

Approved on:



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Director, Public Works

Technical Memorandum (TM) No. 3
CHAPTER 28 ZONING
DIVISION 2. - OFF-STREET PARKING AND LOADING

The intent of this TM is to provide the Public Works Department's interpretation, guideline and policy for specific articles within Chapter 28 of the City's Code of Ordinances.

Sec. 28-366. - In general.

All new and expanded uses and structures as well as all changes in use shall meet all requirements contained in this section for off-street parking and loading. Where fractional spaces result from parking space requirement calculations, the parking space required shall be the nearest whole number.

(Code 1964, § 33-116)

Interpretation, guideline and policy

1. **All activities on a property that involve a parking component require a permit from the Public Works Department. Applications will be reviewed so as to comply with regulation to ensure proper access, traffic patterns, signage, markings and materials are appropriate for public use.**
2. **A site plan is required to be submitted with the application. The plan shall be signed and sealed by a Licensed Florida Professional Civil Engineer.**

Sec. 28-368. - Design standards.

- (a) *Approval of plans and specifications.* No permits shall be issued for any parking facility until the plans and specifications, including required landscaping, materials and storm drainage, have been submitted to and approved by the planning and building department and the engineering division. These plans and specifications shall include proper drainage and retention, surface materials, curbing and screening as required, clearly marked and dimensioned, with handicap and other special use spaces designated. All entrances, exits and aisles shall be dimensioned, with the traffic pattern indicated.
- (b) *Drainage.* Off-street parking and loading facilities shall meet city requirements for stormwater retention and drainage to prevent damage to abutting property, the public right-of-way and the adjacent environment. All such facilities shall be paved with erosion-resistant materials in accordance with city specifications. Drainage from parking facilities into the city drainage system (either overground or direct underground) shall require the approval of the engineering division.

Interpretation, guideline and policy

1. **Surface and sub-base materials shall be approved via Public Works permit.**
2. **For parking lots with 10-spaces and/or less (including handicap spaces) a crushed granite #57 stone or City approved equal is an acceptable surface material for non-handicap parking spaces.**
3. **For parking lots with 11-spaces and/or greater (including handicap spaces) no loose surface material is acceptable. The surface material must be non-erodible such as**

asphalt pavement, brick pavers, concrete or City approved equal. Coquina shell is not an acceptable surface material for any parking lot application.

- (f) *Entrances and exits.* The location and design of entrances and exits shall be in accordance with city specifications. The number of curb cuts shall be the minimum required to allow free and safe use of the facility without impairing traffic flow along the street. The use of shared or common curb cuts is encouraged where practical. Trees and appropriate landscaping may be used to define entrances and exits. Landscaping, curbing or other protective devices may be provided to control access and to separate pedestrian and vehicular traffic.

Interpretation, guideline and policy

- 1. Existing curb cuts/driveways that are no longer in use must be abandoned and replaced with curb and sidewalk where applicable.**
 - 2. Driveway aprons are to be concrete.**
 - 3. Any non-standard driveway apron may be approved by license agreement.**
- (h) *Existing site constraints.* For parking facilities to be used in conjunction with existing structures containing physical constraints, such as trees or buildings, making it impractical to provide entrances, exits and interior aisles in accordance with subsections (f) and (g) hereof, the city planning and building manager may grant a variance from such requirements; provided, however, no variance shall be given by the planning and building manager to the required parking space requirements or required interior maneuverability space.

(Code 1964, § 33-118; Ord. No. 94-15, §§ 1, 2, 6-13-94; Ord. No. 96-30, § 2, 7-8-96)

Interpretation, guideline and policy

- 1. A surface material variance may be requested for parking lots where an existing protected tree (as defined by City Code) may be impacted.**
- 2. Motor vehicles shall not back into public right-of-way.**
- 3. Public right-of-way shall not be used for traffic circulation. The City Public Works Traffic Engineer will review.**
- 4. Any exceptions must be approved by the Public Works Director.**