

**CITY OF KIRKLAND**123 FIFTH AVENUE • KIRKLAND, WASHINGTON 98033-6189 • (425) 587-3800

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**DEPARTMENT OF PUBLIC WORKS  
PRE-APPROVED PLANS POLICY****Policy R-39 Short-Term Parking Design, Use, and Location**

Short-term parking spaces include designated commercial loading zones and passenger loading spaces that typically restrict parking to 30 minutes or less depending on the type of space. Due to the higher turnover of these spaces, special design considerations are needed to ensure their safe and efficient operations. This policy specifically applies to the engineering decisions that govern the design of these spaces assuming that a short-term parking space has already been approved by the City.

1. General Design Parameters: all short-term parking shall be designed to meet on-street parking design standards contained in Policy R-34A: On-Street Parking
2. Signage: Short-term parking zones shall be clearly signed to indicate the intended use of the space. The message and design of the sign shall be approved by Public Works.
3. Accessibility: Short-term parking shall be designed to provide direct access to the curb and sidewalk.
4. Bike Lanes: Where on-street bike lanes currently exist or are planned, the design of short-term parking shall be coordinated with Public Works. High turnover short-term parking zones should include a buffer between the bike lane and parking lane to minimize potential conflicts between cyclists and the loading area.
5. Passenger Loading Zone Design Regulations
  - a) Location on block: Passenger loading zones may be permitted at any location on the block. Locating passenger loading zones adjacent to driveways is desirable to provide additional maneuvering space. In the event that both a passenger loading zone and a commercial loading zone is permitted within a block, the location of the commercial loading zone shall have priority.
  - b) Distance from intersections or driveways:
    - Within existing on-street parking: if on-street parking currently exists on a collector or arterial street, passenger loading zones may be signed within any legal parking space. Passenger loading zones shall be located at least 30 ft. from adjacent intersections.
    - Within newly created on-street parking: passenger loading zones may be striped as part of frontage improvements that create new on-street parking provided that they comply with the recommended spacing in Table 1. Meeting the preferred values in Table 1 is required in most cases unless otherwise recommended by Public Works. Minimum values may be permitted by Public Works in Kirkland's urban centers (*i.e.*, the Central Business District, Juanita Business District, Totem Lake, or NE 85<sup>th</sup> Street Station Area), lower-volume arterial or collector streets, or when an operational analysis of the passenger loading zone demonstrates that signal operations will not be impacted due to anticipated traffic.
    - The required distance from intersections is measured from the stop bar to the start of the on-street parking space (see Figure 1).

- The required distance from driveways is measured from the driveway apron or curb return to the start of the on-street parking space (see Figure 1).

**Table 1: Required Passenger Loading Offsets for Newly Created On-Street Parking**

Functional Classification	Signalized Intersection or Roundabout (Exiting Approach) – Preferred	Signalized Intersection or Roundabout (Exiting Approach) – Minimum	All Other Cases
Arterial Outside Urban Center	150 ft.	30 ft.	30 ft.
Arterial Inside Urban Center	75 ft.	30 ft.	30 ft.
Collector	50 ft.	30 ft.	30 ft.

6. Commercial Loading Zone Design Regulations

- Location on block: Commercial loading zones are only permitted at either the beginning or end of on-street parking pull outs or adjacent to driveways since these locations provide additional maneuvering space for larger vehicles.
- Distance from intersections or driveways: Commercial loading zones shall be located at least 30 ft. from adjacent intersections or driveways. The required distance from intersections is measured from the stop bar to the start of the on-street parking space (see Figure 1). The required distance from driveways is measured from the driveway apron or curb return to the start of the on-street parking space (see Figure 1).
- Length: Commercial loading zone length shall typically be 30 ft. unless otherwise approved by Public Works based on anticipated vehicle size.
- Additional design criteria:
  - Part time commercial loading zones may be permitted based on the operational criteria of new development provided that provision of part time loading zones will not unduly restrict parking for existing residents and businesses
  - Commercial loading zones shall not be signed for use exclusively by specific businesses
  - Commercial loading zones shall only be located within parallel on-street parking
  - The length of a commercial loading zone shall be indicated with a yellow painted curb.

**Figure 1: Measurement of Required Offset for On-Street Parking from Intersections or Driveways**

