

# **Board of County Commissioners**

## **Agenda Request**

Date of Meeting: April 15, 2019

Date Submitted: April 9, 2019

To: Honorable Chairman and Members of the Board

From: David Edwards, County Administrator  
Sommer Pell, Planning & Community Development Director

Subject: Request Board Approval to Conduct the Final Public Hearing and Adopt an Ordinance Amending Section 6-14 of the Land Development Code Pertaining to Off-Street Parking and Loading Regulations

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### **Statement of Issue:**

This agenda item requests Board approval to conduct the final public hearing and adopt an ordinance amending Section 6-14 of the Land Development Code pertaining to off-street parking and loading regulations.

### **Background:**

Section 6-14 of the Land Development Code was originally adopted in 1985. Only one amendment has been made since that time, in 1994. Over the years, staff has encountered issues with the application of the current parking standards. Some of these problems include deficiencies in identification of uses, excessive parking requirements and insufficient parking requirements. Further, many citizens have complained about large expanses of asphalt at various sites within the County.

Additionally, over the last several years numerous ordinances have been adopted, including zoning updates, the creation of new zoning districts and the adoption of the Crawfordville Town Plan. These ordinances provide additional uses not previously contemplated by the Code, as well as incentives to reduce parking. In an effort to create consistencies with these ordinances, address concerns expressed by citizens, allow for better use of land, and accomplish an overdue update to the parking and loading standards, staff has drafted an Ordinance proposing amendments.

On March 18, 2019, the Board of County Commissioners directed staff to schedule and advertise (Attachment 1) the proposed Ordinance (Attachment 2) for public hearing.

On April 8, 2019, the Planning Commission considered the proposed Ordinance and unanimously recommended adoption of the amendment.

Request Board Approval to Conduct the Final Public Hearing and Adopt an Ordinance Amending Section 6-14 of the Land Development Code Pertaining to Off-Street Parking and Loading Regulations

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**Analysis:**

The proposed Ordinance, in general, amends Section 6-14 of the Land Development Code.

Notable revisions include the following:

- Overhaul to the minimum off-street parking standards and organization by general use. While some standards will remain the same, others will either increase or decrease accordingly.
- Language added to provide clarification of how these regulations are intended to be applied.
- Revision to the dimension requirements for parking spaces and the inclusion of parallel parking space standards.

**Budgetary Impact:**

If approved by the Board, the County will incur the cost to file the Ordinance with MuniCode for \$19.50 per page for a total of \$156.00.

**Options:**

1. Conduct the final public hearing and adopt the Ordinance amending Section 6-14 of the Land Development Code pertaining to off-street parking and loading standards.
2. Conduct the final public hearing and do not adopt the Ordinance amending Section 6-14 of the Land Development Code pertaining to off-street parking and loading standards.
3. Board Direction.

**Recommendation:**

Option #1.

**Attachment(s):**

1. Advertisement
2. Proposed Ordinance



## NOTICE OF SPECIAL MEETING AND EXECUTIVE SESSION

The Wakulla County Board of County Commissioners will conduct a Special Meeting and Closed Attorney-Client Executive Session **at 2:30p.m. on Monday, April 1, 2019** in the County Commission Chambers located at 29 Arran Road, Suite 101, Crawfordville, Florida, for the purpose of discussing pending litigation regarding the following case: Jerry Johnson v. Wakulla County and Louis Lamarche, Case No.: 4:18cv-297-RH-CAS (N.D. Fla.). After the Special Meeting is convened, the Board will go into closed executive session pursuant to section 286.011(8), Florida Statutes.

The discussions in this attorney-client executive session shall be confined to settlement negotiations and/or strategy related to litigation expenditures with respect to the above-described case. In attendance at this meeting will be Commission Chairman Chuck Hess, Commissioner Randy Merritt, Commissioner Mike Stewart, Commissioner Ralph Thomas, Commissioner Quincee Messersmith, County Administrator David Edwards, County Attorney Heather Encinosa, Special Counsel Bill Warner, and a certified court reporter. The executive session will last approximately 1 hour.

Following the closed session, the Board will reconvene in open session so that the Chair may announce the termination of the executive session. If you have any questions, please contact Jessica Welch at (850) 926-0919 or [jwelch@mywakulla.com](mailto:jwelch@mywakulla.com)

If a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Persons with a disability needing a special accommodation should contact the Wakulla County Board of County Commissioners Administration Office at least two (2) days prior to the meeting at (850) 926-0919; Hearing & Voice Impaired at 1-800-955-8771; or email at [ADARrequest@mywakulla.com](mailto:ADARrequest@mywakulla.com)

March 28, 2019 AD#VV4

## Notice of Public Hearing Concerning a Text Amendment to the Wakulla County Land Development Code

ATTACHMENT # 1  
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The Wakulla County Planning Commission and Wakulla County Board of County Commissioners proposes to adopt the following ordinance. Public Hearings are scheduled before the **Wakulla County Planning Commission on Monday, April 8, 2019, beginning at 7:00 P.M. and before the Wakulla County Board of County Commissioners on Monday, April 15, 2019 beginning at 5:00 PM, or as soon thereafter as the matter can be heard.** All public hearings will be held at the County Commission Chambers located west of the County Courthouse at 29 Arran Road, Crawfordville, Florida 32327. All affected parties may appear at the public hearings, be heard, and submit evidence and written comments on the application.

**AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF WAKULLA COUNTY, FLORIDA, PERTAINING TO OFF-STREET PARKING AND LOADING REGULATIONS AND REQUIREMENTS; AMENDING SECTION 6-14 OF THE WAKULLA COUNTY LAND DEVELOPMENT CODE ENTITLED OFF-STREET PARKING AND LOADING REGULATIONS; REVISING THE MINIMUM PARKING SPACE AND LOADING SPACE REQUIREMENTS APPLICABLE TO DIFFERENT USES OF LAND; REVISING REGULATIONS APPLICABLE TO THE DESIGN AND LOCATION OF OFF-STREET PARKING AND LOADING SPACES; PROVIDING FOR CODIFICATION, FOR SEVERABILITY, AND FOR AN EFFECTIVE DATE.**

Copies of applications, draft ordinances, and any related public record files may be viewed at the Wakulla County Planning and Community Development Department located at 11 Bream Fountain Road, Crawfordville, FL 32327, 8 AM to 4:30 PM M/F; Phone (850) 926-3695. Any person desiring to appeal a decision of a County Board must ensure a verbatim transcript or copy is made of the testimony and exhibits presented at said hearings. Persons with a disability needing a special accommodation should contact the Wakulla County Board of County Commissioners Administration Office at least two (2) days prior to the meeting at (850) 926-0919; Hearing & Voice Impaired at 1-800-955-8771; or email at [ADARrequest@mywakulla.com](mailto:ADARrequest@mywakulla.com).

March 28, 2019 AD#VVAY

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ORDINANCE NO. 2019-\_\_\_\_\_

**AN ORDINANCE OF THE BOARD OF COUNTY COMMISSIONERS OF WAKULLA COUNTY, FLORIDA, PERTAINING TO OFF-STREET PARKING AND LOADING REGULATIONS AND REQUIREMENTS; AMENDING SECTION 6-14 OF THE WAKULLA COUNTY LAND DEVELOPMENT CODE ENTITLED OFF-STREET PARKING AND LOADING REGULATIONS; REVISING THE MINIMUM PARKING SPACE AND LOADING SPACE REQUIREMENTS APPLICABLE TO DIFFERENT USES OF LAND; REVISING REGULATIONS APPLICABLE TO THE DESIGN AND LOCATION OF OFF-STREET PARKING AND LOADING SPACES; PROVIDING FOR CODIFICATION, FOR SEVERABILITY, AND FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Board of County Commissioners (the “Board”) adopted Ordinance No. 85-4 and Ordinance No. 94-35 pertaining to off-street parking and loading regulations; and

**WHEREAS**, the Board adopted Ordinance No. 2017-22 and Ordinance No. 2018-08 pertaining to zoning district regulations; and

**WHEREAS**, the Board adopted Ordinance No. 2012-21, relating to the Crawfordville Town Plan Overlay District Boundaries; and

**WHEREAS**, the Board adopted Ordinance No. 2017-23 and Ordinance No. 2018-07, pertaining to zoning district regulations within the Crawfordville Town Plan Overlay District Boundaries; and

**WHEREAS**, in furtherance of the health, safety, and welfare of the citizens of Wakulla County, the Board finds it necessary to update the County’s Code related to off-street parking regulations and loading regulations in order to more accurately reflect the parking needs and requirements associated with various land uses within the County.

**NOW THEREFORE**, be it ordained by the Board of County Commissioners of Wakulla County, Florida, as follows:

**SECTION 1. INCORPORATION OF RECITALS.** The above recitals are true and correct and are hereby incorporated by reference.

**SECTION 2. AMENDMENT OF SECTION 6-14 OF THE WAKULLA COUNTY LAND DEVELOPMENT CODE.** The Board hereby amends Section 6-14, of the Wakulla County Land Development Code, entitled “Off-street parking and loading regulations,” as follows:

(Words that are underlined are additions and words that are ~~stricken~~ shall be deleted)

**Sec. 6-14. - Off-street parking and loading regulations.**

(1) *General requirements.* There shall be provided, at the time of the erection of any main building or structure for the uses listed in this section, or at the time any main building or structure is converted to any of such uses, minimum off-street automobile parking spaces, with provision for ingress and egress, in accordance with the provisions of this section.

(2) *Interpretation.* In the interpretation of this section, the rules of interpretation which follow shall apply:

(a) The gross floor area of a building or structure shall be the sum of the gross horizontal area of every floor of a building, using exterior wall dimensions.

(b) The seating capacity is the number of seating spaces permitted under the fire code and approved by the ~~zoning official~~ planning and community development director.

(c) When determination of the number of off-street parking spaces in accordance with this section results in a fractional space, fractional numbers shall be increased to the next whole number if the fraction is one-half or more and reduced to the next lowest whole number if the fraction is less than one-half.

(d) For sites containing more than one of the uses described in subsection (3) below, the total number of required minimum parking spaces for the site as a whole shall be calculated by aggregating the required minimum parking space requirements applicable to each individual use contained within the site.

~~(3) *Minimum Parking space requirements.* There shall be provided for each of the following uses parking spaces of the number and kind specified below. The minimum number of off-street parking spaces required for each use shall be as described in the table below.~~

~~(a) Auditoriums, theaters and other places of assembly: one space for every four seats or seating places.~~

~~(b) Bowling alleys: four spaces for each alley or lane.~~

~~(c) Business or commercial buildings: one space for each 300 square feet of gross floor area.~~

~~(d) Churches, temples or other places of worship: one space for each four seats or seating places.~~

~~(e) Clubs or lodges: one space for each four seats or persons accommodated in the assembly hall or auditorium or one space for each 200 square feet of gross floor area, whichever is greater.~~

~~(f) Dwelling structures, including, mobile homes, townhomes, condominiums, apartments, single family, two family and other multifamily dwellings: an average on site of two spaces for each dwelling unit.~~

~~(g) Hospitals, sanitariums and convalescent homes: one space for each four beds, plus one space for each staff and visiting doctor, plus one space for every four employees, including nurses.~~

~~(h) Hotels: one space for each sleeping unit, one space for each owner or manager, and one additional space for each staff person. In addition a guest parking area shall be added containing at least five spaces.~~

~~(i) Libraries and museums: a parking area equal to 50 percent of the floor area open to the public, or one space for each 40 square feet of gross floor area, whichever is greater.~~

~~(j) Manufacturing, warehousing and industrial uses: one space for each two employees on the largest working shift, plus one space for each company vehicle operating from the premises.~~

~~(k) Medical or dental clinics and offices: one space for each 200 square feet of gross floor area used for offices and similar purposes.~~

~~(l) Mini-warehouses: one space for each 100 square feet of office space, plus one space per 300 square feet of the remaining gross floor area. Parking spaces shall not be designed and located where blockage of access points or doors or the driveway aisle would occur.~~

~~(m) Mortuaries: one space for every four seats of chapel capacity, plus one additional space for each three employees, plus one space for each family resident on the premises.~~

~~(n) Motels: same as for hotels.~~

~~(o) Office and professional buildings: one space for each 200 square feet of gross floor area.~~

~~(p) Restaurants, cocktail lounges and other similar eating or drinking establishments: one space for each two seats.~~

~~(q) Roominghouses and boardinghouses: one space for each guest bedroom.~~

~~(r) Schools:~~

~~1. Colleges, universities and technical/vocational schools: one space for each three seats of seating capacity.~~

~~2. High schools: six spaces per classroom, plus one space for each teaching, administrative and staff position.~~

~~3. Day care centers: 1½ spaces for each employee.~~

| <b><u>Residential</u></b>  |   |
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| <b><u>Use</u></b>  | <b><u>Minimum Off-Street Parking Required</u></b>   |
| <u>Dwellings, including Mobile Homes, Single-Family, Two-Family, Townhomes and Multifamily</u> | <u>2 spaces per dwelling unit</u>   |
| <u>Community Residential Home (small or large)</u>   | <u>1 space per 4 beds, plus 1 space for each employee on the largest shift as indicated in the approved site plan</u> |
| <b><u>Public Assembly and Recreational Uses</u></b>  |   |
| <u>Amusement and Recreation Services</u>   | <u>1 space per 300 square feet of gross floor or other area open to the public</u>                                    |

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| <u>Auditoriums, Theaters, Clubs or Lodges</u>   | <u>1 space for every four seats of capacity of the primary assembly area as indicated in the approved site plan</u>  |
| <u>Churches, Temples and other places of worship, including Funeral Homes and Mortuaries</u>                    | <u>1 space for every four seats of capacity of the primary assembly area</u>   |
| <u>Libraries, Museums and Galleries</u>   | <u>1 space per 400 square feet of gross floor area</u>   |
| <u>Bowling Alley</u>  | <u>4 spaces per alley or lane</u>  |
| <u>RV Park</u>  | <u>1 space per RV lot, plus 1 space for each employee on the largest working shift as indicated in the approved site plan</u>                                |
| <b><u>Health and Medical Services</u></b>   |  |
| <u>Medical, Dental Offices and Clinics, Veterinary Hospitals and Clinics</u>                                    | <u>1 space per 200 square foot of gross floor area</u>   |
| <u>Convalescent and Nursing Homes</u>   | <u>1 space per 4 beds</u>  |
| <u>Hospitals</u>  | <u>1 space per bed</u>   |
| <b><u>Commercial and Office Uses</u></b>  |  |
| <u>Restaurants (except fast food) and Alcoholic Beverage Establishments</u>                                     | <u>1 space per 150 square feet of gross floor area</u>   |
| <u>Fast Food/Drive-thru Restaurant</u>  | <u>1 space per 200 square feet of gross floor area</u>   |
| <u>Hotels and Motels</u>  | <u>1 space per unit, plus 1 space for each employee on the largest shift as indicated in the approved site plan</u>  |
| <u>Pharmacy, Drug Store, Shopping Center, Grocery Store, Convenience Stores and other Retail Establishments</u> | <u>1 space per 350 square feet of gross floor area</u>   |
| <u>Professional Offices, Financial Institutions, Personal Services and Studios</u>                              | <u>1 space per 400 square feet of gross floor area</u>   |
| <u>Lumberyards, Hardware Stores and Landscape Centers</u>   | <u>1 space per 350 square feet of gross floor area for retail sales, plus 2 spaces per 2,000 square feet of outdoor area devoted to displays and storage</u> |
| <u>Automotive Service Station</u>   | <u>1 space per service bay, plus 1 space for each employee on the largest shift as indicated in the approved site plan</u>                                   |
| <u>Automotive Repair Service</u>  | <u>2 spaces per service bay, plus 1 space per 2,000 square feet of gross floor area</u>  |
| <u>Automotive Sales</u>   | <u>1 space per 200 square feet of display area to be devoted to the display of vehicles, plus the required footage devoted to other uses</u>                 |
| <b><u>Warehousing and Industrial Uses</u></b>   |  |
| <u>Manufacturing, Warehousing/Storage, Mini-warehouses and other Industrial uses</u>                            | <u>1 space per 1,000 square feet of gross floor area for the first 20,000 square feet devoted</u>  |

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|   | <u>to warehousing. 1 space per 2,000 square feet of gross floor area for the second 20,000 square feet devoted to warehousing. 1 space per 4,000 square feet of any gross floor area in excess of 40,000 square feet.</u> |
| <b>Schools</b>  |   |
| <u>Day care, Preschool and Nursery Schools</u>                | <u>1 space per 500 square feet of gross floor area, plus one space for each employee</u>  |
| <u>Elementary and Middle School</u>                           | <u>1.5 spaces per classroom</u>   |
| <u>High School</u>  | <u>3 spaces per classroom</u>   |
| <u>College, Universities and Technical/Vocational Schools</u> | <u>3.5 spaces per classroom</u>   |

(4) *Handicap parking space requirements.* Handicap parking spaces shall be reserved and posted in all commercial and professional districts and in any other district which has a principal, accessory or conditional use of a building or structure open to the public. Handicap parking spaces shall be conveniently located with respect to main and secondary entrances, and ramps to sidewalks shall be provided and conveniently located in relationship to the handicap spaces and shall comply with the Florida Accessibility Code. Any handicap spaces required in accordance with this subsection shall count towards the total number of off-street parking spaces required for a proposed development as determined pursuant to subsection (3). The required number of handicap spaces for a site, with respect to the total number of spaces required, unless otherwise specified by the Florida Building Code, shall be:

(a) Zero to 20 required off-street parking spaces: one handicap space.

(b) 21 to 50 required off-street parking spaces: two handicap spaces.

(c) More than 50 off-street parking spaces: four percent of the minimum number of required off-street spaces for the site, calculated in accordance with subsection (3) above. as handicap spaces.

(5) *Off-street parking construction and design specifications.* All off-street parking spaces required in this section shall be designed and constructed to meet the following requirements:

(a) Except for single-family, two-family, mobile homes and agricultural uses, all All parking areas shall be either paved or rock surfaced improved by a semi-impervious or impervious surface and adequately drained and maintained in a dust-free condition as long as the use is continued., and aAll improved spaces shall have tire stops, or curbs or other physical barriers to prevent vehicular encroachments within pedestrian or landscape acres.

(b) Parking space dimensions shall be a minimum of nine feet by ~~19~~ 18 feet, or nine feet by 17 feet with an overhang. Parallel parking spaces shall be a minimum of nine feet by 20 feet.

(c) Handicap parking spaces shall have a minimum width of 12 feet, plus an accessible aisle measuring 5 feet in width.

(d) The minimum width for a one-way driveway aisle within the parking area shall be 12 feet, and 22 feet for a two-way driveway isle.



(e) Off-street maneuvering space shall be provided for each lot so that no vehicles will be required to back into a street or alley.

(f) A parking area, ~~including all landscaped areas required under this Code~~ shall be not less than four (4) feet from any street or alley right-of-way or four (4) feet from the perimeter property line. Access connections, including interconnections to adjoining sites, shall not be less than four (4) feet from the perimeter property line parallel to the connection.

(g) Each off-street parking area shall provide adequate traffic areas for vehicles entering from or waiting to exit to adjacent streets and adequate storage areas for any drive-in facilities located on the premises. The traffic and storage areas provided for herein shall be so designed that vehicles waiting or maneuvering in these areas will not interfere with or hinder traffic into or out of the area pulling into or out of spaces within the area.

(h) All access ways into a parking area shall be located at least 25 feet from a street intersection; and no parking area containing more than ten spaces shall have more than one access way to any adjacent street for every 100 total linear feet of the boundary line adjacent to said street.

(i) For all developments with more than 25 parking spaces, 25 percent of the spaces in excess of 25 may be reduced to a minimum of seven feet by ~~17~~ 16 feet, ~~or seven feet by 15 feet with a two-foot overhang.~~ Such spaces shall be grouped separately and clearly marked for compact cars only. The reduction in an area for compact cars shall be used only ~~for~~ to accommodate landscaping or stormwater management facilities.

(6) *Off-street parking location.* The off-street parking required in this section shall be located as follows:

(a) Parking spaces for all dwellings shall be located on the same property with the main building to be served, ~~where feasible.~~ unless otherwise provided by the Land Development Code.

(b) Parking spaces for other uses shall be provided on the same lot or not more than 500 feet away, ~~unless otherwise provided by the Land Development Code.~~

(c) ~~Parking requirements for two or more uses of the same or different types may be satisfied by the allocation of the required number of spaces of each use in a common parking facility.~~ Common or shared parking spaces may count towards the minimum off-street parking requirements established in this Section provided the zoning district in which the proposed development is located allows common or shared parking and the applicant has complied with all applicable regulations related to same, including but not limited to the entering into one or more legally binding shared parking agreements, as determined by the planning and community development director.

(7) *Off-street loading.* The following off-street loading spaces shall be provided for the uses indicated:

(a) Every hospital, institution, motel, single occupancy commercial or industrial building, or similar use having a gross floor area in excess of 10,000 square feet, requiring the receipt or distribution by vehicle of materials and merchandise, shall have ~~no less than~~ at least one permanently maintained off-street loading space ~~for the first 10,000 square feet of gross area.~~ At least two off-street loading spaces shall be required for sites having over 20,000 square

~~feet of gross floor area, and one additional space for each 20,000 square feet of gross floor area, or fraction thereof, over and above the first 10,000 square feet.~~

(b) Single-occupancy retail, wholesale and industrial operations with a gross floor area less than 10,000 square feet shall have sufficient receiving space on the property so as not to hinder movement of vehicles and pedestrians over a sidewalk, street or alley.

(c) Each space shall have direct access to an alley or street and shall be no less than 25 feet long, 12 feet wide and have clearance at least 14 feet high.

(8) *Reduction of off-street parking or loading areas.* Any area reserved for off-street parking or loading under this section shall not be reduced in area or changed to any other use unless the permitted use it serves is discontinued or modified, except where equivalent parking and/or loading space is provided to the satisfaction of the ~~board of adjustment~~ planning and community development director, as provided by the Land Development Code.

(9) *Incorporation of landscape buffering.* All parking lots shall be designed with landscape buffering incorporated into the site, in accordance with the Land Development Code. With large-scale parking lots in excess of 25 spaces, no more than ten parking spaces shall be placed in a row without a landscape break. Such landscape breaks shall incorporate existing or native plant and tree species, in accordance with the Land Development Code. To the fullest extent practicable, existing vegetation will be incorporated into all site plans, and shall be applied toward the requirements of Section 6-31 of the Land Development Code. ~~If a proposed design incorporates existing or native plant species, or interconnects parking lots through innovative design which incorporates existing vegetation or native plant species but requires a variance from the number of spaces required, the department shall favorably review and approve the design if all other requirements are met (see section 6-30 herein).~~

**SECTION 3. CODIFICATION IN THE CODE OF ORDINANCES.** It is the intention of the Board, and it is hereby ordained that the provisions of this Ordinance shall become and be made part of the Wakulla County Code of Ordinances.

**SECTION 4. SEVERABILITY.** Should any section or provision of this Ordinance or any portion thereof, or any paragraph, sentence, or word be declared by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the remainder hereof other than the part declared to be invalid.

**SECTION 5. EFFECTIVE DATE.** A certified copy of this Ordinance shall be filed within the Department of State within ten (10) days after enactment by the Board and shall be effective upon filing with the Department of State.

**PASSED AND DULY ADOPTED** by the Board of County Commissioners of Wakulla County, Florida, this \_\_\_\_\_ day of \_\_\_\_\_, 2019.

**BOARD OF COUNTY COMMISSIONERS OF  
WAKULLA COUNTY, FLORIDA**

By: \_\_\_\_\_  
Charles Hess, Ph.D., Chairman

ATTEST:

\_\_\_\_\_  
BRENT X. THURMOND, Ex Officio  
Clerk to the Board

APPROVED AS TO FORM AND CONTENT:

\_\_\_\_\_  
HEATHER J. ENCINOSA, ESQ.  
County Attorney