

**ARTICLE XII. OFF-STREET PARKING AND LOADING FACILITIES**

**SECTION 30-36 OFF-STREET PARKING AND LOADING FACILITIES** *[revised 5/12/09]*

(A) General Provisions. This article regulates the minimum/maximum number, the use, the design and the maintenance of parking spaces, parking lots, drives/driveways, aisles, loading and drive-through facilities within the City of Oshkosh.

(1) *When Required.* Off-street parking spaces shall be provided at the time any structure is erected, structurally altered or changed in use, unless otherwise noted in this Chapter.

(a) Parking is not required for non-residential uses in the C-3 Central Commercial District, however when off-street parking facilities are provided, such facilities shall be provided in accordance with the provisions of this Ordinance, except in respect to the required number of spaces. Mixed use/upper floor residential uses need only provide evidence of the availability of off-street public or private parking within 1,000 feet of the unit.

(b) Use Changes

(i) Whenever a commercial or industrial structure or use is changed or enlarged in floor area, number of employees, seating capacity or otherwise, to create a need for an increase of 10% or more in the number of existing parking spaces, said spaces must be provided.

(ii) Whenever a structure or use is enlarged to the extent of 50% or more in floor area or in the area used, said structure or use shall then and thereafter comply with the parking requirements set forth herein.

(c) Special Provisions for Nonconforming Parking Lots

Legally established parking facilities constructed prior to the effective date of this Ordinance with less setbacks than required by this Ordinance shall be permitted to be reconstructed with less setbacks subject to approval of a parking lot layout plan by the Zoning Administrator. Said parking lot layout plan shall be designed in accordance with the dimensions identified in Table A and Figure 8 of this chapter. Parking lot reductions shall only be provided in the following instances:

- (i) To prevent the loss of Ordinance required legal parking spaces;
- (ii) To prevent the loss of required legal internal circulation aisle ways;
- (iii) To retain the functionality of the parking lot.

The remaining setback area shall be devoted to landscape buffer area per parking lot perimeter landscape requirements. If, in the opinion of the Zoning Administrator, the remaining setback area cannot effectively support any type of vegetation, the parking facility may be reconstructed to the existing setback, with the exception that curbing, decorative masonry wall and/or wrought iron fence be installed along said parking lot perimeter to prevent vehicles from encroaching over the right-of-way or property lines.

Parking lots with existing curbing installed along perimeter property lines and adjacent to the right-of-way shall be allowed to be reconstructed inside of said curbed area provided the curbing is not being removed and/or reconstructed.

The provisions of this Ordinance pertaining to the installation of curbing located in Section 30-36(E)(4) and internal landscaping located in Section 30-36(E)(8) shall not apply to the reconstruction of parking lots of 50 stalls or less.

(2) *Location.*

(a) All parking spaces shall be located on the same lot as the structure or use that they are intended to serve, unless otherwise specified in this ordinance.

(i) In the commercial and industrial zoning districts when an increase in the number of spaces is required due to a change or expansion of a use, or if the parking spaces are used jointly by 2 or more structures or establishments, the parking spaces must be located within 1,000 feet of the structure being served. In those cases where parking is provided off-site or where used jointly, a written agreement to assure their retention for such purposes shall be properly drawn and executed by the parties concerned, approved as to form and executed by the City Attorney and shall be filed with the application for a building permit.

(b) There shall be no parking in designated setback areas or outside of designated parking spaces, except in the driveways of single family and two family dwellings.

(i) Transitional yards as regulated in Section 30-35 of the Zoning Code take precedent over zoning district setback requirements.

(ii) Vehicular access easements across side and rear yard setbacks of adjoining parking and loading facilities in commercial and industrial districts, across side and rear yards of parking and loading facilities of uses allowed by conditional use permit in residential districts, and across side and rear yard setbacks of multi-family developments in multiple family dwelling districts may be approved provided a cross access easement is approved by the City Attorney and filed with the Register of Deeds.

(iii) Multiple family dwelling uses in multiple family dwelling districts may reduce setbacks to a 10 foot minimum rear and side yard setback for parking lots, unless a greater setback is required per transitional buffer yard standards, and provided the setback areas are devoted to green area and comply with the landscaping requirements of this Ordinance.

(3) *Calculation of Requirements.* Calculating the number of spaces required shall be in accordance with the following:

(a) Net Floor Area. The term "Net floor area" (NFA), for the purpose of calculating the number of off-street parking spaces required, includes the sum of the gross horizontal area of a floor or several floors of a building or structure measured from the interior face of exterior walls or the centerline of a wall separating two buildings or structures, not including uninhabitable/unusable attics or basements,

underground parking, uncovered steps, unused decks or exterior balconies, mechanical rooms, elevator shafts, permanent accessory storage, internal loading areas, and other areas as determined by the Zoning Administrator.

- (b) Assembly. In places of public assembly in which patrons or spectators occupy benches, pews or other similar seating facilities, each 30 inches of such seating shall be counted as one seat for the purpose of this ordinance.
- (c) Capacity. In cases where parking requirements are based on “capacity” of persons, capacity shall be based on the maximum number of persons that may occupy a place, as determined by the Building Code.
- (d) Fractions. Where fractional spaces result, the parking spaces required shall be construed to be the next largest number.
- (e) Shopping Centers/Joint Parking. Except in shopping centers or where joint parking has been approved, if a structure or site contains two or more principal uses, each use shall be calculated separately in determining the total off-street parking spaces required.
- (f) Unspecified Uses. The Zoning Administrator shall interpret parking space requirements for any use not specifically listed in Table B of this ordinance and shall determine the required parking from comparable uses listed or may consult the following sources:
  - (i) ITE – Institute of Traffic Engineers
  - (ii) ULI – Urban Land Institute
  - (iii) ICSC – International Conference of Shopping Centers
  - (iv) APA – American Planning Association

(4) *Limitations on Parking Facility Uses*

- (a) In residential districts and on residentially used lots, accessory off-street parking facilities shall be solely for parking of passenger vehicles, which shall be regulated as follows:
  - (i) All vehicles shall be in condition for safe and legal performance on public right-of-ways and shall be registered, displaying current license plates.
  - (ii) A maximum of one (1) commercial vehicle per dwelling unit may be parked outdoors on residential property if:
    - Used by a resident of the dwelling unit;
    - Has a manufacturer’s gross vehicle weight rating of 10,000 pounds or less and is less than 21 feet in length.
  - (iii) Vehicles and/or equipment not normally associated with a residential use specifically prohibited from being parked or stored outdoors on residential property include, but are not limited to:
    - Construction equipment, such as bulldozers, backhoes, skid steers, and fork lifts
    - Dump and stake body style trucks
    - Cube type vans and trucks
    - Landscaping business equipment such as tractors, tree spades, graders and scrapers

- Semi-trailers and tractors
  - Concession, vending and catering trailers
  - Commercial/Industrial equipment trailers and lifts
  - Tow trucks, wreckers or car carriers except that one light duty tow truck (not a roll back, flatbed, or carrier type) with a gross vehicle weight rating not exceeding 12,000 pounds may be parked on a residential lot when on call operating under the rotating call list established and kept by the Oshkosh Police Department.
- (iv) A recreational vehicle (RV) associated with and customary to residential uses may be parked as if a passenger vehicle but shall not be utilized for storage of goods, materials or equipment other than is considered part of the RV or essential to its function.
- (v) Under no circumstances may any vehicle or equipment be used as living quarters in residential areas.
- (b) Off-street parking and loading facilities and commercial drives providing access to them shall not be used, except through a temporary use permit as regulated in Section 30-12 of the Municipal Code, for the following:
- (i) Servicing, repair, rental or sale of vehicles, unless said sales are part of a City of Oshkosh permitted auto sales occupancy.
  - (ii) Display of merchandise or outdoor product storage, including but not limited to the storage of vehicles.
  - (iii) Parking of unlicensed, inoperable vehicles.
  - (iv) Enclosed container storage.
  - (v) Any other use except customer and employee vehicle parking, unless such use is approved through a planned development review or conditional use permit.

(B) Driveway Regulations and Design Requirements.

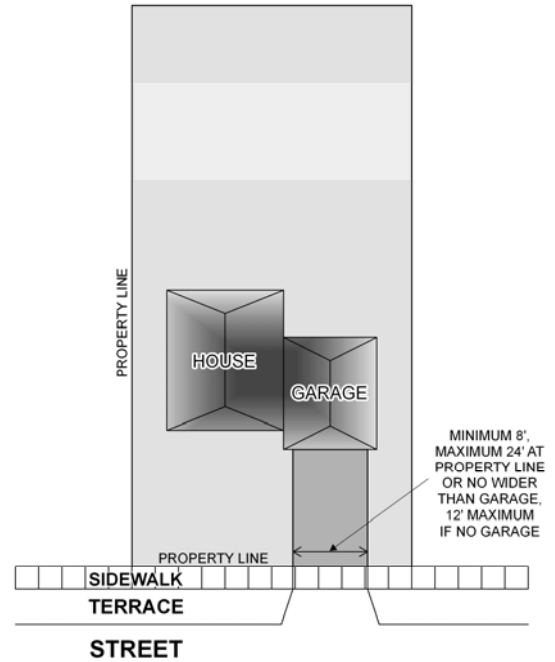
(1) *Single and Two-Family Residential Driveways*

- (a) Single-family uses are limited to one driveway per lot unless otherwise regulated in this code. Two-family uses are permitted two driveways per lot unless otherwise regulated in this code.
- (b) Driveways may be constructed as follows but shall not interfere with lot drainage or subdivision drainage plans:
- (i) Driveways shall be setback a minimum of 6 inches from the side lot line on parcels with less than 60 feet of lot width/frontage. On parcels where the available side yard area prohibits the ability to create/maintain an 8 foot driveway and the required setback as listed below, the setback may be reduced the smallest distance necessary.
  - (ii) Driveways leading to detached garages shall be setback a minimum of 2.5 feet from the side lot line or the setback of the detached garage or uncovered parking space next to the garage.
  - (iii) Driveways leading to attached garages or uncovered parking areas shall be setback a minimum of 7.5 feet from the side lot line or the setback of the uncovered parking area.

- (c) Driveways shall be a minimum width of 8 feet. Driveways leading to garages are limited to 24 feet maximum width at the lot line but may increase to the width of the garage. Where no garage exists the maximum driveway width shall be 12 feet and shall be situated as not to create only front yard parking. (See Figure 1)

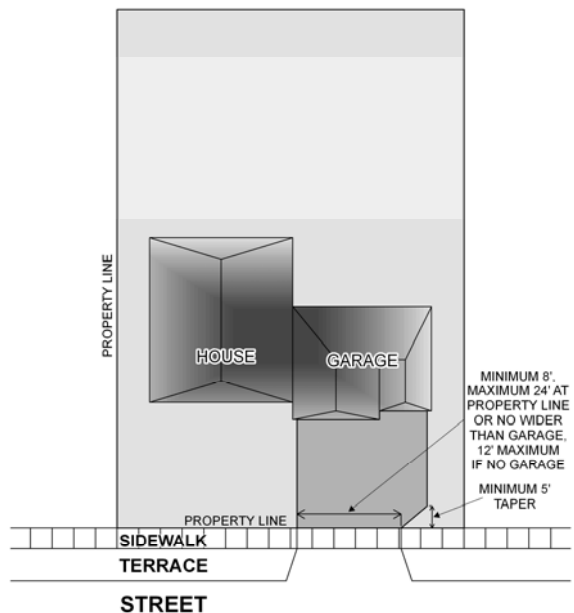
The Zoning Administrator may reduce the minimum driveway width to that which is deemed functional, if an 8 foot driveway is unattainable. This remedy should only be implemented if the allowances of Section 30-36(B)(1)(b)(i) are ineffectual.

**Figure 1. Single and Two-Family Residential Driveway**



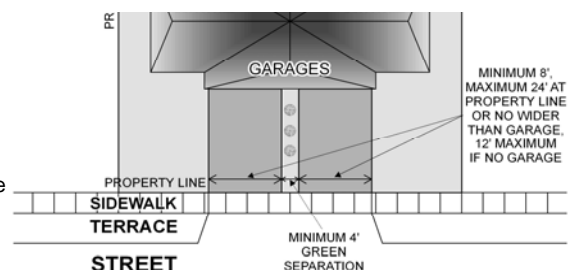
**Figure 2. Single and Two-Family Residential Driveway with Taper**

- (i) Where the width of the driveway at the garage exceeds the maximum width of the driveway at the lot line, the driveway shall be tapered between the garage or the edge of the uncovered space alongside the garage and the lot line starting a minimum of 5 feet inside the parcel. The drive width shall be the least possible needed when leading to a legal uncovered space next to the garage. (See Figure 2)



**Figure 3. Two-Family Residential Driveway with Separation**

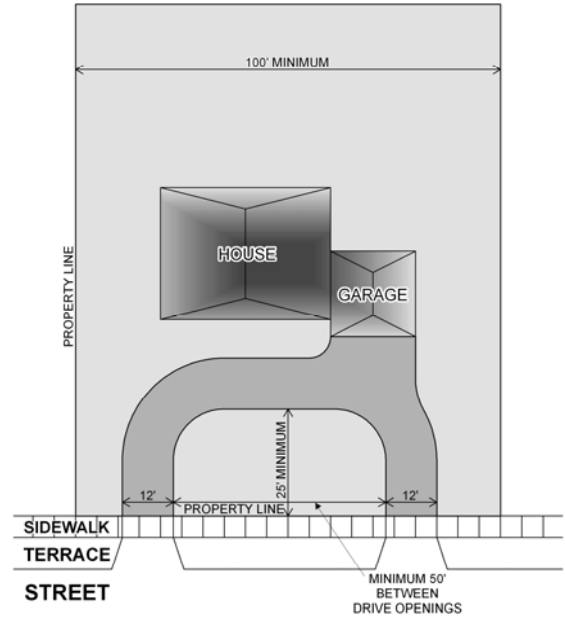
- (ii) Drives for two-family uses with adjacent garages are limited to the 24 feet maximum width at the property line. To achieve



this, each individual driveway must be separated by a minimum of a 4 foot green area extending the full length from the property line to the garage/parking space (See Figure 3)

**Figure 4. Single and Two Family Residential Circular Driveway**

- (d) Circular, horseshoe and similar type driveways shall be permitted where the minimum lot width is at least 100 feet. The maximum width of such a driveway shall not exceed 12 feet, except for the area of allowable paving in front of the garage, and the inside edge of the arc of the driveway shall be at least 25 feet from the lot line. For driveways with two curb openings, the spacing shall provide a minimum dimension of 50 feet between the inside driveway edges, measured at the lot line (See Figure 4).



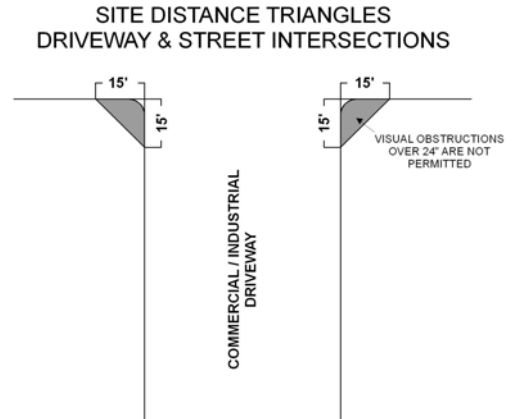
- (e) Driveways and uncovered spaces shall be constructed in accordance with this code within 18 months of construction. If not dust free for up to the permitted 18 months, the minimum aggregate base of 4 inches is required.
- (f) Shared driveways (drives located on multiple lots and typically situated over lot lines) that existed prior to the adoption of this code may remain as legal nonconforming drives. No new shared drives may be established unless setback variances are received and cross access easements recorded with the Register of Deeds.
- (g) Any time a driveway is expanded by more than 50% of the width (measured at the property line), length, or surface area, the entire driveway shall be brought into compliance with this code.
- (h) Additional regulation on drives for single and two-family uses can be found within Chapter 25 of the Municipal Code.

(2) *Multi-family Residential, Commercial and Industrial Use Drives*

- (a) Driveways must meet the setback and other regulations of their underlying zoning designation, including but not limited to transitional yards.
- (b) Additional regulation on drives for multifamily, commercial and industrial uses can be found within Chapter 25 of the Municipal Code.

Figure 5.

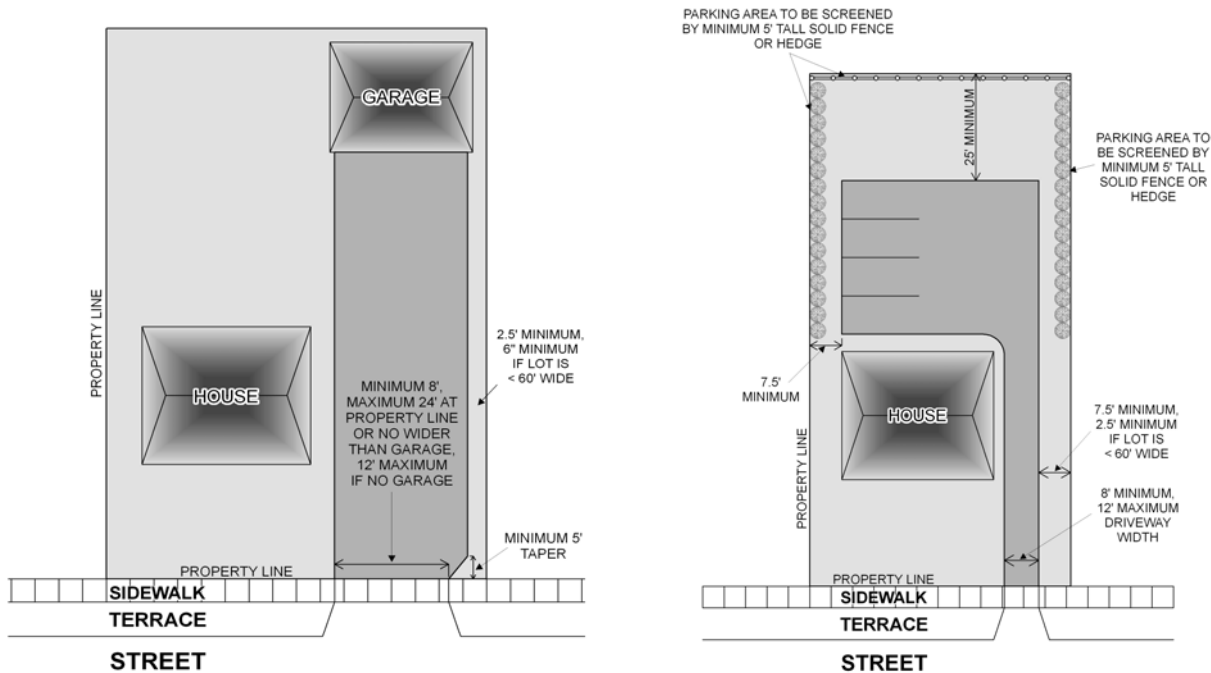
- (c) Vision triangle established at parking lot entrances. Fifteen (15) foot minimum, unless otherwise regulated by setback standards of the underlying zoning district. No structures or landscaping shall be placed between 24 inches and 8 feet in height in the vision triangle area.



(C) Parking Space Design - Single & Two-Family Uses

- (1) *Legal Spaces.* Parking spaces must be provided either within a garage or as uncovered spaces (meeting principal structure setbacks and screened per screening code, Section 30-35(l) of the Municipal Code (See Figure 6).

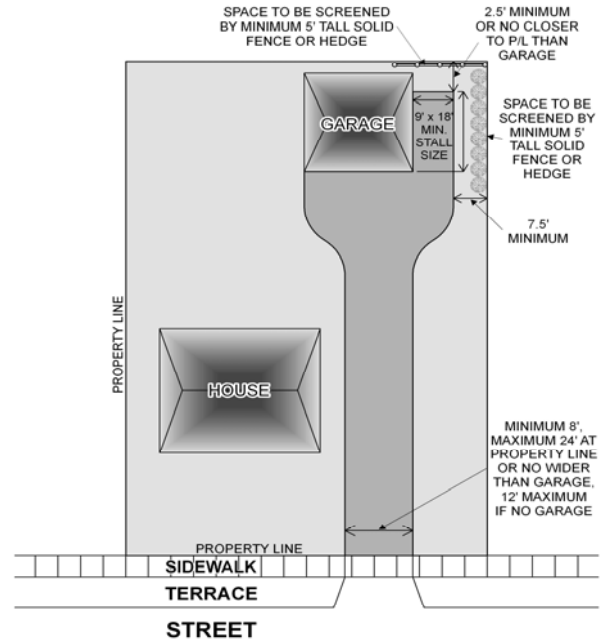
Figure 6. Single and Two-Family Residential Parking Spaces



- (a) Driveways may be used for parking only when said driveway leads to legal parking stalls, as defined above.

**Figure 7. Single and Two-Family Residential Space Beside Garage**

- (b) One uncovered parking space is permitted alongside a garage when said space is not located between the building and the street or the building and the rear lot line and is no closer than 7.5 feet from a side lot line. Said space must be screened from view per screening code, Section 30-35 (l) of the Municipal Code (See Figure 7).



- (c) Impervious surface associated with rear yard parking shall be no greater than 30% of the total rear yard area.
- (2) *Surfacing.* All driveways and parking spaces shall be graded and surfaced so as to be dust-free and properly drained.
  - (a) Dust-free surface: All driveways and parking areas shall be surfaced with a minimum thickness of 3 inches of asphaltic concrete, concrete, or any Department of Public Works approved bituminous surfacing over a minimum thickness of 4 inches of an aggregate base material.
  - (b) Drainage: Parking areas shall be designed in such a manner so as to not have a negative surface water drainage impact on adjacent properties and to provide functional relief from said area.
- (D) Single and Two Family Dwelling Parking Standards for Substandard Lots. Passenger vehicle parking for single or two family parcels with less than 60 feet of lot width or less than 100 feet of lot depth are regulated as follows:
  - (1) Driveways shall be considered legal “stacked” parking spaces provided that each space is no less than 9 feet in width and 18 feet in depth.
  - (2) Open parking areas, including driveways as discussed above, are permitted with the following setbacks:
    - (a) A front yard setback no less than the setback of the front façade of the principal structure.
    - (b) Side yard setback between front and rear facades of principal structure of no less than 6 inches.

- (c) Side yard setback past rear façade of the principal structure and the rear lot line of not less than 2.5 feet.
  - (d) Rear yard setback of not less than 2.5 feet.
- (3) Open parking situated beyond the rear façade of the principal structure must be screened with a minimum of 5 foot tall vegetation, fencing or other material that creates a solid screen, impervious to sight from adjacent properties, excluding views from the side of the lot where access is provided.
- (4) Open parking spaces located beyond the rear façade of the principal structure may be reduced in depth to 16 feet provided permanent wheel stops are supplied.
- (5) Impervious surface associated with rear yard parking shall be no greater than 50 percent of the total rear yard area.
- (E) Parking Area Design & Maintenance-Multi-Family, Commercial and Industrial Uses.
- (1) *Parking Plan Required.* Creation of new or reconstruction/alteration of an existing parking/loading area requires a parking plan.
- (a) Parking plans shall include the following information:
    - (i) Show all lot dimensions and lot lines.
    - (ii) Paved areas shown and dimensioned.
    - (iii) The traffic pattern and parking space layout shall be indicated, including required handicapped spaces.
    - (iv) The dimension of individual parking spaces and aisle width shall be identified.
    - (v) The size and location of ingress and egress openings.
    - (vi) The location, size at planting, and species of all landscape plantings.
    - (vii) The location of all lighting systems.
    - (viii) Drainage and/or stormwater management plan subject to approval by the Department of Public Works.
    - (ix) The site plan shall be drawn to scale of no less than 1" = 100'.
- (2) *Access to Parking Areas/Stalls*
- (a) Parking spaces and access drives shall be arranged so as to require ingress and egress from the parking lot to a street only by forward motion of a vehicle.
  - (b) Angled spaces (those other than 0 or 90°) shall be accessed via one-way aisles.
- (3) *Surfacing.* All driveways, access drives, parking lot aisles, parking spaces, service areas, and all off-street parking facilities shall be graded and surfaced so as to be dust-free and properly drained.
- (a) Dust-free surface: All driveways and parking areas shall be surfaced with a minimum thickness of 3 inches of asphaltic concrete, concrete, or any Department of Public Works approved bituminous surfacing over a minimum thickness of 4 inches of an aggregate base material.

- (b) **Drainage:** Parking areas shall be designed in such a manner so as to not have a negative surface water drainage impact on adjacent properties and to provide functional relief from said area. Storm sewers which serve parking lots shall be designed to accommodate a 10-year storm event without surcharging out of the rim.
- (4) **Curbs.** A minimum 6 inch high curb shall be installed around all parking areas and internal landscape islands, except as follows:
  - (a) At designated driveways and cross access areas.
  - (b) Where bio-retention methods of stormwater management are utilized as part of an approved grading and drainage plan, alternative methods to the installation of curbing may be considered by the Department of Community Development provided that measures are taken to protect landscaping from vehicular circulation damage.
  - (c) For industrial uses within industrial zoning districts, curbing is only required adjacent to buildings, planting islands, required front yards and so that no part of a vehicle extends over or beyond any pedestrian paths or public right-of-way.
- (5) **Striping.** All parking spaces and drive aisles shall be striped and maintained in a clear and visible manner.
- (6) **Maintenance of Parking Areas.** Parking facilities and required screening and landscaping shall be continuously maintained in good condition and appearance. Whenever necessary, surfacing, lighting, barriers, markings, and planting materials shall be repaired or replaced with new materials in compliance with the provisions of this Ordinance.
- (7) **Size of Stalls and Drive Aisles.** Parking stalls and drive aisles shall be installed in conformance with Table A and Figure 8 below:
  - (a) Parking stall dimensions are based on the angle of the stall and the function of the drive aisle.

**Table A: Parking Stall Dimensions**

Angle (A)	Curb Width (B)	Stall Length (C)	One-Way Aisle Width (D)	Two-Way Aisle Width (D)
0°	22'	9'	14'	24'
45°	12' 6"	18'	14'	24'
60°	10' 3"	18'	16'	24'
90°	9'	18' *	24'	24'

\* Stall depth may be reduced by 2' provided overhang is over a landscaped area and a concrete curb or wheel stop is provided to protect vegetation.

**Figure 8. Parking Stall Dimensions**

Figure 8-A. Parking Stall Dimensions

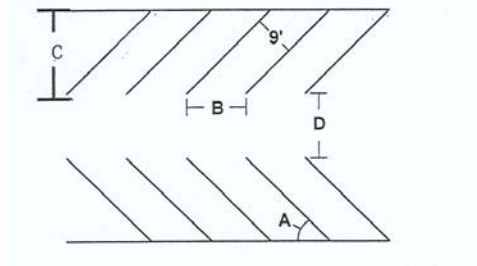
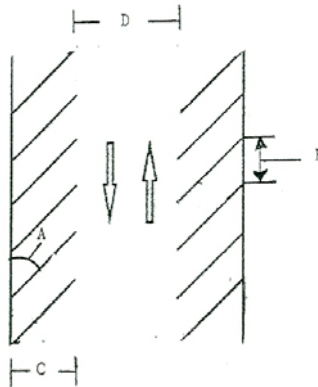


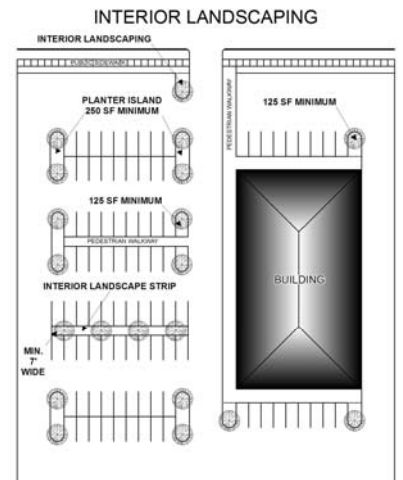
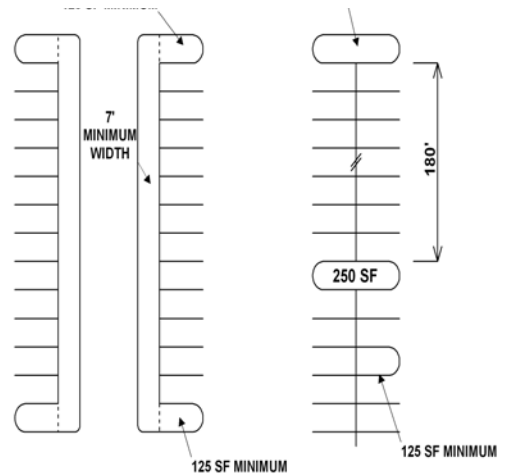
Figure 8-B  
Two-Way Angle Parking



- (8) **Screening and Landscaping:** In accordance with Section 30-35(I) and the following:
- (a) Interior parking lot landscaping shall be required for any parking lot with more than 20 parking spaces. Internal parking lot landscaping shall be accomplished by the installation of landscape islands or other types of landscape application approved by the Zoning Administrator.

**Figure 9. Landscape Planter Islands**

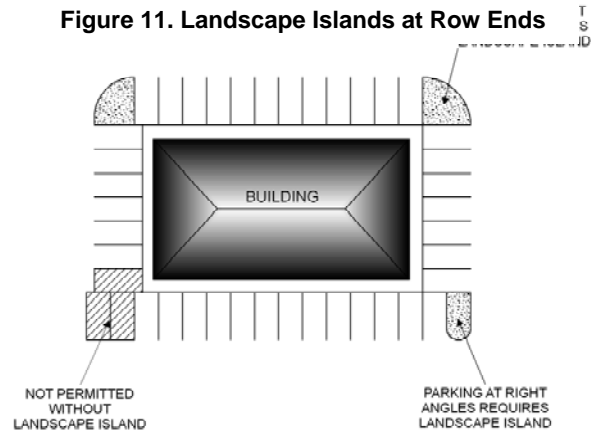
- (b) Landscape planter islands shall contain a minimum of 125 square feet in area, and be at least 7 feet in width measured from the back of curb. For double-parking rows, a minimum 250 square foot landscape planter island shall be required. The 7 foot dimension may be reduced to accommodate the triangular shape resulting from angled parking.



- (i) **Exception.** A continuous 7 foot wide landscape strip may be provided between double parking rows in place of landscape planter islands

- (c) Islands are required at the ends of all parking rows, driveway entrances, and at intermediate locations such that there is a maximum of 180 feet between islands.

**Figure 11. Landscape Islands at Row Ends**



- (i) Landscape islands are required when parking stalls abut at right angles.

- (d) All landscaped islands shall be crowned for positive drainage unless bio-retention methods of stormwater management are being utilized per an approved stormwater management plan by the Department of Public Works.

- (e) One deciduous shade tree shall be provided for every planting island and every 40 linear feet of continuous landscape strip. Coniferous and ornamental trees, may be used to supplement deciduous shade trees in locations, in the opinion of the Zoning Administrator, that may not support healthy deciduous shade tree growth. Double row islands shall include 2 deciduous trees.

- (i) Trees shall be a minimum of 2 inches in caliper and not less than 6 feet tall at planting.
- (ii) Shrubs shall be a minimum of 18 inches at planting.

- (f) Landscape islands shall be planted with grass, low ground cover, shrubs, flowers, or combination thereof.

- (g) To ensure proper visibility within the parking lot, shrubs shall be no greater than 24 inches in height and the branches of trees shall start no less than 6 feet unless located in areas that do not affect driver visibility.

- (h) All plant species shall be taken from an approved landscaping list maintained by the Zoning Administrator.

- (9) **Walkways and Pedestrian Access.** Walkways shall provide pedestrian access through parking lots from street sidewalks to building entries. Walkways shall be located and aligned to directly and continuously connect areas or points of pedestrian origin and destination, and shall not be located and aligned solely based on the outline of a parking lot configuration unless such configuration allows for direct pedestrian access.

- (a) One pedestrian access is required per street frontage.

- (b) Design requirements. Walkways shall have an acceptable dust free surface not less than 5 feet in width and shall be grade separated from the parking lot or otherwise delineated with pavement markers, planters, or alternate paving materials.
- (i) The entirety of the on-site pedestrian walkway system shall be marked and defined using pavement treatments, signs, lighting, median refuge areas, and landscaping as appropriate and approved by the Zoning Administrator.
  - (ii) Where the primary pedestrian access to the site crosses drive aisles or internal roadways, the pedestrian crossing shall emphasize and place priority on pedestrian access and safety.
  - (iii) The material and layout shall be continuous as the pedestrian access crosses the driveway with a break in continuity of the driveway paving and not in the pedestrian access way.

(10) *Parking Lot Lighting:* See Section 30-35(K).

(F) Off-Street Parking Requirements. Accessory, off-street parking shall be provided as specified in Table B: Specific Off-street Parking Requirements, except as otherwise specified in this Chapter.

(1) *Use Categories Relating to Required Parking.* Many uses are generalized within Table B: Specific Off-street Parking Requirements. The use of specific classifications would make the table extremely large and burdensome to use, therefore certain uses have been placed into categories as follows:

- (a) General office: Use of a building for administrative, executive, professional, research, or similar organizations having only limited contact with the public. A general office is characterized by a low proportion of vehicle trips attributable to visitors or clients in relationship to employees. Examples include, but are not limited to firms providing architectural, computer software consulting, data management, engineering, interior design, graphic design, real estate, insurance, investment or legal services.
- (b) Service businesses: An establishment providing services rather than the sale of products.
  - (i) Personal service business: An establishment providing services that are of a recurring and personal nature to individuals that produce minimal off-site impacts. This term includes but is not limited to the following uses:
    - bank
    - barber and beauty shops
    - dry-cleaning
    - interior decorating/upholstery
    - locksmith
    - shoe repair
    - tanning salon
    - tailor shop
    - tattoo or body piercing establishment
    - watch repair, other small goods repair

- (ii) Business service: An establishment primarily providing services to businesses or individual businesspeople on a fee or contract basis, including, but not limited to:
  - business equipment and furniture sales or rental
  - copy center, excluding offset printing and publishing
  - commercial photography studio
  - mailing and packaging service
  
- (c) General retail: The retail sale of products, sometimes with provision of related services, to the general public that produce minimal off-site impacts. General retail sales include but are not limited to the following:
  - antiques and collectibles store
  - art gallery
  - Automobile supply
  - bicycle sales and repair
  - book store, music store
  - clothing and accessories
  - drugstore, pharmacy
  - electronics & appliance sales and repair
  - florists
  - food store, including grocery, bakery, butcher shop, delicatessen, etc.
  - jewelry store
  - hardware store
  - liquor store
  - news stands, magazine sales
  - photographic equipment and supplies
  - picture framing
  - sporting goods store
  - stationery store
  - tobacco store
  - video rental or sales

(2) *Minimum & Maximum Parking Required*: The minimum and maximum parking for uses are regulated as follows:

(a) Specific Off-Street Parking Requirements

**Table B: Specific Off-Street Parking Requirements**

Use	Minimum Parking Requirement	Maximum Parking Allowed	Notes
<b>RESIDENTIAL USES</b>			
<b>DWELLINGS</b>			
Single-family dwelling, mobile home in park	2 spaces per dwelling unit	N/A	
Two-family dwelling	2 spaces per dwelling unit up to 3 bedrooms and ½ space per additional bedroom	N/A	

Use	Minimum Parking Requirement	Maximum Parking Allowed	Notes
Multiple family dwelling	2 spaces per 2 bedroom or less unit plus 0.5 space per additional bedroom over 2 bedrooms per unit	N/A	
Active adult, senior or retirement community (not including nursing home or assisted living)	1 space per dwelling unit	N/A	If use can be converted to general housing, proof of additional available parking is required.
Home occupation	As required for dwelling unit	N/A	At least one of the required spaces shall be accessible for client parking
<b>CONGREGATE LIVING</b>			
Lodging, boarding or halfway house, & off-campus student housing, including fraternity / sorority house	1 space per room, plus one space for each fulltime staff equivalent	N/A	If use can be converted to general housing, proof of additional available parking is required.
On-campus student housing	To be determined by zoning administrator based on parking study	N/A	Parking study required
Group homes, homeless shelters	1 space per employee on the largest shift plus 1 space for every 4 residents based on capacity	N/A	If use can be converted to general housing, proof of additional available parking is required.
Convent, monastery	1 space per 3 beds plus 1 space per employee on the largest shift	N/A	
Nursing home, assisted living facility	1 space per 4 beds plus 3 spaces per 4 employees on the largest shift	1 space per 2.5 beds plus 3 spaces per 4 employees on the largest shift	A plan to manage parking during shift changes shall be provided to the Zoning Administrator.
<b>EDUCATIONAL USES</b>			
Family daycare home	Residential requirement plus 1 drop-off space	N/A	Drop-off space may be on-street adjacent to residence with permission of the Transportation Director.
Daycare facility	1 space per employee plus 1 space per 10 students based on capacity; or 1 space per 15 students if a drop-off and pick-up space is provided	2 spaces per employee plus 1 space per 5 students based on capacity	
School, grades K-12	To be determined by zoning administrator based on parking study	To be determined by zoning administrator based on parking study	Parking study required.

Use	Minimum Parking Requirement	Maximum Parking Allowed	Notes
College or university, other adult learning center	To be determined by zoning administrator based on parking study	N/A	Parking study required
Trade school, art school, dance school, etc.	1 space per staff member plus 1 space per 4 students based on capacity	1 space per staff member plus 1 space per 3 students based on capacity	
<b>INSTITUTIONAL AND CIVIC USES</b>			
Community center, neighborhood center	Parking equal to 30 percent of the capacity of persons or 1 space per 400 sq. ft., whichever is greater	Parking equal to 50 percent of the capacity of persons or 1 space per 300 sq. ft., whichever is less	
Cultural institution, library			
Cemetery	To be determined by zoning administrator based on parking study	N/A	Parking study required
Hospital	To be determined by zoning administrator based on parking study	N/A	Parking study required
Public Park, with or without playing fields	To be determined by zoning administrator based on parking study	N/A	Parking study required
Religious institution, place of worship	1 space per each 5 seats based on design capacity of the main assembly hall	1 space per each 3 seats based on design capacity of the main assembly hall	Additional facilities/associated uses may require additional parking, as determined by zoning administrator
<b>PUBLIC SERVICE AND UTILITIES</b>			
Governmental and public utility buildings and structures	1 space per employee plus visitor parking as determined by zoning administrator	N/A	
<b>COMMERCIAL USES</b>			
<b>OFFICES</b>			
General office, government office, medical office, clinic	5 spaces for first 1,000 sq. ft. NFA plus 1 space per 300 sq. ft. thereafter	5 spaces for first 1,000 sq. ft. NFA plus 1 space per 200 sq. ft. thereafter	
<b>ACCOMMODATION AND FOOD SERVICE</b>			
Bed and breakfast, tourist home	1 space per guest room in addition to dwelling unit requirements	1.5 space per guest room in addition to dwelling unit requirements	
Hotel, motel	1 space per guest room	2 space per guest room	Additional facilities may require additional parking, as determined by zoning administrator
Restaurant, drive-through	1 space per 150 sq. ft. of interior, plus 1 space per 200 sq. ft. exterior seating area	1 space per 80 sq. ft. of interior, plus 1 space per 100 sq. ft. exterior seating area	

Use	Minimum Parking Requirement	Maximum Parking Allowed	Notes
Restaurant, dine in	1 space per 100 sq. ft. of interior, plus 1 space per 200 sq. ft. exterior seating area	1 space per 40 sq. ft. of interior, plus 1 space per 100 sq. ft. exterior seating area	
Tavern or bar	1 space per 80 sq. ft.	1 space per 50 sq. ft.	
<b>SERVICE BUSINESSES</b>			
Personal service businesses not individually listed	1 spaces per 250 sq. ft. plus 1 space per 1,000 sq. ft. outside sales or display area	1 space per 150 sq. ft.	Includes any service uses not specifically listed in this table.
Business services business, not individually listed	1 spaces per 350 sq. ft. plus 1 space per 1,500 sq. ft. outside sales or display area	1 space per 250 sq. ft.	
Funeral home	1 space per each 5 seats in the main assembly room plus 1 space for each 5 persons of max design capacity of area not used for seating	1 space per each 3 seats in the main assembly room plus 1 space for each 3 persons of max design capacity of area not used for seating	
Veterinary clinic, pet care/grooming facility	1 space per 300 sq. ft.	1 space per 200 sq. ft.	
<b>RETAIL</b>			
General retail sales & Shopping center	1 space per 300 sq. ft. plus 1 space per 1,000 sq. ft. outside sales or display area	1 space per 200 sq. ft. plus 1.3 space per 1,000 sq. ft. outside sales or display area	Includes any retail uses not specifically listed in this table
Retail Sales, greater than 50,000 sq. ft.	1 space per 500 sq. ft. plus 1 space per 1,000 sq. ft. outside sales or display area	1 space per 300 sq. ft. plus 1.3 space per 1,000 sq. ft. outside sales or display area	
Pharmacy, drug store	1 space per 250 sq. ft.	1 space per 150 sq. ft.	
<b>AUTOMOBILE SERVICES</b>			
Automobile sales	1 space per 300 sq. ft. plus 1 space per 3,000 sq. ft. outside sales or display area	1 space per 150 sq. ft. plus 1 space per 1,500 sq. ft. outside sales or display area	Parking spaces shall be separate and distinct from display spaces
Automobile rental	1 space per 300 sq. ft. plus adequate storage space for rental vehicles maintained on site	1 space per 200 sq. ft. plus adequate storage space for rental vehicles maintained on site	Parking spaces shall be separate and distinct from rental storage spaces.
Motor vehicle repair, major or minor, service station	1 space per 300 sq. ft. of area used for retail sales or customer service plus 1 space per service bay	1 space per 200 sq. ft. of area used for retail sales or customer service plus 2 spaces per service bay	Service bay shall not be counted as a parking space
Carwash	1 space per employee plus stacking	1.5 space per employee plus stacking	

Use	Minimum Parking Requirement	Maximum Parking Allowed	Notes
<b>COMMERCIAL RECREATION AND ENTERTAINMENT</b>			
Auditorium, theater, convention center, stadium, ball park, athletic field, outdoor sport arena	1 space per each 5 people based on capacity or seating	1 space per each 3 people based on capacity or seating	Parking study may be required for large or multiple-use facilities
Nightclub, dancehall	1 space per 100 sq. ft.	1 space per 50 sq. ft.	
Bowling alley, golf course	4 spaces per lane/hole plus parking equal to 30% of required for related uses such as dining or entertainment	6 spaces per lane/hole plus parking equal to 50% of required for related uses such as dining or entertainment	
Club or fraternal organization	1 space per 300 sq. ft.	1 space per 200 sq. ft.	
Pool hall, arcade, or similar recreation facility	1 per game unit/table	3 per game unit/table	
Sports, health facility/ health club	1 space per 250 sq. ft. plus 2 spaces per tennis or racquet ball court, plus additional spaces as required for swimming pools, etc.	1 space per 175 sq. ft. plus 4 spaces per tennis or racquet ball court, plus additional spaces as required for swimming pools, etc.	
Swimming pool, skating rink or hockey rink	1 space per 150 sq. ft.	1 space per 100 sq. ft.	
<b>MANUFACTURING AND STORAGE</b>			
Industrial uses – including limited production and processing, and other industrial uses not specified below	1 space per 1.5 employee on the largest shift, based on maximum planned employment	1 space per 1 employee on the largest shift, based on maximum planned employment	Additional facilities/associated uses may require additional parking, as determined by zoning administrator
Self-service storage facility, mini-warehousing	1 space per 300 sq. ft. of office or sales area, plus 1 space per individual storage facility	1 space per 200 sq. ft. of office or sales area, plus 1 space per individual storage facility	Spaces required for storage facility may be provided in front of the units themselves
Wholesaling, warehousing and distribution	1 space per 300 sq. ft. of office or sales area, plus 1 space per 3,000 sq. ft. of storage area	1 space per 200 sq. ft. of office or sales area, plus 1 space per 1,000 sq. ft. of storage area	
Other industrial activities that are conducted largely out-of-doors, including concrete, asphalt and rock crushing facility, scrap yard, recycling, etc.	1 space per 2 employees on the largest shift, based on maximum planned employment	1 space per 1 employee on the largest shift, based on maximum planned employment	

Use	Minimum Parking Requirement	Maximum Parking Allowed	Notes
<b>PUBLIC SERVICE AND UTILITIES</b>			
Wireless communication facilities	1 space per facility or as approved by CUP	1 space per facility or as approved by CUP	
Government or public utility buildings and structures	To be determined by zoning administrator based on type of use: offices, storage, production	N/A	
Street and equipment maintenance facility	1 space per 1.5 employees	1 space per 1 employee	Additional facilities/associated uses may require additional parking, as determined by zoning administrator

- (b) In addition to the requirements in Table B, one (1) parking space shall be provided for each commercial vehicle or vehicle necessary for the operation of the use that is maintained on the premises.
  - (c) Where a parking study is required, the study shall be performed by a qualified transportation engineer or transportation planner. The study shall contain information on the anticipated number of employees, customers, visitors, clients, shifts, events, or deliveries to the use, and may refer to other studies or similar situations elsewhere.
- (3) *Shared Parking.* The Plan Commission may approve the use of up to 70% of the required parking spaces to meet off-street parking regulations for two separate lots on one lot if the following conditions are present:
- (a) Lots are adjacent or opposite (directly across the street) from each other, fronting on the same street.
  - (b) One lot is an evening or Sunday use and the other lot contains a daytime use, as detailed below.
    - (i) Evening or Sunday uses. For the purposes of this section, the following uses are considered as primarily evening or Sunday uses:
      - Auditoriums incidental to public or parochial schools
      - Churches/places of worship
      - Theatres
      - Bowling alleys
      - Bars or nightclubs
      - Similar uses, as determined by the Zoning Administrator.
    - (ii) Daytime uses. For the purpose of this section, the following uses are considered as primarily daytime uses:
      - Schools, public or parochial
      - Banks and professional offices
      - Personal Service Establishments
      - Service and repair shops
      - Manufacturing without 2nd or 3rd shift
      - Wholesale businesses
      - Similar uses, as determined by the Zoning Administrator.

- (c) The use for which application is being made for joint parking shall be located within 1,000 feet of the use providing parking facilities.
  - (d) The applicant shall show that there is no substantial conflict in the principal operating hours of the buildings or uses for which joint parking is proposed.
  - (e) A legally binding instrument, executed by the parties concerned, for joint off-street parking facilities shall be approved by the City and recorded at the Register of Deeds.
- (4) *Bicycle Parking.* A minimum of four bicycle parking spaces may be provided in lieu of not more than one (1) required automobile parking space in a nonresidential parking lot with a maximum reduction of up to 5 parking spaces.
- (a) Location. Bicycle parking spaces and racks shall be located in a convenient and visible area no farther from the principal entrance to the building served than the closest automobile parking space.
  - (b) Design. Bicycle parking shall consist of a bike rack designed so that the bicycle frame can be locked to the rack.
  - (c) Maximum Reduction. The number of required parking spaces shall not be reduced more of 20% of those required due to the reduction granted by the provision of bicycle parking.
- (5) *Phasing.* Required off-street parking areas may be constructed in phases with a phasing plan to be approved by the Zoning Administrator.
- (a) Areas required for parking, but not immediately improved, shall be reserved for future parking.
  - (b) Undeveloped future parking areas shall be seeded with grass mix, acceptable to the Zoning Administrator, until said area is fully developed into a parking surface.
- (6) *Oversized Parking Lots/Maximum Number of Spaces.* Parking lots may exceed up to 10% of the maximum allowed per the parking requirements in the Parking Requirements in Table B through an administrative approval, for which review consideration shall be given to the following factors. Parking lots in excess of 10% shall be allowed only through conditional use permit for which review consideration shall be given to the following factors in granting the permit:
- (a) The proposed development has unique or unusual characteristics (such as high sales volume or low parking turnover) which creates a parking demand that exceeds the maximum ratio and does not typically apply to comparable uses.
  - (b) The lot is designed to allow for more intensive future site development.
  - (d) Pedestrian connectivity through the lot.
  - (e) The need for additional parking cannot be reasonably met through provision of on-street or shared parking with adjacent or nearby uses.

- (f) The proposed development demonstrates that its design and intended use will support high levels of existing or planned transit and pedestrian activity.
- (G) Off-Street Loading Facilities. Loading and/or unloading facilities shall be provided for all commercial and industrial structures unless an equivalent number of spaces is provided in conformity with these regulations.
- (1) Space required and allocated for off-street loading shall not be allocated or used to satisfy the space requirements for off-street parking.
  - (2) *Surfacing.* All open off-street loading spaces shall be provided with surface improvements as required for parking areas.
  - (3) *Location*
    - (a) All required loading spaces shall be located on the same lot as the use served.
    - (b) All required off-street loading spaces shall not be located in a required side yard.
    - (c) All required off-street loading spaces shall be located at least 50 feet from a residential district.
    - (d) All required off-street loading spaces shall be located so that a public street or sidewalk will not be occupied during the loading or unloading process.
  - (4) *Access.* Each required off-street loading space shall be designed for direct access to a street or alley in a manner which will least interfere with traffic movements on the street.
  - (5) *Size.* Required off-street loading space sizes shall be calculated exclusive of aisle and maneuvering space, and each space shall have a vertical clearance of at least 14 feet.
    - (a) Uses for which off-street facilities are otherwise required but which are located in structures of less than 5,000 square feet of gross floor area shall be provided with adequate receiving platforms or other facilities located off an adjacent alley, service drive, or other open space on the same lot.
    - (b) A required off-street loading space shall be at least 10 feet wide by at least 25 feet in length for structures greater than 5,000 square feet but less than 20,000 square feet in gross floor area.
    - (c) A required off-street loading space shall be at least 9 feet wide by 50 feet in length for structures greater than 20,000 square feet of gross floor area.
  - (6) *Service and Repair.* Repairing or servicing of motor vehicles shall not be permitted in an off-street loading space.
- (H) Drive-Through Stacking Lanes. Supplemental standards are provided for uses with drive-through facilities to ensure protection from potential traffic hazards as follows:

- (1) **Setbacks.** The minimum distance from any drive-through facility to any residential area shall be 40 feet. This distance is measured at the narrowest point between the property line of the residential property and either the main building, an off-street parking area, or stacking lane, whichever is closer.
- (2) **Location.** Drive-through windows shall not be located between the principal building and the street right of way.
- (3) **Stacking Lane Design**
  - (a) Each stacking lane shall be separated from the Circulation routes necessary for ingress/egress from the property, or access to any parking space.
  - (b) Access to stacking lanes shall not be allowed directly from an entrance drive, from a public street, or from adjoining lots.
  - (c) The stacking lane shall be designed to accommodate at least the minimum stacking required for each use.
  - (d) Stacking lanes for drive-through facilities shall be a minimum of 10 feet in width.
- (4) **Buffering.** Where abutting residential districts, drive-through facilities shall be fully screened from view.
- (5) **Stacking Requirements.** Stacking spaces for drive-through facilities shall be as follows:

<b>Type of Facility</b>	<b>Stacking Spaces Required</b>
Automatic Car Wash	6 entering car wash, 1 exiting car wash
Bank	3 per teller window
Coffee/photo drop off	3 per window
Dry Cleaner/Pharmacy	3 per window
Restaurant	8 total, minimum of 3 between order and pick up
Self Service Car Wash	3 entering car wash, 1 exiting wash
Service Station	1 stacking space plus 1 space for each vehicle that can be serviced at a pump
Other Uses Not Listed	3 spaces per window