

CHAPTER 11

OFF-STREET PARKING and LOADING REGULATIONS

Section 11.01 Intent.

These *Off-Street Parking* and Loading Regulations are intended to provide for the provision of *off-street parking* and *loading areas* which are adequate to support the needs of proposed *uses* and future *uses* of a site, while at the same time assuring that the design and construction of such *off-street parking* and *loading areas* meet minimum design standards necessary to promote efficient circulation and prevent undue traffic congestion on and to the public *right-of-way*.

Section 11.02 Applicability.

All new development, additions to *buildings* or *structures*, or conversions of *use* for which an *improvement location permit* is required by this Ordinance in any *district* shall provide required *off-street parking areas* in accordance with the regulations of this Article. Such *off-street parking areas* may be provided in either a surface *parking area* or a parking garage. If *off-street parking areas* are provided in a parking garage, such parking garage shall be located in compliance with the development standards of the applicable *district* of this Ordinance regarding minimum setbacks and the landscaping requirements of Chapter 8 Landscape Regulations.

Section 11.03 Existing Off-Parking Areas.

Existing *off-street parking areas* shall not be reduced below the minimum requirement for such *use* as required by this Ordinance. Any *off-street parking areas* existing prior to the effective date of this Ordinance which were already below the standards established by this Ordinance shall not be further reduced.

Section 11.04 Location of Off-Parking Areas.

Off-street parking areas shall be located:

- (A) On the same *lot* as the *building, structure* or *use* served by the *off-street parking area*; or
- (B) Within the same *integrated center, business park, or industrial park* as the *building, structure* or *use* served by the *off-street parking area*; or
- (C) Within five hundred (500) feet, of the *building, structure* or *use* served by the *off-street parking area*, provided that such off-site location for the *off-street parking area* is approved by the *Council* as a *Special Exception Use* where:

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1. Within a *district* which permits the *use* for which the *off-street parking* is provided; and,
2. A written agreement, properly drawn and executed by the parties concerned, approved as to form by the Town Attorney, and recorded in the Office of Recorder for St. Joseph County assuring the availability of the *off-street parking area* is filed with the *Board of Zoning Appeals* as part of the request for approval of the *Special Exception Use*.

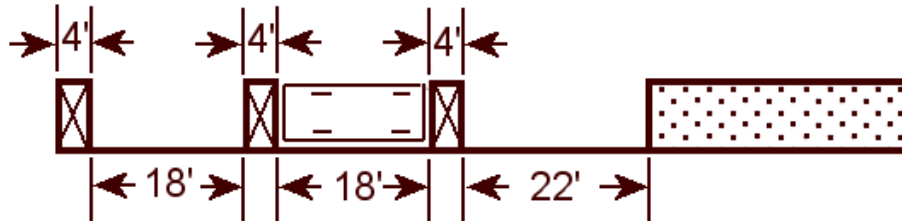
Section 11.05 Design and Construction of Off-Street Parking Areas.

The design and construction of all required *off-street parking areas* shall be in compliance with the stricter of the regulations contained in this Section, or the minimum specifications prescribed by the *Town*.

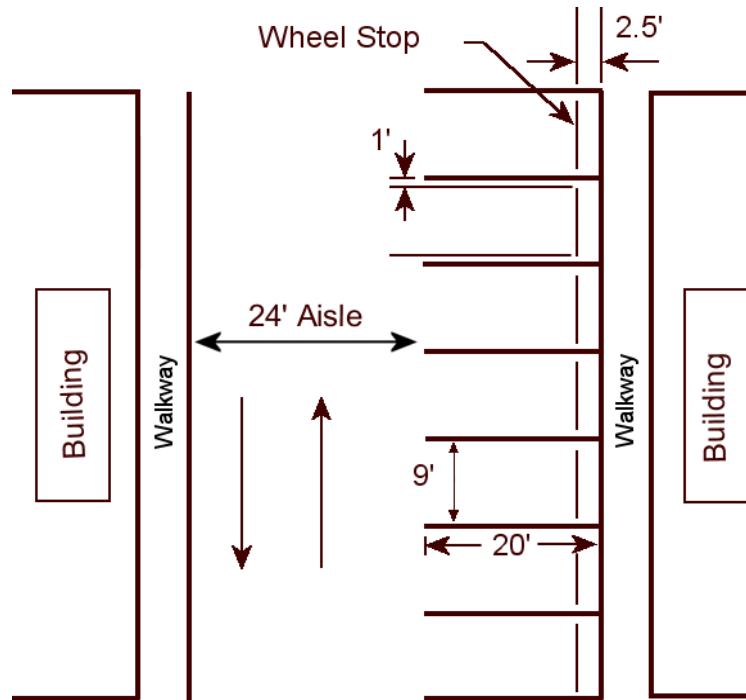
(A) Design of *Off-Street Parking Areas*.

- (1) Layout. The layout of all *off-street parking areas* shall be in compliance with one (1) of the Options set forth below:
 - (a) Option 1: in the Architectural Graphic Standards, Tenth Edition, or most current edition, for a Level of Service "A" or "B"; or,
 - (b) Option 2: in TABLE 11.01 - Parking Lot Design, below:

TABLE 11.01 Parking Lot Design			
Angle of Parking Space	Minimum Width of Parking Space	Minimum Depth of Parking Space	Minimum Width of Maneuvering Aisle
61° - 90°	9'-0"	20'-0"	24'-0"
46° - 60°	9'-0"	19'-0"	18'-0" (one way)
45°	8'-6"	18'-0"	15'-0" (one way)
Parallel	8'-0"	22'-0"	12'-0" (one way)



Example of Parallel Parking Regulations



Example of Parking Lot Design Regulations

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2. Landscaping. Except for individual single family dwellings or two family dwellings, the layout of all *off-street parking areas* shall comply with the design related regulations contained in Section 8.05 through Section 8.08 Landscaping Regulations, of this Ordinance.
3. Definition of *Off-Street Parking Spaces*. Except individual single family dwellings or two family dwellings, all *off-street parking spaces* shall be:
 - (a) Identified by painted lines, a minimum four (4) inches in width, raised curbs or other means to indicated individual spaces; and,
 - (b) Provided with raised curbs, wheel stops or other devices to insure that motor vehicles do not encroach beyond the *off-street parking area*, or into a required *yard*.

(B) Surface of *Off-Street Parking Areas*.

- (1) All required *off-street parking areas* and any *driveway*, interior access *driveway* or interior access drive to and from such *off-street parking areas* shall be hard surfaced with asphalt, concrete, pervious concrete or other material to provide a durable, dust-free surface, which meets or exceeds the minimum specifications prescribed by the *Town*.
- (2) A *temporary* or seasonal *use* permitted by the *district* in which such *temporary* or seasonal *use* is located may *use* an unimproved or gravel surface for the duration of the *temporary* or seasonal *use*. If a temporary gravel surface is provided, such gravel shall be removed and the *off-street parking area* shall be returned to its prior condition immediately upon cessation of the temporary or seasonal *use*.

Section 11.06 Minimum Number of Required *Off-Street Parking Spaces*.

- (A) *Off-street parking* for all *uses* shall be provided in accordance with the minimum requirements set forth in TABLE 11.02 - Required *Off-Street Parking*, below. When the computation of required *off-street parking spaces* results in a fraction of one-half (1/2) or greater, the number of required *off-street parking spaces* shall be rounded up to the next whole number:

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TABLE 11.02 Required <i>Off-Street Parking</i>	
Art Galleries, Libraries, Museums	One (1) parking space per every three-hundred (300) square feet of <i>gross floor area</i> , plus one (1) parking space per employee
Assembly facilities with fixed seats, such as <i>religious use</i> , stadium, theater	One (1) parking space per every five (5) seats, plus one (1) parking space per every employee
Assembly facilities without fixed seats, such as banquet hall, Lodge, <i>religious use</i> , union hall	One (1) parking space per every twenty-five (25) square feet of floor area in public use
Assisted Living Facility	One (1) parking space per every three (3) units, plus one (1) parking space per employee
Auto Repair	Three (3) parking spaces per service bay, (a service bay shall not be considered a parking space), plus one (1) parking space per employee
Auto Sales	One (1) parking space per three-hundred (300) square feet of sales floor area in excess of one-thousand (1000) square feet, plus one (1) parking space per two-thousand (2000) square feet of open area
Bank	One (1) parking space per two-hundred (200) square feet of <i>gross floor area</i>
Bar, Tavern, Cabaret	One (1) parking space per every three (3) persons based upon the maximum number of persons that can be accommodated in accordance with design capacity
Barber, Hair & Nail Salon, Tanning Salon	Three (3) parking spaces per each customer seat or service station.
<i>Bed & Breakfast</i>	One (1) parking space per guest room, plus one (1) parking space for owner or manager
<i>Child Care Center, Child Care Home, Child Caring Institution, Child Care Ministry</i>	One (1) parking space per employee, plus one (1) parking space per three (3) children at maximum enrollment

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<i>Dwelling, Accessory Living Quarters; Dwelling, Single Family; Dwelling Two Family</i>	One (1) parking space per dwelling unit
<i>Dwelling, Multi-Family</i>	Two (2) parking spaces per dwelling unit
<i>Fitness Centers</i>	One (1) parking space per one-hundred (100) square feet of <i>gross floor area</i> , plus one (1) parking space per employee
Funeral Home	One (1) parking space per every fifty (50) square feet of <i>gross floor area</i> in service rooms
<i>Group Home</i>	One (1) parking space per dwelling unit
<i>Group Residence</i>	One (1) parking space per two (2) occupants, plus one (1) parking space per employee
Health Care: Clinics, Dentists, Emergency care	Three (3) parking spaces per exam room, plus one (1) parking space per employee
Hotel & Motel	One (1) parking space per guest room, plus two (2) parking spaces at office or registration area
Manufacturing/Industrial, Assembly of previously manufactured materials	One (1) parking space per employee
<i>Manufacturing Retailer</i>	One (1) parking space per employee, plus three (3) additional parking spaces
<i>Mini (Self Storage) Warehouse</i>	One (1) parking space per ten (10) storage units
<i>Mobile Home Park</i>	Two (2) parking spaces per mobile home park lot
Nursing Home, <i>Residential Facility for the Developmentally Disabled, Residential Facility for the Mentally Ill or Disabled</i>	One (1) parking space per every four (4) beds, plus one (1) parking space per employee
<i>Offices; Professional Offices</i>	Three and one half (3.5) parking spaces per one-thousand (1000) square feet of <i>gross floor area</i>

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Post Offices	One (1) parking space per two-hundred (200) square feet of <i>gross floor area</i>
<i>Recreational Facility, indoor;</i>	One (1) parking space per one-hundred (100) square feet of floor area in public use, plus one (1) parking space per employee
<i>Recreational Facility, outdoor;</i> Such as Park; Campground; Athletic Fields	One and one-half (1.5) parking spaces per one-thousand (1000) square feet of site area accessible to the public, exclusive of the parking area
Restaurant, all types	One (1) parking space per each three (3) customer seats based upon the maximum number of persons that can be accommodated at the same time in accordance with design capacity (including outdoor seating areas) * Minimum of five (5) parking spaces required
<i>Retail Sales</i>	Three and one half (3.5) parking spaces per one-thousand (1000) square feet of <i>gross floor area</i> * Minimum of five (5) parking spaces required
Schools, Elementary (Primary)	Two (2) parking spaces per classroom, plus one (1) parking space per employee
Schools, Middle (Intermediate)	Two (2) parking spaces per classroom, plus one (1) parking space per employee, in addition to the requirements for the auditorium or stadium, whichever is greater
Schools, High (Secondary)	One (1) parking space per ten (10) students, plus one (1) parking space per employee, in addition to the requirements for the auditorium or stadium, whichever is greater
<i>Veterinary or Veterinary Hospital</i>	Three (3) parking spaces per exam rooms plus one (1) parking space per employee
Warehousing	One (1) parking space per employee

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<i>Uses Not Specified</i>	For any <i>use</i> not specified above, specific requirements shall be determined by the Zoning Administrator and shall be based upon requirements for similar <i>uses</i> , expected demand and traffic generated by the proposed <i>use</i> , and other information from appropriate traffic engineering and planning criteria.
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(B) For multiple-*use buildings, structures and uses*, the required number of *parking spaces* for each *use* shall be calculated based upon the *parking* requirements for that specific *use* to determine the minimum aggregate number of *parking spaces* required.

(C) Increase in Intensity of *Use*.

Additional *off-street parking spaces* shall be required whenever there is:

- (1) A change of *use* of a *building, structure or lot*; or
- (2) An addition to any unit of measurement specified herein (i.e., dwelling units, *gross floor area*, seating capacity, number of employees, etc.), whether such total increase occurs at one (1) time or in successive stages.

(D) Units of Measurements.

1. **Employees.** The number of employees shall be compiled based upon the maximum number of persons employed on the premises at any one (1) time on an average day or average night, whichever is greater.
2. **Gross Floor Area.** *Gross floor area* shall be determined per the definition of *gross floor area* in Chapter 19 Definitions.
3. **Seating Capacity / Building Capacity.** Seating or *building* capacity shall be based upon the determination of the Fire Marshal regarding maximum *building* capacity.

(E) Required Parking for the Disabled.

Every *off-street parking area* and parking garage available to the public shall have *parking spaces* reserved for the *use* of physically handicapped persons as specified in the TABLE 11.03 Minimum ADA Parking Spaces, below, provided however, facilities which provide medical care and other services to persons with mobility impairments shall provide ADA Parking Spaces as follows:

- (1) Outpatient units and facilities: 10% of the total number of *off-street parking spaces*; and,
- (2) Units and facilities that specialize in treatment services for persons with mobility impairments: 20% of the total number of *off-street parking spaces*.

Table 11.03 Minimum ADA Parking Spaces	
<i>As required by ADA Accessibility Guidelines for Buildings and Facilities, Chapter 4.1.2 (5)(a), published in the Federal Register, Volume 56, No. 144, dated July 26, 1991(as amended)</i>	
Total Parking Spaces Required	Minimum Number of Reserved Spaces
1 - 25	1
26 - 50	2
51 - 75	3
76 - 100	4
101 - 150	5
151 - 200	6
201 - 300	7
301 - 400	8
401 - 500	9
501 – 1000	Two percent (2%) of the total number of <i>off-street</i> parking spaces.
1001 and over	Twenty (20), plus one (1) for each one hundred (100) <i>off-street</i> parking spaces over one thousand (1000).

Section 11.07 Bicycle Racks.

In order to encourage alternative means of transportation, any *off-street parking area* which contains in excess of twenty-five (25) *parking spaces* shall provide a bicycle rack capable of *parking* a minimum of two (2) bicycles for every ten (10) spaces provided.

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Section 11.08 *Off-Street Loading Requirements.*

(A) Loading for *Buildings, Structures* or *Uses*.

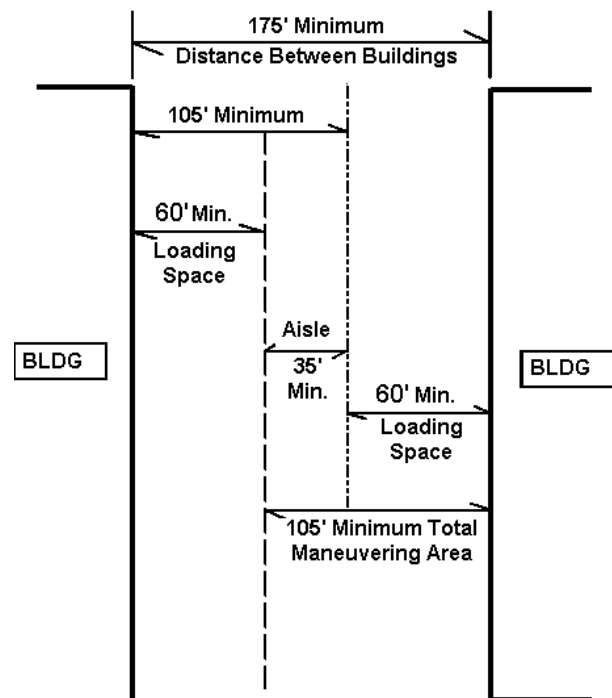
All Commercial or Industrial development or conversions of *use* for which an *improvement location permit* is required by this Ordinance shall provide *off-street loading areas* in accordance with this Section 11.08 *Off-Street Loading Requirements*.

(B) Design and Construction of Loading Areas.

(1) The design and construction of all required *loading spaces* or excess *loading spaces* shall be in compliance with the stricter of the regulations contained in this Section 11.08 *Off-Street Loading Requirements*, or the minimum specifications prescribed by the *Town*.

(2) The following standards shall apply to the design of *off-street loading areas*:

- (a) Loading Space Dimensions. A required or excess *off-street loading space* shall be at least twelve (12) feet in width by at least sixty (60) feet in length, exclusive of aisle and maneuvering space, and shall have a vertical clearance of at least fourteen (14) feet.
- (b) Minimum Aisle Width. Each required *off-street loading space* shall open directly upon an aisle or interior access drive with a width of at least thirty-five (35) feet and creating a total maneuvering area, inclusive of the *loading space*, of at least one-hundred and five (105) feet, unless subject to the provisions of sub-Section (4), below regarding excess *loading spaces*.

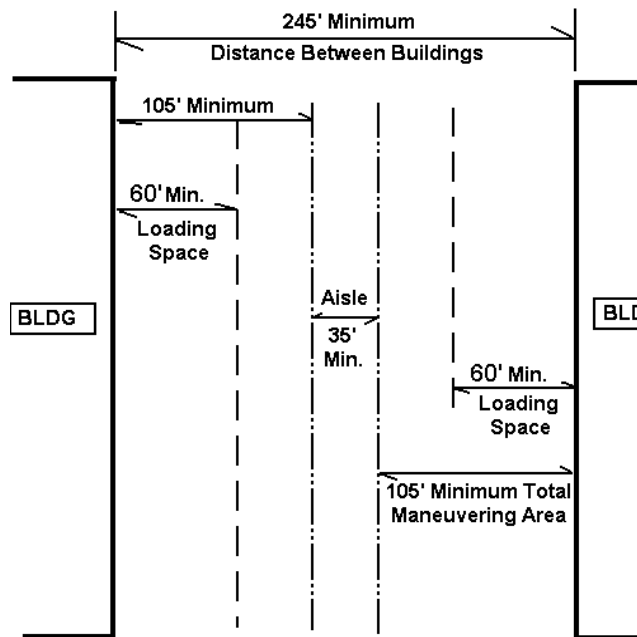


Loading Area Design

- (c) Maneuvering. Each maneuvering area, aisle and interior access drive utilized to access a required *loading space* or an excess *loading space* shall be so designed and located as to provide safe and efficient ingress/egress to each *loading space*

and so that trucks do not back from or into a public street, or onto an adjoining property (unless the subject property and the adjoining property are located within the same integrated center or industrial park and such maneuvering area is subject to a recorded easement allowing such maneuvering).

- (d) Design of Excess Loading Areas. Any use which provides *loading spaces* at a rate of: greater than four (4) *loading spaces*; and, more than two (2) times the minimum required by this Ordinance, shall provide a total maneuvering area of at least one-hundred and five (105) feet which is separate and distinct from the minimum aisle width requirement of thirty-five (35) feet.



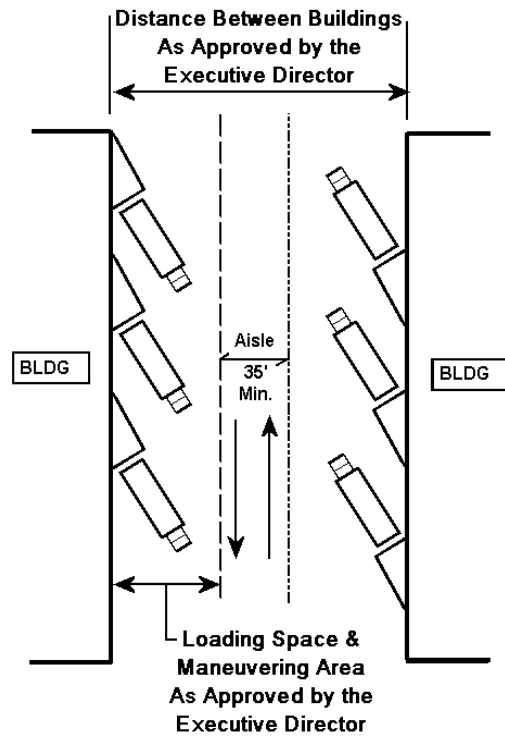
Design of Excess Loading Areas

- (e) Alternate Design for Loading Areas. In those instances where insufficient area exists to provide for perpendicular *loading spaces* as allowed by sub-Section (B)(2)(b) or sub-Section (B)(2)(d), above, angled or parallel *loading spaces* may be proposed, provided:

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1. the design of such loading area shall include either a one-way traffic pattern or orients the *loading spaces* so that traffic flow from the *loading spaces* is in the direction of traffic movement on the side of aisle on which the *loading spaces* are located;
2. the *loading spaces* are accessed by an aisle or interior access drive having a width of not less than thirty-five (35) feet plus sufficient maneuvering area outside of the aisle of the interior access drive, based upon the angle of the *loading spaces*, to provide safe and efficient maneuverability; and
3. the design of such angled or parallel *loading spaces* shall be

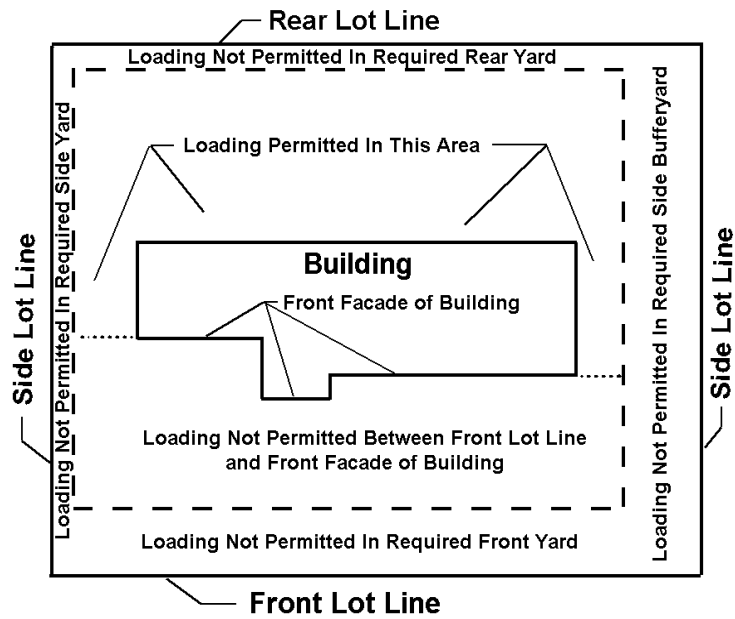
subject to the approval of the *Town*.



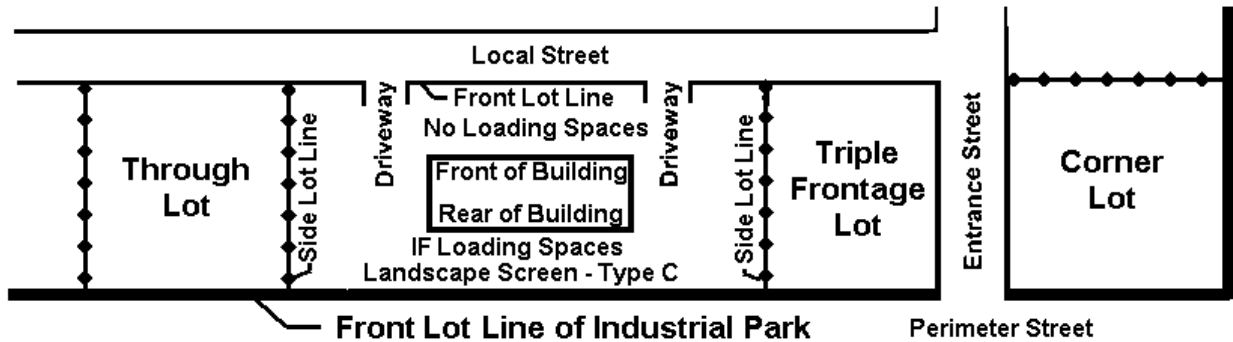
Alternate Design

(C) Location of *Off-Street Loading Spaces*.

- (1) All *off-street loading spaces* shall be located on the same *lot* as the *use* served.
- (2) No *off-street loading spaces* shall be located between the *front lot* line and the front facade of any portion of the *building* served, provided, however, in the case of a double frontage *lot*, *off-street loading spaces* may be located between a *front lot* line of a perimeter street and the rear of the *building* served, and the yard between the *off-street loading spaces* and such *front lot* line is landscaped in compliance with the regulations of Chapter 8 Landscape Regulations for Type C/Full Screening.



Locations for Off-Street Loading Spaces



Location of Off-Street Loading Areas on a Through Lot (Screening Required)

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Pull-Off Loading Area

- (3) All *off-street loading spaces* shall be oriented toward a *side lot* line or *rear lot* line.
 - (4) No *off-street loading spaces* shall be located in a required *side* and *rear yard*.
- (D) Use of Required Loading Area.

Space allocated for required or excess *off-street loading spaces* and associated maneuverability shall not be used to satisfy *off-street parking space* requirements.

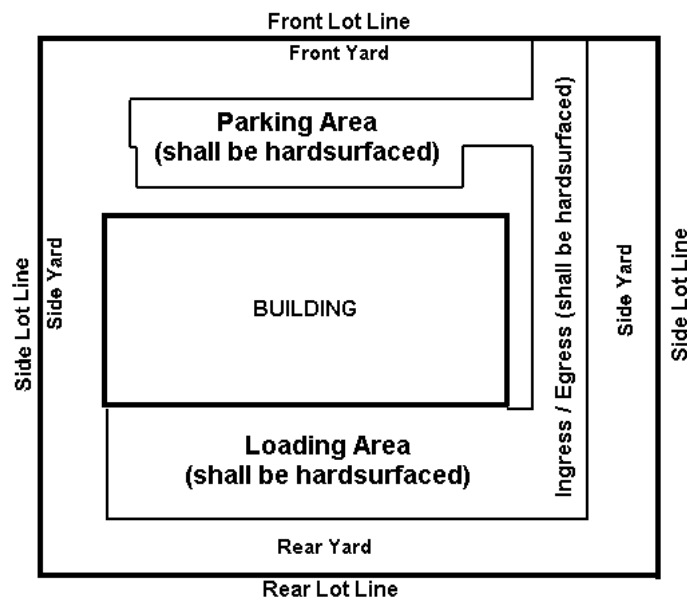
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(E) Surface of Loading Areas.

All *off-street loading areas* and the ingress/egress to and from such *off-street loading areas* located on such *lot* shall be hard surfaced with asphalt, concrete or other material to provide a durable dust-free surface.

(F) Special Regulations for Gasoline Service Stations.

The site design of any gasoline service station shall provide for the safe and efficient ingress and egress to the site for fuel delivery vehicles and an area for such fuel delivery vehicles to park while unloading which does not interfere with or impede ingress or egress to or from any public street.



Hard Surfacing of Loading Area Required