

SECTION 406. PARKING AND LOADING REQUIREMENTS.

A. PURPOSE

The purpose of this Section is to alleviate or prevent congestion of the public streets and to promote the safety and welfare of the public by establishing minimum requirements for the off-street parking of motor vehicles in accordance with the use to which the property is put. It is the further purpose of this Section to place upon the property owner the primary responsibility for relieving public streets of the burden of on street parking.

B. GENERAL REGULATIONS.

1. **Size:** A parking space shall mean an area of not less than one hundred eighty (180) square feet, with a minimum width of nine (9) feet and a minimum depth of twenty (20) feet, which is specifically designated for and used for, the parking of an automobile or light truck, exclusive of all driveways and access ways.
2. **Permits:** An applicant for a building permit must submit plans showing the off-street parking required by this Subsection. These plans must show location, arrangement and dimensions of the off-street parking, turning spaces, drives, aisles and ingress and egress and must be approved by the Zoning Administrator and/or Development Review Board in accordance with the provisions of Sections 304 and 305. Whenever a permit has been issued in compliance with the requirements of this Section, subsequent use of the structure, or use of land is conditioned upon the unqualified availability of off-street parking as shown in the plans submitted prerequisite to receiving the permit.
3. **Alterations and additions:**
 - a. A new use, addition or alteration to a building shall not be approved if it would create or increase a deficit in off-street parking.
 - b. It is unlawful to reduce the amount of existing parking below the minimum required by this Section without first supplying other spaces as are required.
 - c. When a use which does not conform to the off-street parking requirements of this Ordinance is extended or changed, parking spaces in addition to those already provided shall be required only for the increased needs generated by the extension or change.
4. All garages or other space allocated for the parking of vehicles, within buildings, basements or on roofs of buildings, shall be considered part of the off-street parking facilities and may be included as such in computing the parking area requirements.
5. **Access:** All off-street parking shall have access from a public street or alley.
6. **Design:** Ingress, egress, internal traffic circulation, off-street parking and loading facilities and pedestrian ways shall be designed so as to promote safety and convenience so that traffic visibility is not obstructed.

7. Exceptions for uses located near public parking lots: The Community Development Director may administratively approve a reduction of up to 50% of required off-street parking for non-residential uses located within 300 feet of a City of Cottonwood owned public parking lot, as measured from the building entrance to the parking lot. Appeal of the decision of the Director shall be to the Planning and Zoning Commission.

C. DESIGN AND LOCATION OF PARKING SPACES.

1. Single-Family Residences, Manufactured Homes.
 - a. Location: Required off-street parking shall be located on the same lot or parcel as the use it is intended to serve.
 - b. Surfacing: Off-street parking spaces, driveways and access-ways shall be properly surfaced and graded to prevent impoundment of surface water.
 - c. Driveways: Driveways and access ways shall be not less than ten (10) feet wide for one-way traffic and not less than twenty (20) feet wide for two-way traffic.
2. All uses except as provided above:
 - a. Location: Required off-street parking shall be located within three hundred (300) feet of the building or use it is intended to serve, the distance being measured along the street line from the nearest point of the building or use to the nearest point of the parking lot.
 - b. Off-site parking: The Community Development Director may approve the location of required off street parking spaces on a separate lot from the lot on which the principal use is located subject to the following conditions:
 - (1) Off-site parking spaces shall be located within three hundred (300) feet of the primary entrance of the use served and adequate, safe and convenient pedestrian access shall be provided from the parking area to the use.
 - (2) Off-site parking shall not be permitted for residential uses unless approved through a Planned Area Development rezoning. Required handicap-accessible parking spaces shall not be located off-site.
 - (3) Off-site parking must be located within a zoning classification that permits the parking lot use and all other requirements of site development must be met.
 - (4) Off-site Parking Agreement: The developer(s) shall submit a written agreement requiring that the off-site parking spaces shall be maintained as long as the uses requiring the parking exist or unless the required parking is provided elsewhere in accordance with the provisions of this Ordinance. Such written agreement addressing the rights and responsibilities for each property shall be submitted to the Community Development Director and approved by the City Attorney for recordation by the Yavapai County Recorder prior to the issuance of a building permit or certificate of occupancy, and prior to

establishment of the use(s). A copy of the recorded agreement shall be filed in the project review file at the Community Development Department. The agreement shall, at a minimum include the following:

- a) List the names and ownership interest of all parties to the agreement and contain the signatures of those parties;
 - b) Provide a legal description of the properties;
 - c) Include a complete site plan showing the area of the parking parcel and the relationship to all related uses;
 - d) Agree and expressly declare the intent for the covenant to run with the land and bind all parties and all successors in interest to the covenant;
 - e) Assure the continued availability of the spaces for intended use;
 - f) Describe the obligations of each party, including the maintenance responsibilities;
 - g) Describe the method by which the covenant shall, if necessary, be revised;
 - h) Include the City of Cottonwood as either a party in the agreement or as a third-party beneficiary; and
 - i) Provide that the agreement may not be cancelled or modified without the City's approval.
- c. Off-Street Parking Spaces shall be situated in a manner which will not result in automobiles backing onto a public street.
- d. Surfacing: All off-street parking areas, access ways and driveways shall be improved with compacted ABC base, not less than four (4) inches thick and surfaced with a minimum 2" asphaltic concrete in a manner satisfactory to the City Engineer. The surfacing of the parking area shall be of sufficient grade so that there will be no impoundment of surface water and all surface drainage shall be into a public street or improved drainage channel or structure. This performance criteria applies to all new developments requiring more than ten (10) new parking spaces. New developments requiring ten (10) or fewer parking spaces and additions or expansions to existing developments may use a chip seal treatment. New developments requiring more than ten (10) new parking spaces may request the use of a chip seal treatment to the Planning and Zoning Commission. The Commission will evaluate the request based on the nature of the use, the amount of traffic generated or expected, the grading and drainage plan for the parking lot and other relevant factors.

- e. Curbing: A six (6) inch wide by six (6) inch high curb or bumper guard shall be installed where necessary to ensure that no part of a vehicle shall extend over or beyond a property line, except where a common parking lot, established by an agreement between abutting properties, crosses a property line.
- f. Design: The parking lot shall be designed in a manner to ensure compliance with Paragraph G. of this Section and with the Landscaping Requirements of Section 407. Design of the parking lot is subject to approval of the Development Review Board.
- g. Access: Access to off-street parking from a public or private street shall be from a two-way driveway with a minimum width of 24 feet and a maximum width of 32 feet, or two one-way driveways each with a minimum width of 12 feet and a maximum width of 20 feet. No access driveway shall be located closer than 150 feet from a street intersection, or closer than 20 feet from another access driveway, or closer than 10 feet from an interior property line.
- h. Dimensions: Arrangements of parking spaces within the parking lot and driveway widths shall conform with the following requirements:

Note: The front two (2) feet of the parking space may project into landscaped areas or walkways, provided the parking lot is so designed as to allow an automobile to overhang into this area without endangering visibility, the automobile or pedestrians.

ANGLE OF PARKING	STALL DEPTH	CURB LENGTH	INTERIOR DRIVEWAY WIDTH	
			ONE-WAY	TWO-WAY
0 deg.	9'- 0"	20'- 0"	12'-0"	24'-0"
30 deg.	17'-10"	21'-10"	12'-0"	24'-0"
45 deg.	20'- 6"	20'- 6"	12'-0"	24'-0"
60 deg.	21'-10"	17'-10"	18'-0"	25'-0"
90 deg.	20'- 0"	9'- 0"	25'-0"	25'-0"

- i. Screening: Whenever a parking lot or a driveway to a parking lot is established closer than ten (10) feet to the side or rear line of a lot in a Residential, Agricultural, Agricultural-Residential or Manufactured Home Zoning District, a solid masonry or solid material fence six (6) feet in height, or of other material or height as allowed or required by the Planning and Zoning Commission or Development Review Board, (subject also to the fence height regulations established in Section 404 of this Ordinance), shall be constructed and maintained along said side or rear lot line. This regulation shall not apply where a public alley is existing which is sixteen (16) feet or more in width and is used to access a parking area which alley abuts.
- j. Lighting: Deleted by Ordinance 384, adopted December 21, 1999. Please refer to Section 408, "Outdoor Lighting Code".

D. SCHEDULE OF REQUIRED OFF-STREET SPACES

1. Off-street parking spaces shall be provided for each specified use in accordance with the schedule below:
2. Definitions: In calculating the total number of required parking spaces, "Usable area" as used herein shall mean the area capable of being devoted to the specified use (does not include spaces as kitchens, restrooms, hallways, etc.) and the term "seat" shall also include each thirty (30) inches of bench seating when individual seats are not provided.
3. Mixed Uses: In the event of mixed uses, the total requirement for off-street parking spaces is the sum of the requirements of the various uses computed separately.
4. Fractional Amount: In calculating the total number of required off-street parking spaces, fractional amounts are to be rounded to the nearest whole number (1/2 shall be rounded to the next highest number).
5. Unlisted Uses: Parking requirements for a specific use not listed in this Section shall be determined by the Planning and Zoning Commission or Development Review Board.
6. Schedule:

a. RESIDENTIAL USE:

USE	SPACES
(1) One or two family residences	2 per dwelling unit.
(2) Multiple dwellings:	
Efficiency Units	1.2 per dwelling unit.
One-Bedroom Unit	1.5 per dwelling unit.
Two or More Bedroom Units	1.7 per dwelling unit.
(3) Rooming Houses, fraternities, sororities, resident clubs, lodges:	1 per sleeping room or 1 per bed, whichever is greater.
(4) Manufactured Home Parks and Subdivisions:	2.1 per manufactured home site.

b. COMMERCIAL SALES AND SERVICES:

USE	SPACES
(1) Restaurants, bars, cocktail lounges:	1 per 35 Sq. Ft. of usable floor area, plus 1 per 2 employees.
(2) Drive-in food or drink places, with on-site consumption:	1 per 35 Sq. Ft. of usable floor area, plus 1 per 2 employees.
(3) Mortuaries, funeral homes:	1 per 3 permanent seats, plus 1 per 20 Sq. Ft. of assembly room area, whichever is greater, plus 1 per employee, plus 1 per commercial funeral vehicle.
(4) Self-Service laundries and dry cleaners:	1 per 3 washing machines.
(5) Open-air businesses:	1 per 500 Sq. Ft. of sales area for first 2000 Sq. Ft., plus 1 per additional 2000 Sq. Ft.
(6) Used car lots:	1 per each 100 Sq. Ft. of sales area for first 4000 Sq. Ft., plus 1 per additional 2000 Sq. Ft.
(7) Gas Service Stations:	1 per 2 gasoline pumps, plus 2 per service bay.
(8) Carwash:	1 per employee, plus reserve spaces equal to 5 times the wash line capacity.
(9) Motor vehicle and machinery sales, auto repair shops:	1 per 800 Sq. Ft. of floor area.
(10) Planned shopping centers under unified control:	Requirements for all uses elsewhere specified herein, plus 1 per 200 Sq. Ft. of remaining usable floor area.
(11) Barber shops, beauty shops:	2 per service chair.
(12) Furniture and appliance stores, household equipment:	1 per 800 Sq. Ft. usable floor area.

- (13) Retail stores:
Less than 100,000 Sq. Ft.
of usable floor area.
(except where otherwise
specified): 1 per 200 Sq. Ft. of usable floor
area.
- (13-a) Retail stores:
100,000 Sq. Ft. or greater
of usable floor area. 1 per 250 Sq. Ft. of usable floor
area.
- (14) Hotels, motels: 1 per guestroom or suite plus 1 per
2 employees.
- (15) Bus depots: 1 per 150 Sq. Ft. of waiting room
space.
- (16) Skating rinks, dance halls,
dance studios: 1 per 3 persons of maximum
capacity permitted by fire
regulations.
- (17) Bowling alleys: 4 per bowling lane, plus 1 per 5
seats in gallery, plus 1 per 2
employees.
- (18) Billiard parlors: 1 per 2 billiard tables, plus 1 per 2
employees.
- (19) Gymnasiums, health studios 1 per 400 Sq. Ft. of usable floor
area, plus 1 per 2 employees.
- (20) Private golf clubs, swimming
clubs, tennis clubs and similar
uses. 1 per 2 member families or
individuals.
- (21) Shopping Center, under one
hundred thousand (100,000)
square feet with one (1) or more
restaurant(s). One (1) space per two hundred
fifty (250) square feet of gross
floor area.
- (22) Shopping Center, under one
hundred thousand (100,000)
square feet with no restaurants
or where restaurants have
separately counted parking. One (1) space per three hundred
(300) square feet of gross floor
area.

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| (23) | Shopping Centers of one hundred thousand (100,000) or more square feet with restaurant(s) having shared parking. | One (1) space per two hundred fifty (250) square feet of gross floor area up to one hundred thousand (100,000) square feet; and one (1) space per three hundred (300) square feet of gross floor area over one hundred thousand (100,000) square feet. |
| (24) | Shopping Centers of one hundred thousand (100,000) or more square feet with no restaurants or where restaurants have separately counted parking. | One (1) space per three hundred (300) square feet of gross floor area up to one hundred thousand (100,000) square feet; and one (1) space per three hundred twenty-five (325) square feet of gross floor area over one hundred thousand (100,000) square feet. |

c. OFFICES AND CLINIC USES:

USE	SPACES
(1) Offices, banks, savings and loan agencies:	1 per 150 Sq. Ft. of usable floor area.
(2) medical and dental offices and clinics:	1 per 100 Sq. Ft. of waiting room, Plus 1 per examination room or dental chair, plus 1 per 2 employees.

d. SCHOOLS AND INSTITUTIONS:

USE	SPACES
(1) Elementary and intermediate schools.	1 per employee.
(2) High Schools:	1 per 8 students, plus 1 per employee.
(3) Junior colleges, colleges:	1 per 3 enrolled full-time day students, plus 1 per employee.
(4) Trade schools, business universities:	1 per 150 Sq. Ft. of gross floor area.

- (5) Hospitals 1 per 2 beds, plus 1 per resident employee, plus 1 per 2 non-resident employees.
- (6) Sanitariums, children's homes, homes for aged, asylums, nursing and convalescent homes: 1 per 5 beds, plus 1 per resident employees, plus 1 per 2 non-resident employees.

e. PUBLIC ASSEMBLY:

USE	SPACES
(1) Golf courses:	4 per hole, 1 per employee, plus 1 per 200 Sq. Ft. of usable enclosed building area.
(2) Auditoriums, exhibition halls, theaters, convention facilities, meeting rooms:	1 per 3 fixed seats, plus 1 per 25 Sq. Ft. of unfixed seating space, plus 1 per 2 employees.
(3) Church or other place of worship:	1 space per 6 seats, plus 1 space per 50 Sq. Ft. of usable area not used for seating.
(4) Stadiums, outdoor sports areas:	1 per 4 seats, plus 1 per 2 employees.

f.. WHOLESALING AND WAREHOUSING USES:

1 per 1700 Sq. Ft. of usable floor area, or 1 per employee, whichever is greater, plus 1 per company owned motor vehicle.

g. MANUFACTURING AND INDUSTRIAL USES:

1 per 500 Sq. Ft. of gross floor area, or 1 per employee, whichever is greater.

E. OFF-STREET LOADING REQUIREMENTS.

1. Applicability: In all zoning districts, for every building or part thereof, erected or enlarged after the effective date of this Ordinance, which is occupied by a use receiving or distributing materials or merchandise by motor truck, there shall be provided and maintained on the same premises as the building or use, adequate off-street loading space meeting the minimum requirements hereinafter specified. Loading space shall not be considered as satisfying requirements for off-street parking space.
2. Schedule of Loading Space Requirements:

TOTAL FLOOR AREA OF BUILDING	NUMBER OF LOADING SPACES REQUIRED
20,000 SQ. FT. TO 30,000 SQ. FT.	1
30,000 SQ. FT. TO 50,000 SQ. FT.	2
For each 100,000 additional SQ. FT.	1 additional

3. Location: Required off-street loading space shall not be permitted in any front yard, nor in any required side yard except in a nonresidential district where a sideyard abuts an alley. Off-street loading space may occupy all or any part of a required rear yard, except as otherwise provided herein and may be partially or entirely enclosed within a building.
4. Alleys: Where a building or use in a nonresidential district abuts an alley, such alley may be used as maneuvering space for loading and unloading spaces; provided, however, that no alley abutting any residential district may be so used.
5. Size: Every required off-street loading space shall have a minimum width of twelve (12) feet, a minimum length of forty five (45) feet and a minimum height of fourteen (14) feet, exclusive of access aisles and maneuvering space.
6. Exempt Uses: Uses located within the Cottonwood Commercial Historic District are exempt from requirements for providing loading spaces. If provided, such loading spaces must conform to development standards, including dimensions, location, safe access, landscaping, lighting, surfacing, drainage and engineering standards.

F. SHARED PARKING REQUIREMENTS.

1. Applicability. A shared parking arrangement may be approved where a mix of uses is proposed and such uses are shown to have different hours of operation or different peak periods of use. Shared parking is intended to allow more efficient use of parking spaces by allowing the same spaces to be “shared” by uses with staggered periods of parking demand.
2. General.
 - a. Provide a complete site plan for the entire development showing all parking, pedestrian facilities and buildings.

- b. Shared parking lot shall be within 300 feet of the use to be served and adequate, safe and convenient pedestrian access shall be provided from the parking area to the use.
 - c. Shared parking must be located within a zoning classification that permits the parking lot use and all other requirements of site development must be met.
 - d. Shared parking is not applicable to residential uses.
 - e. All tenants in a shopping center or group commercial center must be notified of a proposed shared parking plan.
 - f. The required number of parking spaces may be reduced by not more than 40% of the parking required for the combined uses.
3. Shared Parking Report. A parking report is required to be submitted to the Community Development Department to establish the feasibility of the proposed plan to adequately accommodate the shared parking arrangement. The parking report shall include at a minimum the following:
- a. Size and type of proposed uses or activities and the composition of all tenants or uses that will be sharing the parking spaces.
 - b. The anticipated hours of operation and peak parking hours for the various uses that will be sharing the parking spaces, including morning, afternoon and evening uses, and weekday and weekend uses.
4. Agreement for Shared Parking Plan: The developer(s) shall submit a written agreement requiring that the shared parking spaces shall be maintained as long as the uses requiring the parking exist or unless the required parking is provided elsewhere in accordance with the provisions of this Ordinance. Such written agreement shall be submitted to the Community Development Director and approved by the City Attorney for recordation by the Yavapai County Recorder prior to the issuance of a building permit or certificate of occupancy, and prior to establishment of the use(s). A copy of the recorded agreement shall be filed in the project review file at the Community Development Department. The agreement shall, at a minimum:
- a. List the names and ownership interest of all parties to the agreement and contain the signatures of those parties;
 - b. Provide a legal description of the land;
 - c. Include a complete site plan showing the area of the parking parcel and the relationship to the associated uses;
 - d. Agree and expressly declare the intent for the covenant to run with the land and bind all parties and all successors in interest to the covenant;

- e. Assure the continued availability of the spaces for joint use;
- f. Describe the obligations of each party, including the maintenance responsibilities;
- g. Incorporate the shared parking report, if applicable, by reference;
- h. Describe the method by which the covenant shall, if necessary, be revised;
- i. Include the City of Cottonwood as either a party in the agreement or as a third-party beneficiary; and
- j. Provide that the agreement may not be cancelled or modified without the City's approval.

G. REGULATIONS APPLICABLE TO PARKING IN THE "COTTONWOOD COMMERCIAL HISTORIC DISTRICT."

1. Purpose: This section is intended to provide reasonable exceptions to the off-street parking requirements in the area commonly known as "Old Town Cottonwood" where most properties have been developed with full lot coverage to the property lines and where lots are generally smaller than comparable lots in other parts of the city.
2. Applicability: This section applies to properties located in the Cottonwood Commercial Historic District as listed on the National Register of Historic Places.
3. Exempt Parking. Except as described in this Section, properties located in the Cottonwood Commercial Historic District, shall be exempt from the off-street parking and loading schedule as set forth in Section 406. "Parking and Loading Requirements."
4. Existing off-street parking. New construction or the expansion of an existing building shall not be permitted where such construction results in the removal of existing off-street parking on the same property where such parking would otherwise be considered required parking for such uses.
5. Design Standards: Where new or remodeled parking facilities are provided, all such parking and/or loading shall be required to conform to City of Cottonwood development standards, including dimensions, location, safe access, landscaping, lighting, surfacing, drainage and engineering standards.