

Issued 5-20-96

CITY OF SAN BERNARDINO  
DEPARTMENT OF PUBLIC WORKS  
SHARED PARKING POLICY

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## DIVISION I. AUTHORITY

Contained in Chapter 19 of the City of San Bernardino Development Code in subsection 19.24.030 "General Regulations" paragraph 3 exceptions are provided "for structures and uses located in the CR2 (Downtown) land use district. A parking study may be prepared examining the proposed use in light of available public off-street parking facilities which may result in a City approved parking reduction program". Additionally, General Plan Policy 6.8.6 and Implementation Measure I6.26 provides for shared parking to maximize the use of existing and proposed parking in the Central Business District.

## DIVISION II. PURPOSE

The purpose of the shared parking policy is to conform with Chapter 19.24.030, Policy 6.8.6 and Implementation Measure I6.26 and provide for maximum use in the CR-2 land use designation (Downtown) by recognizing shared parking. It is well understood and acknowledged that within the Downtown District, parkers may make many trips for various reasons without ever moving their vehicles. Shopping, business, government centers, entertainment and public facilities are all located in close proximity in this area. Parking facilities in the form of assessment district lots are available for public parking needs. Additionally, many downtown workers combine shopping, business transactions and eating during normal work days. Again, this multi-destination approach needs to be recognized and parking requirements reduced to reflect such multi-destination uses. Further, after normal work hours, many of the parking spaces used by the work force are available and unused, but are not presently counted in meeting the parking requirements of after hours users (entertainment, evening meals, shopping or late night activities). Peak demand is weekday/daytime use, yet many off-hours businesses are prevented from using the Downtown District due to lack of available parking.

This document sets forth the policy to be used that attempts to provide relief from the "normal" parking requirements in recognition of the unique features of a downtown area. It also accounts for the Downtown parking district and the district lots that downtown property owners have paid to develop and maintain.

## DIVISION III CRITERIA

### A. General

1. The shared parking concept will apply only to the Downtown District as defined in the Municipal Code and General Plan unless other areas are specifically approved by the Mayor and Common Council.
2. All shared parking requests and calculations must be reviewed and approved by the Parking Place Commission with recommendations to the Mayor and

Common Council prior to approval of shared parking projects.

3. Specific reductions in parking requirements for weekday/day use only, require no specific action and may be applied to the downtown district upon submittal of plans. This reduction is for on-site parking only and site only composite calculations may be required.
4. Shared parking proposals must be submitted with the appropriate calculation sheets to Public Works staff for review and transmittal to the Parking Place Commission for action. Questions on interpretation of the policy or its application should also be directed to the Public Works Department.
5. The standard study area will be 1,320 feet from the corners of the property being developed or proposed project property. Larger or multi-storied projects exceeding 50, 000 square feet may have larger study areas but this shall be determined at the time of project submittal and prior to shared parking calculations. Increases in study area shall be at the sole discretion of the City and shall consider the type, purpose and overall affect of the proposed project.

#### DIVISION IV. STANDARD REDUCTIONS

##### A. WEEKDAY/DAY PARKING REDUCTIONS (DOWNTOWN)

1. Parking requirements in the Downtown area are reduced from those contained in the Development Code by the following percentage for weekday/day time requirements for required on-site parking:

commercial	10%
Retail	30%
Food	40%
office	0%
Hotel	0%
Residential	0%

The above usages are general usages contained within the Development Code. The City will determine which category a proposed development falls in and apply the percentage. Specialized usages may require additional study to determine what, if any, reduction might be allowed. Refer to Development Code Section 19.24.040 for specific types of usage.

#### DIVISION V. COMPOSITE REDUCTIONS

Composite demand shall apply to a single development that proposes multiple usages within the same building. Composite demand may be calculated for on-site parking provided the parking areas are open, posted and available to the public at large after 6:00 pm every day of the week. Further, composite demand

may be used to establish peak parking demand for the area composite demand, again provided the parking area is made available to the general public after 6:00 pm each day.

1. Definitions of weekday, day, evening and night as well as weekend are as follows:

	WEEKDAY (MON - FRI)	WEEKEND (SAT - SUN)
Day	7:00 am - 5:30 pm	8:30 am - 6:00 pm
Evening	6:00 pm - Midnight	6:00 pm - 1:00 am
Night	Midnight - 6:00 am	1:00 am - 8:30 am

2. SHARED PARKING PEAK DEMAND.

The following are the percentages of required parking by usage, time of day and day of week and may be used in computing shared parking demand as a part of the worksheets. No additional or modified percentages may be used. Reductions used for weekday/day demand may not be used in addition to the following. Either method may be used but only one may be applied.

USAGE	WEEKDAYS			WEEKEND		
	day	evening	night	day	evening	night
Retail	60%	90%	5%	100%	70%	5%
Food	50%	100%	5%	100%	100%	5%
office	100%	10%	5%	10%	5%	5%
Commercial	100%	10%	5%	10%	5%	5%
Residential	40%	70%	100%	60%	70%	100%
Hotel	75%	100%	80%	75%	100%	80%

3. Totals for weekday and weekend in each period (day, evening, night) must be calculated with the final design being based on the highest parking demand.
4. Existing land uses in the study area must be determined and approved by

the City prior to final acceptance of the parking demand study. This data must be presented to the Parking Place Commission prior to final action by the Mayor and Common Council on acceptance of the peak demand study.

5. All computations must be submitted on standard work sheets (see attached).

## DIVISION VI            RESTRICTIONS

Within the parking district, there exists both leased spaces (leased from the parking district lots) and private parking lots under private ownership. The following shall determine if shared parking may be applied to leased spaces or privately controlled spaces.

### A. Leased District Spaces

1. If lessee allows unrestricted use for evening/night and enters into a written agreement to such use and also provides adequate signing indicating public usage and availability of such spaces, then the lessee may use shared parking calculation sheets. However, if no such agreement is provided, they may not use shared parking calculations.
2. If lessee does not allow unrestricted public evening/night usage, they may use weekday reductions only on their parking requirements. Lessee must meet all other parking requirements.
3. Unrestricted use by the public must be designated by signs and be prominently displayed. Restrictions on parking must end by the beginning of the evening time frame to qualify.

### B. Private Lots/Spaces

1. Private lots wishing to use composite parking may do so for their private lot only unless the lot is made available to for general public usage beginning at the start of the evening time frame. No area composite area parking may be used unless the entire lot is made available for unrestricted public usage beginning with the evening time frame.
2. Private lots made available to the general public for use must be marked as such, open and unrestricted during evening and night hours.
3. Notice must be given to the general public on the liability of using private lots during evening and night hours.
4. Private lots made available will allow the building owner to participate in shared parking calculations for their own lot and in shared composite demand within the specified distance of the project.

### C. Time Limited Parking Restriction

1. All on-street and district lots with time limited parking shall be revised to eliminate time limits during evening and night time hours.
2. citation time limits will be set for a 30 minute grace time beyond the designated time. Vehicles parked and marked by control officers during time limit parking hours will be cited unless moved or-re-parked after the limits are removed. This insures that all parkers have access to the spaces and that those parking in later afternoon will still be subject to parking restrictions and may not overlap into unrestricted parking.
- 3 . On-street and district lots will not have time limits during weekends.
4. Private lots may not place time limits on spaces and remain in the shared parking program unless the above conditions are met.

DIVISION VII      WORKSHEETS

SHARED PARKING WORKSHEET  
ON SITE LOTS

A. BASELINE DATA ON DEVELOPMENT (USING STANDARD REDUCTIONS)

USAGE	SQ.FT.	CODE	%REDUCTION (Weekday)	PARKING REQ D (Weekday)
Commercial				
Retail				
Food				
Office				
Industrial				
Residential				
Hotel				
Other				
TOTAL				

B. COMPOSITE DEMAND - ON SITE ONLY

NOTE: Parking must be available for unrestricted public parking beginning at 6:00 pm

USAGE	WEEKDAY			WEEKEND		
	Day	Evening	Nite	Day	Evening	Nite
commercial						
Retail						
Food						
Office						
Industrial						
Residential						
Hotel						
Other						
TOTALS						

C. AREA COMPOSITE DEMAND

Radius from site:

Total Available Spaces in area (not incl on street):

Number of On Street Spaces:

Total Square footage building area

Commercial:

Retail:

Food:

office:

Industrial:

Residential:

Hotel:

Other:

USAGE	WEEKDAY			WEEKEND		
	Day	Evening	Nite	Day	Evening	Nite
Commercial						
Retail						
Food						
Office						
Industrial						
Residential						
Hotel						
Other						
TOTAL						

TOTAL REQUIRED SPACES AREA DEMAND:  
TOTAL EXISTING SPACES NOT INCL ON STREET  
TOTAL SPACES REQUIRED (subtract existing from  
area demand)