

**URBAN FORESTRY MANAGEMENT PLAN
ADVISORY COMMITTEE MEETING**

Thursday, September 15, 2022- 3:00 PM

UFMP Advisory Committee Meeting

September 15, 2022 Urban Forestry Committee
Thursday, September 15, 2022 3:00 PM – 4:30 PM (PDT)

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/CottageGrove/urban-forestry-management-plan-committee>

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To help prevent the spread of COVID-19 and to protect our more vulnerable members of the community, the City of Cottage Grove will be holding public meetings virtually. Everyone is encouraged to attend the meeting online or by phone. Anyone who cannot access the meeting online or by phone can attend the meeting in person in the Council Chambers at Cottage Grove City Hall.

For more information about local COVID-19 precautions visit www.cottagegrove.org/coronavirus. For more information about health guidelines and COVID-19 information visit: www.lanecountyor.gov/coronavirus.

- (1) WELCOME / CALL TO ORDER (Eric & Matt)
- (2) ROLL CALL
- (3) APPROVAL OF MINUTES
 - (a) None
- (4) OLD BUSINESS
 - (a) None

(5) NEW BUSINESS

- a. UFMP Advisory Committee Meeting Rules
- b. Background Information Review
 - i. Authority to Establish Urban Forestry Management Plan
 - ii. CGMC Chapter 2.30 Urban Forestry Committee
 - iii. CGMC Chapter 12.03 Jurisdiction & Regulatory Control of Public Right-of-Way
 - iv. CGMC Chapter 12.20 Street Tree Regulations
 - v. CGMC Chapter 14.32.400 Street Trees
 - vi. CGMC Chapter 14.37.300 Riparian Development
 - vii. CGMC Chapter 14.33 Parking and Loading
- c. Project Kickoff
 - i. Develop Urban Forestry Management Plan Goals
 - 1. Identify community values and local concerns
 - 2. Identify issues and needs
- d. Establish the role of the UFMP
 - i. Why do we need a plan?
 - ii. What is the planning horizon (5, 10, 20 years, more...)
- e. Develop UFMP Community Vision Statement and Mission Statement

(6) AUDIENCE PARTICIPATION

(7) COMMITTEE COMMENTS

(8) ADJOURNMENT

NOTE: *Cottage Grove complies with state and federal laws and regulations relating to discrimination, including the Americans with Disabilities Act of 1990 (ADA) as amended. Individuals with disabilities requiring accommodations should contact Mindy Roberts at (541) 942-5501 at least 48 hours prior to the meeting.*



This agenda can also be found on the City's web page at www.cottagegroveor.gov

**URBAN FORESTRY MANAGEMENT PLAN
ADVISORY COMMITTEE
RULES**

1. Show up on time and come prepared
 - a. Be prompt in arriving to the meeting and in returning from breaks.
 - b. Be prepared to contribute to achieving the meeting goals.
 - c. Come to the meeting with a positive attitude.

2. Stay mentally & physically present
 - a. Be present, and don't attend to non-meeting business.
 - b. Listen attentively to others and don't interrupt or have side conversations.
 - c. Treat all meeting participants with the same respect you would want from them.

3. Contribute to meeting goals
 - a. Participate by sharing ideas, asking questions, and contributing to discussions.
 - b. Share your unique perspectives and experience, and speak honestly.
 - c. If you state a problem or disagree with a proposal, try to offer a solution.

4. Let everyone participate
 - a. Share time so that all can participate.
 - b. Be patient when listening to others speak and do not interrupt them.
 - c. Respect each other's thinking and value everyone's contribution.

5. Listen with an open mind
 - a. Value the learning from different inputs, and listen to get smarter.
 - b. Stay open to new ways of doing things, and listen for the future to emerge.
 - c. You can respect another person's point of view without agreeing with them.

6. Think before speaking
 - a. Seek first to understand, then to be understood.
 - b. Avoid using idioms, acronyms, and phrases that can be misunderstood.
 - c. It's ok to disagree, respectfully and openly, and without being disagreeable.

7. Stay on point
 - a. Respect the group's time, stick to the agenda, and keep comments brief and to the point.
 - b. When a topic has been discussed fully, do not bring it back up.
 - c. Do not waste everyone's time by repeating what others have said.

8. Attack the problem, not the person
 - a. Respectfully challenge the idea, not the person.
 - b. Blame or judgement will get you further from a solution, not closer.
 - c. Honest and constructive discussions are necessary to get the best results.

**Urban Forestry Management Plan
Advisory Committee
September 15, 2022**

Authority to Establish Urban Forestry Management Plan

Cottage Grove Municipal Code
Chapter 2.30
Urban Forestry Committee

2.30.040 Duties and Responsibilities.

The committee shall:

- A. Serve as an advisory committee to the city council regarding the community's urban forest and make recommendations regarding the development and improvement of the urban forest to the city council;
- B. Assist with the development and implementation of an urban forestry plan;
- C. Seek grants and other funding assistance to improve the quality of the urban forest;
- D. Administer, with the approval of the city council, a memorial tree program;
- E. Act in an advisory capacity to the city manager and to all city departments regarding tree maintenance and related issues in the city and on the city's properties;
- F. Monitor the health and condition of the city's urban forest;
- G. Provide information to the public regarding proper tree selection, planting and care to improve the quality of the urban forest.

Finding: Section 2.30.040.B of the Cottage Grove Municipal Code gives the authority to develop and implement an urban forestry plan.

Chapter 2.30

URBAN FORESTRY COMMITTEE

Sections:

- 2.30.010 Establishment.
- 2.30.020 Membership.
- 2.30.030 Officers.
- 2.30.040 Duties and responsibilities.
- 2.30.050 Report.

2.30.010 Establishment.

There is established an urban forestry committee of the city. The purpose of this committee is to act as an advisory body to the city council. (Ord. 2846 §2(part), 2000)

2.30.020 Membership.

A. The urban forestry committee shall consist of seven members appointed by the city council to hold office for a term of three years. The terms of members of the committee shall overlap with no more than three members' terms expiring in a given year.

B. The members shall serve at the pleasure of the council.

C. If a vacancy occurs, the council shall appoint new members for the unexpired term.

D. No compensation shall be paid or allowed any member of the committee. (Ord. 2846 §2(part), 2000)

2.30.030 Officers.

At the first meeting each calendar year the committee shall elect from its members a chair, vice-chair and secretary. (Ord. 2846 §2(part), 2000)

2.30.040 Duties and responsibilities.

The committee shall:

A. Serve as an advisory committee to the city council regarding the community's urban forest and make recommendations regarding the development and improvement of the urban forest to the city council;

B. Assist with the development and implementation of an urban forestry plan;

C. Seek grants and other funding assistance to improve the quality of the urban forest;

D. Administer, with the approval of the city council, a memorial tree program;

E. Act in an advisory capacity to the city manager and to all city departments regarding tree maintenance and related issues in the city and on the city's properties;

F. Monitor the health and condition of the city's urban forest;

G. Provide information to the public regarding proper tree selection, planting and care to improve the quality of the urban forest. (Ord. 2846 §2(part), 2000)

2.30.050 Report.

The committee shall present an annual written report in May to the city council regarding the condition of the urban forest and the activities of the urban forestry committee. (Ord. 3079 §1, 2017: Ord. 2846 §2(part), 2000)

Chapter 12.03

JURISDICTION AND REGULATORY CONTROL OF PUBLIC RIGHTS-OF-WAY

Sections:

- 12.03.010 Authority.
- 12.03.020 Public rights-of-way defined.
- 12.03.030 Scope.
- 12.03.040 City not obligated to maintain or repair rights-of-way.
- 12.03.050 Permission needed to use rights-of-way.
- 12.03.060 Utility facilities in right-of-way.

12.03.010 Authority.

The city of Cottage Grove has jurisdiction and exercises regulatory control over all public rights-of-way within the city under authority of the City Charter and state law. (Ord. 2789 § 2, 1996)

12.03.020 Public rights-of-way defined.

"Public rights-of-way" include, but are not limited to, streets, roads, highways, bridges, alleys, sidewalks, trails, paths, public easements and all other public ways or areas, including the subsurface under and air space over these areas. (Ord. 2789 § 2, 1996)

12.03.030 Scope.

The city has jurisdiction and exercises regulatory control over each public right-of-way whether the city has a fee, easement, or other legal interest in the right-of-way. The city has jurisdiction and control over each right-of-way whether the legal interest in the right-of-way was obtained by grant, dedication, prescription, reservation, condemnation, foreclosure or other means. (Ord. 2789 § 2, 1996)

12.03.040 City not obligated to maintain or repair rights-of-way.

The exercise of jurisdiction and regulatory control over a public right-of-way by the city is not official acceptance of the right-of-way, and does not obligate the city to maintain or repair any part of the right-of-way. (Ord. 2789 § 2, 1996)

12.03.050 Permission needed to use rights-of-way.

No person may occupy or encroach on a public right-of-way without the permission of the city. The city grants permission to use rights-of-way by franchises, licenses and permits. (Ord. 2789 § 2, 1996)

12.03.060 Utility facilities in right-of-way.

All persons holding a valid city franchise, license or permit to occupy or encroach upon a public right-of-way under Section 12.03.050 shall maintain a five-foot area surrounding all such permitted facilities clear of vegetation, grass, shrubbery and round wood that is less than one-half inch in diameter and more than one-fourth of the height of the facility to ensure its visibility. This requirement does not require clearance of any area not located within the public right-of-way. The city is not liable for any damage to existing or future appurtenances or facilities that have not been maintained in a manner that ensures their clear visibility. (Ord. 3048, 2014)

Chapter 12.20

STREET TREE REGULATIONS

Sections:

- 12.20.010 Title.
- 12.20.020 Enforcement authority.
- 12.20.030 Planting or removal prohibited without permission.
- 12.20.040 Change of list of approved trees by resolution.
- 12.20.050 List of trees.
- 12.20.060 Trimming, pruning, or removal requirements--Notice.
- 12.20.070 Endangerment as nuisance--Removal--Failure.
- 12.20.080 Appeals.
- 12.20.090 Abuse or destruction of trees, shrubs or plants.
- 12.20.100 Violation--Penalty.

12.20.010 Title.

This chapter shall hereafter be referred to and cited as the street tree ordinance of the city. (Ord. 2786 §2, 1996)

12.20.020 Enforcement authority.

The city engineer or his duly authorized representative shall be charged with the enforcement of this chapter. (Ord. 2786 §2, 1996)

12.20.030 Planting or removal prohibited without permission.

No trees or shrubs shall hereafter be planted in or removed from any public parking strip or any other public place in the city without permission from the engineer or his duly authorized representative. (Ord. 2786 §2, 1996)

12.20.040 Change of list of approved trees by resolution.

The council of the city may, from time to time, by resolution change the trees approved for street planting and trees not permitted for planting as referred to in Section 12.20.050. (Ord. 2786 §2, 1996)

12.20.050 List of trees.

A list of trees that may not be planted in the city, and a list of trees that may not be planted on parking strips in the city, are available in the office of the city engineer. (Ord. 2786 §2, 1996)

12.20.060 Trimming, pruning, or removal requirements--Notice.

The city manager or his duly authorized representative may cause to be trimmed, pruned, or removed any trees, shrubs, plants or vegetation in a parking strip or other public place, or may require any property owner to trim, prune, or remove any trees, shrubs, plants or vegetation in a parking strip abutting upon the owners property, and failure to comply therewith after thirty days' notice by the city recorder shall be deemed a violation of this chapter. (Ord. 2786 §2, 1996)

12.20.070 Endangerment as nuisance--Removal--Failure.

Any tree or shrub planted in a parking strip or any public place, or on private property, which is endangering or which in any way may endanger the security or usefulness of any public street, sewer, or sidewalk, is declared a public nuisance, and the city may remove or trim such tree, or may require the property owner to remove or trim any such tree on private property, or in a parking strip abutting upon the owners property. Obstruction of the safe stopping sight distance as determined by the city engineer is considered to be endangering the usefulness of the public street. Failure of the property owner to remove or trim such tree after thirty days' notice by the city recorder shall be deemed a violation of this chapter, and the city engineer may then remove or trim the tree and assess the cost against the property. (Ord. 2786 §2, 1996)

12.20.080 Appeals.

Appeals from owners made under this chapter may be made by filing written notice thereof with the city recorder within ten days after such order is received, stating in substance that appeal is being made from such order to the city council. The recorder shall thereupon call such appeal to the attention of the city council at the next regularly scheduled meeting, at which meeting the appellant and the city engineer may present evidence. Action taken by the city council after such hearing shall be conclusive. (Ord. 2786 §2, 1996)

12.20.090 Abuse or destruction of trees, shrubs or plants.

It is a violation of this chapter to abuse, destroy, or mutilate any tree, shrub, or plant in a public parking strip or in any public place, or to attach or place any rope or wire (other than one used to support a young or broken tree), sign, poster, handbill, or other thing to or on any tree growing in a public place, or to cause or permit any wire charged with electricity to come in contact with any such tree. (Ord. 2786 §2, 1996)

12.20.100 Violation--Penalty.

Any person violating any of the provisions of this chapter or failing to comply with them shall upon conviction thereof be punished by a fine not to exceed fifty dollars or by imprisonment in the city jail not to exceed two days or both such fine and imprisonment. (Ord. 2786 §2, 1996)

14.32.400 Street Trees

Street trees shall be planted for all developments that are subject to Subdivision, Master Plan or Site Design Review. Requirements for street tree planting strips are provided in Section 14.34.100, Transportation Standards. Planting of street trees shall generally follow construction of curbs and sidewalks; however, the City may defer tree planting until final inspection of completed dwellings to avoid damage to trees during construction. The planting and maintenance of street trees shall conform to the following standards and guidelines and any applicable road authority requirements:

A. Growth Characteristics. Trees shall be selected based on climate zone, growth characteristics and site conditions, including available space, overhead clearance, soil conditions, exposure, and desired color and appearance. The following should guide tree selection by developers and approval by the City:

1. Provide a broad canopy where shade is desired and over pedestrian walkways or parking areas, except where limited by available space or except in section 4.
2. Use low-growing trees for spaces under low utility wires.
3. Select trees that can be “limbed-up” to comply with vision clearance requirements.
4. Use narrow or “columnar” trees where awnings or other building features limit growth, or where greater visibility is desired between buildings and the street.
5. Use species with similar growth characteristics on the same block for design continuity.
6. Avoid using trees that are susceptible to insect damage and trees that produce excessive seeds or fruit.
7. Select trees that are well-adapted to the environment, including soil, wind, sun exposure, temperature tolerance, and exhaust. Drought-resistant trees should be chosen where they suit the specific soil type.
8. Select trees for their seasonal color if desired.
9. Use deciduous trees for summer shade and winter sun, unless unsuited to the location due to soil, wind, sun exposure, annual precipitation, or exhaust.
10. The diameter of the tree trunk at maturity shall not exceed the width and size of the planter strip or tree well.

B. Caliper Size. The minimum diameter or caliper size at planting, as measured 4 feet above grade, shall be 2 inches.

C. Spacing and Location. Street trees shall be planted within the street right-of-way within existing and proposed planting strips or in sidewalk tree wells on streets without planting strips, except when utility easements occupy these areas. Selected street tree species should be low maintenance and not interfere with public safety. Street tree spacing shall be based upon the type of tree(s) selected and the canopy size at maturity and, at a minimum, the planting area shall

contain 16 square feet, or typically, 4 feet by 4 feet. In general, trees shall be spaced no more than 30 feet apart, except where planting a tree would conflict with existing trees, retaining walls, utilities and similar physical barriers. All street trees shall be placed outside utility easements. If preexisting utility easements prohibit street trees within the sidewalk, required trees may be located in the front yard setback or within other required landscape areas as approved by the approval body.

D. Soil Preparation, Planting and Care. The developer shall be responsible for planting street trees, including soil preparation, ground cover material, staking, and temporary irrigation for three years after planting. The developer shall also be responsible for tree care (pruning, watering, fertilization, and replacement as necessary) during the first three years after planting, after which the adjacent property owners shall maintain the trees.

E. Street Tree List. See the following list for appropriate street trees. The developer may plant a tree species not included on this list when approved by the Community Development Director.

Table 14.32.400(F) TREES APPROVED FOR STREET TREE PLANTING

****THE SPACING OF STREET TREES WILL BE ON AVERAGE 30 FEET ON CENTER, EXCEPT IN SPECIAL PLANTING DESIGNATED OR APPROVED BY A LANDSCAPE ARCHITECT.**

Class I Ultimate height to thirty feet; for use where planter strip is less than four feet, or where there are overhead wires.

List of Acceptable Trees for Class I

Flowering Ash	Glorybower	Shadbush
Bitter Cherry	Goldenrain tree	Shantung Maple
Chitalpa	Lavelle Hawthorne	Silver Bell
Flowering Dogwood	Japanese Lilac	Tartarian Maple
Eastern Redbud	Amur Maple	Trident Maple
Franklin	Paperbark Maple	

Class II Ultimate height thirty-one to fifty feet, for use where planter strip is four to eight feet.

List of Acceptable trees for Class II

Claret Ash	Chinese Scholar Crimson	Hedge Maple
European Ash	Chinese Elm	Red Maple
Green Ash	American Hornbeam	Schwedleri Norway Maple
Modesto Ash	King Norway Maple	Forest Green Hungarian Oak
Oregon Ash	Columnar Norway Maple	Westminister Globe Oak

Tupelo

Class III Ultimate height fifty-one feet and above, for use where planter strip is greater than six feet.

List of Acceptable Trees for Class III

White Alder	Douglas Fir	Northern Red Oak
Blue Ash	Gingko (Male Only)	Pin Oak
White Ash	Western Hemlock	Red Oak
White Birch	Japanese Zelkova	Scarlet Oak
American Birch	Katsura	Shumard Oak
Columnar European Beech	Kentucky Coffee Tree	Swamp White Oak
European Beech	London Plane	White Oak
Bald Cypress	Norway Maple	Willow Oak
Atlas Cedar	Sugar Maple	Oregon Myrtle
Deodar Cedar	Sycamore Maple	Pecan
Western Red Cedar	Burr Oak	
Common Hackberry	English Oak	

Trees Recommended for Riparian Soils**

Red Alder	American Elm	Oregon Oak Red Oak
Green Ash	Little Leaf Linden	White Oak
Oregon Ah	Big Leaf Maple	Sweetgum
White Ash	Red Maple	Tupelo
Western Catalpa	Silver Maple	Gingko (Male Only)
Bald Cypress	Sugar Maple	Hawthorne
Box Elder	Sycamore Maple	Western Hemlock

**Riparian soils are soils that are considered "flooded" or "wet land" sites.*

***Above trees are tolerant of riparian soils, but can be used in other soil conditions as well.*

Trees Recommended for right-of-way use

**RIGHT-OF-WAY TREES ARE MAXIMUM 35 FEET IN CANOPY SPREAD DUE TO POSSIBLE UNDERGROUND UTILITIES, RIGHT-OF-WAY TREES ARE SUBJECT TO REVIEW BY COMMUNINTY*

*DEVELOPMENT DEPARTMENT; SEE RECOMMENDATIONS FOR
PLANTING*

Class I	Class II	Class III
Flowering Ash	Claret Ash	White Alder
Bitter Cherry	European Ash	White 'paper' Birch
Chitalpa	Oregon Ash	Common Hackberry
Flowering Dogwood	Columnar Norway Maple	Male Gingko
Eastern Redbud	Hedge Maple	Sugar Maple
Franklin	Tupelo	
Glorybower	Forest Green Hungarian Oak	
Goldenrain tree		
Lavelle Hawthorne		
Amur Maple		
Paperbark Maple		
Shantung Maple		
Tartarian Maple		
Trident Maple		
Shadbush		
Silver Bell		
Japanese Lilac		

(Ord. 2959 §5(Exh. A (part)), 2007. Formerly 3.2.400)

14.37.300 Riparian Development

A. Applicability. The following standards are applicable to lands adjacent to the Coast Fork of the Willamette River, Row River, Silk Creek and Bennett Creek. This section applies the standards and specific rules for riparian safe harbors as established in OAR 660-023. The requirements of this section are in addition to other provisions of this code, and will be enforced as part of Land Use, Site Review, or other development review. If riparian modifications occur that are not associated with a development project, these standards shall be enforced through a Type II application.

B. Purpose. The purpose of this section is to:

1. To improve and maintain water quality in the Coast Fork Willamette River sub-basin;
2. To mitigate potential flood damage caused by modification of natural riparian habitats;
3. To protect native riparian habitats for sensitive fish and animals that depend upon the rivers and their banks;
4. To implement the “Willamette River Greenway” and “Riparian Resources” elements of the Cottage Grove Comprehensive Plan;
5. To protect aesthetic value of the City’s waterways; and
6. To implement Goal 5 Riparian Safe Harbor standards established in OAR 660-023.

C. Definitions. For the purpose of this section, the following definitions from OAR 660-023-0090 Riparian Corridors apply:

1. Riparian Area is the area adjacent to a river, lake, or stream, consisting of the area of transition from an aquatic ecosystem to a terrestrial ecosystem. Significant riparian areas are identified in the adopted Goal 5 Riparian Resource Inventory.
2. Riparian Corridor is a Goal 5 resource that includes the water areas, fish habitat, adjacent riparian areas, and wetlands within the riparian area boundary.
3. Riparian corridor boundary is an imaginary line that is a certain distance upland from the top bank as specified in subsection D of this section.
4. Stream is a channel such as a river or creek that carries flowing surface water, including perennial streams and intermittent streams with defined channels, and excluding man-made irrigation and drainage channels.
5. Structure is a building or other improvement that is built, constructed, or installed, not including minor improvements, such as fences, utility poles, flagpoles, or irrigation system components.
6. Top of bank shall have the same meaning as “bankfull stage” defined in OAR 141-085-0010(12).

D. Riparian Corridor Boundary. Along all riparian areas identified in the adopted Goal 5 Riparian Resource Inventory, the riparian corridor boundary shall be 50 feet from top of bank.

When the riparian corridor includes all or portions of a significant wetland as defined by the acknowledged Local Wetland Inventory map, the standard distance to the riparian corridor boundary shall be measured from, and include, the upland edge of the wetland.

E. Prohibited Development & Vegetation Removal within Riparian Corridor Boundary.

Permanent alteration of the riparian area by grading or by the placement of structures or impervious surfaces shall be prohibited within the riparian corridor boundary, except as identified in subsection E below. Vegetation removal shall be prohibited, except as identified in subsection F below.

F. Exempt Development.

The following uses are allowed through a Type II application, provided they are designed and constructed to minimize intrusion into the riparian area:

1. Streets, roads and paths;
2. Drainage facilities, utilities, and irrigation pumps;
3. Water-related and water-dependent uses;
4. Replacement of existing structures with structures in the same location that do not disturb additional riparian surface area; and
5. Removal of non-native vegetation and replacement with native plant species; and
6. Removal of vegetation necessary for the development of water-related or water-dependent uses.

G. Variance from Riparian Corridor Requirements. Request for relief from the above standards shall be processed pursuant to the Type III Variance application requirements set forth in Chapter 14.41. Variances may be granted for the permanent alteration of the riparian area by placement of structures or impervious surfaces within the riparian corridor boundary if:

1. The restrictions in this section render a lot existing at the date of the adoption of this ordinance not buildable, at which time a lesser setback of 25 feet from the riparian boundary corridor shall be applied; or
2. It can be demonstrated that equal or better protection for identified resources will be ensured through restoration of riparian areas, enhanced buffer treatment, or similar measures. In no case shall such alterations occupy more than 50 percent of the width of the riparian area measured from the upland edge of the corridor. (Ord. 2959 §5(Exh. A (part)), 2007. Formerly 3.7.300)

Chapter 14.33

– Parking and Loading

Sections:

- 14.33.100 Purpose
- 14.33.200 Applicability
- 14.33.300 Automobile Parking Standards
- 14.33.400 Bicycle Parking Standards
- 14.33.500 Loading

14.33.100 Purpose

The purpose of this Chapter is to provide basic and flexible standards for development of vehicle and bicycle parking. The design of parking areas is critically important to the economic viability of some commercial areas, pedestrian and driver safety, the efficient and safe operation of adjoining streets, and community image and livability. Because vehicle parking facilities occupy large amounts of land, they must be planned and designed carefully to use the land efficiently, minimize stormwater runoff, and maintain the visual character of the community. This Chapter recognizes that each development has unique parking needs and provides a flexible approach for determining parking space requirements (i.e., “minimum” and “performance-based” standards). This Chapter also provides standards for bicycle parking because many people use bicycles for recreation, commuting, and general transportation. Children as well as adults need safe and adequate spaces to park their bicycles throughout the community. (Ord. 2959 §5(Exh. A (part)), 2007. Formerly 3.3.100)

14.33.200 Applicability

All developments subject to site design review (Chapter 14.42), including development of parking facilities, shall comply with the provisions of this Chapter. (Ord. 2959 §5(Exh. A (part)), 2007. Formerly 3.3.200)

14.33.300 Automobile Parking Standards

A. Applicability. All development within the City of Cottage Grove shall comply with the provisions of this Chapter.

B. Vehicle Parking - Minimum Standards by Use. The number of required off-street vehicle parking spaces shall be determined in accordance with the standards in Table 14.33.300.A, or alternatively, through a separate parking demand analysis prepared by the applicant and subject to a Type II Land Use Review (or Type III review if the request is part of an application that is already subject to Type III review). Where a use is not specifically listed in this table, parking requirements are determined by finding that a use is similar to one of those listed in terms of parking needs, or by estimating parking needs individually using the demand analysis option described above. Parking that counts toward the minimum requirement is parking in garages, carports, parking lots, bays along driveways, and shared parking. There is no minimum number of off-street parking spaces required in the Central Business District (or in designated downtown historic district); however, the “maximum parking” standards of this Chapter apply.

Table 14.33.300.A – Minimum Required Parking by Use

Use Categories (Examples of uses are in Chapter 14.14; definitions are in Chapter 14.13.)	Minimum Parking per Land Use (fractions rounded down to the closest whole number)
Residential Categories	
<i>Household Living</i>	
Accessory Dwelling	None
Single-Family Dwelling, including attached and detached dwellings and manufactured homes	2 spaces per dwelling unit
Two-Family Dwelling (duplex)	1 space per dwelling unit
Triplex, Quadplex, Multifamily	1 space per studio or 1-bedroom unit 1.5 spaces/unit per 2-bedroom unit 2 spaces/unit per 3-bedroom or larger unit
Group Living, such as congregate care, and similar special needs housing	0.5 space per 4 bedrooms in nursing or convalescent homes, rest homes, or assisted living 1 space per unit in retirement complexes for seniors 55 or older
Commercial Categories	
Drive-Up/Drive-In/Drive-Through (drive-up windows, kiosks, ATMs, similar uses/facilities), per Section 14.23.180	1 space for each employee per shift. See Section 14.23.180 for queuing area requirements
Bed and Breakfast Inn	1 space per bedroom, plus 1 space for manager or proprietor
Educational Services, not a school (e.g., tutoring or similar services)	2 spaces per 1,000 sq. ft. floor area
Entertainment, Major Event	per CU review (Chapter 14.44)
Offices	2 spaces per 1,000 sq. ft. floor area
Outdoor Recreation, Commercial	per CU review (Chapter 14.44)
Parking Lot (when not an accessory use)	per CU review (Chapter 14.44)
Quick Vehicle Servicing or Vehicle Repair (See also Drive-Up/Drive-In/Drive-Through uses)	2 spaces, or per CU review (Chapter 14.44)

Use Categories (Examples of uses are in Chapter 14.14; definitions are in Chapter 14.13.)	Minimum Parking per Land Use (fractions rounded down to the closest whole number)
Retail Sales and Service	<u>General Retail</u> : 2 spaces per 1,000 sq. ft.
	<u>Restaurants and Bars</u> : 8 spaces per 1,000 sq. ft. of gross leaseable floor area
	<u>Health Clubs, Gyms, Continuous Entertainment (e.g., bowling alleys)</u> : 3 spaces per 1,000 sq. ft.
	<u>Lodging (hotels, motels, inns) (see also Bed and Breakfast Inns)</u> : 1 space per rentable room; for associated uses, such as restaurants, entertainment uses, and bars, see above
	<u>Theaters and Cinemas</u> : 1 space per 4 seats
Self-Service Storage	Minimum of 3 spaces per site
Industrial Categories	
Light and Medium/Heavy Industrial Service (See also Drive-Up uses)	1 space per 500 sq. ft. of floor area per site review
Light and Medium/Heavy Manufacturing and Production	1 space per 1,000 sq. ft. of floor area, and 1 space per company vehicle
Warehouse and Freight Movement	1 space per 2,000 sq. ft. of floor area, and 1 space per company vehicle
Waste-Related	per CU review (Chapter 14.44)
Wholesale Sales - fully enclosed - not enclosed	1 space per 1,000 sq. ft. per CU review (Chapter 14.44)
Institutional Categories	
Basic Utilities	None
Colleges	per CU review (Chapter 14.44)
Community Service	1 space per 200 sq. ft. of floor area, plus 1 space per fleet vehicle
Daycare, Adult or Child; does not include family daycare (12 or fewer children) under ORS 657A.250	1 space per 500 sq. ft. of floor area
Parks and Open Space	None required except as required for ADA compliance or as required by a conditional use permit

Use Categories (Examples of uses are in Chapter 14.14; definitions are in Chapter 14.13.)	Minimum Parking per Land Use (fractions rounded down to the closest whole number)
Religious Institutions and Houses of Worship	1 space per 75 sq. ft. of main assembly area or 1 per 4 seats in chapel, whichever is greater; or per CU review, as applicable
Schools	<u>Grade, elementary, middle, junior high schools:</u> 1 space per employee or 1 per 4 seats in auditorium, whichever is greater, or per CU review (Chapter 14.44)
	<u>High schools:</u> 1.5 spaces per classroom, plus 1 space per 10 students. If the school is designed to accommodate related uses such as auditoriums, stadiums, theaters, and gymnasiums, additional parking shall be provided at a rate of 1 space per 4 seats, or per CU review (Chapter 14.44)
Other Categories	
Accessory Uses (with a permitted use)	No standard, except some uses may be required to provide parking under the minimum standards for primary uses, as determined by the decision body through land use review, conditional use permit review, or site design review
Agriculture – Animals	None, or per CU review (Chapter 14.44)
Agriculture – Nurseries and similar horticulture	See Retail Sales and Wholesale Sales, as applicable
Mining	Determined per CU review (Chapter 14.44)
Radio Frequency Transmission Facilities	None
Rail Lines and Utility Corridors, except those existing prior to effective date of Development Code are allowed	None
Temporary Uses (limited to “P” and “CU” uses), per Section 14.49.100	As determined per Section 14.49.100
Transportation Facilities (operation, maintenance, preservation, and construction)	None

C. Credit for On-Street Parking. The amount of off-street parking required may be reduced by one off-street parking space for every on-street parking space abutting a commercial or industrial development, up to 50 percent of the requirement. On-street parking shall follow the established or approved configuration of existing on-street parking, except that angled parking

may be allowed for some streets, where permitted by City, ODOT and/or County standards. Parking credit can only be granted for developments with frontage on streets that allow parking on both sides.

One on-street parking space shall be defined as follows:

1. Parallel parking, each 24 feet of uninterrupted curb, where allowed;
2. 45 degree diagonal, each 14 feet of curb, where allowed;
3. 90 degree (perpendicular) parking, each 12 feet of curb, where allowed;
4. Curb space must be connected to the lot that contains the use;
5. Parking spaces will not obstruct a required clear vision area or violate any law; and
6. On-street parking spaces credited for a specific use may not be used exclusively by that use, but shall be available for general public use at all times. No signs or action limiting general public use of on-street spaces is permitted except as permitted by City Council.

D. Vehicle Parking - Minimum Accessible Parking.

1. Accessible parking shall be provided for all uses in accordance the standards in Table 14.33.300.B; parking spaces used to meet the standards in Table 14.33.300.B shall be counted toward meeting off-street parking requirements in Table 14.33.300.A;
2. Such parking shall be located in close proximity to building entrances and shall be designed to permit occupants of vehicles to reach the entrance on an unobstructed path or walkway. Accessible routes should be linked to required access aisles;
3. Accessible spaces shall be grouped in pairs where possible;
4. Where covered parking is provided, covered accessible spaces shall be provided in the same ratio as covered non-accessible spaces;
5. Required accessible parking spaces shall be identified with signs and pavement markings identifying them as reserved for persons with disabilities; signs shall be posted directly in front of the parking space at a height of no less than 42 inches and no more than 72 inches above pavement level. Van spaces shall be specifically identified as such.

Table 14.33.300.B - Minimum Number of Accessible Parking Spaces			
Source: Table 1106.1 2010 Oregon Structural Specialty Code			
Total Parking in Lot	Minimum Number of Accessible Spaces	Number of Van Accessible Spaces	“Wheelchair User Only” Spaces
1 to 25	1	1	-
26 to 50	2	1	-
51 to 75	3	1	-

Table 14.33.300.B - Minimum Number of Accessible Parking Spaces			
Source: Table 1106.1 2010 Oregon Structural Specialty Code			
Total Parking in Lot	Minimum Number of Accessible Spaces	Number of Van Accessible Spaces	“Wheelchair User Only” Spaces
76 to 100	4	1	-
101 to 150	5		1
151 to 200	6		1
201 to 300	7		2
301 to 400	8		2
401 to 500	9		2
501 to 1000	2% of total	-	1 in every 6 accessible spaces or portion thereof
1001 and over	20 plus 1 for each 100, or fraction thereof, over 1,000	-	1 in every 6 accessible spaces or portion thereof

E. Off-site parking. Except for single-family or two-family dwellings, the vehicle parking spaces required by this Chapter may be located on another parcel of land, provided the parcel is within 400 feet of the use it serves, commercial parking is allowed in the underlying zone, and the City has approved the off-site parking through Land Use Review. The distance from the parking area to the use shall be measured from the nearest parking space to a building entrance, following a sidewalk or other pedestrian route. The right to use the off-site parking must be evidenced by a recorded deed, lease, easement, or similar written instrument as approved by the Community Development Director. This binding agreement may restrict future changes to the property.

F. General Parking Standards.

1. Location. Vehicle parking is allowed only on streets, within garages, carports, and other structures, or on driveways or parking lots that have been developed in conformance with this code. Chapter 2, Land Use Districts, prescribes parking location for some land uses (e.g., the requirement that parking for some multiple family and commercial developments be located to side or rear of buildings), and Chapter 14.31, Access and Circulation, provides design standards for driveways. Street parking spaces shall not include space in a vehicle travel lane (including emergency or fire access lanes), public right-of-way, pedestrian accessway, landscape, or other undesignated area. Required off-street parking shall not be located in the front or street side setback.

2. Mixed uses. If more than one type of land use occupies a single structure or parcel of land, the total requirements for off-street automobile parking shall be the sum of the requirements for all uses, unless it can be shown that the peak parking demands are actually

less (i.e., the uses operate on different days or at different times of the day). The City may reduce the total parking required accordingly through Land Use Review.

3. Shared parking. Required parking facilities for two or more uses, structures, or parcels of land may be satisfied by the same parking facilities used jointly, to the extent that the owners or operators show that the need for parking facilities does not materially overlap (e.g., uses primarily of a daytime versus nighttime nature; weekday uses versus weekend uses), and provided that the right of joint use is evidenced by a recorded deed, lease, contract, or similar written instrument establishing the joint use. The City may approve owner requests for shared parking through Land Use Review.

4. Availability of facilities. Owners of off-street parking facilities may post a sign indicating that all parking on the site is available only for residents, customers, and/or employees. Signs shall conform to the standards of Chapter 14.38.

5. Lighting. Parking areas shall have lighting to provide at least 2 foot-candles of illumination over parking spaces and walkways. Light standards shall be directed downward only and shielded to prevent lighting spillover into any adjacent residential district or use.

6. Screening of Parking Areas. Parking spaces shall be located or screened so that headlights do not shine onto adjacent residential uses, per Section 14.32.300.E.

G. Exceptions and Special Standards for Parking.

1. Exceptions for required parking.

a. Seasonal outdoor seating where the seating area is less than 500 square feet is exempt from the required parking standards.

b. The total number of required motor vehicle parking spaces for an industrial, commercial or office use may be reduced by 5 percent for each of the listed activities that are provided by the owners or operators, up to a maximum 15 percent reduction in the total number of motor vehicle spaces per development.

1) Designating at least 10% of the employee motor vehicle parking spaces as carpool/vanpool parking and placing such spaces closer to the building than other employee parking;

2) Providing showers and lockers for employees who commute by bicycle;

3) Providing twice as many covered, secured bicycle parking racks or facilities as required by this ordinance;

4) Providing a transit facility (e.g. bus stop) that is approved by the local transit authority, with related amenities. Related amenities include, but are not limited to, a public plaza, pedestrian sitting areas, shelter and additional landscaping;

5) Other incentives provided in an approved Employee Transportation Demand Management (TDM) Plan.

2. Special Standards for Commercial Customer Parking. The motor vehicle parking areas shall be located and designed to facilitate safe and convenient pedestrian and bicycle movement to and from public sidewalks, streets or transit stops. Ways to achieve this standard may include, but are not limited to:

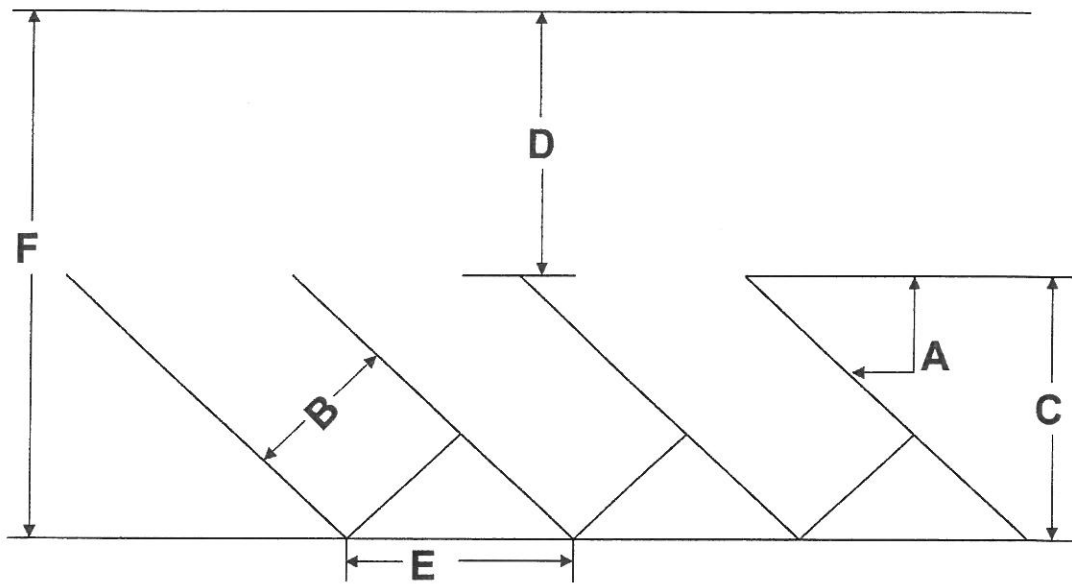
- a. Front facades and primary entrances of all buildings are oriented to a public street or a private internal drive or street, to minimize pedestrian and bicycle travel through a parking area and to provide safe, convenient, and direct travel routes for pedestrians;
- b. One or more raised walkways are provided through the parking areas, meeting federal American with Disabilities Act requirements, in order to provide safe, convenient, and direct travel routes for pedestrians through the parking areas;
- c. Walkways abutting parking spaces or maneuvering areas are protected from vehicles through either landscaping buffers, minimum 3 feet wide on each side, or curbs on both sides;
- d. Walkways across vehicle aisles are delineated with non-asphaltic material in a different color or texture than the parking areas;
- e. On-site pedestrian walkways and bikeways connect to existing pedestrian and bicycle circulation systems that serve adjacent commercial uses or residential areas;
- f. Internal drives or streets are designed to City standards for local streets in regard to pavement width, sidewalks and street trees. Sidewalks comply with ADA standards. Sidewalks 10-15 feet wide abutting front building facades are strongly encouraged. Internal vehicular circulation design for the site complies with City street connectivity standards, including maximum block length and perimeter.
- g. Internal drives or streets connect to public streets abutting the site, unless physically precluded by pre-existing buildings.
- h. Structures are located on the site to facilitate future infill and redevelopment of parking and landscape areas.
- i. For shopping centers abutting one or more transit routes, one or more transit stops are located and designed with the approval when applicable of the local transit provider;
- j. No drive-up, drive-in, or drive-through drives or lanes are located between a building and a public or private street.

H. Maximum Number of Parking Spaces. The number of parking spaces provided by any particular use in ground surface parking lots shall not exceed the minimum number of spaces required for each use as provided by this Section by more than 50%. Spaces provided on-street, or within the building footprint of structures, such as in rooftop parking or under-structure parking, or in multi-level parking above or below surface lots, shall not apply toward the maximum number of allowable spaces. Parking spaces provided through “shared parking” also do not apply toward the maximum number.

I. Parking Stall Design and Minimum Dimensions. All off-street parking spaces shall be improved to conform to city standards for surfacing, stormwater management, and striping. Standard parking spaces shall conform to the following standards and the dimensions in Figures 14.33.300.F(1) through (4), and Table 14.33.300.F:

1. Motor vehicle parking spaces shall measure minimum nine feet wide by 18 feet long;
2. For large parking lots exceeding 10 stalls, alternate rows may be designated for compact cars; provided, that the compact stalls do not exceed 30 percent of the total required stalls. A compact stall shall measure minimum eight feet in width and 15 feet in length and shall be signed for compact car use;
3. All parallel motor vehicle parking spaces shall measure nine feet by 20 feet unless within a public right-of-way, when they shall measure a minimum of seven to eight feet by 20 feet;
4. Parking area layout shall conform to the dimensions in Figures 14.33.300.F(1) and (2), and Table 14.33.300.F, below;
5. Public alley width may be included as part of dimension “D” in Figure 14.33.300.F(1), but all parking stalls must be on private property;
6. Parking areas shall conform to Federal Americans With Disabilities Act (ADA) standards and Oregon Structural Specialty Code for parking spaces (dimensions, van accessible parking spaces, etc.). Parking structure vertical clearance, van accessible parking spaces, should refer to Federal ADA guidelines; and
7. Bicycle parking shall be on a two-foot by six-foot minimum concrete pad per bike, or within a garage or patio of residential use.

Figure 14.33.300.F(1) - Parking Area Layout



Parking Angle	Type	Stall Width (in feet)	Stall Depth (in feet)	Minimum Clear Aisle Width (*one way aisle) (in feet)	Stall Distance at Bay Side (curb length) (in feet)	Minimum Bay Width (in feet)
A		B	C	D	E	F
Parallel	compact	7.0	7.0	12.0	20.0	19.0
	regular	9.0	9.0	12.0	20.0	21.0
45 degrees	compact	8.0	11.0	13.0	11.5	24.0
	regular	9.0	13.0	13.0	12.6	26.0
60 degrees	compact	8.0	13.0	18.0	9.4	31.0
	regular	9.0	17.0	18.0	10.4	35.0
90 degrees	compact	8.0	15.0	24.0	8.0	39.0
	regular	9.0	18.0	24.0	9.0	42.0

*24' minimum for two-way traffic

Figure 14.33.300.F(2) Minimum Standard Single-Accessible Parking Space

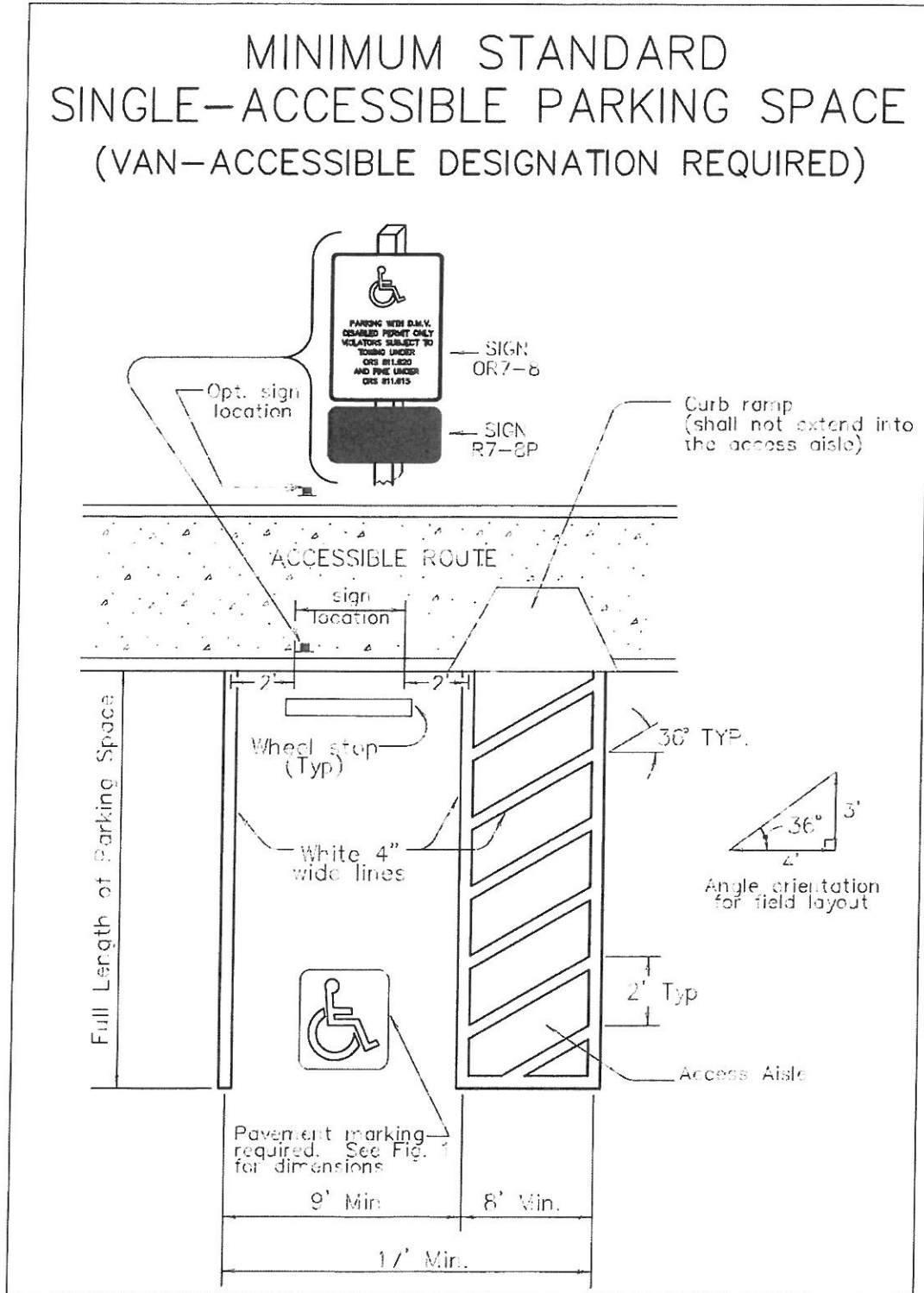


Figure 14.33.300.F(3) Minimum Standard Double-Accessible Parking Space

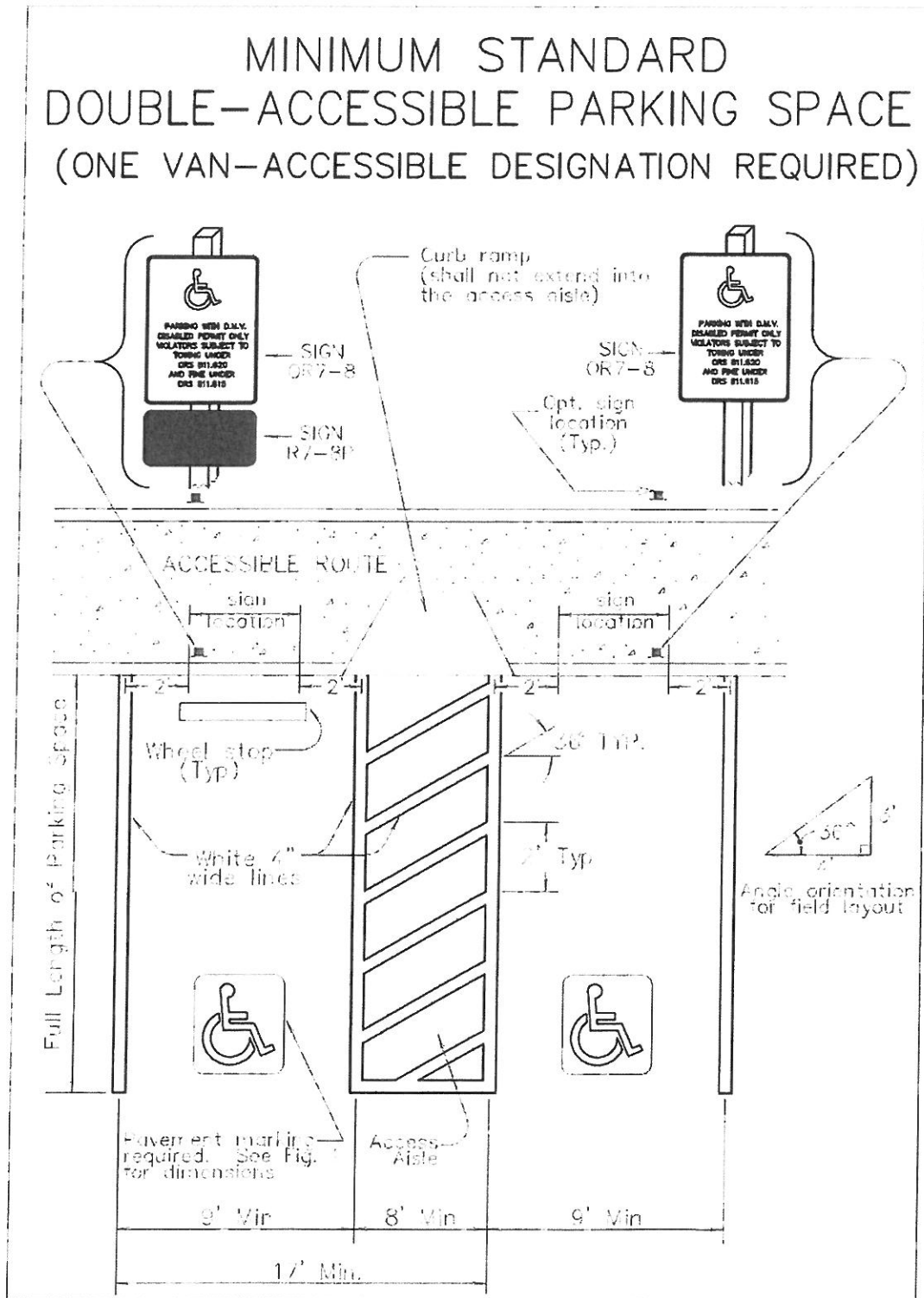
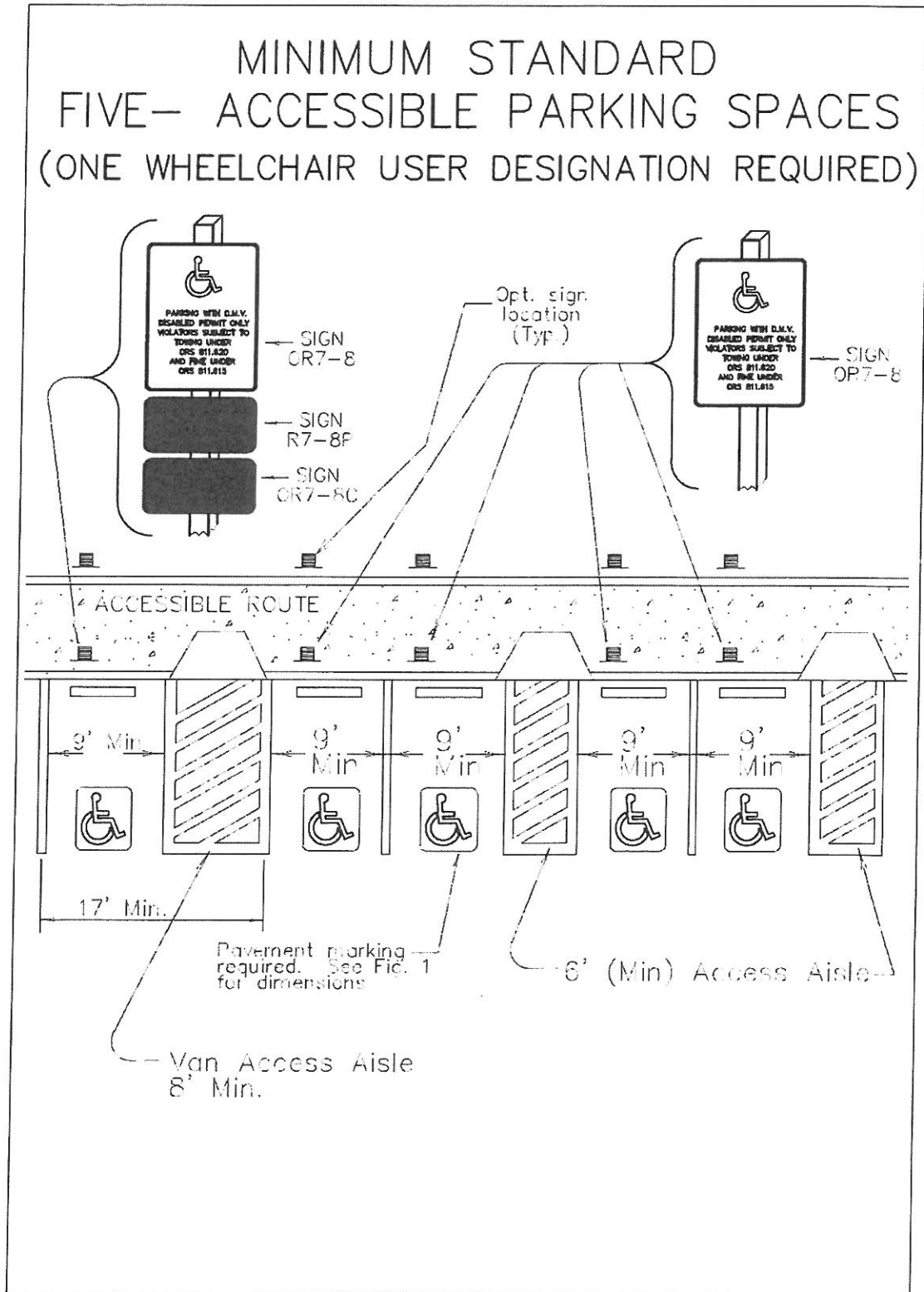


Figure 14.33.300.F(4) Minimum Standard Five-Accessible Parking Spaces
 (One Wheelchair User Designation Required)



Important cross-references:

See also, Chapter 2, Land Use District standards, for parking location requirements for some multifamily and commercial land uses; Chapter 14.31, Access and Circulation, for driveway standards; Chapter 14.32, Landscaping ; and Chapter 14.35, Surface Water Management. (Ord. 3136 §9, 2021; Ord. 3120 §14, 2020; Ord. 3087 §4(E), 2017; Ord. 2959 §5(Exh. A (part)), 2007. Formerly 3.3.300)

14.33.400 Bicycle Parking Requirements

A. Applicability. All uses that are subject to Site Design Review shall provide bicycle parking, in conformance with the standards in Table 14.33.400, and subsections A-H, below. This section does not apply to single-family, two-family, and three-family housing (detached, attached or manufactured housing), home occupations or other developments with fewer than 3 vehicle parking spaces.

B. Minimum Required Bicycle Parking Spaces. A minimum of one bicycle parking space per use is required for all uses subject to Site Design Review. Table 14.33.400 lists additional standards that apply to specific types of development. Uses shall provide long- and short-term bicycle parking spaces, as designated in Table 14.33.400 and subsections C-J below. Where two options are provided (e.g., 2 spaces, or 1 per 8 bedrooms), the option resulting in more bicycle parking is used.

Table 14.33.400 Minimum Required Bicycle Parking Spaces			
Use Categories	Specific Uses	Long-term Spaces (covered or enclosed)	Short-term Spaces (near building entry)
Residential Categories			
Household Living	Multifamily	1 per 4 units	2, or 1 per 20 units
Group Living		2, or 1 per 20 bedrooms	None
	Dormitory	1 per 8 bedrooms or per CU review	None
Retirement home or assisted living complex		2, or 2 per 10 employees	
Commercial Categories			
Retail Sales And Service		2, or 1 per 12,000 sq. ft. of floor area	2, or 1 per 5,000 sq. ft. of floor area
	Lodging	2, or 1 per 20 rentable rooms	2, or 1 per 20 rentable rooms
Office		2, or 1 per 10,000 sq. ft. of floor area	2, or 1 per 40,000 sq. ft. of floor area

Table 14.33.400 Minimum Required Bicycle Parking Spaces			
Use Categories	Specific Uses	Long-term Spaces (covered or enclosed)	Short-term Spaces (near building entry)
Commercial Outdoor Recreation		8, or 1 per 20 auto spaces	None
Major Event Entertainment		8, or 1 per 40 seats or per CU review	None
Industrial Categories			
Manufacturing And Production		2, or 1 per 15,000 sq. ft. of floor area	None
Warehouse And Freight Movement		2, or 1 per 40,000 sq. ft. of floor area	None
Institutional Categories			
Basic Utilities	Bus transit center	8	None
Community Service		2, or 1 per 10,000 sq. ft. of floor area	2, or 1 per 10,000 sq. ft. of floor area
	Park and ride	8, or 5 per acre	None
Parks (active recreation areas only)		None	8, or per CU review
Schools	Grades 1-5	1 per classroom, or per CU review	1 per classroom, or per CU review
	Grades 6-12	2 per classroom, or per CU review	4 per school, or per CU review
Colleges	Excluding dormitories (see Group Living, above)	2, or 1 per 20,000 sq. ft. of net building area, or per CU review	2, or 1 per 10,000 sq. ft. of net building area, or per CU review
Medical Centers		2, or 1 per 70,000 sq. ft. of net building area, or per CU review	2, or 1 per 40,000 sq. ft. of net building area, or per CU review
Religious Institutions and Places of Worship		2, or 1 per 4,000 sq. ft. of net building area	2, or 1 per 2,000 sq. ft. of net building area
Daycare		2, or 1 per 10,000 sq. ft. of net building area	None
Other Categories			
Other Categories	Determined through Land Use Review, Site Design Review, or CU Review, as applicable		

C. Special Standards for the Central Business District. Within the Central Business District zone, bicycle parking for customers shall be provided in the right-of-way along the street at a rate of at least one space per building. In addition, individual uses shall provide the required bicycle parking in front along the street, either on the sidewalks or in specially constructed areas such as pedestrian curb extensions. Several businesses may combine required parking into common bicycle parking structures if desired. Common bicycle parking shall not exceed 6 bicycle areas per parking structure.

D. Location and Design.

1. **Location.** Bicycle parking should be no farther from the main building entrance than the distance to the closest vehicle space, or no more than 50 feet. Long-term (i.e., covered) bicycle parking should be incorporated whenever possible into building design. Short-term bicycle parking, when allowed within a public right-of-way, should be coordinated with the design of street furniture, as applicable. Street furniture includes benches, street lights, planters and other pedestrian amenities.
2. **Pedestrian passage.** The location of the rack and subsequent parking shall not interfere with pedestrian passage, leaving a clear area of at least 36 inches between bicycles and other existing and potential obstructions. Walkways from bicycle parking to the main entrance shall be hard surfaced and a minimum 4 feet in width.
3. **Parking Space Dimensions.** Bicycle parking spaces shall be at least 2 feet wide by 6 feet long and, when covered, provide a vertical clearance of 7 feet. An access aisle of at least 5 feet wide shall be provided and maintained beside or between each row of bicycle parking.
4. **Design.** Bicycle racks shall hold bicycles securely by means of the frame. The frame must be supported so that the bicycle cannot be pushed or fall to one side in a manner that will damage the wheels. Bicycle parking racks, shelters and lockers must be securely anchored to the ground or to the structure.

E. Visibility and Security. Bicycle parking for customers and visitors of a use shall be visible from street sidewalks or building entrances, so that it provides sufficient security from theft and damage.

F. Options for Storage. Long-term bicycle parking requirements for multiple family uses and employee parking can be met by providing a bicycle storage room, bicycle lockers, racks, or other secure storage space inside or outside of the building.

G. Lighting. For security, bicycle parking shall be at least as well lit as vehicle parking.

H. Reserved Areas. Areas set aside for bicycle parking shall be clearly marked and reserved for bicycle parking only.

I. Hazards. Bicycle parking shall not impede or create a hazard to pedestrians. Parking areas shall be located so as to not conflict with vision clearance standards (Chapter 14.31, Access and Circulation).

J. Multiple Uses. For buildings with multiple uses (such as a commercial or mixed use center), bicycle parking standards shall be calculated by using the total number of motor vehicle parking spaces required for the entire development. A minimum of one bicycle parking space for every 10 motor vehicle parking spaces is required. (Ord. 2959 §5(Exh. A (part)), 2007. Formerly 3.3.400)

14.33.500 Loading Areas

A. Purpose. The purpose of this section of the Code is to provide standards (1) for a minimum number of off-street loading spaces that will ensure adequate loading areas for large uses and developments, and (2) to ensure that the appearance of loading areas is consistent with that of parking areas.

B. Applicability. Section 14.33.400 applies to residential projects with 50 or more dwelling units, and non-residential and mixed-use buildings with 20,000 square feet or more total floor area.

C. Number of Loading Spaces.

1. Residential buildings. Buildings where all of the floor area is in residential use shall meet the following standards:

a. Fewer than 20 dwelling units on a site that abuts a local street: No loading spaces are required.

b. All other buildings: One space.

2. Non-residential and mixed-use buildings. Buildings where any floor area is in non-residential uses shall meet the following standards:

a. Less than 20,000 square feet total floor area: No loading spaces required.

b. 20,000 to 50,000 square feet of total floor area: One loading space.

c. More than 50,000 square feet of total floor area: Two loading spaces.

D. Size of Spaces. Required loading spaces shall be at least 35 feet long and 10 feet wide, and shall have a height clearance of at least 13 feet 6 inches.

E. Placement, setbacks, and landscaping. Loading areas shall conform to the setback and perimeter landscaping standards in Chapters 2 and 3. Where parking areas are prohibited between a building and the street, loading areas are also prohibited. The decision body may approve a loading area adjacent to or within the street right-of-way through Site Design Review or Conditional Use Permit review, as applicable, where it finds that loading and unloading operations are short in duration (i.e., less than 1 hour), not obstruct traffic during peak traffic hours, or interfere with emergency response services. (Ord. 2959 §5(Exh. A (part)), 2007. Formerly 3.3.500)