



DRB HANDBOOK

COMMERCIAL

The General Plan of the City of Lakewood has been established to guide and promote the orderly growth and development of the community. The goals specified in the General Plan, are carried out, in part, through the architectural review of all development within the City. The Development Review Board (DRB) has been created to administer this process. The DRB consists of a registered architect, a landscape architect, and the Director of Community Development. Prior to plan check, development proposals, including signs, are reviewed by the Board to insure that the design enhances both individual property values and the general aesthetic character of the City. Applications reviewed at a DRB meeting will be given approval, conditional approval, or denial, based on the Board's policies, and the direction of the City Council and the Planning Environment Commission. Once DRB approval is obtained, building plans may be submitted for plan check, after which building permits are issued and work can begin.

DRB approval is required for construction or modification of all commercial and industrial structures in the City of Lakewood. More specifically, approval is required for:

1. New construction of a commercial or industrial structure.
2. Additions to or exterior remodeling of existing commercial or industrial structures.
3. Roof-mounted solar equipment that does not conform with the City's solar policy.
4. Other roof-mounted equipment such as air conditioning units or dish antenna.
5. General site modifications, including but not limited to: changes in the off-street parking or landscape design, addition of trash enclosures and addition or modification of signs.

It is recommended that you discuss preliminary plans with the Planning staff of the Community Development Department to determine if DRB approval is required for your proposal.

MEETING SCHEDULE

DRB meetings are held the:

SECOND AND FOURTH WEDNESDAYS OF EACH MONTH

Residential Review - 9:20 A.M.

Commercial and Industrial Review - 11:00 A.M.

PLANS MUST BE SUBMITTED SEVEN DAYS BEFORE THE NEXT SCHEDULED DRB MEETING

There is no fee for development review. Meetings are informal in nature and open to the public. An application for the Board cannot be accepted, however, until a determination has been made that the application complies with minimum zoning standards.

SUBMITTAL REQUIREMENTS FOR NEW COMMERCIAL OR INDUSTRIAL DEVELOPMENTS:

1. **Development Review Board Application Form** - Available from the Community Development Department.
2. **Site Plan** - (4 copies) - Prepared by an architect or building designer showing: (Exhibit 1)
 - a. North arrow and scale (not less than 1" = 30')
 - b. Title Block which shall include:
 - Name of development
 - Date plan was prepared
 - Name of person and/or firm preparing plans
 - Name and address of applicant

EXHIBIT 1: SAMPLE SITE PLAN

LEGEND

GROSS SITE AREA: 29,180 S.F.

GROUND FLOOR AREA: 6,418 S.F.

SECOND FLOOR AREA: 5,400 S.F.

TOTAL BUILDING AREA: 11,818 S.F.

PERCENT LOT COVERAGE: 22%

REQUIRED PARKING:

1 SPACE/250 S.F. GFA: 47

PARKING PROVIDED

STANDARD 33

SMALL CAR 12

(MAX - 40% of required - 19'
8'6" minimum dimension -
8' x 20' provided)

HANDICAPPED 2

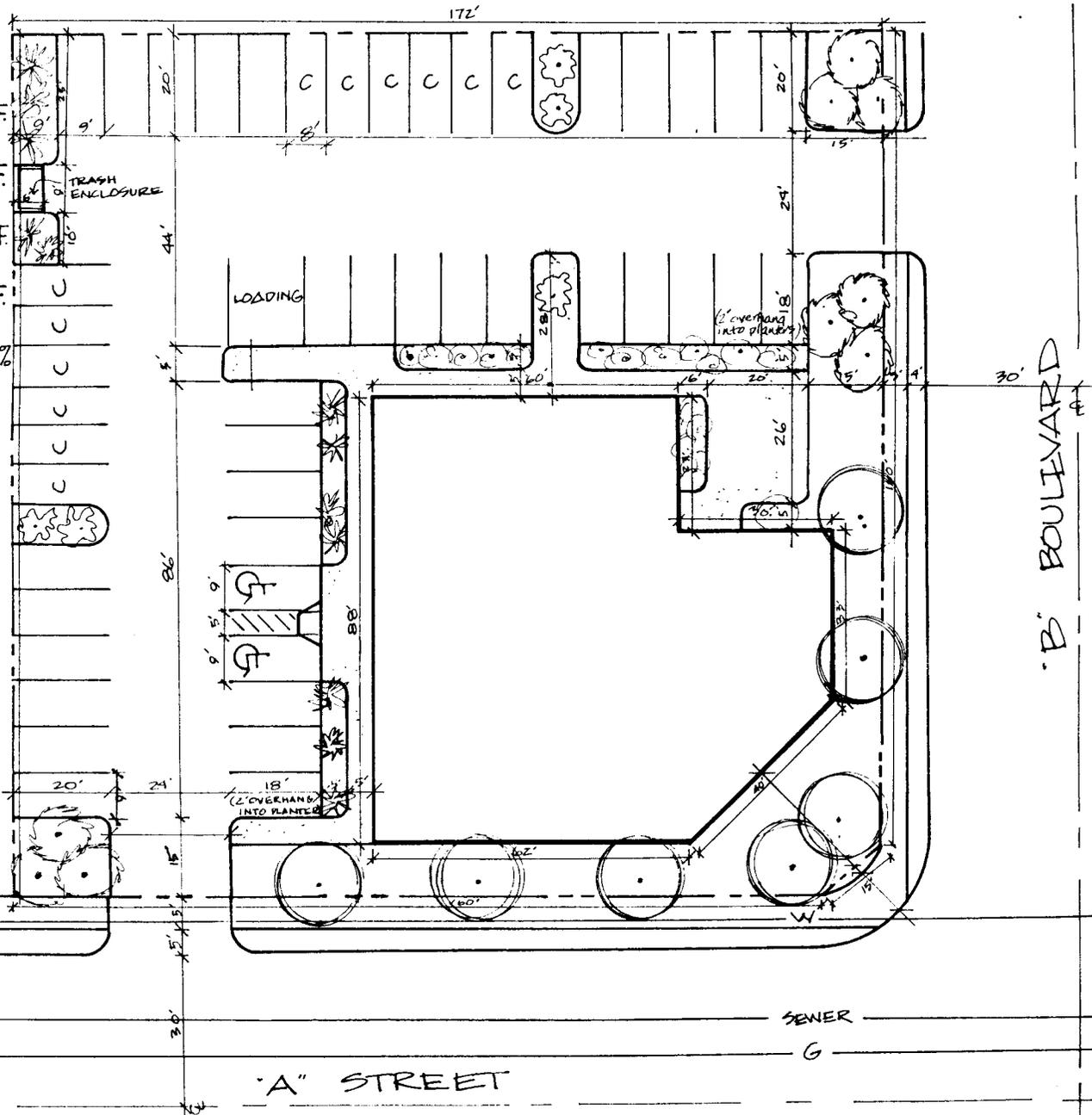
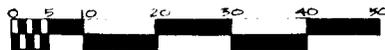
TOTAL 47

LAUREL PLAZA

ANY DEVELOPER

ADDRESS

DATE



- c. Location and dimensions of all property boundary lines.
 - d. Location and dimensions of all existing and proposed structures.
 - e. Interior traffic circulation pattern, specifying location and dimensions of parking spaces, driveways, aisles, loading areas, and pedestrian access routes.
 - f. Existing and proposed area designated for landscaping.
 - g. Location of trash enclosures.
 - h. Location and height of all walls and fences.
 - i. Location, height, and type of illumination used for exterior lighting.
 - j. The name, location, and width of all adjacent public and private streets and any proposals for street widening.
 - k. Location and width of public or private easements and location of underground utilities.
 - l. A legend specifying:
 - Gross area of site
 - Ground floor area
 - Percent lot coverage
 - Gross floor area
 - Calculations of required number of parking spaces
3. **Floor Plans** - (4 copies) - for all existing and proposed structures; prepared to scale of not less than 1/8" = 1', and indicating total square feet of floor area.
4. **Elevations** - (4 copies) - front, side, and rear exterior elevations of building; prepared to scale of not less than 1/8" = 1', showing:
- a. Height and dimensions of structures.
 - b. Architectural features and treatment of exterior surfaces, specifying materials and colors to be used.
 - c. Fences, walls, trash enclosures, and landscaping; specifying height, materials, and surface treatment.
 - d. Exterior mechanical equipment and proposals for its screening.
 - e. Signs, showing dimensions, height from grade level, and means of lighting, if any.
 - f. Title Block (same as for site plan).
5. **Landscaping Plans** - (2 copies) - Shall include the following: (see DRB Landscape Handbook for more information about landscape design criteria)
- a. Complete site plan prepared according to instructions indicated under 2, and showing:
 - Location and size of landscaped areas, specifying plant materials to be used.
 - Proposed and existing tree locations
 - Container size and botanical and common names for all plants, trees, shrubs, and ground cover.

- Tabulations of square footage of all landscaped areas, total percentage of parking devoted to landscaping, and total area and percentage of site devoted to landscaping in excess of the minimum required for parking lots.

- b. Automatic irrigation plan (2 copies)
 - c. Elevations prepared according to instruction previously indicated under 4 are to include plant material consistent with landscape plan.
 - d. Legend with names, sizes, and number of plants.
6. **Trash Enclosure Details** - Shall include the following:
- a. Site Plan (2 copies) prepared according to instructions previously indicated under 2 is to include trash enclosure layout and access.
 - b. Elevations (2 copies) prepared according to instructions previously indicated under 4.
 - c. Trash enclosure specifications (2 copies) prepared to show structural details of enclosure itself (Lakewood's specifications for trash enclosures are presented on the following page in Exhibit 2).
7. **Sign Details** - Shall include the following (see DRB Sign Handbook for more information about sign regulations):
- a. Site plan (2 copies)
 - b. Elevations (2 copies) Elevations of building where signs are proposed; prepared to scale of not less than 1/8" = 1', showing:

1. Height and dimensions of structures.

2. Signs, showing dimensions, height from grade level, and means of lighting, if any.

3. Title Block (same as for site plan.

c. Sign copy (2 copies) prepared to show dimensions of sign and sign copy; one (1) copy should be colored or photographs of the same provided.

d. Color samples of sign materials.

8. **Rendering** - Or a set of colored elevations (1 copy or set)

9. **Sample Board** - Showing color and type of exterior finishes and materials (Exhibit 3)

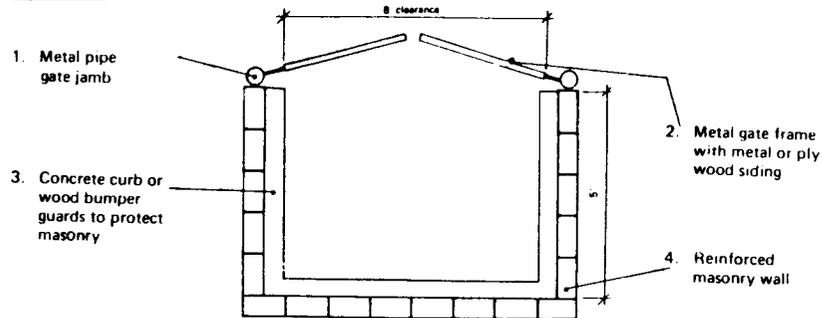
10. **Color Photographs** - Showing existing conditions on and adjacent to site.

11. **Environmental Assessment** - An Initial Study Form is available from the Community Development Department.

NOTE: Separate site plans and elevations are not required for trash enclosures, landscaping, and signs, if their locations and designs are specified on required site plans and elevations indicated under items 2 and 4. The DRB prefers that plans for proposed structures, trash enclosures, landscaping, and signs be submitted together as one project package rather than separately.

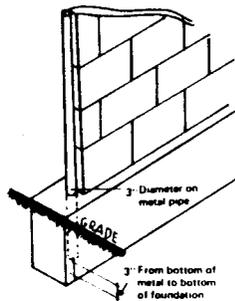
EXHIBIT 2: CITY OF LAKEWOOD TRASH ENCLOSURE SPECIFICATIONS

PLAN VIEW



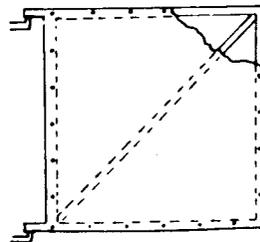
1. GATE JAMB

Gate jambs must be imbedded in concrete footings.



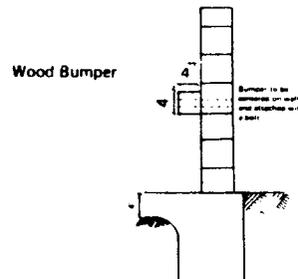
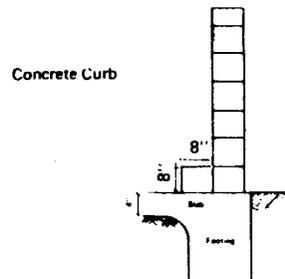
2. GATE ASSEMBLY

The gate should consist of a tubular frame with a skin of 22 gauge metal (sheet metal or aluminum siding) fastened to the frame by metal screws or spot weld. Plywood covered gates may be used if encased in a metal frame.



3. BUMPER GUARD AND CONCRETE SLAB

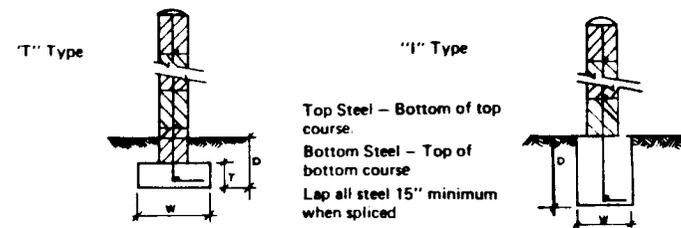
A concrete curb or wood bumper guard is required around the interior of the enclosure. A 4" concrete slab should be poured at the base of the enclosure.



4. WALL REQUIREMENTS

A 5' to 6' high and 6" to 8" wide reinforced masonry wall is required and must comply with the city's minimum requirements for block fences.

Wall Height	"T" Type Foundation			"I" Type Foundation		For 8" Block Use 1/2" Ø Steel	
	W	D	T	W	D	Vertical Steel	Horizontal Steel
5'0"	18"	12"	6"	12"	18"	3/8" Ø - 32" O.C.	3/8" Ø Top and Bottom of Fence and Bottom Foundation
5'6"	20"	12"	6"	12"	18"	3/8" Ø - 24" O.C.	
6'0"	20"	14"	8"	12"	20"	3/8" Ø - 24" O.C.	



NOTE:

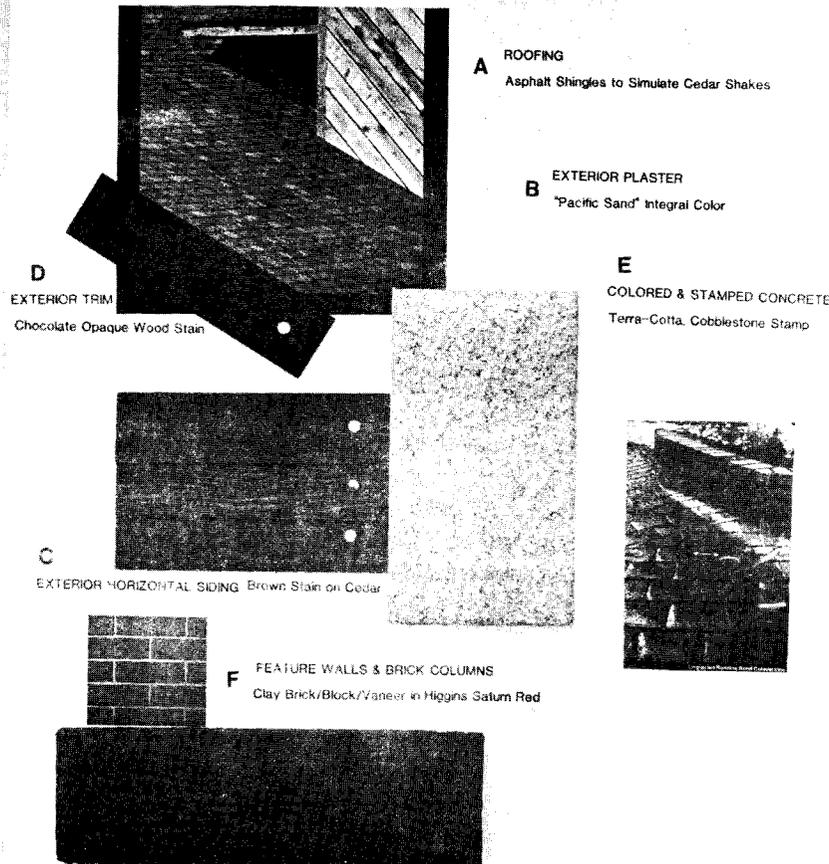
- All cells containing reinforcing shall be grouted.
- Foundation not required to extend above grade level.
- Block fence may be placed to either edge of "I" type of foundation.
- First called inspection to be after the trenches are ready for concrete and all required steel tied in place.
- Second called inspection to be when all blocks are in place with vertical and horizontal steel placed **BUT NOT GROUTED**.
- Foundation must be poured against undisturbed soil with appreciable slope of side walls on "I" TYPE FOUNDATION.
- Fence at parking area for heights up to 4' shall have a 3/8" Ø - 18" O.C. vertical steel minimum and 3/8" Ø horizontal steel at top of fence and bottom foundation.

SUBMITTAL REQUIREMENTS FOR MODIFICATION OF AN EXISTING DEVELOPMENT

The information listed above is required for new construction of commercial or industrial structures. These requirements will differ when a proposal is submitted for the modification of an existing structure. The table on the following page (Exhibit 4) is a guide to Development Review Board requirements for different types of construction proposals. It should be noted that the numbering system for these requirements is identical to that for new development. The black dots indicate what information must be provided for various projects. A member of the Planning staff can assist in determining what submittal information is required for a particular project, and in determining submittal requirements for project types not listed.

GENERAL DEVELOPMENT PROVISIONS FOR COMMERCIAL AND INDUSTRIAL ZONES

To implement the goals specified in the General Plan, the Community Development Department reviews all building proposals to determine if they conform with the City's Zoning Ordinance and Building Code requirements. The Development Review Board's decision must be based on the provisions set forth in these codes. Excerpts from the Zoning Ordinance are included in the following section. Note that these excerpts do not include permitted uses nor development requirements for parking lot landscaping, or signs. The comprehensive standards, to which all commercial and industrial projects must conform, are included in the City's Zoning Ordinance (copies of which are available from the City Clerk's Office). DRB Handbooks for signing and landscaping, which specify in detail these additional development standards as well as DRB submittal requirements, are available from the Community Development Department.



RANCH SPRINGS APARTMENTS

21209 BLOOMFIELD AVE. LAKEWOOD

EXHIBIT 4 : SUBMITTAL REQUIREMENTS FOR MODIFICATION OF EXISTING DEVELOPMENT IN C AND M ZONES

TYPE OF PROPOSAL SUBMITTAL REQUIREMENTS	ADDITIONS	EXTERIOR REMODELING	MODIFICATION OF SIGNS	MODIFICATION OF PARKING	MODIFICATION OF LANDSCAPING	CONSTRUCTION OF TRASH ENCLOSURES	INSTALLATION OF ROOF MOUNTED EQUIPMENT
1. APPLICATION FORM	●	●	●	●	●	●	●
2. SITE PLAN	●	●	●	●		●	●
3. ELEVATIONS	●	●	●		●	●	●
4. FLOOR PLANS	●						
5 a. LANDSCAPE/ & b. IRRIGATION PLANS	●		●	●	●		
6 c. TRASH ENCLOSURE SPECIFICATIONS	●			●	●	●	
7 c. SIGN COPY	●		●				
8. RENDERING OR COLOR ELEVATION	●	●					
9. SAMPLE BOARD	●	●					
10. COLOR PHOTOS	●	●	●	●	●	●	●
11. ENVIRONMENTAL ASSESSMENT CHECKLIST	●			●			

(The Code sections presented here are not necessarily presented in the order in which they appear in the Zoning Ordinance. Some sections were rearranged for better clarity.)

9340. C-1 - NEIGHBORHOOD COMMERCIAL

Building Height. In the C-1 Zone, no building shall exceed a height of four (4) stories or sixty-five (65) feet, whichever is the lesser.

Front Yard. When property classified as C-1 comprises part of the frontage in a block on one side of a street between intersecting streets or alleys, and the remainder of the frontages in the same portion of the block between such intersecting streets or alleys are classified for "R" purposes, the front yard of such property shall conform to the front yard requirements of said "R" zone.

Side Yards. Property in a C-1 Zone need provide no side yards.

Rear Yard. Every lot and every parcel of land in a C-1 Zone, when used for "C-1" purposes and which abuts upon property classified for "R" purposes and does not abut upon an alley, shall provide a rear yard of not less than twenty (20) feet.

9347. C-3 - INTERMEDIATE COMMERCIAL

Building Height. In the C-3 zone, no building shall exceed a height of six (6) stories or eighty-five (85) feet, whichever is the lesser.

Front Yard. When property classified as C-3 comprises a part of the frontage on a block on one side of the street between intersecting streets or alleys and the remainder of the frontage on the same portion of the block between such intersecting streets or alleys is classified for "R" purposes, the front yard of such property shall conform to the front yard requirements of said "R" zone.

Side Yards. Property in a C-3 zone need provide no side yards.

Rear Yard. Every lot and every parcel of land in the C-3 zone, when used for "C" purposes and the rear of the lot abuts upon property classified for "R" purposes and does not abut upon an alley, shall provide a rear yard of not less than twenty (20) feet.

9350. C-4 - GENERAL COMMERCIAL

Building Height. In the C-4 zone no building shall exceed a height determined by the total floor area in which said total floor area shall not exceed ten (10) times the buildable area of such parcel of land upon which the building is located. In determining the total floor area of the building, the cellar floor space, parking floor space, ramps, and roof structure space shall not be included.

Front Yard. When property classified as C-4 comprises part of the frontage in a block on one side of a street between intersecting streets or alleys and the remainder of the frontages in the same portion of the block between such intersecting streets or alleys is classified for "R" purposes, the front yard of such property shall conform to the front yard requirements of said "R" zone.

Side Yards. Property in a C-4 zone need provide no side yards.

Rear Yard. Every lot and every parcel of land in the C-4 zones, when used for "C" purposes, and the rear of the lot abuts property classified for "R" purposes and does not abut upon an alley, shall provide a rear yard of not less than twenty (20) feet.

9360. M-1 - LIGHT MANUFACTURING

Building Height. No building shall exceed a height of four (4) stories or fifty-five (55) feet, whichever is the lesser.

Location of Buildings. No building used for any purpose not allowed in the C-4 zone shall be placed within fifty (50) feet of any property in a residential zone.

Front Yard. When property classified as M-1 comprises part of the frontage in a block on one side of a street between intersecting streets or alleys and the remainder of the frontages in the same portion of the block, between such intersecting streets or alleys is classified for "R" purposes, the front yard setback in such M-1 zone shall conform to the front yard requirements of the M-F-R zone of 20 feet for one story and 25 feet for all stories in excess of one.

Side Yards. Property in an M-1 zone need provide no side yards.

Rear Yards. Every lot and every parcel in an M-1 zone, when used for "C" or "M-1" purposes and which abuts upon property classified for "R" purposes and does not abut upon an alley, shall provide a rear yard of not less than twenty (20) feet.

9368. M-2 - HEAVY MANUFACTURING

Building Height. No building shall exceed a height of four (4) stories or fifty-five (55) feet, whichever is the lesser.

Location of Buildings and Uses. No area in Zone M-2 which is within fifty (50) feet of any property in a residential zone shall be used for M-2 uses. However, such area may be used for off-street parking for automobiles or access to M-2 property.

Front Yard. When property classified as M-2 comprises part of the frontage in a block on one side of a street between intersecting streets or alleys and the remainder of the frontages in the same portion of the block, between such intersecting streets or alleys is classified for "R" purposes, the front yard setback in such M-2 zone shall conform to the front yard requirements of the M-F-R zone of 20 feet for one story and 25 feet for all stories in excess of one.

Side Yards. Property in the M-2 zone need provide no side yards.

Rear Yards. Every lot and every parcel in an M-2 zone, when used for "C" or "M-2" purposes and which abuts upon property classified for "R" purposes and does not abut upon an alley, shall provide a rear yard of not less than twenty (20) feet.

LIMITATIONS ON USES PERMITTED IN C AND M ZONES

All uses shall be conducted wholly within a building except a plant nursery, gasoline, oil or petroleum product pumps, newsstand, outdoor advertising, commercial parking lots, vehicular parking and loading spaces, and outdoor displays and storage where otherwise allowed or authorized by this part. No required vehicle storage space or landscaped area shall be devoted to outdoor displays or storage.

All merchandise shall be sold at retail only. Sale of secondhand merchandise taken in as a trade-in on the sale of new merchandise is permissible, provided that such sale is incidental to the sale of new merchandise and is conducted on the same premises.

Any garage or portion of any building having vehicular access to an alley shall be located not less than twenty (20) feet from the center line of that alley.

Adequate off-street loading and unloading space shall be provided so that in no case shall any part of a street or alley be used as a loading or unloading area.

Where a commercial use abuts upon alleys on two sides, at least a 20 feet wide driveway shall be maintained at all times so as to provide vehicular access from at least one alley into and from the parking area serving said use. This Subsection shall not be deemed to constitute a valid existing conforming use as non-conforming, if said use was validly existing on the date of the ordinance enacting this subsection. This section shall apply to all future commercial development and use, or to any expansion, remodeling, or rebuilding of an existing commercial use where the expansion or remodeling or rebuilding constitutes at least 50 percent new construction.

Penthouses or roof structures for the housing of elevators, stairways, tanks, ventilating fans, or similar equipment required to operate and maintain the building, fire or parapet walls, skylights, towers, roof signs, flagpoles, chimneys, smokestacks, wireless masts, and similar structures may be erected above the height limits prescribed by this Chapter, but no penthouse or roof structure, or any other space above the height limit prescribed for the zone in which the building is located shall be allowed for the purpose of providing additional floor space.

A wall, fence, or hedge used as and in lieu of fencing may be maintained within the required yard subject to the following:

- A. The foregoing shall not be more than six feet above the grade level of the land on either side thereof, when located within the required rear yard or side yard to the rear of the required front yard. Such a wall, fence, or hedge, when located within the required front yard or side yard adjacent to said front yard, shall not exceed

an overall height of forty-two inches. Said height shall be measured from grade level of the top of the curb to the top of the wall, fence, or hedge.

- B. Walls, fences, or hedges in commercial and manufacturing zones shall comply with the foregoing, except that heights in excess thereof may be authorized by conditional use permit, provided there is adequate light, air, open space, and vision, and where the permitted height is necessary to the use to be established and is not detrimental to the surrounding properties or neighborhood.

In the M zones only, open storage of material and equipment is permitted only when the storage area is enclosed with solid fence, masonry wall, or chain link fence with screen planting not less than six (6) feet in height. Such screen planting shall be permanently maintained.

SITE LANDSCAPING

All sites located in commercial or manufacturing zones shall be permanently maintained with suitable nursery stock in accordance with the following standards:

- A. **Required Landscaping.** Not less than 4% of the total site, including building area, but excluding lot area dedicated to public rights-of-way, shall be landscaped. Said landscaping shall be provided in addition to that required by Section 9429.P as parking lot landscaping.
- B. **Trees.** One (1) tree, minimum fifteen (15) gallon size, of a species satisfactory to the City, shall be planted for each 300 square feet of landscaped site area.
- C. **Planting Area.** All required planting areas shall be not less than twenty-five (25) square feet in area, nor less than three (3) feet in width, provided further that all planter areas shall be

enclosed within a six (6) inches high by six (6) inches wide concrete curb where the same is not adjacent to a concrete sidewalk, masonry wall, or building, excepted therefrom are raised planter boxes adjacent to or abutting a building.

D. **Irrigation System.** All landscaping shall be provided and maintained with an automatic irrigation system.

E. **Site Landscaping Plans.** Site landscaping plans shall be approved by the Development Review Board prior to the issuance of a building permit. Said plans shall be prepared in accordance with the charts, diagrams, plot plans, and standards on file in the office of the Director of Community Development.

F. **Required Parking Lot Landscaping.** All parking areas containing five (5) or more automobile parking spaces shall be landscaped and permanently maintained with suitable nursery stock, in accordance with the following standards:

1. **Required Landscaping.** Not less than 8% of the total vehicle parking lot area shall be landscaped.

2. **Planting Area.** All required planting area shall be not less than 25 square feet in area nor less than 3 feet in width provided further that all planter areas shall be enclosed within a 6" high X 6" wide concrete curb, where the same is not adjacent to a concrete sidewalk, masonry wall, or building; excepted therefrom are raised planter boxes adjacent to or abutting a building. Planting areas, surrounding by concrete curbing, which are provided as wheel stops, shall be a sufficient width to accommodate overhang of parked vehicles.

3. **Unusable Parking Space.** Each unusable space by reason of design or parking layout containing more than 24 square feet shall be landscaped.

4. **Distribution of Landscaping.** The required parking lot landscaping shall be distributed within and along the perimeter of the vehicle parking lot. Said landscaping distribution shall be approved by the Development Review Board.

5. **Trees.** An average of one (1) tree, minimum 15 gallon size of a species satisfactory to the City, shall be planted for each 5 single row or each 10 double row of parking spaces provided within the parking lot.

6. **Landscaping Types.** Types of landscaping shall consist of combinations of trees, shrubs, and ground cover with special consideration given to their eventual size, spread, susceptibility to disease and pests, durability, and adaptability to existing soil and climatic conditions.

7. **Irrigation System, Automatic.** Where landscaping is required or provided within or along a parking area, an adequate automatic irrigation system shall be provided. All such irrigation systems shall be permanently maintained.

STORAGE OF GARBAGE, WASTE, REFUSE AND TRASH

In connection with this Section, the following definitions and meanings shall apply:

1. **Owner** shall mean the person who owns or occupies or manages any use in a commercial zone, or any agent thereof.

2. Storage of garbage, waste, refuse and trash has reference to the storage by an owner of garbage, waste, refuse and trash on said premises for the purpose of ultimate disposal through either incineration in an incinerator approved by the Air Pollution Control District or by a licensed collector.
3. Garbage, waste, refuse and trash deposit cans has reference to containers provided by such owner for the convenience and the use of this customers or the public on said premises.

No owner of any premises in the Commercial Zone shall deposit, maintain, accumulate, dispose of, or allow the deposit, accumulation, maintenance or disposal of any garbage, waste, refuse or trash except as follows:

1. Garbage, waste, refuse and trash deposit cans shall be metal or plastic containers equipped and maintained with overlapping, fly-tight lids, or such other containers meeting the approval of the Health Officer. Such containers shall not be used by the owner for any purpose other than for the convenience of his customers and the public and shall be emptied at least once each twenty-four hours into containers maintained for the owner for the storage of garbage, waste, refuse and trash.
2. All other garbage, waste, refuse and trash, unless being disposed of by incineration in an incinerator approved by the Air Pollution Control District or by a licensed collector, shall be stored and maintained within a building.
3. Notwithstanding the last paragraph, where a use has been established on the date of the ordinance enacting this Section, until the 1st day of July 1971, garbage, waste, refuse and trash may be stored outside a building as follows: Garbage produced for or in connection with said premises may be stored on said premises provided the same

is placed and maintained in metal or plastic containers which have overlapping fly-tight lids. The lid shall be secured in place at all times while the container is not being filled or emptied. All other trash, refuse and waste shall be placed, maintained and stored in containers of substantial design and construction that will retain therein said trash, refuse and waste and may be readily emptied by licensed collectors and which will not readily disintegrate, fall apart, blow or scatter about the premises. No such container or garbage or trash can shall be placed or maintained in any public alley of the City. This subsection (3) terminates and shall no longer be effective on and after July 1, 1971.

4. Notwithstanding the foregoing or any other provisions of this Section to the contrary, any owner may store garbage, waste, refuse and trash outside of any building on said premises provided the same is stored and maintained as follows:
 - a. Within a metal bin equipped with wheels so that the same may be pushed or moved about, all of the designed structure approved by the City Administrator. All garbage, waste, refuse and trash shall be maintained within the interior of said metal bin and where lids are required, the same shall be completely closed at all times except when being emptied.
 - b. Within an enclosure which shall have on each side thereof a solid, reinforced masonry wall not less than five feet in height, provided, however, that the City Administrator may approve substitution of a solid fence or other material when in his opinion such fence or other material will adequately comply with the provisions of this subsection.

All openings shall be equipped with gates or doors which meet the height requirements of

this subsection and fence requirements for durability. Such gates or door shall be equipped at all times with a fully operating self-closing device. At least one opening or gate or door shall be of sufficient width to provide reasonable and necessary access to the storage area and said opening door or gate shall at all times be located and maintained at such a place and in such a fashion that access to the storage area for the deposit and removal of waste, trash, refuse and garbage is reasonably afforded.

All garbage stored within said enclosure shall be placed and maintained in a metal or plastic container which has an overlapping fly-tight lid. The lid shall be secured in place at all times when the container is not being filled or emptied.

Waste, refuse and trash, other than garbage, as defined in Section 9302.25aa, shall be placed, maintained and stored in containers of substantial design and construction that will retain therein said trash, refuse and waste and may be readily emptied by licensed collectors and which, further, do not readily disintegrate, fall apart, blow or scatter about the premises, said containers shall be kept within the walls of said enclosure except when being emptied.

- c. In meeting the requirements of this subsection, one required off-street parking space may be utilized.

OFF-STREET PARKING

Submittal of a DRB application showing parking lot plans is required for all new construction, alteration of buildings when square footage is added, and when there are any changes to the existing parking facilities. The application shall include:

1. **DRB Application Form** - Available from the Community Development Department
2. **Site Plans** - (4 copies) - of proposed parking lot plans which include:
 - a. North Arrow
 - b. Title Block
 - c. Zoning setbacks and statements of use
 - d. All adjacent streets, alleys, entrances and exits
 - e. Sidewalks, curb cuts, curbs, gutters and street trees
 - f. Locations and use of all existing and proposed buildings and structures used in connection with the parking area
 - g. Dimensions and height of all existing structures and total floor area
 - h. Parking spaces clearly marked
 - i. Landscaped areas

- j. Screening
- k. Paving
- l. Lighting
- m. Wheel stops
- n. Industrial and Commercial plans shall include:
 - Maximum number of employees on the largest shift
 - Number and type of company vehicles
 - Loading docks and doors on buildings

9492. GENERAL REQUIREMENTS FOR DEVELOPMENT OF OFF-STREET PARKING AREAS.

A. Off-Street Automobile Parking Stall Dimensions and Design Criteria (Exhibits 5 and 6)

- 1. Automobile Parking Stall, Standard Size.
 - a. Dimensions. The minimum dimensions of each standard size stall shall be not less than nine (9) feet in width by twenty (20) feet in length.
- 2. Automobile Parking Stall, Small Car.
 - a. Dimensions. The minimum dimensions of each small car stall shall be not less than eight (8) feet in width by sixteen (16) feet in length.
 - b. Number. In every parking lot located in a non-residential zone and in guest parking areas located in M-F-R zones, not more than 40% of the required or non-required

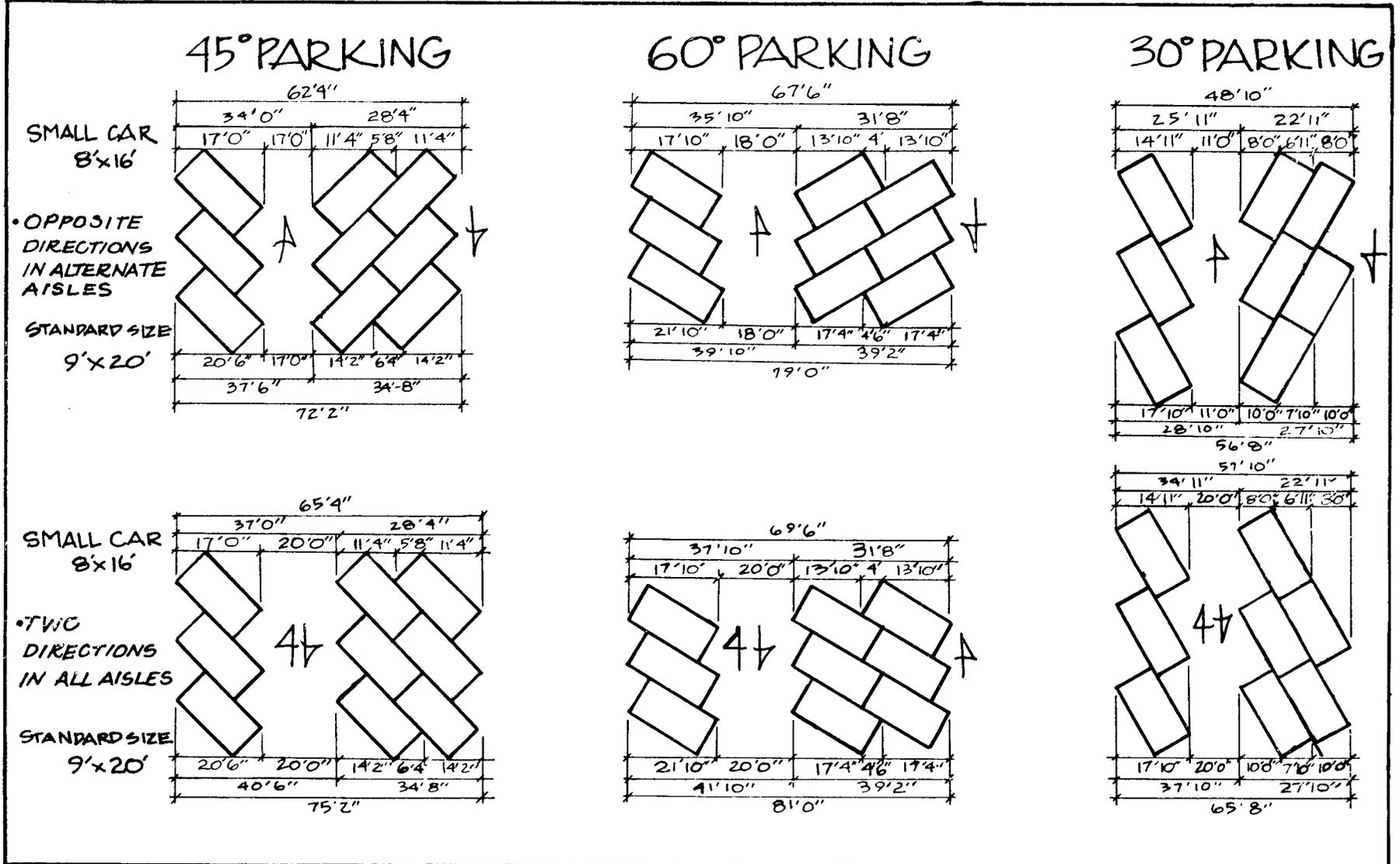
stalls may be designed as small car stalls to accommodate small cars, provided that said parking lots or areas contain a minimum of ten (10) stalls. In addition, where three (3) automobile storage spaces are required for a multi-family residential unit, a maximum of one space may be designed to accommodate small cars. Notwithstanding the foregoing, not more than 50% of the required or non-required stalls in parking lots or portions of parking lots, which are reserved for the use of employees may be designed as small car stalls, provided that a minimum of ten (10) spaces are so reserved.

- c. Identification. Each stall designed to accommodate small cars shall be clearly marked as a small car stall in accordance with the charts, diagrams, and standards on file in the office of the Director of Community Development.

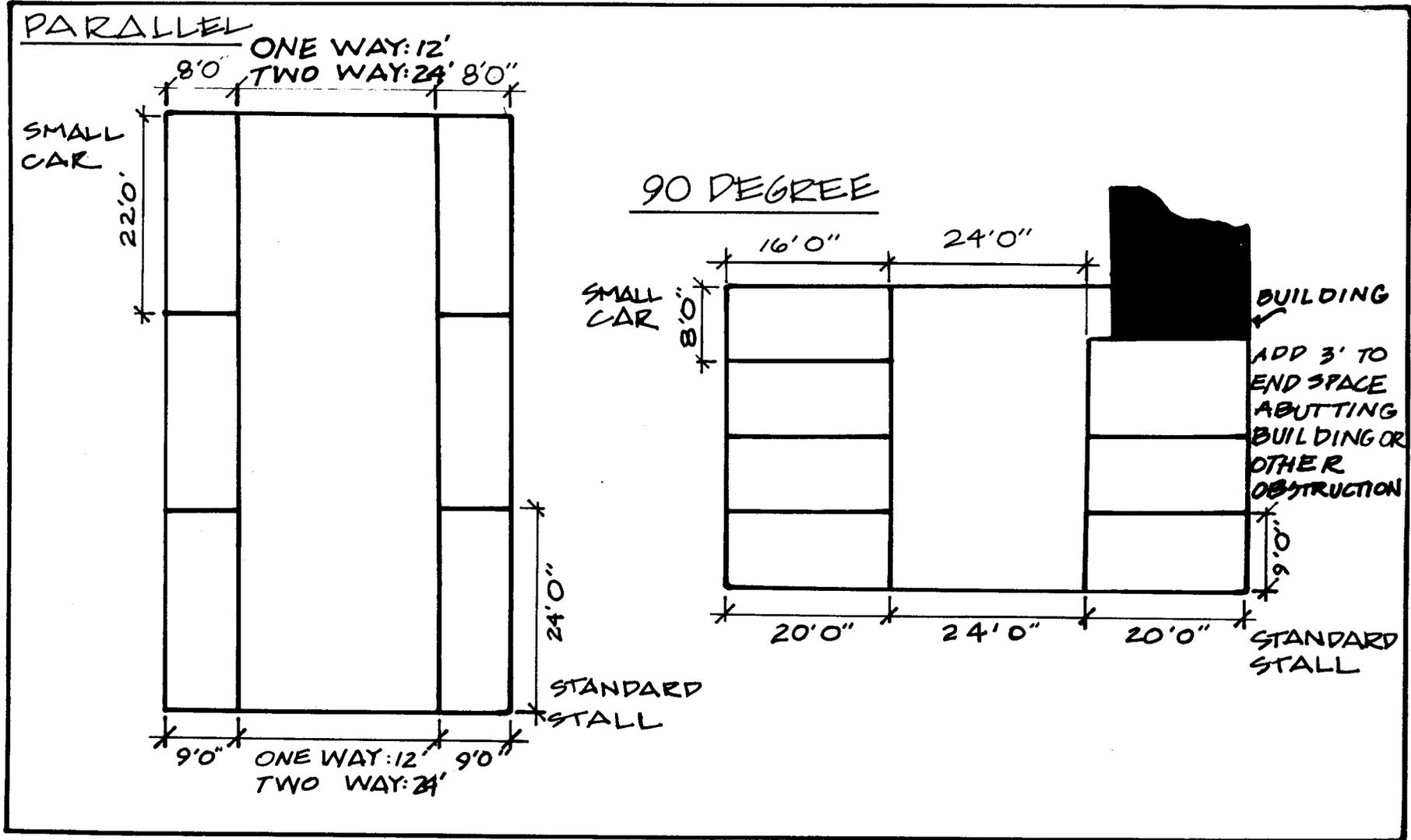
3. Automobile Parking Stall for the Handicapped

- a. Dimensions. The minimum dimensions of each automobile parking stall for the handicapped shall be not less than fourteen (14) feet in width by twenty (20) feet in length. Said stall shall be lined to provide a nine (9) feet parking area and a five (5) feet loading and unloading area. Two (2) spaces can be provided within a 23 feet wide area, lined to provide a nine (9) feet parking area on each side of a five (5) feet loading and unloading area (Exhibit 7).
- b. Number. Automobile parking stalls for the handicapped shall be provided for all non-residential uses in accordance with the following schedule.

EXHIBIT 5: PARKING STALL DESIGN CRITERIA



**EXHIBIT 6:
PARKING STALL DESIGN CRITERIA continued**



<u>Total Number of Parking Stalls Provided</u>	<u>Total Number of Required Parking Stalls for the Handicapped</u>
5 stalls or fewer	0
6-40	1
41-80	2
81-120	3
121-160	4
161-300	5
301-400	6
401-500	7
Over 500	One Space for Each Additional 200 Spaces Provided

- c. Identification. All parking stalls for the handicapped shall be clearly identified with the International Handicapped Symbol, blue striping, and signage, provided in accordance with the charts, diagrams, and standards on file in the office of the Director of Community Development.
- d. Location. All parking stalls for the handicapped shall be located adjacent to the main entrance of the facilities for which they are provided, and shall be positioned so that handicapped persons shall not be required to walk or wheel behind parked vehicles. In addition, all other provisions for the access of the handicapped to such facilities shall apply.
- B. Driveway Maneuvering Areas. All off-street parking areas shall be provided with access driveways providing safe and reasonable ingress and egress from the street providing egress and ingress thereto. Driveway or maneuvering areas within a parking lot or area shall be designed so as to

provide for safe and reasonable maneuverability to vehicles within the off-street parking area in accordance with the standard chart and diagrams on file in the office of the Director of Community Development.

- C. Egress. In all zones other than R-1 and R-A, off-street parking facilities shall be so designed as to require any vehicle emerging therefrom to proceed in a forward motion in order to enter any street providing egress therefrom.
- D. Entrance and Exits. The location of all parking entrances and exits, other than to an alley, shall be no closer than five feet to any lot line or closer than ten feet to the point of tangency of a corner curb radius line.
- E. Setbacks. No vehicle shall overhang a public right-of-way or encroach into or upon any private or public easement utilized for ingress or egress to a parking area.
- F. Truck Parking or Storage Areas. Where space is provided for truck parking or storage or other similar types of vehicles, the same shall be located not closer than 15 feet from the property line abutting each street. If said parking or storage area abuts property zoned for residential purposes the same shall be located not closer than 15 feet from the side property line abutting the residentially zoned property and in addition, a 30 foot front yard setback shall be maintained.

In the M zone in lieu of the aforementioned setback requirement, said parking space, including driveways, maneuvering areas and turn-about areas may be located not closer than 5 feet from the street property line and 5 feet from the side property line provided said parking area, exclusive of driveway openings, is enclosed by a solid masonry wall not less than 6 feet in height which

EXHIBIT 7: HANDICAPPED RAMP DETAIL

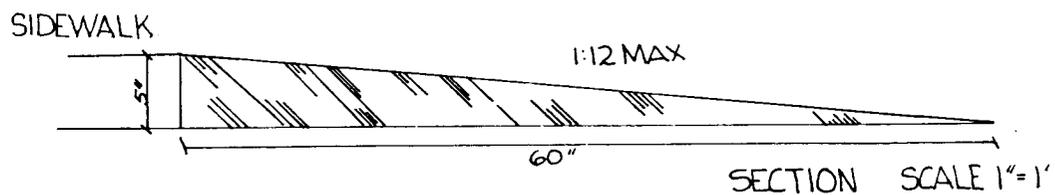
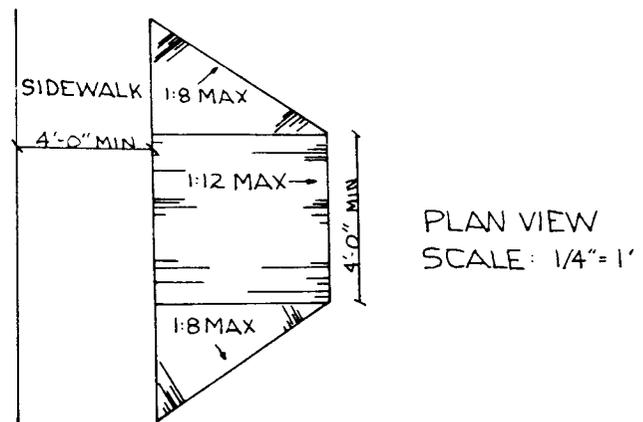
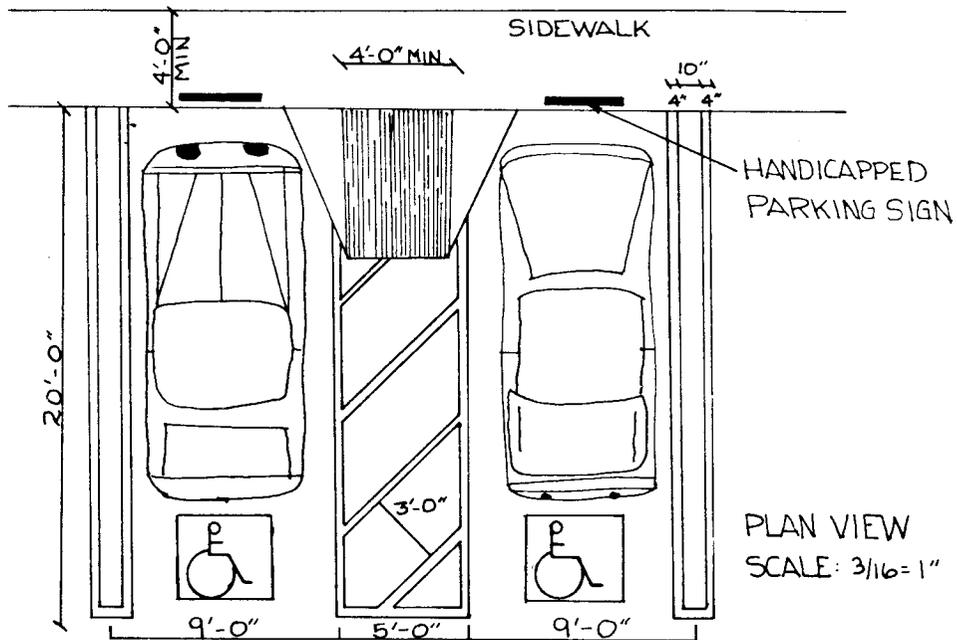
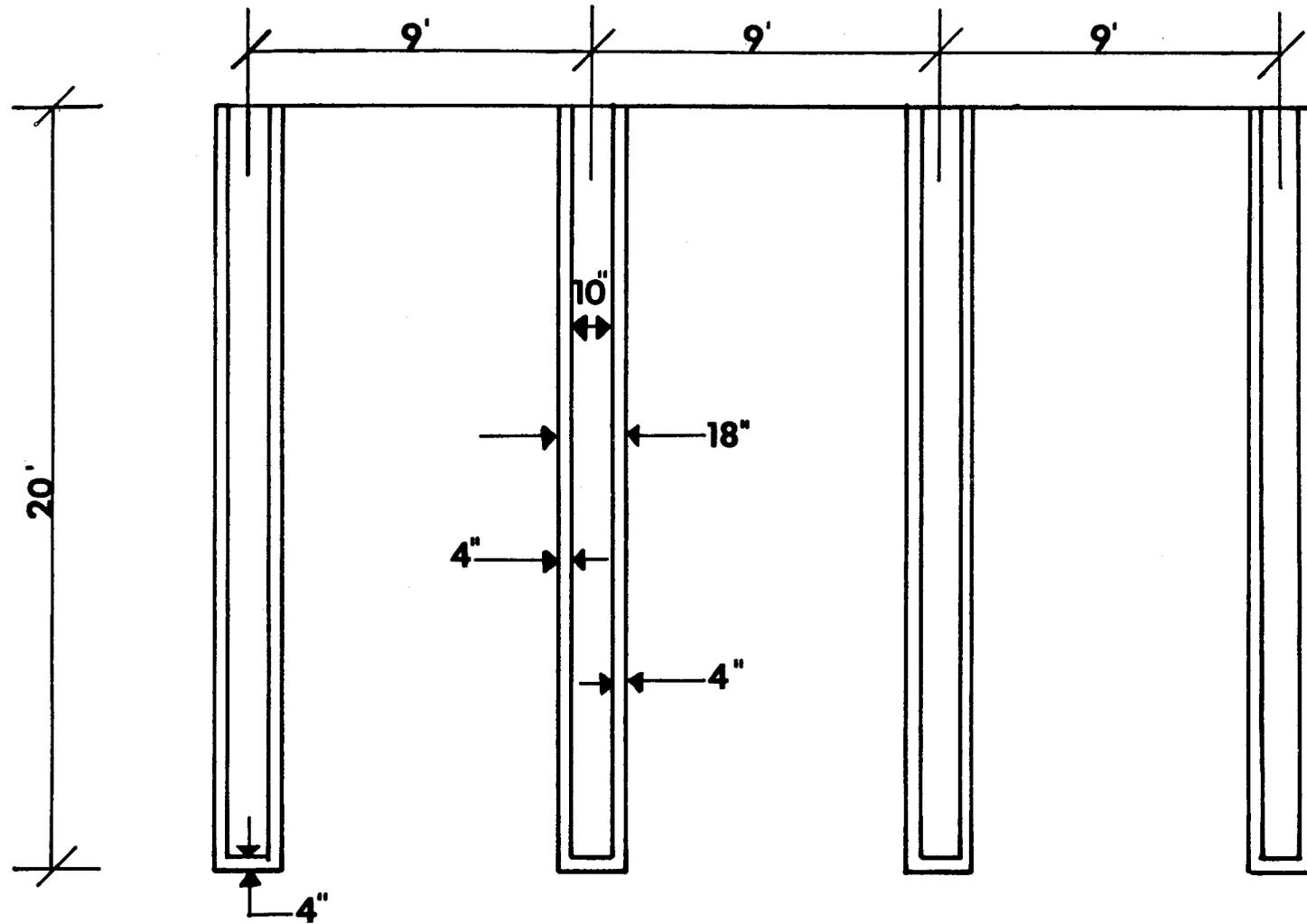


EXHIBIT 8 STALL STRIPING DETAILS



shall be provided and maintained parallel to and not nearer than 5 feet to the front lot line and side lot line, except that said wall shall not exceed 30 inches in height when the same is located along a lot line that abuts a front yard of residentially zoned property. The area between the wall and the lot line shall be landscaped and permanently maintained and irrigated as required by this Chapter.

G. Wheel Stops - Bumper Guards. Each parking stall shall be provided and maintained with a concrete or steel barrier suitable for the purpose of wheel stops or bumper guards provided, however, that no such wheel stops shall be required in a garage, or in a parking stall that fronts and abuts a fence or wall, or where otherwise authorized by the Director of Community Development. Each bumper guard or wheel stop shall be not less than 6 inches in height and shall be securely installed and maintained.

H. Loading Facilities. All development locations within the C and M zones shall provide a minimum of one (1) off-street loading space which shall comply with the following provisions:

1. The minimum required size of each loading space shall be not less than ten feet in width by 25 feet in length.
2. All loading spaces shall have an unobstructed height of not less than 14 feet.
3. All loading areas, where practical, shall be screened from view of vehicular and pedestrian traffic and from adjacent properties.

I. Lighting. In all C and M zones, such parking area shall be illuminated with artificial lighting in that degree necessary to provide safe use thereof. Such lighting shall be designed and arranged so as

not to reflect direct or indirect light upon abutting or adjacent properties, with a maximum light spill of point 5 foot candles at grade level.

J. Walls. In all zones other than R-1, R-A, or "A", where such area abuts upon any lot in a residential zone, a six foot reinforced masonry wall shall be erected and maintained along the lines of such adjoining lot, with the exception that the portion of said wall extending within the required front yard setback area of the adjoining residential property shall not exceed forty-two inches in height.

K. Striping. All parking spaces shall be double striped in a manner clearly showing the layout of the intended parking stall. Such striping shall be maintained in a clear, visible, and orderly manner (Exhibit 8).

L. Surfacing. All parking areas shall be surfaced with material approved by the Director so as to provide a permanent surface capable of withstanding the type of vehicular traffic to which such an area is likely to be subjected.

1. Covered Parking Areas. Parking areas within or under buildings shall be paved with Portland Cement Concrete with a minimum compressive strength of 2,000 p.s.i.
2. Open Parking Areas. Parking areas other than those within a building may be paved with asphalt concrete.
3. Thickness. Asphalt concrete pavement shall be a minimum thickness of three and one-half (3 1/2) inches for passenger vehicle parking areas.

4. Surfacing. Truck Parking or Storage Area. All off-street truck parking and storage area, maneuvering areas, turn-around areas, and driveways used for access thereof, shall be surfaced, and thereafter maintained with:
- a. Asphaltic-type surfacing, compacted to a minimum thickness of three (3) inches, laid over a base of four (4) inches of crushed rock for driveways and service areas, except that concrete surfacing to a minimum of 3 5/8" shall be provided around all pump islands for servicing of trucks, tractors, trailers, heavy equipment, or other similar type vehicles.
 - b. Crushed rock, gravel, or other similar material treated to deter dust or mud for those parking areas utilized for trucks, tractors, trailers, heavy equipment, or other similar type vehicles.
5. Exception. Thickness of asphalt concrete may be reduced to a minimum thickness of two inches (2") for passenger vehicle traffic, provided an approved aggregate base course is constructed under the asphalt pavement. The minimum thickness of such base course shall be four (4) inches.
- M. Drainage. All paved areas shall be sloped to drain. Finished slope of areas paved with asphalt concrete shall be not less than one percent (1%). Finished slope of areas paved with concrete shall be not less than one-half of one percent (1/2%). Portland Cement concrete gutters shall be installed to receive drainage from asphalt concrete paved areas, such gutters shall be not less than three feet in width.
- N. Storm Water Disposal. Paved areas shall be designed to carry surface water to the nearest practical street, storm drain, or natural watercourse approved by the Director and the Director of Public Works. Concentrated flows of water from parking areas shall not flow by gravity over any public property, but shall be collected in an appropriate manner within the property confines and conducted under the sidewalk in a manner satisfactory to the Director of Public Works.
- O. Maintenance. All parking areas shall be maintained in a safe and sanitary condition free of dust, mud, or trash, and shall kept in good repair. Any alteration, enlargement, maintenance or repairs shall be pursuant to permit and subject to the provisions of this Chapter.
- Required Parking Lot Landscaping.** All parking areas containing five (5) or more automobile parking spaces shall be landscaped and permanently maintained with suitable nursery stock, in accordance with the following standards:
1. **Required Landscaping.** Not less than 8% of the total vehicle parking lot area shall be landscaped.
 2. **Planting Area.** All required planting area shall be not less than 25 square feet in area nor less than 3 feet in width provided further that all planter areas shall be enclosed within a 6" high X 6" wide concrete curb, where the same is not adjacent to a concrete sidewalk, masonry wall, or building; excepted therefrom are raised planter boxes adjacent to or abutting a building. Planting areas, surrounding by concrete curbing, which are provided as wheel stops, shall be a sufficient width to accommodate overhang of parked vehicles.

3. **Unusable Parking Space.** Each unusable space by reason of design or parking layout containing more than 24 square feet shall be landscaped.
4. **Distribution of Landscaping.** The required parking lot landscaping shall be distributed within and along the perimeter of the vehicle parking lot. Said landscaping distribution shall be approved by the Development Review Board.
5. **Trees.** An average of one (1) tree, minimum 15 gallon size of a species satisfactory to the City, shall be planted for each 5 single row or each 10 double row of parking spaces provided within the parking lot.
6. **Landscaping Types.** Types of landscaping shall consist of combinations of trees, shrubs, and ground cover with special consideration given to their eventual size, spread, susceptibility to disease and pests, durability, and adaptability to existing soil and climatic conditions.
7. **Irrigation System, Automatic.** Where landscaping is required or provided within or along a parking area, an adequate automatic irrigation system shall be provided. All such irrigation systems shall be permanently maintained.

SAME. GENERAL PROVISIONS RELATING TO THE DETERMINATION OF NUMBER OF PARKING SPACES REQUIRED.

- A. **Mixed Occupancies in a Building or Lot.** In the case of mixed uses in a building or on a lot, the total requirements for off-street parking facilities shall be the sum of the requirements for the various uses computed separately. Off-street parking facilities for one use shall not be considered as providing required parking facilities for any other use except as hereinafter specified for joint use.

- B. **Fractional Remainders.** When the application of this chapter results in the requirement of a fractional parking space, any fraction up to one-half shall be disregarded, and any fraction equalling one-half or more shall be construed as requiring one additional parking space.
- C. **Common Facilities.** Common parking facilities may be provided in lieu of the individual requirements contained herein, but such facilities shall be approved by the Director of Community Development or referred to the Planning Environment Commission at his discretion as to size, shape, and relationship to business sites to be served, provided the total of such off-street parking spaces when used together, shall not be less than the sum of the various uses computed separately.
- D. **Joint Use Parking.** The Planning Environment Commission may, upon application by the owner or lessee of any property, authorize the joint use of parking facilities for the following uses or activities under the conditions specified herein:
 1. Up to fifty percent of the parking facilities required by this chapter for a use considered to be primarily a daytime use may be provided by the parking facilities of a use considered to be primarily a nighttime use, or vice versa, provided such reciprocal parking areas shall be subject to the conditions set forth herein.
 2. For the purposes of this determination, the following uses and similar uses may be found to be daytime or nighttime uses depending upon the facts of each case.

a. Daytime

1. Banks
2. Business offices
3. Retail stores
4. Personal service shops
5. Clothing
6. Shoe repair or service shops
7. Manufacturing or wholesale buildings
8. Other similar uses as determined by the Planning Environment Commission

b. Nighttime

1. Auditoriums incidental to a public or parochial school
2. Churches
3. Dance halls
4. Theaters
5. Bars

3. Conditions required for joint use:

- a. The building or use, for which application is being made for authority to utilize the existing off-street parking facilities provided by another building or use, shall be located within three hundred feet of such parking facility.
- b. The applicant shall show that there is no substantial conflict in the principal operating hours of the buildings or use for which the joint use of off-street parking facilities is proposed.
- c. Parties concerned in the joint use of off-street parking facilities shall show evidence of an agreement for such joint use by a proper legal instrument approved by the City Attorney as to form and content. Such instrument, when approved as

conforming to the provisions of this ordinance shall be recorded in the office of the County Recorder and copies thereof filed with the Department of Community Development.

4. Schools. Notwithstanding the aforementioned provisions, the Planning Environment Commission may in making such determinations and based upon the facts of the case, considered up to 100% of the parking facilities required for a church or auditorium incidental to a public or parochial school for daytime parking use under this section.

APPEALS

All decisions of the Development Review Board can be appealed to the Planning Environment Commission. An appeal, in writing, must be filed with the Community Development Department within five (5) City business days after notice of the Development Review Board decision. In addition, a \$35.00 fee is required to cover administrative processing costs. The Commission will decide on the merits of your arguments for reversal of the DRB decision. The Planning Environment Commission's decision, in turn, can be appealed to the City Council.

If you have any questions concerning the development review process, or the DRB, please contact the Community Development Department, Planning Sections, at (213) 866-9771.