

**AGENDA
CITY OF SWARTZ CREEK
PLANNING COMMISSION
PAUL D. BUECHE MUNICIPAL BUILDING
VIRTUAL (ZOOM) MEETING AVAILABLE FOR GENERAL PUBLIC
TUESDAY, NOVEMBER 4, 2025, 7:00 P.M.
CALL TO ORDER:**

1. PLEDGE OF ALLEGIANCE:

2. ROLL CALL: Binder, Branoff, Campbell, Grimes, Henry, Krueger, Melen, Genovesi,
Wyatt

3. APPROVAL OF AGENDA:

4. APPROVAL OF MINUTES:

5. CORRESPONDENCE:

- A. Resolutions
- B. Minutes: October 7, 2025
- C. Meeting Letter
- D. Parking Ordinance

6. MEETING OPENED TO PUBLIC (NON-PUBLIC HEARING ITEMS):

7. BUSINESS:

- A. Review/Training of Parking Ordinance

8. MEETING OPENED TO THE PUBLIC:

9. REMARKS BY PLANNING COMMISSION MEMBERS:

10. ADJOURNMENT:

**RESOLUTIONS
CITY OF SWARTZ CREEK
PLANNING COMMISSION
PAUL D. BUECHE MUNICIPAL BUILDING
TUESDAY, NOVEMBER 4, 2025, 7:00 P.M.**

Resolution No. 251104-01

AGENDA OF NOVEMBER 4, 2025

Motion by Planning Commission Member: _____

I Move the Swartz Creek Planning Commission approves the agenda for the November 4, 2025 Planning Commission meeting.

Second by Planning Commission Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 251104-02

MINUTES OF OCTOBER 7, 2024

Motion by Planning Commission Member: _____

I Move the Swartz Creek Planning Commission approves the Minutes for the October 7, 2024 Planning Commission meeting.

Second by Planning Commission Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 251104-03

**RESOLUTION TO APPROVE THE 2026 PLANNING
COMMISSION MEETING CALENDAR**

Motion by Planning Commission Member: _____

WHEREAS, the Swartz Creek Planning Commission established, per 6.1 of their Rules of Procedure, a regular meeting date of the first Tuesday of each month, with the exceptions required by City holidays, facility scheduling, or as notified in the annual meeting calendar adopted by the Commission; and

WHEREAS, the Commission finds that periodic elections create conflict with meetings, as they place demands upon city staff, facilities, and election workers.

NOW, THEREFORE, pursuant to the Planning Commission Rules of Procedure, public notice is hereby given that regular meetings for calendar year 2026 shall be held monthly, and further, that all meetings shall be held in the Paul D. Bueche Municipal Building Council Chambers located at 8083 Civic Drive, Swartz Creek, Michigan, unless otherwise provided in advance by the City Council, and further, meetings shall commence at 7:00 P.M. on the following dates:

January 2025: Tuesday – 6th

February 2025:	Tuesday – 3rd
March 2025:	Tuesday – 3rd
April 2025:	Tuesday – 7th
May 2025:	Wednesday – 6 th - One day later
June 2025:	Tuesday – 2nd
July 2024:	Tuesday – 7th
August 2024:	Wednesday – 5th - One day later
September 2024:	Tuesday – 1st
October 2024:	Tuesday – 6th
November 2024:	Wednesday – 4 th - One day later
December 2024:	Tuesday – 1st

BE IT FURTHER RESOLVED that the Clerk is hereby directed to post a copy of this resolution in a prominent place in the City Offices of the City of Swartz Creek.

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to supply forthwith, upon request, a copy of this resolution to any newspaper of general circulation in the political subdivision in which the meeting will be held and/or to any radio or television station that regularly broadcasts into the City of Swartz Creek.

Second by Planning Commission Member: _____

Voting For: _____

Voting Against: _____

Resolution No. 251104-04

ADJOURN

Motion by Planning Commission Member: _____

I Move the Swartz Creek Planning Commission adjourns the November 4, 2025 Planning Commission meeting.

Second by Planning Commission Member: _____

Voting For: _____

Voting Against: _____

**CITY OF SWARTZ CREEK
VIRTUAL PLANNING COMMISSION BOARD MEETING
ACCESS INSTRUCTIONS
TUESDAY, NOVEMBER 4, 7:00 P.M.**

The Planning Commission meeting of November 4, 2025 at 7:00 p.m. will be conducted as a hybrid meeting, with commissioners, staff, consultants, petitioners, and public attending in-person. The meeting will also be held virtually (online and/or by phone) to non-commissioners.

To comply with the **Americans with Disabilities Act (ADA)**, any citizen requesting accommodation to attend this meeting, and/or to obtain the notice in alternate formats, please contact Renee Kraft at 810.635.4464 48 hours prior to meeting,

Zoom Instructions for Participants

To join the conference by phone:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID** number (also provided below) when prompted using your touch-tone (DTMF) keypad.

Before a videoconference:

1. You will need a computer, tablet, or smartphone with speaker or headphones. You will have the opportunity to check your audio immediately upon joining a meeting.
2. Details, phone numbers, and links to videoconference or conference call is provide below. The details include a link to **“Join via computer”** as well as phone numbers for a conference call option. It will also include the 9-digit Meeting ID.

To join the videoconference:

1. At the start time of your meeting, enter the link to join via computer. You may be instructed to download the Zoom application.
2. You have an opportunity to test your audio at this point by clicking on “Test Computer Audio.” Once you are satisfied that your audio works, click on “Join audio by computer.”

You may also join a meeting without the link by going to join.zoom.us on any browser and entering the Meeting ID provided below.

If you are having trouble hearing the meeting, you can join via telephone while remaining on the video conference:

1. On your phone, dial the teleconferencing number provided below.
2. Enter the **Meeting ID number** (also provided below) when prompted using your touchtone (DTMF) keypad.
3. If you have already joined the meeting via computer, you will have the option to enter your participant ID to be associated with your computer.

Participant controls in the lower left corner of the Zoom screen:



Using the icons in the lower left corner of the Zoom screen you can:

- Mute/Unmute your microphone (far left)
- Turn on/off camera (“Start/Stop Video”)
- Invite other participants
- View participant list-opens a pop-out screen that includes a “Raise Hand” icon that you may use to raise a virtual hand during Call to the Public
- Change your screen name that is seen in the participant list and video window
- Share your screen

Somewhere (usually upper right corner on your computer screen) on your Zoom screen you will also see a choice to toggle between “speaker” and “gallery” view. “Speaker view” show the active speaker.

Topic: City of Swartz Creek Planning Commission Meeting

Time: November 4, 2025, 7:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83096401128>

Meeting ID: 830 9640 1128

One tap mobile

+13017158592,,83096401128# US (Washington DC)

+13126266799,,83096401128# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 929 205 6099 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 830 9640 1128

If you have any further questions or concern, please contact 810-429-2766 or email rkraft@cityofswartzcreek.org. A copy of this notice will be posted at City Hall, 8083 Civic Drive, Swartz Creek, Michigan.

CITY OF SWARTZ CREEK VIRTUAL (ELECTRONIC) MEETING RULES AND PROCEDURES

In order to conduct an effective, open, accessible, and professional meeting, the following protocols shall apply. These protocols are derived from the standard practices of Swartz Creek public meetings, Roberts Rules of Order, and city board & commission procedures. These procedures are adopted to govern participation by staff, councilpersons and members of the public in all City meetings held electronically pursuant to PA 228 of 2020. Note that these protocols do not replace or eliminate established procedures or practices. Their purpose is to augment standing expectations so that practices can be adapted to a virtual meeting format.

The following shall apply to virtual meetings of the city's public bodies that are held in accordance with the Open Meetings Act.

1. Meetings of the City Council, Planning Commission, Zoning Board of Appeals, Downtown Development Authority, Park Board, or committees thereunder may meet electronically or permit electronic participation in such meetings insofar as (1) the Michigan Department of Health and Human Services restricts the number of persons who can gather indoors due to the COVID-19 pandemic; (2) persons have an illness, injury, disability or other health-related condition that poses a risk to the personal health or safety of members of the public or the public body if they were to participate in person; or (3) there is in place a statewide or local state of emergency or state of disaster declared pursuant to law or charter by the governor or other person authorized to declare a state of emergency or disaster.
2. All meetings held hereunder must provide for two-way communication so that members of the public body can hear and respond to members of the general public, and vice versa.
3. Members of the public body who participate remotely must announce at the outset of the meeting that he/she is in fact attending the meeting remotely and by further identifying the specific physical location (by county, township, village and state) where he/she is located. The meeting minutes must include this information.
4. Notice of any meeting held electronically must be posted at the City Offices at least 18 hours before the meeting begins and must clearly explain the following:
 - (a) why the public body is meeting electronically;
 - (b) how members of the public may participate in the meeting electronically, including the specific telephone number, internet address or similar log-in information needed to participate in the meeting;
 - (c) how members of the public may contact members of the public body to provide input or ask questions on any business that will come before the public body at the meeting;
 - (d) how persons with disabilities may participate in the meeting.
5. The notice identified above must also be posted on the City's website homepage or on a separate webpage dedicated to public notices for non-regularly scheduled or electronic public meetings that is accessible through a prominent and conspicuous link on the website's homepage that clearly describes the meeting's purpose.

6. The City must also post on the City website an agenda of the meeting at least 2 hours before the meeting begins.
7. Members of the public may offer comment only when the Chair recognizes them and under rules established by the City.
8. Members of the public who participate in a meeting held electronically may be excluded from participation in a closed session that is convened and held in compliance with the Open Meetings Act.

MAINTAINING ORDER

Public body members and all individuals participating shall preserve order and shall do nothing to interrupt or delay the proceedings of public body.

All speakers shall identify themselves prior to each comment that follows another speaker, and they shall also indicate termination of their comment. For example, "Adam Zettel speaking. There were no new water main breaks to report last month. That is all."

Any participants found to disrupt a meeting shall be promptly removed by the city clerk or by order of the Mayor. Profanity in visual or auditory form is prohibited.

The public body members, participating staff, and recognized staff/consultants/presenters shall be the only participants not muted by default. All other members must request to speak by raising their digital hand on the Zoom application or by dialing *9 on their phone.

MOTIONS & RESOLUTIONS

All Motions and Resolutions, whenever possible, shall be pre-written and in the positive, meaning yes is approved and no is defeated. All motions shall require support. A public body member whom reads/moves for a motion may oppose, argue against or vote no on the motion.

PUBLIC ADDRESS OF BOARD OR Commission

The public shall be allowed to address a public body under the following conditions:

1. Each person who wishes to address the public body will be first recognized by the Mayor or Chair and requested to state his / her name and address. This applies to staff, petitioners, consultants, and similar participants.
2. Individuals shall seek to be recognized by raising their digital hand as appropriate on the digital application.
3. Petitioners are encouraged to appropriately identify their digital presence so they can be easily recognized during business. If you intend to call in only, please notify the clerk in advance of your phone number.
4. The city clerk shall unmute participants and the members of the public based upon the direction of the mayor or chair. Participants not recognized for this purpose shall be muted by default, including staff, petitioners, and consultants.
5. Individuals shall be allowed five (5) minutes to address the public body, unless special permission is otherwise requested and granted by the Mayor or Chair.
6. There shall be no questioning of speakers by the audience; however, the public body, upon recognition of the Mayor or Chair, may question the speaker.

7. No one shall be allowed to address the public body more than once unless special permission is requested, and granted by the Mayor or Chair.
8. One spokesperson for a group attending together will be allowed five (5) minutes to address the public body unless special permission has been requested, and granted by the Mayor or Chair.
9. Those addressing the public body shall refrain from being repetitive of information already presented.
10. All comments and / or questions shall be directed to and through the Mayor or Chair.
11. Public comments (those not on the agenda as speakers, petitioners, staff, and consultants) are reserved for the two "Public Comment" sections of the agenda and public hearings.

VOTING RECORD OF PUBLIC BODIES

All motions, ordinances, and resolutions shall be taken by "YES" and "NO" voice vote and the vote of each member entered upon the journal.

**CITY OF SWARTZ CREEK
SWARTZ CREEK, MICHIGAN
MINUTES OF PLANNING COMMISSION MEETING
OCTOBER 7, 2025**

Meeting called to order at 7:00 p.m. by Vice Chair Henry

Pledge of Allegiance.

ROLL CALL:

Commissioners present: Campbell, Binder, Branoff, Grimes, Krueger, Henry, Melen

Commissioners absent: Genovesi, Wyatt

Staff present: Adam Zettel, City Manager.

Others present: Ken Brill (ZBA)

Others Virtually Present: None

APPROVAL OF AGENDA:

Resolution No. 251007-01

(Carried)

Motion by Planning Commission Member Krueger
Second by Planning Commission Member Grimes

I Move the Swartz Creek Planning Commission approves the agenda for the October 7, 2025, Planning Commission meeting.

Unanimous Voice Vote
Motion Declared Carried

MINUTES OF SEPTEMBER 2, 2025

Resolution No. 250902-02

(Carried)

Motion by Planning Commission Member Binder
Second by Planning Commission Member Krueger

I Move the Swartz Creek Planning Commission approves the amended Minutes for the September 2, 2025, Planning Commission meeting.

Unanimous Voice Vote
Motion Declared Carried

MEETING OPENED TO THE PUBLIC: None.

BUSINESS:

REVIEW/TRAINING OF SITE PLAN REVIEW AND SPECIAL LAND USE ORDINANCES:

City Manager Adam Zettel discussed the City of Swartz Creek's articles 21 & 22 of Zoning Appendix A, Site Plan Review and Special Land Uses. He delivered a Powerpoint presentation on both ordinances. Content included the intentions, purposes, filing requirements, timelines, process details, review criteria, and standards of the ordinances. He also covered best practices for review methods, fact-finding, seeking expert/legal input, decision crafting, and public input sessions. There were questions and discussion from the board, specifically regarding the role of public input and the process for managing requests that are not covered by the codes. The burden of proof for site plans versus special land use was discussed at length. Mr. Zettel mentioned that one additional Planning Commission meeting was likely in 2025. There were no recommendations for ordinance changes.

MEETING OPENED TO THE PUBLIC: None.

REMARKS BY PLANNING COMMISSION:

Commissioner Binder stated that the school property, Cage, may drain to the Smith drain, and she would like to learn more if possible.

Commissioner Branoff asked if the schools are exempt from standard site plan review and zoning. They are.

Commissioner Grimes asked about Bella's Book Nook. There is no update

Adjourn

Resolution No. 251007-03

(Carried)

Motion by Planning Commission Member Krueger
Second by Planning Commission Member Binder

I Move the Swartz Creek Planning Commission adjourns the October 7, 2025, Planning Commission meeting.

Unanimous Voice Vote
Motion Declared Carried

Meeting adjourned at 8:47 p.m.

Betty Binder, Secretary



Adam Zettel, AICP

City Manager

azettel@cityofswartzcreek.org

Date: October 29, 2025

To: Planning Commissioners
From: Adam Zettel, AICP
RE: November 4, 2025 Planning Commission

Hello everyone,

We will be meeting at 7:00 p.m. on Tuesday, November 4, 2025. Commissioners MUST attend in-person. If you cannot attend, please let me know.

First on the agenda is the adoption of our 2026 calendar. With the commission scheduled to meet on the first Tuesday of each month, we have found this to conflict with our elections from time to time, putting strain on the use of the room, staff, and some election workers that are on commission. As such, we are looking to approve a 2026 calendar that accounts for these likely dates. I have pushed the May, August, and November meetings to the next day, Wednesday.

The primary purpose of this meeting will be to conduct a brief training/review of the parking standards section of the zoning ordinance. This is the third of three proposed review sessions we will look to have before the holidays. In September, we went over landscaping, and in October we covered site plan review & special land uses.

We are conducting this training for a few reasons. First, we have a mandate to meet four times a year, and business has been so slow. This will give us purpose. Second, we have some new members that could certainly benefit from a detailed look at the code. Lastly, training is always good, even for experienced members.

If you have any comments or questions, please contact me directly.

Sincerely,

Adam H. Zettel, AICP
City Manager
City of Swartz Creek
azettel@cityofswartzcreek.org

8083 Civic Drive

Swartz Creek Michigan 48473

Phone: (810)-635-4464

Fax: (810)-635-2887

www.cityofswartzcreek.org

ftp://cityofswartzcreek.org

Article 18. - OFF-STREET PARKING AND LOADING/UNLOADING REQUIREMENTS

Footnotes:

--- (15) ---

Editor's note— Ord. No. 440, §§ 1, and 10, adopted June 10, 2019, repealed the former Art. 18, §§ 18.00—18.11, and renumbered Art. 26 §§ 26.00—26.06 as Art. 18 §§ 18.00—18.06, as set out herein. The former Art. 18 pertained to condominiums and derived from Ord. No. 395, adopted August 15, 2006.

Section 18.00. - Intent.

The purpose of this article is to ensure sufficient automobile off-street parking space with adequate access to all spaces at the time of erection, enlargement or change in use, of any principle building or structure. Off-street parking and loading areas are to be designed, maintained and operated in a manner that will ensure their efficient use, promote public safety, improve aesthetics and, where appropriate, protect surrounding uses from undesirable impacts. The number of off-street parking spaces, in conjunction with all land or building uses shall be provided, prior to the issuance of a certificate of occupancy, as hereinafter prescribed.

(Ord. No. 440, §§ 1, 10, 6-10-19)

Section 18.01. - Scope.

Compliance with the off-street parking regulations shall be required as follows:

- A. *General applicability:* For all buildings and uses established after the effective date of this ordinance, off-street parking shall be provided as required in this section prior to issuance of a certificate of occupancy. However, this requirement is subject to the vested rights set out in section 1.02 of this ordinance.
- B. *Change in use or intensity:* If the use of a building or intensity of use of any building, structure, or lot is increased through the addition of dwelling units, increase in floor area, increase in seating capacity, or through other means, additional off-street parking shall be provided for such increase in intensity of use.
- C. *Existing parking facilities:*
 1. Off-street parking facilities in existence on the effective date of this ordinance shall not thereafter be reduced below, or if already less than, shall not be further reduced below the requirements for the use being served as set forth in this ordinance.
 2. An area designated as required off-street parking shall not be changed to any other use unless equal facilities are provided elsewhere in accordance with the provisions of

this ordinance.

- D. *Review procedures:* Compliance with the requirements in this article shall be subject to site plan review and approval.

(Ord. No. 440, §§ 1, 10, 6-10-19)

Section 18.02. - General requirements.

In all zoning districts, off-street vehicle parking facilities shall be provided and maintained as herein prescribed:

A. *Location:*

1. *Proximity to building or use being served.* Off-street parking for multiple-family and non-residential uses shall be located on the same lot or parcel as the building or use being served or within 500 feet of the building it is intended to serve, measured from the nearest public building entrance to the nearest parking space, except as otherwise permitted for collective use of off-street parking. Ownership shall be shown on all lots or parcels intended or used as parking by the applicant.
2. *Within yards.* Off-street parking in commercial, office, multiple-family, and industrial uses may only be located in a rear yard or non-required front or side yard, provided that all landscaping requirements in Article 20 are complied with, and provided further that off-street parking shall not be permitted within 20 feet of a single-family residential district boundary, nor within ten feet of any road right-of-way line.

- B. *Perimeter landscaping:* Greenbelts along the street frontage and buffer zones along lot lines may also be required (see Article 20). When required off-street parking in a non-residential district abuts a residential district, there shall be located a landscaped buffer strip 15 feet wide and parallel to the mutual boundary. The buffer strip shall be composed of trees and/or foliage. In lieu of a buffer strip, the planning commission may permit or require a solid fence or wall between six and 12 feet in height and shall be located along a mutual boundary.

- C. *Internal landscaping:* Internal landscape islands may be required by the planning commission for all lots in excess of 25 spaces in accordance with the standards of Article 20.

D. *Parking standards, by use:*

1. *One-family and two-family.* Off-street parking spaces in one-family and two-family residential districts shall consist of a parking strip, driveway, garage, or combination thereof, and shall be located on the premises they are intended to serve. No parking shall be permitted on lawns or other unpaved areas on residential lots, with the

exception of approved gravel parking driveways and areas. A minimum three feet wide lawn or landscape strip, where feasible, shall be required between the edge of pavement and all property lines.

2. *Other uses.* Parking areas, other than for one-family detached homes or duplexes on individual lots, shall be approved as part of a site plan. Minor changes to the parking layout, as determined by the zoning administrator shall require submittal of a parking plan which indicates property lines, existing and proposed ground elevations at two-foot contour intervals, the number of spaces, calculations for meeting the minimum space requirements of this article, dimensions of aisles, driveways and typical parking stalls, location of curbs and curb blocks, location and size of signs, existing and proposed landscaping, existing and proposed lighting and drainage facilities.
- E. *Control of off-site parking:* It shall be unlawful to park or store any motor vehicle on private property without the expressed or implied consent of the owner, holder, occupant, lessee, agent, or trustee of said private property. Where required parking is permitted on land other than on the same lot as the building or use being served, the land on which the parking is located shall be under the same ownership or control as the lot occupied by said building or use.
- F. *Limits on storage and repair:* The use of required parking areas for material storage, refuse storage stations/dumpsters, storage or display of vehicles and/or merchandise, or for vehicle or machinery repair or maintenance is expressly prohibited. The use of semi-trailers for storage purposes on the premises for five or more consecutive days is prohibited. Emergency service required to start vehicles shall be permitted.
- G. *Duration:* Except when land is used as permitted storage space in direct connection with a legitimate business, a 24-hour time limit for parking in non-residential off-street parking areas shall prevail, provided that it shall be unlawful to permit the storage of wrecked, inoperable, or junked vehicles in any parking area in any district.
- H. *Access to parking:* Each off-street parking space shall open directly onto a clearly-defined aisle or driveway of sufficient width and design as to provide safe and efficient access to or from a public street or alley in a manner that will least interfere with the smooth flow of traffic. Access to off-street parking which serves a non-residential use shall not be permitted across land that is zoned or used for residential purposes.
- I. *Ingress and egress:* A suitable means of ingress and egress shall be provided and located to minimize traffic congestion and interference with pedestrian movement. The location of all entrances and exits and directional signs, shall be approved by the planning commission, and where required, by the Genesee County Road Commission, and the Michigan Department of Transportation.

- J. *Limits on excessive parking:* In order to minimize excessive areas of pavement which depreciate aesthetic standards and contribute to high rates of storm water runoff, exceeding the minimum parking space requirements by greater than 20 percent shall not be allowed, except as approved by the planning commission. In granting such additional space, the planning commission shall determine that such parking will be required, based on documented evidence, to accommodate the use on a typical day.
- K. *Collective use of off-street parking:* Off-street parking for separate buildings or uses may be provided collectively subject to the following:
1. The total number of spaces provided collectively shall not be less than the sum of spaces required for each separate use, unless the operating hours of the building or uses do not overlap, in which case the planning commission may reduce the total number of spaces to a number deemed reasonable based on the characteristics of the buildings or uses.
 2. Each use served by collective off-street parking shall have direct access to the parking without crossing streets.
 3. The collective off-street parking shall not be located farther than 500 feet from the building or use being served.
 4. Written easements which provide for continued use and maintenance of the parking shall be submitted to the city for approval.

Note: A 20 percent reduction may be permitted for collective off-street parking lots if a signed agreement is provided by the property owner, and the planning commission determines that the peak usage will occur at different periods of the day.

- L. *Limits on changes:* Any area once designated as required off-street parking shall not be changed to any other use unless and until equal facilities meeting the standards of this section are provided elsewhere, or the parking requirements of the site change. Off-street parking existing at the effective date of this ordinance, in connection with the operation of an existing building or use shall not be reduced to an amount less than hereinafter required for a similar new building or new use.
- M. *Parking lot deferment:* Where the property owner can demonstrate or the planning commission finds that the required amount of parking is excessive, the planning commission may approve a smaller parking area, provided that the area of sufficient size to meet the parking space requirements of this article is retained as open space, and the owner agrees to construct the additional parking at the direction of the planning commission based on observed usage within six months of being informed of such request in writing by the planning commission.

A written legal agreement, which has been approved by the city attorney, to construct the deferred parking shall be provided by the applicant. The planning commission may require posting of a performance bond to cover the estimated construction cost of the deferred parking with a refund in two years if the additional parking is not found to be necessary. The site plan shall note the area where parking is being deferred, including dimensions and dotted parking lot layout.

N. *Parking structures*: Parking structures shall be permitted subject to the following standards:

1. Any parking structure shall comply with the required setbacks for the district in which it is located.
2. Parking structures shall be designed as integral elements of the overall site plan, taking into account the relationship to the principal building and other structures on the site.
3. The façade of the parking structure shall be compatible in design, color, and type of material to the principal building(s) on the site.
4. Landscaping shall be placed around the parking structure in accordance with an approved landscape plan. Any such landscaping shall be compatible with the overall landscape plan for the entire site.

O. *Snow removal*: All off-street parking and loading facilities required by this article shall be maintained free of accumulated snow, standing water, debris or other materials which prevent full use and occupancy of such facilities in accordance with the intent of this article, except for temporary periods of no more than five days in the event of heavy rainfall or snowfall.

P. *Carports and garages*: Carports and garages for multiple-family dwellings shall be calculated as parking spaces on a one-to-one basis. Carports and garages in multiple-family dwelling developments shall have a maximum height of 14 feet, measured from the grade to the peak of the structure. Carports shall be screened on the sides or front end facing any public or internal street or drive. A minimum four-foot high wall or landscape hedge may be required in accordance with the provisions of [Article 20](#).

Q. *Use of garages*: Accessory garages shall only be used to store vehicles or equipment associated with a permitted use unless a private leasing garage or storage area is approved by the planning commission.

R. *Construction parking*: During construction, off-street parking shall be provided on-site for all construction vehicles and employees.

S. *Recreational vehicle parking and storage*:

- 1.

Standards in residential districts.

- a) Except as otherwise permitted in this section, recreational vehicles and equipment greater than 104 inches in width or 37 feet in length shall not be parked or stored on any lot or parcel or on the road in any Residential District.
 - b) Recreational vehicles and equipment 104 inches in width or 37 feet in length or less shall be parked and stored in the side or rear yards, and may project a maximum of five feet into the front yard.
 - c) For the purposes of loading and unloading, recreational vehicles, and equipment may be parked anywhere in a driveway or parking area on a residential premises for a period not to exceed three days.
 - d) Such equipment shall not be used for living, sleeping, or housekeeping purposes when parked or stored on a residential lot, or in any location not approved for such use.
 - e) Recreational vehicles and equipment shall not be parked or stored on any public right-of-way or easement.
 - f) Recreational vehicles and equipment may not be stored or parked in residential districts for the purpose of making major repairs, refurbishing, or reconstruction of the recreational vehicle or equipment.
 - g) Recreational vehicles must have a current or prior year license plate and registered to an occupant of the dwelling unit on the parcel on which it is stored.
2. *Non-residential districts.* The storage of recreational vehicles and equipment in non-residential districts when it is not associated with the business of the property, shall provide proper screening so that it is not visible from the road and abutting residential areas.
- T. *Repair of vehicles:* The parking, carrying out of repair, restoration and maintenance procedures or projects on vehicles in any residential district, when such work is not conducted entirely within the interior of the vehicle, shall be subject to the following limitations:
1. All vehicles parked or being worked on outside shall be on an improved driveway surface, licensed, and operable.
 2. Procedures exceeding 48 hours in duration or which require the vehicle to be inoperable in excess of 48 hours shall be conducted within an enclosed building.
 3. Inoperable vehicles and vehicle parts shall be stored inside an enclosed building.
- U. *Parking of commercial vehicles:*

1. Parking of commercial vehicles over two tons shall be prohibited in all residential districts; except this restriction shall not apply to essential public service vehicles.
2. It shall be unlawful for the owner, tenant, or lessee of any lot to permit the open storage or outdoor parking of semi-tractor (50-foot wheelbase or larger) trucks and/or semi-trailers, bulldozers, earth carriers, cranes, or any other similar equipment or machinery, unless the storage or display of such vehicles is an approved use or unless the vehicles are temporarily parked while in use for approved construction on such lot.

(Ord. No. 434, § 7, 10-8-18; Ord. No. 440, §§ 1, 10, 6-10-19)

Section 18.03. - Minimum number of spaces required.

The following standards shall be used in determining the required number of parking spaces:

A. *Definition of floor area:*

1. For the purposes of determining required number of parking spaces, "floor area" shall mean the gross floor area (GFA), unless otherwise noted.
2. Where the floor area measurement is specified as gross leasable floor area, (GLA) or usable area, parking requirements shall apply to all internal building areas excluding the floor area used for storage, mechanical equipment rooms, heating/cooling systems and similar uses, and other areas not intended for use by the general public. Where these areas are yet undefined, leasable floor area shall be considered to be 80 percent of the gross floor area.

B. *Units of measure:*

1. *Fractional spaces.* When calculations for determining the required number of parking spaces results in a fractional space, any fraction of less than one-half may be disregarded, while a fraction of one-half or more shall be counted as one parking space.
2. *Employee parking.* Parking spaces required for employees shall be based on the maximum number of employees on the premises at any one time.
3. *Bench seating.* In calculating bench seating for places of assembly, each 24 inches of benches, pews or other such seating, shall be counted as one seat.
4. *Stacking spaces.* Each required drive-through waiting or stacking space shall be 20 feet long and ten feet wide.

- C. *Uses not cited:* For those uses not specifically mentioned, the requirements for off-street parking for a similar use shall apply, subject to review by the planning commission and/or zoning administrator. A factor of one and one-half times the average rate listed in the

Institute of Transportation Engineers Parking Generation Manual may be used.

- D. *Parking during construction:* Temporary off-street parking shall be provided for workers during construction at a rate of one space per employee. Gravel surfacing may be permitted for such temporary parking.
- E. *Accessible/barrier-free parking:* Each parking lot that serves a building, except one-family and two-family dwelling units, shall have a number of level parking spaces, reserved for persons with disabilities, according to the following provisions:
 - 1. *Definitions.*
 - a) *Accessible/barrier-free:* Describes a site, building, facility, or portion thereof that complies with the Uniform Federal Accessibility Standards (UFAS) and that can be approached, entered, and used by persons with disabilities.
 - b) *Accessible route:* A continuous unobstructed path connecting all accessible spaces in a building or facility. Interior accessible routes may include corridors, floors, ramps, elevators, lifts, and clear floor space at fixtures. Exterior accessible routes may include parking access aisles, curb ramps, crosswalks at vehicular ways, walks, ramps, and lifts.
 - c) *Access aisle:* An accessible pedestrian space between elements, such as parking spaces, seating, and desks, that provides clearances appropriate for use of the elements.
 - 2. *Location.* Parking spaces for persons with disabilities and accessible passenger loading zones that serve a particular building shall be the spaces or zones located closest to the nearest accessible entrance on an accessible route. In separate parking structures or lots that do not serve a particular building, parking spaces for persons with disabilities shall be located on the shortest possible circulation route to an accessible pedestrian entrance of the parking facility.
 - 3. *Barrier-free parking spaces.*
 - a) Parking spaces for persons with disabilities shall be at least 96 inches wide and shall have an adjacent access aisle 60 inches wide minimum. Parking access aisles shall be part of an accessible route to the building or facility entrance and shall comply with the requirements in the Uniform Federal Accessibility Standards, the State Barrier-Free Manual, and the requirements of the Americans with Disabilities Act, as amended.
 - b) Two accessible parking spaces may share a common access aisle. Parked vehicle overhangs shall not reduce the clear width of an accessible circulation route.
 - c) Parking spaces and access aisle shall be level with surface slopes not exceeding

1:50 in all directions. One in every eight accessible spaces, but not less than one, shall be served by an access aisle 96 inches wide minimum and shall be designated "van accessible". All such spaces may be grouped on one level of a parking structure.

4. *Signage.* Accessible parking spaces shall be designated as reserved for persons with disabilities by a sign showing the International symbol of accessibility. Such signs shall not be obscured by a vehicle parked in the space.
 5. *Passenger loading zones.* Passenger loading zones shall provide an access aisle at least 60 inches wide and 20 feet long adjacent and parallel to the vehicle pull-up space. If there are curbs between the access aisle and the vehicle pull-up space, then a curb ramp shall be provided. (Vehicle standing spaces and access aisles shall be level with surface slopes not exceeding 1:50 in all directions.)
 6. *Vehicle clearance.* Provide minimum vehicle clearances of 114 inches at accessible passenger loading zones and along vehicle access routes to such areas from site entrances. If accessible van parking spaces are provided, then the minimum vertical clearance should be 114 inches.
 7. *Compliance.* Accessibility shall be in compliance with the adopted City Building Code, the State of Michigan Barrier-Free Rules, Michigan Public Act No. 1 of 1966, as amended, and the American with Disabilities Act, as amended.
- F. *Use of loading space:* Required loading space shall not be counted or used for required parking.
- G. *Minimum number of spaces for each use:* The amount of required off-street parking space shall be determined in accordance with the schedule which follows. Where more than one standard is provided for a particular use, the standard that provides the most parking spaces shall be used. The planning commission may modify the numerical requirements for off-street parking, based on evidence that another standard would be more reasonable, because of the level of current or future employment and/or level of current or future customer traffic.
- H. Central business district: All uses within the central business district shall calculate parking (residential and commercial) to require four parking spaces per 1,000 square feet of gross floor area.

(Ord. No. 434, § 8, 10-8-18; Ord. No. 440, §§ 1, 10, 6-10-19)

Section 18.04. - Schedule of minimum off-street parking requirements.

RESIDENTIAL	
One-family and two-family dwellings Up to 3 bedrooms 4 or more bedrooms	2.0 spaces per dwelling unit 3.0 spaces per dwelling unit
Multiple-family dwellings	1.0 spaces per each efficiency or one bedroom dwelling unit, 1.5 spaces per each unit with two bedrooms 2.0 spaces for each unit with three or more bedrooms
Note: In addition, multiple-family and attached single-family developments shall be required to provide supplemental guest off-street parking equal to at least 20 percent of the spaces required by the above standards. If community buildings, swimming pools, or recreation buildings are provided in the development, one space for every five units in the development shall be provided, and shall be within reasonable walking distance of the facility.	
Manufactured homes in a manufactured housing park	3.0 spaces per each manufactured home unit
HOUSING FOR THE ELDERLY	
Senior apartments and elderly housing complexes	1.5 spaces per dwelling unit
Senior "interim care" and "intermediate care" units, retirement villages, etc.	1.0 space per each room or two beds, whichever is less, plus 1.0 space per each employee expected during the peak shift

Congregate care and dependent care (convalescent/nursing home units)	1.0 space per each three beds or two rooms, whichever is less, up to 120 beds, plus 3.0 spaces for each bed over 120; plus 1.0 space for each employee during peak shift
Note: Should units revert to general occupancy, the requirements for multiple-family housing shall be complied with.	
INSTITUTIONAL OR PUBLIC USES	
Churches, temples, and places of worship	1.0 space per each three seats or six linear feet of pews, plus land area shall be available for future development of additional spaces, equal to 50 percent of the specified parking requirements (to accommodate growth)
Municipal office buildings	4.0 spaces per 1,000 sq. ft. gross floor area
Community centers (incl. senior centers and teenage centers)	1.0 space per 100 sq. ft. gross floor area
Child care or day care centers	2.0 spaces plus 1.0 additional space for each eight children of licensed authorized capacity; a paved unobstructed pick-up space with adequate stacking (as determined by the planning commission) shall be provided
Fraternities, sororities, dormitories	1.0 for each five persons who may legally occupy the premises at one time, based on the occupancy load established by local codes, or one for each two beds, whichever is greater

Group day care homes, adult foster care group homes, adult congregate care facilities, and children's homes	1.0 space per four clients plus 1.0 space per each employee plus designated drop-off spaces
Hospitals	1.75 spaces per inpatient bed plus 1.0 spaces per each 175 gross square feet of hospital related office, research and administrative space. Other uses shall be computed separately
Mixed health care related uses in the Health Care District Medical Center	5.0 spaces per 1,000 sq. ft. gross floor area overall if parking facilities are shared, otherwise each use is computed separately
Primary schools (elementary and junior high schools)	1.0 space per each instructor, plus 1.0 space per each employee and administrator, plus drop-off areas for school buses, plus spaces required for any assembly hall, auditorium and/or outdoor arena
Secondary (high) schools, commercial schools, colleges	1.0 space per each instructor, plus 1.0 per each employee and administrator, plus 5.0 spaces per each classroom, plus drop-off areas for school buses, plus parking required for any assembly hall, auditorium or outdoor arena
Auditorium, assembly halls, theaters and outdoor arenas	1.0 space per each three seats or six feet of bleachers, whichever is greater, plus 1.0 for each employee
Public recreation centers	5.0 spaces per 1,000 sq. ft. of gross floor area

Dance halls, pool and billiard rooms, exhibition	1.0 parking space for each three persons permitted in such edifice as determined in the capacity limitations, thereof, by the fire marshal
Union halls, fraternal orders, civic clubs and similar uses	1.0 space per every three persons of capacity authorized by the fire marshal
Museum, library, cultural center, or similar facility	1.0 space per 300 sq. ft. of usable floor space, plus 1.0 space for every employee on the maximum shift
Post office	1.0 space per 200 sq. ft. of usable floor space, plus 1.0 space for every employee on the maximum shift
Public utility use	1.0 space per every employee on the maximum shift
OFFICE	
Medical/dental clinic/office	7.0 spaces per 1,000 sq. ft. gross floor area, plus 1.0 for each examining room, dental chair or similar use area.
Medical clinic: Outpatient center, 24-hour urgent care centers, etc.	2.0 spaces per exam or outpatient procedure/operating room, plus care areas, 1.0 space per laboratory or recovery room, plus 1.0 space for each two rooms for employee parking
General office building	1.0 space per 300 sq. ft. gross leasable floor area
Branch bank, credit union or savings and loan	1.0 space per 200 sq. ft. gross floor area, plus 2.0 spaces per each 24-hour teller, plus 4.0 stacking spaces per each drive-through window

COMMERCIAL/RETAIL/SERVICE	
Appliance store	1.0 space per 250 sq. ft. gross leasable floor area
Auto service (gasoline) station	2.0 spaces per each service bay (pump island), plus 1.0 space per employee, plus 1.0 space per each tow truck, plus 1.0 space for each 500 sq. ft. devoted to sales of automotive goods or convenience items. Plus requirements for auto service center if applicable.
Automobile service center or auto repair center	3.0 spaces for employees, but not less than 2.0 for each lubrication stall, rack, pit, or similar service area, plus 2.0 waiting spaces for each service bay.
Automobile or vehicle dealership	2.5 spaces for each 1,000 square feet of interior sales space plus one and one-half spaces per 1,000 square feet of exterior display, plus three spaces per service bay.
Automobile wash	2.0 spaces, plus 1.0 designated space per each employee on peak shift, plus 12 stacking spaces per bay for a fully automatic car wash, 15 for a semi-automatic (motorist must leave auto) or 2.0 stacking spaces per bay for a self-serve car wash
Barber shop/beauty parlor	3.0 spaces per each of the first two barber or beautician chair/stations, plus 1.5 spaces for each additional chair.
Bookstores	1.0 spaces per 125 sq. ft. gross leasable area.

Conference rooms, exhibit halls and similar uses	1.0 space per every two persons of capacity authorized by the Uniform Building Code, or 1.0 space per 100 sq. ft. gross floor area, whichever is greater, plus 1.0 space per employee.
Convenience store, with or without gasoline service	1.0 space per 250 sq. ft. gross leasable floor area, plus spaces required for auto service station activities or gasoline sales
Dry cleaners	2.0 spaces per 1,000 sq. ft. gross leasable floor area
Funeral homes, mortuary establishments	1.0 space per 50 sq. ft. of service parlors, chapels and reception area, plus 1.0 space per each funeral vehicle stored on premises
Furniture/carpet store, appliance, household equipment, repair shops, showroom of a plumber, decorator, electrician, or similar trade or uses.	1.0 spaces per 1,000 sq. ft. gross leasable floor area, plus 1.0 space for each two persons employed in the processing area.
General retail business	1.0 space per 150 sq. ft. gross leasable floor area (GLA)
Shopping centers over 600,000 GLA	5.0 per 1,000 sq. ft. gross leasable floor area (GLA)
Shopping centers over 400,000—600,000 GLA	<u>4.5</u> per 1,000 sq. ft. gross leasable floor area (GLA)
Shopping centers over 25,000—400,000 GLA	4.0 per 1,000 sq. ft. gross leasable floor area (GLA)
Home improvement centers (over 40,000 sq. ft.)	<u>5.5</u> spaces per 1,000 sq. ft. gross leasable floor area (GLA)

Laundromat and coin-operated dry cleaners	1.0 space per each two washing machines
Mini- or self-storage warehouse	Minimum of 6.0 spaces
Motel/hotel with lounge, restaurant and conference or banquet rooms	1.0 space per guest room, plus 1.0 space per 100 sq. ft. of lounge, restaurant, conference or banquet rooms or exhibit space, plus 1.0 space per each two employees
Motel/hotel with restaurant/lounge	1.0 space per guest room, plus 12.0 spaces per 1,000 sq. ft. of restaurant/lounge space, plus 1.0 space per each two employees
Motel/hotel without restaurant/lounge; bed and breakfast inn	1.0 space per guest room, plus 1.0 space per each two employees.
Outdoor sales, display	1.0 space per 800 sq. ft. of such area
Recreational vehicle, boat, mobile home and similar sales	1.0 space per 800 sq. ft. gross leasable floor area, plus 2.0 spaces per each vehicle sales service bay
Restaurant—Sit-down type with liquor license	20.0 spaces per 1,000 sq. ft. gross leasable floor area, or 0.6 spaces per seat, whichever is greater
Bars, lounges, taverns, nightclubs (majority of sales consist of alcoholic beverages)	25.0 spaces for each 1,000 square feet usable floor area
Restaurant—Standard (a family-type restaurant without a bar or lounge area)	14.0 spaces per 1,000 sq. ft. gross leasable floor area or 0.5 space per seat, whichever is greater, plus any spaces required for any banquet or meeting rooms

Restaurant—Fast food with drive-through window	22.0 spaces per 1,000 sq. ft. of gross leasable floor area, plus 5.0 spaces between the pick-up window and the order station, plus 10.0 stacking spaces which do not conflict with access to required parking spaces per order pick-up station, plus spaces for employees of a peak shift plus at least 2.0 longer spaces designated for recreational vehicles and semi-trucks if site is within ½ mile of expressway
Restaurant—Carry-out or delicatessen with less than six tables and/or booths	6.0 spaces plus 1.0 space for each employee on peak shift
Supermarket	1.0 space per 175 sq. ft. gross leasable floor area
Video rental establishments	1.0 space per 100 sq. ft. leasable floor area, with a minimum of 8.0 spaces provided
Wholesale establishments	1.0 space per each 500 sq. ft. of gross floor area, plus 1.0 per each two employees
RECREATION/ENTERTAINMENT	
Batting cages	2.0 spaces per cage
Billiard parlors, pool halls, dance halls, roller or skating rinks, exhibition halls, and assembly halls without fixed seats	1.0 for each three persons allowed within the maximum occupancy load as established by local county or state fire, building, or health codes.
Bowling centers	5.0 spaces per lane plus 25 percent of the required parking for any lounge

Commercial outdoor recreation centers	1.0 space per 200 sq. ft. gross floor area
Golf course driving range	2.0 spaces per each three tees, plus 1.0 per employee
Golf course, miniature	2.0 spaces per each course hole, plus 1.0 per employee
Golf course, par three	3.0 spaces per each course hole, plus 1.0 per employee
Golf course/country club	6.0 spaces per each course hole, plus 1.0 per employee
Golf course banquet hall/lounge	0.5 space per seat, less spaces required for golf course
Health fitness centers without swimming pool	5.0 spaces per 1,000 sq. ft. gross leasable floor space
Ice/roller skating rink	6.0 spaces per 1,000 sq. ft. gross floor area
Private golf clubs, tennis clubs, or similar uses	1.0 space for each two member families or individuals
Stadium, sports arenas, or similar place of outdoor assembly	1.0 space for each three seats or six feet of benches
Swimming pool	1.0 space per each three persons of capacity authorized by the City Building Code
Theater, cinema, auditoriums	1.0 space per each four seats, plus 4.0 spaces per screen or stage, plus 1.0 per employee

Racquetball/tennis centers	1.0 space per 1,000 sq. ft. gross floor area or 6.0 spaces per court, whichever is greater
Video arcades	1.0 space per 50 sq. ft. leasable floor area, with a minimum of 6.0 spaces required
INDUSTRIAL	
Light industrial, manufacturing, testing labs, research and development centers	2.0 spaces per 1,000 sq. ft. gross floor area or 0.6 spaces per employee at peak shift, whichever is greater; plus 1.0 space for each corporate vehicle, plus parking required for any sales area or office
Warehousing	1.0 space per each 1,500 sq. ft. gross floor area or 1.0 space per employee at peak shift, whichever is greater, plus 1.0 space for each corporate vehicle (separate standard provided for mini-storage)
CENTRAL BUSINESS DISTRICT	
All uses (residential and commercial)	4 spaces per 1,000 square feet of floor area
Restaurant—Fast food with drive-through window	22.0 spaces per 1,000 sq. ft. of gross leasable floor area, plus 5.0 spaces between the pick-up window and the order station, plus 10.0 stacking spaces which do not conflict with access to required parking spaces per order pick-up station, plus spaces for employees of a peak shift plus at least 2.0 longer spaces designated for recreational vehicles and semi-trucks if site is within ½ mile of expressway

Restaurant—with pick-up window	22.0 spaces per 1,000 sq. ft. of gross leasable floor area, plus 3.0 stacking spaces which do not conflict with access to required parking spaces per order pick-up station, plus spaces for employees of a peak shift plus at least 2.0 longer spaces designated for recreational vehicles and semi-trucks if site is within ½ mile of expressway
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(Ord. No. 434, § 9, 10-8-18; Ord. No. 440, §§ 1, 10, 6-10-19)

Section 18.05. - Design, layout, and construction.

Off-street parking facilities containing four or more spaces shall be designed, constructed, and maintained in accordance with the following requirements:

- A. *Review and approval requirements:* Plans for the construction of any parking lot in conjunction with a new development shall be submitted for review and approval according to the normal site plan review procedures. Plans for expansion of an existing parking lot that is not associated with other new development shall be submitted to the zoning administrator for review and approval prior to the start of construction. Upon completion of construction, the parking lot must be inspected and approved by the zoning administrator before a certificate of occupancy can be issued by the city for the parking lot and for the building or use the parking is intended to serve.

Two sets of plans shall be prepared at a scale of not less than 50 feet equal to one inch. Plans shall indicate existing and proposed grades, drainage, (sewers), surfacing and base materials, and the proposed parking lot layout. The plans shall conform to the construction and design standards established by the city and the requirements of this article.

In the event that the required parking cannot be completed because of cold or inclement weather, a temporary certificate of occupancy may be issued.

- B. *Dimensions:* Off-street parking shall be designed in conformance with the following standards and the requirements of section 18.04, Minimum number of spaces required:

OFF-STREET PARKING STANDARDS					
Parking Angle	Maneuvering Aisle Width	Parking Stall Width	Parking Space Length	Total Width of One Tier of Spaces and Maneuvering Lane	Total Width of Two Tiers of Spaces and Maneuvering Lane
0° (parallel)	12'-0" (one-way) 24'-0" (two-way)	8'-0" 8'-0"	24'-0" 24'-0"	20'-0"	40'-0"
30°	12'-0" (one-way)	9'-0"	18'-0"	30'-0"	48'-0"
45°	12'-0" (one-way)	9'-0"	19'-0"	31'-0"	50'-0"
60°	15'-0" (one-way)	10'-0"	18'-0"	33'-0"	51'-0"
90°	24'-0" (two-way)	9'-0"	18'-0"	42'-0"	60'-0"

C. *Ingress and egress:* All spaces shall be provided with adequate access by means of clearly defined maneuvering lanes and driveways. Entrances and exits from off-street parking lots shall be located at least 25 feet from the nearest point of any property zoned for single-family residential use.

D. *Surfacing and drainage:*

1. Grading, surfacing, and drainage plans shall be subject to review and approval by the building inspector and/or city engineer in accordance with the specifications approved by the city council. All off-street parking areas, access lanes, driveways and other vehicle maneuvering areas shall be hard-surfaced with concrete or plant-mixed bituminous material. However, the planning commission may permit a gravel surface, provided the applicant or property owner provides sufficient evidence that a paved surface is not necessary. This determination will be based upon the following criteria:
 - a) The types of uses to be conducted in the storage area;
 - b) The types and amounts of hazardous materials to be used at the site;

- c) The extent of natural vegetation to filter dust generated by a gravel parking or loading area;
 - d) The existence of adjacent uses which may be impacted by dust generated by a gravel parking or loading area;
 - e) Existing hydraulic and ecologic features such as adjacent wetland complexes which may be better protected by the reduced runoff resulting from gravel parking or loading area;
 - f) Existing soil permeability sufficient to provide desired infiltration; and
 - g) The potential for, or ability to minimize, erosion and sedimentation from a gravel parking or loading area.
2. Required parking lots shall be installed and completed within one year of receipt of a building permit and before issuance of an occupancy permit. The planning commission may grant a single extension for an additional six months in the event adverse weather conditions or unusual delays beyond the control of the property owner.
3. Off-street parking areas, access lanes, and driveways shall be graded and drained so as to dispose of surface waters. Surface water shall not be permitted to drain onto adjoining property, unless in accordance with an approved drainage plan.
- E. *Curbs, parking block:* Installation of a curb of at least six inches in height may be required by the planning commission, to prevent motor vehicles from being driven or parked within two feet of abutting landscape areas, sidewalks, streets, buildings, or adjoining property. In lieu of a curb, parking blocks may be substituted to prevent vehicles from extending over grass areas, setback lines, or lot lines.
- F. *Lighting:* All parking areas, driveways, and walkways shall be illuminated to ensure the security of property and the safety of persons using areas, in accordance with the requirements in Article 19. Parking lot entrances shall be illuminated. Lighting shall be shielded from adjacent residential properties.
- G. *Buildings:* No building or structure shall be permitted on an off-street parking lot, except for a maintenance building/attendant shelter, which shall not be more than 50 square feet in area and not more than 15 feet in height.
- H. *Signs:* Accessory directional signs shall be permitted in parking areas in accordance with the city's sign ordinance.
- I. *Screening and landscaping:*
- 1. All off-street parking areas, except those serving one-family and two-family dwellings, shall be screened and landscaped in accordance with the provisions set forth in Article 20.

2. When a front yard setback is required, all land between the parking area and the front property line or street right-of-way line shall be kept free from refuse and debris and shall be landscaped with deciduous shrubs, evergreen material and ornamental trees. The ground area shall be planted and kept in lawn. All such landscaping and planting shall be maintained in a healthy, growing condition, neat and orderly in appearance.
- J. *Walls and alleys:* In all cases where a wall extends to an alley which is a means of ingress or egress to an off-street parking area, it shall be permissible to end the wall not more than ten feet from such alley line in order to permit a wider means of access to the parking area.
- K. *Maintenance:* All parking areas shall be maintained free of dust, trash, and debris. Surfacing, curbing, lighting fixtures, signage, and related appearances shall be maintained in good condition. All required lawns, landscaping, and plantings shall be maintained in a healthy, growing condition, neat and orderly in appearance. Trees and shrubs shall be properly pruned of dead and damaged limbs. Dead and severely damaged trees and shrubs shall be removed and replaced according to the minimum planting standards as outlined in Article 20.
- L. *Modifications:* The planning commission, upon application by the property owner of the off-street parking area, may modify the yard or wall requirements where, in unusual circumstances, no good purpose would be served by the compliance with the requirements of this section.

(Ord. No. 440, §§ 1, 10, 6-10-19)

Section 18.06. - Off-street loading and unloading areas.

- A. *Scope of loading space requirements:* Compliance with the loading space regulations set forth herein shall be required in order to avoid interference with the public use of streets, alleys, parking areas, driveways, sidewalks, and other public areas.
 1. *General applicability.* On the same premises with every building, or part thereof, erected and occupied for manufacturing, storage, warehousing, display and sale of goods, including department stores, wholesale stores, markets, hotels, hospitals, mortuaries, laundries, dry cleaning establishments, and other uses involving the receipt or distribution of materials, merchandise, or vehicles, there shall be provided and maintained adequate space for loading and unloading as required in this section.
 2. *Change in use and intensity.* Whenever use of a building, structure, or lot is changed, loading space shall be provided as required by this ordinance for the new use, regardless of any variance which may have been in effect prior to change of use.

3. *Surfacing and drainage.* Loading areas shall be hard-surfaced with concrete or plant-mixed bituminous material, so as to provide a permanent, durable and dustless surface. Loading areas shall be graded and drained so as to dispose of surface waters. Surface water shall not be permitted to drain onto adjoining property, unless in accordance with an approved drainage plan. Grading, surfacing, and drainage plans shall be subject to review and approval by the building inspector and/or city engineer in accordance with the specifications approved by the city council.
4. *Storage and repair prohibited.* The storage of merchandise, sale of motor vehicles, storage of inoperable vehicles, or repair of vehicles is prohibited in required front yards, external side yards and loading space.
5. *Central loading.* Central loading facilities may be substituted for individual loading spaces serving businesses on separate lots provided that all of the following conditions are fulfilled:
 - a) Each business served shall have direct access to the central loading area without crossing streets or alleys.
 - b) Total loading space provided shall meet the minimum requirements specified herein, in consideration of total floor area of all businesses served by the central loading space.
 - c) No building served shall be more than 300 feet from the central loading area.
6. *Minimum loading space.* The amount of required loading space shall be determined in accordance with the schedule that follows. The planning commission may modify these requirements upon making the determination that another standard would be more appropriate because of the number or type of deliveries experienced by a particular business or use.

SCHEDULE OF LOADING SPACE REQUIREMENTS
INSTITUTIONAL AND COMMERCIAL USES

Up to 5,000 sq. ft. GFA	1.0 space. Establishments containing less than 5,000 square feet of gross floor area shall be provided with adequate off-street loading space that is accessible by motor vehicle, but which does not interfere with pedestrian or vehicular traffic. The size of any such loading space shall be based on the types of delivery vehicles typically utilized by the establishment, provided that in Industrial Districts sufficient land area must be available to provide a ten ft. by 50 ft. space (with a clearance of at least 14 ft. in height) space in the event that the use of the property changes.
5,001 to 60,000 sq. ft. GFA	1.0 space, plus 1.0 space per each additional 20,000 sq. ft. GFA.
60,001 sq. ft. GFA and over	2.0 spaces, plus 1.0 space per each additional 50,000 sq. ft. GFA.
OFFICE USES	
Up to 15,000 sq. ft. GFA	1.0 space
If over 30,000 sq. ft. GFA	2.0 spaces, plus 1.0 space for each additional 30,000 sq. ft. GFA
INDUSTRIAL USES	
Up to 1,400 sq. ft. GFA	0
1,401—20,000 sq. ft. GFA	1.0 space
20,001—100,000 sq. ft. GFA	1.0 space, plus 1.0 space per each additional 20,000 sq. ft. GFA in excess of 20,000 sq. ft.

100,001 sq. ft. GFA and over	5.0 spaces, plus 1.0 space for each additional 40,000 sq. ft. in excess of 100,000 sq. ft.
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(Ord. No. ~~440~~, §§ 1, 10, 6-10-19)