



The Village of  
**Glenview**

**Plan Commission  
Memorandum**

**SUBJECT:** Text Amendment regarding Off-street  
Parking and Loading Requirements

**MEETING DATE:** April 12, 2011

**TO:** Chairman and Plan Commissioners

**FROM:** Jeff Brady, Director of Planning

**PROJECT MANAGER:** Jeff Rogers, Senior Planner

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**CASE #:** **P2010-053**

**SUBJECT:** **Text Amendment to Chapter 98, Article VI. Off-  
street Parking & Loading Requirements**

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**ACTION REQUESTED:**

The Plan Commission should provide feedback regarding the proposed text amendment and direct staff to develop further information as appropriate, including any additional areas for study. After discussion, staff recommends that the Plan Commission continue this case to their regular meeting on May 10, 2011.

**PUBLIC WORKSHOPS:**

Village staff hosted two (2) public workshops on March 23, 2011 which were well attended by community property owners, realtors, attorneys, property managers, and other interested parties.

After a brief presentation by staff, the workshop was opened to public comment. During the public comment period and subsequent one-on-one meetings with various property owners and managers, numerous issues were raised. These will require additional research and clarification by staff, but are summarized in the following sections.

**Simplification & Combination of Proposed Land Use Categories:**

Staff recognizes an opportunity to simplify the proposed ordinance by combining various land use categories which have a similar parking ratio. For example, among the various

possible types of retail uses, several of these may be listed within a single section to reduce the number of separate line items within the proposed parking ordinance.

**Consideration of Additional Exemptions for certain Floor Area:**

In addition to provisions within the draft ordinance allowing for the exemption of archival storage areas, utility rooms, restrooms, stairwells, and common hallways, several real estate professionals requested consideration of exemption of kitchens from the proposed restaurant requirements. Staff will investigate whether a complete exemption for kitchens may be warranted, whether alternately an additional specific number of spaces might be required per employee, or whether a reduced parking ratio might be appropriate for kitchen areas.

**Take-out vs. Dine-in, Bars, and Specialty Restaurants:**

Numerous real estate professionals commented on the differences on the peak times & average length of stay between take-out restaurants with no seating (or stool seating) versus dine-in restaurants. The draft ordinance provides no differentiation between the two uses.

The Plan Commission and several property managers and business owners requested clarification regarding whether a threshold might be provided below which small bar areas within restaurants would not trigger the greater parking requirement prescribed by the draft ordinance.

Many participants noted differences in the peak hours of breakfast restaurants versus the traditional lunch and dinner restaurants. Even within the same development, a good mix of tenants may create opportunities for shared parking which are not reflected within the sample Time of day Factor Schedules.

From a site plan & programming perspective, it would seem to make sense for developers to plan for the more intensive of the available uses to accommodate any of the less intensive land uses within the same tenant spaces which feature similar commercial kitchens and related food service improvements. If a building were designed with only one type of these land uses in mind, any change in use might require a drastically different parking requirement. This may be a justification for keeping these requirements the same, however staff will investigate alternate solutions in time for subsequent public hearings.

**Grocery Store Parking:**

Through staff research of comparable communities, none reviewed have parking requirements greater than 4.0 spaces per 1,000 square feet. The ratio prescribed by the draft ordinance would recommend increasing this ratio to 6.75 spaces per 1,000 square feet. Due to the steep increase in this figure and the lack of comparable requirements

approaching this ratio anywhere throughout the region, staff feels that additional research is warranted before consideration of such a significant increase.

**Personal Trainers vs. Fitness Centers:**

A request was forwarded to consider creating a distinction between personal training facilities where customers will work alone or in small groups with a trainer versus the alternate model in which many users are free to use equipment at their own volition.

**Veterinary Offices vs. Medical Offices**

A differentiation was requested between medical offices and veterinary offices. Since pets may be dropped off for the duration of the work day, these operations would not result in additional vehicles remaining on the premises for long durations of time as would be typical for medical offices. Staff will research alternate sources for code requirements in regard to veterinary hospitals.

**Auto Dealerships:**

Staff recommends consideration of additional resources to confirm the appropriate parking requirements to be applied to auto dealerships. Existing provisions within the Zoning Ordinance dictate permissible locations for the placement of vehicle inventory storage areas upon a property, but the draft ordinance is unclear regarding the application of retail sales requirements to these storage areas. Additionally, it may be appropriate to omit required parking lot islands and landscaping within the interiors of these vehicle storage areas.

**Parking Location:**

The Plan Commission and various tenants and property managers have inquired about possible design guidelines to best anticipate the highest occupancy areas within parking lots, especially those centers with unique layouts. The intention would be to ensure that parking availability is well distributed and will exist near all tenants rather than creating areas where parking demand will result in customers needed to park at far extents of a subject property to use a tenant situated near the largest parking user. Staff is confident that the Final Site Plan Review process can be used to include this type of thoughtful consideration, however staff will research available best practices which may have offer alternate creative solutions to this issue.

**SUMMARY:**

Staff will be researching each of the above mentioned issues in preparation for the next public hearing regarding this text amendment.

In addition, staff will continue to schedule consultations with property owners to analyze the specific impacts they might experience if some version of the ordinance were to be adopted, and solicit additional comment regarding the various requirements.

Thankfully, numerous local property managers and other real estate professionals have offered to actively participate in the review and ongoing evaluation of the sample ordinance. Their cooperation will be critical to ensure that the proposed ordinance will be viable within the market while respecting the interests of the Village's businesses, property owners and residents.

**COMMENTS:**

Additional comments regarding the above issues, the draft ordinance, or new issues are welcome at this time. Staff will investigate all concerns, provide source information regarding any of the possible amendments, and work to provide resolution regarding any contentions subject matter.

For reference, meeting minutes from the Plan Commission's original consideration of this issue as well as a copy of the original draft ordinance are attached to this report.

**Attachments:**

1. Excerpt from Minutes of December 14, 2010 Plan Commission Meeting
2. Draft Ordinance presented at December 14, 2010 Plan Commission Meeting

**EXCERPT FROM DRAFT MINUTES OF DECEMBER 14, 2010 PLAN COMMISSION MEETING**

**P2010-053 Off-street Parking & Loading Text Amendment (Public Hearing)**

Mr. Jeff Rogers, Senior Planner in the Development Department, began by stating that public notice was published in the 10/21/10 *Glenview Announcements*. Mr. Rogers summarized the changes and rationale for the proposed changes to the Text Amendment.

Mr. Rogers reviewed numerous PowerPoint slides that summarized the information in the staff report. He spoke about four principle components:

- Housekeeping items (clarifying language to supplement existing requirements)
- Listing of specific land uses with corresponding required parking ratios
- Shared parking & collective parking provisions
- Loading requirements

The Plan Commission felt that a comparison matrix would be very helpful.

Mr. Rogers discussed the Time of Day Factors grid. The Commissioners agreed that it was a very helpful document.

The following topics were discussed:

- ◆ The shared parking document; Mr. Rogers adding that the document is considered standard. Commissioner Brinckerhoff asked if Village Traffic Engineers were familiar with the document. Mr. Rogers replied that yes, they frequently referred to the document.
- ◆ Overhang dimensions in compact sections; the Commission agreed that they would like to pursue this topic further.
- ◆ Drive aisle widths; does the Fire Department have an option? Mr. Rogers stated that Village staff has solicited the Fire Department's input.
- ◆ Landscape islands dimensions were questioned and clarified by Mr. Rogers to be 9 x 19 ft.

Chairman Bucklin commented on the immense amount of work and thanked Mr. Rogers for all of his efforts. The Chairman opened up the public portion of the meeting; no one spoke, so he closed the public portion of the meeting.

The Commissioners discussed Mr. Rogers' summary that will be available at the Feb. 15<sup>th</sup> meeting. Mr. Rogers stated that while most of the changes are not substantial, the parking ratios and the Time- of-Day-Grids may be having substantial impacts.

Commissioner Ruter added that though the Commissioners don't want to micro-analyze the Text Amendment changes, but they definitely want to decide what is best for the entire Village. After adopting these changes, what would be the implications for new business owners?

Mr. Rogers talked about the fact that most properties would have a parking shortage, however, their situation would be considered on a case-by-case basis.

Commissioner Igleski discussed the gross differences in the amount of parking allotted to the Willow Creek Shopping Center versus what was required. A mechanism needs to be added that looks at both sides (too little vs. too much parking space). The trend seems to be looking at an

increase in required parking, however, given environmental concerns; the Village may want to consider less vs. more.

Mr. Brady stated that the goal is to calibrate the national standards with how the Village of Glenview operates.

Commissioner Witt stated that the Mr. Rogers has done a wonderful job and added that the grid presented tonight is a great example of that hard work.

Mr. Rogers stated that the Village will ensure that the inputted data is correct to ensure that the grid works correctly.

Mr. Brady discussed that in the event of a brand new development, ultimately, as part of the review, the Village would ask for shared parking (example given was The Glen – Dominick’s & Wildfire).

Commissioner Brinckerhoff agreed with Commissioner Igliski in his concern about more asphalt/parking vs. less green. He also voiced his concern about the parking situation in relation to minimum requirements as well as parking in the downtown area. He’d like to see a matrix that compares new parking requirements to existing parking requirements. Another matrix would show adjacent communities (e.g. Northfield and Winnetka) parking requirements versus Glenview’s to determine if Glenview would be requiring more stringent standards and negatively impacting businesses from locating in town.

Chairman Bucklin voiced his concern in relation to the types of tenants, for example, a restaurant tenant would have very different parking requirements. If/when the tenant mix changes, perhaps the situation would arise where a new business owner wouldn’t be able to rent space because of parking requirements of the previous tenant. Also, would property values be affected? Has the Chamber of Commerce been notified?

Mr. Rogers replied, yes he is seeking their input.

Chairman Bucklin agreed with Commissioner Brinckerhoff in his request to compare Glenview to neighboring suburbs.

Mr. Rogers stated that Village staff has tables that compare Glenview to others, albeit difficult to do so in *every* category. He added that property values are also an important aspect that has been studied; he does not want to push through an ordinance that would adversely affect business.

MOTION: Commissioner Witt made a motion to continue the motion to February 15, 2011; the

motion was seconded by Commissioner Brinckerhoff.

YEAS: Commissioners Brinckerhoff, Ruter, Witt, Igliski, and Fallon

NAYS: None

ABSENTION: None

**PROPOSAL:**

Staff proposed the following amendments to Article VI. of the Zoning Ordinance, entitled *Off-street Parking and Loading*:

**Cross-references:**

Staff has included new references to additional sections of the Municipal Code which include various requirements relating to the various off-street parking and loading requirements included in this Article.

- \***Cross references:**      *Appearance plan adopted, § 54-64 et seq.*
- Stopping, standing and parking, § 90-181 et seq.*
- Definitions, § 98-4 et seq.*
- Conditional Uses, § 98-50 et seq.*
- Accessory Uses, § 98-212(a)(1) et seq.*
- Downtown Development Code, § 98-585 et seq.*

**Purpose | 98-291 Purpose:**

Staff proposes only one minor correction to the content of this section.

**Sec. 98-291. Purpose.**

For the convenience of persons who seek to use the facilities of *within* the Village, it is essential that adequate parking and loading facilities be available. To prevent traffic congestion that would inconvenience all residents and visitors of the Village, it is important that parking and loading facilities be located in such a manner as to cause the least possible interruption in the orderly flow of traffic. The regulations of this article are designed to promote such goals.

**Off-street parking required | 98-292:**

Staff proposes only the replacement of references to the building and zoning director with references to the director of development within this section.

**Sec. 98-292. Off-street parking required; permit and application.**

- (a) In any district, every person constructing, structurally altering, enlarging, or increasing the capacity of any structure or improving or altering the surface of the land as in the case of an existing off-street parking facility or initiating or extending any land use subsequent to the adoption of the ordinance from which this chapter is derived shall provide off-street parking facilities in accordance with the regulations of this article.
- (b) An application for such off-street parking facilities shall be made to the office of the ~~building and zoning director~~ *director of development* upon forms provided for such purpose and construction shall not begin until a permit has been issued by such office. No off-street parking lot use may be instituted until, by final inspection, approval has been given

and a certificate of occupancy obtained. The ~~building and zoning director~~ *director of development* may approve conditional or temporary uses during construction.

**Number of required off-street parking spaces | 98-293(a) Required parking:**

Staff proposes the addition of a summary title to this subsection, in addition to new exemptions for common hallways, stairways, and restrooms. If the proposed text amendment were to be accepted as proposed, these spaces would be excluded from the floor area figures that are used to determine the minimum number of required parking stalls for any proposed use. In other words, the retail floor space within a particular tenant space would require a corresponding number of parking stalls while a common hallway adjacent to the tenant space and/or a restroom within the tenant space would not require any corresponding parking stalls.

**Sec. 98-293. Number of required off-street parking spaces.**

- (a) *Required parking.* For the purpose of determining off-street parking and loading requirements, the term "floor area" shall be defined to be the sum of the gross horizontal areas of the several floors of a building, or portion thereof, devoted to a use requiring off-street parking or loading as provided in this article. Such area shall include accessory storage areas located within selling or working space devoted to retailing activities, the production or processing of goods, or business or professional offices. However, the term "floor area" shall not include floor space devoted primarily to the housing of mechanical or electrical equipment or storage purposes, except as otherwise noted in this article, nor *common hallways or stairways, nor restrooms, nor* floor space and ramps, aisles, and maneuvering space devoted to off-street parking or loading facilities, nor basement floor space, other than the area devoted to merchandising activities, the production or processing of goods, business or professional offices, or dwelling uses.

**Number of required off-street parking spaces | 98-293(b) Parking ratios:**

Staff proposes the addition of a summary title to this subsection, in addition to the listing of numerous land uses which are not currently identified within the current version of the zoning ordinance. Parking ratios for each land use have also been revised to reflect the recommendations of the Urban Land Institute (ULI) within their publication entitled *The Dimensions of Parking, Fifth Edition* (2010).

Most uses require parking on the basis of floor area, though certain uses may require parking based upon the number of users and/or employees to be present within a tenant space simultaneously during peak operating conditions.

Additionally, several land uses have separate listings which are applied when the use in question is situated upon a lot by itself, versus requirements for the same use when it is situated within a shopping center among a mixture of other uses.

Several of the proposed parking ratios would be more restrictive than corresponding parking requirements found within the currently adopted version of Article VI. Source information for each of the proposed ratios can be found within the ULI's reference materials, any of which can be furnished by staff for consideration at a future public hearing regarding this matter in response to any concerns regarding the justification for the proposed ratios.

(b) *Parking ratios.* Adequate off-street parking facilities shall be provided to accommodate all the motor vehicles of residents or employees, visitors and customers, and the vehicles used in the conduct of any business or enterprise, but in no case shall the number of off-street parking spaces provided be less than the following:

- ~~(1) Automobile service stations, four parking spaces, plus one parking space for each employee, plus one parking space for each emergency vehicle or other vehicle kept on the premises.~~
- ~~(2) Bowling alleys, five parking spaces for each alley, plus such additional spaces as may be required in this section for affiliated uses, such as restaurants, etc.~~
- ~~(3) Business and commercial establishments, except such establishments otherwise specified in this section, one parking space for each 300 square feet of floor area.~~
- ~~(4) Business and professional offices, one parking space for each 300 square feet of floor area.~~
- ~~(5) Cartage, express, parcel delivery and freight terminal establishments, one parking space for each two employees, plus one parking space for each vehicle maintained on the premises.~~
- ~~(6) Churches, auditoriums, gymnasiums, stadiums, theaters and other places of public assembly with fixed seats, one parking space for each three seats or bench seating spaces, based upon the maximum permanent seating capacity. For the purpose of such use, parking spaces already provided to meet off-street parking requirements for business, commercial and industrial establishments, or off-street parking facilities provided by the Village, lying within 300 feet of the place of public assembly as measured along lines of public access, and that are not normally in use between the hours of 6:00 p.m. and midnight or on Sundays or holidays, and are made available for other parking, may be used to meet up to 75 percent of the total requirements for parking spaces for places of public assembly.~~
- ~~(7) Commercial nursery schools, including day care facilities, one parking space for each 350 square feet of gross floor area.~~

- ~~(8) Continuing care retirement community, one parking space for each detached single family dwelling or multiple family building containing not more than four dwelling units, plus one parking space per unit for each multiple family building containing more than four dwelling units; provided, however, that up to 25 percent of such parking spaces may be landbanked until the need for such parking spaces is determined by the Village. In addition, one parking space for each three assisted care units, plus the number of parking spaces otherwise required for a nursing home located on the premises, plus three parking spaces for every five employees anticipated at the largest shift for all uses, other than the nursing home, shall be provided.~~
- ~~(9) Elementary schools, nursery schools and junior high schools, public or private, three parking spaces for each two classrooms.~~
- ~~(10) Establishments handling the sale and consumption, on the premises, of food, beverages and refreshments, one parking space for each three persons, based upon the maximum number of customers that can be accommodated at the same time in accordance with the designed capacity.~~
- ~~(11) High schools, public or private, one parking space for each five students, based upon the maximum number of students attending classes on the premises at any one time in any 24 hour period.~~
- ~~(12) Hospitals and hospices, three parking spaces for each five beds, plus three parking spaces for every five employees, other than doctors, plus one space for each doctor assigned to the staff.~~
- ~~(13) Manufacturing, production, processing, assembly, disassembly, cleaning, servicing, testing or repairing of goods, materials or products or any other industrial establishment, except those otherwise specified in this section, one parking space for each employee.~~
- ~~(14) Mortuaries, eight spaces for each area which can be used as a parlor or chapel, plus one space for each funeral vehicle maintained on the premises.~~
- ~~(15) Motels and hotels, one parking space for each sleeping room or suite, plus one additional parking space for each employee on duty at any one time, plus one parking space for each 100 square feet of meeting rooms, and bars and cocktail lounges. In addition, other uses, such as restaurants, retail sales or offices, which do not exclusively serve the establishment shall provide parking spaces on the basis of the off street parking requirements set forth elsewhere in this chapter.~~
- ~~(16) Multifamily dwellings, two parking spaces for each dwelling unit.~~
- ~~(17) Nursing homes, two parking spaces for the first ten beds, plus one parking space for each 20 beds after the first ten, plus one parking space for each two employees.~~

- ~~(18) Private clubs, one parking space for each two members of the staff, plus one parking space for each six club members, plus one parking space for each room which could be used to provide lodging accommodations for club members or their guests.~~
- ~~(19) Public libraries, public museums, public art galleries and other public buildings, one parking space for each 800 square feet of floor area.~~
- ~~(20) Senior citizen housing facilities, one parking space for every three dwelling units.~~
- ~~(21) Single family dwellings, one parking space per dwelling.~~
- ~~(22) Warehouses, and storage and wholesale establishments, one parking space for each two employees.~~

(1) Retail sales and personal services:

- a. General and convenience retail, not in a shopping center; 2.75 spaces per 1,000 square feet of floor area.
- b. Grocery stores, not in a shopping center; 6.75 spaces per 1,000 square feet of floor area.
- c. Durable goods including but not limited to automobiles, machinery, furniture, and appliances, not in a shopping center; 2.50 spaces per 1,000 square feet of floor area including outdoor sales areas.
- d. Discount superstores, not in a shopping center; 5.50 spaces per 1,000 square feet of floor area including outdoor sales areas.
- e. Specialty superstores, not in a shopping center; 4.50 per 1,000 square feet of floor area including outdoor sales areas.
- f. Consumer services offices including but not limited to insurance sales, public accountants, and personal financial services, not in a shopping center; 4.6 spaces per 1,000 square feet of floor area.
- g. Shopping centers comprised of up to 399,999 square feet; 4.00 spaces per 1,000 square feet of floor area.
- h. Shopping centers comprised of 400,000-599,999 square feet; 4.25 spaces per 1,000 square feet of floor area.
- i. Shopping centers comprised of greater than 599,999 square feet; 4.50 spaces per 1,000 square feet of floor area.
- j. Banks; 3.50 spaces per 1,000 square feet of floor area.
- k. Automotive Fuel Stations; 4.00 spaces plus 1.00 space for each employee on duty exclusive of any spaces located at fuel pump islands.
- l. Automobile Service Facilities; 2.00 spaces per service bay plus 1.00 space for each employee on duty exclusive of any spaces intended for vehicle storage.
- m. Car Wash; 1.00 space for each employee on duty exclusive of any spaces intended for self-service cleaning and

exclusive and addition to parking spaces required for uses otherwise governed by this chapter.

- (2) Food and beverage services
  - a. Fast food and carry-out restaurants; 15.00 spaces per 1,000 square feet of floor area.
  - b. Family restaurants (without bar); 15.00 spaces per 1,000 square feet of floor area.
  - c. Fine or casual dining restaurants (without bar); 15.00 spaces per 1,000 square feet of floor area.
  - d. Fine or casual dining restaurants (with bar); 20.00 spaces per 1,000 square feet of floor area.
  - e. Taverns and night clubs; 19.00 spaces per 1,000 square feet of floor area.
- (3) Office and business services:
  - a. Business and professional offices comprised of less than 25,000 square feet; 3.80 spaces per 1,000 square feet of floor area.
  - b. Business and professional offices comprised of 25,000-99,999 square feet; 3.50 spaces per 1,000 square feet of floor area.
  - c. Business and professional offices comprised of 100,000-499,999 square feet; 3.00 spaces per 1,000 square feet of floor area.
  - d. Business and professional offices comprised of greater than 499,999 square feet; 2.80 spaces per 1,000 square feet of floor area.
  - e. Data processing, telemarketing, and telephone call center offices; 6.00 spaces per 1,000 square feet.
  - f. Medical offices which are not part of a hospital or medical office campus; 4.50 spaces per 1,000 square feet.
  - g. Medical offices which are part of a hospital or medical office campus; 4.00 spaces per 1,000 square feet.
  - h. Government facilities; minimum required parking should be established in accordance with a study of parking needs prepared specifically for the proposed use, subject to review and approval by the director of development.
- (4) Industrial, storage, or wholesale facilities:
  - a. Manufacturing or industrial uses; 1.85 spaces per 1,000 square feet of floor area, plus additional spaces as required per this section for office, retail, or similar uses where said uses exceed 10% of the floor area.
  - b. Storage or wholesale; 0.67 spaces per 1,000 square feet of floor area.
  - c. Self-storage and mini-warehouse uses; 1.75 spaces per 100 storage units, plus additional spaces as required per this section for office, retail, or similar uses.
- (5) Educational or Institutional Uses:

- a. Elementary or middle schools; 0.20 space per gymnasium or auditorium seat or 0.25 spaces per student based upon maximum enrollment capacity, whichever is greater
  - b. Secondary schools; 0.30 space per gymnasium or auditorium seat or 0.30 spaces per student based upon maximum enrollment capacity, whichever is greater
  - c. Colleges or universities; minimum required parking should be established in accordance with a study of parking needs prepared specifically for the proposed use, subject to review and approval by the director of development.
  - d. Daycare centers; 0.25 spaces per person based upon licensed enrollment capacity plus 1.00 space for each employee
  - e. Specialty schools; 0.50 spaces per person based upon licensed student based upon maximum enrollment capacity plus 1.00 space for each employee
  - f. Hospital or medical center; minimum required parking should be established in accordance with a study of parking needs prepared specifically for the proposed use, subject to review and approval by the director of development.
- (6) Arts, recreation, and entertainment uses:
- a. Health clubs; 7.00 spaces per 1,000 square feet of floor area
  - b. Live performance theaters; 0.40 spaces per seat
  - c. Cinemas:
    - i. Cinemas with 1 screen; 0.50 spaces per seat
    - ii. Cinemas with 2-5 screens; 0.33 spaces per seat
    - iii. Cinemas with 6-10 screens; 0.30 spaces per seat
    - iv. Cinemas with more than 10 screens; 0.27 spaces per seat
  - d. Meeting and banquet facilities:
    - i. Meeting and banquet facilities comprised of up to 25,000 square feet; 30 spaces per 1,000 square feet
    - ii. Meeting and banquet facilities comprised of 25,000-49,999 square feet; 25 spaces per 1,000 square feet
    - iii. Meeting and banquet facilities comprised of 50,000-99,000 square feet; 15 spaces per 1,000 square feet
    - iv. Meeting and banquet facilities comprised of 100,000-249,999 square feet; 10 spaces per 1,000 square feet
    - v. Meeting and banquet facilities comprised of 249,999 square feet or greater; 6 spaces per 1,000 square feet

- e. Golf courses; 6.00 spaces per golf hole plus 8.00 spaces practice /green area plus 1.00 space for each employee, exclusive of any parking spaces required for any use accessory to the golf course
  - f. Golf driving ranges; 1.00 space per range station plus 8.00 spaces per practice green/area plus 1.00 space for each employee, exclusive of any parking required for any use accessory to the golf driving range
  - g. Bowling alleys; 4.00 spaces per alley plus 1.00 space for each employee, exclusive of any parking required for any use accessory to the bowling alley
  - h. Billiard halls and similar recreational uses; 18.00 spaces per 1,000 square feet of floor area.
- (7) Houses of worship or other religious centers; 0.40 spaces per seat. If no seating is provided, a seat shall be determined to be each 30 inches of floor space in any row intended for seating purposes.
- (8) Other places of public assembly; 0.30 spaces per seat
- (9) Mortuaries and funeral parlors; 18.00 spaces per 1,000 square feet
- (10) Residences and commercial living accommodations:
- a. Single-family dwellings comprised of up to 4,000 square feet; two spaces per dwelling unit, plus one additional space for each accessory dwelling unit.
  - b. Single-family dwellings comprised of greater than 4,000 square feet; three spaces per dwelling unit, plus one additional space for each accessory dwelling unit.
  - c. Multiple-family dwellings; 1.85 spaces per dwelling unit.
  - d. Senior citizen housing facilities; 0.50 spaces per dwelling unit.
  - e. Continuing care retirement communities; 0.35 spaces per dwelling unit.
  - f. Group community residences; 0.50 spaces per bed.
  - g. Nursing homes; 0.50 spaces per bed.
  - h. Hotels and motels; 1.00 space for each sleeping room or suite plus 10.00 spaces per 1,000 square feet of meeting space. In addition, other uses such as restaurants, retail sales, or offices which do not exclusively serve the establishment shall provide parking spaces on the basis of the off-street parking requirements set forth in this chapter.

**Number of required off-street parking spaces | 98-293(c) Shared parking:**

Staff proposes the addition of a new subsection to this Article which would outline provisions for shared parking among various land uses upon a single lot of record. The percentages of the total number of required off-street parking spaces required at each hour of the day for each land use are included within the

proposed Time-of-Day Factor Schedules. There are two sets of schedules, one each intended separately to effect parking demand during weekday and weekend conditions. These schedules were developed by the Urban Land Institute (ULI) and are included within their publication entitled *Shared Parking, Second Edition* (2005). Source information for each of the proposed percentage listings within the schedules can be found within the ULI's reference materials, any of which can be furnished by staff for consideration at a future public hearing regarding this matter in response to any concerns regarding the justification for any of the proposed Time-of-day Factors.

- (c) *Shared Parking.* A reduction in the cumulative total number of required off-street parking spaces otherwise stipulated per this section for any two (2) or more land uses upon one (1) lot may be approved by the director of development upon confirmation that the lot will include a minimum number of parking spaces to accommodate the parking needed during the single hour of highest combined parking demand as determined by the following Time-of-Day Factor schedules for Weekdays and Weekends. When calculating the single hour of highest combined parking demand, the parking factors included in the following tables shall be applied separately to each individual use upon the lot in a quantity equal to the percentage stipulated for each individual use during the hour in question to determine the minimum number of required parking spaces at any single hour of the day. The single hour of highest parking demand shall be that hour at which the highest quantity of parking spaces is required.

TABLE INSET:

***The Time-of-day Factor Schedule for Weekdays is attached as an 11" X 17" exhibit to this staff report.***

TABLE INSET:

***The Time-of-day Factor Schedule for Weekends is attached as an 11" X 17" exhibit to this report.***

**Number of required off-street parking spaces | 98-293(d) Noncaptive market adjustments:**

Staff proposes the addition of a new subsection to this Article which would allow for slight relief from the requirements of Sec. 98-293(c) when in accordance with a traffic engineer's analysis of parking need. The relief would be provided in the form of a "noncaptive market adjustment" to any of the percentages listed within either of the Time-of-Day Factor Schedules. The noncaptive market adjustment would account for those vehicle trips which might be eliminated during any given

hour by the portion of patrons visiting a shopping center who will patronize multiple uses during one vehicle trip to a site. Due to variations in the range of benefit from this occurrence (based largely upon the degree to which various combinations of land uses provide such a benefit), these adjustments are sometimes necessary to further tailor the requirements listed within the two Time-of-Day Factor Schedules to better accommodate specific combinations of uses.

In order for a developer to secure a reduction in the number of required parking stalls without a zoning variation, the proposed text amendment would require a traffic engineer's analysis of the specific combination of uses comprising a development to determine the number of "captive" patrons who will visit multiple land uses during one trip. Due to the reduction in vehicle trips resulting from these "captive" patrons, these trips will be excluded from the figures the ULI uses to determine the percentages specified within the Time-of-Day Factor Schedules at each hour when a savings will be realized. This adjustment to the percentage excludes the captive patrons and therefore reflects only the remaining "noncaptive" patrons who will be visiting the site during the same period, hence the common name for this type of adjustment.

The "noncaptive market adjustment" is identified within the ULI's publication entitled *Shared Parking, Second Edition* (2005) as a critical component for use when determining the minimum number of required parking spaces for shopping centers, and is especially useful in application for developments which include hotels or unique "destination" land uses.

- (d) *Noncaptive market adjustments* . The percentage listed within the Time-of-Day Factor schedules for Weekdays and Weekends in this section for any single land use for any hour upon any day may be adjusted by the Plan Commission and Board of trustees in accordance with Final Site Plan Review. Any reduction in any percentage listed within Time-of-Day Factor schedules for Weekdays and Weekends in this section shall be based upon a parking study prepared by a traffic engineer and verified by the Village via an independent third-party traffic engineer. Noncaptive market adjustments shall be based upon a traffic engineer's estimate of the number of captive patrons who will already be present for another land use on or adjacent to the subject property and therefore will not generate the need for additional parking spaces during any particular hour.

**Off-street parking standards | 98-294(a) Utilization:**

Staff proposes the addition of text to this section to ensure that both required and surplus off-street parking spaces within the B-1, B-2, B-3, I-1, and I-2 districts will comply with the requirements of this section, as outlined subsequently in this report. An existing exemption is retained from the existing code which allows

parking spaces required for vehicle inventory stored upon automobile dealership sites which are located in the front one-half of the lot to omit parking lot striping.

- (a) *Utilization.* Required accessory off-street parking facilities shall be solely for the parking of motor vehicles of patrons, occupants, or employees of such uses. Nonrequired off-street parking facilities in B-1, B-2, or B-3 business districts, or I-1 or 1-2 industrial districts, such as that surplus to the requirements of section 98-293, shall be bound by all regulations of this article. ~~or~~ Areas devoted to the standing or storage of new or used vehicles located in the front one-half of the depth of the property shall be bound by all regulations of this article, except that such areas need not be marked.

**Off-street parking standards | 98-294(b) Area:**

Staff proposes the addition of two subsections to this section of Article VI. The first of these new provisions would allow for up to 5% of required parking stalls to be slightly smaller in size than the typical parking stall size, specifically to accommodate compact vehicles. Within certain developments and especially within structured parking facilities, there exist design constraints at various locations of the site which make full compliance with the typical requirements of this subsection regarding parking space size. Under current regulations, these nonconforming spaces cannot be counted toward the number of required off-street parking stalls provided on any site. With the proposed language, any property could include up to 5% of their required stalls as “compact spaces,” to be dimensioned at least 8.0 feet by 17.0 feet. The Plan Commission should consider whether such a provision is appropriate considering in most instances Village of Glenview Police will be prohibited from enforcement action against violators of the parking restrictions within these spaces since violations would occur on private property. As such, adoption of such a provision may result in instances wherein larger vehicles will park within areas intended for compact vehicles, causing conflicts with adjacent vehicles and perhaps encroaching into required drive aisles in some instances. If this provision were to be stricken, the Village would continue to enforce the current ordinance in regard to this issue wherein the compact spaces could not be included within the number of required off-street parking stalls, thereby providing a disincentive for their use.

Secondly, this section would codify an existing design practice currently in use throughout the Village wherein vehicles are allowed to overhang curbs and curb-stops located adjacent to required parking stalls. The proposed text would clarify design requirements for such parking overhangs to ensure that such designs will remain mindful of other design requirements which frequently are at odds and in competition for use of the same spaces upon a given site plan.

- (b) *Area.*

- (1) *Required dimensions.* A required off-street parking space shall be at least nine feet in width and at least 19 feet in length, exclusive of access drives or aisles, ramps, columns, and ~~office or~~ work areas. Such space shall have a vertical clearance of at least seven feet.
- (2) *Compact spaces.* Up to 5% of the cumulative total number of required off-street parking spaces may be provided in the form of compact parking spaces. Compact spaces shall be at least eight feet in width and at least 17 feet in length, exclusive of access drives or aisles, ramps, columns, and work areas. Such compact space shall have a vertical clearance of at least seven feet. Compact spaces may not be reduced in length by use of parking overhangs.
- (3) *Parking overhangs.* The minimum length of a required off-street parking space may be reduced by up to two feet if a parking overhang comprised of a distance equal to the reduction from the minimum required length of 19 feet is provided adjacent to the parking space. Any proposed parking overhang area must not encroach into any required landscape buffer yard, parking setback, accessible route, nor shall any overhang area encroach over any public sidewalk if the remaining sidewalk width shall be less than 5.0 feet, nor shall any overhang area be encumbered by curbing or other obstructions in excess of a height of seven inches above the finished grade of the required parking space.

**Off-street parking standards | 98-294(c) Access:**

Staff proposes the addition of text to this subsection intended to specify the minimum permissible drive aisle widths for use within parking areas. Though these minimums may seem self-evident, there are currently no specific requirements for same within the text of the Municipal Code. Additionally, the proposed text would provide developers with an opportunity to request relief directly from the Village's Fire Battalion Chief and/or Fire Chief prior to pursuing a formal appeal of this requirement from the Zoning Board of Appeals.

- (c) *Access.* Each required off-street parking space shall open directly upon an aisle or driveway, for which a driveway permit has been obtained, of such width and design as to provide safe and efficient means of vehicular access to such parking space. Each such driveway shall comply with the standards set forth in the Illinois Department of Transportation's Handbook for the Policy on Permits for Access Driveways to State Highways. *Aisles intended for two-way traffic circulation shall provide a minimum width of twenty-four feet. Aisles intended for one-way traffic circulation shall comply with the most recently adopted International Fire Code, as amended. Any request to reduce the minimum required drive aisle width for one-way traffic circulation must be submitted to the Village's Fire Battalion Chief for*

review. A decision by the Village's Fire Battalion Chief may be appealed to the Village's Fire Chief. Any appeal of the Village's Fire Chief's decision must be submitted to the Zoning Board of Appeals in accordance with the requirements of Section 98-48, *Appeals*.

**Off-street parking standards | 98-294(d) Required yards:**

Staff proposes the addition of text to this subsection to reflect the minimum required setback requirement recently enacted by the Appearance Commission within the content of their *Parking Lot Design Guidelines*. The minimum setback is 5.0 feet and is intended to provide sufficient area for landscape plantings which will screen parking areas from public view.

- (d) *Required yards*. Enclosed buildings and carports containing off-street parking shall be subject to the yard requirements applicable in the district in which they are located. Open off-street parking areas may be located in any yard, except that:
  - (1) In any residential district, off-street parking shall not be located in any area of the front yard extended to include the area of the setback; however, the continuous storage of any vehicle upon an improved parking area, driveway, or turnaround for a period of less than one month shall not be deemed to be such off-street parking.
  - (2) In any residential district on a corner lot devoted to a residential use, off-street parking shall not be located closer to the side lot line bounding a street than the minimum side yard width prescribed by the bulk regulations for the district; however, the continuous storage of any vehicle upon an improved parking area, driveway, or turnaround for a period of less than one month shall not be deemed to be such off-street parking.
  - (3) In any district, on any lot devoted to a nonresidential use, if any front lot line, side lot line, or rear lot line separates the lot, or is across the street or alley, from a lot in a residential district, the off-street parking shall not be located closer to such lot line than the minimum front yard depth, side yard width, or rear yard depth, as the case may be, as prescribed by the bulk regulations for the district in which the off-street parking area is located.
  - (4) In any district, no parking space shall be closer than 5.0 feet to any lot line.

**Off-street parking standards | 98-294(e) Design and maintenance:**

Staff proposes the addition of text to this subsection to ensure that developers will be aware of design requirements listed elsewhere in the Municipal Code regarding the required location of islands and landscaped parking rows. Requirements for same are currently included as recommendations of the Appearance Commission's *Parking Lot Design Guidelines*.

Additionally, amendments are proposed to this section to specify that temporary and seasonal displays and outdoor storage cannot restrict access to any required off-street parking space.

Lastly, staff proposes the removal of a substantial subsection of text regulating landscaping in favor of reliance on the inclusion of this language within the *Parking Lot Design Guidelines*. Due to the extent of the landscaping design requirements, this section of language seems better placed among the other planting requirements rather than having these provisions listed separately within a section of the code which otherwise omits the remainder of these design guidelines.

- (e) *Design and maintenance.*
  - (1) *Enclosures.* Off-street parking spaces may be open or enclosed in a building **or other parking structure.**
  - (2) *Surfacing.* All open off-street parking areas and access drives, except parking spaces accessory to a single-family dwelling, shall be graded and paved or otherwise improved with bituminous concrete or portland cement concrete.
  - (3) *Islands.* **A landscaped island shall be required at the end of any parking row. No more than four parking rows shall be allowed without a landscaped row.** ~~When an open off-street parking area containing more than two parking spaces, except a parking use accessory to a single-family residence, adjoins a residentially zoned district, except when abutting on a dedicated public alley at the rear, an effective buffer shall be provided at the lot line to protect the privacy of the adjoining residential uses by a fence of one color or a densely planted compact hedge, not less than four feet in height, and extending the entire length of the parking area, provided that, if the lot line adjoins the street or public way, the hedge, planting or ornamental fence shall not be more than four feet in height.~~
  - (4) *Repair and service.* No motor vehicle repair work or service of any kind, except emergency repairs, shall be permitted on any open off-street parking area or access driveway.
  - (5) *Temporary and seasonal displays.* **No temporary or seasonal displays shall be installed which restrict access or use of any required parking space.**
  - (6) *Outdoor storage.* **No outdoor storage shall be allowed which restricts access or use of any required parking space, nor shall any outdoor storage be allowed within any required parking lot island.**
  - (7) *Signs.* The director of development may require the installation of entrance and exit signs where two drives serve a single use and only where necessary in the interest of public safety.

- (8) *Drainage.* All open off-street parking areas, except parking areas accessory to single-family dwellings, shall be provided with underground drains connecting with storm sewers. Where competent engineering proof of the unreasonableness of such provision is supplied by the applicant, the ~~building and zoning director~~ **director of development** may permit other methods whereby adequate drainage is accomplished.
- (9) *Unusable areas.* All parts of open off-street parking areas which are unusable, either for parking or traffic, shall be paved or landscaped with plantings of flowers, shrubs and/or trees, which shall be continuously maintained.
- (10) *Marking.* Designated parking spaces, except parking spaces accessory to single-family dwellings, shall be marked on the surface of the parking area with paint or permanent marking materials and maintained in a clearly visible condition.
- ~~(10) *Landscaping.*~~
- ~~a. Parking lot landscaping design guidelines, approved under Ordinance No. 4964 and listed as an exhibit provides clarification to the section and is referenced herein.~~
- ~~b. *Surface parking lot perimeters.*~~
- ~~1. The surface parking lot perimeters section of the section shall apply to all parking lots unless otherwise stated.~~
- ~~2. Surface parking lots shall have a minimum five-foot wide buffer, which shall be increased to seven feet if parking stall depth is 17 feet (allows for vehicular overhangs). The buffer shall surround the perimeter of the property, except for yards abutting residential properties, as described in subsection (3)b.~~
- ~~3. All parking lots shall be screened, for the purpose of minimizing views of parked cars from the public right of way, by a landscaped treatment along all property lines which abut the public right-of-way. This landscaped treatment is further described in the design guidelines, but at a minimum shall conform to the following:~~
- ~~i. Three foot minimum height of screening, except where pre-existing trees or planned additional trees require breaks.~~
- ~~ii. Be located solely on private property and allow for a clear sight triangle for drivers.~~
- ~~4. *Perimeter trees.*~~
- ~~i. For lots with 20 or more spaces, the perimeter of the parking lot may incorporate up to 35 percent of the required interior parking lot trees (see subsection (e)(10)c for tree requirements).~~

- ii. For lots with less than 20 spaces, the perimeter of the parking lot may incorporate up to 100 percent of the required interior parking lot trees as long as those trees are placed on private property within 20 feet of the parking lot. (See subsection (e)(10)c. for tree requirements.)

~~c. Surface parking lot interiors.—~~

~~1. Parking lot count.—~~

- i. Parking lots with 20 or more proposed parking spaces shall abide by the entire interior surface parking lot landscape ordinance.
- ii. Parking lots with less than 20 parking spaces shall incorporate no less than one tree per seven parking lot spaces and shall also abide subsection 8 below.

~~2.—A minimum of 65 percent of the required parking lot trees shall be provided within the interior of surface parking lots.~~

~~3.—Fifteen parking spaces is the maximum number that can be constructed before a landscaped island is proposed.~~

~~4.—The total tree count shall be no less than one tree per five parking lot spaces.~~

~~5.—The end of every parking aisle shall have a landscaping island.~~

~~6.—The minimum size of a parking lot island shall be nine feet by 19 feet to insure property growth and protection of the landscaping materials planted therein. Minimum size of an island can be nine feet by 17 feet t correspond with a nine foot by 17 foot parking space if certain conditions exist (two foot overhang).~~

~~7.—Two or more interior parking bays (a defined grouping of parking stalls) requires a continuous parking lot island between ever other bay.~~

~~8.—Soil preparation shall be in maintained in accordance with the maintenance design guidelines of the appearance code.~~

~~d. Parking lot maintenance.—~~

~~1.—Parking lot landscaping shall be maintained in accordance with the maintenance section of the appearance code design guidelines.~~

~~2.—Plants shall be regularly inspected for pests in accordance with best management practices recommended by the Illinois Landscape Contractors Association.~~

- ~~3. Plants shall be pruned and litter removed in accordance with best management practices recommended by the Illinois Landscaped Contractors Association.~~

**Off-street parking standards | 98-294(f) Computation of fractional spaces:**

Staff proposes the addition of text to this subsection to clarify at which point parking requirements should be rounded to the nearest whole space. In absence of this clarification, there exists ambiguity regarding whether parking requirements should be rounded for each tenant space or whether the fractional requirements should be summed prior to rounding to the nearest whole space. Within multi-tenant shopping centers, the resulting difference in calculations can differ by as much as one parking space per tenant space. The proposed amendment would eliminate the potential for confusion regarding this calculation.

- (f) *Computation of fractional spaces.* When determination of the number of off-street parking spaces required by this article results in a requirement of a fractional space, the fraction of one-half or less may be disregarded and a fraction in excess of one-half shall be counted as one parking space. **When determining the minimum number of required spaces for any two (2) or more nonresidential land uses upon one lot, the provisions regarding the computation of fractional spaces may be applied separately to each use.**

**Off-street parking standards | 98-294(g) Collective provisions:**

Staff proposes the addition of text to this subsection to allow for shared parking among land uses situated upon adjoining lots. To differentiate from shared parking described elsewhere in this Article, these provisions are referred to as collective parking provisions. The proposed text would allow such uses to benefit from the same parking reductions prescribed by the Time-of-Day Factor Schedules as other land uses, however due to opportunities for changes in ownership the proposed amendment would require the recording of such collective parking agreements with the Cook County Recorder of Deeds.

- (g) *Collective provisions.* Off-street parking facilities for separate uses **on adjoining lots** may be provided collectively ~~if the total number of spaces so furnished is not less than the sum of the spaces required for all such separate uses~~ **in accordance with the Time-of-Day Factor Schedules for Weekdays and Weekends listed in Sec. 98-293(c) Shared parking, and provided that all regulations governing the location of accessory parking spaces in relation to the use served are observed. A written agreement covering such perpetual collective use of parking spaces shall be recorded with the Cook County Recorder of Deeds and filed with the office of the ~~building and zoning director~~ director of development. Any such agreement shall include a provision requiring**

written authorization from the director of development prior to any amendment or dissolution.

**Off-street parking standards | 98-294(h) Location:**

Staff proposes the addition of text to this subsection to restrict off-site parking facilities to a distance of 300 linear feet from the principle entrance to the structure to be served. An additional provision would restrict such parking from being located across any public right-of-way from a use being served. Lastly, an exemption is proposed to accommodate any land uses which are intended to be served by a public parking garage or public parking lot such as the parking facilities currently in use within the Glen Town Center in addition to existing public parking lots located throughout the Village's downtown area.

- (h) *Location.* All required parking spaces shall be located on the same lot as the building or use served, or located within 300 linear feet of the primary entrance to nearest point of the principal structure without crossing any public right-of-way; provided, however, that no off-street parking facility for a business or industrial use shall be located in a residential district. The requirements of this subsection shall not apply to any land use which has received written authorization from the Village Manager, or their designated agent, allowing for the use of parking spaces within any public parking facility or Village-owned lot.

**Off-street parking standards | 98-294(i) Employee parking:**

Staff proposes the addition of text to this subsection to clarify the intention of this formula to include all employees present during peak operations of a given use.

- (i) *Employee parking.* Parking spaces required on an employee basis shall be based on the maximum number of employees on duty or residing, or both, on the premises that may be present simultaneously at any one time.

**Off-street parking standards | 98-294(i) Employee parking:**

Staff proposes the addition of text to this subsection to clarify the specific dollar amount of the cash escrow otherwise required per this subsection.

- (j) *Timeframe for availability.* The parking facilities required under this article shall be made available as soon after the time such facilities become required as weather conditions will reasonably permit, but in no case more than nine months after the date of the certificate of occupancy. If occupancy is obtained prior to completion of the parking facilities, a sufficient cash escrow shall be deposited with the Village in an amount equal to the cost of the improvements to guarantee completion of the work.

**Off-street parking standards | 98-294(i) Employee parking:**

Staff proposes the addition of text to this subsection to codify the Village’s ability to require developers to defer installation if surplus parking areas in favor of green space until such time that demand for such parking is demonstrated. The proposed text would afford developers the opportunity to install any approved land-banked parking without re-appearing before the Plan Commission for additional review of parking areas that would have previously been reviewed in accordance with a land-banked parking agreement.

(k) *Maximum number of spaces.*

a. *Requirements for single-family and multiple-family dwellings.*

The total number of accessory parking spaces provided for a single-family or multiple-family dwelling shall not exceed that required by this article for such use or for any equivalent new use by more than 50 percent or four spaces, whichever is greater.

b. *Land-banked parking. In any district upon any lot devoted to a nonresidential use, the Village may require execution of an agreement for land-banked parking deferring the installation of any number of parking spaces which exceed the total number of parking spaces required per ordinance, subject to review by the Plan Commission and approval by the Board of Trustees. Installation of parking otherwise included upon a site plan approved via an agreement for land-banked parking shall not require additional Final Site Plan Review at the time of installation, but shall be subject to all other requirements of the Municipal Code.*

**When off-street loading berths required | 98-295:**

No changes are currently proposed to this subsection.

**Sec. 98-295. When off-street loading berths required.**

In any district, every building which shall be built, structurally altered, enlarged or increased in capacity and which requires the receipt or distribution of materials or merchandise by trucks or similar vehicles shall be provided with off-street loading berths as required by this article.

**Number of required off-street loading berths | 98-296(a):**

Staff proposes the addition of text to this subsection to revise the thresholds at which loading berths are required for various land uses. In general, the floor area ranges have been raised to allow smaller developments to avoid installation of loading berths on small sites that may not easily accommodate truck movements upon their properties. The Plan Commission may consider several recent commercial projects for which loading berths have been required per ordinance

but in practice have been situated upon sites in areas that do not promote their use. Additionally, it has become common to see smaller box delivery vans positioned temporarily within drive aisles while deliveries are made, whether or not a loading berth may be provided elsewhere upon the subject property. In light of this experience, staff proposes increases to these thresholds.

However, for any land use, the Plan Commission retains the right to require loading berths in accordance with Final Site Plan Review to the extent that any specific land use may require them. This provision is outlined in a later subsection of this Article.

**Sec. 98-296. Number of required off-street loading berths.**

- (a) Off-street loading berths shall be provided as follows:
  - (1) Auditoriums, gymnasiums, theaters, hotels and motels with sleeping rooms only, and other buildings for public assembly:
    - a. **Up to 20,000 square feet of floor area in such building, no required loading berths.**
    - b. ~~10,000~~ **20,000**-100,000 square feet of floor area in such building, one loading berth.
    - c. Each additional 100,000 square feet of floor area, or fraction thereof, in such building, one additional loading berth.
    - d. Each required loading berth for a building having more than 20,000 square feet of floor area shall not be less than ten feet wide by 50 feet in length.
  - (2) Establishments for the manufacturing, production, processing, assembly, disassembly, cleaning, servicing, testing or repairing of materials, goods or products; cartage, express, parcel delivery, and freight terminal establishments:
    - a. **Up to 5,000 square feet of floor area in such building, no required loading berths.**
    - a. 5,000-40,000 square feet of floor area in such building, one loading berth.
    - b. 40,000-100,000 square feet of floor area in such building, two loading berths.
    - c. Plus one additional loading berth for each additional 100,000 square feet of floor area, or fraction thereof.
    - d. Each required loading berth for such a building in excess of ~~10,000~~ **5,000** square feet of floor area shall not be less than ten feet in width by 50 feet in length.
  - (3) Mortuaries:
    - a. **Up to 8,000 square feet of floor area in such building, no required loading berths.**
    - b. 8,000-100,000 square feet of floor area in such building, one loading berth.
    - c. Each additional 100,000 square feet of floor area, or fraction thereof, in such a building, one additional loading berth.

- d. Each required loading berth for such a building in excess of 8,000 square feet of floor area shall not be less than ten feet in width by 25 feet in length.
- (4) Office buildings:
  - a. Up to 30,000 square feet of floor area in such building, no required loading berths.
  - b. ~~10,000~~ 30,000-100,000 square feet of floor area in such building, one loading berth.
  - c. Each additional 200,000 square feet of floor area, or fraction thereof, in such building, one additional loading berth.
  - d. Each required loading berth for such a building in excess of 30,000 square feet of floor area shall not be less than ten feet in width by 25 feet in length.
- (5) Retail stores including furniture and appliance stores, repair shops, or restaurants; hotels and motels containing retail shops, convention halls, exhibition halls, ~~service or professional~~ offices or other uses; and warehouses and wholesale establishments:

TABLE INSET:

Square Feet of Floor Area	Minimum Number and Size
Under 30,000	No requirements
30,000-- 49,999	2 berths, 10 feet × 25 feet; or 1 berth, 10 feet × 50 feet
50,000--99,999	4 berths, 10 feet × 25 feet; or 2 berths, 10 feet × 50 feet
100,000--250,000	4 berths, 10 feet × 50 feet

For each additional 200,000 square feet of floor area, or fraction thereof, over 250,000 square feet of floor area, one additional loading berth, not less than ten feet in width by 50 feet in length shall be provided.

- (6) Schools, hospitals, sanitariums or other similar institutional buildings and multiple-family dwellings:
  - a. Up to 20,000 square feet of floor area in such building, no required loading berths.
  - b. 20,000-200,000 square feet of floor area in such building, one loading berth.
  - c. Each additional 200,000 square feet of floor area, or fraction thereof, in such building, one additional loading berth.
  - d. Each required loading berth for such a building in excess of 20,000 square feet of floor area shall not be less than ten feet in width by 25 feet in length.

**When off-street loading berths required | 98-296(b):**

No changes are currently proposed to this subsection.

- (b) All uses, not specifically listed in subsection (a) of this section, greater than 30,000 square feet in floor area, which shall require the receipt or distribution of materials or merchandise by trucks or similar vehicles, shall have off-street loading berths in accordance with the requirements of subsection (a)(5) of this section.

**When off-street loading berths required | 98-296(c):**

Staff proposes the addition of a new subsection to this Article to empower the Plan Commission to require loading berths in accordance with Final Site Plan Review for land uses which may warrant loading areas that may not otherwise be required per code.

- (c) In accordance with Final Site Plan Review, the Plan Commission may recommend and the Board of Trustees may require up to one (1) additional loading berth for any proposed land use if the Plan Commission determines that the receipt or distribution of materials or merchandise by trucks or similar vehicles generated by the proposed land use will exceed the number of required loading berths otherwise prescribed by this section.

**Off-street loading berth standards | 98-297:**

Staff proposes the addition of new provisions to this subsection to prohibit storage and service areas and temporary/seasonal displays from restricting access to any required loading berth.

**Sec. 98-297. Off-street loading berth standards.**

- (a) *Location.* All required loading berths shall be off-street and shall be located on the same lot as the building to be served. No permitted or required loading berth shall be located within a required front yard or side yard.
- (b) *Area.* Unless otherwise specified in this chapter, a required loading berth shall be at least ten feet in width by 25 feet in length, exclusive of aisles and maneuvering spaces, and shall have a vertical clearance of at least 14 feet.
- (c) *Access.* Each required loading berth shall be served by appropriate means of vehicular access to a street or alley in a manner which will not unreasonably interfere with traffic movement.
- (d) *Surfacing.* All open loading berths shall be graded and paved or otherwise improved with bituminous concrete or portland cement concrete.
- (e) *Storage, repair and service.* No storage of any kind, nor motor vehicle repair work or service of any kind shall be permitted within any

required loading berth. Additionally, no storage shall be allowed which restricts access or use of any required loading berth.

- (f) *Temporary and seasonal displays.* No temporary or seasonal displays shall be installed which restrict access or use of any required loading berth.
- (g) *Drainage.* All loading berths shall be provided with adequate drainage facilities to carry surface waters and stormwaters into storm sewers or drainage ditches.
- (h) *Space allocated.* Space allocated to a required loading berth shall not be used to satisfy any requirement of this article for off-street parking spaces.