

ARTICLE 8 OFF-STREET PARKING AND LOADING REQUIREMENTS

(rev. 05/06/2025 unless otherwise noted)

8.01 REQUIRED OFF-STREET PARKING

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There shall be provided, at the time of the erection of any building or at the time any principal building is enlarged or increased in capacity, or before conversion from one (1) type of use or occupancy to another, permanent off-street parking and loading space in the amount specified by this Section.

8.0101 Minimum Off-Street Parking Spaces Required

- a. Single-family dwelling, attached or detached: two (2) spaces for up to two (2) bedrooms; for dwelling units with three (3) or more bedrooms or sleeping rooms, one (1) parking space per bedroom or sleeping room. (rev. 11/17/2015)
- b. Two-family structure: two (2) spaces for up to two (2) bedrooms per unit; for units with three (3) or more bedrooms or sleeping rooms, one (1) parking space per bedroom or sleeping room. (rev. 11/17/2015)
- c. Multi-family structures: two (2) parking spaces for each dwelling unit up to three (3) bedrooms, three (3) spaces for four (4) or five (5) bedrooms, and four (4) spaces for more than five (5) bedrooms; one (1) additional guest parking space per every five (5) units. (rev. 11/17/2015)
- d. Hotels, condo-hotels, motels and motor inns: one and one-fourth (1.25) parking spaces per lodging room with a gross floor area of six hundred (600) square feet or less; two (2) spaces per lodging room with a gross floor area exceeding six hundred (600) square feet; and additional parking spaces for accessory uses such as restaurants, lounges, offices, shops, etc. as required in this Ordinance. Franchise required accessories (i.e., dining facilities) that are not opened to the general public and are for registered guest only are considered accessory uses in determining required parking. No additional parking for convention and meeting facilities with a gross floor area not exceeding twenty-five (25) square feet per the number of lodging rooms proposed (i.e., 200 rooms x 25 s.f. per room = 5,000 s.f.), but convention and meeting facilities with a gross floor area in excess of twenty-five (25) square feet per the number or lodging rooms proposed must adhere to the parking requirements for convention and meeting facilities, which will be accessed at the rate of one (1) space per one hundred (100) square feet. In those instances where convention and meeting space is contained within the building, sixty percent (60%) of the one per one hundred (1/100) rate will be required. (rev. 01/03/2023)
- e. Barber shop/beauty shop, bed and breakfast: two (2) parking spaces for the owner/resident, plus one and three-fourth (1.75) parking spaces per guestroom unit.

- f. Church, synagogue or other place of worship, assembly halls, theaters, community recreation centers: one (1) space for each four (4) fixed seats in the largest assembly room or area, or for each forty (40) square feet of floor area available for the accommodation of movable seats in the largest assembly room.
- g. Libraries, art museums and similar cultural facilities: one (1) space for each four hundred (400) square feet of gross floor area.
- h. Private clubs, country clubs, and lodges: one (1) space for each two hundred fifty (250) square feet of gross floor area.
- i. Funeral home: one (1) space for each four (4) seats or bench seating spaces in chapel; if no chapel, one (1) space for each forty (40) square feet of floor area available to the public use.
- j. Medical offices, dental offices and medical and veterinary clinics: four (4) parking spaces for each doctor plus one (1) parking space for each employee.
- k. Retail stores selling clothing, variety merchandise, jewelry, sporting goods, musical records, tapes, video cassettes, drugs, liquor, small hardware, groceries, and similar items: one (1) space for each two hundred (200) square feet of gross floor area.
- l. Retail stores selling merchandise generally characterized by high bulk and high cost including stores selling furniture, appliances, large hardware items, business machines, bicycles, guns, light fixtures, radio and television, auto accessories, building materials, home furnishings, and similar goods: one (1) space for each three hundred (300) square feet of gross floor area.
- m. Automotive repair and service, service stations, car wash: minimum of two (2) parking spaces with an additional five (5) parking spaces per full service bay, one (1) parking space per quick service bay, and two (2) parking spaces per wash rack. (rev. 05/06/2025)

In determining parking requirements for restaurants of all types, facilities for seating and drive-in and/or take out services will be taken into consideration. Required parking will be based on the facilities provided and parking requirements shall be cumulative. When facilities are provided for ordering from picking up by and/or serving to a vehicle, stacking spaces (the area reserved for queuing vehicles) and/or parking (as applicable) shall be required. In certain situations, it may be appropriate to require less parking. In such situations, the City Council may, upon recommendation of the Planning Commission, reduce the parking requirements where, owing to an apparent abundance of parking spaces on the same lot as the restaurant, such reduction is desirable.

- n. Restaurants, lounges, and other eating and drinking places (freestanding, not connected to a hotel or other primary use): one (1) space for each one hundred (100) square feet of gross floor area and outdoor seating areas; stacking spaces for

five (5) vehicles measured from window at which food is served if drive-thru facilities are provided. (rev. 01/03/2023)

- o.** Restaurants, lounges, and other eating and drinking places (as an accessory use, connected to a hotel or other primary use): sixty percent (60%) of the requirement of one (1) space for each one hundred (100) square feet of gross floor area and outdoor seating area. (rev. 11/17/2015)
- p.** Drive-in or Take Out Restaurants: one (1) space for each three (3) seating accommodations, three (3) spaces for each walk-up window, one (1) space for every three (3) feet, or fraction thereof, of service counter (whether located inside or outside), one (1) space for each vehicle if curb service is offered, stacking space for five (5) vehicles measured from the window at which food is served if drive-thru facilities are provided. (rev. 01/03/2023)
- q.** Bowling alley or poolroom: two (2) spaces for each alley or billiard or pool table.
- r.** Bank, savings and loan or other financial institution: one (1) parking space for each two hundred (200) square feet of gross floor area plus one (1) space for each two (2) employees.
- s.** Professional and business offices: one (1) space for each two hundred eighty (280) square feet of gross floor area.
- t.** Commercial recreational and amusement establishments enclosed: one (1) space for each two hundred (200) square feet of gross floor area; outside recreation one (1) space per four (4) patrons at design capacity.
- u.** Personal service establishments: one (1) space for each two hundred (200) square feet of gross floor area.
- v.** General service or repair establishment, printing, publishing, plumbing, heating, and broadcasting: one (1) space for each five hundred (500) square feet of gross floor area.
- w.** Laundromat: one (1) space for each two (2) washing machines or one (1) space for each seventy (70) square feet of floor space, whichever is the greater.
- x.** Manufacturing or industrial establishment, research or testing laboratory, bottling plant, wholesale, warehouse or similar establishment: one (1) space for each eight hundred (800) square feet of gross floor area. Mini warehouse, self-service storage facilities: one (1) space for each two hundred eighty (280) square feet of office space and additional parking spaces for manager's quarters, retail space, and truck and trailer rentals; alley separating rows of storage units shall be wide enough to allow two (2) vehicles to pass each other. (rev. 01/03/2017)

y. Non-commercial Boat Docking as an Accessory to:

Single family dwelling and duplex dwellings: 0 additional spaces (no more required than those for the dwelling(s)).

Multi-family dwelling units: 0 additional spaces (no more required than those for the dwelling(s)).

Multi-family dwellings where the number of slips exceeds the number of multi-family units: one and one-half (1.5) spaces for each slip that exceeds the number of multi-family dwelling units.

z. Marina:

In addition to all other parking requirements herein a business docking boats shall have one-half (.50) parking spaces per one hundred (100) square feet of gross floor area (not including dock stores over water) devoted to marina operations (not including dry boat storage), plus

One and one-half (1.50) parking spaces per non fare-carrying vessel, plus

Three (3) parking spaces per fare-carrying fishing vessel, (charter boat), plus

One (1) space per four (4) permitted passengers (for which the boat is licensed) for sightseeing/dinner cruise boats and head boats.

Depending on the marina facilities provided, only those applicable requirements shall apply. If the mix of slips/berths offered by a marina should change, the appropriate parking requirements shall be required.

These requirements apply to all new marinas and any new uses or clients of existing marinas.

Marine Dry Storage: one (1) space for every four (4) boat berths.

8.0102 Location of Parking Spaces

No lot in RS-1, RS-2, RS-3, and NB Districts may be used for parking without the location on the lot of a principal residential or business, as appropriate, structure. Parking spaces for all uses or structures shall be located on the same lot with the principal use unless a special exception is approved for off-site parking facilities which:

- a.** Shall not be located more than two hundred (200) feet from the lot on which the principal use to be served is located unless approved by City Council; and

- b. The zoning classification of the property on which the off-site parking facilities are located shall be the same or a less restrictive classification.
- c. Off-site parking shall not exceed twenty-five percent (25%) of the total required spaces.

Where required parking spaces are not located on the same lot as the principal use, a written agreement assuring the continued availability of such off-site facilities to serve the principal and accessory uses shall be properly drawn and executed by the parties concerned, approved as to form by the City Attorney, and shall be filed with the application for a site plan review.

Parking spaces for all uses or structures may be located within the front and rear and side setbacks of the property. **Whenever a vehicular use area is located in the side yard setback, a five (5) foot landscaped buffer containing hedge materials shall be provided between the vehicular use area and the adjacent property.** Parking is not permitted in the side yard setback. Parking is permitted in the front and rear side setbacks, as long as there is twenty-four (24) feet of clearance between the front corner of the building and the nearest parking space, and twenty-four (24) feet of clearance between the rear corner of the building and the nearest parking space, when required for fire access.

8.0103 Collective Provision of Parking Spaces

Two (2) or more owners or operators of commercial buildings or uses of the same type of zoning classification may apply to the Planning Commission for collective provision approval of required off-street parking facilities if the following conditions are met:

- a. The total number of off-street parking spaces, when combined, shall not be less than the sum of the requirements for each individual use when computed separately; and
- b. The combined parking facility is located in a zoning district where off-street parking facilities for employees, customers, or visitors are permitted.

8.0104 Design Standards and Improvements Requirements

8.010401 Definition

An off-street parking space is a parking area not located within a public or private right-of-way, exclusive of driveways, permanently reserved for the temporary storage of one (1) automobile and connected with a street or alley by a driveway which affords unobstructed ingress and egress to each space. (rev. 01/03/2017)

Off-street parking spaces located in a parking structure may include up to twenty-five percent (25%) of the required parking and one hundred percent (100%) of the excess parking as Compact Spaces. Compact Spaces may be eight (8) feet by eighteen (18) feet and must be so marked as "COMPACT ONLY". (rev. 04/01/2008)

8.010402 Permit

A certificate of Zoning Compliance approved by the Zoning Official shall be required.

8.010403 Parking Area Dimensions

The design and dimensions of the parking area shall be in accordance with the following dimensions table:

TABLE 8.010403: PARKING AREA DIMENSION TABLE			
CURB	STALL		ACCESS
Angle of Parking	Length Per Car	Stall Depth	Driveway Width
0	23'0"	9'0"	12'0"
20	26'4"	15'0"	11'0"
30	18'0"	17'4"	11'0"
40	14'0"	19'2"	12'0"
45	12'9"	19'10"	13'0"
50	11'9"	20'5"	12'0"
55	11'1"	20'3"	15'6"
60	10'5"	21'0"	18'0"
70	9'8"	21'0"	19'0"
80	9'8"	20'4"	24'0"
90	9'0"	19'0"	24'0"

8.010404 Width of Two-Way Access Driveways

The minimum width of two-way access driveways within a parking area shall be twenty (20) feet.

8.010405 Paving Standards

Vehicle use areas must be constructed of concrete, asphalt, brick, cement pavers or similar material installed and maintained per industry standard. Alternative all-weather surfaces such as gravel, shell, pervious concrete, and reinforced turf may be approved by the Planning Commission in consideration of site conditions, traffic intensity and land use. (rev. 01/03/2017)

Any alteration or improvement including, but not limited to, the paving of unpaved vehicle use areas, the addition of parking spaces, etc., shall be required to obtain site plan approval.

8.010406 Parking Areas Exempted from Landscaping Requirement

All parking areas located within the I-1 Industrial District which are not within fifty (50) feet of any street right-of-way shall be exempt from the landscaped area requirements of this Ordinance.

8.010407 Storm Water Management Plan

Off-street parking facilities shall be designed to prevent damage to abutting property and streets and to prevent pollutants from draining off the site. Landscaped areas and perimeter areas shall be so graded as to receive a reasonable portion of the rainfall from the surrounding pavement. Protective curbing around landscaped area will leave openings for the flow of water onto unpaved areas. Off-street parking facilities shall comply with the City’s Storm Water Management Ordinance.

8.0105 Off-Street Loading

In any district, in connection with every building, or building group or part thereof hereafter erected and having a gross floor area of four thousand (4,000) square feet or more, which is to be occupied by commercial or industrial uses requiring the receipt or distribution of goods by trucks, there shall be provided off-street loading or unloading berths as follows.

TABLE 8.0105: OFF-STREET LOADING	
Gross Floor Area	Number of Berths
4,000 to 25,000 Square Feet	One (1) Berth
25,001 to 40,000 Square Feet	Two (2) Berths
40,001 to 60,000 Square Feet	Three (3) Berths
For each additional 50,000 Square Feet	One (1) Berth

The loading berth(s) required in each instance shall not be less than twelve (12) feet in width, thirty (30) feet in length, and fourteen (14) feet in height, and may occupy all or any part of any required yard except for a required front yard or waterfront yard; provided, however, that the loading berth(s) shall be screened from the street or public way. Loading berths shall be designed and located so as not to require the use of a public right of way to back into the loading area or otherwise obstruct a public right of way to utilize the loading area.