



**When new parking spaces should meet current parking stall and drive aisle requirements:**

- New parking associated with new developments.
- When more than 50 new parking spaces are proposed.

**When an updated tenant list should be required:**

- When there is a change of use that increases the parking requirements on a site.

**When a cross access agreement should be required:**

- When one is needed to meet the parking ordinances.
- When a new structure is being constructed. Building additions less than 2,000 square feet alone should not justify the requirement for the agreement.
- When a new property line is created.

**When accessible spaces should be required:**

- Any parking lot constructed after April 3, 1991 should meet current ordinances.
- On parking lots constructed prior to April 3, 1991, with a change of occupancy, a minimum of one accessible space should be provided with an accessible route.
- Existing parking spaces may be converted to an accessible space. If the total number of spaces then does not meet current parking requirements, the parking lot will be considered legally non-conforming.

**When driveway retrofits should be required:**

- Retrofits should not be required unless 2,000 square feet or greater of building area is being constructed.
- On sites that contain multiple driveways; i.e., shopping centers, only the driveways that are adjacent to the new construction should be required to be retrofitted.

**When driveways should be widened:**

- When less than 2000 sq. ft. of building area is being added and the driveways in question are located on local streets the driveways should not be widened.
- When driveways located on arterial or collector streets are less than 20' wide (12' for one-way drives) staff should consult with the Traffic Code Consistency Coordinator.
- Driveways greater than 24' should be permitted to remain in any circumstance.