

## Commercial and Institutional accessory use performance standards

Safe Parking Site is an allowed accessory use to existing commercial and institutional uses.

1. **Purpose.** The purpose of this use is to provide for the establishment and operation of safe parking sites at existing commercial and institutional uses that assures the compatibility with the surrounding uses.
2. **Public Notification:** At time of the Administrative Review Permit review of a safe parking site permit application, the County shall notify by mail residents and property owners directly adjacent to the property for which a complete Administrative Review Permit application has been submitted. Public Notice allows for the adjacent property owners to be aware of the accessory use.
3. **Inspection.** Prior to the approval of a safe parking site, County staff shall perform an inspection of the site to ensure compliance with the safe parking site standards.
4. **Approval** The Administrative Review Permit shall be valid for one year from the date of issuance. Additional Administrative Review Permits (ARP) can be applied for after the one (1) year expiration. Additional applications of the safe parking site permit shall be made to the Community and Economic Development Director and shall require re-inspection of the safe parking site premises to ensure ongoing compliance with safe parking site standards. A complete application must be filed with the County a minimum of forty (40) days before the original ARP is set to expire.
5. **Safe Parking Site Standards.**
  - a. Minimum size: 25% of existing parking area or 5 spaces, whichever is less
  - b. A minimum of one parking space between vehicles must be provided.
6. **Setbacks.**
  - a. Adjacent to Residential Use. All vehicles within a safe parking area that is adjacent to a residential use must be setback a minimum of twenty (20) feet from the property line.
  - b. Adjacent to non-residential use. All vehicles within a safe parking area that is adjacent to a non-residential use must be setback a minimum of five (5) feet from the property line.
7. **Approved vehicles.** All vehicles utilizing a safe parking site must fit completely within a standard parking stall, with no portions of the vehicle that overhand into additional stalls or the drive lanes.
8. **Hours of Operation.** All Safe Parking areas may only operate within the hours of 6 p.m. to 7 a.m. Quiet hours must be observed between 10 pm and 7 am (no generators).
9. **Water and Sanitation.** All Safe Parking areas shall have adequate water and sanitation approved by Tri-County Health Department, which may include bottled water and/or portable toilet facilities.
10. **Screening.** Garbage area and portable toilet, if applicable, screening shall consist of a six (6) foot high minimum screen fence made of wood or masonry material. Fencing materials should be cleaned and maintained at all times to present an orderly appearance. No garbage storage area or portable toilet shall be located within twenty (20) feet of a public sidewalk.

11. **Safety.**

- a. Outdoor storage, temporary shelters, and use of fires, heaters, or outdoor grills is prohibited within a safe parking area.
- b. Fire extinguishers and/or combination smoke/carbon monoxide detectors shall be provided within vehicles and onsite.
- c. Access: All safe parking areas must use existing parking areas only and must maintain emergency vehicle access and access to fire protection systems.

12. **Trash Disposal and Collection.** All Safe Parking areas shall provide a trash disposal and collection plan to ensure that trash is being picked up from the site and trash containers are not left outdoors where they can cause issues for wildlife or snow removal operations. There shall be enough trash receptacles to accommodate all trash generated by those utilizing the Safe Parking area.

13. **Parking surface.** All off-road parking areas used for Safe Parking shall be surfaced and maintained with a portland or asphalt concrete surface, or other suitable surface as determined by the Director of Community and Economic Development. Parking must meet all other requirements outlined in Section 4-13-02-05.

14. **Current Registration.** All vehicles utilizing the safe parking areas must have current registration and be operable to drive on County ROW.

15. **Responsible Agent Required.**

- a. Each owner of a Safe Parking site property shall designate a person or company to serve as the responsible agent. The owner may designate themselves.
- b. The responsible agent shall have access and authority to assume management of the Safe Parking site and take remedial measures. The agent shall always be available to respond to potential issues and violations related to these Regulations. The responsible agent must be able to affirmatively respond to complaints within an hour of notification of such complaint being sent via email or text.
- c. The owner shall notify the Community & Economic Development Department in writing of any modification to the responsible agent appointment within five (5) days of any such modification.
- d. The site address and phone number for the responsible agent shall be posted in a visible location on the safe parking site. In addition, the information for Adams County Code Compliance, including phone number, shall be listed on the posting.

Definition:

Safe Parking Site: a location that provides homeless individuals and/or families living in a vehicle a dedicated, safe place to park.