



City of Millbrae

Community Development Director

Policy Determination on Mechanical and Automated Parking Facilities

March 1, 2021

Mechanical and/or automated parking facilities are allowed in all zoning districts and may be used to satisfy off-street parking requirements for residential and non-residential uses as approved as part of a discretionary planning entitlement by the application decision making body.

The spaces that are entirely located within mechanical or automated parking facilities are classified as parking storage, and therefore exempt from the City's requirements for standard parking stall and aisle width dimensions. However, any space within the facility where a driver will be self- parking a vehicle and unloading out of it shall meet the City standard stall and aisle width dimensions. Queuing stalls shall meet the City's requirements for standard parking stall and aisle width dimensions.

Mechanical and Automated Parking Standards.

The City has prepared the following recommended design, operation, maintenance, and performance requirements.

A. Requirements for both Mechanical and Automated Parking Facilities.

Mechanical and Automated Parking Facilities are subject to the following requirements:

1. The property owner shall be responsible for ensuring maintenance of mechanical parking equipment in good working order at all times, consistent with the manufacturer's standard recommendations for maintenance.
2. Inclusion of an on-site generator with sufficient capacity to store and retrieve cars in the event that the electrical power is down. As an alternative when warranted based on the analysis of the Chief Building Official, the Official may approve the inclusion of manual override capability to access or remove cars from the parking lift in the event of a power outage.

3. The property owner shall provide an emergency operations plan to the satisfaction of the Community Development Director in the event the automated or mechanical parking facility is subject to short-term non-operational periods.
4. The property owner shall record an "Agreement Guaranteeing Maintenance of Mechanical Parking Facility" prior to building permit issuance.
5. The property owner shall record an "Agreement to Provide Parking Attendant" when a mechanical or automated parking facility is used to satisfy required commercial or office, visitor or customer parking during hours of operation.
6. Compliance with all applicable local, state, and federal standards, including, but not limited to, Fire and Building Code requirements.
7. Electric vehicle charging stations can be located inside the mechanical or automated parking facility or at the standard parking stalls. Electric vehicle charging stations must be open to all types of vehicles and cannot be reserved or limited to electric vehicles.
8. A maintenance inspection report for any automated, semi-automated or mechanical parking facility prepared at the sole expense of the property owner shall be submitted six months after installation, and annually thereafter, to the Community Development Director for review. The property owner shall make any necessary repairs to provide uninterrupted operation of the mechanical or automated parking facility.

B. Additional Requirements for Mechanical Parking Facilities.

Mechanical Parking Facilities are subject to the following requirements:

1. Approval of a mechanical parking plan submitted as part of the planning application.
2. Mechanical parking facilities shall not be used for required visitor or accessible parking spaces or loading stalls.
3. Mechanical parking facilities shall not be installed on surface lots.
4. The location of mechanical lifts shall be located within an enclosed parking facility. All lifts and associated equipment shall be screened from public views and the screening shall be architecturally compatible with the site conditions.
5. Mechanical parking facilities should allow each vehicle to be as equally accessible as possible at all times.
6. A manual override shall be provided to access or remove vehicles from the parking lift in the event of a power outage and documentation of alternative back-up power to allow emergency operation of the parking facility.
7. Vehicle liquids and/or debris shall be prohibited from spilling onto other vehicles or building surfaces.
8. Signage shall be provided clarifying operations of the spaces to users.

C. Additional Requirements for Automated Parking Facilities.

Automated Parking Facilities are subject to the following requirements:

1. Approval of an automated parking plan, meeting the minimum standards set forth by this resolution, and submitted as part of the planning application.
2. Automated parking facilities shall not result in queuing into any public right-of-way based on a technical study submitted as part of the planning application.
3. Queuing Spaces shall be provided as follows:
 - a. Off-street queuing space at the vehicular entrance shall be provided at a minimum rate of 5 percent of the total automated parking provided or 2 queuing spaces, whichever is greater.
 - b. Fractions equal to or greater than one-half resulting from the calculations in this Section shall be considered to be one queuing space.
 - c. The number of queuing spaces required pursuant to this Section may be reduced when a technical study at the sole expense of the property owner demonstrates and the Community Development Director finds that the operational characteristics of the parking facility and expected traffic intensity warrant such a reduction.
4. For off-street parking facilities where entering vehicles are required to stop before a mechanically operated barrier before entering the parking facility, such barrier shall be placed a minimum of 17 feet from the parcel line where the entrance is accessed.
5. Signage shall be provided clarifying operations of the spaces to users.