

**Hamilton Planning Commission
September 16, 2010
Hamilton Town Office**

The meeting was called to order at 7:00 PM by Chairman Robert McCann.
The Pledge of Allegiance was followed by Roll Call.

Present: Chairman Robert McCann, Vice Chairman Les Carlson, Mr. William Gallant, Mr. Tom Rollins
(7:15 PM), Ms. Larissa Borst, Mr. Russ Beal
Absent: Mr. Brent Campbell
Also Present: Ms. Maureen Gilmore, Town Attorney
Mr. David Beniamino, Zoning Administrator
Ms. Lori Jones, Town Treasurer

REVIEW/APPROVAL OF MINUTES

Mr. Gallant made a motion to adopt the July 21, 2010 Planning Commission minutes into record. Ms. Borst made a second on the motion and the vote passed 5-0-2, (Aye: McCann, Carlson, Gallant, Beal, Borst. Nay: none. Absent: Campbell, Rollins.)

Mr. Beal made a motion to adopt the August 18, 2010 Planning Commission ZORC meeting, as amended with the correction in the spelling of Ms. Borst's name, into record. Mr. Carlson made a second on the motion and the vote passed 5-0-2, (Aye: McCann, Carlson, Gallant, Beal. Nay: none. Absent: Campbell, Rollins.)

Vice Chairman Carlson made a motion to adopt the Planning Commission Joint Meeting with the Town Council on August 24, 2010, as amended with the correction in the spelling of Ms. Borst's name, into record. Mr. Carlson made a second on the motion and the vote passed 5-0-2, (Aye: McCann, Carlson, Gallant, Beal. Nay: none. Absent: Campbell, Rollins.)

PUBLIC COMMENT

None

REPORT OF OFFICERS

Mr. Gallant reported on the monthly meeting of the Plans group. The main emphasis of the group now is what they will do in the future, continuing to considering the towns, and providing information to help people find that want to find information to start a new business in a town. A main concern is who will actually do the work to go forward with their vision. Mr. Gallant would like for someone who has a business interests in the town to replace him on the committee. When he started with this group, it was more of a fact finding position on what Hamilton is and what it has to offer. It now has a more economic purpose and it would be good if someone with a business is the Town's representative.

OLD BUSINESS

Zoning Ordinance Changes

Mr. Benamino explained the emphasis at this meeting is to tackle Article 6 Parking and Loading Regulations. Each planning commission member was given a copy of parking sections from three other zoning ordinances (Middleburg, Leesburg & Winchester) for each member to review and bring back any good ideas found that we can implement in our ordinance. Mr. Rollins mentioned that we are more like Lincoln or Waterford or Round Hill, rather than Middleburg or Leesburg, and wants to know what their ordinances are like. Mr. Benimano agrees, but he chose Winchester because of their parking exempt zones, Leesburg because they have good ideas on shared parking and Middleburg because we are much closer as an example for not requiring curbing and guttering for some businesses that are part of the old town. The have good ideas on alternate parking service materials.

Attached to these minutes is a copy of Mr. Beniamino's proposed changes to the Parking and Loading Regulations. He will go through each section of the article. After comments are made, he will implement the comments and will have the updates at the next meeting. The Commission will then go through the changes, refine them, and decide where to go next.

Article 6, Section 1.1 Specific Requirements by Use - At the end of the first sentence, "...shall be provided as follows:" needs to be replaced with "shall be provided in accordance with this article:" This section describes the uses that are most common in most zoning ordinances. For every x amt of square footage of floor area for a specific type of use we expect you to provide one parking space. This allows you to get into specific uses and parking requirements.

Modifications and comments regarding the attached changes are as follows:

1. The word NEW is added to 1, 2, & 3 because it is difficult to require an existing residential dwelling in an historic town like Hamilton to provide the parking requirement given the current lot sizes and the way the homes are situated on the existing lots. Mrs. Gilmore asked, what would be done if a commercial building rezoned to a dwelling unit. At that point in time if there is not parking available, not to require it. Looking at the Middleburg ordinance, section 222(a) "When there is a change to a use that has a greater parking requirement than the previous use, the difference in required spaces between the previous and proposed use shall be provided". The parking requirement is for more suburban environment and Hamilton is more urban, based on the density. Would it be a good idea to define New or add another section to clarify. The idea here is to address New construction, not necessarily a change in use. Or voluntary destruction of an existing home and rebuilding. Home burning or destruction by an act of god is covered in the non-conforming section. Mr. Beale asked, if he wanted two places at his house, can he park in or pave his front yard? We can correct that remedy in this zoning ordinance. This will be addressed in another section. We should allow an individual to place a driveway w/in the setbacks or a turn-around.
2. #4 needs to be refined. We are parking for extreme use in the assembly area. We also need to consider parking for other uses of the churches such as day care, soup kitchens, offices for other than church staff, etc., as well. Also need a definition for total square footage.
3. It was agreed that definitions specific to a section should be presented at the beginning of that section.
4. #14, Office or office building - removed 3 space minimum here because in a town like Hamilton, you may have an individual who can only legally build 2 spaces, so defer to the square footage to regulate without a minimum. #15 Medical offices - minimum removed because one space per 200 square feet is good.
5. #18 removed the word "food" so it applies to all retail. #24 Mr. Beale inquired if this applies to yard sales and Mr. Benimano responded, no. That you would not make someone provide permanent spaces for a yard sale. This would for someone who wanted to start a flea market or a farmers market. Yard sales are handled elsewhere in the ordinance and it stipulates # of sales, not parking for them.
6. 1.2 Interpretation of Specific Requirements: Do we want to allow for drive-thru uses? Something to think about for a future meeting to discuss. The sentence that begins "Building, parking and driveway coverage..." should be delete. There is no reason for it to be located here. Rely on district regulation sections(Article 4) to include the information.
7. #8 under 1.2, Ms. Gilmore suggests, instead of removing the section, change the end of the first sentence by deleting "on the bases of the change or enlargement" and replacing it with "in accordance with this ordinance." This way it gives you flexibility and so you are not in conflict with your forgoing provisions that say if you have multi-uses that you are adding them together. You may unintentionally create a vacuum situation.

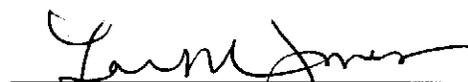
8. 1.3 Spaces for the Handicapped: Define a 1 handicap space per 25 parking spaces requirement instead of the table.
9. 1.4 Joint Use, Shared parking: #1 The basic idea is that if you have a commercial structure and you have more parking spaces that you are required to have, you can "give" the extra spaces to a surrounding property owner who does not have the ability to have his own spaces. #2 Once a property owner rents his spaces to another property owner, he cannot rent the same spaces to another. #3 allows for joint use parking at different days/times. #4 provides documentation for #2 & #3, for Ms. Gilmore to review.
10. 1.5 Design Standards: first sentence should be "for the purpose of these regulations, an off-street parking space is an area not in a street or alley and having..."
11. 1.5 #3 Surfacing instead of Paving will allow for alternative driveway materials. Ms. Gilmore brought to the commission's attention something they may want to consider here or in the sight plan section of the subdivision ordinance: consider the issue of the developer that develops a commercially zoned property that is next to a residential area and the residential area is damaged due to the development. Mr. Beniamino agreed and also discussed the idea that we have site plan regulations in both the subdivision ordinance and the zoning ordinance.
12. 1.5 #7, change "20 feet" in a commercial district to "15 feet."
13. 1.6 Fee In Lieu of Required Parking: This section applies if you have a site where it's either too expensive to put in your own parking or you don't physically have the space to put in your own parking, you can purchase your way out of the required parking to the Town. You are buying the ability not to have to comply. This money will go in a special fund for the Town to develop parking areas in the Town and/or pedestrian access development. We need to work on ways to balance the need with the ability of the property owners. Theory is to allow in core commercial areas. Changes to draft language: #1 First sentence, change "providing" to "to provide." #4, add missing language "...Mr. Beniamino will fill in what is missing at the end for the next meeting.
14. 1.7 Parking Exemption: idea behind this to help the Town to partner with a property owner, like the church, with a parking lot, and to require a smaller fee than the *Fee In Lieu Required Parking* for businesses to pay to "rent" spaces. Such partnership would require an agreement between the Town and the property owner which would involve fees, which would be funded by the smaller fees paid to the Town by the business owners. This is just an idea for the commission to consider.
15. 1.8 LEED parking reductions: something else to consider. Here for an idea.
16. Off-Street Loading Requirements - Mr. Benamino stressed the importance of this section.

Information Items

Next Zoning Ordinance Review Meeting - September 28, 2010

Mr. Gallant made a motion to adjourn at 9:02 PM.


 Mr. Robert McCann, Chairman


 Mrs. Lori Jones, acting Recorder

ARTICLE 6
PARKING AND LOADING REGULATIONS

Section 1. Off-Street Parking Requirements

1.1 Specific Requirements by Use

Except as otherwise provided in this Ordinance, when any building or structure is hereafter erected or structurally altered, or any building or structure hereafter erected is converted, accessory off-street parking spaces shall be provided as follows:

1. Single family or duplex dwellings: Two spaces per new dwelling unit.
2. Townhouses: 3.0 spaces per new dwelling.
3. Multi-family dwellings, three or more dwelling units: Apartments for the elderly, 1.0 space per new dwelling; all other new multi-family units 3.0 spaces per dwelling unit.
4. Church, temple, synagogue, or similar place of assembly: One space per four seats or bench seating (seats in main auditorium only). **Any other uses accessory to this use shall be parked in accordance with this section based on their total square footage.**
5. College or high school: One space per four seats or bench seating spaces (seats in main auditorium, gymnasium or field house only, whichever is larger) or one for each five students, whichever is greater.
6. Elementary school, junior high or nursery school: One space per ten seats in main assembly room or 3.5 per classroom, whichever is greater.
7. Private club: One space per five members or one for each 400 square feet of floor area, whichever is greater.
8. Public library, museum, art gallery, or community center: Ten spaces per use plus one additional space for each 300 square feet of floor area in excess of 1,000 square feet.
9. Sanitarium, convalescent home, home for the aged, or similar institution: One space per three patient beds.
10. Motel, motor hotel, motor lodge, hotel or tourist court: Five spaces plus 1.1 per sleeping room or suite.
11. Rooming, boarding, or lodging house, bed and breakfast establishment: 1.5 spaces per sleeping room.
12. Hospital: Two spaces per patient bed.
13. Hospital, veterinary: One space per 400 square feet of floor area; four spaces minimum.
14. Office or office building (other than medical), post office, studio: One space per 300 square feet of floor area; ~~three spaces minimum~~.
15. Medical offices or clinic: One space per 200 square feet of floor area; ~~ten spaces minimum for a clinic~~.
16. Funeral Home: One space per 50 square feet of floor area excluding storage and work area; thirty spaces minimum.
17. Restaurant or other establishment for consumption of food or beverages inside a building on the premises: One space per 100 square feet of floor area; three spaces minimum.

18. Retail store or personal service establishment and banks: One space per 200 square feet of floor area; retail food stores over 4,000 square feet: One space per 100 150 square feet of floor area.
19. Shopping Center: Five spaces per 1,000 square feet gross leasable area.
20. Automobile Service Station: Three spaces for each service bay; if there are no service bays, one space per employee. **Parking associated with this use cannot be utilized for outdoor storage of automobiles for sale or lease.**
21. Furniture or appliance store, machinery, equipment, and automobile and boat sales and service: One space per 400 square feet of floor area; two spaces minimum; automobile sales and service, ten minimum. **Parking associated with this use cannot be utilized for outdoor storage of automobiles or any other retail good for sale or lease.**
22. Auditorium, theater, gymnasium, stadium, arena, or convention hall: One space per four seats or seating spaces.
23. Food storage locker: One space per 200 square feet customer service area.
24. Outdoor sales area, open air market or flea market: Four spaces for each rented stall, table, or sales space.
25. Self service storage, mini-warehouses: One space per employee plus one for every five storage areas.
26. Amusement place, dance hall, skating rink, swimming pool, or exhibition hall, without fixed seats: One space per 100 square feet of floor area. Does not apply to accessory uses.
27. General service or repair establishment, printing, publishing, plumbing, heating, broadcasting station: One space per two employees on premises; auditorium for broadcasting station requires one space per four seats or seating spaces, **five space minimum.**
28. Manufacturing or industrial establishment, research or testing laboratory, creamery, bottling plant, wholesale, warehouse, or similar establishment: One space per 1000 square feet of gross floor area or 1.1 space per employee, whichever is greater. For office uses incidental to such a use, one space per 300 square feet of floor area used as office space.
29. Firehouse, public or volunteer. One space per five members, or one for every 400 square feet of floor space, whichever is greater.

1.2 Interpretation of Specific Requirements:

1. The parking requirements above are in addition to waiting spaces or stacking spaces necessary for the operation of drive-in or drive-through facilities. "Drive-thru" uses shall be required to provide stacking space equivalent to a minimum of one hundred fifty (150) feet. Drive through aisles shall not interfere or disrupt the flow of traffic on the overall site. **(Do we want to allow drive through windows?)**
2. The parking requirements above are in addition to space for storage of automobiles, trucks, mobile homes, campers, recreation vehicles, or other similar vehicles being serviced, used, or offered for sale in connection with a particular use. Building, parking and driveway coverage shall be limited to a maximum of 80% **(80% is a very high number for some areas, but not others. I would suggest placing this stipulation in the district regulations and allowing a much higher number in your high density areas and a much lower number in the less dense area.)** of the lot area.

3. The parking requirements in this Article do not limit special requirements that may be imposed by approval of a special use permit or special exception.
4. Where fractional spaces result, the parking spaces required shall be construed to be the next highest whole number.
5. Except as otherwise provided, the number of employees shall be compiled on the basis of the maximum number of persons employed on the premises at one time on an average day or average night, whichever is greater. Seasonal variations in employment may be recognized in determining an average day.
6. The parking space requirements for a use not specifically listed shall be the same as for a listed use of similar characteristics, **as determined by the administrator.**
7. In the case of mixed uses, uses with different parking requirements occupying the same building or premises, or in the case of joint use of a building or premises by more than one use having the same parking requirements, the parking spaces required shall equal the sum of the requirements of the various uses computed separately.
8. Whenever a building or use is changed or enlarged in floor area, number of employees, number of dwelling units, seating capacity or otherwise, to create a need under the requirements of this Article for an increase in parking spaces, such additional spaces shall be provided on the bases of the change or enlargement. **(This section is a major problem with some of the flexibility we are seeking to place in the ordinance. I would suggest removing it and replacing the concept in the site plan regulations based on the extent of the change and the percentage of the enlargement. We have already tinkered with the non-conforming use section, so I think this should be removed.)**

1.3 Spaces for the Handicapped:

1. Handicap spaces for nonresidential developments shall be provided as follows: **(I think this section should be replaced with a much simpler 1 handicap space per 25 parking space requirement.)**

<u>Total Number of Spaces</u>	<u>Handicap Spaces Required</u>
0 to 25	1
26 to 50	2
51 to 75	3
75 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% of the total
over 1000	20 plus 1 for each 100 over 1000

For parking lots with five or less spaces, a five-foot wheelchair access aisle shall be provided adjacent to a regular space; however, it need not be designated by signage. Handicap spaces

in parking lots with six or more spaces must meet the signage requirements as set forth in the Virginia Statewide Building Code.

2. The Virginia Statewide Building Code requires that multifamily developments provide one percent of their required spaces as handicapped, with a minimum of at least one space.

1.4 Joint Use, Shared parking and Off-Site Facilities: (Should be broken up into different sections)

1. Except as otherwise provided in this Ordinance, all parking spaces required herein shall be located on the same lot with the building or use served. Where an increase in the number of spaces is required ~~by a change or enlargement of use~~ or where such spaces are provided collectively or used jointly by two or more buildings or establishments, the required spaces may be located and maintained not to exceed 300 feet from an institutional building or other nonresidential building served. For the purpose of this requirement, land used for employee parking but located immediately across a street or alley from the building or use served shall be considered as located on the same lot.

~~2. In any case, where the required parking spaces are not located on the same lot with the building or use served, or where such spaces are collectively or jointly provided and used, such parking space shall be established by a recorded covenant or agreement as parking space to be used in conjunction with the principal use and shall be reserved as such through an encumbrance on the title of the property to be designated as required parking space, such encumbrance to be valid for the total period the use or uses for which the parking is needed are in existence. All parking easement documents shall be reviewed by the Town Attorney prior to recordation.~~

2. A single parking area may contain required spaces for several different uses, but except as otherwise provided in this section, the required spaces assigned to one use may not be credited to any other use.

3. The same spaces may be credited to two or more uses to the extent that the uses operate at different times. For example, if a church parking lot is generally occupied only 50 percent of capacity on days other than Sunday, another use could make use of 50 percent of the church parking spaces on those other days. The council shall approve, based upon information submitted by the applicant, any proposal for shared parking.

4. The owner of a site utilizing an off-site parking area to satisfy on-site parking requirements shall deliver evidence satisfactory to the Town of the owner's right to use the off-site parking area by license, deed, easement, or by long-term lease which has a term equal to or exceeding the projected life of the facility to which the parking is appurtenant and available for use. Such evidence shall be recorded at the owner's expense in the land records of Loudoun County, Virginia. In addition, the owners of the site and the off-site parking area shall be bound by recorded covenants requiring the owners and all subsequent owners, heirs, or assigns, to maintain the required number of off-street parking spaces during the existence of the use to which the parking is appurtenant. Where a parking right is created under this section it shall not be subject to divestment except with the prior approval of the Town.

1.5 Design Standards:

1. Minimum Space Area. For the purpose of these regulations, an off-street parking space is an all-weather surfaced area not in a street or alley and having an area of not less than 162 square feet (9 feet in width and 18 feet in length minimum), exclusive of driveways, permanently reserved for the temporary storage of one vehicle and connected with a street or alley by a paved driveway which affords ingress and egress for an automobile without requiring another automobile to be moved. Handicap spaces shall be 12 feet in width and 18 feet in length minimum.

Required space length may be reduced by two feet for perimeter spaces or spaces which abut sidewalks if landscaped buffer strips or sidewalks are increased in width by two feet to accommodate vehicle overhang.

2. Maneuvering Space. The minimum aisle space for 90 degree parking shall be 22 feet in width. The minimum aisle space for 60 degree parking shall be 22 feet in width. The minimum aisle space for 45 degree parking shall be 20 feet in width. The minimum aisle space for 30 degree parking shall be 17 feet in width. The aisle width of any parking area that the degree of angular parking varies from the specifications above, the aisle width shall be calculated by using a ratio of the above set forth specification, however, in no case shall the aisle width be less than 16 feet. The Fire Marshal may impose reasonable additional requirements for fire lanes, loading zones and travel ways in a particular case.

3. Paving Surfacing. ~~The ground surface shall be paved with a durable, dust free and hard material, such as surface and seal treatment, bituminous hot mix or Portland cement concrete or some comparable material. Such paving shall be maintained for safe and convenient use at all times.~~ All off-street parking and loading areas, except those serving single family detached dwellings, including circulation aisles and entrances, shall be designed to provide protection against potholes, erosion, dust, and stormwater runoff. Storm water management will be required for the increase in runoff for a 10-year storm event. A credit for stormwater management will be given for utilizing best management practices such as rain gardens and/or alternative pervious surface materials. Surface materials may include gravel, compacted stone, concrete, asphalt, brick, paving, and grasscrete. Alternative surface materials may be approved by the Zoning Administrator and Town Engineer, based on the total number of parking spaces and vehicle trips per day.

4. Curbs and Delineation. Fixed and permanent wheel bumpers or curbs of concrete or some comparable material at least four inches high shall be installed for each parking area at least four feet within the prescribed limits of the parking area. Where the parking is so designed that the vehicle overhang does not protrude outside the

prescribed limits of the area, such curbs or wheel bumpers may be placed at the outside limits of the area. Parking spaces shall be delineated and periodically restored to maintain a clear identification of separate parking stalls.

5. Entrances and Exits. Location and design of entrances and exits shall be in accord with the requirements of applicable regulations and standards, including those of the Virginia Department of Transportation. In general, there shall not be more than one entrance and one exit, or one combined entrance and exit, along any one street and exits and entrances shall not be located within 50 feet of a street intersection or be greater than 50 feet in width. Landscaping, curbing, or approved barriers shall be provided along lot boundaries to control entrance and exit of vehicles or pedestrians.

6. Drainage and Maintenance. Off-street parking facilities shall be drained to eliminate standing water and prevent damage to abutting property and/or public streets and alleys and ~~shall be paved~~ shall be designed to provide protection against potholes, erosion, dust, and stormwater runoff. in accordance with an approved plan or in accordance with applicable Town specifications. Off-street parking areas shall be maintained in a clean, orderly, and dust-free condition at the expense of the owner or lessee.

7. Lighting. Adequate lighting shall be provided if off-street parking spaces are to be used at night. Lighting facilities shall be arranged and installed, and the light source shielded, to minimize glare on adjacent property or streets and no lighting fixture shall exceed a height of ~~15~~ 12 feet in a Residential District or ~~30~~ 20 feet in a Commercial District.

8. Design in General. All parking lots shall be arranged for functional efficiency and convenience and in general shall be designed to present a pleasing appearance so as to reduce adverse impact on surrounding public or private property.

9. Landscaping. Parking lot landscaping and screening shall be provided in accordance with the requirements of Article 7.

1.6 Fee In Lieu of Required Parking

1. Any applicant required providing off-street parking in the (Name of District) due to a change of use, expansion of an existing use or new construction may request a waiver of all or a portion of the parking requirement in the commercial districts by making a payment to the town parking fund in accordance with the fee schedule established by the council.

2. An off-street parking waiver granted pursuant to this section shall run with the land, and any further change in use requiring additional parking shall require satisfaction of any additional parking requirements.

3. No refund of such payment pursuant to subsection 2 shall be made in the event of a subsequent change to a use requiring less parking.

4. Payment required by subsection 2 shall be made to the town in one lump sum prior to the issuance of a zoning permit. Payment shall not guarantee the availability of parking for the development. Funds derived from such payment

shall be deposited by the town in a special parking fund and shall be used exclusively _____

1.7 Parking Exemption

The following shall be exempt from the provision of off-street parking and loading spaces required by this Article:

1. Buildings, containing nonresidential uses, which are located XXX hundred (XXX) feet from a municipal parking lot of adequate capacity as determined by the Zoning Administrator.
2. By-right commercial uses located in existing buildings in the XX Zoning District when no expansion or modification to the existing structure is being proposed.
3. All required parking spaces that are deemed exempt by this section are still required to pay a parking exemption fee in accordance with the fee schedule established by the council. Nothing in this section shall require an applicant to pay the parking exemption fee if all requirements of this article are otherwise met.
4. Payment required by subsection 3 shall be made to the town in one lump sum prior to the issuance of a zoning permit. Payment shall not guarantee the availability of parking for the development. Funds derived from such payment shall be deposited by the town in a special parking fund and shall be used exclusively to acquire and develop off-street parking facilities for the commercial districts.

1.8 Parking Reduction for Certain Uses

1. When the proposed construction, alteration, renovation, or re-construction of a building is designated with LEED[®] certification, the following percentages of reduction shall be allowed:

Level of Certification Percentage of Reduction
Certified 15% reduction in required parking
Silver 20% reduction in required parking
Gold 25% reduction in required parking
Platinum 30% reduction in required parking

Section 2. Off-Street Loading Requirements

2.1 Specific Requirements By Use

Except as otherwise provided in this Ordinance, when any building or structure is hereafter erected, or structurally altered to the extent of increasing the current floor area by 25 50 percent or more, or any building is hereafter converted, for the uses listed below, when such

~~buildings contain the floor areas specified,~~ an accessory off-street loading spaces shall be provided as required below or as required in subsequent sections of this Article.

<u>Use Category</u>	<u>Floor Area in Square Feet</u>	<u>Loading Spaces Required</u>
Retail store, department store, restaurant, wholesale house, warehouse, general service, manufacturing, or industrial establishment.	2000-10000	One
	10000-20000	Two
	20000-40000	Three
	40000-60000	Four
	Each 50000 over 60000	+ One

Apartment building, motel, hotel, offices or office building, hospital or similar institutions, or places for public assembly	5000-10000	One
	10000-100000	Two
	100000-200000	Three
	Each 100000 over 200000	+ One
Funeral home or mortuary	2500-4000	One
	4000-6000	Two
	Each 10000 over 6000	+ One

2.2 Interpretation of Specific Requirements

1. The loading space requirements apply to all districts but do not limit the special requirements that may be imposed in the district regulations.
2. The loading space requirements in this Article do not limit special requirements that may be imposed in connection with uses permitted by approval of a conditional use or special exception.

2.3 Mixed Uses in One Building

Where a building is used for more than one use or for different uses, and where the floor area used for each use for which loading space is required is below the minimum for required loading spaces but the aggregate floor area used is greater than such minimum, then off-street loading space shall be provided as if the entire building were used for that use in the building for which the most spaces are required. In such cases, the Administrator may make reasonable requirements for the location of required loading spaces.

2.4 Design Standards

1. *Minimum Size.* For the purpose of these regulations a loading space is a space within the main building or on the same lot, providing for the standing, loading, or unloading of trucks, having minimum area of 540 square feet, minimum width of 12 feet, a minimum depth of 35 feet, and a vertical clearance of at least 15 feet.
2. *Entrances and Exits.* Location and design of entrances and exits shall be in accord with applicable requirements of the district regulations and traffic regulations and standards. Where the entrance or exit of a building is designed for truck loading and

unloading, such entrance or exit shall be designed to provide at least one off-street loading space. Where an off-street loading space is to be approached directly from a major thoroughfare, necessary maneuvering space shall be provided on the lot.