

# DESIGN MEMO 9.09

To: Designers, Contractors, and City Departments  
Date: January 10, 2023  
Subject: Parking Requirements  
Category: Traffic

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## 1 Purpose

The purpose of this design memo is to establish guidelines for the design and placement of metered and unmetered on-street parking, both standard and accessible, including type, location, signing, and pavement marking.



## 2 Applicability

Until further notice, this direction will be used for scoping, design, and construction of motor vehicle parking within the City of Columbus right-of-way. The guidance provided in this memo is applicable to any on-street parking that is being proposed and/or constructed within the City of Columbus.

## 3 Standards and References

- American Association of State Highway and Transportation Officials (AASHTO), A Policy on Geometric Design of Highways and Streets (“Green Book”)
- Proposed Public Rights-of-Way Accessibility Guidelines (PROWAG)
- Ohio Manual of Uniform Traffic Control Devices (OMUTCD)
- City of Columbus [ADA Rules and Regulations](#)
- City of Columbus [Standard Drawings](#)
- City of Columbus Sign Design Booklet
- City of Columbus [Design Memo 4.11: Sight Triangles](#)
- City of Columbus [Design Memo 6.01: On-Street Bike Facilities](#)
- City of Columbus [Design Memo 6.04: Curb Extensions](#)

## 4 Definitions

Definitions of key terms in this memo are provided in City of Columbus Design Memo 1.00: Introduction.

## 5 Design Guidance

### 5.1 Parking Design

Use of on-street parking is implemented to accommodate adjacent land uses and to offset a lack of available off-street parking. The type of on-street parking provided should be compatible with the street or corridor function, roadway width, adjacent land use, and current and expected traffic volumes of the corridor. On arterials and collectors, curb parking is acceptable when the available through-traffic lanes can reasonably accommodate demand. Likewise, on-street parking is permitted on local and residential streets when minimum street widths can be met. A standard 26-foot-wide residential street assures one through lane even where parking is permitted along both sides (see City of Columbus Standard Construction Drawing 2101). Other street uses such as bicycle facilities and curb extensions should be considered when designing parking facilities to ensure the safety of cyclists, motorists, and pedestrians. For more information, see City of Columbus Design Memos 6.01: On-Street Bicycle Facilities and Design Memo 6.04: Curb Extensions.

#### 5.1.1 Sight Distance at Intersections & Parking

When designing on-street parking, parallel or angled, ensuring adequate sight distance at each intersection is critical for the safety of all users. Section 5.2.2 below discusses standard minimum offsets from the intersection for legal parking based on the intersection control type. These are minimums. Sight distances at each affected intersection should also be evaluated in accordance with the guidelines from City of Columbus Design Memo 4.11: Sight Triangles.

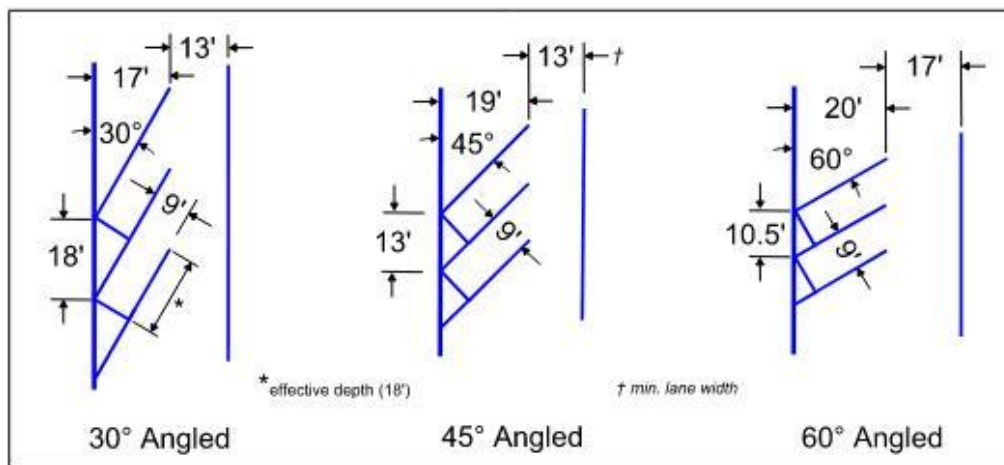


### 5.1.2 Parallel Parking

Parallel parking lanes shall be 8 feet wide. Where bike lanes are present, the parking lane may be reduced to a width of 7 feet; however, to effectively reduce dooring risk, a minimum combined parking and bike lane width of 13 feet is required. For more information, see Design Memo 6.01: On-Street Bicycle Facilities. On streets where delivery vehicles are common, the minimum parking lane width should be increased to 10 to 12 feet when space is available.

### 5.1.3 Angled Parking

Angled parking will be used on a limited basis only with Division of Mobility and Parking (DMP) approval in low-speed environments where space is available and parking demand is high. When approved, angled parking shall be head-in style with an angle ranging between 30 degrees and 60 degrees measured from the curb line. Angled parking spaces shall be 9 feet wide and have an effective depth of 18 feet for all angles. See **Figure 1** for dimensions.



**Figure 1: Head-In Angle Parking**

### 5.1.4 Accessible Parking

New construction or alterations that result in changes to parking meters, kiosks, and/or parking spaces, and streetscape projects that reconstruct the entire sidewalk area adjacent to metered or other designated parking will trigger compliance with the ADA parking requirements detailed in the City of Columbus *ADA Rules and Regulations*, Section XII.D. Coordination with the City’s project manager and the DMP is required to determine if an adjustment to ADA parking spaces is needed.

## 5.2 Signing and Markings

### 5.2.1 Stall Delineation

Standard parallel parking lanes shall not be marked without approval from the DMP. Designers must work with the DMP on a case-by-case basis for approval.

Where angled parking is permitted, the stalls shall be marked with a series of 4-inch wide solid white lines placed in accordance with Section 5.1.3 of this memo. Accessible parking markings shall be placed in accordance with Section 5.1.4 of this memo.



5.2.2 Restricted Parking

On-street parking is prohibited at the locations listed in Chapter 2151 of the City of Columbus Traffic Code, Section 2151.01, and where indicated by curb markings and/or signing. Placement of signing for delineating No Parking zones shall follow the guidance provided in the OMUTCD, Section 2B.48. Design of signage shall be in accordance with the City of Columbus Sign Design Booklet.

On non-controlled approaches, all parking lanes, regardless of type, shall end at least 20 feet prior to a cross street or alley, measured from the near edge of the cross street, and at least 20 feet prior to crosswalks, measured from the near edge of a marked crosswalk or the near edge of the ramp flare at an unmarked crossing. Where an intersection is signalized or stop controlled, the parking lane shall end 30 feet prior to the stop line or 30 feet prior to the stop sign at unmarked approaches with no ADA ramp. See **Figure 2**.

“No Stopping Any Time” (NSAT) areas should normally be indicated by signing only. Exceptions include the use of an “X” on pavement in areas where the parking spaces are marked or as otherwise approved by DMP in situations where it is necessary to reinforce the restriction with pavement marking. Refer to City of Columbus Design Memo 4.11: Sight Triangles for guidance in determining NSAT lengths.

Where curb extensions are used at an intersection, the extended curb area shall occupy the NSAT in accordance with Section 3.1.3 of City of Columbus Design Memo 6.04: Curb Extensions.

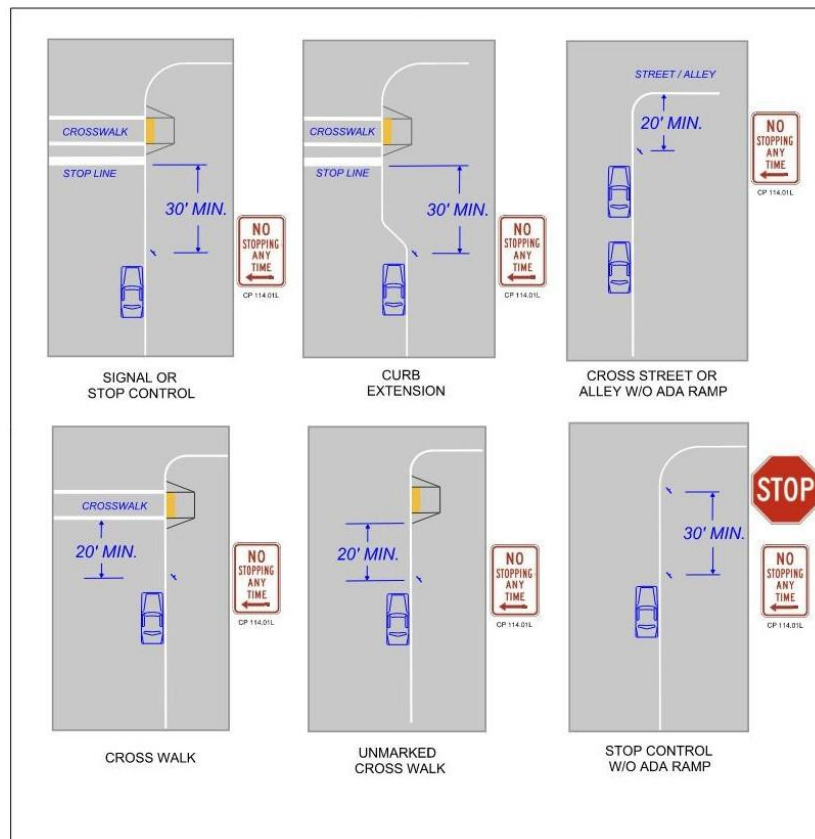


Figure 2: Minimum No Stopping Zones at Intersections



On-street loading zones at the curb shall be clearly delineated with an appropriate combination of No Stopping Legend (CP1), No Parking Symbol (CP5), and Other Symbol (CP8) Sign Series per the Sign Design Booklet. Specific indications for loading zones, bus stops, and time limitations shall be included, as needed.

### **5.2.3 Accessible Parking**

Accessible parking spaces in both commercial and residential areas must be identified by signs displaying the International Symbol of Accessibility such as City of Columbus Sign CMR-59B (12 x 24). The signs shall be located at the head or foot of the parking space. Blue lines may supplement white parking space markings for spaces designated solely for use by persons with disabilities. Designers must work with the DMP on a case-by-case basis for any parking space markings.

Where parking spaces that are reserved for persons with disabilities are designated to accommodate wheelchair vans, a VAN ACCESSIBLE (R7-8P) plaque shall be mounted below the accessible parking sign.

### **5.3 On-Street Paid Parking**

Where paid parking is designated, designers shall work with the DMP to determine the proper regulatory signage, parking kiosk placement, and, if applicable, proper wayfinding signage. There are no standard locations or dimensions for these features since each is unique and determined by the DMP. The City of Columbus no longer installs single space parking meters in existing or new paid parking areas.

If a project requires the removal of a parking kiosk meter, the contractor shall coordinate the work with the DMP. The contractor is required to pay a removal/re-installation fee and provide reimbursement to the DMP for lost revenue caused by the interruption of service. The DMP will perform the removal/reinstallation. At no time shall a contractor permanently remove paid parking without consulting with the DMP and paying the appropriate permanent removal fees.

