

Appendix 4. Parking Ordinance

The following pages contain the entire bicycle parking ordinance for the Town of Wake Forest.

ARTICLE VII. OFF-STREET PARKING AND LOADING

Section 1. Off-Street Parking Requirements

Permanent off-street parking shall be provided at the time of erection of any building, expansion of any principal building resulting in increased capacity from added dwelling units, guest rooms, seats or floor area, or change of use or occupancy. Off-street parking shall be provided in the amount specified in this section.

A. Certification of Minimum Parking Requirements

1. Each application for a development permit as provided for in this ordinance 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. This information shall be in sufficient detail to demonstrate whether or not the requirements of this section are met.
2. The North Carolina Building Code and American Disability Act general requirements for handicapped parking, curb cuts/curb ramps, passenger loading zones, legal signage (including maximum penalty signage for illegal parking) and accessibility shall be provided.

B. 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 of the parking space required for churches, theaters, 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.

C. Off Site 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 400 feet of the main entrance to such principal use, provided:-

1. such land is in the same ownership as the principal use, or
2. easements are recorded by all owners of record.

D. Calculation of Required Parking

1. When calculations result in a fraction of a space, round up to the next highest number.

2. On-street parking shall not be used to meet minimum parking requirements, except as provided in the Renaissance Districts.
3. Parking based on seating, students or employees shall be based on maximum occupancy or design capacity unless otherwise specified.
4. Parking based on floor area shall be based on gross floor area unless otherwise specified.
5. Parking for residential uses shall be based on the number of dwelling units.
6. Parking for low, medium and high generator retail uses that are otherwise unlisted and any other unlisted uses shall be determined by the Planning Director based on closest comparable use. Alternatively, the Planning Director may require submission of a parking demand study to estimate parking required according to the recommendations of the Institute of Traffic Engineers (ITE).
7. The Planning Director may modify the minimum or maximum parking requirements based on consideration of the parking demand for the proposed use, any special area characteristics, hours of operation and demand in determining the amount of parking needed. Sufficient professionally prepared parking demand data shall be provided to make such considerations possible.

E. Location and Design of Required Parking

1. Parking areas shall be located and designed to avoid undue interference with the use of public rights-of-way, driveways or pedestrian ways. Parking stalls shall not be located in areas that would require backing into access driveways except where allowed for residences.
2. Parking design and location shall be in accordance with the Wake Forest Manual of Specifications & Standards, other sections of this ordinance and any corridor or area plans.
3. Parking shall be provided in parking structures or paved surfaces. Paved surfaces include concrete or asphalt. Parking shall be in stalls in paved lots or areas, except as otherwise provided:
 - a. single family residential developments shall provide the required parking in paved private driveways.
 - b. townhouses or condominiums shall provide the required parking in paved driveways or in parking lots or areas.

- c. townhouses or condominiums may provide the required parking in on street parking stalls at the discretion of the Planning Director.
4. Parking stalls shall be located a minimum of 10 feet from public rights-of-way and buildings to allow sufficient separation for sidewalks, landscaping and other site features except along the backs of buildings in areas designed for loading and unloading.
5. Parking shall not be located in landscaped, open space or tree save areas.
6. Parking areas shall be maintained to provide for vehicle access and shall be kept free of litter, debris, outdoor display and sales and material storage, including portable containers.
7. Parking for service vehicles shall be designated, located and screened to minimize the view from adjacent properties and rights-of-way, generally at the rear of buildings.
8. Vehicle storage or display areas shall be identified on the site plan distinct from customer and employee parking areas and shall comply with parking access, location and design requirements, except that striping of the display or storage area shall not be required. Vehicle storage or display areas shall not be located in a manner that interferes with vehicle or pedestrian access aisles or driveways.
9. Tractor trailers, cargo trucks, busses and other large commercial vehicles or heavy equipment parking and storage shall comply with parking access, location and design requirements except for stall size and aisle size which shall be as appropriate for the vehicles to be stored and shall be designated on a site plan.

F. Drive-thru Requirements

Drive-thru lanes shall be designed and located to provide adequate queuing so as to ensure that access aisles and rights-of-way remain unimpeded and to minimize automobile and pedestrian conflicts. The design and queuing shall be based on consideration of the demand for the proposed use, any special area characteristics and site circulation. Upon request, sufficient professionally prepared data shall be provided to make such considerations possible.

G. Bicycle Parking Requirements

Bicycle parking shall be provided by all non-residential, multi-family, recreation and industrial uses. Bicycle parking facilities required by this section shall be designed to provide convenient bicycle parking and to protect parked bicycles from damage. Acceptable rack elements, rack location and access, rack area and site conditions such as protection from the elements and visibility shall conform to the Association of Pedestrian and Bicycle Professionals Bicycle Parking Guidelines.

1. Bicycle Parking Facilities

Bicycle parking spaces shall be Class I, Class II, or Class III facilities. Racks which only support one wheel are not acceptable. Multi-family uses shall provide shelter over Class II and Class III spaces provided to accommodate long term storage.

- a. *Class I.* Bicycle lockers are generally rectangular enclosures, each holding one or two bicycles.
- b. *Class II.* Bicycle parking racks which allow all three major components of the bicycle, back wheel, frame, and front wheel, to be locked, without removal of the front wheel.
- c. *Class III.* Racks such as loop, post, rails, "A" and inverted "U" racks. Each rack provides two bicycle parking spaces. Common properties in a class III facility include its support of the bicycle with or without the front wheel removed and post or pipe dimensions which allow the lock to encompass the front tire and down post or the rear wheel and seat post. Class III facilities are recommended for short-term parking, although, in combination with shelter, they can be adequate for long-term storage.

2. Surfacing

Bicycle parking shall be provided on a hard-surface, all-weather pavement of asphalt or concrete with curb ramps installed as appropriate.

3. Signage

Where not clearly visible from the access way, directional signage shall be provided to route bicyclists to the bicycle parking facility.

4. Installation

Installation shall be according to the manufacturers' instructions.

5. Placement

- a. Bicycle parking shall be separated from automobile parking by a physical barrier or by at least five feet where automobile parking is prohibited and shall be located as close to public and employee entrances as possible without interfering with the flow of pedestrian and vehicular traffic.
- b. Bicycle parking shall be conveniently located near entrances. Where multiple entrances exist, the racks shall be dispersed among the entrances rather than located in large groupings.

- c. Bicycle parking shall be located so as not to interfere with pedestrian access.

H. Transportation Facility Permitting

1. A Transportation Facility (TF) is any surface parking lot of 1500 spaces or more, a combination of surface and structure parking of 1000 spaces or more or any parking structure of 750 spaces must comply with the regulations pertaining to the TF Program administered by the North Carolina Department of Environmental and Natural Resources, Division of Air Quality.
2. Any existing facility that plans a modification that exceeds the above thresholds is subject to the TF Program regulations.

I. Minimum Parking Requirements

The following off-street parking space shall be required:

<i>Use</i>	<i>Required Parking</i>
<i>Residential and Related Uses</i>	
Single Family Residential	Two parking spaces on the same lot for each dwelling unit in a paved driveway.
Single Family Residential Detached, Duplex, Triplex or Quadplex	Two parking spaces on the same lot for each dwelling unit in a paved driveway or parking space.
Single Family Residential Attached	Two parking spaces on the same lot for each dwelling unit in a paved driveway or parking space.
Multi-Family Residential	Two parking spaces for each dwelling unit and, plus one space for every 10 units. One bicycle parking rack for every building or one rack per 50 units, whichever is greater.
Rooming house, boarding house or bread and breakfast establishment	Two parking spaces plus one parking space for each room to be rented.
Home Occupation	Two parking spaces plus 50 percent of the parking required for the square footage of the business in the home occupation based on parking required for the closest related business use.
<i>Public and Semi Public Uses</i>	
Hospital	One parking space for each two beds intended for patient use plus one parking space for each employee at max shift. Bicycle parking at one rack per building and one bicycle parking rack for every 40 employees at max shift.

<i>Use</i>	<i>Required Parking</i>
Clinic or surgery center	One parking space for every two beds, four parking spaces for every exam or treatment room and two parking spaces for every three employees at max shift. Bicycle parking at one rack per building and one bicycle parking rack for every 40 employees at max shift.
Nursing Home	One parking space for each three beds intended for patient use plus one parking space for each employee at max shift. Bicycle parking at one rack per building and one bicycle parking rack for every 40 employees at max shift.
Libraries	One parking space for each 300 square feet, one parking space for each employee at max shift and one parking space for each four seats in any auditorium or meeting room. One bicycle parking rack for every 40 automobile parking spaces.
Museums, Cultural Facilities and Art Galleries	One parking space for each 500 square feet. One bicycle parking rack for every 40 automobile parking spaces.
Elementary School (public or private)	Two parking spaces for each classroom and administrative office. One bus space for each bus to be stored on the premises. One bicycle parking rack for every 40 students.
Middle School (public or private)	Two parking spaces for each classroom and administrative office. One bus space for each bus to be stored on the premises. One bicycle parking rack for every 40 students.
High School	One parking space for each four students, one parking space for each classroom and one parking space for every administrative office or one parking space per four seats for any assembly room, hall, auditorium or sporting arena, whichever is greater. One bus space for each bus to be stored on the premises. One bicycle parking rack for every 40 students.
Church, auditorium, and other assembly.	One parking space for each four seats. One bicycle parking rack for every 50 seats.
Utility Buildings	One parking space for every 400 square feet in customer receiving areas, one parking space for each employee at max shift and one parking space for every service vehicle. One bicycle parking rack for every 100 automobile spaces.
<i>Recreational and Fitness Uses</i>	
Public or private clubs, fitness centers, amenities centers or recreational facilities	The greater of one parking space for each 200 square feet of gross floor area or one parking space for every four persons based on maximum capacity. One bicycle parking rack for every 40 automobile parking spaces.
Passive recreation area	One parking space for every 10,000 square feet for passive recreation areas smaller than five total acres, one parking space for every acre for sites larger than five acres. One bicycle parking rack for every 40 automobile parking spaces.

<i>Use</i>	<i>Required Parking</i>
Tennis or racket ball court	Two parking spaces for each court. One bicycle parking rack for every two courts.
Swimming pool	The greater of one parking space for every 75 square feet of pool surface area or one parking space for every three persons based on maximum capacity. The greater of four bicycle parking racks or one bicycle parking rack for every 20 automobile parking spaces.
Community garden	One parking space for every 10,000 square feet. One bicycle parking rack for every acre.
Stadiums	One parking space for every four persons based on maximum seating and one parking space for every four players. One bicycle parking rack for every 40 automobile parking spaces up to a maximum of 50 racks.
Basketball court	Six parking spaces for every full court. One bicycle parking rack for every full court.
Baseball field	Twenty parking spaces per field. Four bicycle parking racks for every field.
<i>Guest Accommodations</i>	
Motel	One parking space for each room to be rented plus one parking space per employee at max shift. One bicycle parking rack for every 50 automobile spaces.
Hotel	One parking space for every room to be rented plus one parking space for each employee at max shift and 50 percent of the parking required for all accessory uses such as restaurants and meeting rooms. One bicycle parking rack for every 50 automobile parking spaces.
<i>Offices</i>	
General, business or professional offices	One parking space for every 300 square feet of gross floor area. One bicycle parking rack for every 50 automobile spaces.
Financial offices and banks	One parking space for every 300 square feet of gross floor area, one parking space for each employee and queuing space for three vehicles for each drive-thru window. One bicycle parking rack for every 50 automobile spaces.
ATM (stand alone)	Two parking spaces for each terminal.
Dental or medical office	Minimum: three parking spaces for each exam or treatment room plus one parking space for each employee at max shift. Maximum: one parking space for every 125 square feet. One bicycle parking rack for every 50 spaces.
<i>Animal Services</i>	
Veterinarian clinic or hospital	One parking space for every 300 square feet of gross floor area. One bicycle parking rack for every 40 automobile spaces.

<i>Use</i>	<i>Required Parking</i>
Kennel	One parking space for every 400 square feet of gross floor area. One bicycle parking rack for every 40 automobile spaces.
<i>Business Uses</i>	
Restaurant (sit down only)	<p>Minimum: The greater of one parking space for every four seats and two parking spaces for every three employees at max shift or one parking space for every 200 square feet of gross floor area and two parking spaces for every three employees at max shift. Bicycle parking: one bicycle parking rack for every 50 automobile spaces.</p> <p>Maximum: The greater of one parking space for every seat at maximum capacity and one parking space for every employee at max shift or one parking space for every 40 square feet of gross floor area and one parking space for every employee at max shift.</p>
Restaurant (sit down with drive-thru)	<p>Minimum: The greater of one parking space for every four seats, two parking spaces for every three employees at max shift and one parking space for every drive-thru or one parking space for every 200 square feet of gross floor area, two parking spaces for every three employees at max shift and one parking space for every drive-thru. Bicycle parking: one bicycle parking rack for every 50 automobile spaces.</p> <p>Maximum: The greater of one parking space for every seat at maximum capacity, one parking space for every employee at max shift and one parking space for every drive-thru or one parking space for every 40 square feet of floor area, one parking space for every employee at max shift and one parking space for every drive-thru.</p>
Restaurant (delivery, drive-thru or walk-up only)	<p>Minimum: One parking space for every 200 square feet of gross floor area, one parking space for every employee at max shift and one parking space for every service vehicle used in operation. Bicycle parking: one bicycle parking rack.</p> <p>Maximum: One parking space for every 40 square feet of gross floor area, one parking space for every employee at max shift and one parking space for every service vehicle used in operation.</p>
ABC store	One parking space for every 300 square feet of gross floor area. One bicycle parking rack.
Retail store	One parking space for every 200 square feet of gross floor area. One rack for every 40 automobile spaces.

<i>Use</i>	<i>Required Parking</i>
Stand alone department store, bulk retail store or wholesale club	Minimum: One parking space for every 300 square feet of gross floor area. One bicycle parking rack for every 40 automobile spaces. Bicycle parking: one rack for every 100 automobile spaces. Maximum: One parking space for every 150 square feet of gross floor area.
Pharmacy	One parking space for every 300 square feet of retail sales area and one space for every 200 square feet of pharmacy and waiting area. One bicycle parking rack for every 40 automobile spaces.
Retail nursery or greenhouse	One parking space for every 200 square feet of gross floor area and one parking space for every 1,000 square feet of outdoor or open display or storage area. One bicycle parking rack for every 40 automobile spaces.
Wholesale nursery or greenhouse	One parking space for every 10,000 square feet of display area, one parking space for every employee and one parking space for every service vehicle used in operations. One rack for every 40 automobile spaces.
Personal services	One parking space for every 300 square feet of gross floor area. One bicycle parking rack.
Theaters	One parking space for each three seats based on maximum capacity. One bicycle parking rack for every theater screen.
Repair services	One parking space for every 400 square feet of gross floor area and one parking space for every service vehicle use in operations. One bicycle parking rack.
Automobile sales	One parking space for every 300 square feet of gross floor area and one parking space for every 5,000 square feet of outdoor vehicle display area. One bicycle parking rack for every 80 parking spaces.
Automobile rental	One parking space for every 300 square feet of gross floor area and one parking space for 5,000 square feet of outdoor vehicle rental storage area. One bicycle parking rack.
Automobile service station	Three parking spaces for every service bay, one parking space for every 200 square feet in sales floor area, one parking space for every office and one parking space for every vehicle used in operations. One bicycle parking rack.
Automobile gasoline station or convenience store	One parking space for every 300 square feet of gross floor area, less one space for every station in the pump island. One bicycle parking rack for every 40 automobile spaces.
Funeral Homes	One parking space for each three seats in the chapel or parlor. One bicycle parking rack.
Daycare center	Two parking spaces for every classroom and one parking space for each office and every vehicle used in operations. One bicycle parking rack for every 40 automobile spaces.

<i>Use</i>	<i>Required Parking</i>
Trade or vocational school	Two parking spaces for every classroom and one parking space for every two students. One bicycle parking rack for every 40 automobile spaces.
Instructional (dance, karate and etc.)	Minimum: one parking space for every 200 square feet. Maximum: one parking space for every 100 square feet. One bicycle parking rack for every 20 automobile spaces.
<i>Shopping Centers</i>	
Convenience center up to 50,000 square feet	One parking space for every 300 square feet of gross floor area. One bicycle parking rack for every 40 automobile spaces.
Neighborhood center 50,001 to 125,000 square feet	One parking space for every 250 square feet of gross floor area. One bicycle parking rack for every 40 automobile spaces.
Community or Regional centers 125,001 square feet or more	One parking space for every 275 square feet of gross floor area. One bicycle parking rack for every 40 automobile spaces.
<i>Retail Uses Not Otherwise Indicated</i>	
Low generator retail and service establishments	One space for each 400 square feet of gross floor area, two spaces for each three employees and one space for each service vehicle used in operation. One bicycle parking rack for every 40 automobile spaces.
Medium generator retail and service establishments	One space for each 300 square feet, two spaces for each three employees and one space for each vehicle used in operation. One bicycle parking rack for every 40 automobile spaces.
High generator retail and service establishments	One space for each 200 square feet, two spaces for each three employees and one space for each vehicle used in operation. One bicycle parking rack for every 40 automobile spaces.
<i>Industrial and Wholesale Uses</i>	
Warehouse or Wholesale uses	One parking space for each employee at max shift, one parking space for every service vehicle used in operation and one parking space for every two persons based on maximum capacity in public reception areas. One bicycle parking rack per building.
Industrial uses	One parking space for each employee at max shift, one parking space for every service vehicle used in operation and one parking space for every two persons based on maximum capacity in public reception areas. One bicycle parking rack per building.
<i>Campus Uses</i>	
Administrative and Faculty Offices	One parking space for each faculty and administrative office plus one space for every four offices. One bicycle parking rack for every 40 automobile spaces.

<i>Use</i>	<i>Required Parking</i>
Churches, Stadiums, and other places of public assembly	Same as listed elsewhere in this section.
Classrooms	One parking space per classroom plus one parking space for each three students for which the building was designated. (The required number of parking spaces may be reduced by a maximum of 30 percent if it can be demonstrated that a similar proportion of students live within 400 feet of the classroom building.) Two bicycle parking racks for every classroom.
Dining Facilities (including cafeterias, snack bars, etc.)	One parking space for each four seats at tables, one parking space for each three seats at counters or bars and one space for each employee. (The required number of parking spaces may be reduced by a maximum of 30 percent if it can be demonstrated that a similar proportion customers are attending classes or are employed on campus within 400 feet of the eating facility. However, such reduction may not endanger needed parking for banquet facilities.) One bicycle parking rack for every eight seats.
Libraries, Art Galleries, Museums, etc.	One parking space for each 300 square feet of gross floor area. (The required number of parking spaces may be reduced by a maximum of 30 percent if it can be demonstrated that a similar proportion of visitors are attending classes or are employed on campus within 400 feet of the library or other facility in question. However, such reduction may not endanger needed parking for meeting facilities.) One bicycle parking rack for every 40 automobile parking spaces.
Recreation	Same as listed elsewhere in this section for the particular type of recreation.

Section 2. Off-Street Loading

The number of off-street loading berths required by this section shall be considered as the minimum and the developer shall evaluate his own needs to determine if they are greater than the minimum specified by this section. This section does not apply to:

- Residential and related uses,
- Renaissance Area Historic Core District,

Square Feet of Gross Floor Area Range		Required No. of Berths
Less than 40,000		1
40,000	100,000	2
100,000	160,000	3
160,000	240,000	4

240,000	320,000	5
320,000	400,000	6
Above 400,000		6 + 1 for every 90,000 gross floor area over 400,000 square feet

- A. Each loading berth shall have a minimum plan dimension of 12 feet by 75 feet with 14 feet of overhead clearance and adequate means for ingress and egress.
- B. For uses containing a gross floor area of less than 20,000 square feet, each off-street loading space shall have a minimum length of 30 feet.
- C. Uses which do not handle large quantities of goods, including but not limited to office buildings, classroom buildings, funeral homes, hotels, motels, apartment buildings, and places of public assembly, shall provide off-street loading facilities in the following amounts:

Square Feet of Gross Floor Area Range		Required No. of Berths
Less than 80,000		1
80,001	200,000	2
200,001	320,000	3
Above 320,000		3 + 1 for every 180,000 gross floor area over 320,000 square feet

- D. The Planning Director may waive or modify the off-street loading requirements upon finding that the use does not require loading spaces of the number or size specified given specific operational characteristics related to shipping and receiving to and from the site.