

CHECKLIST: PARKING AREA REQUIREMENTS

The following checklist summarizes the more significant parking requirements in Article 8 of the Ventura County Non-Coastal Zoning Ordinance (NCZO). This checklist is only meant to be an aid; project applicants should refer to Article 8 of the NCZO for the complete requirements. The items with a square checkbox must be provided with a project's initial application. The items with a round checkbox may be addressed later in the project approval process.

Notes

Project: _____

Applicability

The entire parking area (existing and proposed) of existing projects that are changing/expanding must comply with current parking requirements. Required if the proposed change/expansion project meets the following (Section 8101-1.2.2):

_____ # of existing parking spaces is 52 or fewer and

_____ # of spaces being added is ≥ 5 ;

or

_____ # of existing parking spaces is 53 or more and

_____ # of spaces being added is $\geq 10\%$.

General Requirements

Off-site Parking. (8108-3.3.1) If off-site parking is used:

- Parking area ≤ 500 feet from land use to be served, measured along walkway from the nearest off-site parking space to the nearest public entrance to the building. Planning Director may approve greater distances.
- Applicant demonstrates that parking area can meet demand of all uses served.
- Parking area meets the design standards of Section 8108-5.
- Use of parking area does not expose pedestrians to hazardous traffic conditions or create a traffic hazard.
- # of assigned off-site spaces does not exceed allowed # for the land use.
- Restrictive covenants and agreements in place pursuant to 8108-3.3.2.

Number of Spaces

_____ Motor vehicle spaces per table. (8108-4.7) Rate: _____

_____ Potential motor vehicle spaces given +/- 10% range.

_____ Motorcycle spaces: 1 per 20 auto. (8108-4.2)

CHECKLIST: PARKING AREA REQUIREMENTS (CONT.)

Notes

- _____ Motor vehicle spaces minus motorcycle spaces. Required motorcycle spaces count as meeting required auto.
- _____ Short-term (ST) bike spaces per table. (8108-4.7) Rate: _____
- _____ Long-term (LT) bike spaces per table. (8108-4.7) Rate: _____
- _____ Accessible spaces per Building Code. (8108-4.4)
- _____ Carpool spaces: _____ 1 per 35 employee spaces and _____ 1 per 25 student spaces; posted with signs. (8108-4.5)
- Shared parking encouraged where parking analysis supports. Requires restrictive covenant and, if off-site, same agreements as 8108-3.3.2. (8108-4.6)

Motor Vehicle Parking Design

- Parking plans, including preliminary grading and drainage plans, approved by Public Works and Building & Safety. Applies only to *parking areas*. (8108-5.1)
- Parking design complies with: Ventura Co. NPDES permit, Division 7 of the CA water code & Ventura Stormwater Quality Mgmt. Ordinance 4142. (8108-5.2)
- Parking located behind or beside building (preferred). (8108-5.3.1)
- No parking in setbacks except pursuant to 8106-5.3, 8107-1.7 (f), and 8108-1.2.2(b). (8108-5.3.2)
- Motorcycle spaces located as close to main building entrance as practical. (8108-5.3.3)
- Carpool spaces located as close to main building entrance as practical. (8108-5.3.4)
- No parking in floodways; parking areas in floodplains meet special design standards of Public Works Agency and Watershed Protection District. (8108-5.3.6)
- Cross access provided between adjacent (commercial, industrial, multi-family) sites (preferred). (8108-5.4.1)

Pedestrian Safe Access. (8108-5.4.2)

- At least 1 ADA-compliant pedestrian pathway from sidewalk or street to main building entrance. Pathway separated from vehicular traffic or clearly designated.
- Parking rows perpendicular to the main building entrance(s) or main pedestrian pathway(s) where feasible.
- If cross access provided, it includes safe pedestrian access.
- Pedestrian routes across driveways clearly marked.

CHECKLIST: PARKING AREA REQUIREMENTS (CONT.)

Notes

- If parked cars can overhang pedestrian pathways, pathway width increased 2'.
- Fire apparatus access required if any part of building > 150' from street or other fire road. (8108-5.4.3)
- Internal circulation designed with appropriate turning radii, pursuant to design criteria of the American Association for State Highway and Transportation Officials and/or Institute of Transportation Engineers. (8108-5.4.4)
- Vehicles exit parking area in forward direction unless approved otherwise by Public Works Agency. All circulation contained within parking area (no maneuvering onto sidewalk). (8108-5.4.5)
- Internal parking rows < 270' long (~30 spaces). (8108-5.4.6)
- Dead ends minimized. (8108-5.4.7)
- Directional arrows or signs provided. (8108-5.4.8)
- Driveway width minimized outside right-of-way. (8108-5.5.1)
- 1 driveway only, located on lowest volume road, unless approved otherwise by Public Works Agency. (8108-5.5.2)
- Driveways shared where feasible (preferred). (8108-5.5.3)
- Driveways clearly designated to prevent entrance/exit at other points. (8108-5.5.4)
- 90° parking space angle used (preferred). (8108-5.6.2)
- Standard Space Dimension. (8108-5.6.3)
 - 9' x 18'. Length may be decreased by 2' if bumper overhang. Width may be decreased on narrow legal lots (see 8108-5.6.3(c)). Space size may be increased, with approval, for certain uses.
 - Spaces adjacent to wall, fence, hedge or structure wider: 9.5' if adjacent one side; 10.5' if adjacent both sides.
- Motorcycle space dimension: 4' x 8' (8108-5.6.4)
- Compact space dimension: 8.5' x 16'; allowed for up to 30% of spaces for low-turnover, non-retail uses only. (8108-5.6.5)
- Parallel space dimension: 8.5' x 22' (8108-5.6.6)
- Clear height in parking structures: min. 8' 3" (8108-5.6.8)
- 6' turnout at dead-end aisles, or other means of vehicle turn around. (8108-5.6.9)
- Drive Aisles and Modules. Sized per 8108-5.6.11 and 8108-5.6.12. (8108-5.6.10)

CHECKLIST: PARKING AREA REQUIREMENTS (CONT.)

Notes

Tandem Parking (8108-5.7)

- No more than 2 cars deep.
- Serves same dwelling.
- No more than 50% of multi-family parking.
- Parking area slope: $\leq 5\%$, except drive aisle and turn around areas $\leq 10\%$; in direction of drainage $\leq 0.5\%$; accessible spaces meet ADA standards. (8108-5.8)
- Identification of paving surface for all spaces and drive aisles. Surfacing is permanent, durable, all-weather. Pervious and high albedo (light-colored) preferred. Ribbon driveways preferred. (8108-5.9)
- If pervious surface used (except in single- and two-family dwellings) surfacing plans document that surfaces are designed for anticipated vehicle weight/traffic and to minimize maintenance problems. (8108-5.9.1)
- Spaces clearly marked (aggregate surfaces exempted). (8108-5.10)
- Sight distance standards met at driveways; intersection landscaping does not obstruct drivers' vision; landscaping adjacent to walkways no more than 3' high. (8108-5.11)

Lighting (8108-5.12)

- Lighting is at least 1 foot-candle if parking area to be used at night.
- Lights programmed to go off at end of working day.
- Light poles located so pose no conflict with car doors/movement or accessible paths of travel; away from existing/planned trees; outside planters except perimeter or strip.
- No lighting spillover onto adjacent residential properties.
- New fixtures (regardless of wattage) full cut-off; new lights in canopies recessed or flush-mounted with flat lenses.
- Trash and recyclables receptacles provided at rate of: 1 for first 20 spaces, 1 for each 80 spaces thereafter. Convenient, high visibility location(s). (8108-5.13)
- Conceptual landscape plan submitted with application if landscaping or screening required. See Conceptual Landscape & Screening Plan Checklist on pages 55-56 (8108-5.14.3)

Bicycle Parking Design

Short-term (ST) Bicycle Parking (Racks). Planning Director may approve other designs. (8108-6.1)

- Supports bike by frame in 2 places in upright position.
- Frame and 1 or both wheels can be secured with a U-shaped lock or cable.
- Anchored or immovable.

CHECKLIST: PARKING AREA REQUIREMENTS (CONT.)

Notes

- Constructed to resist being cut, disassembled, or detached with manual tools.
- No sharp edges.
- Provides easy access to bicycles.

Long-term (LT) Bicycle Parking. Planning Director may approve other designs. (8108-6.2)

- Covered and secured. Provided by lockers, restricted-access enclosures, check-in facilities or other approved means.

Bicycle Parking Location (8108-6.3)

- Located on-site.
- Provides safe/convenient bicycle access to right-of-way and pedestrian access to main and/or employee entrance.
- Curb ramps installed where appropriate.

Proximity to Main Entrances (8108-6.3.1)

- ST bicycle parking $\leq 100'$ from main entrance(s) or no farther than nearest non-disabled parking space, whichever is greater
- If > 1 building, or if building has > 1 main entrance, ST bicycle parking distributed to serve all entrances.
- LT bicycle parking $\leq 400'$ from entrance.
- If racks on walkways, > 4' of unobstructed pathway maintained. (8108-6.3.2)

ST Bicycle Parking Facility Delineation (8108-6.4.1)

- Parking boundaries delineated, such as with striping or fencing.
- Protected by barriers if near roadways, parking areas, or drives.

Bicycle Parking Facility Signage (8108-6.4.2)

- If bicycle parking not visible to approaching bicyclists, conspicuous signs posted.
- Bicycle lockers identified by a sign (min. 1' x 1') listing contact info.

Bicycle Parking Space Dimensions (8108-6.4.3)

- Length: Min. 6'
- Space Between Racks: Min. 2.5'
- Space Between Adjacent Walls/Obstructions: Min. 2.5' of clear space in front of/beside bicycle space
- 4'-wide access aisle beside/between rows of bicycle parking. Locker doors do not encroach onto walkway. (8108-6.4.4)
- Lighting is at least 1 foot-candle at ground level. (8108-6.5)

CHECKLIST: PARKING AREA REQUIREMENTS (CONT.)

Notes

Drive Through Facilities (8108-7)

Queuing Lane (8108-7.1)

- 12' wide or as appropriate for turns.
- Designated with paint, curbs or other appropriate means.
- Does not interfere with pedestrian access.
- Signs indicate entrance, exit, and direction of travel. (8108-7.2)
- Drive-throughs not located between street and building entrance. (8108-7.3)

_____ Queuing lane capacity (# of vehicles) per table. (8108-7.4.1)

Loading Areas. (8108-8)

Passenger Loading Areas. (8108-8.1)

_____ # of passenger loading spaces per table. (8108-8.1.1) Provided if > 100 spaces.

- Located at primary pedestrian entrance.
- At least 9' wide.
- Do not impede circulation.

Materials Loading Areas. (8108-8.2)

_____ # of materials loading spaces per table. (8108-8.2.2) Provided at commercial and industrial land uses that receive/distribute materials.

- Located on site, outside setbacks, near service entrance, to rear or side of building and away from residential uses.

Dimensions. (8108-8.2.3(c))

- 10' x 30' x 14' high for small vehicles
- 12' x 55' x 15' high for large vehicles

- 30' maneuvering area for single-unit trucks, 50' for larger freight trucks. (8108-8.2.3(d))

- Industrial developments have 1 driveway that accommodates 48' wheel track turning radius. (8108-8.2.3(e))

Safe Design. (8108-8.2.3(f))

- Design avoids intermixing of trucks, autos, pedestrians and bicyclists.
- Located away from pedestrian pathways.

CHECKLIST: PARKING AREA CONCEPTUAL LANDSCAPE AND SCREENING PLAN

Conceptual landscape plans must be submitted as part of the application package. In addition to the landscape plan requirements outlined in the Ventura County Landscape Design Criteria, the following items must be included on conceptual landscape plans for parking areas. This checklist is only meant to be an aid; project applicants should refer to Article 8 of the Non-Coastal Zoning Ordinance for the complete requirements.

Notes

- Parking spaces, drive aisles, driveways and pedestrian pathways.
- Total number of parking spaces.
- Property lines and right-of-ways.
- Building outlines – proposed and any existing to be retained.

Parking area landscape planter locations:

- adjacent to streets
- at ends of parking rows - finger planters
- in parking rows – finger planters (1 per 12 adjacent spaces in double-sided rows; 1 per 16 adjacent spaces in single-sided rows)
- between finger planters - tree wells (1 per 4 adjacent spaces) or strip planters
- side and rear property lines (preferred)

Parking area landscape planter dimensions:

- adjacent to streets – min 8' wide
- finger planters – min. 5' x stall length
- tree wells - min. 4' x 4'
- strip planters – min. 4' wide
- stormwater management planters – min. 8' wide
- Indicate all parking spaces that will allow car bumpers to overhang planters.
- Calculations showing square footage of each parking area planter and total *interior* landscaped area (must be 6% of parking area, unless perimeter landscaping is =>10% of parking area).
- Any required screening (3' high if adjacent to streets; materials loading areas, height as needed).
- Any required walls (if adjacent to residential).

CHECKLIST: PARKING AREA CONCEPTUAL LANDSCAPE & SCREENING PLAN (CONT.)

Notes

Location of required trees:

- 1 tree per 30 linear ft. in perimeter planters adjacent to streets
- 1 tree per 4 adjacent spaces in interior planters
- Trees above flow line in stormwater management planters
- Trees spaced to maximize distance from light poles
- Container size of all required trees.

Location of light poles:

- As far away from trees as possible
- Does not conflict with tree shade
- Not in finger planters, end row planters or tree wells
- Special entrance features if more than 100 spaces
- Walkways or barriers to prevent people from walking through planters, if appropriate.