

PARKING, LOADING SPACE, VEHICLE TRAFFIC, & DRIVE-THROUGH REGULATIONS

§ 157.630 PURPOSE AND APPLICABILITY.

(A) This subchapter regulates parking and loading spaces, vehicle traffic, and access to provide orderly and adequate development of these needed amenities, and in so doing, promote the safety and well-being of the citizens of the city.

(B) Subsequently, there shall be provided at the time of the erection of any main building, or at the time any main building is enlarged or increased, minimum off-street parking spaces with adequate provisions for ingress and egress by standard-sized automobiles.

(C) Additionally, it is the purpose of subsection 157.632 to regulate for drive-through facilities by setting development standards to ensure that design and operations mitigate possible negative impacts. Of special concern are noise from idling cars and voice amplification equipment, lighting, and queued traffic interfering with on- and off-site traffic and pedestrian flow.

(1) The regulations of 157.632 apply to any drive-through facilities, regardless of whether the drive through is accessory to a primary use, any rebuild or replacement of an existing structure containing a drive-through facility or modification to an existing building that includes altering the location of an existing drive-through window.

(D) Conformance with the requirements of this section does not alleviate an applicant of the duty to comply with any non-conflicting requirements of this Chapter.

§ 157.631 PARKING SPACE FOR RESIDENTIAL, COMMERCIAL, INSTITUTIONAL, RECREATIONAL AND OTHER LAND USES.

Land Use	Required Parking
Residential: (see notes to table)	All residential off-street parking requirements are exclusive of any garage parking which may be provided
Dwelling, Single Family Detached	Two spaces
Dwelling, Two to Four Family	Two spaces per dwelling unit
Dwelling, Single Family Attached	One space per dwelling unit, plus 1 guest parking space per 4 dwelling units
Dwelling, Multi-Family Apartment	1 space per studio/1br apartment 2 spaces per 2br+ apartment
Commercial:	
Auto Repair Shop	1 space per service bay, plus 3 spaces per 1,000 sq ft of total building.
Automobile Sales, New/Used	5 spaces, plus 1 space per 2,000 sq ft floor area.
Bus Facility, Intermodal Transit Hub	1 space per 2 employees, plus 1 space per bus

Car Wash	5 stacking spaces per bay or lane, plus 1 space per service stall.
Drive-Thru Facility	5 stacking spaces per lane per cashier, teller or other similar employee. This shall be in addition to the parking required for the specific land use
Dry Cleaner, Laundry Facility	1 space per employee, plus 5 spaces for client use
Financial Services	2 spaces per 1,000 sq ft of floor area
Food Production	2 space per 1,000 sq ft of floor area
Flex Space (no set end user)	30 spaces, plus 2 spaces per 1,000 sq ft of floor area
Hotel/Motel/B&B	5 spaces, plus 1 space per 2 sleeping units
Laboratory	2 spaces per 2,500 sq ft of floor area. Parking for offices shall be calculated based on General Office standards.
Manufacturing, Durable Goods	2 spaces per 1,000 sq ft of floor area
Manufacturing, General	1 space per 2 employees, plus 1 space per company vehicle
Medical/Dental office or Clinic	5 spaces per 1,000 sq ft of floor area
Office, General	5 spaces, plus 2 spaces per 1,000 sq ft.
Personal Services	3 spaces per staff member
Repair Shop, General	3 spaces per 1,000 sq ft of floor area
Restaurant, Tavern, Bar, Lounge, Café	2 spaces per 1,000 sq ft of floor area.
Retail Goods and/or Services	5 spaces, plus 2 spaces per 1,000 sq ft of floor space
Warehouse	20 spaces, plus 1 space per 2,000 sq ft of floor area. Office space parking shall be calculated separately based on Office, General standards.
Wholesale Distribution	20 spaces, plus 1 space per 2,000 sq ft of floor area. Office space parking shall be calculated separately based on Office, General standards.
Institutional:	
Assisted Living Center/Nursing Home	1 space per 4 employees, plus 1 space per 4 beds
Auditorium/Church/Assembly Hall	1 space per 5 fixed seats in the main auditorium or hall/chapel, plus 1 space per 2,000 sq ft floor area
Day Care/ Preschool (see below)	1 space per employee, plus one space per 5 children.
Education, 10-12	1 space per 2 faculty member/full-time employees, plus 1 space per 3 students.
Education, College, University, Vocational	1 space per 2 faculty member/full-time employees, plus 1 space per 3 students.
Education, K-9 (see below)	1 space per 2 faculty/full-time employee.

Funeral/Mortuary/Crematorium	10 spaces plus 1 space per 4 fixed seats in the parlor(s).
Government Services	5 spaces, plus 2 spaces per 1,000 sq ft of floor area.
Hospital	1.5 space per hospital bed
Recreation/Culture/Entertainment:	
Art Gallery, Museum	1 space per 1,000 sq ft of floor area
Club, Private	1 space per 100 sq ft of floor space
Event Venue, Private	10 spaces, plus 1 space per 1,000 sq ft
Gym/Fitness/Recreation Center, Indoor	3 spaces per 1,000 sq ft of floor area
Gym/Fitness/Recreation Center, Outdoor	8 spaces per field, seat, lane, etc., plus 3 spaces per 1,000 sq ft of floor area
Theater, Movie or Live	1 space per 4 fixed seats

Notes to Table:

- Day cares, preschools and K-8 schools are also subject to design requirements for how the pickup/drop off is handled. See subsection 157.633 for such requirements
- For other uses not listed above, the parking requirements shall be established by the Planning Commission based upon a reasonable number of spaces for staff and customers, and similar requirements of like business.
- The City reserves the right to increase the required amount of off-street parking for residential uses if, in the opinion of Engineering and Community Development staff, the ownership and design of the right-of-way serving the development is insufficient to support on-street parking.
- Where computation of parking requirements results in a fraction, the required parking spaces shall be rounded to the next highest number.

§157.632 DRIVE-THROUGH DESIGN STANDARDS

A. Traffic Circulation Standards:

- i. Only one driveway providing vehicular access to and from the drive-through window or service area shall be provided from any street;
- ii. The driveway providing access to the service windows shall be at least fifty feet (50') from the back of the curb of an intersecting street measured to the centerline of the proposed driveway;
- iii. The driveway providing access to the service windows shall be at least twenty-five feet (25') from any driveway providing access to the site from a public street or from a driveway on an adjacent property;
- iv. The driveway providing access and service windows shall be located away from adjacent residential uses.

- v. Internal traffic circulation patterns on the lot shall be adequate to keep traffic from backing into a street or blocking access to any required parking spaces located on the lot; and
- vi. A traffic study addressing both on-site and off-site traffic and circulation impacts may be required as part of a permit application for a drive-through facility.

B. Drive-through Lane/Aisle and Stacking/Queuing Standards:

- i. Drive through lanes shall not be located adjacent to the primary pedestrian entrance nor block required back out areas for adjacent spaces;
- ii. Each entrance to an aisle and the direction of traffic flow shall be clearly designated by signs and pavement markings;
- iii. Each drive-through aisle shall be separated from the circulation routes necessary for ingress or egress to/from the property or access to a parking space. Separation should consist of concrete curbing or landscaping on at least one side of the lane;
- iv. Drive-through aisles cannot serve as sole access to any parking space;
- v. Drive-through aisles shall have a minimum ten (10' 0") foot interior radius at curves and a minimum twelve (12' 0") foot width;
- vi. Double stacked drive aisles to a single business are permitted, but discouraged;
- vii. A vehicle path analysis shall be performed using software approved by the City Engineer to show how vehicles of various types will maneuver the drive-through lane;
- viii. A drive-through aisle that provides access to a service window shall be designed to provide the following length of stacking capacity measured from the point of service to the entry point into the drive-through lane.
 - a. Restaurants. An aisle accessing a food service window (ordering or pickup, whichever occurs first in a drive through aisle) shall be designed to provide at least forty feet (40') between the food service window and the menu board and eighty feet (80') between the menu board and the entry point to the drive-through lane;
 - b. Other retail and service businesses. An aisle accessing a retail pick-up or service window for a business other than a restaurant shall be designed to provide at least eighty (80') feet of stacking space;
 - c. Stacking capacity cannot be included to satisfy the required number of off-street parking spaces required for the use; and
 - d. The approving authority may require stacking in addition to the above if it finds that the minimum stacking area is insufficient to ensure safe and effective traffic and pedestrian circulation.
- ix. Exceptions:
 - a. The approving authority may approve alternatives to the requirements of Section X where it finds that the alternate design will, given the characteristics of the site, be equally effective in ensuring on- and off-site pedestrian and vehicular traffic safety and minimizing traffic impacts.

C. Pedestrian Access

- i. Direct pedestrian entry through the front of the building shall be provide from public streets and sidewalks to the building entrance; and

- ii. Pedestrian walkways should not intersect drive-through aisles, stacking lanes or parking areas, but if required, walkways shall have clear visibility and shall be delineated from the pavement.

D. Solid Waste Management/Stormwater

- i. Dumpsters, recycling receptacles and/or similar shall not be located where access is required via a drive through lane or servicing those facilities would interfere with stacking or building traffic circulation during permitted operating hours;
- ii. Dumpsters shall have covers and suitably enclosed to contain any spillover; and
- iii. A litter clean up plan/schedule is required to be provided to the City as part of the site's overall stormwater management program;

E. Noise

- i. Noise emitted from drive-through service windows and related features shall not create a nuisance or disturbance for abutting properties.
- ii. Speaker designed to communicate between service windows and menu boards shall comply with applicable noise regulations.;

F. Buffer

- i. The land use authority may require a minimum six-foot high masonry wall or solid fence be erected and maintained along a property line where a drive-through use adjoins any residential use or residential zone;

§ 157.633 DROP OFF/PICK-UP LANES

- A. Certain commercial, retail and institutional uses include a drop-off/pick-up lane/aisle as part of overall site development which may include, but not necessarily limited to, public and private schools; educational facilities; day care; recreational or lessons/class/timed- based businesses or similar. The Community Development Director has to discretion to require compliance with this section during concept review.
- B. Drop-off / Pick-up lanes designed parallel to public roads shall require additional right of way dedication. These lanes shall not interfere with free flow of traffic on public road.
 - i. Minimum length of stacking for drop-off / pick-up lanes shall be determined at the discretion of the approving authority based on proposed use of the site.
- C. Drop off/pick up management plan is required for any drop-off/pick-up lanes within the public right of way.
- D. Drop-off / Pick-up lanes not designed parallel to the public road shall meet the same design standards as those for general drive-through lanes.

§ 157.634 ADJUSTMENTS FOR UNUSUAL AND UNIQUE CONDITIONS.

The Planning Commission may adjust the required number of spaces listed in this subchapter if, in its determination, unusual or unique circumstances or conditions relating to the operational characteristics of the use exist in a manner, or to such a degree, that such adjustment is equitable and warranted.

§ 157.635 PARKING LOT DESIGN AND MAINTENANCE.

(A) Parking space location. Parking space, as required in §§ 157.631 and 157.632, shall be on the same lot with the main building or, in the case of buildings other than dwellings, may be located no farther than 500 feet therefrom.

(B) Public parking lot standards. Every parcel of land hereafter used as a public parking area shall be paved with an asphalt or concrete surface, and shall have appropriate bumper guards or curbs where needed, as determined by the Building Official, to protect adjacent property owners or persons using a sidewalk. Catch basins and drains shall be provided to collect surface drainage of all paved areas at a minimum rate of one inch an hour of rainfall. Surface drainage is not allowable across pedestrian walkways.

(C) Maximum yard area to be used for parking and this subchapter's parking/access regulations vehicle access lanes.

(1) For all uses permitted in a Residential Zone, none of the front yard area required by the respective zones shall be used for parking but shall be left in open green space, except that access across and over the required front yard is allowed to the side or rear yards.

(2) In the case of multiple-family dwellings and non-residential uses in a Residential Zone, not more than 50% of the required side and rear yards shall be used for parking.

(3) Any yard area used over these limits shall be provided in an equivalent amount of land elsewhere on the same lot as the building as open green space, patios, play area, or courts.

(D) Additional provisions. The design and maintenance of off-street parking facilities shall be subject to the following provisions.

(1) Each parking space shall encompass not less than 180 square feet of net area. Each parking space shall be not less than nine feet wide, the width being measured at a right angle for the side lines of the parking space.

(2) Adequate automobile access to, and from, the parking area for interior block developments shall be provided. Minimum size of the access right-of-way shall be as follows based on the number of units to be served:

(a) Up to and including four dwelling units, 16 feet;

(b) Five or more dwelling units, one 24-foot, two-way access right-of-way or two 16-foot, one-way access rights-of-way; and

(c) A greater size of access right-of-way be required as deemed necessary by the Planning Commission, especially in cases where an access right-of-way will create corner lots from otherwise interior lots.

(3) All off-street parking spaces and associated access lanes shall be effectively screened on any side adjoining on any property in a Residential Zone by a masonry wall or fence not less than four feet, nor more than seven feet high, except that some type of hedgerow shrubs may be used in place of a wall or fence; provided the hedge is continuous along adjoining property and at maturity is not less than five feet, nor more than seven feet, high.

(4) Hedgerow shrubs shall be maintained and replaced where necessary in order that the hedge may become an effective screen from bordering property within a maximum five-year period. Front yard and corner lot fences or plantings shall maintain height requirements of their respective zones.

(5) Lighting and signs shall conform to the requirements set forth in this chapter.

(6) Parking requirements for dwellings will be located on the same lot with the dwelling.

(7) All private parking facilities must be improved with a hard surface, such as concrete or asphalt, and must be sloped and graded to prevent drainage of stormwater onto adjacent properties.

§ 157.636 OFF-STREET TRUCK LOADING SPACE.

(A) On the same premises with every building or use involved in the receipt or distribution by vehicles of materials or merchandise, there shall be provided, and maintained, on the lot adequate space for standing, loading, and unloading services in order to avoid undue interference with public use of streets or alleys.

(B) Such space, unless otherwise adequately provided, shall include a ten-foot by 25-foot loading space, with a 14-foot height clearance for every 20,000 square feet, or fraction thereof, in excess of 3,000 square feet of building floor area used for above-mentioned purposes, or for every 20,000 square feet, or fraction thereof, in excess of 3,000 square feet of land used for the above-mentioned purposes.

§ 157.637 BUSINESS REQUIRING AUTOMOBILE ACCESS.

Service stations, roadside stands, public parking lots, and all other businesses requiring motor vehicle access shall meet the following requirements.

(A) Access to the station, or other structure or parking lot, shall be by not more than two roadways for each 100 feet, or fraction thereof, of frontage on any street, no two of said roadways shall be not more than 34 feet in width and shall not be closer than a curb, hedge, or fence of not more than two feet in height, shall be provided by the owner to limit access to the permitted roadway.

(B) Gasoline pumps shall be set back at least 20 feet from any property line bordering a street; provided that a pump island parallel to an adjoining street may be located not less than 15 feet from the property line bordering said street.

§ 157.638 VEHICULAR TRAFFIC TO COMMERCIAL OR MANUFACTURING ZONES.

Privately-owned land within an area zoned for residential purposes shall not be used as a regular means of vehicular passage to, and from, property in Commercial or Manufacturing Zones.

§ 157.639 REGULATIONS GOVERNING ACCESSORY VEHICLE OFF-STREET PARKING WITHIN REQUIRED SIDE YARD AREAS.

(A) The dwelling unit has the minimum number of required off-street parking spaces as stipulated by § 157.631.

(B) The slab is at least eight feet wide and is of sufficient length to accommodate the vehicle with no portion of the vehicle extending forward of the front face of the dwelling.

(C) The appurtenant driveway to the slab must be tapered to use the existing driveway approach or a new approach must be installed for the new driveway.

(D) Any slab constructed must remain open and unobstructed to the sky.

(E) No vehicle shall be parked in the required side yard unless the parking area is improved with hard surface material such as concrete or asphalt.

(F) Any slab constructed for vehicle parking must be screened by a non-see through fence of not less than six feet in height along the length of the slab behind the front yard setback.

(G) All stormwater runoff from the hard surface of the slab must be directed so as to prevent drainage onto adjacent properties

§ 157.640 OFF-SITE IMPROVEMENTS REQUIRED.

(A) (1) The applicant for a use permit for all residential, commercial, or industrial structures, all other business and uses, and public and semi-public buildings shall install high back curb, gutter, and sidewalk, and entrance ways to city public works standards and locations within public or private streets along the entire property line which abuts the street

(2) The exception of division (A)(1) above shall be in Agricultural Zones, and where city regulations exempt such curb, gutter, or sidewalk installation.

(B) The Planning Commission may defer or exempt the installation of high back curb and gutter, and/or sidewalk, where topographic, timing, or other unusual or special conditions exist.

(C) The public health, safety, and welfare must be preserved.