

ARTICLE 19 OFF-ROAD PARKING AND LOADING REQUIREMENTS

Section 19.01 Purpose of Off-Road Parking Requirements

It is the purpose of these requirements that off-road parking spaces shall be provided and adequately maintained by each property owner in every zoning district for the off-road storage of motor vehicles for the use of occupants, employees, and patrons of each building and premise constructed, altered or enlarged after the effective date of this Ordinance.

Section 19.02 Location of Parking Area

Off-road parking areas shall be located in relation to the use they are intended to serve. Parking shall be on the same property as the use in all districts, except the following uses that may have parking off the premises provided that no parking is farther than three hundred (300) feet from an entrance to the building: public and quasi-public buildings, assembly halls, private clubs, associations or institutions, industrial uses, and commercial uses except hotels, motels or motor lodges.

Section 19.03 Use of Parking Areas

No commercial repair work, servicing, or selling of any kind shall be conducted on any parking areas except that which is specifically permitted by this Ordinance by right, by license, or by special land use permit. Only those traffic directional signs necessary for the proper functioning of the parking area may be permitted. Traffic signs shall conform to the requirements of the Michigan Manual of Uniform Traffic Control Devices. No other appurtenances such as plastic animals, streamers, cloth signs, children's play areas, mechanical entertainment devices, or any other similar device shall be permitted in the parking area or outside a structure.

Section 19.04 Joint Use of Parking Areas

The joint use of parking facilities by two (2) or more uses is recommended whenever such use is practicable and satisfactory to each of the uses intended to be served, and when all requirements for location, design and construction can be satisfied.

In computing capacities of any joint use, the total space requirement is the sum of the individual requirements that will occur at the same time. If peak space requirements for individual uses occur at distinctly different times from the peak requirements for other joint uses, the maximum capacity required for joint use will be less than the sum of total individual space requirements.

A copy of an agreement between joint users shall be filed with the application for a land use permit and recorded with the Register of Deeds of Grand Traverse County. The

agreement shall include a guarantee for continued use of the parking facility for each party to the joint use.

Section 19.05 Parking Restrictions

1. Parking in driveways is prohibited, except in single-family residential districts. In single-family residential districts, no motor vehicle parking space shall be provided in the front yard, except on a paved or gravel driveway that occupies no more than thirty-five (35) percent of the total area of the front yard.
2. Off-street parking shall not be permitted within twenty (20) feet of the front property line.
3. Off-road parking spaces may be located within a side yard or rear yard and within the required rear yard setback unless otherwise provided in this Ordinance. Off-road parking shall not be permitted within a required front yard or a side yard setback unless otherwise provided in this Ordinance.
4. Any area designated as required off-road parking shall not be changed to any other use unless and until equal facilities are provided elsewhere.
5. Off-road parking spaces 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.

Section 19.06 Requirements for a Use Not Mentioned

The requirements for an off-road parking facility for a use not specifically mentioned are those requirements for a use which is mentioned and which is most similar to the use not mentioned.

Section 19.07 Building Additions or Other Increases in Floor Area

Any increase in effective capacity of any premise use for which off-road parking is required in accordance with this Ordinance, shall be accompanied by the provision and maintenance of parking space in proper ratio to the increased capacity.

Section 19.08 Fractional Spaces

For the purpose of computing the number of parking spaces required, the definition of usable floor area shall govern. The number of parking spaces required for any particular building or land use shall be calculated on the basis of specific need. A calculation of the number of spaces needed resulting in a fraction of a space shall be corrected by deleting any space less than one-half ($\frac{1}{2}$) of a full space or by adding one space for any space more than one-half ($\frac{1}{2}$) of a full space.

Section 19.09 Schedule of Requirements for Parking Space

The proper number of parking spaces for any given use is based on consideration of the maximum number of motor vehicles that can be expected to be at the premises at the same time or an average day of full use of the premises. The minimum number of off-road parking spaces by type of use shall be determined in accordance with the following schedule.

If an applicant can demonstrate to the approving authority body (i.e. Zoning Administrator, Planning Commission, or Township Board) with a parking study and/or case studies that sufficient parking for a non-residential use can be provided that is less than the listed minimum parking requirement, then the amount of parking may be reduced.

The number of parking spaces provided on a site shall not exceed 125% of the minimum parking requirement.

USE	MINIMUM NUMBER OF PARKING SPACES
1. RESIDENTIAL	
a. Residential, single-family.	Two (2) for each dwelling unit.
b. Residential, multiple-family.	Two (2) for each dwelling unit, plus one (1) for each four (4) dwelling units for visitor parking.
c. Housing for the elderly.	One (1) for each two (2) units, and one (1) for each employee. Should units revert to general occupancy, the multiple-family residential standard shall apply.
d. Mobile home parks.	Two (2) for each mobile home site, plus one (1) for each employee of the Mobile Home Park, plus (1) for each three (3) dwelling units for visitor parking.
2. INSTITUTIONAL	
a. Places of worship.	One (1) for each four (4) seats or eight (8) feet of pews in the main unit of worship.
b. Hospitals.	One (1) for each two (2) beds, plus one (1) space for each doctor assigned to staff, and one (1) space for each two (2) employees in the largest working shift other than doctors.
c. Convalescent and nursing homes, congregate care facilities.	One (1) for each six (6) beds, plus one (1) space for each employee in the largest working shift, plus one (1) space for each visiting doctor.

USE	MINIMUM NUMBER OF PARKING SPACES
a. Elementary and junior high schools.	One (1) for each one (1) teacher, employee or administrator, in addition to the requirements for the auditorium.
e. Senior high schools.	One (1) for each one (1) teacher, employee, or administrator and one (1) for each three (3) students, in addition to the requirements for the auditorium.
f. Private clubs or lodge halls.	One (1) for each fifty (50) square feet of assembly area.
g. Private golf clubs, swimming clubs, tennis clubs, or other similar uses.	One (1) for each two (2) member families or individuals, plus spaces required for each accessory use, such as a restaurant or bar.
h. Golf courses open to the general public, except miniature or "Par-3" courses.	Four (4) for each one (1) golf hole and one (1) for each one (1) employee, plus fifty (50) percent of the requirements for any other accessory use, such as a restaurant or bar.
i. Fraternities or sororities.	One (1) for each five (5) permitted active members, plus two (2) for each bedroom.
j. Stadiums, sports arenas, or similar places of outdoor assembly.	One (1) for each three (3) seats or six (6) feet of benches.
k. Theaters and auditoriums.	One (1) for each three (3) seats, plus one (1) for each two (2) employees.
l. Day care centers, Nursery schools.	Two (2) spaces, plus one (1) space for each employee in the largest working shift, plus one (1) space for each six (6) students, and a paved, unobstructed pick-up space with an adequate stacking area.
m. Libraries.	One (1) space for each one hundred fifty (150) square feet of floor area devoted to public use, plus one (1) space for each employee in the largest working shift.
3. BUSINESS AND COMMERCIAL	
a. Planned commercial or shopping centers.	Four (4) spaces per one thousand (1,000) square feet of gross floor area for centers having fifty thousand (50,000) square feet or less. Five (5) spaces per one thousand (1,000) square feet of gross floor area for centers having more than fifty thousand (50,000) square feet. When a restaurant or similar use is proposed as part of a planned center, the parking for such use will be computed separately.
b. Automatic car washes	One (1) for each one (1) employee. In addition, reserve parking spaces equal in number to five (5) times the maximum capacity of the auto wash. Maximum capacity of the auto wash shall mean the

USE	MINIMUM NUMBER OF PARKING SPACES
	greatest number of automobiles possible undergoing some phase of washing at the same time, which shall be determined by dividing the length in feet of each wash line by twenty (20).
c. Automobile washes (self-service or coin operated).	Five (5) stacking spaces for each washing stall in addition to the stall itself, plus one (1) drying space for each washing stall.
d. Beauty parlors or barbershops.	Three (3) spaces for each of the first two (2) beauty or barber chairs, and one and one-half (1-1/2) spaces for each additional chair.
e. Bowling alleys.	Four and one-half (4-1/2) spaces for each one (1) bowling lane, plus fifty (50) percent of the required spaces for each accessory use, such as a restaurant or bar.
f. Dance halls and assembly halls without fixed seats.	Thirty (30) spaces for each one thousand (1,000) square feet of usable floor area.
g. Skating rinks.	One (1) space for each two (2) seats or six (6) feet of benches, or one (1) space for each one hundred fifty (150) square feet of skating area, whichever is greater.
h. Pool or billiard parlors.	Two (2) spaces per table, plus one (1) space for each three (3) seats and one (1) space for each employee.
i. Establishments for sale and consumption on the premises of beverages, food, or refreshments.	One (1) space for each three (3) seats for the first one hundred fifty (150) seats, plus one (1) space for each two (2) seats over one hundred fifty (150) seats, plus one (1) space for each two (2) employees on the largest working shift.
j. Furniture, appliance, and household equipment salesrooms, repair shops, showrooms of a plumber, decorator, electrician or similar trade, shoe repair, and other similar uses.	One (1) space for each one thousand (1,000) square feet of usable floor area (for that floor area used in processing, one (1) additional space shall be provided for each two (2) persons employed therein), plus one (1) space for each company vehicle.
k. Gasoline service stations, and filling stations.	Two (2) for each lubrication stall, rack, or pit; two (2) adjacent for each one (1) gasoline pump structure; and one (1) space for each two hundred (200) square feet of usable floor area in the retail area. In no instance shall any required parking or its maneuvering area conflict with the vehicles being fueled or awaiting fuel.

USE	MINIMUM NUMBER OF PARKING SPACES
l. Quick oil change facilities.	Three (3) stacking spaces for each oil change bay or rack, plus one (1) space for each employee in the largest working shift.
m. Laundromats and coin operated dry cleaners.	One (1) for each two (2) washing and/or dry cleaning machines.
n. Miniature or "Par-3" golf courses.	Three (3) for each one (1) hole, plus one (1) for each one (1) employee.
o. Mortuary establishments.	One (1) for each fifty (50) square feet of slumber or viewing rooms, plus (1) space for each employee and each mortuary vehicle.
p. Motel, hotel, or other commercial lodging establishments.	One (1) space for each room to be rented, plus one (1) space for each employee, plus parking figured separately for 75 percent of the requirement for banquet rooms, meeting rooms, restaurants and lounge/bars.
q. Motor vehicle sales and service establishments.	One (1) space for each two hundred fifty (250) square feet of enclosed floor space for a sales room, plus one (1) space for each two thousand five hundred square feet of open sales/display area, plus two (2) spaces for each auto service stall in the service room, plus one (1) space for each employee in the largest working shift.
r. Retail stores except as otherwise specified herein.	One (1) space for each one hundred fifty (150) square feet of usable floor area for buildings with 25,000 square feet or less; one (1) space for each two hundred (200) square feet of usable floor area for buildings between 25,001 and 50,000 square feet; one (1) space for each three hundred (300) square feet of usable floor area for buildings with 50,001 square feet or more.
s. Establishments offering carry-out service (primarily serving customers over a counter or through a window, i.e., food carry-out, dry cleaner pick-up, meat markets, bakers, shoe repairs, etc.)	One (1) space for each thirty (30) square feet of usable floor area devoted to customer assembly and/or waiting area. Parking needs devoted to areas for the consumption of food on the premises shall be computed separately for such seating areas.
4. OFFICE	
a. Banks.	One (1) for each two hundred (200) square feet of

USE	MINIMUM NUMBER OF PARKING SPACES
	usable floor space, plus eight (8) stacking spaces for the first drive-in window and six (6) stacking spaces for each additional window.
b. Business offices or professional offices except as indicated in the following item (c).	One (1) space for each two hundred fifty (250) square feet of usable floor space.
c. Professional offices of doctors, dentists, or similar professions.	Two (2) spaces for each examination or treatment room or dental chair, plus one (1) space for each doctor, dentist, and other employees.
5. INDUSTRIAL	
a. Industrial or research establishments and related accessory uses.	Three (3) spaces, plus one (1) space for each employee in the largest work shift, or three (3) spaces plus one (1) space for each 550 square feet of usable floor area, whichever is greater.
b. Warehouse and wholesale establishments and related accessory offices.	Three (3) spaces, plus one (1) space for each employee in the largest work shift, or three (3) spaces for each 1,700 square feet of usable floor area, whichever is greater.

Section 19.10 Handicap Parking Requirements

Each parking lot that services a building, except single or two-family residential or temporary structures, shall provide parking spaces for the physically handicapped as set forth in the following table.

Total Spaces in Parking Lot	Required Number of Accessible Spaces
Up to 25	1
26 to 50	2
51 to 75	3
76 to 100	4
101 to 150	5
151 to 200	6
201 to 300	8
301 to 400	12
401 to 700	14
701 to 1,000	One (1) per fifty (50) parking spaces or fraction thereof.
Over 1,000	Twenty (20), plus one (1) per one hundred (100) exceeding one thousand (1,000).

Handicap parking spaces shall be identified by above grade signs. A handicap parking space shall not have more than a three (3) percent grade, shall not be less than twelve (12) feet wide, or shall not be less than eight (8) feet wide and adjacent to an access aisle not less than five (5) feet wide. The surface shall be stable and firm. There shall be a barrier-free route of travel from handicapped parking spaces to the nearest barrier-free building approach.

Handicap parking spaces serving a particular building shall be located on the shortest accessible route of travel from adjacent parking to an accessible entrance. In parking facilities that do not serve a particular building, accessible parking shall be located on the shortest accessible route of travel to an accessible pedestrian entrance of the parking

facility. In buildings with multiple accessible entrances with adjacent parking, accessible parking spaces shall be dispersed and located closest to the accessible entrances.

Section 19.11 Off-Road Parking Area Layout, Standards, Construction and Maintenance

Whenever the off-road parking requirements in Section 19.09 require the building of an off-road parking area, such off-road parking area shall be laid out, constructed and maintained in accordance with the following standards and regulations:

1. No off-road parking area shall be constructed until a permit is issued by the Zoning Administrator. Applications for a permit shall be submitted to the Zoning Administrator in such form as may be determined by the Zoning Administrator and shall be accompanied with two (2) sets of site plans for the development and construction of the off-road parking area showing compliance with the provisions of this Ordinance.
2. Plans for the layout of an off-road parking area shall be in accord with the following minimum requirements (see also the Parking Lot Layout diagram on the following page):

Parking Pattern (* degrees)	Maneuvering Lane Width	Parking Space Width	Parking Space Length	Total Width of One Tier of Spaces Plus Maneuvering Lane	Total Width of Two Tiers of Spaces Plus Maneuvering Lane
0* (parallel parking)	12 ft.	8 ft.	28 ft.	20 ft.	28 ft.
30* to 53*	12 ft.	9 ft.	20 ft.	32 ft.	52 ft.
54* to 75*	20 ft.	9 ft.	20 ft.	40 ft.	60 ft.
76* to 90*	24 ft.	10 ft.	20 ft.	44 ft.	64 ft.

3. All spaces shall be provided adequate access by means of maneuvering lanes. Backing directly onto a road shall be prohibited.
4. Adequate ingress and egress to an off-road parking area by means of limited and clearly defined twenty-four (24) foot wide access drives shall be provided for all vehicles. Ingress and egress to an off-road parking area located in an area zoned for other than single-family residential use shall not be across land zoned for single-

- family residential use. There shall be a maximum of one (1) access drive per six hundred (600) feet of lot frontage.
5. Each space shall be clearly marked and reserved for parking purposes.
 6. The entire parking area including parking spaces and maneuvering lanes, required under this Section, shall have asphalt or concrete surfacing in accordance with specifications approved by the Zoning Administrator. The parking area shall be surfaced within one (1) year of the date the permit is issued. The Planning Commission may waive this requirement in lieu of a crushed stone or dustless surface for parking areas and access drives not generally used by patrons or customers of a commercial or industrial use.
 7. Off-road parking areas shall be drained so as to dispose of surface water in the parking area in such a way as to preclude drainage of water onto adjacent property or toward buildings.
 8. Adequate lighting shall be provided for use when a parking area is in operation. All lighting shall be arranged so that no source of light (lamp or light source) shall be visible beyond the parcel upon which the parking area is located.
 9. Within all off-road parking areas, locations for snow storage shall be designated to provide adequate area for storage of typical snow accumulation and to not risk damage to required parking lot landscaping, fences, walls, or other required improvements.

Section 19.12 Off-Road Loading and Unloading Requirements

On the same premises with every building, structure, or part thereof, involving the receipt or distribution of vehicles, materials, or merchandise, there shall be provided and maintained on the lot adequate space for standing, loading, and unloading in order to avoid undue interference with public use of dedicated rights-of-way and off-road parking areas. Such space shall be provided as follows:

1. The loading space area is in addition to the off-road parking space requirements, and shall not be considered as off-road parking spaces.
2. Within the commercial and industrial districts, all loading spaces shall be at least ten (10) feet by fifty (50) feet with a clearance of at least fourteen (14) feet in height. Loading dock approaches shall be provided with an asphalt or concrete pavement to provide a permanent durable and dustless surface. All spaces shall be provided in the following ratio of space to usable floor area.

Gross Floor Area in Square Feet	Loading/Unloading Space Required
0 - 1,400	None
1,401 - 20,000	One (1) space
20,001 - 100,000	One (1) space, plus one (1) space for each additional twenty thousand (20,000) square feet
100,001 and over	Five (5) spaces