

## ARTICLE 22

### OFF-STREET PARKING REGULATIONS

**Section:**

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#### **SECTION 22-1 PURPOSE**

**22-101.** These regulations require off-street parking proportional to the need created by each use in order to ensure functionally adequate, aesthetically pleasing, and secure off-street parking facilities. Regulations and standards are intended to ensure usefulness of parking and loading facilities, to protect public safety, and where appropriate, to limit potential adverse impacts on adjacent property.

#### **SECTION 22-2 GENERAL PROVISIONS**

**22-201. *Applicability.*** Off-street parking facilities, as required in this article, shall be provided for any new building and for any new use established, additions to existing use, or any change in manner of use which results in increased capacity. Additional parking need only be provided for the addition, enlargement, or change and not the entire building or use. No off-street parking facilities shall be required in the C-4 Central Business District.

**22-202. *Maintenance.*** All existing and required parking facilities shall be maintained and shall not be reduced so long as the use requiring such parking remains.

**22-203. *Utilization.*** Required off-street parking facilities shall be located on the same site as the use for which such facilities are required, except as authorized by Section 22-6. Such facilities shall be used exclusively for temporary parking of motor vehicles and shall not be utilized for sale or storage of merchandise, or for storage or repair of vehicles, equipment, or trailers.

**22-204. *Residential districts.*** Parking facilities which make provisions for more than three (3) vehicles shall not be located within the required front yard for the district.

**22-205. *Computation.*** Where the determination of number of off-street parking spaces required results in a fractional part of a space, a fraction of one-half or more shall be counted as a full space and a fraction of less than one-half shall be disregarded. Where requirements are established on the

basis of seats or person capacity, the Uniform Building Code provisions applicable at the time shall be

used to calculate maximum design capacity.

**22-206. Compact cars.** In every off-street parking facility of ten (10) or more spaces, a maximum of twenty-five (25) percent of the required number of spaces may be designed for compact cars. For the purpose of this section, a compact car is a motor vehicle with an overall length which does not exceed fourteen (14) feet.

**22-207. Zoning Administrator.** The Zoning Administrator is authorized to approve minor variations from the size of parking spaces and up to twenty-five percent (25%) of the number of parking spaces otherwise required under this Article when, in his or her discretion, such variation does not violate the purpose of these regulations and does not harm public health, safety of welfare. Where a proposed use is not listed in the parking schedule, the off-street parking requirements shall be determined by the Zoning Administrator.

**22-208. Sight Plan Review Committee.** The Sight Plan Review Committee may wave up to fifty percent (50%) of the number of parking spaces otherwise required under this Article when, in their discretion, such variation does not violate the purpose of these regulations and does not harm public health, safety or welfare.

### **SECTION 22-3 LAYOUT AND DESIGN REQUIREMENTS**

**22-301. Area size.** Each required parking space shall consist of a rectangular area of not less than nine (9) feet in width, by nineteen (19) feet in length. Each space for compact cars, when allowed by this article shall consist of a rectangular area of not less than eight (8) feet in width, by seventeen (17) feet in length. All required spaces shall be clearly marked and defined.

**22-302. Access.** Except in R-1 and R-2 districts, each required off-street parking space shall open directly upon an aisle or driveway of such width and design as to provide safe and efficient means of vehicular access to such parking space. Streets and alleys shall be used only for access to and from parking facilities and shall not be used for maneuvering of vehicles. Any alley used for access to other than residential uses requiring eight (8) or fewer parking spaces shall be paved according to the specifications of the Engineer.

**22-303. Design standards.** Minimum parking facility design standards shall comply with Table 22-8.

**22-304. Driveways.** Driveway location and spacing shall comply with the Corridor Management Policy Manual of the Kansas Department of Transportation. Site plans for commercial properties shall include a traffic impact analysis and an internal traffic circulation plan making full use of shared entrances. The Engineer is authorized to grant variances to the provisions of the Corridor Management Policy Manual upon receiving a specific written request.

**22-305. Surfacing.** All off-street parking facilities, loading areas, vehicular storage areas and drives and access to and from such areas shall be surfaced and maintained with a minimum of four (4) inches of asphalt, or concrete meeting the specifications of the Engineer to create a permanent all-weather, dust-free surface. Such paving must be completed prior to occupancy of the facility that the paving is

intended to serve, unless temporary occupancy approval is received from the site plan review committee.

b. The Zoning Administrator upon receiving a specific written request from an owner of a property may authorize six inches (6") of approved aggregate, as determined by the Engineer, as an alternative to these surfacing requirements for the following:

1. Emergency access roads meeting the requirements of Section 20-15.
2. Driveways and parking areas beyond the district front building setback line in single family residential zoning districts.
3. Driveways from gravel alleys to a rear garage or parking area.

c. The Site Plan Review Committee upon receiving a specific written request from an owner of a property may authorize six inches (6") of approved aggregate as an alternative to these surfacing requirements for the following:

1. Temporary occupancy for a time period not to exceed twelve (12) months prior to accomplishing the required paving or a portion thereof. Should the owner receive approval of the site plan review committee for a delay in paving, the owner shall, prior to occupancy, present written verification to the zoning administrator that guarantees all paving shall be complete prior to the deadline given by the site plan review committee.
2. Temporary Event Permit for parking related to events in Public Districts. Parking areas so permitted shall be exempt from surfacing requirements during the event and for a period not to exceed 4 days before or after the event.
3. A five (5) year exemption in industrial districts for driveways, parking and loading areas within the limits of a designated future building expansion.

In reviewing a request for approval to use alternate surfacing materials, the site plan review committee shall consider the following criteria:

- a. Season of the year.
- b. Affect on the adjoining property.
- c. Surfacing of the connecting street.
- d. Surfacing of existing adjoining parking facilities.

d. Gravel areas established prior to 1987 may continue to be used provided they are maintained with six (6) inches of approved aggregate as an alternative to these surfacing requirements. The determination about whether a parking area with an alternate surface is legally nonconforming shall be

made by the Zoning Administrator by reviewing aerial photography from 1986. Such a determination may be appealed to the Board of Zoning Appeals.

e. *Exceptions:*

1. Residential properties with no paved access may use approved aggregates for surfacing provided an agreement is executed by all relevant parties to pave vehicular access and parking areas within 12 months of paved street access being provided, said agreement shall be approved as to form by the City Attorney.
2. Driveways and parking areas in residential districts may elect to pave only the vehicular wheel tracks beyond the street right-of-way.
3. Approved brick pavers installed in accordance with construction methods approved by the Engineer may be authorized as an alternative to concrete or asphalt surfacing.
4. Approved honeycomb or waffle-block grass pavers installed in accordance with construction methods approved by the Engineer may be used for light traffic areas as determined by the Zoning Administrator, such as overflow parking.
5. Semi-tractor-trailer parking areas in industrial districts.

**22-306. *Lighting.*** Any lighting provided to illuminate any parking facility shall be designed and installed in such a manner as to reflect away from any residential use upon adjoining properties.

**22-307. *Drainage.*** All parking facilities shall be graded and/or designed with storm drainage facilities so as to channel surface water away from adjoining properties and to an approved storm drainage system.

**22-308. *Parking facilities in residential districts.*** Any parking facilities for eight (8) or more vehicles when (1) in residential zoning districts and (2) which are adjacent to a residential or mobile home-zoned district, shall have a screened fence or wall to prevent the passage of vehicular lights and to prevent the blowing of debris. Such fence or wall shall be at least six (6) feet in height and have a visual density of not less than eighty (80) percent.

#### **SECTION 22-4 PERMIT REQUIRED**

**22-401.** Plans showing the layout, landscaping and design of all off-street parking, loading, or other vehicular use areas shall be submitted to, and approved by the zoning administrator prior to beginning construction. A permit shall be obtained prior to starting work on any parking area designed to accommodate four or more vehicles. Fees for new parking lots shall be as established by ordinance by the Governing Body.

**SECTION 22-5 REQUIRED PARKING SPACES**

**22-501.a.** Off-street parking spaces shall be provided as follows:

a.	<b><i>Residential Uses:</i></b>	<b><i>Minimum Off-Street Parking Spaces</i></b>
1.	Single-family & Two family	2 spaces per unit for residences on lots with 50' or less in frontage width and 3 spaces for residences on lots greater than 50' in frontage width. HO-O District 2 per unit.
2.	Multiple-family: Efficiency	1.5 spaces per unit
3.	Multiple-family: One or more bedrooms	2 spaces per unit
4.	Dormitories, fraternities, sororities	1 space for each 2 persons based on maximum design capacity
5.	Lodging houses, rental sleeping rooms in a dwelling unit	1 space for each 2 tenants
6.	Housing designed specifically for the elderly	1 space for each dwelling unit, plus additional requirements set forth in regulations for the EH-O District
7.	Nursing home, rest home or convalescent home	1 space for each 3 beds based on maximum design capacity
8.	Mobile home park or subdivision	2 spaces per unit

b.	<b><i>Nonresidential Uses:</i></b>	<b><i>Minimum Off-Street Parking Spaces</i></b>
1.	Automobile, truck, recreation vehicle, mobile home sales and rental lots	1 space per 3,000 square feet of display area, plus 1 space per employee
2.	Automobile car wash	3 holding spaces for each stall, plus 1 drying space per stall
3.	Banks, business or professional offices	1 space for each 200 square feet up to 1,000 square feet, plus 1 space for each 400 square feet thereafter. Drive-thru windows require stacking for 5 vehicles and a bypass lane.
4.	Bed and breakfast inns	1 space per rental unit
5.	Bowling alleys	5 spaces for each lane or alley
6.	Churches	1 space for each 4 seats in the sanctuary

	<i>Nonresidential Uses:</i>	<i>Minimum Off-Street Parking Spaces</i>
7.	School: Day care or nursery schools	1 space for each 15 students enrolled
8.	School: Elementary, junior high schools, and equivalent parochial or private schools	3 spaces per classroom
9.	School: College, university, trade or high school	1 space for each 3 students and employees
10.	Bars, taverns, private clubs, banquet halls, dance halls, or fraternal associations	1 space for each 4 persons based on maximum design occupancy
11.	Funeral homes and mortuaries	1 space for each 4 seats based on maximum design capacity plus 1 space per employee
12.	Furniture and appliance stores	1 space per 200 square feet of floor area up to 1,000 square feet plus 1 space for each 2,000 square feet thereafter.
13.	Hospitals	1 space for each 3 beds, plus 1 space for each 2 employees on a maximum shift. Additional parking for outpatient services as required for medical clinics.
14.	Laundromats	1 space for every 2 washing machines
15.	Manufacturing, processing, assembly plants and call centers	1 space for each 1.5 workers on a maximum shift
16.	Medical and dental clinics	5 spaces for each doctor or dentist
17.	Motel and/or hotels	1.2 spaces per rental unit plus 1 space for each 2 employees per working shift
18.	Personal service, including barber, beauty, tailor, dress making, or similar shops	1 space per 150 square feet of area
19.	Restaurants	3 spaces for each 5 seats, based on maximum design occupancy. Drive-thru windows require stacking for 5 vehicles and a bypass lane. Drive-up restaurants shall provide a minimum of 10 spaces.
20.	Retail stores, malls and shops	1 space per 400 square feet of retail area
21.	Service stations, automobile repair and body	1 space for each employee, plus 2 spaces per service bay

	shops	
	<b><i>Nonresidential Uses:</i></b>	<b><i>Minimum Off-Street Parking Spaces</i></b>
22.	Gas stations / convenience stores	1 space per pump station plus additional parking for retail areas.
23.	Theaters, auditoriums, assembly places	1 space for each 4 persons based on maximum design capacity
24.	Warehouse, storage, wholesale establishments	1 space for each 2 employees on max shift
25.	All other uses not specified above	1 space per each 200 square feet of floor area

b. Where multiple uses exist, off-street parking shall be provided to meet the requirements for each use.

**SECTION 22-6 EXCEPTIONS BY BOARD OF ZONING APPEALS**

**22-601. Districts permitted.** In order to provide off-street parking areas, the Board of Zoning Appeals may, after public notice and hearing, grant as an exception, the establishment of parking areas in any zoning district under the following provisions:

a. *Location.* Parking provided under this section must be within three hundred (300) feet (along lines of public access) from the boundary of the use for which the parking is provided. Access to such parking facilities from the use must be adequately lighted to provide for safety of the public.

b. *Use.* The parking area shall be used for passenger vehicles only, and in no case shall it be used for sales, repair work, storage, dismantling or servicing of vehicles, equipment, materials or supplies. Only such signs as are necessary for the proper operation of the parking lot shall be permitted.

c. *Improvements.* Parking areas and driveways on private property providing ingress and egress to parking areas shall be surfaced with concrete or asphalt to the specifications of the Engineer having jurisdiction and shall be maintained in good condition and free of all weeds, dust, trash, and other debris.

d. *Guards.* Parking areas shall have adequate guards to prevent extension or the overhanging of vehicles beyond property lines or parking spaces; and parking areas shall have adequate markings for channelization and movement of vehicles.

e. *Screening.* A fence (such as solid-wall masonry, wood, louvered wood, metal or other similar materials) at least six (6) feet high and having a density of not less than eighty (80) percent per square feet, shall be erected along any property line adjacent to or adjoining any dwelling district to eliminate the passage of light from vehicles and to prevent the blowing of debris. Whenever a fence shall be required along a front yard, such fence shall not be higher than forty-eight (48) inches and such fence

shall be located within one foot of the front yard setback line. Fences along said yards shall not extend nearer to the street than the front yard setback line.

**22-602.** *Alternate surface.* The Board of Zoning Appeals, after due public notice and hearing, may grant a variance to the surfacing materials required in this article.

**22-603.** *Exception revocable.* The Zoning Administrator shall be responsible for the enforcement of the conditions and requirements made by the Board of Zoning Appeals in the approval of any off-street parking exceptions. The Zoning Administrator, upon discovery of any violation of this regulation or the conditions and requirements established by the Board, shall notify the Board through its secretary as to such violations. The Board of Zoning Appeals is hereby authorized to revoke the exception after public hearing for any of the following reasons:

- a. Abandonment of the area for use for parking purposes for six (6) continuous months.
- b. Failure to comply with the requirements contained in this section, or other requirements imposed by the board.

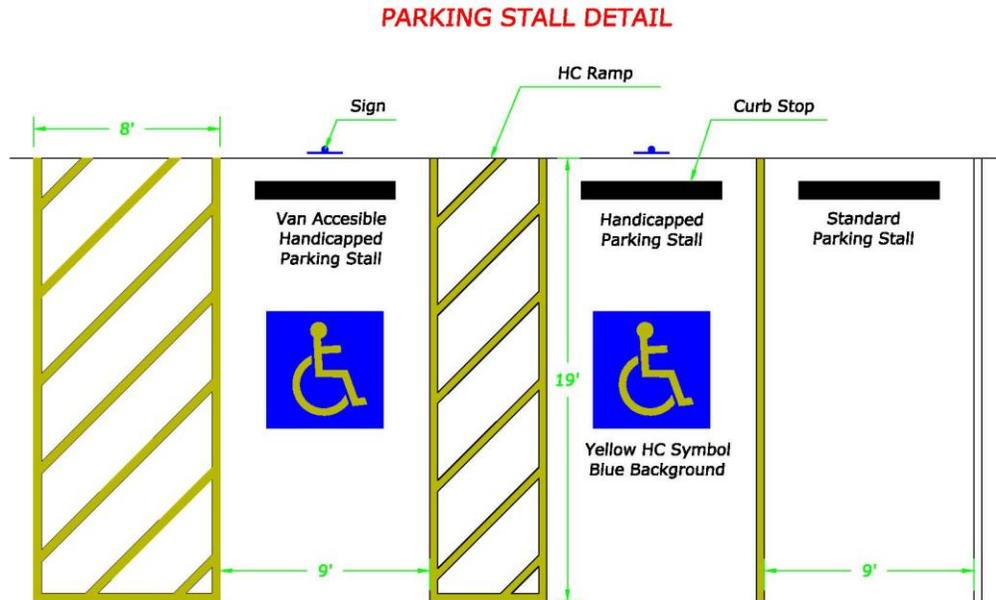
## **SECTION 22-7 WAIVERS BY ZONING ADMINISTRATOR**

**22-701.** Off-street parking requirements in the C-1 District or Industrial Districts may be waived by the Zoning Administrator when it can be established that off-street parking which meets the requirements of this article, is provided on adjoining property or within one hundred fifty (150) feet of the proposed use. In determining whether or not sufficient off-street parking is available to satisfy the requirements of this section, vacant land or spaces allotted to other uses shall not be considered.

**22-702.** For any of the uses listed in Section 22-5, there shall be allowed the use of joint parking facilities in connection with any building or use not normally open, used or operated during the principal operating hours of the use, providing an agreement is executed by all relevant parties for the joint use of such off-street parking facilities, which agreement, duly approved as to form by the City Attorney, shall be filed with the application for an improvement location permit.

## SECTION 22-8 DESIGN STANDARDS

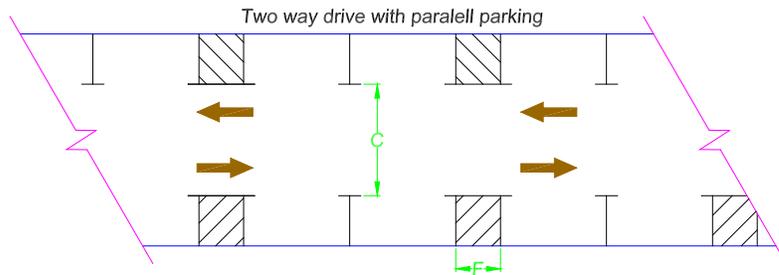
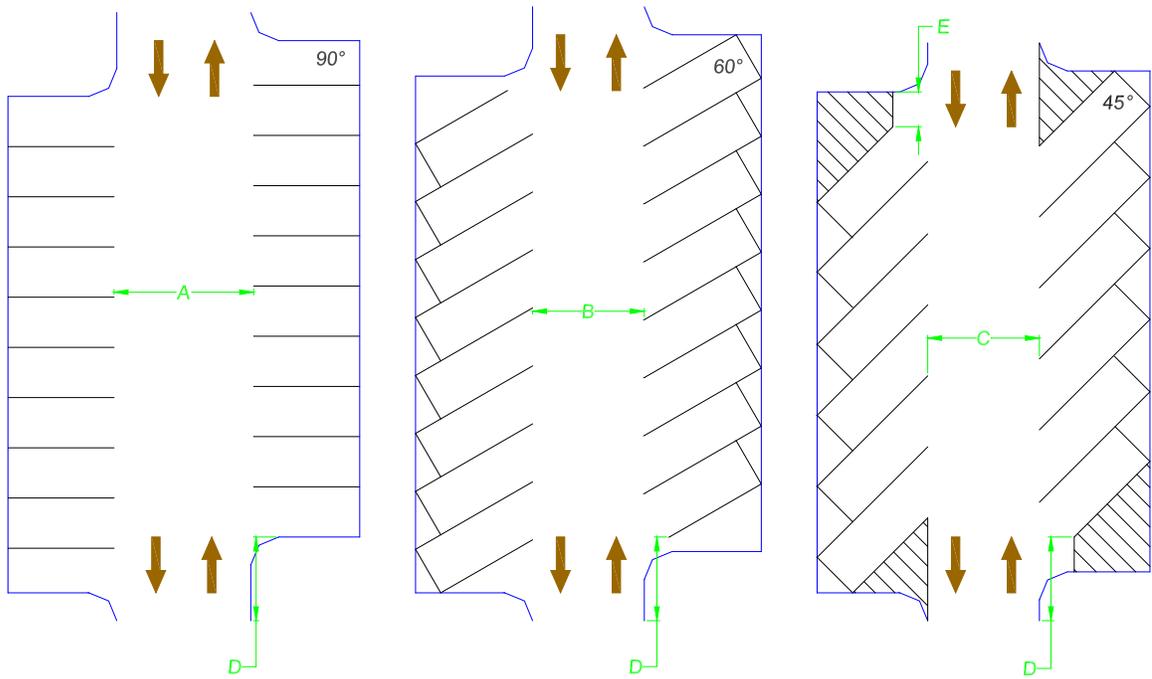
### 22-801. Minimum off-street parking standards:



1. 1 HC stall required per 25 parking spaces.
2. 1 Van Accessible HC stall required per 6 required HC stalls.
3. Curb Cut required for HC ramp at head of each HC loading area.
4. 12" x 18" HC parking sign required for every HC stall.
5. HC loading area hash spacing is 3' to 4'.
6. HC stall striping is yellow, standard stall striping is white or yellow.  
All striping shall be maintained in a clear and visible manner.
7. All striping 4" to 5" wide.
8. Standard and HC stall size is 9' x 19'.
9. Approved wheel stops required 2' from sidewalk or building.

## PARKING LOT DIMENSIONS

Two Way Traffic

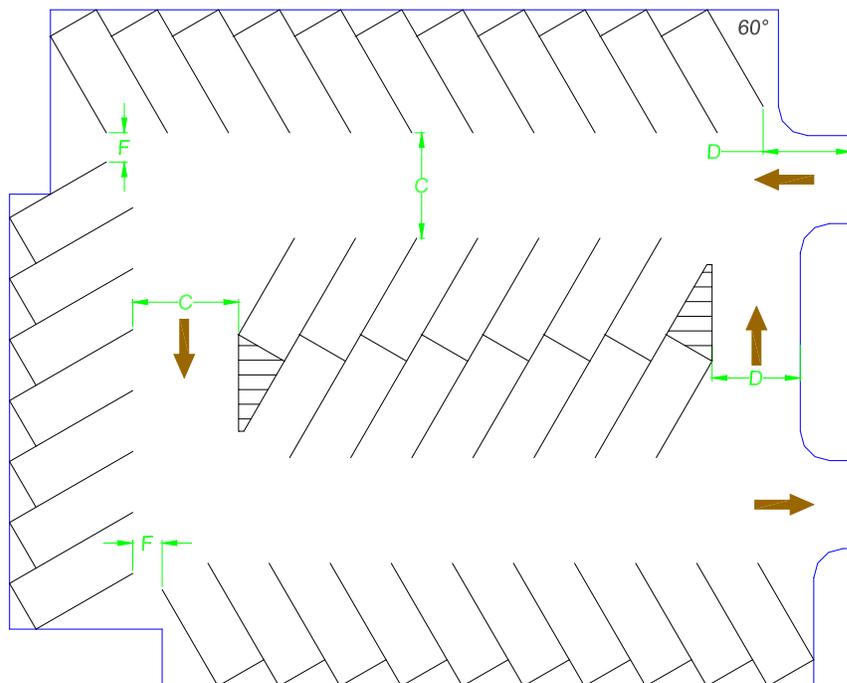
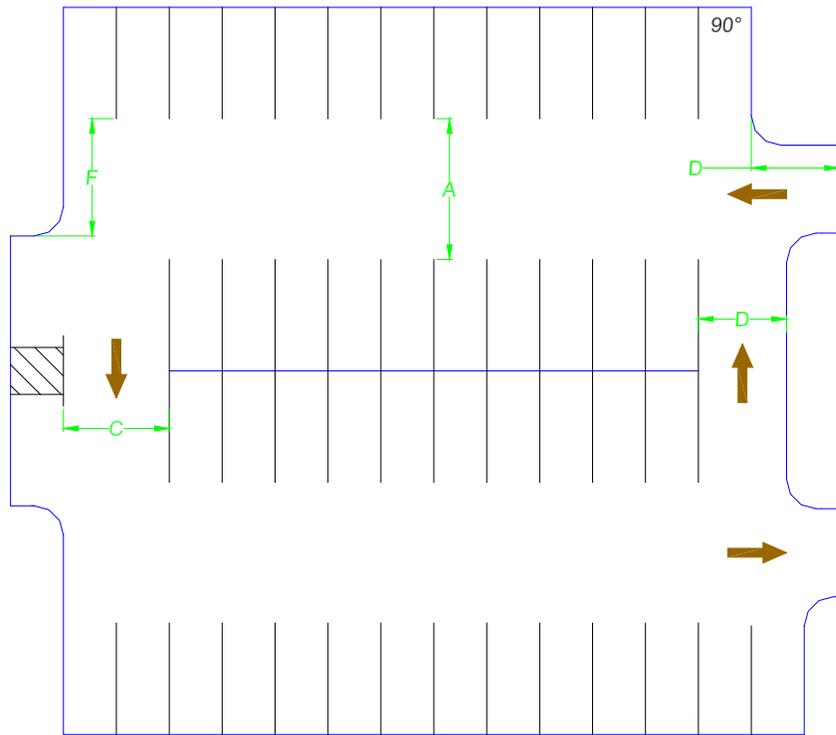


	Standard	*Minimum
A	25'	20'
B	23'	18'
C	20'	15'
D	15'	12'
E	10'	8'
F	8'	6'

\*Must be approved by Zoning Administrator prior to construction.

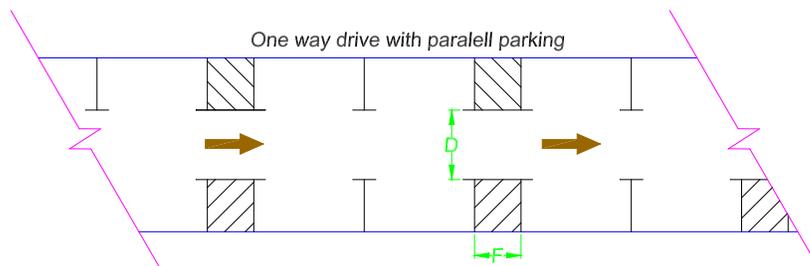
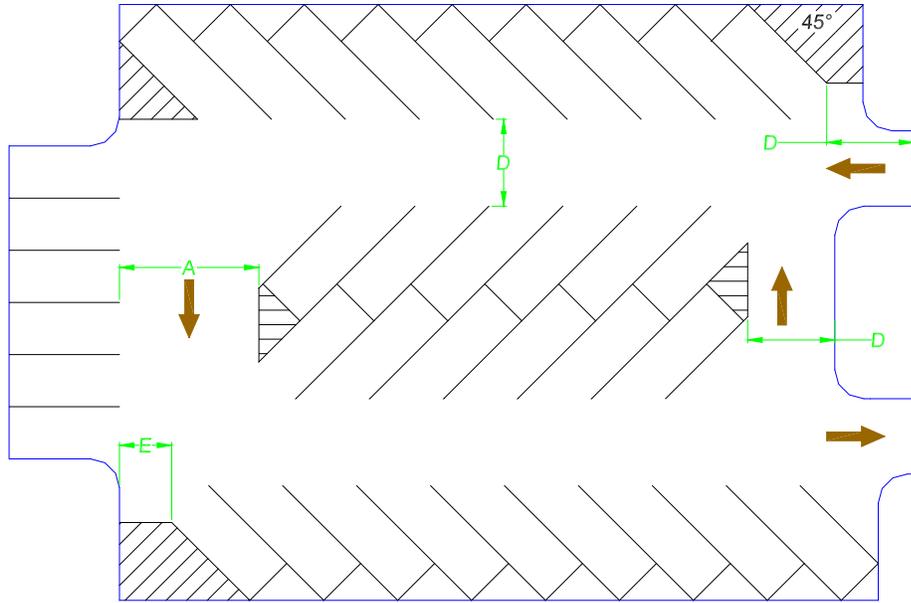
# PARKING LOT DIMENSIONS

One Way Traffic



# PARKING LOT DIMENSIONS

One Way Traffic



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