hall, sports arena/stadium or other similar uses.

<u>Gross Floor Area</u>	Required Number of Loading Spaces
40,000 to 120,000 square feet	1
120,001 to 264,000 square feet	2
264,001 to 520,000 square feet	3
520,001 to 784,000 square feet	4
784,001 to 920,000 square feet	5
For each additional 200,000 square feet	1 additional

C. For storefronts and other similar buildings sited adjacent to a street without individual businesses over 10,000 square feet and no alley access, loading space may be provided by on-street designated loading zones upon approval of the public works director as a Type I decision based on access and safety considerations. A site plan, proposed conditions, and reason for on-street loading facilities shall be included in the application.

D. Each loading space required by this section shall be a minimum of 10 feet wide, 30 feet long, and have an unobstructed vertical clearance of 14 feet six inches, and shall be surfaced, improved and maintained as required by this chapter. Loading spaces shall be located so that trucks shall not obstruct pedestrian or vehicle traffic movement or project into any public right-of-way. All loading space areas shall be separated from parking areas and shall be designated as truck loading spaces.

E. Any loading space located within 100 feet of areas zoned for residential use shall be screened and operated as necessary to reduce noise and visual impacts. Noise mitigation measures may include architectural or structural barriers, beams, walls, or restrictions on the hours of operation.

F. Multi-story self-service storage facilities shall provide two loading spaces, and single-story facilities one loading space, adjacent to each building entrance that provides common access to interior storage units. Each loading berth shall measure not less than 25 feet by 12 feet with an unobstructed vertical clearance of 14 feet six inches, and shall be surfaced, improved and maintained as required by this chapter. Any floor area additions or structural alterations to a building shall be required to provide loading space or spaces as set forth in this chapter. [Ord. 4656 § 1 (Exh. O2), 2013.]

15.550.080 Parking lot design and construction standards.

A. Parking Area Access Standards. See Section 6, Parking Standards, of the city's public works development standards.

B. Parking Stall and Aisle Dimensions. See Section 6, Parking Standards, of the [city's public works development standards](#).

C. Parking Area [Development](#) and Design Provisions.

1. For parking area surfacing standards, see Section 6, Parking Standards, of the [city's public works development standards](#). Fire lane shall be in accordance with the International Fire Code (IFC) as adopted in ECC Title [3](#).

2. For [on-site](#) parking [lot](#) location standards along [street](#) frontages, see Chapter [15.510](#) ECC, Site Orientation.

3. For pedestrian access provisions within parking [lots](#), see ECC [15.520.040](#), Internal pedestrian access and design.

4. For lighting standards, see Chapter [15.580](#) ECC, Outdoor Lighting.

5. For parking [lot](#) screening and internal landscaping, see ECC [15.570.050\(A\)](#), Surface Parking [Lot](#) Landscaping. [Ord. 4656 § 1 (Exh. O2), 2013.]