

ARTICLE 15. OFF-STREET PARKING AND LOADING – UNLOADING STANDARDS

Section 15.01 Statement of Purpose

It is the intent of this ordinance that parking spaces shall be provided and adequately maintained by each property owner in every zoning district for the off-street storage of motor vehicles for the use of occupants, employees and patrons of each building and premise constructed, altered or enlarged under the provisions of this Ordinance. Off-street parking and loading areas are to be designed, maintained and operated in a manner that will ensure their efficient use, promote public safety, improve aesthetics and, where appropriate, protect surrounding uses from undesirable impacts.

Section 15.02 General Parking Requirement: All Districts

A. Use.

1. Off-street parking spaces shall be used only for the parking of vehicles by its occupants, employees, visitors and patrons.
2. Under no circumstances shall off-street parking spaces be rented, used for other than parking purposes or allowed to become unusable (except for temporary repairs).
3. The storage of merchandise, motor vehicles for sale, trucks, wrecked or junked vehicles or the repair of vehicles is prohibited in off-street parking areas.

B. Joint Use of Parking Areas. The joint use of parking facilities by two (2) or more uses may be granted by the Planning Commission whenever such use is practical and satisfactory to each of the uses intended to be served, and when all requirements for location, design and construction are met.

1. **Computing Capacities.** 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 space requirements for individual uses occur at distinctly different times, the total of such off-street parking facilities required for joint or collective use may be reduced by up to twenty (20%) percent below the sum total of the individual space requirements.
2. **Record of Agreement.** A copy of an agreement between joint users shall be filed with the application for a land use permit.

The agreement shall include a guarantee for continued use of the parking facility by each party.

C. Location.

1. All off-street parking shall be provided on the same lot or within lots under the same ownership and within three hundred (300) feet of the principal building. This distance shall be measured from the nearest building entrance to the nearest parking space of the off-street parking area.
2. Off-street parking areas shall not be permitted within the minimum required front, rear or side yards.

D. Maintenance.

1. All off-street parking and loading facilities shall be maintained free of accumulated snow, debris or other materials which prevent full use and occupancy of such facilities, except for temporary periods of no more than five (5) days in the event of heavy rainfall or snowfall.
2. Off-street parking area shall be surfaced with gravel, concrete, bituminous asphalt or other surface materials prior to building occupancy and shall provide adequate surface drainage facilities to collect and properly dispose of storm water runoff. Off-street parking with gravel surfaces shall be maintained in a dust and weed free manner.
3. All surfaces, directional devices and protective equipment, landscaping and other equipment furnished or required on the parking facility shall be maintained to insure safe pedestrian movement, vehicular operation, adequate protection of adjoining properties and to present a neat and attractive appearance of the facility.
4. The visibility of pavement markings delineating parking spaces and directional control shall be maintained.

E. Identification of Need.

1. The amount of required off-street parking spaces shall be stated on an application for a land use permit or site plan to build a new building or enlarge an existing one. A Certificate of Occupancy will not be issued upon completion of any building or the extension or addition thereto, unless and until all off-street parking and loading space requirements shown

on the plans or made a part of the building permit shall be in place and ready for use.

2. Any area once designated as required off-street parking shall not be changed to any other use unless and until equal facilities meeting the standards of this Section are provided elsewhere or the parking requirements of the site change.
3. Whenever there is a change in use, change in number of employees, an increase in floor area or a change in any other unit or measurement specified in Section 15.4 that creates a need for an increase of more than ten (10) percent in off-street parking facilities as determined by that Section, off-street facilities shall be provided on the basis of the new total floor area or on the basis of the total units of measurement of the new use or of the altered or expanded existing use.
4. Off-street parking existing at the effective date of this ordinance shall not be reduced to an amount less than that required for a similar new building or new use.
5. Where the property owner can demonstrate that the required amount of parking is excessive, the Planning Commission may approve a smaller parking area, provided that area of sufficient size to meet the parking space requirements of this Article is retained as open space. The site plan shall note the area where parking is being deferred, including dimensions and parking lot layout. The owner agrees to construct any additional parking, at the direction of the Planning Commission, based on observed usage. Any additional parking shall be constructed within six (6) months of being informed of such request in writing by the Zoning Administrator.
6. In the case of a use not specifically mentioned, the requirements of off-street parking for a use which is mentioned and which is more similar to the use not listed shall apply. The Planning Commission shall make this determination and a record of the rationale applied in a file established for that purpose. An appeal may be taken to the ZBA.

F. Off-Street Parking Provisions for the Physically Handicapped.

1. Barrier-free parking space requirements shall be in accordance with the Michigan Department of Labor, Construction Code Commission, and Barrier-Free Design Division. Barrier-free parking requirements are subject to

change; please refer to most recent Michigan Building Code for updated requirements. The provision of barrier free parking spaces must currently comply with the following requirements:

Total Parking Spaces in Lot	Required Barrier Free Parking Spaces
1-25	1
26-50	2
51-75	3
76-100	4
101-150	5
151-200	6
201-300	7
301-400	8
401-700	14
701-1000	1 per 50 spaces provided or fraction thereof
Over 1000	20 plus 1 per 100 spaces provided over 1000 or fraction thereof

2. Parking spaces for the physically handicapped shall be located as close as possible to accessible walkways and entrances. When a building has multiple accessible entrances, the accessible parking spaces must be dispersed among the building's accessible entrances. Signs shall be provided when necessary indicating the direction of travel to an accessible entrance.
3. Each barrier free parking space shall have a minimum width of ninety-six (96) inches with an adjacent access aisle of a minimum sixty (60) inches in width. An access aisle may be shared by two (2) accessible parking spaces. The minimum length of each barrier free parking space shall be twenty (20) feet.
4. For each eight (8) or fraction of eight (8) accessible parking spaces provided, a minimum of one (1) van accessible space is required. A van accessible space requires an access aisle of a minimum ninety-six (96) inches in width and a minimum length of twenty (20) feet.
5. The surface slope of accessible parking spaces, access aisles and passenger loading zones cannot exceed one to forty-eight (1:48) in any direction. Any access aisle which serves accessible parking spaces and passenger loading zones must be at the same level as the accessible parking spaces and passenger loading zones which are served.

6. Signage for barrier free parking spaces shall be a minimum twelve (12) inches wide by eighteen (18) inches in height. If signage is post mounted, the bottom edge of the sign shall not be less than eighty (80) inches above. If signage is wall mounted, the bottom edge of the sign shall not be less than sixty (60) inches above grade. In addition, van accessible spaces shall be designated "Van Accessible" on the face of the sign or shall have an additional sign, "Van Accessible" mounted below the required sign at the minimum eighty (80) or sixty (60) inches above grade, whichever is applicable.
7. Where a curb exists between a parking lot surface and a sidewalk surface, an inclined approach or a curb cut with a gradient of not more than one to twelve (1:12) and minimum width of sixty (60) inches is required. A built-up curb ramp must not protrude into a vehicular traffic lane or a parking space access aisle. The flared sides of the ramps must not exceed a slope of one to ten (1:10).

Section 15.03 Parking Units of Measurement

- A. **Fractional Space.** When units of measurement determining the number of required parking spaces result in a fractional space, any fraction to and including one-half (1/2) shall be disregarded and fractions over one-half (1/2) shall require one (1) parking space.
- B. **Carports and Garages.** Residential carports and garages shall be calculated as parking spaces on a one to one (1:1) basis.
- C. **Legal Capacity.** Legal capacity is the use occupancy allowed under fire, health or building codes, whichever is greatest.
- D. **Seating Calculations.** In calculating seating for places of assembly, each twenty-four (24) inches of benches, pews, spectator seating or other such seating shall be counted as one (1) seat.

Section 15.04 Parking Space Requirements

Off-street parking spaces shall be required in all districts based upon the following permitted and specially permitted uses:

Type of Use	Required Number of Spaces
Agriculture Service Establishments, Construction and Farm Equipment Sales and Service	One (1) space for each three hundred (300) square feet of gross floor area provided for sales purposes, plus one (1) space for each employee on the largest work shift
Airports, Heliports and Related Uses	Two (2) spaces per hanger
Bed and Breakfast Homestays	One (1) space for each guest room, plus two (2) additional spaces for the owner/operator
Business Services	One (1) space for each three hundred (300) square feet of gross floor area provided for sales purposes, plus one (1) space for each employee on the largest work shift
Cemeteries	Cemeteries containing church and/or chapel structures shall provide one (1) space per four (4) seats of assembly space. If business and/or sales offices are contained within cemetery, one space (1) per employee on the largest work shift shall be provided
Child Care Centers	One (1) space for each employee on the largest work shift, plus paved, unobstructed parking spaces for pick-up and drop-off of children equal to one quarter (1/4) of the number of children served at the peak hour of operation
Churches	One (1) space per each four (4) seats of the sum total of all worship and/or auditorium seating
Clubs and Lodges	One (1) space for each six (6) potential members based on the capacity of the facility
Commercial Composting Operations and Centers	One (1) space for each employee in the largest working shift
Commercial Recreation	One (1) space per employee on the largest work shift, plus parking spaces shall be provided to accommodate a minimum fifty (50) percent of all member families and individual members, plus one (1) space per four (4) seats of spectator seating
Family Day Care and Group Day Care	One (1) space per employee on the largest work shift, plus one space per occupant
Home Occupation Class II	Two (2) spaces for the occupants of the dwelling unit, plus a maximum two (2) additional spaces for customers/clients of home occupation

Injection Wells	One (1) space for each employee in the largest working shift
Long Term Care Facilities	One (1) space for each six (6) beds, plus (1) space for each employee on the largest work shift
Manufactured Home Parks	Three (3) spaces for each manufactured home dwelling unit, plus one (1) space per five (5) dwelling units for guest parking
Multiple-Family Dwellings	Three (3) spaces for each multiple-family dwelling unit, plus one space per five (5) units for guest parking
Open Space Communities	Two (2) spaces for each single family attached or detached dwelling unit. In developments where multiple-family housing is included, three (3) spaces shall be provided for each multiple-family dwelling unit and one (1) space per five (5) multiple-family dwelling units for guest parking
Public Buildings	One (1) space for each four (4) potential users based on the capacity of the facility, plus one (1) space for every employee on the largest work shift
Public Parks, Playgrounds and Recreational Grounds	Eight (8) spaces per acre of recreational area. If spectator seating is provided an additional one (1) space per four (4) seats shall be provided. If golf facilities are provided, an additional six (6) spaces per golf hole shall be provided. If swimming facilities are provided, an additional one (1) space per seven (7) persons of legal capacity
Senior Housing Complexes	One (1) space for each senior housing dwelling unit, plus one (1) space per five (5) units for guest parking
Schools and Vocational and Technical Training Facilities	One (1) space per employee, plus one (1) space for each five (5) students based on the legal capacity of the facility, plus one (1) space per each four (4) seats of auditorium and gymnasium
Single and Two-Family Dwellings	Two (2) spaces for each dwelling unit
Single Family Attached Dwellings	Three (3) spaces for each dwelling unit, plus one (1) space per five (5) units for guest parking
Veterinary Hospital, Clinics, and Commercial Kennels	One (1) space for each three hundred (300) square feet of gross floor area, plus one (1) space per employee on the largest work shift

If a particular use is not specifically listed, the Planning Commission, in its discretion, may chose the closest similar use to the use not specifically listed and apply or deviate from the requirements to fit the new use.

Section 15.05 Site Development Requirements

- A. **Ingress and Egress.** A suitable means of ingress and egress shall be provided by clearly defined driveway and maneuvering lanes that are located to minimize traffic congestion and interference with pedestrian movement.
- B. **Parking in Public Right-of-Way Prohibited.** Parking spaces shall be designed so that no vehicle shall be permitted at any time to wait or stand within a public right-of-way.
- C. **Directional Signs and Controls.** Necessary directional signs and controls as are required by the Planning Commission and the Livingston County Road Commission shall be established and maintained by the owner or lessee of the parking spaces.
- D. **Illumination.** All illumination of parking lots or display areas shall be designed, installed and shielded to prevent spillover onto adjacent properties, and shall be arranged to prohibit adverse affect on motorist visibility on adjacent public roadways. The maximum height of parking lot light fixtures shall be twenty (20) feet.
- E. **Curbing, Wheel Blocks and Bumper Blocks.** Curbing, wheel blocks or bumper blocks shall be provided where parking spaces abut landscaping, property lines, sidewalks or required setback areas to minimize pedestrian/vehicular conflicts.
- F. **Surfacing Requirements for Larger Capacity Parking Lots.** Off-street parking with a capacity of eight (8) or more vehicles and related service aisles or drives must be paved with concrete, bituminous asphalt or similar material prior to building occupancy, and shall provide adequate drainage facilities to collect and properly dispose of storm water.
- G. **Waiver of Surface Requirements.** The Planning Commission shall have the authority to waive hard surface requirements for parking areas of eight (8) or more spaces and related service aisles for uses other than multiple families residential. Such waivers shall be evaluated based on the daily and seasonal use characteristics of the parking area and service aisles or drives, drainage characteristics and other factors related to maintenance of safe healthful and convenient access.
- H. **Parking Space Dimensions.** A parking space shall not have dimensions of less than nine (9) feet by eighteen (18) feet. Parallel parking spaces shall be a minimum nine (9) feet wide and twenty-three (23) feet in length.

- I. **Parking Spaces Abutting a Sidewalk.** Where a parking space abuts a sidewalk, the minimum parking space depth shall be measured from the edge of the curb, except a two (2) foot credit for vehicle overhang shall be permitted where the sidewalk is at least eight (8) feet wide.
- J. **Prohibited Use of Street For Maneuvering.** Parking lots shall be designed to prevent vehicles from backing into the street or requiring use of the street for maneuvering between parking rows.
- K. **Dimensions of Maneuvering Lanes.** Maneuvering lanes designed for one-way traffic shall not be less than twelve (12) feet in width. Maneuvering lanes designed for two-way (by-directional) traffic shall not be less than twenty-four (24) feet in width.
- L. **Parking Lot Setbacks from Residential Zoning Districts.** Parking lots shall not be permitted within the required minimum front, rear and side yard setback. This yard setback shall service as a buffer area when parking areas abut residential zoning districts. The buffer area shall include berming, landscaping and/or wall to screen headlights. Additional setback requirements may be imposed for certain special land uses in accordance with Article 13 Special Land Uses.
- M. **Required Landscaping for Setback-Buffer Areas.** Where required off-street parking abuts a residential zoning district, a minimum of one (1) trees for each thirty (30) lineal feet or one (1) bush of vine for each ten (10) lineal feet of setback or buffer area is required. In lieu of a landscaped area, an opaque, solid decorative masonry wall or decorative wooden fence between four (4) and six (6) feet in height may be located along the common boundary at the discretion of the Planning Commission.

Section 15.06 Loading and Unloading Space Requirements

- A. **When Required.** Uses involving the receipt or distribution by vehicles of materials or merchandise shall provide and permanently maintain adequate space for standing, loading and unloading services in order to avoid undue interference with public use of the streets and thus, help relieve traffic congestion. Loading space as required shall not be construed as supplying off-street parking spaces.
- B. **Dimensions and Number.** Every building of a commercial, office or industrial nature with over five thousand (5000) square feet of gross floor area shall provide at least one (1) truck standing, loading and unloading space. The space shall be not less than twelve (12) feet in width, thirty (30) feet in length, and fourteen (14) feet in height. One (1) additional truck space of these dimensions shall be

provided for every additional twenty thousand (20,000) square feet or fraction thereof of gross floor area in the building. Loading and unloading spaces or areas shall not be located in the minimum required front yard.

- C. Site Development.** Off-street loading space and access drives shall be paved, drained, lighted and shall have appropriate bumper of wheel guards, where needed. Any light used for illumination shall be arranged to reflect the light away from adjoining premises and streets.
- D. Collective Provision.** The collective provision of off-street loading space for two (2) or more structures or uses is permitted provided that the loading space collectively is not less than the sum of the requirements for the various individual uses.
- E. Signage.** Loading spaces required under this ordinance shall be signed as such and shall be kept free from refuse and storage, off-street parking or other activities