

**ARTICLE 16. OFF-STREET PARKING AND OFF-STREET LOADING REQUIREMENTS** (revised 12-13-07)

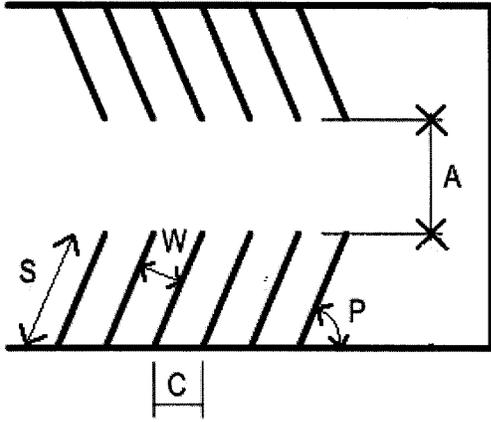
**Section 16-1: Exemptions**

The off-street parking and loading requirements shall apply to all districts with the exception of the area shown on the Official Zoning Map of the City of Southport as the Parking Overlay District. Within the Overlay District, if an existing structure is demolished, and subsequently replaced with a new structure situated on the same footprint, or of equal or less square footage to the existing structure, then the owner will be exempt from the off-street parking requirement if a building permit for reconstruction has been secured within 180 days following demolition. Properties, which are substantially damaged from a natural disaster, such as flooding or a hurricane, are exempt from the off-street parking requirement when replaced. Vacant lots in the Parking Overlay District existing on the date of adoption of this Ordinance are not required to provide off-street parking.

**Section 16-2: General**

- (A) Off-Street Parking Requirements. There shall be provided at the time of the erection of any building, at the time an existing structure is demolished in order to permit new construction, or at the time any principal building is enlarged or increased in capacity by adding dwelling units, guest rooms, seats, or floor area; or before conversion from one type of use or occupancy to another, permanent off-street parking space in the amount specified by this Ordinance. Such parking space may be provided in a parking garage or properly graded open space. All parking areas shall be designed so that ingress to and egress from such area shall be established and maintained so that all vehicular traffic shall enter and leave the lot by forward motion of the vehicle. Except for multi-family and single-family uses, in the O-I district all off-street parking and loading shall be provided in the rear of the principal structure. No off-street parking or loading shall be permitted in a required yard or open space, except in the case of a single or two (2) family dwelling. No required off-street parking shall be located on any public right-of-way.
  
- (B) Minimum Parking Requirement. Each application for a building permit shall include information as to the location and dimensions of off-street parking and loading space and the means of ingress and egress to such space. Required off-street parking area for three (3) or more automobiles shall have individual spaces marked, and shall be so designed, maintained, and regulated that no parking or maneuvering incidental to parking shall be on any public street, walk, or alley, and so that any automobile may be parked and unparked without moving another. This information shall be in sufficient detail to enable the Building Inspector to

determine whether or not the requirements of this Ordinance are met. Each automobile parking space shall have the following minimum dimensions:



P=Parking Angle, degrees  
 C=Curb Length, feet  
 S=Stall Depth, feet  
 W=Stall Width, feet  
 A=Aisle Width, feet

Angle (degrees)	Stall Width (feet)	Curb Length per Car (feet)	Stall Depth (feet)	Aisle Width between parking spaces (feet)
0	9	23	9	12
20	9	26-1/3	14	12
30	9	18	16-1/2	12
45	9	13	19-1/6	12
60	9	10	20-1/2	14-1/2
70	9	9-3/5	20-5/6	23
90	9	9	19	24

- (C) Combination of Required Parking Space. The required parking space for any number of separate uses may be combined in one lot but the required space assigned to one use may not be assigned to another use, except that one half (1/2) of the parking spaces required for churches, theater, or assembly halls whose peak attendance will be at night or on Sundays may be assigned to a use which will be closed at night and on Sundays.
- (D) Remote Parking Space. If the off-street parking space required by this Ordinance cannot be reasonably provided on the same lot on which the principal use is located, such space may be provided on any land within

four hundred (400) feet of the main entrance to such principal use.

- (E) Separation from Walkways, Sidewalks, and Streets. All parking, loading, and service areas shall be separated from walkways, sidewalks, and streets by curbing or other suitable protective device to prevent vehicles from intruding into these areas.
  
- (F) Utilization of Boat Slips as Required Parking. (Adopted 8-11-11) A boat slip is defined herein as a space designed for the mooring of a single water craft and usually projecting from a dock. Eating and drinking establishments and water-oriented retail businesses may utilize boat slips to meet off-street parking requirements subject in accordance with the following standards:
  - 1) All slips must be under the ownership or long-term control of the subject business.
  - 2) Boat slips must be available on a first come, first served basis, with no fee assessed for use.
  - 3) Boat slips must be reasonably designed to accommodate customer boats.
  - 4) The dock facility must be properly accessible in accordance with the regulations governing the maneuvering of water craft on the adjacent waterway.
  - 5) Boat slips must only be used for transient mooring of customers frequenting said establishment and no extended storage of vessels shall be allowed.
  - 6) Boat slips are allowed to meet off-street parking requirements strictly on a one parking space per 20' linear dockage.

### **Section 16-3: Minimum Parking Requirements**

The following off-street parking space shall be required and maintained:

Agricultural - Livestock and Vegetative	One (1) space per 400 square feet of gross floor area.
Art Gallery	One (1) space per each 300 square feet of gross floor area.
Assemblies (Assembly Hall, Armory, Stadium, Coliseum)	One (1) parking space or each four (4) spectator seats (one seat is equal to two feet of bench length)

Auction Sales	One (1) space per two seats or two per 100 square feet of gross leasable area, whichever is greater.
Automatic Teller Machine	Two (2) spaces per machine.
Automobile Laundry/Car Wash, Full Service	One (1) space for each two (2) employees on shift of greatest employment, plus one (1) space for the manager. Plus sufficient space for twelve (12) stacking/queuing spaces per day.
Automobile Laundry/Car Wash, Self Service	Four (4) stacking spaces for each washing stall, plus two (2) drying spaces for each washing stall.
Automobile Parts and Accessory Sales	One (1) space per each 400 square feet of leasable area, plus one space for each employee on the maximum work shift.
Automobile Repair and/or Body Work	One (1) space for each service bay.
Automobile Service Station Operations	1.5 spaces for each fuel nozzle. In addition, one (1) parking space shall be provided for each 50 square feet of usable floor area in the cashier's and office areas. In no instance shall such a facility provide less than three parking spaces. In no instance shall a required parking space or its maneuvering area conflict with vehicles being fueled or awaiting fuel.
Bank	One (1) space per each 400 square feet of floor area up to 20,000 square feet, plus one for each 500 square feet of floor area in excess of 20,000 square feet.
Barbering and Hairdressing Services	Two (2) parking spaces per beauty or barber chair.
Bed and Breakfast Inn	One (1) space for every rental room plus one space for every two (2) permanent occupants.
Bicycle Sales and Repair	Three (3) spaces per 1,000 square feet of gross floor area.
Bingo Parlor	One (1) space for three seats (based on design capacity) or one (1) per 100 square feet of total floor area, whichever is greater.
Books and Printed Matter, Distribution	4.5 spaces for every 1,000 square feet of gross floor area.

Bowling Alley	Three (3) spaces per alley plus requirements for any other use associated with the establishment such as restaurant, etc.
Cemetery	One (1) space per full-time employee.
Churches	One (1) parking space for each four (4) seats in the sanctuary. (Note: Churches located within the Southport National Register Historic District are exempt from providing off-street parking.)
Clinic Services, Medical and Dental	Four (4) parking spaces for each doctor plus one (1) parking space for each employee.
Day Care Center	One (1) space for each adult attendant and one (1) space for every six (6) children or fraction thereof
Drug and Alcohol Treatment Center	One (1) space per two beds and one (1) space per staff member.
Dry Cleaning and Laundry	One (1) space for each 200 square feet of gross floor area used by the general public.
Dwelling, Two-family and Multi-family (including manufactured homes)	Two (2) parking spaces on the same lot for each dwelling unit. In addition to this requirement, overflow parking shall be provided as follows: 1- 10 units = 2 spaces 10- 20 units = 4 spaces 21- 30 units = 5 spaces 31- 40 units = 6 spaces 41- 50 units = 7 spaces 51-100 units = 10 spaces.
Eating and Drinking Facilities	One (1) space for each four (4) seats.
Eating and Drinking Facilities, Fast Food	Thirteen (13) spaces per 1,000 square feet of gross floor area.
Exterminating Services	Three (3) spaces per 1,000 square feet of gross floor area.
Funeral Homes	One (1) parking space for each five (5) seats in the chapel or parlor, plus one (1) for each funeral vehicle.
Golf Course	Twenty-five (25) spaces per nine holes, plus one space per employee on shift of greatest employment.
Health Club/Gymnasium	One (1) space for each 100 square feet of gross floor area.
Hospital or Sanitarium Care	Two (2) spaces for each bed.

Industries	One (1) space for every 1.5 employees during maximum employment, and one (1) space for every truck to be stored or stopped simultaneously
Kennel Operations, Care	One (1) space per 400 square feet, but no fewer than four spaces.
Marina	One (1) parking space for each wet slip, one (1) parking space for every four (4) dry boat storage units, twenty-five (25) 12' x 40' spaces per boat ramp, plus parking required for other uses.
Motel, Hotel, or Motor Court Operations	One (1) space for every rental room plus one space for every two (2) permanent occupants.
Nursery Operations (Plant)	One (1) space per 1,000 square feet of total sales area.
Nursing Home/Assisted Living	One (1) space per three residents, plus one additional space for each employee.
Offices, General or Professional	One (1) parking space for each three hundred (300) square feet of gross floor area.
Post Office	One (1) space for each 400 square feet of gross floor area, plus one space per each two (2) employees on the shift of greatest employment.
Recreation Center	One (1) space for every 100 square feet of floor area.
Recreational Vehicle (RV) Parks, Private	Two (2) parking spaces at each campsite + 1 per 500 sq. ft. of enclosed area for offices, maintenance facilities, etc. within the park.
Retail Use Not Otherwise Listed	One (1) parking space for each three hundred (300) square feet of gross floor area.
Schools, Elementary and Junior High	One (1) parking space for each classroom and administrative office, plus one (1) additional parking space for each 100 students.
Schools, Senior High	One (1) parking space for each ten (10) students for which the building was designed plus one (1) parking space for each classroom and administrative office.
Storage, Self-Service (revised 4-12-12)	Minimum five (5) spaces or one (1) space for each 100 storage units, whichever is greater, plus one (1) space for each employee and two (2) spaces for manager's quarters, if present.
Swimming Pool	Two (2) spaces for every 100 square feet of water area.

Telecommunication Towers	Four (4) spaces per 1,000 square feet.
Theater Productions, Indoor	One (1) space for each four (4) seats in the largest assembly area.
Theater Productions, Outdoor	One (1) space for each 45 square feet of assembly or floor area.
Travel Agency	Four (4) spaces per 1,000 square feet.
Veterinarian	One (1) space per 500 square feet.
Wholesale establishments, warehouses, and other businesses not catering to retail or package trade	One (1) space for every 1,000 square feet of gross floor area.

Special situations wherein the property owner cannot comply with the above requirements due to pre-existing, undersized lots in the Business District (BD) shall be handled by the Planning Board. The Planning Board may alter the number and location of parking spaces to be required, but shall in all cases give due consideration to the needs therefor. (Revised 3-8-12)

#### **Section 16-4: Driveways**

- (A) General. After the date of passage of this section, only driveways designed, approved, constructed, and surfaced in accordance with the provisions herein shall be allowed to provide motor vehicle access to or from any property upon which a building has been constructed, reconstructed, or physically altered. All driveways shall be paved with either asphalt or concrete, or with alternative paving material (e.g., concrete pavers, brick, “turfstone” or similar pervious material) determined to exhibit equivalent wear resistance and load bearing characteristics as asphalt or concrete.

Before a building permit is issued for the construction, reconstruction, or change in use of any building or land used for purposes other than a single or two-family residence, all driveways shall be reviewed and approved by the Administrator. Private driveways serving single-family and two-family dwellings shall not be regulated by the provision of this Ordinance. “Construction, reconstruction, or change in use” refers to those improvements made to the site involving overall structure size or to changes in use which would require the addition of one or more parking spaces under the provision of Article 16, Off-Street Parking and Off-Street Loading Requirements; it is not intended to refer to construction activities which merely involve changes to exterior architectural features (e.g., painting, addition of siding, roofing activities, etc.).

When the use of any driveway has been permanently discontinued, the property owner of that driveway shall, at his expense, replace all necessary curbs, gutters, aprons, sidewalks, and appurtenances thereto, within sixty (60) days of receipt of a written notice from the Administrator.

No driveway shall conflict with any municipal facility such as traffic signal standards, catch basins, fire hydrants, crosswalks, loading zones, bus stops, utility poles, fire-alarm supports, meter boxes, and sewer clean-outs or other necessary structures, except with the express approval of the Director of Public Works. Any adjustments to municipal facilities to avoid such conflicts shall be at the expense of the driveway applicant.

- (B) Permit Requirements. A permit must be obtained from the Public Works Director prior to the removal, alteration, or construction of any curb, driveway, gutter, and/or pavement or prior to the performance of any other work in any public or private street. Conditions governing the issuance of such a permit are:
- (1) A continuing indemnity bond with sufficient surety acceptable to the city may be required of the party performing the work. All work must be done in conformity with the standards established herein.
  - (2) The city shall be indemnified for any damages it might sustain as a result of the breach of condition above. The damages payable to the city shall be the amount required to make such improvement conform to city standards.

Based on the City of Southport Schedule of Fees, a fee shall be paid to the city at the time the application for a driveway permit is made.

- (C) Submission of Plans. Two (2) copies of plans showing the location and dimensions of all proposed improvements shall be filed with the Administrator for his approval prior to the issuance of a driveway permit for uses other than single or two-family residential.

All design and construction of driveways shall conform to the requirements of the North Carolina Department of Transportation.

- (D) Driveway Location(s).
- (1) Two driveways entering the same street from a single lot shall be permitted only if the minimum distance between the closest edges of the driveways equals or exceeds 50 feet.
  - (2) Three driveways entering the same street from a single lot shall be permitted only if the minimum distance between the closest edges

of the driveways equals or exceeds 150 feet.

- (3) Four or more driveways entering the same street from a single lot shall be prohibited.
  - (4) In no case may the total width of all driveways exceed 50% of the total property frontage.
  - (5) No driveway (nearest edge) shall be located within 10 feet of a side lot property line except in the case of a shared driveway (single curb/access point) utilized by two or more lots.
  - (6) No driveway (nearest edge) shall be located within 25 feet of an intersection on a secondary road and 40 feet on a primary road except in the case where no other lot access to a public street or city-approved private road is available.
- (E) Driveway Permit Inspection. Once the driveway permit is duly issued, the supervisor of the driveway construction site shall keep the permit available for on-the-job inspection by authorized personnel of the city. The inspector or other authorized representative of the city shall have the authority to require the immediate stoppage of work not performed either in accordance with the approved plans or under the requirements of this section and may order the nonconforming installations be corrected and/or blocked.
- (F) Brick Driveways. Brick driveways will be allowed consisting of smooth, hard-burned clay bricks with an appropriate concrete base conforming to the design standards of the Administrator. In the event repairs are required after brick driveways are installed due to utility replacement or other construction work, the driveway applicant shall pay that portion of the repair cost which exceeds the cost of repair using standard concrete six (6) inches in thickness. Normal maintenance or replacement will be the responsibility of the driveway applicant.

### **Section 16-5: Off-Street Loading Requirements**

In any district in which a building hereafter erected is to be occupied by any manufacturing, processing, assembly, wholesaling, retailing, laundering, dry cleaning, or similar activity requiring the receiving or distribution by vehicles of material or merchandise, there shall be provided and maintained on the same lot with such building at least one (1) off-street loading space plus one (1) additional space for every twenty thousand (20,000) square feet or major fraction thereof of gross floor space in excess of ten thousand (10,000) square feet. Each such loading space shall be at least ten (10) feet in width, twenty-five (25) feet in length, and shall have a height clearance of at

least fourteen (14) feet.