



Administrative Parking Reduction

Attachment to Administrative Review Application Form

ADMINISTRATIVE PARKING REDUCTION CRITERIA

The bulk requirements of the city's land use regulations [Section 9-9-6\(b\)](#) specify the off-street parking requirements for each zoning district. There are two basic methods available to attempt to reduce the number of required off-street parking spaces: the site review process and an administrative parking reduction. Certain parking reduction requests require site review approval by Planning Board following review through the development review process. For residential, commercial, industrial, or mixed-use projects which require five or more parking spaces, Planning and Development Services may grant up to a 25% parking reduction. **Requests for an administrative parking reduction must be considered through an administrative review application.** Parking reductions 25% or greater require approval of a Site Review Application. Reductions greater than 50% require Planning Board review and approval. If a project requires a Form Based Code review, parking reductions greater than 25% may be requested as part of that process.

In order for an administrative review application to be approved for an administrative parking reduction, Planning and Development Services must find that the request meets the relevant criteria. These criteria are found in [Section 9-9-6\(f\)](#) and are attached. The administrative review application must include a written statement which addresses how the proposal meets the applicable criteria. The statement must also include a detailed description of the proposed use(s) and calculations of the required number of parking spaces and a description of the number, size, and location of proposed off-street parking spaces. The required site plan must include a parking plan showing the dimensions and locations of all parking spaces, drive aisles and the abutting alley width, if applicable.

► PARKING REDUCTION PROCESS

The parking requirements in [Section 9-9-6](#) may be reduced if the requirements of this subsection are met. The city manager may grant a parking reduction if it does not exceed twenty-five percent of the required parking. Parking reductions greater than twenty-five percent may be granted as part of a site review approval under [Section 9-2-14](#). Only the Planning Board or City Council may grant a reduction exceeding fifty percent. Parking reductions are approved based on the operating characteristics of a specific use. No person shall change a use of land that is subject to a parking reduction except in compliance with the provisions of this subsection. For any parking reductions exceeding ten percent or if the parking reduction is being reviewed in conjunction with a site review, the applicant shall provide a parking study and transportation demand management (TDM) plan. Alternative administrative parking reductions (to the process set forth in this subparagraph (f)(1) and the criteria of subparagraph (f)(2)) by land use are found in Paragraph (f)(3).

► PARKING REDUCTION CRITERIA

[Section 9-9-6\(f\)\(2\)](#)

The approving authority may reduce the parking requirements of this section (see Tables 9-1, 9-2, 9-3 and 9-4), if it finds that the parking needs of all uses in the project will be adequately accommodated. In making this determination, the approving authority shall consider without limitation:

- (A) Whether the probable number of all motor vehicles to be owned by occupants of and visitors to dwelling units in the project will be accommodated;
- (B) The availability of off-street and nearby on-street parking
- (C) Whether any proposed shared parking can adequately accommodate the parking needs of different uses of the project considering daytime and nighttime variability of the parking needs of uses
- (D) The effectiveness of any multimodal transportation program that is proposed at reducing the parking needs of the project. Applications including such programs shall describe any existing or proposed facilities and proximity to transit lines and shall demonstrate that use of multimodal transportation options will continue to reduce the need for on-site parking on an ongoing basis;
- (E) If the number of off-street parking spaces is reduced because of the nature of the occupancy, whether the applicant provides assurances that the nature of the occupancy will not change; and
- (F) If considering a parking reduction for a use nonconforming as to parking, the approving authority shall evaluate the existing parking arrangement to determine whether it can accommodate additional parking or be rearranged to accommodate additional parking in compliance with the design requirements of subsection (d) of this section. If additional parking can reasonably be provided, the provision of such parking shall be a condition of approval of the requested reduction.

► **ALTERNATIVE ADMINISTRATIVE PARKING REDUCTIONS BY LAND USE**

The parking requirements in [Section 9-9-6](#), “Parking Standards,” B.R.C. 1981, may be reduced if the following standards are met. These standards shall not be permitted to be combined with the parking reduction standards in Subparagraphs (f)(2) of this section.

- (A) Housing for Older Adults: The city manager may reduce the amount of required parking by up to seventy percent for governmentally sponsored housing projects for adults 65 and over.
- (B) Mixed Use Developments: The city manager may reduce the amount of required parking in a mixed-use development by up to ten percent in the BMS, IMS, MU-1, MU-2, MU-3 and RMX-2 zoning districts, or in all other nonresidential zoning districts in [Section 9-5-2](#), “Zoning Districts,” B.R.C. 1981, by up to twenty-five-percent if the following requirements are met:
 - i. The project is a mixed use development that includes, as part of an integrated development plan, both residential and nonresidential uses. Residential uses shall comprise at least thirty-three percent of the floor area of the development; and
 - ii. The property is within a quarter of a mile walking distance to a high frequency transit route that provides service intervals of fifteen minutes or less during peak periods. This measurement shall be made along standard pedestrian routes from the property.
- (C) Religious Assemblies: The city manager may reduce the amount of required parking to permit additional floor area within the assembly area of a religious assembly which is located within three hundred feet of the Central Area General Improvement District if the applicant has made arrangements to use public parking within close proximity of the use and that the building modifications proposed are primarily for the weekend and evening activities when there is less demand for use of public parking areas.

► **LIMITING FACTORS FOR PARKING REDUCTIONS**

The city manager will consider the following additional factors to determine whether a parking reduction under this section may be appropriate for a given use:

- (A) A parking deferral pursuant to subsection (e) of this section is not practical or feasible for the property.

- (B) The operating characteristics of the proposed use are such that granting the parking reduction will not cause unreasonable negative impacts to the surrounding property owners.
- (C) The parking reduction will not limit the use of the property for other uses that would otherwise be permitted on the property.

► **PARKING REDUCTION WITH CONCURRENT USE REVIEW**

If a proposed use requires both a review pursuant to [Section 9-2-15](#), "Use Review," B.R.C. 1981, and a parking reduction pursuant to this subsection, the parking reduction shall be considered in conjunction with the use review decision and not before. The approving authority and process for the parking reduction shall be the same as for the use review.