



ADDENDUM #2

RFP 26-010

**RIDLING FIELD RENOVATION PHASE 2**

This addendum is being issued to address questions resulting from the mandatory pre-bid meeting on January 9, 2026, for RFP 26-010:

1. 4 park lights located in proximity to the future Parking Lot South site are to be removed and stored by a private company for reinstallation upon completion of Phase 2. The direct connections and anchor rod connections are to remain intact by the Contractor awarded the contract for Phase 2.
2. Section 3.1 SPECIFICATIONS – Parking Lot South  
Paving for Phase 2 should adhere to specifications in attachment #1 of this Addendum #2.
3. Paving for Parking Lot South should extend out to the future site of concession stand/shop building. (See plan C-A1 highlighted area in attachment #2 – All paving completed at this section.)
4. Section 3.1 SPECIFICATIONS  
Trees must be removed as noted on Attachment #3 of this Addendum #2.
5. Section 3.1 SPECIFICATIONS  
The Contractor must install 4 light poles in Parking Lot South to allow for adequate safety and security of park patrons. The Contractor must adhere to all City and State codes, and the additional lighting must be included in the site plan submitted to the Planning & Development Superintendent. The Contractor must install electrical conduit and electrical control boxes to allow City staff to control the light poles from the concession stand/shop building (see attachment #2 included in this Addendum #2).

This addendum should be signed and returned with your proposal. Failure to do so may result in the proposal being non-responsive.

Debby Peete  
Finance Specialist  
City of Commerce

Company Name \_\_\_\_\_

Authorized Representative \_\_\_\_\_

## **DIVISION VI**

### **DESIGN AND IMPROVEMENT REQUIREMENTS FOR PARKING LOTS**

- Sec. 6-601. Applicability.
- Sec. 6-602. Plans and development permit required.
- Sec. 6-603. Vehicular circulation.
- Sec. 6-604. Backing movements prohibited.
- Sec. 6-605. Distance of parking space from right of way.
- Sec. 6-606. Improvement setback.
- Sec. 6-607. Area per parking space.
- Sec. 6-608. Demarcation.
- Sec. 6-609. Access aisle dimensions.
- Sec. 6-610. Parking lot surfacing.
- Sec. 6-611. Curbing.
- Sec. 6-612. Parking lot drainage.
- Sec. 6-613. Lighting.
- Sec. 6-614. Landscaping.
- Sec. 6-615. Pedestrian facilities.

#### **Sec. 6-601. Applicability.**

This division shall apply to construction of any new parking lot containing 5 or more spaces, and to the expansion of an existing parking lot by 5 or more parking spaces.

#### **Sec. 6-602. Plans and development permit required.**

- (a) Construction of a new parking lot containing 5 or more spaces, or the addition of 5 or more spaces to an existing parking lot, shall require issuance of a development permit.
- (b) To ensure compliance with this Article, parking and circulation plans shall include the number of spaces provided, the minimum parking spaces required, the location of entrances, exits, aisles, curbing where required, landscaping, screening, surface materials, provisions for drainage and other specifications necessary to ensure compliance with this Article.

#### **Sec. 6-603. Vehicular circulation.**

Efficient and easily recognized vehicular circulation routes within a development are vital and shall be provided. Internal vehicle circulation shall be designed or redesigned in a manner that avoids conflicts between through-traffic (i.e., traffic flowing into and out of the site) and local traffic (i.e., traffic through parking areas). Interior vehicular circulation shall also be facilitated by the following means:

- (a) Considering the entire parcel and its anticipated development, rather than simply a particular project, in formulating and approving access plans;

- (b) Avoiding dead-end parking areas;
- (c) Visually orienting the driver with a regular, logical system of interior driveways and roadways;
- (d) Identifying entrance drives with small entry signs; and
- (e) Preventing vehicles from driving across or through designated larger parking areas by placing raised landscaped dividers or walkways between parking aisles.

**Sec. 6-604. Backing movements prohibited.**

Except for parcels of land serving one-family or two-family dwellings, all areas devoted to off-street parking shall be so designed such that no vehicle is required to back into a public street.

**Sec. 6-605. Distance of parking space from right of way.**

Except for parcels of land devoted to one-family or two-family dwellings, no parking space shall be located or accessed directly from a driveway within the first 40 feet of the driveway back from the street right-of-way line.

**Sec. 6-606. Improvement setback.**

Except for parcels of land devoted to one-family or two-family dwellings, off-street parking areas shall be set back from front, side, and rear property lines by at least 5 feet. Buffer and landscape strips may require larger setbacks. Unenclosed off-street parking for single-family and two-family dwellings and agricultural uses shall not be subject to compliance with this section.

**Sec. 6-607. Area per parking space.**

Every parking space shall provide a usable, rectangular area at least 9 feet wide by 20 feet long; provided, however that parking spaces may be reduced in width as specifically authorized in this section.

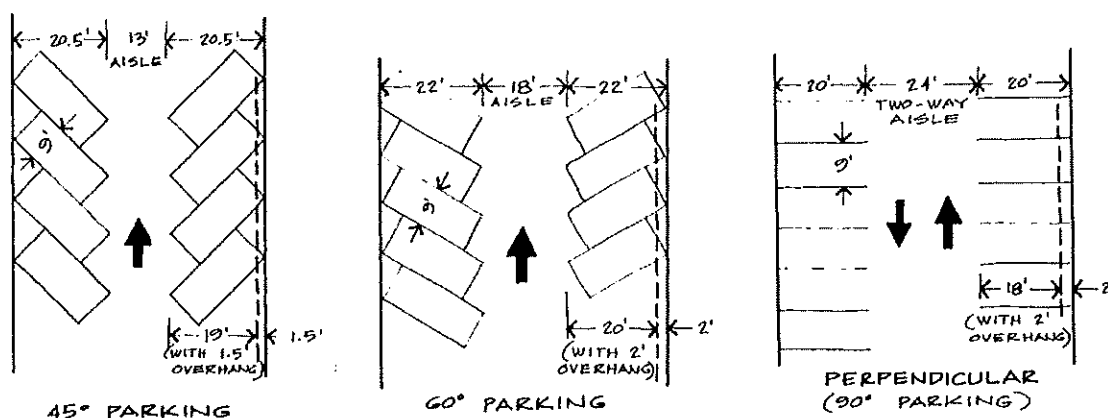
- (a) In parking areas for uses which require 20 parking spaces to be provided, compact parking spaces, with widths of 8.5 feet may be used for employee parking or overflow customer parking areas, but only if the compact parking spaces are clearly marked.
- (b) Where authorized to reduce parking space width, no more than 20 percent of the number of parking spaces provided in the entire parking area may be designated compact auto parking.

**Sec. 6-608. Demarcation.**

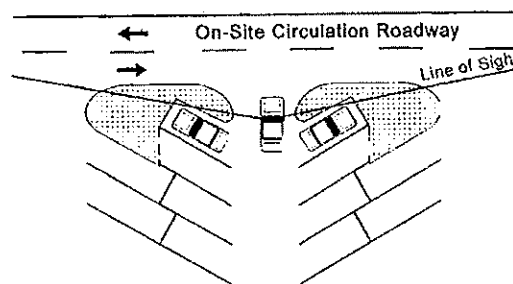
- (a) Every paved parking space shall be clearly demarcated by lines painted on or otherwise applied to the parking lot surface.
- (b) One-way traffic aisles, where utilized, must be clearly marked either with directional arrows on the pavement at each intersection with another aisle, driveway, or street entrance, or by traffic directional signs.
- (c) The Zoning Administrator may require the installation of concrete parking “stops” or other improvement to avoid encroachment of a vehicle onto landscaped areas.

**Sec. 6-609. Parking space angle aisles and access aisle dimensions.**

- (a) Access aisles in parking lots serving parking spaces shall be perpendicular (90°) to the access aisle when serving two-way traffic (see figure).
- (b) Parking spaces may be permitted with 60-degree or 45-degree angles to the access aisle, if one-way travel is required. Parking space angles less than 45 degrees to the access aisle are not allowed, except where the Zoning Administrator authorizes parking spaces that are parallel to the access aisle.
- (c) Access aisle dimensions are required as provided in the following figure:



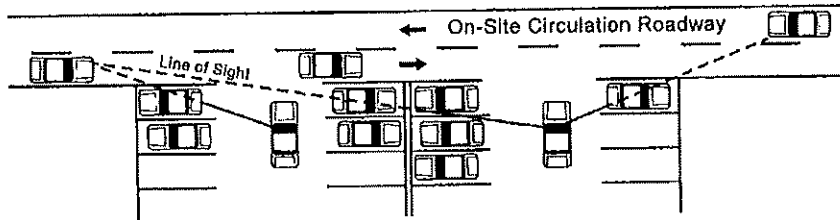
- (d) The intersection of parking aisles with a ring road or other on-site roadway or driveway shall provide adequate intersection sight distance. Parking aisle end islands shall be curbed unless that requirement is waived for water quality purposes or in a rural/ exurban area; painted end islands are ineffective and are generally not permitted.



**End Islands Preserve Sight Distance**

Source: Stover,

Vergil G., and Frank J. Koepke. 2002. *Transportation and Land Development* (2<sup>nd</sup> Ed.). Washington, DC: Institute of Transportation Engineers. Figure 8-15, p. 8-25.



Source: Stover, Vergil G., and Frank J. Koepke. 2002. *Transportation and Land Development* (2<sup>nd</sup> Ed.). Washington, DC: Institute of Transportation Engineers. Figure 8-14, p. 8-24.

### **Inadequate Sight Distance Due To No Parking Aisle End Islands**

#### **Sec. 6-610. Parking lot surfacing.**

- (a) Except as provided otherwise in this section, all off-street parking areas and all access drives for customer, visitor, and employee automobile parking serving uses other than single-family and two-family dwellings and agricultural uses shall be improved with a paved surface consisting of a minimum of a 6-inch graded aggregate base overlaid with a 2-inch Type B binder and a 1½-inch Type E or F asphalt surface.
- (b) The Zoning Administrator may authorize other paving materials such as pervious pavers.
- (c) The Zoning Administrator or may allow driveway approaches and parking lots to be graveled in rural residential districts and in other zoning districts where water quality effectiveness would be enhanced with use of alternative improvement materials. The Zoning Administrator may also waive paving requirements for developments in institutional, commercial and light industrial zoning districts but such waiver shall not be made for frequently used customer parking or handicapped parking as required by this division.

#### **Sec. 6-611. Curbing.**

Curbs meeting city specifications for vertical curbing shall be installed around the periphery of every parking lot, and shall extend along both sides of every access drive between the parking lot and the street or another parking lot or loading area, as applicable; provided, however, that the Zoning Administrator may waive the curbing requirement for unpaved parking areas and in cases where water quality effectiveness would be enhanced with use of infiltration devices, biofiltration swales, and other low impact development techniques in lieu of required curbs.

#### **Sec. 6-612. Parking lot drainage.**

Storm water drainage plans, including grading plans, shall be submitted to and approved by the Zoning Administrator as a part of and prior to the issuance of a development permit.

**Sec. 6-613. Lighting.**

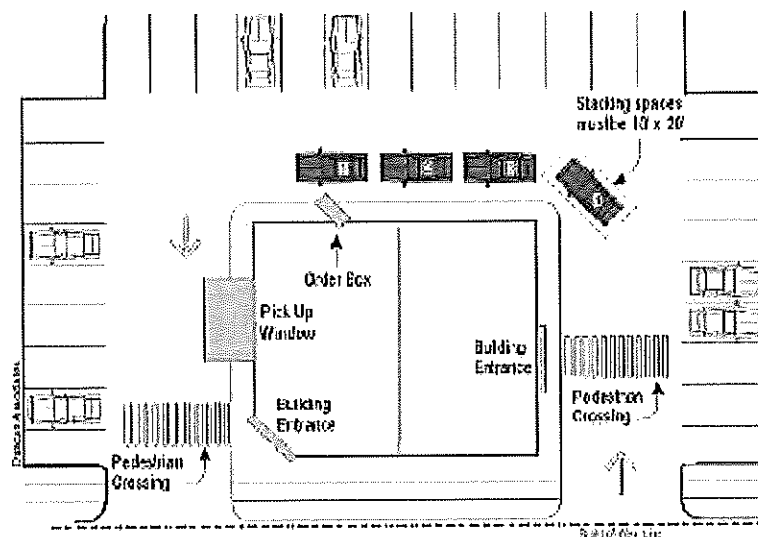
- (a) Any lights used to illuminate parking areas shall be arranged, located or screened to direct light away from any adjoining residential uses. "Shoe box" (full cutoff) lighting fixtures on poles shall be utilized for this purpose.
- (b) Light poles should be located in landscaped strips. Where this cannot be accomplished, light poles must be placed on a reinforced concrete pedestal to protect them from damage or being knocked over.

**Sec. 6-614. Landscaping.**

All parking lots subject to compliance with this division must provide landscaping as required by this Article 9 of this UDC. Also, if located in the Highway Corridor Overlay District established by Article 4 of this UDC, additional landscaping requirements apply.

**Sec. 6-615. Pedestrian facilities.**

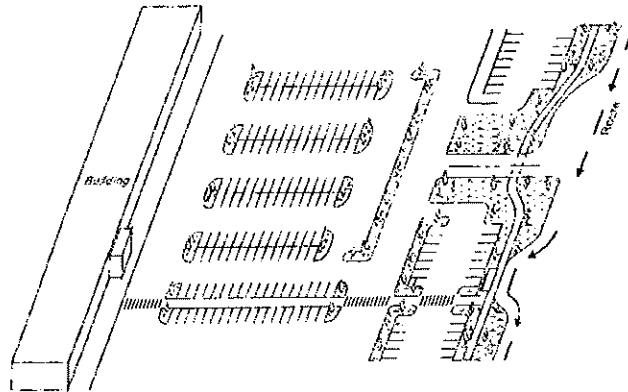
On any particular development site subject to this Article, where pedestrian circulation crosses vehicular routes, a change in grade, materials, textures or colors, or appropriate striping or demarcation, shall be provided to emphasize the point of intersection between pedestrians and vehicles and improve its visibility and safety. For instance, brick pavers and other special paving materials can help to distinguish pedestrian walkway surfaces from vehicular access ways.



**Illustrative On-site Pedestrian Crossings**

Source: Marya Morris. Smart Codes: Model Land-Development Regulations. Planning Advisory Service Report No. 566. Chicago: American Planning Association, 2009. Figure 2.3

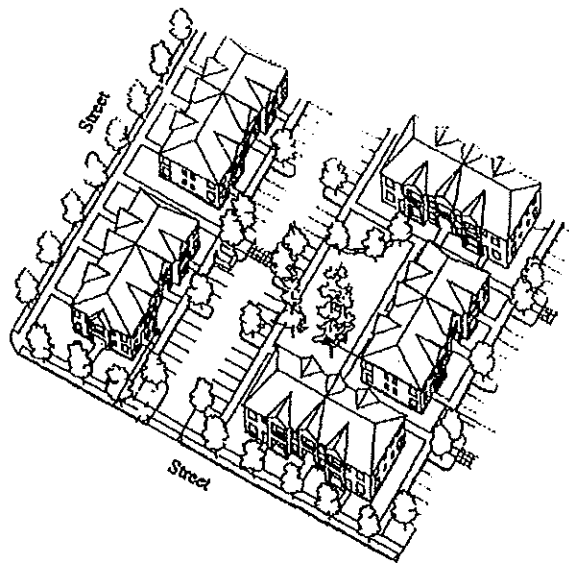
Except for detached, single-family dwellings, pedestrian access must be provided to individual developments and each establishment within the development. Pedestrian ways shall be well defined, take as direct a path as possible, and they should be separated where practical from automobile access ways. Parking aisle dividers are appropriate locations for pedestrian access facilities.



**Direct Pedestrian Travel from Street to Store Front**

Source: Stover, Vergil G., and Frank J. Koepke. 2002. *Transportation and Land Development* (2<sup>nd</sup> Ed.). Washington, DC: Institute of Transportation Engineers. Figure 8-28, p. 8-35.

When multiple buildings are proposed, they shall be linked with on-site pedestrian walkways of at least 5 feet in width. Sidewalks on individual properties must connect to the sidewalk system within public road right-of-way, where such system exists or is planned, and to adjacent parcels when determined to be compatible and required by the zoning administrator.





## DIVISION VII

### OFF-STREET PARKING REQUIREMENTS

- Sec. 6-701. Off-street parking required.
- Sec. 6-702. Interpretations.
- Sec. 6-703. Minimum number of off-street parking spaces required.
- Sec. 6-704. Minimum number of accessible parking spaces required.
- Sec. 6-705. Administrative variances.
- Sec. 6-706. Stacking spaces for drive-through facilities or service windows.
- Sec. 6-707. Shared use of parking spaces.
- Sec. 6-708. Reduction for demand management.

#### **Sec. 6-701. Off-street parking required.**

- (a) Permanent off-street parking spaces shall be provided in accordance with the requirements of this Article at the time of the establishment of any use, or erection of any building; of occupancy of a building by a new use; and when any principal building is enlarged or increased in capacity by adding dwelling units, guest rooms, seats, or floor area.
- (b) Off-street parking shall be required for any change of use or change of operation that would result in a requirement for more parking than the existing use. Additional parking shall be required only in proportion to the extent of the change, not for the entire building or use.
- (c) All required off-street parking areas shall be ready for use, including surfacing as required, prior to occupancy of the property.
- (d) Loading spaces, including truck trailer storage spaces, if provided, shall not count toward meeting the minimum off-street parking requirements of this division.
- (e) Development within the CBD zoning district shall be exempt from compliance with the off-street parking requirements of this division.

#### **Sec. 6-702. Interpretations.**

- (a) **Fractions.** Where a calculation of minimum or maximum parking or loading spaces results in a fraction, the required number of parking spaces shall be construed to be (rounded up to) the next highest whole number of spaces.
- (b) **Parking space requirement not specified.** Where the parking requirement for a particular use is not described in this Article, and where no similar use is listed, the Zoning Administrator shall determine the number of spaces to be provided based on requirements for similar uses, location of the proposed use, the number of employees on the largest shift, total square footage, potential customer use, and other expected demand

and traffic generated by the proposed use. At the discretion of a development applicant, a parking generation study prepared by a qualified professional may be submitted to aid the Zoning Administrator in making such a determination; if submitted, it shall be considered by the Zoning Administrator prior to making a determination.

- (c) **Computations for multiple floor uses within a building.** In cases where a building contains some combination of office space, retail or wholesale sales area, and/or bulk storage area, the Zoning Administrator may authorize that the building space be divided into such floor space use areas and combined computations of floor areas (e.g., warehousing, retail, and/or office) utilized in meeting the off-street parking or loading space requirements of this Article.
- (d) **Maneuvering lanes not considered parking.** Areas designated for temporary occupancy of vehicles while maneuvering on a site, such as queuing lanes for a drive-in window, are not considered and shall not be counted as parking spaces for purposes of meeting the requirements of this Article.

**Sec. 6-703. Minimum number of off-street parking spaces required.**

- (a) **Reference to requirements table.** Unless specifically provided otherwise in this division, on each lot where a building, structure, or use exists, each site shall be designed to provide and shall provide for off-street parking in the minimum amounts specified in Table 6-7-1.
- (b) **Reduction.** No existing or future off-street parking area shall be reduced in capacity to less than the minimum required number of spaces or altered in design or function to less than the minimum standards, unless specifically provided for otherwise in this Article.

**Table 6-7-1  
Minimum Number of Off-Street Parking Spaces Required**

USE	MINIMUM PARKING REQUIRED
<b>COMMERCIAL USES</b>	
Adult entertainment	1 per 200 square feet
Animal hospital; kennel	1 per 400 square feet
Appliance sales and repair	1 per 500 square feet
Art gallery	1 per 400 square feet
Auction house or yard	1 per 300 square feet of building or 1 per 1,000 square feet of open area
Automated teller machine, no drive-through	2 per machine
Auto parts store	1 per 500 square feet
Automobile sales	1 per 200 square feet of repair space plus 1 per 400 square feet of showroom/office
Automobile service and repair	1 per 250 square feet
Bank, credit union, savings and loan	1 per 300 square feet
Barber shop or beauty parlor	1 per 300 square feet
Bed and breakfast inn	2 for the owner-operator plus 1 per guest bedroom
Bowling alley	3 per lane
Carpet or floor covering store	1 per 300 square feet of retail sales and office area, plus if applicable, warehouse requirements for designated storage, receiving, and shipping area
Car wash, staffed or automated	2 stacking spaces for each car wash lane plus 2 drying spaces per lane
Contractor's establishment	1 per 300 square feet of office space and 1 per 2,000 square feet of outdoor storage
Convenience store without franchise food outlet	1 per 200 square feet
Convenience store with franchise food outlet	1 per 150 square feet
Dance hall	1 per 125 square feet
Day care center	1 per 300 square feet
Day care center, adult	1 per 400 square feet
Dry cleaner	1 per 250 square feet
Equipment rental	1 per 300 square feet
Farm equipment or supply	1 per 600 square feet
Farmer's market	1 per 250 square feet
Flea market	1 per merchant booth plus 1 per 250 square feet of floor or open market area
Funeral home or mortuary	1 per 3 seats in largest chapel or viewing room (15 spaces minimum)
Furniture and home furnishing store	1 per 600 square feet
Grocery store	1 per 300 square feet
Hardware store	1 per 400 square feet
Health or fitness club	1 per 200 square feet
Hotel, extended stay	1.5 per unit lodging unit
Hotel or motel	1 per lodging unit, plus one per each 150 square feet of banquet, assembly, meeting, or restaurant seating area
Laundromat	1 for each 3 washer/dryer combinations
Nursery or garden center	1 per 300 square feet plus 1 per 1,500 square feet outdoor sales or display area
Office, general or professional	1 per 300 square feet
Office, medical or dental	1 per 250 square feet
Open air sales	1 per 250 square feet of indoor floor space plus 1 per 600 square feet of outdoor sales

## Article 6 Access, Streets, Parking, and Loading

USE	MINIMUM PARKING REQUIRED
Personal service establishment	1 per 250 square feet
Photographic studio	1 per 300 square feet
Radio or television station	1 per employee plus 5 spaces
Restaurant, bar, or tavern	1 per 100 square feet
Retail store (not otherwise listed)	1 per 275 square feet
Salvage yard	1 per employee plus 1 per 1,000 square feet of salvage area
Self-storage facility (mini-warehouse)	See Sec. 3-112
Service station	1 per 250 square feet of office space plus 2 per service bay
Shopping center	1 per 275 square feet
Tire store	1 per employee plus 1 per 500 square feet
Tow service	1 per employee plus 1 per tow truck plus 2 spaces
Truck stop	1 semi-trailer space per 200 square feet
Manufacturing, processing, assembling	1 per 1,300 square feet
Warehouse or wholesale	1 per 4,000 square feet
Airport	1 per employee on the largest shift, plus 1 per 1,000 square feet of terminal space
Amphitheater	1 per 4 fixed seats and/or 1 per 25 square feet of open spectator area
Assembly hall; auditorium; nonprofit club or lodge	1 per 4 seats in room with greatest seating capacity or 1 per 40 square feet in largest assembly area without fixed seating
Church, temple, synagogue and place of worship	1 per 4 seats in room with greatest seating capacity or 1 per 40 square feet in largest assembly area without fixed seating
Community center	1 per 400 square feet
Correctional institution	1 per employee plus 1 per 25 inmates
Crisis center	1 per 400 square feet
Fire and/or emergency medical service station	1 per employee plus 1 per each 3 volunteer personnel + 1 per 200 square feet
Government office	1 per 300 square feet
Group home or boarding house	1 per 3 residents or beds
Hospital	1.5 per bed
Library	1 per 400 square feet
Museum	1 per 500 square feet
Nursing home	1 per 3 beds
Post office	1 per 200 square feet
Retirement community	0.75 per dwelling unit
School	1 per 300 square feet
School for the arts	1 per 300 square feet
School, trade or business, or college	1 per 200 square feet
<b>RESIDENTIAL USES</b>	
Apartment, one bedroom	1.5 per unit plus 0.1 per unit for guest space
Apartment, two bedroom	1.5 per unit plus 0.1 per unit for guest space
Apartment, three bedroom	2 per unit plus 0.2 per unit for guest space
Boarding or rooming house or group home	1 per employee plus 0.5 per rooming unit
Dormitory, fraternity or sorority house	1 per rooming unit plus 5 spaces
Home occupation	
Residence within building containing a non-residential use	1 per unit
Single family detached or attached (townhouse)	2 per unit
Two-family dwelling (duplex)	2 per unit

Athletic field	20 spaces per field
<b>USE</b>	<b>MINIMUM PARKING REQUIRED</b>
Billiard hall/amusement arcade	1 per 200 square feet
Bowling alley	2 per each bowling lane (add parking for billiard hall/ amusement arcade, if provided)
Community center	1 per 300 square feet
Golf course	2.5 per hole, plus 1 per 250 square feet of pro shop and/or club house
Golf driving range, principal use	0.75 per tee
Ice or roller skating rink	1 per 200 square feet
Miniature golf	2 per hole
Stadium or sport arena	1 per 12 feet of bench seating
Swimming pool – subdivision amenity	1 per 150 square feet of surface water area
Swimming pool – public	1 per 125 square feet of surface water area
Tennis or racquet ball court	2 per court
Theater, cinema	1 per four fixed seats
<b>AGRICULTURAL/OTHER</b>	
Animal shelter	1 per 400 square feet
Landfill	1 per employee plus 5 spaces
Quarry or extractive industry	1 per employee plus 5 spaces

Note: Unless otherwise noted, the parking requirement shall be based on the gross square footage of the building or buildings devoted to the particular use specified.

**Sec. 6-704. Minimum number of accessible parking spaces required.**

- (a) **Reference to requirements.** Regulations and dimensions for handicapped parking spaces shall be per requirements of the Americans with Disabilities Act (ADA) (Public Law 101-136) and the Georgia Accessibility Code (Chapter 120-3-20 adopted by the Safety Fire Commissioner). The required number of handicapped accessible spaces, which must be provided on-site, shall be as provided in Table 6-7-2.

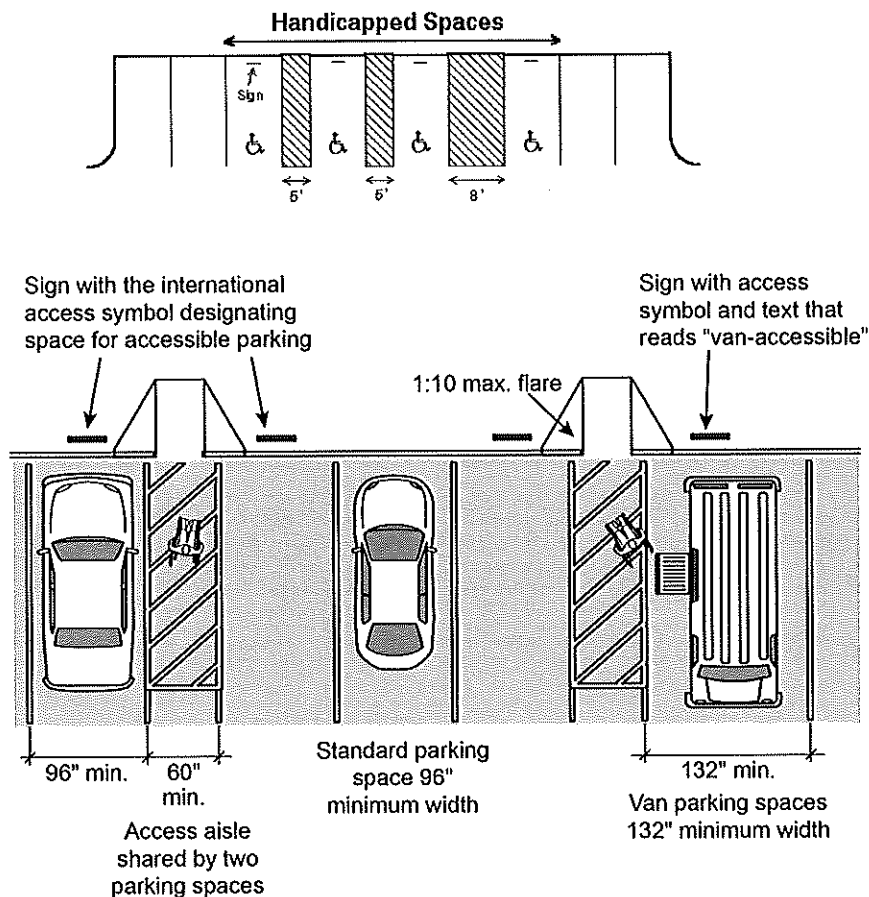
**Table 6-7-2**  
**Handicapped Parking Requirements**

Total Required Parking Spaces	Minimum Number of Accessible Spaces
1 to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	7
301 to 400	8
401 to 500	9
501 to 1000	2 percent of total
1001 and over	20 plus 1 for each 100 over 1000

- (b) **Part of overall requirements.** Said spaces shall count toward the requirements for off-street parking as specified in Table 6-7-1.



- (c) **Aisle specifications and van accessibility.** Handicap accessible parking spaces shall have an adjacent aisle 5 feet wide. If 8 or more handicap spaces are required, then one in every 8 handicap spaces shall be adjacent to an aisle 8 feet wide and the space shall be signed "van accessible." For van spaces, the width of the parking space shall be at least 11 feet. Handicapped parking space aisles shall be clearly demarcated by lines painted on or otherwise applied to the parking lot surface.



Parking Spaces and Access Aisles

- (d) **Surface slope.** Handicap accessible parking spaces shall be located on a surface with a slope not exceeding 1 vertical foot in 50 horizontal feet (1:50).
- (e) **Ramps.** Wheelchair ramps shall be provided in accordance with applicable specifications at locations appropriate to normal travel routes from the parking lot to the principal use.
- (f) **Signage.** Accessible parking spaces shall be designated as reserved by a sign showing the symbol of accessibility, per applicable state law requirements. Such signs shall be located so that they cannot be obscured by a vehicle parked in that space.

**Sec. 6-705. Administrative variances.**

- (a) Upon application and for a fee as determined appropriate by the City Council, the Zoning Administrator may authorize an administrative variance to reduce minimum required parking to a rate of no more than 20 percent below the minimum required, based upon the scale and impacts of the request, for good cause shown.
- (b) The Zoning Administrator may require an applicant for administrative variance to include documentation from an acceptable industry publication (e.g., Institute of Transportation Engineers, Urban Land Institute, American Planning Association, etc.) or a study prepared by a qualified professional that documents parking demands.
- (c) In approving administrative variances to the reduce the minimum parking requirements of this division, the Zoning Administrator may as a condition of approval require certain area on the same lot to be reserved or set-aside for additional parking area for future use if needed.

**Sec. 6-706. Stacking spaces for drive-through facilities or service windows.**

Stacking spaces shall be provided for any use having a drive-through facility or areas having drop-off and pick-up areas in accordance with this section.

- (a) Stacking spaces shall begin at the window or communication/mechanical device (e.g., order board) first encountered by the vehicle user. Financial institutions with drive-through windows, car washes (automated or staffed facilities), drive-through coffee sales facilities, and any other uses with drive-through facilities shall provide 3 stacking spaces for each window or drive-through service facility. Restaurants with drive-through facilities shall at least provide 5 stacking spaces for each window or drive-through service facility.
- (b) Stacking spaces and lanes for drive-through stations shall not impede on- and off-site traffic movements, shall not cross or pass-through off-street parking areas, and shall not create a potentially unsafe condition where crossed by pedestrian access to a public entrance of a building.
- (c) Drive-through lanes shall be separated by striping or curbing from off-street parking areas. Individual lanes shall be striped, marked, or otherwise distinctly delineated.
- (d) All drive-through facilities shall be provided with a bypass lane with a minimum width of 10 feet, aside the drive-through lane.
- (e) Approach lanes for drive-through facilities shall be provided with a bypass lane with a minimum width of ten (10) feet.
- (f) Alleys or driveways in residentially zoned areas adjacent to drive-through facilities shall not be used for circulation of customer traffic.
- (g) Each stacking space shall be a minimum of ten feet by 20 feet.

(h) The number of stacking spaces shall be provided as follows:

Activity Type	Minimum Stack	Measured From
Automated teller machine	3 per machine	Teller Machine
Bank teller lane	3 per lane	Teller or Window
Car wash stall, automatic	6	Entrance
Car wash stall, self-service	1	Entrance
Convenience store drive-through	Prohibited	
Gasoline Pump Island	20 feet from each end of the pump island	
Restaurant, drive-through	6	Order Box. Stacking for at least 4 of the 6 vehicles shall be provided between the order box and pick-up window.
Other	Determined by the Zoning Administrator	

**Sec. 6-707. Shared use of parking spaces.**

The parking spaces provided for separate uses may be combined in one parking lot but the required spaces assigned to each use may not be assigned to another use, except as follows:

- (a) **Shared parking between day and night users.** One-half of the parking spaces assigned to a church, theater, or assembly hall whose peak attendance will be at night or on Sundays may be assigned to a use that will be closed at night or on Sundays.
- (b) **Mixed use developments.** Parking spaces may be shared by more than one use if the Zoning Administrator finds that the total number of spaces will be adequate at the peak hours of the uses they serve. The ratios shown on Table 6-7-3 may be used in determining the time of day and the day of the week at which the maximum number of spaces will be needed by the uses served by the shared parking facility.



**Table 6-7-3**  
**Percentage of Parking Spaces Demanded by Time Period**

Use	Weekdays		Weekends		Night
	6 a.m. to 5 p.m.	5 p.m. to 1 a.m.	6 a.m. to 5 p.m.	5 p.m. to 1 a.m.	1 a.m. to 6 a.m.
Office	100%	10%	10%	5%	5%
Retail	60%	90%	100%	70%	5%
Hotel	75%	100%	75%	100%	75%
Restaurant	50%	100%	100%	100%	10%
Entertainment/ Recreation	40%	100%	80%	100%	10%
Church	10%	25%	100%	100%	10%
Medical	80%	20%	10%	10%	10%

By way of example, the following illustrates shared parking calculations for a particular mixed-use development:

	Factor	For	Spaces
Office	3.5/1,000	100,000 sf	350
Retail	5/1,000	1000,000 sf	500
Hotel w/Restaurant	1.5/Room	100 rooms	150
Family Restaurant	9.5/1,000	20,000 sf	190
Theater	¼ seats	200 seats	50
Church	¼ seats	400 seats	100
Total	If figured separately		1,340

Spaces required applying the peak demand percentages to the example:

	Weekdays		Weekends		Nighttime
	6am-5pm	5pm-1am	6am-5pm	5pm-1am	1am-6am
<b>Office</b>	350	35	35	18	18
<b>Retail</b>	300	450	500	350	25
<b>Hotel w/Restaurant</b>	113	150	113	150	113
<b>Family Restaurant</b>	95	190	190	190	19
<b>Theater</b>	20	50	40	50	5
<b>Church</b>	50	50	100	100	10
<b>Total</b>	928	925	978	858	189

Highest demand = 978 (instead of 1,340)

- (c) **Availability of shared spaces.** Parking spaces that are proposed to be shared among two or more uses must be clearly available to each use and not appear in any way to be serving a particular use, either through signage dedicating the spaces or through design techniques that would tend to orient use of the spaces to a particular business or building.
- (d) **Recordation of shared parking agreement.** Shared parking arrangements must be committed to writing in an instrument acceptable to the Zoning Administrator and approved by the owners of each of the affected properties or uses. The instrument must be recorded with the Clerk of Superior Court, and a copy of the recorded document must be supplied to the zoning administrator.

**Sec. 6-708. Reduction for demand management.**

- (a) The Zoning Administrator may in individual cases administratively authorize a proportional reduction in the required minimum number of parking spaces for office, institutional, industrial, and public uses with 50 or more employee parking spaces, if a formal carpool or van pool program is instituted.
- (b) For purposes of this section, carpool is defined as 2 or more persons per car, and vanpool is defined as 5 or more persons per van. Any carpool or vanpool program shall provide at least 5 spaces reserved for carpool or vanpool vehicles and shall be clearly marked "Reserved – Carpool/Vanpool Only" through signage or pavement markings.
- (c) Designated carpool/vanpool spaces shall be the closest employee parking spaces to the building entrance normally used by employees, except for any handicapped parking spaces provided.

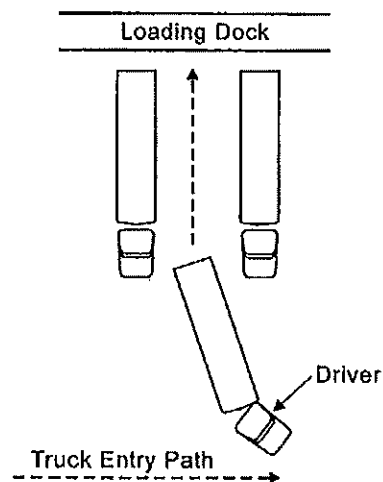
## DIVISION VIII

### OFF-STREET LOADING

- Sec. 6-801. Off-street loading required.
- Sec. 6-802. Minimum number of on-site loading spaces required.
- Sec. 6-803. Location of loading spaces.
- Sec. 6-804. Loading area specifications.
- Sec. 6-805. Permanent reservation
- Sec. 6-806. Administrative variance.

#### Sec. 6-801. Off-street loading required.

- (a) On the same lot with every building, structure or part thereof, erected or occupied for manufacturing, storage, warehouse, truck freight terminal, department store, wholesale store, grocery supermarket, hotel, hospital, mortuary, dry cleaning plant, retail business, or other uses similarly involving the receipt or distribution of vehicles, materials or merchandise, there shall be provided and maintained adequate space for the standing, loading, and unloading of such materials to avoid undue interference with public use of streets, alleys, and private or public parking areas.



Source: Stover, Vergil G., and Frank J. Koepke. 2002.  
*Transportation and Land Development* (2<sup>nd</sup> Ed.). Washington, DC:  
Institute of Transportation Engineers. Figure 10-5, p. 10-9.

- (b) Development within the CB zoning district shall be exempt from compliance with the off-street loading requirements of this division.

#### Sec. 6-802. Minimum number of on-site loading spaces required.

- (a) One off-street loading space shall be provided for the first 10,000 square feet of gross floor area or fractional part thereof for light industrial use and one off-street loading space for the first 5,000 square feet of gross floor area or fractional part thereof for retail or other non-industrial use for which a loading space is required.
- (b) One additional space shall be required for each additional 25,000 square feet of gross floor area or fractional part thereof for light industrial use and for each additional 10,000 square feet for retail or other non-industrial use.

**Sec. 6-803. Location of loading spaces.**

Loading areas shall be located to the rear of the building, unless site design precludes a rear location, in which case loading shall be to the side of a building.

**Sec. 6-804. Loading area specifications.**

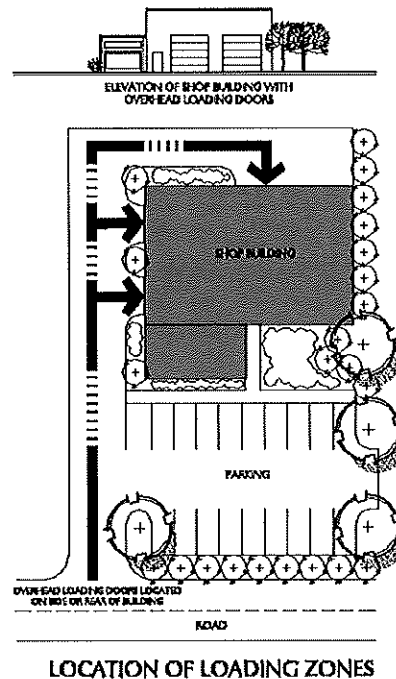
Unless otherwise approved by the zoning administrator, loading spaces shall be a minimum of 14 feet wide, 40 feet long, with 14 feet of height clearance. When the development requires loading and unloading by full-size tractor-trailers, loading spaces and access apron shall be a total of 155 feet.

**Sec. 6-805. Permanent Reservation.**

Area reserved for off-street loading in accordance with this ordinance must not be reduced or changed to any other use unless the permitted use that the off-street loading serves is discontinued or modified. However, equivalent loading space may be provided and approved by the zoning administrator.

**Sec. 6-806 . Administrative variance.**

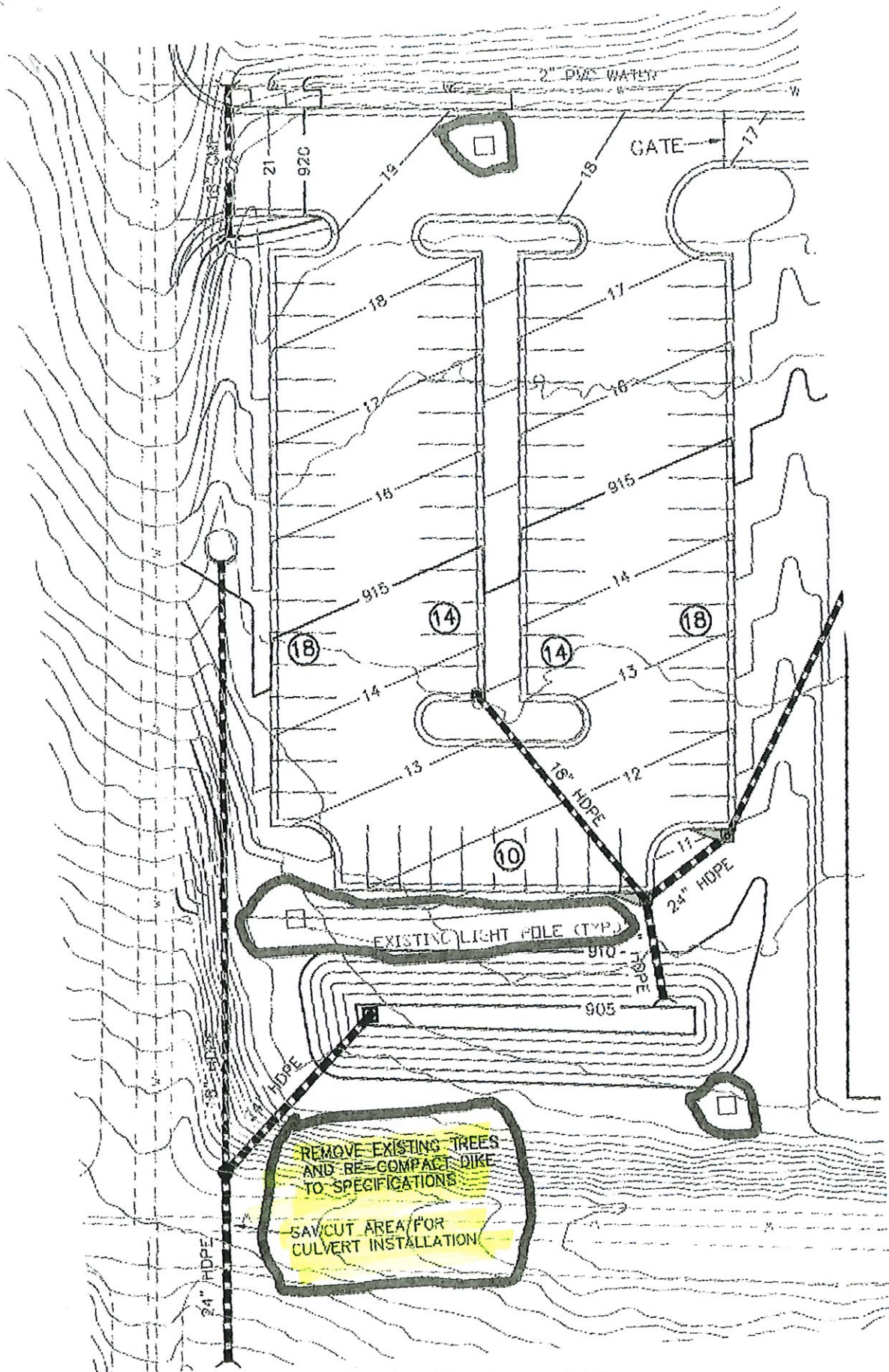
The Zoning Administrator is authorized to modify the loading area specifications of this division and reduce or waive off-street loading space requirements for good cause shown, after application for administrative variance.











Attachment #3