

CHAPTER 25.39 – PARKING REGULATIONS (ADMINISTRATIVE DRAFT)

25.39.010 – Purpose and Applicability

A. Purpose. The purposes of this Chapter are to:

1. Ensure that adequate off-street parking is provided for new land uses and major alterations to existing uses, considering the demands likely to result from various uses, combinations of uses, and settings, and to avoid the negative impacts associated with spillover parking into adjacent neighborhoods and districts;
2. Minimize the negative environmental and urban design impacts that can result from parking lots, driveways, and drive aisles within parking lots;
3. Offer flexible means of minimizing the amount of area devoted to vehicle parking by allowing reductions in the number of required spaces in transit-served locations, shared parking facilities, and other situations expected to have lower vehicle parking demand;
4. Where possible, consolidate parking and minimize the area devoted exclusively to parking and driveways when typical demands may be satisfied more efficiently by shared facilities;
5. Ensure that parking and loading areas are designed to operate efficiently and effectively and in a manner compatible with onsite and surrounding land uses;
6. Ensure that adequate off-street bicycle parking facilities are provided;
7. Promote parking lot designs that offer safe and attractive pedestrian routes;
8. Encourage bicycling, transit use, walking, carpooling, and other modes of transportation (other than by motor vehicle) that can move the City toward achieving modal split goals in the General Plan Mobility Element; and
9. Accommodate and encourage increased use of alternative fuel and zero-emissions vehicles.

B. Applicability. The minimum off-street parking spaces established in this Chapter shall be provided for new construction or intensification of use, and for the enlargement or increased capacity and use of land.

25.39.020 – General Provisions

A. Vehicle Parking Spaces to Be Provided

1. **Parking Required.** At the time of erection of any building or structure, or at the time any building or structure is enlarged or increased in capacity, there shall be provided off-street parking spaces with adequate and proper provision for ingress and egress by standard size automobiles.
2. **Reconstruction, Expansion and Change in Use of Existing Non-Residential Buildings.** When a change in use, expansion of a use, or expansion of floor area creates an increase of 10 percent or more in the number of required on-site parking or loading spaces, on-site parking and loading shall be provided according to the provisions of this Chapter. The existing parking shall be maintained, and additional parking shall be required only for such addition, enlargement, or change in use and not for the entire building or site. If the number of existing parking spaces is greater than the requirements for such use, the number of spaces in excess of the

prescribed minimum may be counted toward meeting the parking requirements for the addition, enlargement, or change in use. A change in occupancy is not considered a change in use unless the new occupant is in a different use classification than the former occupant.

3. **Reconstruction, Expansion and Change of Use of Existing Residential Buildings.** When any building is remodeled, reconstructed, or changed in use by the addition of dwelling units, such additional garage or parking facilities as may be required must be provided, except for Accessory Dwelling Units approved per Chapter 25.48.030 (Accessory Dwelling Units).
4. **Minimum Requirements.** The regulations in this Chapter are the minimum requirements unless specific requirements are made for a particular use in a district. Additional spaces may be provided.
5. **Parking to Be Provided on Same Lot.** Unless otherwise expressly permitted by this Chapter, required parking shall be provided on the same lot as the use for which the parking is required.
6. **Uses Not Listed.** The Director shall determine the parking requirement for uses that are not listed in Table 25.39-1: Parking Requirements by Use. The Director's determination shall be based on similarity to listed uses. That decision may be appealed to the Commission.

7. **Parking Calculations**

- a. **Floor Area.** The parking requirement calculation shall be based on the gross floor area of the entire use, unless stated otherwise. Areas such as lobbies, hallways, stairways, break rooms, restrooms, and utility rooms shall not be included in the parking requirement calculation.
 - b. **Sites with Multiple Uses.** If more than one use is located on a site (including a mix of uses or a mixed-use development), the number of required onsite parking spaces and loading spaces shall be equal to the sum of the requirements calculated separately for each use, unless a reduction is approved pursuant to Section 25.39.050 (Parking Reductions).
- B. Use of Required Parking Spaces.** Required parking spaces and any portion of the area on a site encompassing the required parking and the required landscaping within the parking area on a site shall not be rented or leased to any party on or off the site or used for some purpose other than that permitted or allowed on the site. These spaces shall be made available and maintained in safe, useable condition for the tenants and their clients or customers, at no charge, except as may be authorized by a City-approved shared parking program or where the City has authorized alternative parking arrangements, such as through a Transportation Demand Management program or unbundled parking approach.
- C. Parking Lifts and Other Mechanical Parking Approaches.** The required number of parking spaces may be satisfied with the use of parking lifts and other mechanical parking devices pursuant to Section 25.40.080(H) (Mechanical Parking Lifts).

25.39.030 – Required Parking Spaces

- A. Minimum Number of Spaces Required.** Each land use shall be provided at least the number of onsite parking spaces set forth in Table 25.39-1.

Table 25.39–1: Parking Requirements by Use

Type of Land Use	Number of Off-Street Parking Spaces Required
Commercial – Retail	
Eating and Drinking Establishments (Bars and Taverns; Night Clubs; Restaurants)	1 space per 200 sq. ft. See 25.39.030 D. for outdoor dining requirements.
Food and Beverage Sales (General Markets, Convenience Stores, Liquor Stores)	1 space per 400 sq. ft.
Nurseries and Garden Centers	1 per 600 sq. ft.; plus 1 per 2,000 sq. ft. of outdoor display area
Retail Sales	1 space per 400 sq. ft.
Retail Sales - Large Format	1 space per 600 sq. ft.
Vehicle Fuel Sales and Accessory Service	2 parking spaces for employees plus parking for retail/convenience store
Vehicle Sales	1 space per 300 sq. ft. of office area, plus 1 space per 800 sq. ft. of parts sales and service area, plus 1 space per 2,000 sq. ft. of indoor and outdoor sales area
Commercial – Services and Recreation	
Animal Care Services	
Kennels	1 space per 1,000 sq. ft. of indoor area
Pet Hotels	1 space per 1,000 sq. ft. of indoor area
Grooming	1 space per 400 sq. ft. of indoor area
Veterinarian	1 space per 250 sq. ft. of indoor area
Banks and Financial Institutions	1 space per 300 sq. ft.
Check Cashing and Pay Day Loan Establishments	1 space per 300 sq. ft.
Commercial Recreation (Large, Small)	1 space per 300 sq. ft. for small; 1 space per 500 sq. ft. for large
Day Care Centers	1 space per 500 sq. ft. of indoor space
Food Preparation (catering)	1 space per 1,000 sq. ft. with no on-site sales or service
Funeral Services and Cemeteries	1 space per four fixed seats or one space per 80 sq. ft. of assembly area, whichever is greater
Office - Medical or Dental	1 space per 400 sq. ft. in NBMU, RRMU, and all Downtown zones 1 space per 250 sq. ft. for all other zones
Office - Professional	1 space per 400 sq. ft. in NBMU, RRMU, and all Downtown zones 1 space per 300 sq. ft. in all other zones
Office - Research and Development	1 space per 500 sq. ft.
Personal Services (General, Specialized)	1 space per 400 sq. ft.
Studios – Dance, Martial Arts, and the Like	1 space per 300 sq. ft.
Theaters (Live, Movie or Similar)	1 for each 6 permanent seats in main assembly area, or 1 for every 60 sq. ft. of assembly area where temporary or moveable seats are provided, whichever is greater
Educational Services	
Schools, Primary and Secondary (Private)	Elementary and Middle Schools: 1 per classroom, plus 1 per 300 sq. ft. of office area High Schools: 5 per classroom, plus 1 space per 300 sq. ft. of office area
Trade Schools	1 space per 200 sq. ft. In office buildings over 20,000 sq. ft., 1 space per 300 sq. ft.
Tutoring and Educational Services	1 space per 200 sq. ft. In office buildings over 20,000 sq. ft., 1 space per 300 sq. ft.
Industrial, Manufacturing, Processing, Warehousing, and Wholesaling Uses	
Breweries, Wineries, and Distilleries	1 space per 1,500 sq. ft. of production area; 1 space per 200 sq. ft. of tasting room area
Food Processing and Production	1 space per 1,500 sq. ft.
Laboratories	1 space per 800 sq. ft.

Table 25.39–1: Parking Requirements by Use

Type of Land Use	Number of Off-Street Parking Spaces Required	
Light Industrial	1 space per 1,500 sq. ft.	
Personal Storage	1 space per 2,000 sq. ft. of combined storage space and business/sales office.	
Recycling Facilities	1 space per 2,000 sq. ft. of processing area	
Light Processing	None required, except as required for the primary use	
Reverse Vending Machines (s)	None required, except as required for the primary use	
Small Collection	None required, except as required for the primary use	
Vehicle Service and Repairs	1 space for each 800 sq. ft.	
Major and Minor Repair	1 per 300 sq. ft. of office area in addition to spaces for all vehicles for rent	
Vehicle Rental	1 space plus sufficient waiting line(s) or 2 spaces plus washing area(s)	
Washing		
Warehousing/Logistics	1 space for each 1,000 sq. ft.	
Wholesaling	1 space for each 1,000 sq. ft.	
LODGING		
Bed and Breakfast	1 space per lodging room	
Extended Stay Hotels	1 space per lodging room	
Hostels	1 space per lodging room	
Hotels and Motels	1 space per lodging room	
	See Section 25.39.050 B. for parking reduction	
Public and Quasi-Public Uses ³⁹		
Assembly Facilities (Community Assembly, Religious Assembly)	1 space per six permanent seats or 1 space per 60 sq. ft. of assembly area if there are no fixed seats.	
Community Open Space	None required	
Emergency Shelters, Permanent	2 spaces for the facility plus one space for each six occupants at maximum allowed occupancy	
Emergency Shelters, Temporary	No additional parking required beyond the primary use	
Government Buildings and Facilities	As required for the type of use (e.g., professional office, warehouse)	
Hospitals	1 space per 1.5 beds	
Low Barrier Navigation Center	1 per 300 sq. ft.	
Medical Clinics	1 space per 250 sq. ft.	
Residential Uses		
Dwellings		
Accessory Dwelling Units	Per Section 25.48.030.H.8 (Parking)	
Single-Unit Dwelling	See Section 25.39.030 B.	
Two-Unit and Multi-Unit Dwellings		
All zoning districts except Downtown Specific Plan, BRMU, RR-MU, NBMU, and R-4	1 space for studio and micro units 1.5 spaces for one-bedroom units 2 spaces for two- or more bedroom units 0.5 spaces per unit for housing occupied exclusively by persons aged 62 or older 0.75 spaces for micro units	Guest parking: One additional guest parking space shall be provided for every 4 units for projects greater than 10 units

Table 25.39–1: Parking Requirements by Use

Type of Land Use	Number of Off-Street Parking Spaces Required	
Downtown Specific Plan zoning districts, BRMU, RRMU, NBMU, and R-4	1 space for studio or one-bedroom units 1.5 spaces for two-bedroom units 2 spaces for three or more-bedroom units 0.75 spaces for micro units	No additional guest parking spaces are required
All	80 percent of the total required parking spaces shall be covered or within a garage or carport.	
Caretaker Quarters	1 space per dwelling	
Communal Housing	1 space per 1.5 occupants or 1.5 spaces per bedroom, whichever is greater	
Elderly and Long-Term Care	1 space per 3.5 beds	
Family Day Care Small Large	None in addition to what is required for the residential use Same as dwelling type, plus 1 space for every two employees providing day care services	
Live/Work	1 space for studio or one-bedroom units 1.5 spaces for two-bedroom units 2 spaces for three or more-bedroom units	
Residential Care Facilities Limited General, Senior	None in addition to what is required for the residential use. 2 spaces for the owner-manager plus 1 for every 5 beds and 1 for each nonresident employee	
Supportive and Transitional Housing	See Section 25.46.195	
Mixed Use		
Mixed Use Development	As required for each separate use in the mixed-use development See Section 25.39.050 for parking reductions.	
Transportation and Utilities		
Air Courier, Terminal, and Freight Services	1 space for each 1,000 sq. ft. of indoor space	

B. Requirements for Single-Unit Dwellings. The following are parking requirements for single-unit dwellings.

1. **Parking Space Requirements.** Each single-unit dwelling shall provide off-street parking spaces for at least two vehicles, one of which must be covered by a garage or carport. The following requirements apply to certain additions and to new single-unit dwellings:
 - a. **Two, Three, and Four Bedrooms.** An existing single-unit dwelling increased in size to two, three, or four bedrooms and a new single-unit dwelling with up to four bedrooms shall provide off-street parking spaces to current code dimensions for at least two vehicles, one of which must be covered by a garage or carport.
 - b. **Five or More Bedrooms.** A single-unit dwelling hereafter increased in size to five or more bedrooms and a new single-unit dwelling with five or more bedrooms shall provide off-street parking to current code dimensions for at least three vehicles, two of which must be covered by a garage or carport. Required covered parking spaces shall be provided in a side-by-side configuration.
 - c. **Additions to Existing Single-unit Dwellings.** For the purposes of subsections (1)(a) and (b) of this Section, an existing garage not less than 18 feet wide and 18 feet deep interior dimension shall be considered to provide two covered off-street parking places.

- d. **Accessory Dwelling Unit Bedrooms.** Bedrooms that are within Accessory Dwelling Units shall not be counted toward the overall number of bedrooms for the primary single-unit dwelling on the lot on which it is located.

2. Parking Limitations

- a. A vehicle shall not be parked between a structure and the front property line, except in a garage or on a driveway directly leading to a garage or carport. Parking may be provided on a paved pad between the driveway and a side property line with issuance of a Special Permit. Parking provided in conjunction with establishment of an Accessory Dwelling Unit shall comply with the provisions of Section 25.50.030.
- b. Inoperative vehicles, vehicle parts, boats, and campers (as defined by Section 243 of the Vehicle Code) shall not be stored or parked in driveways or between a structure and front or side property line.
- c. Required covered parking shall not be provided in tandem configuration, except as may be permitted for an Accessory Dwelling Unit pursuant to which complies Section 25.50.030.
- d. For an addition to an existing single-unit dwelling and for Accessory Dwelling Units, required uncovered spaces may be provided in tandem configuration and may extend:
 - i. In areas with sidewalks, to the inner edge of the sidewalk.
 - ii. In areas without sidewalks, to five feet from the inner edge of the curb.
 - iii. In areas without either sidewalks or curbs, to five feet from the edge of pavement.

C. **Special Requirements for Burlingame Downtown Specific Plan.** Notwithstanding any other provision of this Code, the following shall apply to vehicle parking requirements for certain properties within the boundaries ("parking sector") of the Burlingame Downtown Specific Plan, as shown on the Parking Sector Boundaries Map, Figure 3-3 of the Burlingame Downtown Specific Plan.

- 1. All uses located on the first floor or below the first floor within the parking sector shall be exempt from providing off-street parking. All uses above the first floor, shall provide off-street parking as required by this Chapter.
- 2. Any new development, except reconstruction because of catastrophe or natural disaster, shall provide on-site parking, except that the first floor and floor below the first floor of such new development in the parking sector shall be exempt from parking requirements.
- 3. Buildings reconstructed after catastrophe or natural disaster shall be required to provide parking only for the square footage over and above the square footage existing at the time of the disaster. This parking shall be provided on site.

D. **Broadway Mixed-Use Parking Requirements.** Notwithstanding any other provision of this Title, the following shall apply to vehicle parking requirements in the Broadway Mixed Use (BRMU) zoning district:

- 1. **Ground Floor Alterations of Use – Nonconforming Remedy.** Upon change of use, if the prior use did not meet parking standards pursuant to this Chapter 25.40 (Parking Regulations), the new use shall not be required to provide additional parking beyond that existing at the time of change of use.

2. **Upper Floor Alterations of Use.** All uses above the first floor shall provide off-street parking as required by this Chapter.

E. Outdoor Dining

1. Additional parking is not required when an outdoor dining area is less than 1,000 square feet.
2. If the outdoor dining area exceeds 1,000 square feet, parking shall be required for the area in excess of 1,000 square feet at a ratio of 50 percent of what is required for the use.
3. For centers with multiple tenants, each tenant may have up to 1,000 square feet of outdoor dining area.

25.39.050 – Parking Reductions

- A. Parking Reductions Pursuant to a Minor Modification Approved by the Director.** The parking reductions set forth in this Section are not additive, except that a project which qualifies for a Parking Adjacent to Transit or Transportation Demand Management reduction may also apply for a Shared Parking Reduction.

1. **Affordable Housing Developments.** See Chapter 25.33 (Affordable Housing Incentives) for parking reductions applicable to affordable housing developments.
2. **Shared Parking Reduction.** Where a shared parking facility serving more than one use will be provided, such as a mixed-use development, the total number of required parking spaces may be reduced by up to 20 percent with Director approval.

- a. **Criteria for Approval.** The Director may only approve other parking reductions if the following findings are made:

- i. The peak hours of use will not overlap or coincide to the degree that peak demand for parking spaces from all uses or projects will be greater than the total supply of spaces;
 - ii. The proposed shared parking provided will be adequate to serve each use and/or project; and
 - iii. In the case of a shared parking facility that serves more than one property, a parking agreement has been prepared and recorded with the Office of the County Recorder requiring the parking to be operated on a nonexclusive basis and to be open and available to the public for shared use, short-term parking during normal business hours.

- b. **Parking Demand Study.** A parking demand study shall be conducted and prepared under procedures set forth by the Director that substantiates the basis for allowing shared parking facilities.

3. **Transportation Demand Management Reductions.** A 20 percent reduction may be applied to the off-street parking requirement for any project that is required to submit a Transportation Demand Management Plan pursuant to Chapter 25.xx (Transportation Demand Management).

- B. Parking Reductions Pursuant to a Special Permit Approved by the Planning Commission.** The Planning Commission may approve a parking reduction exceeding the amounts pursuant to Section A, above, if the following findings are made:

1. **Parking Demand Study.** The parking reduction is supported by a parking demand study that outlines the unique characteristics of the proposed use and substantial evidence that the increased reduction will not be a detrimental to surrounding properties.

2. **Vehicle Trip Reduction Plan.** Based on the parking study, the Commission may impose conditions deemed necessary to ensure that the appropriate parking demand is maintained as set forth in the parking demand study.

- C. **Reductions and Common Parking.** Where there has been a reduction in required parking, all resulting spaces must be available for common use and not exclusively assigned to any individual use. In residential and mixed-use projects, required residential parking may be reserved, but commercial parking must be made available for guests or overflow from residences.

25.39.060 – Bicycle Parking

- A. **Minimum Bicycle Parking Required.** Bicycle parking shall be provided for multi-family residential, public and civic facilities, schools, retail, commercial, office, and industrial uses in accordance with standards set forth in the CalGreen Building Code and/or successor code.
- B. **Bicycle Parking Location.** Bicycle parking shall be located on a paved surface, in proximity to a building entrance, in a visibly secure and well-lit location, and adjacent to the building served.
- C. **Bicycle Parking Minimum Dimensions.** The minimum dimensions for outdoor bicycle parking spaces shall be two feet by six feet, plus a five-foot-wide maneuvering space behind the bicycle rack area.

25.39.070 – Parking for Electric Vehicles

- A. Parking spaces for electric vehicles shall be provided for all uses in accordance with the requirements of the CalGreen Building Standards Code and/or successor code and local City codes, such as the Burlingame Reach Code, whichever yields the greater number of spaces. These dedicated parking spaces shall count toward the minimum required parking spaces for the associated use.
- B. All electric vehicle spaces shall be equipped with electric vehicle charging equipment as set forth in the CalGreen Building Standards Code, the use of which the property owner or operator may require payment at his/her discretion.
- C. Any charging or similar equipment shall not be placed within the required parking space dimensions and shall not obstruct any pedestrian path of travel.
- D. Electric vehicle charging equipment shall be provided for all new developments and whenever a substantial addition to an existing development is proposed.

25.39.080 – Parking Area Design and Development Standards

- A. **Location of Parking and Off-Site Parking.** Required parking spaces serving any use shall be located on the same lot as the use they serve, except parking in an off-site parking facility may be provided upon request for a Parking Variance as follows:

1. **Location**

- a. **Residential Uses.** Any off-site parking facility must be located within 100 feet, along a pedestrian route, of the unit or use served.
- b. **Nonresidential Uses.** Any off-site parking facility must be located within 300 feet, along a pedestrian route, of the primary entrance containing the use(s) for which the parking is required.

2. **Parking Agreement.** A written agreement between the landowner(s) and the City in a form satisfactory to the City Attorney shall be executed and recorded in the Office of the County Recorder. The agreement shall include:
 - a. A guarantee between the landowner(s) for access to and use of the parking facility; and
 - b. A guarantee that the spaces to be provided will be maintained and reserved for the uses served for as long as such uses are in operation.

B. Parking Space and Drive Aisle Dimensions

1. **Standard Parking Spaces and Drive Aisles.** The standards set forth in Table 25.40-2 are established as minimum parking space dimensions. Alternative dimensions may be provided if it can be shown, to the satisfaction of the City Engineer, that due to unique circumstances on a property, dimensions that are less than the minimum requirements will allow for the safe movement of vehicles into, within, and exiting a parking lot.

Table 25.39-2: Parking Space and Aisle Dimensions

Parking Stall Angle	Stall Width	Stall Length	Aisle Width	
			One-Way	Two-Way
Standard Parallel	9 ft	22 ft	13 ft	18 ft
30-Degree	9 ft	18 ft	13 ft	18 ft
45-Degree	9 ft	18 ft	13 ft	18 ft
60-Degree	9 ft	18 ft	18 ft	18 ft
90-Degree	9 ft	18 ft	24 ft	24 ft

2. **Parking Parallel to Entrance Driveway.** Where parallel parking is provided alongside an entrance driveway, the minimum width of the driveway/drive aisle shall be increased to 28 feet, and the driveway/drive aisle shall be at least 27 feet in length for parallel parking to be allowed in this location.
3. **Compact Spaces.** Compact car spaces, where allowed as shown in Table 25.39-3, shall have a clear interior measurement of 8 feet in width and 17 feet in length.
4. **Single-Unit Dwellings.** Garages and carports for single-unit dwellings shall have a clear interior measurement of at least 10 feet in width and 18 feet in length when one parking space is required and at least 20 feet in width and 18 feet in length when two spaces are required. Open parking spaces for single-unit dwellings shall have a clear interior measurement of 9 feet in width and 18 feet in length.
5. **Parking Spaces Abutting Wall or Fence.** Each parking space abutting a wall, fence, column, or other obstruction higher than six inches adjacent to that space shall have a minimum width of 10 feet to allow a vehicle door to open and to provide additional maneuvering space to drive into and out of the parking space. In the review of the parking plan, the Director, upon consulting with the City Engineer, may require additional width.
6. **Increase in Dimension.** Any parking space dimension shall be increased to a size acceptable to the City Engineer to provide for safe movement into and out of a parking space.
7. **Vertical Clearance for Interior Parking.** All parking spaces and aisles shall have an unobstructed vertical clearance from floor to lowest projections on the ceiling within the parking area of 7 feet.

8. **Separate Egress.** A separate means of egress shall be provided for all parking spaces at angles less than 90 degrees unless an area is provided on site which allows a motor vehicle exiting such spaces to do so within three movements. A turning radius of 28 feet for outside clearance and 14 feet for inside clearance shall be assumed.
9. **Garage Doors.** The minimum garage door widths are 8 feet for a one-car garage and 16 feet for a two-car garage.
10. **Motorcycle Parking.** Extra space in parking lots can be used for motorcycle parking. The following guidelines apply where such spaces are provided:
 - a. Motorcycle parking should be located near a main entrance to encourage use and enhance visibility to minimize theft and vandalism.
 - b. Each motorcycle parking space shall have a minimum delineated area of 4 feet by 8 feet.
 - c. Parking lots that include motorcycle parking spaces shall have signage indicating that motorcycle parking is available.

C. Driveways. Driveway standards shall be as follows:

1. The minimum driveway width for single-unit and duplex residences shall be 9 feet six inches. A driveway shall be no wider than the garage or parking area it serves.
2. In all other cases than single-unit and duplex residential, the minimum driveway width shall be 12 feet for parking areas with one to 30 vehicle spaces. Parking in areas with more than 30 vehicle spaces shall have either two 12-foot-wide driveways or one 18-foot-wide driveway.
3. Egress onto a public right-of-way from a driveway shall be in the forward direction, except that backing onto a public right-of-way shall be allowed for single-unit homes and duplexes.
4. Driveway slopes in excess of 15 percent shall require approval of the Department of Public Works.
5. A 7-foot minimum vertical clearance, measured at right angles to the slope, shall be maintained at all points on the driveway. However, a knockout bar with not less than 6 feet 9 inches vertical clearance may be installed at each entry or exit point with permission of the Department of Public Works.
6. A six-inch rise above curb grade shall be installed at the property line for flood protection when required by the Department of Public Works.

D. Landscaping in Parking Lots. The following landscaping standards apply to all surface parking lots, in addition to other required landscaping pursuant to Chapter 25.36 (Landscaping).

1. **Buffer.** Where a surface parking lot abuts a public street, a minimum 5-foot-deep landscape buffer shall be provided between the sidewalk and the first parking row.
2. **Minimum Amount.** A minimum of 10 percent of the parking area shall be landscaped.
3. **Minimum Planter Dimension.** No landscape planter that is to be counted toward the required landscape area shall be smaller than 2 feet in any horizontal dimension where no trees are provided and 4 feet where trees are provided, excluding curbing.

4. **Screening.** Parking areas shall be screened from view from public streets and adjacent lots in a more restrictive district by a combination of planting or low-profile walls and fences to a height of three feet.
 5. **Layout.** Landscaped areas shall be well-distributed throughout the parking lot area. Parking lot landscaping may be provided in any combination of landscaped planting strips and islands between rows of parking stalls, between parking areas and adjacent building, at ends of rows of parking stalls, or at the parking lot perimeter.
- E. Heat Island Reduction.** To reduce ambient surface temperatures in parking areas, at least 50 percent of the areas not landscaped shall be shaded by durable, permanent shade structures, trees, or other approach acceptable to the Director. If shade structures are provided, they shall not count toward limits on lot coverage. If shade is provided by trees, the trees shall be at least 24-gallon in size at installation, be of a variety that provides year-round shade, and be maintained in healthy condition. Trees shall be selected from a list maintained by the Planning Division. If a tree dies or is removed, it shall be replaced.
- F. Compact Parking.** Compact car spaces shall be allowed only in industrial and commercial zoning districts in the following ratios. Each compact car space shall be clearly marked "COMPACT CAR." The compact car spaces shall be distributed throughout the parking area.

Table 25.39-3: Compact Parking

Required Parking Spaces	Allowable Compact Spaces
1-11	0
11-20	Up to 10 percent of spaces
Over 20	Up to 20 percent of spaces over 20

G. Tandem Parking

1. **Residential Uses.** For residential uses, when parking spaces are identified for the exclusive use of occupants of a designated dwelling, required spaces may be arranged in tandem (that is, one space behind the other) subject to a Minor Modification. Tandem parking is intended to allow for needed flexibility on constrained lots or where tandem parking is consistent with the existing neighborhood pattern. For single-unit dwellings, required parking may be provided in tandem configuration where safe and compatible with the surrounding neighborhood.
2. **Hotel and Restaurant Projects (New and Existing).** Tandem parking may be used for hotel and restaurant development where valet parking service is provided, subject to approval of a parking management plan and a Minor Modification or as part of a Design Review.
3. **New Office Uses.** Tandem parking may be considered for office development if all the following requirements are satisfied:
 - a. With review of the location and design as part of a Design Review, where adequate maneuverability and access arrangements are provided;
 - b. When the tandem spaces are set aside for the exclusive use of onsite employees;
 - c. Where the total number of tandem spaces does not exceed 30 percent of the total parking provided for projects that require 10 vehicle parking spaces or less, and 15 percent of the total parking provided for projects that require 11 or more vehicle parking spaces; and
 - d. With a parking management plan approved as part of a Design Review or other discretionary permit to ensure that proper management and oversight of the use of the proposed tandem spaces will occur.

4. **Existing Office Uses.** For existing office development where there is a desire to upgrade or modify the parking layout to increase efficiency or better meet standards, the new tandem parking spaces shall be subject to a Minor Modification, and the additional finding that adequate maneuverability and access arrangements are provided.

H. Mechanical Parking Lifts. In commercial and industrial zones and in mixed-use and multi-unit developments and subject to Design Review, mechanical parking lifts may be used to satisfy all or a portion of vehicle parking requirements. Up to 25 percent of the required minimum amount of spaces may be required to be provided as non-mechanical parking for lift systems unable to accommodate a range of vehicles, including trucks, vans, SUVs, or large sedans. Application submittals shall include any information deemed necessary by the Director to determine parking can adequately and feasibly be provided and that the following performance standards can be met and the following findings for approval can be made:

1. The use of mechanical lift parking results in superior design and implementation of City goals and policies for infill development.
2. In existing developments and established neighborhoods, mechanical lift parking shall be screened and compatible with the character of surrounding development.
3. In new developments, mechanical lift parking shall comply with applicable design guidelines and be compatible and appropriately considered with overall building and site design.
4. Mechanical lift parking systems shall comply with all development standards including, but not limited to, lot coverage, height and setback requirements, and parking and driveway standards, except for minimum parking stall sizes, which are established by lift specifications, with a minimum typical width of 7 feet 6 inches.
5. The owner of the property shall record a covenant applicable to the property and all subsequent owners that states that the mechanical parking systems will be safely operated and maintained in continual operation, except for limited periods of maintenance.
6. There are no circumstances of the site or development or particular model or type of mechanical lift system that could result in significant impacts to those living or working on the site or in the vicinity.
7. Adequate queuing area is provided.
8. Operation of the mechanical lift system, whether located indoors or outside, complies with Burlingame Municipal Code Section 10.40.035 (General Noise Regulations) and any specific conditions that may have been imposed on the project.

I. Valet Parking

1. **Where Permitted and Approval Process.** Valet parking may be permitted in commercial and mixed-use zoning districts subject to the approval of the Director, based on the approval process outlined this Section and in compliance with Burlingame Municipal Code Chapter 6.30 (Valet Parking).
2. **Review Criteria**
 - a. Valet parking shall be subject to review of hours of operation, circulation, and other pertinent impacts. All proposals for valet parking shall be accompanied by a parking study, prepared by a registered traffic engineer, that addresses circulation impacts, operational characteristics of the use, parking space size and configuration, and other issues deemed necessary by the Director.

- b. Valet parking shall be provided on the same site as the business for which the valet parking is being approved. In the event the location for the valet parking is off site from the business, the provisions in this Section regulating off-site parking shall also apply.

3. Development Standards for Valet Parking Uses

- a. Because of the unique characteristics of valet parking facilities, parking space size shall be determined on a case-by-case basis and not necessarily subject to the standards listed in this Chapter.
- b. Valet parking facilities shall not be permitted to use parking that is specifically set aside or required for another use, unless a shared parking or off-site parking agreement, as applicable, is approved by the City.