

Small Car Stalls **DRMC §59 Article V**

In order to clarify the Zoning Ordinance requirements for small car stalls [compact parking]; the Zoning Administrator has established the following guidelines. These policies shall be effective for reviews performed beginning Monday, December 17, 2001.

1. Per §59, Article V Chart 1, Part B, “The dimensions from this chart shall be used only in controlled situations as approved by the Zoning Administrator.” The Zoning Administrator has determined that small car stalls cannot be controlled in owner-occupied dwelling units. As a result the Zoning Administrator shall not approve small car stalls for owner-occupied dwelling units. Applicants may appeal the Zoning Administrator’s denial of the use of Chart 1, Part B for owner occupied dwelling units to the Board of Adjustment.
2. Zoning Administrator may review requests for use of Chart 1, Part B for residents of non owner-occupied dwelling units. The dimensions from this chart shall be used only in controlled situations as approved by the zoning administrator. Such approval shall only be given where the owner/manager is able to: limit parking to employees or residents; determine which employee or resident, and what type of vehicle shall be allowed to park in specific parking spaces, and can enforce such restrictions.
3. The Zoning Administrator may review requests for the use of Chart 1, Part B for **employee parking** at non-residential uses, i.e. office, retail, warehouses. The use of Chart 1, Part B shall be prohibited for visitor and customer parking.
4. All requests for the use of Chart 1, Part B shall include, at a minimum, the following:
 - a) Applicants shall explain and justify the proposed need for the percentage of small car stalls.
 - b) Provide a detailed plan demonstrating how owner/manager will assign parking to individual employees/residents and **CONTROL** (enforce) the use of small car stalls.
 - c) Per §59-40(a) \$100 Special Review fee shall be imposed for each review. Checks shall be payable to “Manager of Finance.”
 - d) Any other information deemed necessary by the Zoning Administrator for the processing of the request.
5. For requests related to §59-316 (1), Reduction of parking spaces, and §59-316 (2) Special plan for shared parking, the applicant must provide demonstrative evidence that residents, employees, customers or visitors will use the transit system or will walk to their destination.

6. Any request in the mixed use zone districts related to §59-316(1), Reduction of parking spaces, §59-316(2), Special plan for shared parking and/or the use of Chart 1, Part B shall be considered separate reviews and shall require separate review fees.
7. All requests for small car stalls must be approved prior to all submittals of major or minor development plans to the Development Review Committee (DRC) or prior to submittal of preliminary plans, whichever comes first.
 - a) If the request for small car stalls is denied by the Zoning Administrator and applicant chooses to appeal to the Board of Adjustment –Zoning, approval must be obtained from the Board of Adjustment –Zoning before submittal of major or minor development plans to the Development Review Committee (DRC) or prior to submittal of preliminary plans; whichever comes first.
 - b) If all appeals are denied, then plans must be submitted under requirements of Chart 1, Part A.
8. Denial of small car parking request may be appealed to the Board of Adjustment- Zoning within 15 days of the date of written notification.