

18.52.030 Basic Parking Regulations

(a) Applicability

The regulations of this chapter apply to all parking areas in all districts established by this title.

(b) Parking Required

Off-street parking, loading and bicycle facilities shall be provided for any new building constructed and for any new use established, for any addition or enlargement of an existing building or use, and for any change in the occupancy of any building or the manner in which any use is conducted that would result in additional spaces being required, subject to the provisions of this chapter.

(c) Non-Conformance Due to Parking Requirements

No use of land lawfully existing on July 20, 1978 is nonconforming solely because of the lack of off-street parking, loading, or bicycle facilities prescribed in this chapter; provided, that facilities being used for off-street parking on July 20, 1978, shall not be reduced in capacity to less than the number of spaces prescribed in this chapter or altered in design or function to less than the minimum standards prescribed in this chapter except for the allowed reductions in parking and the modifications to existing facilities allowed pursuant to Sections 18.52.045 and 18.52.050.

(d) Additions or Changes of Use

For additions or enlargements of any existing building or use, or any change of occupancy or manner of operation that would increase the number of parking, loading or bicycle spaces required, the additional parking shall be required only for such addition, enlargement, or change and not for the entire building or use.

(e) Parking Spaces Exclusive

Parking, loading or bicycle spaces required by this chapter for any building or use shall not be considered to meet the requirement for any other building or use, except where a joint facility serving more than one building or use contains the total number of spaces required for each building or use separately, or where adjusted parking requirements for joint use parking facilities are specifically authorized pursuant to Section 18.52.050.

(f) Design of Parking Spaces

Parking, loading or bicycle facilities required by this chapter, or provided optionally in addition to the minimum requirements prescribed by this chapter, shall conform to the design standards set forth in Chapter 18.54.

(g) Term of Parking Requirement

Parking, loading and bicycle facilities required by this chapter shall be maintained for the duration of the use requiring such facilities, except as authorized pursuant to Section 18.52.050.

(g) Location of Parking Spaces

All off-street parking facilities required by this chapter shall be located on the same site as the use for which such facilities are required, except as authorized pursuant to Section 18.52.050.

(h) Parking Provided in Excess of Requirement

No use shall be required to provide more spaces than prescribed by this chapter, or prescribed by the director in accord with this chapter, or prescribed by any conditional use permit, variance, or planned community district. Where additional spaces are provided, such spaces may be considered as meeting the requirements for another use, subject to Sections 18.52.050 and 18.52.080.

(i) Transportation Demand Management Plan

(1) Requirement for TDM Plan: A Transportation Demand Management (TDM) Plan to reduce and manage the number of single-occupant motor vehicle trips generated by the project shall be prepared and submitted by the applicant in the following circumstances:

- A. For all projects that generate 50 or more net new weekday (AM or PM peak hour) or weekend peak hour trips;
- B. For all projects claiming a reduction in net new trips due to proximity to public transit or the implementation of a TDM plan; and
- C. For all projects requesting a parking reduction.

(2) The Director shall have the authority to adopt guidelines for preparing TDM plans and when applicable shall coordinate such guidelines with the Transportation Management Association.

(Ord. 5504 § 3, 2020: Ord. 5432 § 13 (part), 2018: Ord. 5406 § 11, 2017: Ord. 4964 § 3 (part), 2007)

18.52.040 Off-Street Parking, Loading and Bicycle Facility Requirements

(a) Parking Requirements

In each district, off-street parking, loading and bicycle facilities for each use shall be provided in accordance with Tables 1

and 2, shown in subsection (c) of this Section 18.52.040. For affordable housing developments qualifying for density bonuses under Chapter 18.15 of the Palo Alto Municipal Code, adjustments to parking requirements will be calculated in accordance with Chapter 18.15. The requirement for any use not specifically listed shall be determined by the director on the basis of requirements for similar uses, and on the basis of evidence of actual demand created by similar uses in Palo Alto and elsewhere, and such other traffic engineering or planning data as may be available and appropriate to the establishment of a minimum requirement.

(b) Calculation of Required Parking

Off-street parking, loading and bicycle facility requirements established by subsection (a) shall be applied as follows:

- (1) Where the application of the schedule results in a fractional requirement, a fraction of 0.5 or greater shall be resolved to the next higher whole number.
- (2) For purposes of this chapter, gross floor area shall not include enclosed or covered areas used for off-street parking or loading, or bicycle facilities.
- (3) Where uses or activities subject to differing requirements are located in the same structure or on the same site, or are intended to be served by a common facility, the total requirement shall be the sum of the requirements for each use or activity computed separately, except as adjusted by the director under the provisions of Table 1 or Section 18.52.050. The director, when issuing a permit(s) for multiple uses on a site, may restrict the hours of operation or place other conditions on the multiple uses so that parking needs do not overlap and may then modify the total parking requirement to be based on the most intense combination of uses at any one time.
- (4) Where requirements are established on the basis of seats or person capacity, the building regulations provisions applicable at the time of determination shall be used to define capacity.
- (5) Where residential use is conducted together with or accessory to other permitted uses, applicable residential requirements shall apply in addition to other nonresidential requirements, except as provided by Sections 18.52.050 and 18.52.080.
- (6) The parking requirements outlined in Tables 1 and 2 are inclusive of parking spaces that fulfill accessibility requirements set forth in Title 16 (Building Code) of the Municipal Code in compliance with the Americans with Disabilities Act (ADA).
- (7) A parking space served by EVSE or a parking space designated for future installation of EVSE (EV Ready) shall count as one standard automobile parking space for purposes of the parking requirements outlined in Tables 1 and 2.
- (8) A van-accessible parking space or accessible parking space with an adjacent accessible path of travel shall count as at least two standard automobile parking spaces for purposes of the parking requirements outlined in Tables 1 and 2, inclusive of van-accessible parking spaces served by EVSE or designated as EV Ready.
- (9) Motorcycle parking shall not count towards the vehicle parking requirements outlined in Tables 1 and 2.
- (10) The area of a parklet permitted per Chapter 12.11 shall not be counted toward a business' gross floor area for the calculation of minimum off-street parking requirements whether within a parking assessment district or outside of parking assessment districts.

(c) Tables 1, 2 and 3: Parking, Bicycle, and Loading Requirements

Tables 1 and 2 below outline vehicle and bicycle parking requirements in general and for Parking Assessment Districts, respectively. Table 3 outlines loading requirements for each land use. For mixed-use projects, the requirements for each land use shall be applied and required for the overall project.

Table 1

Minimum Off-Street Parking Requirements

Use	Vehicle Parking Requirement (# of spaces)	Bicycle Parking Requirement	
		Spaces	Class ¹ Long Term (LT) and Short Term (ST)
Use	Vehicle Parking Requirement (# of spaces)	Bicycle Parking Requirement	
		Spaces	Class ¹ Long Term (LT) and Short Term (ST)

RESIDENTIAL USES			
Single-Family Residential (Primary Unit)	Tandem Parking Allowed		
(a) In the OS district	4 spaces, of which at least one space must be covered	None	
(b) In all other districts	2 spaces, of which at least one space must be covered		
(c) Underground parking for single family uses is prohibited, except pursuant to a variance granted in accordance with the provisions of Chapter 18.76 (Permits and Approvals) of this title, in which case the area of the underground garage shall be counted toward the gross floor area.			
Accessory Dwelling Unit	No parking required	None	
Junior Accessory Dwelling Units	No parking required	None	
Two-Family Residential (R-2 & RMD Districts)	1.5 spaces per unit, of which at least one space per unit must be covered Tandem Parking Allowed, with one tandem space per unit, associated directly with another parking space for the same unit	1 space per unit	100% - LT
(R-1 and RE Districts, pursuant to Section 18.42.180)	At least one space per unit. No spaces required if the unit is located within one-half mile walking distance of either a high-quality transit corridor or a major transit stop, as defined in California Public Resources Code Sections 21155 and 21064.3 respectively, or located within one block of a car share vehicle	1 space per unit	100% - LT
Multiple-Family Residential	1 per micro unit ⁽²⁾ 1 per studio unit 1 per 1-bedroom unit 2 per 2-bedroom or larger unit At least one space per unit must be covered Tandem parking allowed for any unit requiring two spaces (one tandem space per unit, associated directly with another parking space for the same unit, up to a maximum of 25% of total required spaces for any project with more than four (4) units)	1 per unit	100% - LT
(a) Guest Parking	No additional guest parking required	1 space for each 10 units	100%-ST
Senior Housing ^{(3) (5)}	0.75 per unit		
EDUCATIONAL, RELIGIOUS, AND ASSEMBLY USES			
Business and Trade Schools	1 space per 4-person capacity, or 1 per 250 sf of gross floor area, whichever is greater	1 per 40-person capacity, or 1 per 2,500 sf, whichever is greater	40% LT 60% Covered ST
Religious Institutions	1 space for each 4 seats or 4-person capacity, based on maximum use of all facilities at the same time, or as adjusted by the director as part of a conditional use permit.	1 space per 40 seats or 40 person capacity, based on maximum use of all facilities at the same time	20% - LT 80%-ST, or as adjusted by the director as part of a conditional use permit
Mortuaries	1 space for each 4 seats or 4-person capacity, plus funeral procession queue capacity of 5 cars	2 spaces	100%-ST
Private Schools and Educational Facilities:			
(a) Elementary (K-5)	2 spaces per teaching station	1 space for every 5 students	100%-ST, enclosed

(b) Grades 6-8	2 spaces per teaching station	1 space for every 5 students	
(c) Grades 9-12	4 spaces per teaching station	1 space for every 5 students	
Private Clubs, Lodges, and Fraternal Organizations	1 space for each 4 seats or 4-person capacity based on maximum use of all space at one time, or as adjusted by the director as part of a conditional use permit	1 space for each 40 seats or 40-person capacity based on maximum use of all space at onetime	20% - LT 80% - ST
RECREATION USES			
Commercial Recreation , including health and fitness clubs	1 space for each 4-person capacity, or as adjusted by the director as part of a conditional use permit, not to exceed a 30% reduction	1 space per 16-person capacity, or as adjusted by the director as part of a conditional use permit	20% - LT 80%-ST or as adjusted by the director as part of a conditional use permit
Community Facilities , including swim club, tennis club, golf course, community centers, neighborhood centers, and similar activities			
HEALTH CARE SERVICES			
Convalescent Facilities	1 per 2.5 patient beds	1 per 25 patient beds	2 LT spaces, remainder ST
Hospitals	1 space for each 1.5 patient beds	1 per 15 patient beds	60% - LT 40% - ST
SERVICE USES			
Animal Care Facilities	1 per 350 sq. ft. of gross enclosed floor area	1 per 3,500 sf (1 space minimum)	80% - LT 20%-ST
Automobile Dealerships	1 per 400 sq. ft. of sales, service and office administration area, and 1 per 500 sq. ft. of exterior sales or display area, excluding automobile storage (not on display)	1 per 10 employees	100%-ST
Automotive Services & Service Stations:			
(a) Service Station	1 per 350 sq. ft. of gross enclosed floor area, plus queue capacity equivalent to the service capacity of gasoline pumps	1 per 10 employees	100%-ST
(b) Services, Enclosed	1 per 350 sq. ft. of enclosed space; and 1 per 500 sq.ft. of exterior sales, display or storage site area (open lot area)	1 per 10 employees	100%-ST
Day Care Centers	1 per 1.5 employees	1 per 6 employees	100%-ST
Day Care Homes, Adult (Small)	2 per dwelling unit, one of which shall be covered	None	
Day Care Homes, Adult (Large)	2 per dwelling unit, one of which shall be covered, plus any additional spaces required by conditional use permit to serve visitors and employees not residing at the home	None	
Day Care Homes, Family (Small)	2 per dwelling unit, one of which shall be covered	None	
Day Care Homes, Family (Large)	2 per dwelling unit, one of which shall be covered, plus one for each employee not residing at the home	None	
Financial Services:			
Financial services including: banks and savings and loan offices	1 per 250 sq. ft.	1 per 2,500 sf	40% - LT 60% - ST
General Business Services:			
(a) Enclosed	1 per 250 sq.ft.	1 per 2,500 sf	80%- LT 20%-, ST

(b) Open lot	1 per 500 sq. ft. of sales, display or storage site area	1 per 5,000 sf	100%- ST
Personal Services	1 per 200 sq. ft. of gross floor area	1 per 2,000 sf	20%-LT 80%-ST
Residential Care Homes	2 spaces (for the residential owners or tenants), one of which shall be covered	None	
Recycling Center	1 space for each attendant	None	
RETAIL USES (4)			
Retail:			
(a) Intensive (retail not defined as extensive)	1 per 200 sq. ft. of gross floor area	1 per 2,000 sf	20% - LT 80%-ST
(b) Extensive (retail with more than 75% of gross floor area used for display, sales and related storage, with demonstrably low parking demand generation per square foot of gross floor area)	1 per 350 sq. ft. of gross floor area	1 per 3,500 sf	20% - LT 4080% - ST
(c) Open lot	1 space for each 500 square feet of sales, display, or storage site area	1 per 5,000 sf	100%-ST
Drive-up windows providing services to occupants in vehicles	Queue line for 5 cars, not blocking any parking spaces, in addition to other applicable requirements	None additional	
Eating and Drinking Services:			
(a) With drive-in or take-out facilities	3 per 100 sq. ft. of gross floor area	3 per 400 sf	40% - LT 60% - ST
(b) All others	1 space for each 60 gross sq. ft. of public service area, plus 1 space for each 200 gross sq. ft. for all other areas.	1 per 600 sf of public service area, plus 1 per 2,000 sf for other areas	
Hotel/Motel/Inn	1 space per guestroom; plus the applicable requirement for eating and drinking, banquet, assembly, commercial or other as required for such uses, less up to 75% of the spaces required for guestrooms, upon approval by the director based on a parking study of parking generated by the mix of uses.	1 space per 10 guestrooms, plus requirements for accessory uses (drinking, banquet, assembly, commercial or other)	100%-ST
Shopping Center	1 per 275 sq. ft. of gross floor area	1 per 2,750 sf	40%-LT 60% - ST
OFFICE USES			
Administrative Offices			
(a) In the RP and ROLM districts	1 per 300 sq. ft. of gross floor area	1 per 3,000 sf	80%-LT 20% - ST
(b) In all other districts	1 per 250 sq. ft. of gross floor area	1 per 2,500 sf	
Medical, professional, and general business offices			
(a) In the RP and ROLM districts	1 per 300 sq. ft. of gross floor area	1 per 3,000 sf	60% - LT 40% - ST
(b) In all other districts	1 per 250 sq. ft. of gross floor area	1 per 2,500 sf	
MANUFACTURING AND PROCESSING			
Manufacturing			
(a) In the RP, and ROLM districts	1 per 300 sq. ft. of gross floor area	1 per 3,000 sf	80% - LT 20% - ST
(b) In all other districts	1 per 500 sq. ft. of gross floor area	1 per 5,000 sf	
Research and Development			

(a) In the RP and ROLM districts	1 per 300 sq. ft. of gross floor area	1 per 3,000 sf	80% - LT 20% - ST
(b) In all other districts	1 per 250 sq. ft. of gross floor area	1 per 2,500 sf	
Warehousing and Distribution			
(a) In the RP and ROLM districts	1 per 300 sq. ft. of gross floor area	1 per 3,000 sf	80% - LT 20% - ST
(b) In all other districts	1 per 1,000 sq. ft. of gross floor area	1 per 10,000 sq. ft.	
OTHER USES			
Any use not specified	To be determined by the director		

1. Long Term (LT) and Short Term (ST) bicycle spaces as described in Section 18.54.060.
2. A "micro-unit" as used herein means a residential unit of 450 square feet or less.
3. Senior housing for purposes of this provision means an independent living facility, not a convalescent or residential care facility.
4. For residential mixed-use developments in the CD-C zone, CC(2) zone, on CN and CS zoned sites abutting El Camino Real, and on CS zoned sites abutting San Antonia Road between Middlefield Road and East Charleston Road, the first 1,500 square feet of ground-floor retail uses shall not be counted toward the vehicle parking requirement.
5. Because these parking standards are reduced from the standards otherwise applicable to multiple-family residential development, projects that utilize these reduced parking standards shall not be eligible for further parking reductions through adjustments under Section 18.52.050, Table 4.

Table 2

Minimum Off-Street Parking Requirements for Parking Assessment Districts

(IF USE IS NOT LISTED, REFER TO TABLE 1 FOR REQUIREMENTS)

Use	Vehicle Parking Requirement ({}# of spaces)	Bicycle Parking Requirement	
		Class ¹	Spaces
Use	Vehicle Parking Requirement ({}# of spaces)	Class ¹	Spaces
For Downtown University Avenue Parking Assessment District:			
All uses (except residential) ²	1 per 250 square feet	1 per 2,500 square feet	40% - LT 60% - ST
For California Avenue Parking Assessment District:			
Automobile Service Stations	1 per 310 square feet of gross enclosed floor area, plus queue capacity equivalent to the service capacity of gasoline pumps	1 per 10 employees	100%-ST
Automotive Services	1 per 150 square feet of gross floor area, display, or storage on site	1 per 10 employees	100%-ST
Eating and Drinking Services:			
(a) With drive-in or take-out facilities	3 per 100 sf of gross floor area	3 per 400 sf	40% - LT 60%-ST
(b) All others	1 per 155 sf of gross floor area	1 per 1,550 sf	
Financial services:			
(a) Bank, savings and loan offices with 7,500 square feet of floor area or less:	1 per 180 sf of gross floor area	1 per 1,800 sf	40%-LT 60% - ST
(b) Banks, savings and loan offices with more than 7,500 square feet of floor area:	1 per 310 sf of gross floor area		
(c) Others	1 per 180 sf of gross floor area	1 per 1,800 sf	
General Business Services:			
(a) Enclosed	1 per 360 sf of gross floor area	1 per 3,600 sf	80%- LT 20%- ST
(b) Open lot	1 per 500 sf of sales, display or storage site area	1 per 5,000 sf	100%- ST

Medical, professional, and general business offices	1 per 310 sf of gross floor area	1 per 3,100 sf	60%-LT 40% - ST
Personal Services	1 per 450 sf of gross floor area	1 per 4,500 sf	20% - LT 80% - ST
Retail:			
(a) Intensive	1 per 240 sf of gross floor area	1 per 2,400 sf	20%-LT 80% -ST
(b) Extensive	1 per 350 sf of gross floor area	1 per 3,500 sf	
(c) Open lot	1 for each 500 square feet of sales, display, or storage site area.	1 per 5,000 sf	100%-ST
OTHER USES			
Any use not specified	See Table 1		

1. Long Term (LT) and Short Term (ST) bicycle spaces as described in Section 18.54.060.

2. For residential mixed-use developments in the CD-C zone, CC(2) zone, and on CN and CS zoned sites abutting El Camino Real, the first 1,500 square feet of ground-floor retail uses shall not be counted toward the vehicle parking requirement.

Table 3

Minimum Off-Street Loading Requirements

Use	Gross Floor Area	Loading Spaces Required
Use	Gross Floor Area	Loading Spaces Required
RESIDENTIAL USES		
· Single-family residential use	No requirement established	0
· Two-family residential use		
· Multiple-family residential use		
· Dormitory, Fraternity/Sorority, or group housing where meals are provided in common dining facilities	0 - 9,999 sq. ft.	0
· Housing for the elderly or other community facility, where meals are provided in common dining facilities		
	10,000-99,999 sq.ft.	1
	100,000 sq. ft. or greater	2
HEALTH CARE SERVICES		
· Hospitals	0 - 9,999 sq. ft.	0
· Convalescent facilities		
	10,000-99,999 sq.ft.	1
	100,000-199,999 sq.ft.	2
	200,000 sq. ft. or greater	3
SERVICE USES		
Automotive Uses	0 - 29,999 sq. ft.	1
	30,000-69,999 sq.ft.	2
	70,000-120,000 sq. ft.	3
	Each additional 50,000 sq. ft. over 120,000 sq.ft.	1 additional space
· Financial services	0 - 9,999 sq. ft.	0
· Personal services		
· Administrative office services		
	10,000-99,999 sq.ft.	1

	100,000- 199,999 sq. ft.	2
	200,000 sq. ft. or greater	3
RETAIL USES		
· Hotel/Motel/Inn	0 - 9,999 sq. ft.	0
	10,000-99,999 sq.ft.	1
	100,000 – 199,999 sq. ft.	2
	200,000 sq. ft. or greater	3
· Retail Services	0 - 4,999 sq. ft.	0
· Eating and Drinking Services		
	5,000 – 29,999 sq. ft.	1
	30,000 - 69,999 sq. ft.	2
	70,000-120,000 sq. ft.	3
	For each additional 50,000 sq. ft. over 120,000 sq.ft.	1 additional space
OFFICE USES		
· Medical offices		
· Professional offices	0 - 9,999 sq. ft.	0
· General business offices		
	10,000-99,999 sq.ft.	1
	100,000-199,999 sq.ft.	2
	200,000 sq. ft. or greater	3
MANUFACTURING AND PROCESSING USES		
· Warehousing and Manufacturing distribution	0 - 4,999 sq. ft.	0
	5,000 – 29,999 sq. ft.	1
	30,000 - 69,999 sq. ft.	2
	70,000-120,000 sq. ft.	3
	For each additional 50,000 sq. ft. Over 120,000 sq.ft.	1 additional space
· Research and development	0-9,999 sq.ft.	0
	10,000-99,999 sq.ft.	1
	100,000-199,999 sq. ft.	2
	200,000 sq. ft. or greater	3
OTHER USES		
All uses not specifically listed	To be determined by the director	

(d) Residential and mixed use structures with fifty (50) or more dwelling units shall provide at least one (1) on-site, short-term loading space for passenger vehicles, to be used by taxicabs and similar transportation and delivery services.

(Ord. 5594 § 7, 2024: Ord. 5587 § 15, 2023: Ord. 5554 § 31, 2022: Ord. 5542 § 14, 2022: Ord. 5538 § 14, 2021: Ord. 5524 § 2, 2021: Ord. 5512 § 6, 2020: Ord. 5504 § 4, 2020: Ord. 5460 § 11, 2019: Ord. 5412 § 21, 2017: Ord. 5406 § 6, 2017: Ord. 4964 § 3 (part), 2007)

18.52.045 Adjustments to Existing Parking Facilities

(a) The following minor adjustments may be made to existing parking facilities that are intended to remain in substantially the same form after restriping.

(1) Accessibility and EVSE-related equipment.

For sites with existing development, the number on-site parking spaces may be reduced to the minimum extent necessary to: (1) achieve state or federally mandated accessibility requirements or (2) permit installation of electrical utility equipment required for EVSE. A maximum of 10% of the existing automobile parking stalls, or one stall, whichever is greater, may be removed pursuant to this section. The loss of a parking space is not permitted to accommodate EVSE itself. To the extent reasonably feasible, electrical equipment required for EVSE shall be placed in a location that minimizes visibility from the public right-of-way.

(2) Substitution of bicycle parking.

For sites with existing development, where additional bicycle parking facilities cannot reasonably be located outside of the parking facility area, existing automobile parking stalls may be substituted with long- or short-term bicycle parking facilities. The maximum number of substitutions shall be two existing automobile parking spaces, or 10% of the existing automobile parking stalls, whichever is greater. A minimum of four long-term or eight short-term bicycle parking spaces is required per automobile parking space. The bicycle parking spaces are to be located in the same physical location as the automobile spaces they are replacing, which shall be near primary entries of the building on-site or in locations that meet best practices for bicycle parking facilities.

(b) Substitution of religious-use parking for housing development projects.

(1) This subdivision applies to religious institution affiliated housing development projects, as defined by Section 65913.6(a)(5) of the California Government Code.

(2) The developer of a religious institution affiliated housing development project is not required to replace religious-use parking spaces which the developer eliminates as a part of that housing development project. Such a reduction may not exceed fifty percent (50%) of the number of religious-use parking spaces that are available at the time the request is made.

(3) Religious-use parking spaces may count towards parking spaces required for the religious institution affiliated housing development project if:

- (A) There is at least one space per unit,
- (B) The parcel is within one-half mile walking distance of public transit, or
- (C) There is a car share vehicle located within one block of the parcel.

(Ord. 5524 § 3, 2021: Ord. 5504 § 5, 2020)

18.54.060 Bicycle Parking Facilities

Bicycle parking facilities shall be provided for new buildings, addition or enlargement of an existing building, or for any change in the use that results in the need for additional vehicle parking facilities consistent with the parking requirements contained within Section 18.52.040. Bicycle parking facilities required by Section 18.52.040 may contain bicycle parking elements of the types described in subsection (a) below, and arranged according to the layout requirements described in (b) below. The department of planning and development services maintains a list of Approved, Conditionally Approvable, and Prohibited types of bicycle racks and bicycle lockers. Bicycle racks and lockers not on the "Approved" list must be approved by the director. Likewise layout diagram examples specifying clearances and other aspects of bicycle parking areas are also available from the department of planning and development services.

(a) Types of Facilities

Bicycle parking is designed for two types of uses: long-term and short-term. Depending on use, a bicycle parking facility may be a bicycle rack, a bicycle locker, or a multifamily dwelling unit storage locker, a restricted access enclosure, or a school bicycle enclosure as described below.

(1) Short-Term Bicycle Parking (Bicycle Racks)

Short-term bicycle parking is intended for shoppers, customers, and visitors who require bicycle storage for up to several hours.

(A) Bicycle Rack

An acceptable bicycle rack is a stationary object to which the bicycle user can lock the frame and one or both wheels of a bicycle with a user-provided high-security U-shaped lock ("U-lock") or cable, and which is either anchored to an immovable surface or is heavy enough that it cannot be easily moved.

(i) *Intended Use*

Bicycle racks located in publicly accessible areas are intended for short-term parking, to encourage shoppers, customers, and visitors to use bicycles.

(ii) *Performance*

All bicycle racks provided pursuant to this ordinance shall support a bicycle by its frame in a stable upright position with both tires on the ground or floor, without damage to the bicycle or its finish. The parts of the rack that secure the bicycle shall resist disassembly and cutting with manual tools. Bicycle racks should provide independent access to parked bicycles without the need for awkward movements even when the rack is fully loaded.

(2) Long-Term Bicycle Parking

Long-term bicycle facilities are intended for bicyclists who need to park a bicycle and its components and accessories for extended periods during the day, overnight or for a longer duration. Long-term bicycle storage is typically for employees, students, residents and commuters. The facility frequently protects the bicycle from inclement weather. Four design alternatives for these facilities are as follows:

(A) Bicycle Locker

A bicycle locker is a fully enclosed space for one bicycle, accessible only to the owner or operator of the bicycle. It protects the entire bicycle, its components and accessories from theft and inclement weather, including wind-driven rain. Bicycle lockers may be pre-manufactured or may be designed for individual sites.

(i) *Intended Use*

Bicycle lockers are the preferred long-term storage option for employees or residents.

(ii) *Locking Device*

Internal Lock. A bicycle locker must be equipped with an internally mounted key-actuated or electronic locking mechanism, and not lockable with a user-provided lock. Groups of internal-lock bicycle lockers may share a common electronic access mechanism provided that each locker is accessible only to its assigned user.

External Lock. An external-lock such as padlock hasps are not acceptable for most uses. External lock bike lockers may be permitted in shopping centers with the approval of the director on a case-by-case basis.

(B) *Restricted-Access Bicycle Enclosure*

A restricted-access bicycle enclosure is a locked area containing within it one bicycle rack space for each bicycle to be accommodated, and accessible only to the owners or operators of the bicycles parked within it. The maximum capacity of each restricted-access bicycle enclosure shall be 20 bicycles unless approved by Transportation Division staff. The doors of such enclosures must be fitted with key or electronic locking mechanisms that admit only users and managers of the facility. The enclosure doors must close and lock automatically if released.

In multiple-family residential developments, a common locked garage area incorporating bicycle racks shall be deemed a restricted-access bicycle enclosure provided that the garage is accessible only to the residents of the units for whom the garage is provided. In such cases it is preferable that the bicycle storage area within the garage be separately enclosed and secured to enable access only by bicycle owners.

Intended Use

A restricted access enclosure is an alternative long term bicycle storage option for commercial and multifamily residential projects.

(C) *Multifamily Dwelling Unit Storage Locker*

A multifamily dwelling unit storage locker is a locked area separate from the dwelling unit, secured by a lock that can be opened only by the occupants of the respective dwelling unit.

Intended Use

A multifamily dwelling unit storage locker is intended for long-term storage of household possessions that are not kept in the dwelling unit, including bicycles.

Configuration

In multiple-family developments, the required bicycle storage and household storage areas for each dwelling unit may be combined into a multifamily dwelling unit storage locker assigned to that unit, provided that the total space requirement shall be the sum of the household storage and bicycle storage requirements computed separately. A usable space 2' wide by 6' long shall be provided for each stored bicycle.

(D) *School Bicycle Enclosure*

A school bicycle enclosure is a locked area at a primary, middle or secondary school, containing within it one bicycle rack space for each bicycle to be accommodated. The doors of such enclosures must be fitted with locking mechanisms that admit only school and maintenance staff, and must close and lock automatically if released. School bicycle enclosures should be kept locked except during student arrival and departure periods. The student bicycle parking requirement for a school may be provided by two or more enclosures where students arrive on bicycles from two or more points along the school perimeter.

(b) *Bicycle Facility Design Standards*

(1) *Location*

(A) Neither short-term nor long-term bicycle parking areas shall be located inside occupied buildings.

(B) All bicycle parking areas shall be located at street floor level, or equivalent in a parking garage. In underground garages, only long-term bicycle parking is allowed and such bicycle parking facilities must be located near employee elevators or stairwells.

(C) Short-term bicycle parking shall be located within 50 feet of a main visitor entrance(s). Where there is more than one building on a site or where a building has more than one main entrance, the short-term bicycle parking must be distributed to serve all buildings or main entrance(s).

(D) Long-term bicycle parking shall be situated at least as conveniently as the nearest convenient vehicle parking area.

(2) *Layout*

(A) Convenient access to bicycle parking areas shall be provided. Where access is via a sidewalk or pathway, or where the bicycle parking area is next to a street, curb ramps shall be installed where appropriate. A twenty-four-inch side clearance shall be provided between walls or other obstructions and the centerline of the bicycles parked on the nearest bicycle rack.

(B) Bicycle facilities shall be separated from vehicle parking and circulation areas by a physical barrier or by a distance sufficient to protect parked bicycles from damage by vehicles, including front and rear overhangs of parked or moving vehicles.

(C) If more than 10 short-term spaces are required, at least fifty percent (50%) must be covered.

(D) A four foot (4') wide aisle shall be provided to allow bicycles to maneuver in and out of the bike parking areas and between rows of bicycle parking facilities. An aisle into which the door of a bicycle locker opens shall be at least 5' wide. Aisle width shall be measured between the rectangular areas that bicycles will occupy when parked on bicycle racks and/or the surface area occupied by bicycle lockers

(E) Where a public sidewalk or walkway serves as an aisle of a bicycle parking area and bicycles are parked perpendicular to that sidewalk or walkway, an additional 12" of paved area shall be provided between the sidewalk and the area occupied by adjacent parked bicycles.

(F) Where a public sidewalk or walkway serves as an aisle of a bicycle parking area and the doors of bicycle lockers open toward that sidewalk or walkway, the lockers shall be set back so an open door does not encroach onto the main travel width of the sidewalk or walkway.

(3) Paving

Bicycle parking areas shall be paved. Aisles and primary access areas shall be paved with asphalt or concrete. Bicycle parking areas may be surfaced with alternate paving materials as approved by the director.

(4) Lighting

Lighting of not less than one foot-candle of illumination at ground level shall be provided in both exterior and interior bicycle parking areas.

(5) Signage

(A) Where bicycle parking areas are not clearly visible to approaching bicyclists, signs shall be posted at the building entrance to direct cyclists to the facilities. (MUTCD sign D4-3 for bicycle parking). For bicycle parking areas intended for visitors, that entrance shall be the building's main entrance. For bicycle parking areas intended for employees, that entrance shall be the employee entrance served by the bicycle parking area.

(B) Long-term bicycle parking areas that incorporate bicycle lockers shall be identified by a sign at least 12"x12" in size that lists the name or title, and the phone number or electronic contact information, of the person in charge of the facility.

(C) Signs for restricted-access bicycle enclosures shall state that the enclosure shall be kept locked at all times.

(6) Approval

(A) The director shall have the authority to review the design of all bicycle parking facilities required by this chapter with respect to safety, security, and convenience.

(B) Where bicycle lockers or restricted access bicycle enclosures are required for a use, the director may approve secure bicycle storage facilities providing the same level of security. The Transportation Division must approve bicycle parking areas located in parking garages.

(Ord. 5494 § 3, 2020; Ord. 4964 § 3 (part), 2007)