
CHAPTER 16

OFF-STREET PARKING, LOADING, AND SITE ACCESS

SECTION 16.01 INTENT AND PURPOSE

The purpose of this Chapter is to ensure the provision of off-street parking loading, and drive-through facilities that are sufficient in number, adequately sized and properly designed to meet the range of needs and demands that are associated with land uses allowed by this Ordinance. It is also the intent of this Chapter to regulate access to a site in the interest of public safety.

SECTION 16.02 OFF-STREET PARKING – GENERAL REQUIREMENTS

- A. Off-street parking for motor vehicles shall be provided as herein prescribed for the use of occupants, employees, and patrons of a principal use hereafter erected, altered, or expanded after the effective date of the Ordinance. Required off-street parking shall be maintained so long as the principal use remains, unless an equivalent number of spaces are provided elsewhere in conformance with this Ordinance.
- B. No off-street parking that exists at the time this Ordinance becomes effective or which is provided for the purpose of complying with provisions of this Ordinance shall thereafter be reduced below the requirements established by this Ordinance.
- C. The amount of required off-street parking spaces for new uses or buildings, and additions to existing building shall be determined in accordance with the Schedules set forth in Section 16.03. Where multiple uses occur, parking shall be calculated separately on the basis of each use.
- D. Parking and Vehicle Storage Restrictions
 1. Residential Districts
 - a. Outside parking of motor vehicles for each dwelling unit in Residential Districts shall be limited to passenger vehicles, and not more than one (1) commercial vehicle of the light, delivery type, not to be provided in garages conforming to the provisions of this Ordinance.
 - b. The parking of a recreational vehicle for the purpose of temporary lodging shall be permitted within the Residential Districts for a period not to exceed fourteen (14) days.
 2. Commercial Districts
 - a. The requirement of off-street parking is not intended to provide for the storage of vehicles or prolonged parking in any parking area.
 - b. Parking or storage of trucks over one (1) ton and semi-trailers, except those owned and operated by the principal use of the lot, shall be prohibited for a period of more than twenty-four (24) hours in a month.
 - c. The only exception to this requirement shall be vehicle storage space used in conjunction with a motor vehicle repair use.

3. All Districts
 - a. Storage of products, materials, or equipment semi-trailers shall be prohibited in any District, except in the AG, LI, HC and GC Districts.
 - b. Sales of products, merchandise, or other materials from semi-trailers or other similar equipment shall be prohibited in any District.
- E. Location of Parking
 1. Parking facilities for nonresidential and multiple family residential uses shall be on the premises or within three hundred (300) feet thereof, as measured from the nearest point of the building the parking serves to the nearest portion of the parking lot, without crossing any major street.
 2. Off-street parking for all other uses shall be located on the same lot or parcel as the building or buildings they are intended to serve.
- F. Units and Methods of Measurement. For the purpose of determining off-street parking requirements, the following units of measurement shall apply:
 1. Floor Area: Where floor area is the unit determining the required number of off-street parking spaces, it shall mean the gross floor area (GFA), unless otherwise noted, and except that the GFA shall not include areas within the main building used for housing of mechanical equipment, heating systems and similar uses.
 2. Employees: For requirements stated in terms of employees, the calculation shall be based upon the maximum number of employees likely to be on the premises during operating hours of the use.
 3. Places of Assembly: In stadiums, sports arenas, churches and other places of assembly in which those in attendance occupy benches, pews, or other similar seating facilities, each twenty-four (24) inches of such shall be counted as one (1) seat. In cases where a place of assembly has both fixed seats and open assembly area, requirements shall be computed separately for each type and added together.
- G. Similar Uses and Requirements: When a use is not specifically mentioned, the requirements of off-street parking for a similar use shall apply, as determined by the Zoning Administrator.
- H. Deferred Parking
 1. Where an applicant demonstrates through parking studies or other relevant information that the requirements of Section 16.03 would be excessive, a final site plan may be approved designating portions of required parking spaces and paving reserved for future use. Likewise, a parking deferment may be imposed by the Township upon a finding that the standard parking requirements would be initially excessive, subject to the requirements of Section 16.02, I.

2. The deferred parking approval shall require reserved areas to be maintained in a landscaped appearance and shall include conditions under which the reserved parking areas must be paved.
3. Adding parking spaces in the deferred parking area may be initiated by the owner or required by the Zoning Administrator, based on parking needs, and shall not require the submission and approval of an amended site plan if originally included in the final site plan approval.

I. Maximum Parking Requirement

1. To minimize excessive areas of pavement which detract from the aesthetics of an area and contribute to high rates of storm water runoff, no parking lot shall have parking spaces greater than ten percent (10%) of the number of spaces required by Section 16.03, except as may be approved by the Planning Commission.
2. In granting any additional spaces, the Planning Commission shall determine that the parking is necessary, based on documented evidence of actual use and demand or other equivalent information provided by the applicant. The Planning Commission shall also consider impacts on the property and surrounding properties including any natural features thereon.
3. This subsection shall apply only to those parking lots that require a minimum of fifty (50) parking spaces as required in Section 16.03.

SECTION 16.03 SCHEDULES OF OFF-STREET PARKING REQUIREMENTS

Use	Required No. of Parking Spaces Per Each Unit of Measure as Follows:
A. Residential Uses	
Single-or Two-Family Dwelling	2 per each dwelling unit
Multiple-Family Dwelling	2 per each dwelling, + 1 per each 5 dwelling units
Senior Citizen Housing	1.5 per each dwelling unit
Manufactured Home Park	2 per each manufactured home site, + 1 per each 5 dwelling units
B. Institutional Uses	
Churches	1 per each 3 seats based on maximum seating capacity in the main place of assembly herein, + 5 per each classroom
Private Clubs and Lodges	1 per each 3 individual members allowed within the maximum occupancy load as established by fire and/or building codes.
Hospitals	1 per each administrative, professional and staff, + 1 per each 3 beds
Convalescent Homes, Homes for the Aged, Nursing Homes, Childrens' Homes	1 per each administrative, professional and staff member, + 1 per each 3 beds

Use	Required No. of Parking Spaces Per Each Unit of Measure as Follows:	
High Schools (private), Trade Schools, Colleges, and Universities	1 per each administrative and staff member, + 8 per each classroom	
Middle Schools (private)	1 per each administrative and staff member, + 2 per each classroom	
Elementary Schools (private)	1 per each administrative and staff member + 2 per each classroom	
Child Caring Institution, Group Day Care Home, and Nursery Schools	1 per each administrative and staff member, + 1 per each 4 students of licensed capacity	
Stadiums, Sport Arenas, and Auditoriums	1 per each 4 seats, based on maximum seating capacity	
Libraries and Museums	1 per each 200 sq. ft. of UFA, + 1 per each employee	
C. General Commercial Uses		
Retail Stores, except as otherwise specified herein	1 per 200 sq. ft. of UFA	
Supermarkets, drugstores, and other self-serve retail establishments	1 per 250 sq. ft. of UFA	
Convenience stores	1 per 100 sq. ft. of UFA	
Planned shopping center	1 per 200 sq. ft. of UFA for the first 15,000 sq. ft., + 1 per 250 sq. ft. of UFA in excess of 15,000 sq. ft.	
Furniture, appliances, hardware, household equipment sales	1 per each 300 sq. ft. of UFA	
Motels and hotels	1.5 per each guest bedroom, + amount required for accessory uses, such as a restaurant or cocktail lounge	
Fast Food Restaurants	1 per each 75 sq. ft. of floor area	
Sit-Down Restaurants	1 per each 2 seats, based on maximum seating capacity	
Taverns	1 per each 2 persons allowed within maximum occupancy load as established by Fire and/or building codes	
Building Material Sales, and Open Air Businesses	1 per each 400 sq. ft. of UFA, + 1 per each 1,500 sq. ft. of warehouse floor area, + 1 per each 1,000 sq. ft. of lot area used for open air display sales	
Movie Theaters	1 to 4 screens	One (1) for each 2.5 seats
	5 to 6 screens	One (1) for each 3 seats
	7 - 8 screens	One (1) for each 3.5 seats
	9 to 10 screens	One (1) for each 3.7 seats
	More than 10 screens	One (1) for each 3.9 seats
D. Automotive Uses		
Auto Sales	1 per each 200 sq. ft. of showroom floor area, + 3 per each service stall	
Automobile Repair Facilities, including Collision and Bump Shops	3 per each service stall + 1 per each service vehicle	

Use	Required No. of Parking Spaces Per Each Unit of Measure as Follows:
Automobile Service Stations without Convenience Store	1 per pump unit, + 3 per each service stall
Automobile Service Station with Convenience Store	1 per pump unit, + 3 per each service stall, + 1 per each 100 sq. ft. of UFA
Automobile Washes (self-serve)	See Section 16.06
Automobile Washes (Automatic)	1 per 200 sq. ft. of UFA, + 1 per each vacuum station
E. Office and Service Uses	
Medical and Dental Office	1 per each 150 sq. ft. of floor area
Business and Professional Offices	1 per each 200 sq. ft. of floor area
Banks	1 per each 200 sq. ft. of floor area
Barber and Beauty Shops	3 per each chair
Funeral Homes	1 per each 3 persons allowed within maximum occupancy load as established by fire and/or building codes
F. Recreational Uses	
Bowling Alleys	4 per bowling lane, + amount required for accessory uses such as a restaurant or cocktail lounge
Private Tennis, Swim or Golf clubs, or other similar uses	1 per each 3 persons allowed within maximum occupancy load as established by fire and/or building codes.
Golf Course	5 per each hole, + amount required for accessory uses such as a restaurant or cocktail lounge
Equestrian Training Facilities	1 per each 2 stalls, + 1 per each employee
G. Industrial Uses	
Industrial, Manufacturing, or Research Establishments	1 per 200 sq. ft. of office floor area, + 1 per each 1,000 sq. ft. of floor area outside the office area
Warehouses and Wholesale Establishments	1 per each 200 sq. ft. of office floor area, + 1 per each 2,000 sq. ft. of floor area outside the office area
Contractor's Office	1 per 200 sq. ft. of office floor area, + 1 per 1,500 sq. ft. of warehouse floor area, + 1 per each vehicle or item of equipment stored outside

SECTION 16.04 OFF-STREET PARKING DESIGN AND CONSTRUCTION

- A. All parking lots, maneuvering lanes, driveways, or loading areas required for uses other than single- or two-family dwellings shall be paved with hard-surfaced asphalt or concrete and shall be completed prior to a Certificate of Occupancy being issued. The Planning Commission shall have the discretion of waiving certain paving requirements provided the following conditions are met:
1. Proposed driveways, loading, turn-around, or storage areas will receive only limited use and are not used for employee parking, customer parking, or primary access.
 2. Gravel surfacing and potential problems arising from dust or scattered gravel will not unreasonably affect neighboring properties.
 3. Paving would significantly increase storm water run-off and create a potential for flooding and/or soil erosion.

- B. Lighting of all parking lots shall be shielded to prevent glare onto neighboring properties and public roads. Lighting shall comply with the provisions of Section 3.16 and other applicable provisions of this Ordinance.
- C. Ingress and egress to the parking lot shall be provided by limited and clearly defined drives. All internal access drives and/or maneuvering lanes which provide the principal means of access for emergency vehicles to the site and/or buildings shall be a minimum of twenty-four (24) feet in width.
- D. Wheel stops or curbing shall be provided to prevent any vehicle from encroaching upon pedestrian walkways or damaging required landscaping.
- E. Access to parking space shall be designed so as not to obstruct free flow of traffic. There shall be adequate provision for ingress to and egress from all parking spaces to ensure ease of mobility, ample clearance, and safety of vehicles and pedestrians.
- F. Plans for the layout of automobile off-street parking facilities shall be in accordance with the following minimum regulations.

Parking Pattern	Maneuvering Lane		Parking Space Dimensions	
	One-Way	Two-Way	Width	Length
0° Parallel	12 ft.	20 ft.	9 ft.	24 ft.
30° - 53°	12 ft.	20 ft.	9 ft.	18 ft.
54° - 74°	15 ft.	20 ft.	9 ft.	18 ft.
75° - 90°	20 ft.	20 ft.	9 ft.	18 ft.

- G. Truck and Recreational Vehicle Parking
- In addition to parking required in Section 16.03, off-street parking for buses, trucks, and recreational vehicles at restaurants, service stations, and similar establishments, shall be of sufficient number and size to adequately serve those vehicles and not interfere with other vehicles that use the same facilities.
 - Spaces for larger vehicles shall not be less than ten (10) feet in width and fifty-five (55) feet in length. Upon review of the site plan, the Planning Commission shall determine if separate truck and recreational vehicle parking is required for the proposed use.
- H. Barrier-Free Parking: In addition to parking required for passenger vehicles set forth in Section 16.03, off-street barrier-free parking facilities shall be provided and designed in accordance with applicable State and/or Federal standards.

SECTION 16.05 OFF-STREET LOADING REQUIREMENTS

- A. On the same premises as any use which involves the receipt or distribution of vehicles, material or merchandise, adequate space shall be provided and maintained for standing, loading and unloading of delivery vehicles in order to avoid interference with or congestion of adjacent streets, neighboring sites, or off-street parking facilities. The

Planning Commission shall determine the required number of loading spaces at the time of site plan review.

- B. At a minimum, the following loading spaces will be required, unless the Planning Commission determines that no separate loading and unloading areas are required.

GFA (sq. ft)	Loading and Unloading Spaces Required
0 - 1,400	None
1,401 – 20,000	1 space
20,001 - 100,000	1 space plus 1 space for each additional 20,001 sq. ft. of UFA not exceeding 100,000 sq. ft. UFA
100,001 and over	5

- C. Loading and unloading spaces, unless completely and adequately provided for within a building, shall be an area ten (10) feet by fifty-five (55) feet, with fourteen (14) foot height clearance sufficient to accommodate vehicles using the loading space.
- D. Loading and unloading space provided by truck wells located below surface grade shall be of sufficient width to accommodate truck maneuvering but shall be not less than ten (10) feet by fifty-five (55) feet. Secure railings or guardrails shall protect exposed sides. Drainage shall be provided to prevent the collection of stormwater at the bottom of the truck well.
- E. Required Greenbelt, Setbacks, and Screening
1. Off-street loading areas, including maneuvering lanes, shall not be located within any landscaped areas required in accordance with Section 3.24. Unless otherwise required by this Ordinance, off-street parking shall be permitted within the required side or rear yard setbacks, provided a minimum ten (10) foot setback is maintained between off-street loading and the abutting side and rear lot lines.
 2. Off-street loading that abuts residentially zoned or used property shall be screened in accordance with Section 3.24, C.
- F. Double Count. Off-street loading space areas shall not be counted toward supplying off-street parking.

SECTION 16.06 OFF-STREET DRIVE-THROUGH AND WAITING SPACES

- A. Drive-Through Facilities
1. In addition to meeting off-street parking requirements, all uses which provide drive-through facilities shall provide adequate off-street stacking space within a defined stacking lane that meets the following requirements:
 - a. Each stacking lane shall be one-way and a minimum of twelve (12) feet in width.

- b. Clear identification and delineation between the drive-through facility and parking lot shall be provided. Drive-through facilities shall be designed in a manner that promotes pedestrian and vehicular safety.
2. Each drive-through facility shall have an escape lane to allow other vehicles to pass those waiting to be served.
3. The number of stacking spaces per service lane shall be provided for the uses listed below. Each stacking space shall be computed on the basis of twenty (20) feet in length. When a use is not specifically mentioned, the requirements for off-street stacking space for the similar use shall apply.

Use	Stacking Spaces/ Service Lane	
Banks, Photo Service, Dry-Cleaning	4	
Fast-food Restaurants	6	
Automobile Washes (self-service)	Entry	1
	Exit	3
Automobile Washes (Automatic)	Entry	12
	Exit	2

- B. Off-Street Waiting Space: Uses such as day care facilities, schools, hospitals, nursing homes, and churches, shall provide a safe and efficient means for passengers to be dropped off and picked up. Off-street waiting spaces shall be clearly marked so as to ensure the safety of pedestrians and motorists.

SECTION 16.07 SITE ACCESS CONTROL

- A. Access to public roads shall be controlled in the interest of public safety.
- B. All sites shall comply with the minimum street frontage and access requirements set forth in the Zoning District in which they are located.
- C. General Requirements
 1. All uses subject to site plan review shall meet the requirements contained in this Section.
 2. Each building or group of buildings used for non-residential purposes, and its parking or service area, shall be physically separated from public roads by a curb, or other suitable barrier against unchanneled motor vehicle access, except as authorized herein.
- D. Driveway Performance Standards: Unless otherwise required by the District in which a use is located, driveways shall conform to standards adopted by the Jackson County Road Commission, unless more stringent standards are required by this subsection or by the district in which the use is located, and the following additional standards:

1. Driveway design and placement must be compatible with internal circulation and parking design so that the entrance can absorb the maximum rate of inbound traffic during a normal weekday peak traffic period.
 2. There must be sufficient on-site stacking to accommodate vehicles waiting to park or exit without using any portion of the public right-of-way, obstructing vehicle sight distance, or otherwise interfering with street traffic.
 3. Unless prevented by topographic conditions or other natural physical barrier provisions for circulation between adjacent parcels shall be provided through coordinated or joint parking systems or connections between parking lots.
 4. Driveways shall be designed to accommodate all vehicle types having occasion to enter and exit the site, including delivery vehicles. There shall be clear delineation of entry and exit lanes within driveways.
 5. Driveway design and location shall ensure that loading and unloading activities will not hinder vehicle ingress or egress.
 6. Driveway design and location shall meet the sight distance requirements of the Jackson County Road Commission.
- E. Driveway Spacing
1. Except for the HC, GC, and LI Districts, driveway spacing will be determined according to the standards adopted by the Jackson County Road Commission.
 2. Driveways In the HC, GC, and LI Districts shall conform to the requirements of Sections 10.04, F; 11.04, F; and 12.04, F, respectively.
- F. Traffic Impact Analysis. The Township may require a traffic impact analysis in order to analyze the effect of development upon existing street traffic. The traffic impact analysis shall examine existing and proposed traffic flows, trip generation studies, impacts on major intersections, turning movement analysis, roadway capacity, parking generation, site ingress/egress, and other factors that may be deemed necessary by the Township. A qualified, registered engineer shall prepare the traffic impact analysis.