



**TOWN OF
COMOX**

**Parking Calculation Tool
Vehicles and Bicycles**

USER'S GUIDE

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Parking Calculation Tool - Vehicle and Bicycle

The tool is a Microsoft Excel spreadsheet laid out in clear step by step instructions. More detailed information is provided in this reference guide. This tool is available for convenience purposes only and should not be used for legal or interpretive purposes without references to Town of Comox, Zoning Bylaw and amending bylaws. The use of the tool is broken down as follows:

Definitions

Class I Bicycle Parking Space

A bicycle parking space provided in a bike rack that is not within a Class II Bicycle Room or Bicycle Locker.

Class II Bicycle Parking Space

A bicycle parking space provided in a bike rack and located in a Bicycle Room or Bicycle Locker.

Step 1 - Permitted Uses

Most permitted uses require the area in square metres but in some cases other methods of measurement are used (i.e., number of seats, dwelling units, or boat berths). When entering an area for each permitted use intended within the proposed development, the full gross floor area should be used; the tool will determine 80% of the area automatically.

The end of step 1 provides the total number of required standard vehicle parking spaces, visitor vehicle parking spaces, and the recommended minimum number of Class I and Class II bicycle parking spaces.

Step 2 - Vehicle Parking Space Reductions

Enter the number of proposed Class I and Class II bicycle parking spaces. The Zoning Bylaw in Section 6.8 grants reductions in vehicle parking requirements if the recommended number of bicycle parking spaces is met. Step 2 calculates the possible reduction in vehicle parking spaces based on the proposed number of bicycle parking spaces.

Step 3 - Parking for Restaurants

Step 3 can be skipped if no restaurant is proposed. The zoning bylaw in section 6.9 and 6.10 outlines different reduction methods for vehicle parking requirements specific to restaurants. In this step, the user must answer five questions regarding:

- (1) the amount of seating in the restaurant;
- (2) the area of the restaurant;
- (3) the location of the restaurant, inside or outside downtown (see calculation tool for map);
- (4) the proposed Class I bicycle parking spaces, for the restaurant; and,
- (5) the proposed Class II bicycle parking spaces, for the restaurant.

With this information, the recommended number of minimum bicycle parking spaces for a restaurant is presented. The amount of vehicle parking proposed for the restaurant is also presented and the resulting required number of spaces is shown in the calculator's results.

Step 4 - Accessible Parking Spaces

Input the zone that the subject property is located within. The short code for the zone must be used as found in Section 4 Establishment of Zones, with no spaces used. A summary of the short codes for the zones are found in the table below. Section 6 of the zoning bylaw requires accessible parking spaces for uses within a commercial zone and multi-family where adaptable or accessible dwelling units are provided.

For commercial uses, the zoning bylaw requires that one of the required parking spaces be provided as accessible space if between 10 and 50 parking spaces are required overall. If greater than 50 parking spaces are required the rate at which accessible parking spaces shall be provided is determined in the British Columbia Building Code and not in the zoning bylaw. The standards for accessible parking spaces are set out in the British Columbia Building Code.

Commercial	Marine	Industrial	Park	Institutional	Agricultural
C1.1	M1.1	I1.1	P1.1	PA1.1	AG1.1
C2.1	M1.2	I2.1	P1.2	PA1.2	
C2.2	M2.1		P2.1	DND1.1	
C2.3	M2.2				
C3.1					
C4.1					
C5.1					
C6.1					
CD6.1					

Step 5 - Loading Spaces

Enter the total gross floor area for the proposed development. Section 6 of the Zoning Bylaw requires loading spaces only in Commercial and Industrial zones with over 475 m² gross floor area. This step uses the zone information inputted in the previous step as well as the total gross floor area proposed. A maximum of one loading space may be required.

Summary of Parking Requirements

The final section of the Parking Calculator presents all the requirements determined throughout the spreadsheet in one location. The number of required parking spaces that are permitted to be small car spaces is also presented. The calculation tool can be printed and submitted with the application to demonstrate that the parking requirements have been considered and met. Space is provided on the summary page to insert the date, the applicant's name and the civic address for the proposed development.